2017

Manager's Recommended Budget

City of Derby

July 12, 2016

July 12, 2016

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

Enclosed is the Fiscal Year 2017 Recommended Budget, the eleventh budget I have had the privilege of developing as your city manager. Through the leadership of the governing body, constructive input of citizens, and diligence of staff, we have crafted a prudent financial plan that reflects the vision and values of the people of Derby.

The 2017 budget includes a mill levy increase of one mill to 48 mills. The mill levy is the rate at which real and personal property are taxed to provide municipal services. This mill levy increase will generate approximately $204,000 in 2017 which will be set aside in the Equipment Reserve Fund for future equipment needs. The last increase in the mill levy (2.54 mills) occurred 12 years ago in the 2005 budget for funding a full-time fire department.

This budget positions the City to meet the public safety and other needs of our growing population of 23,234. The total budget for all funds, not including reserves, transfers, and debt proceeds is $37,011,734 which is a small decrease (-1.05%) compared to revised 2016 expenditures of $37,404,203. The decrease is attributed to personnel costs in 2016 including an additional pay period.

As required by law, the budget is scheduled for City Council approval on August 9. Please contact me with questions at your convenience.

Respectfully submitted,

Kathleen B. Sexton
City Manager

City of Derby
City Manager's Office

611 N. Mulberry · Derby, KS 67037-3533 · 316-788-3132

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Derby

Kansas

For the Fiscal Year Beginning

January 1, 2016

Executive Director

Derby

City Council

2016-2017

Ward I:
Tom Keil
Rocky Cornejo

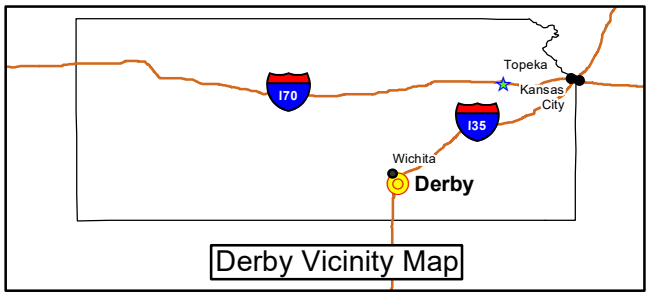
Ward II:
Vaughn Nun
Jack Hezlep

Mayor Randy White

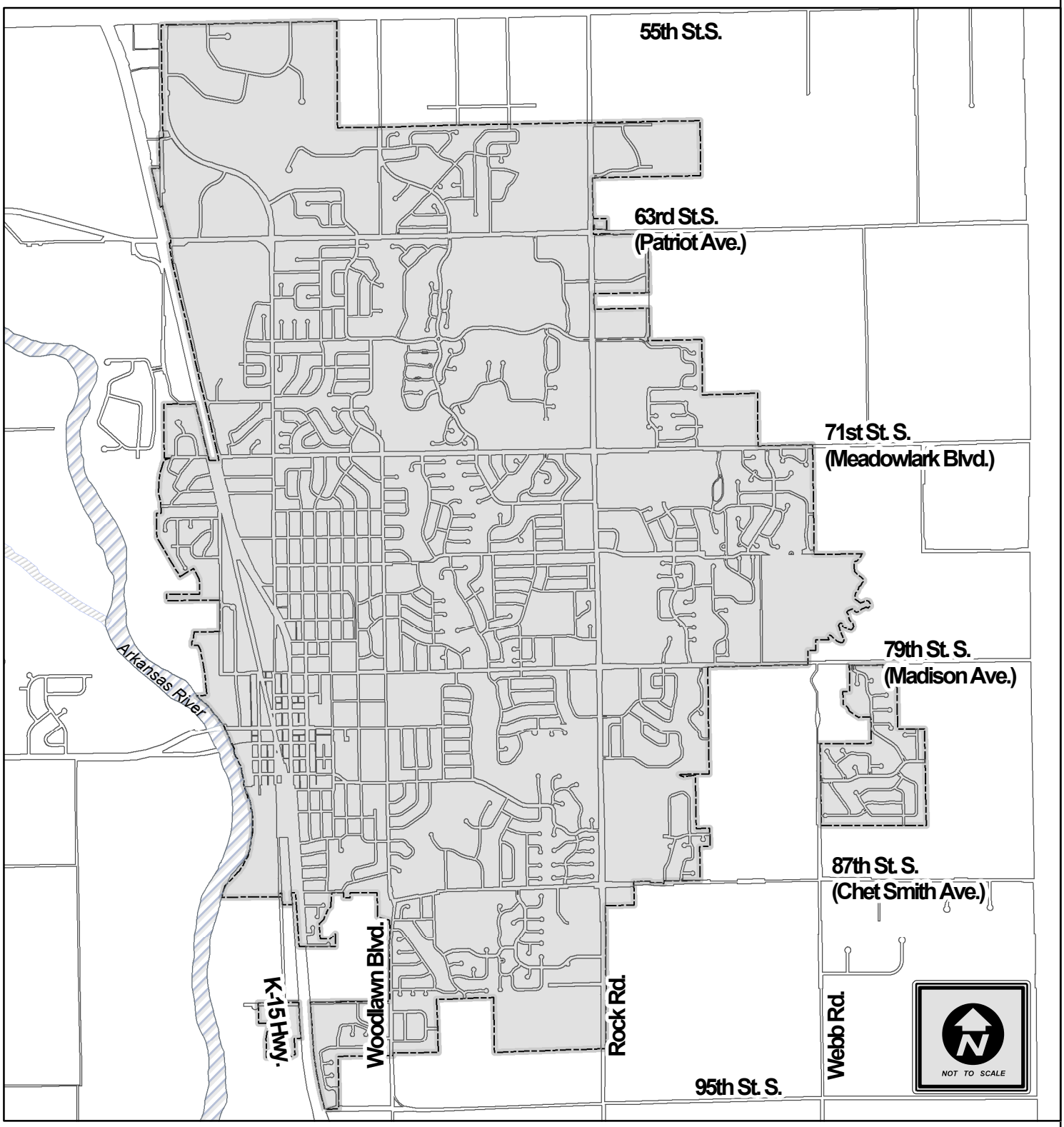
Ward III:
Cheryl Bannon
Chuck Warren

Ward IV:
John McIntosh
Mark Staats

City Staff:
Kathy Sexton, City Manager
Jean Epperson, Director of Finance



Derby Vicinity Map



CITY OF DERBY

SEDGWICK COUNTY, KANSAS

Date: 6/7/2016

Legend

Derby City Limits

City of Derby
2017 Budget Process Timetable

Dec. 23: Directors receive 2017 budget forms and instructions.

Jan. 14: *Budget Kick-off*
City Manager and Director of Finance review 2017 budget goals and priorities.

Jan. 25-Feb. 29: Finance staff prepares preliminary operating budgets and compiles supplemental requests. Directors meet individually with Finance Department to review budget worksheets and supplemental requests, ask questions, and make clarifications.

Jan. 25: Directors return CIP requests to Budget Analyst. Changes to the approved CIP require a narrative explanation.

February: Directors return budget worksheets and narratives according to schedule distributed.

Feb. 1: Directors return requests to amend the Vehicle Replacement Plan and Equipment Replacement Plan to Budget Analyst.

Feb. 8: Directors return supplemental requests for personnel, programs and capital equipment. Please note: a new line item has been added to the supplemental request asking if Grant Forms were researched or sought out.

Feb. 15: Directors return Revenue Enhancement Ideas, Cost Savings Ideas and requests from Special Alcohol Fund & Fireworks Permit Fees.

Feb.-May: Research cost reduction measures, monitor state legislative process, and develop revenue estimates for 2016 and 2017.

Mar. 1-Mar. 31: Directors meet with City Manager to discuss needs and recommendations.

May 12: Management Team meets to discuss supplemental requests and CIP Workshop items.

May 26: Deliver departmental budget request notebook to City Council and post on Derbyweb.com.

May 31: City Council workshop.

June 14: Council receives citizen comments on the 2017 Budget in the Public Forum.

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

June 28: Council receives citizen comments on the 2017 Budget in the Public Forum.

July 1: Estimate received from County Clerk of the 2016 assessed valuation for the 2017 budget.

July 7: Deliver City Manager's Recommended Budget to City Council.

July 12: City Manager presents recommended Budget at City Council meeting. Council receives citizen comments in Public Forum. 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 21: Planning Commission reviews CIP.

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

July 27: Publish Notice of Budget Hearing in *Derby Informer* (allows for ten days in paper prior to public hearing).

August 9: 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 2016

Supplemental Funding Requests								
Department	**Division**	**Priority**	**Description**	**2017 Amount**	**Amount**	**Recurring**	**Budget Year**	**Fund**
Capital Improvement Plan								
Planning and Engineering	Engineering	1	Nelson Dr. Screening Wall	97,000		-	2017	GF
Planning and Engineering	Engineering	2	Quiet Zone Study	35,000		-	2017	Special Streets
Planning and Engineering	Engineering	3	Sidewalk Gap Infill	40,000		40,000	2017	GF
Public Works	Wastewater	1	Purple Pipe to serve Decarsky Park (design)	360,000			2017	WWCIP
	Water		Purple Pipe to serve Decarsky Park (construction)		1,380,000		2018	Revolving Loan
Operating Budget								
Police	Police	1	Police Department Accreditation	16,950		4,065	2017	LETF
Police	Police	2	Non-Supervisory Promotion Path	11,672		11,672	2017	GF
Police	Police	3	Part-time Station Officer	19,932		19,932	2017	GF
Fire	Fire	1	Reclassify 3 current positions to Captain in 2017	30,300		30,300	2017	DD Sales Tax
Fire	Fire	2	Replace Fire Hose		22,200	-	2018	GF
Fire	Fire	3	Replace High Pressure Air Compressor and Fill Station		70,000	-	2019	GF
Fire	Fire	4	Replace 2001 Engine 82		723,000	-	2020	GF
Fire	Fire	5	Replace 1995 Quint 82		1,005,000		2021	GF
Public Works	Streets	1	Pavement Management System Overhaul	75,000		1,500	2017	GF
Public Works	Parks	2	Replace Wood Chipper and Upgrade Truck to 2-ton	40,000		-	2017	GF
Public Works	Water	3	Water Division Vehicle Replacement Shuffle	50,000		-	2017	Water
Public Works	Water	4	Signal Transmitters for Water Meters (44)	6,500		-	2017	Water
Public Works	Parks	5	Industrial Mower Replacement	41,200		-	2017	GF
Public Works	Water	6	Signal Transmitters for Water Meters (170)		24,000	-	2018	Water
Public Works	Streets	7	Heavy Equipment Replacement		490,250		2018-2021	Water
			Total Requested	**823,554**	**3,714,450**	**107,469**		

Manager's Highlights of the Budget

Introduction

Each summer, 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 2017 was developed by staff with input from the governing body as informed by the public. It includes departmental operating budgets and a five-year (2017-2021) Capital Improvement Plan (CIP), Financial Plan, Vehicle Replacement Plan, and Equipment Replacement Plan.

Overview of the 2017 Budget

The 2017 budget fulfills the City's 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.

The operating budget for all funds, not including reserves, fund transfers and bond proceeds, is $37,011,734 which is a small decrease of $142,034 (-1.05%) from revised 2016 expenditures of $37,404,203. The decrease is primarily attributed to personnel costs in 2016 due to an additional pay period.

Capital Improvement Plan (CIP)

In 2016 and 2017, the City will make major investments to improve the safety and condition of city streets. Improvements to the Nelson Drive and Meadowlark intersection will encourage better traffic flow and enhance safety at one of the city's most dangerous intersections.

Also, Madison Avenue (Derby High School to High Park) with the assistance from KDOT of $2,000,000 will be widened and reconstructed to improve traffic flow, pedestrian access and safety. In addition to these two major street projects, Warren Riverview Park will be constructed mostly in 2017 on the Arkansas River at Market Street.

The 2017 CIP balances the needs of the growing community while maintaining the infrastructure and facilities 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 in the 2017 CIP:

1. Nelson at Patriot Street Construction and Drainage Improvements: $1,600,000
2. Decarsky Park
   i) Design Purple Pipe: $360,000
   ii) Install Water Line: $355,000

iii) Plat and Design: $340,000

3. 87th Street improvements (East of Rock Rd): $226,744
4. Aviation Pathway (Buckner to 47th): $160,000

Major improvements anticipated in years 2018-2021 of the CIP include:

- Construct Decarsky Park and Purple Pipe
- Upgrade Wastewater Treatment Plant
- Relocate Fire Station 81
- Reconstruct Water/Kay Street
- Widen and Reconstruct River Street

Staffing Changes

The 2016 budget was approved to include 187 full-time and 49 part-time positions. The 2017 Budget includes the same staffing level. While this budget includes addition of a part-time station officer at the Police Department, it also includes elimination of a part-time Police records clerk and new promotional opportunities in both the Police and Fire and Rescue Departments.

Vehicle and Equipment Replacement Plans

The City annually develops a vehicle replacement plan and an equipment replacement plan. The 2017 vehicle replacement plan totals $933,650. The equipment replacement plan is targeted for $308,200 in 2017 to accommodate the maintenance cycle and meet growing needs. Major items in these two plans include:

- Vactor Combo Unit (Wastewater) - $400,000
- Dump Truck (Parks) - $137,000
- Four Police Patrol Vehicles - $176,400

Revenue Projections for 2017

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 2017 budget.

Sound financial footing was maintained throughout the extended recession by using a balanced plan of conservative revenue estimates and measured expenditure requests. Heading into 2017, the City is in a strong financial position. During early 2016, staff developed a five-year projection for revenues and expenditures. Although based on multiple assumptions, this projection guided staff in balancing the 2017 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 February 2015 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 ten years, as well as the Excellence in Financial Reporting Award for the 2008-2014 Comprehensive Annual Financial Reports.

To plan a city budget, staff must evaluate the condition of the local, regional, and national economies to prudently forecast revenues. This year, Derby's portion of the county's sales tax is projected to increase 2% in 2016 and 2% in 2017 as Derby maintains its 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 a mill levy from 48 mills. After 12 years of flat mill levies, I recommend an increase of 1 mill to build a reserve for future equipment purchases. For example, two fire trucks estimated to cost a total of $1,728,000 in 2020 and 2021 illustrate the need to set aside funds to meet those needs. As a result, the mill levy will grow from 47.009 to approximately 48.0 mills. At this rate, the City will receive $9,768,179 in property taxes in 2017.

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 2017 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 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 division 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 Council and staff review the needs of the community, priorities, and goals and then match 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 as well as staffing changes for the upcoming year highlighted in yellow.

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 2016 and 2017, 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 City will update its comprehensive plan in 2017 to reflect updated community priorities and changes that have occurred over the last decade.

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, Utility Services, Municipal Court, Senior Services and Public Transportation 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, Tort Liability, Special Alcohol Fund and the Transient Guest Tax.

Administration
This section includes budget appropriations and explanatory material for the City Manager's Office, City Council, Human Resources, City Attorney and Communications. Also included is the Community Programs budget.

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 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 of the County Appraiser, 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 city in the Metropolitan Statistical Area (MSA) with an estimated population of 23,234. Derby has the 18th 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, incorporated in 1871, and renamed Derby in 1956, the city's continued 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 6,468 acres.

The last 30 years in particular have been a period of meteoric growth for Derby. From 1982 until 2015, 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 23,234 residents, Derby boasts a median family income of $70,204 and an average home value of $202,446.

On average, a Derby household is made up of approximately 3 people (2.65). Approximately 39% 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 valued by 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 570 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 22nd Air Refueling Wing, the 184th Intelligence Wing (Kansas Air National Guard) and the 931st Air Refueling Group (Air Force Reserve), also has a significant effect on Derby's economy. Many Air Force families choose to live in Derby, as do many 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 lazy river 603 feet long, 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 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 4th 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.

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

Building Inspection
Code Enforcement
Civil Engineering
Police
Emergency Management
Fire & Rescue
Street Maintenance
Municipal Court
Parks and Forestry
Professional City Management
Public Information
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. Billing services are provided by the City's Finance Department, and management has 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 (2015 U.S. Census Estimate): 23,234

2016 Assessed Valuation: $203,509,000

2016 Taxation Profile

Total Property Tax Rate:	141.116 mills
City:	47.009 mills
Sedgwick County:	30.883 mills
USD 260 Derby Schools:	62.156 mills
State:	1.500 mills
El Paso Cemetery:	1.068 mills

Total Sales Tax Rate:	8.0%
State:	6.5%
County:	1.0%
City:	0.5%

2015 Ad Valorem Tax Levies for Surrounding Cities
Levies for 2016 Budgets

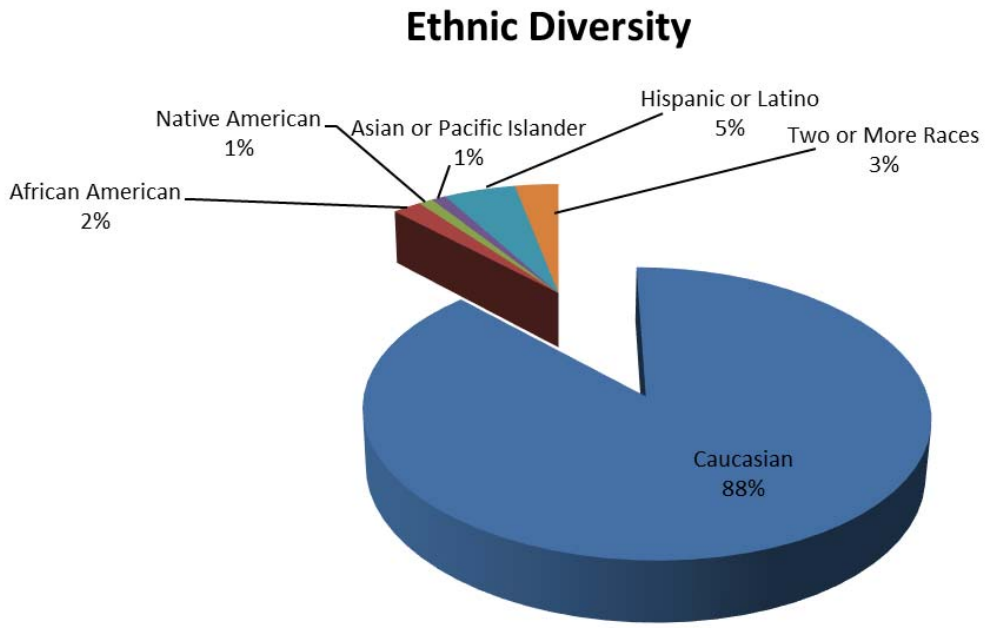
Total Levy Within City

Hutchinson	174
Emporia	163
Andover	158
Maize	157
Bel Aire	153
Valley Center	153
Newton	153
Goddard	145
Derby	**141**
Mulvane	139
Wichita	120

Total City Levy

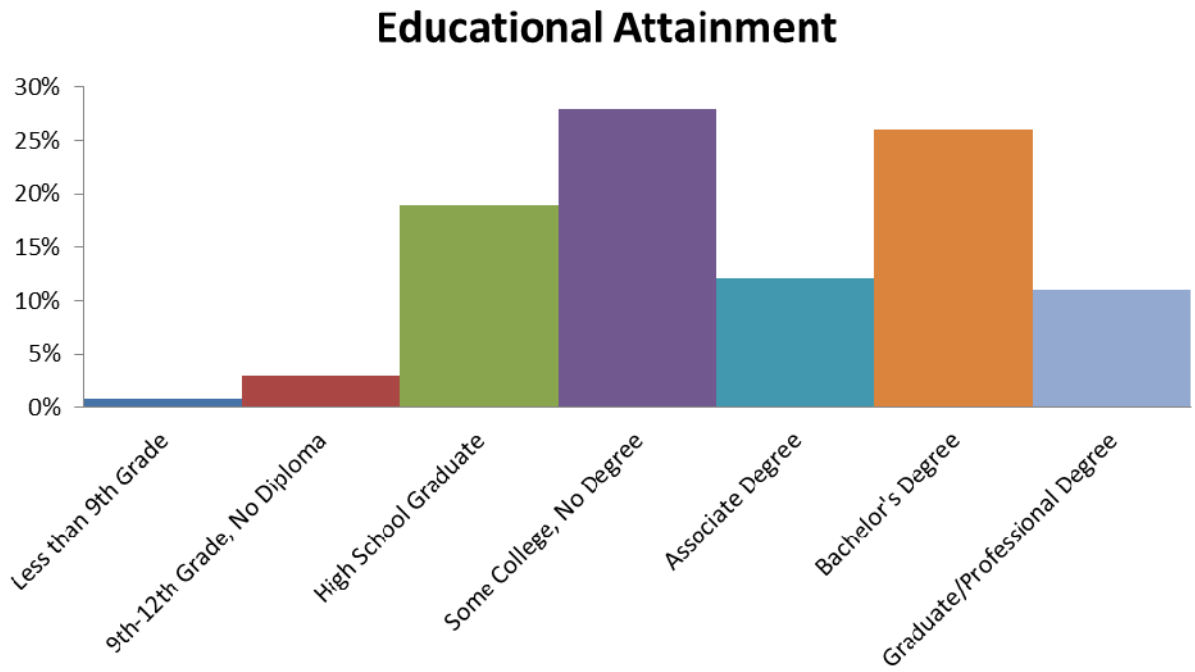
Valley Center	55
Newton	52
Derby	**47**
Bel Aire	46
Hutchinson	43
Maize	43
Mulvane	42
Emporia	42
Andover	39
Wichita	33
Goddard	31

Resident Profile
Median Age (2013 U.S. Census Estimate): 36.2 years
Median Family Income: $70,204



Housing in Derby

Average Home Value (2014):	$194,841
Average New Home Value (2015):	$214,266
Housing Units (2014):	9,094



Elementary Schools: 11	Middle Schools: 3	High Schools: 1
Public (9)	Public (2)	Public (1)
Private (2)	Private (1)	

Universities (in vicinity): 4, including Wichita State University South Campus in Derby, plus many other post-secondary schools providing opportunities in the metro area.

Business & Industry

Number of Businesses: 570

Sedgwick County Unemployment: 3.9% (April 2016, KS Dept of Labor)

Top 10 Taxpayers

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

Top 10 Largest Employers

Employers	*Product/Service*	*Employees (FTE)*
USD #260	Education	1109
Walmart	Retail	312
City of Derby	Government	188
Dillons	Retail	185
Shared Services, a division of Walmart	Retail	110
Lowe's Home Improvement	Retail	106
Derby Recreation Commission	Recreation/Fitness	104
Kohl's	Retail	86
Derby Health & Rehabilitation, LLC	Healthcare	75
Westview Manor	Skilled Nursing	60

Transportation

Railway Service: Burlington Northern Santa Fe (BNSF)
Air Service: Eisenhower National (Wichita)
Distance to Major Highways:

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

Summary of the Budget Process

The process and schedule 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 preparation 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 2015 – March 2016**

The Finance Department evaluates projections for non-tax revenues to be received in 2016. 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 **Feb-April 2016**

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

Departmental Operating Budget Requests **April 2016**

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

Long-term Planning **April 2016**
Departments prepare prioritized 5-year capital, vehicle and equipment plans. Departments also submit recommendations to amend the existing 2016 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 and Special Street Fund.

Department Meetings **May 2016**
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 **May 2016**
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 2016**
Citizens can view various preliminary budget documents online at www.derbyweb.com. After the City Council Budget Workshop in May, the budget workshop document is made available online and in the Derby Public Library. Citizens have several opportunities to address the Council in open meetings and through personal contacts about any concerns, requests, or questions.

Manager's Recommended Budget **July 2016**
The City Manager presents the Council with her recommended 2017 budget and 2017 – 2021 Capital Improvement Plan. The document is online and available at the Derby Public Library and City Hall.

Derby Planning Commission Review **July 2016**
State law requires the planning commission to review the Capital Improvement Plan for consistency with the Comprehensive Plan.

Public Hearing and Final Adoption of 2016 Budget **August 2016**
A Public Hearing is held during a council meeting during which citizens may comment. The Council votes to approve the 2017 Budget and 2017-2021 Capital Improvement Plan.

Strategic Planning

In 2006, the City held an aggressive public engagement effort called VISION 2016. 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.

Since adopted, the mission, vision, and values of the City have been communicated to employees and the public using several types of media. 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.

In 2017, community engagement will again be a focus as the City updates its comprehensive plan.

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 10 priorities as set quarterly by the City Council. The City Manager gives the Council a quarterly progress report, and the Council affirms the content and ranking of the items while also adding or deleting projects. Department directors incorporate the cost of achieving these goals into their annual budgets.

City Council priorities, as updated May 24, 2016:

1. Madison Avenue Central Park & Warren Riverview Park Development
2. Re-invent the K-15 corridor
3. Develop an ordinance regulating massage therapy businesses
4. Update Zoning Code for cellular tower siting
5. Revisit the Red Powell & Nelson Drive intersection design
6. Update the animal code
7. Create a new policy regulating posting of signs at City facilities
8. Continue researching STAR bond proposal
9. Update Charter Ordinances to enhance transparency and ease of use
10. Research legality of annexation commitment when filing a plat
11. Develop program for sidewalk maintenance & filling in gaps

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

1. Drought response plan: Update water contract with Wichita to coincide with drought measures
2. Water Conservation Education: Implement new water rebate for lawn replacement
3. Marketing of water assets
4. Assess policy options for drought-resistance of water conservation
5. Partner with area cities to ensure a sustainable water supply

City of Derby

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.

The Derby community VALUES:

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

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

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

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

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: *The long-term viability of our city depends on the vitality of our business community as well as our reliable water supply and air quality.*

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

City of Derby

Performance Measures
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 is a long-term process. This involves adapting accounting practices and implementing additional processes for tracking and collecting information. Objectives 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.

Performance measurements represent critical, measurable areas the City deems important based on history, citizen comments and management.

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 2016, the City's ratio is 18.76%.

- Rapid amortization of total debt (all general obligation and revenue bonds) with the objective of at least 60% over 10 years. Currently, in 2016, the City's rate is 86.6%.

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 2017 budget is 30.99%.

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 are recognized in the accounts reported. Governmental 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 funds (water, stormwater 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 interest on 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, meaning when, 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 Proprietary Funds the accrual basis of accounting is used.

The City complies with provisions of Governmental Accounting Standards Board (GASB) Statement No. 34. Financial statements were first presented in this format in 2003. Statements focus on the government as a whole (government-wide) and the major individual funds. Since 2003, 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 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.

Governmental funds (General Fund, Special Revenue and Capital Projects), expendable trust funds and agency funds are budgeted and reported on a modified accrual basis of accounting.

Proprietary funds such as the City's enterprise funds (water, stormwater 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 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 budget. For example, 2016 taxes are used to finance the 2017 budget.

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

Real Estate

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

Personal Property

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

Statutory Budget Requirements

Kansas statutes require 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 estimated expenditures equal 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 annual budgets:

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

d. Public hearing on or before August 15th.
e. Adoption of final budget on or before August 25th.

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 recording.

Public Participation
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 representatives, by attending public meetings, or by giving input, serving on an advisory board, committee, or the governing body.

Funds
A fund is a grouping of related accounts 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 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 be readily 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 detailed short-term view that helps one determine whether there are more or fewer financial resources that can be spent in the near future on the City's programs.

Proprietary Funds
Services for which the City charges customers a fee are generally reported in proprietary funds. The wastewater, wastewater CIP, water and stormwater funds 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 2017 budget is a balanced budget for all City funds, including those that do not levy a tax, except the water fund which has debt service and reserve accounts in conjunction with outstanding bond issues which are exempt from budget law, and expenses are not anticipated.

Governmental Accounting Standards Board (GASB)
Policy: Derby will comply with GASB Statement No. 68.
The City of Derby began compliance with this new rule for the 2015 budget. GASB 68 states that the City must recognize its net pension liability which consists of a portion of the Kansas Public Employers Retirement System (KPERS) liability.

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 GASB 34. The primary accounting change was 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 equipment inventory is maintained for insurance and control purposes and to comply with GASB 34.

Reserves Management
Policy: General Fund cash balance should be at least 15% of expenditures (City Council Resolution 3-2010).
A healthy fund balance is maintained, usually well above the 15% amount. A slower than anticipated growth in the tax base or a prolonged economic downturn may result in use of this General Fund balance in the future.

Debt Management
Policy: Stay below 20% of non-exempt debt (City Council 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.

In 2013, voters approved a half-cent citywide retail sales tax initiative, the Derby Difference Sales Tax. This sales tax became effective January 1, 2015 and is used for operations for the library and Fire & Rescue Department as well as to service debt for new parks. Issuance of bonds for Central Park has resulted in this ratio (20.76%) exceeding the 20% threshold in 2015, but due to a rapid repayment schedule, the ratio has fallen to 18.76% in 2016.

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 2017.

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 money 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 new 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.

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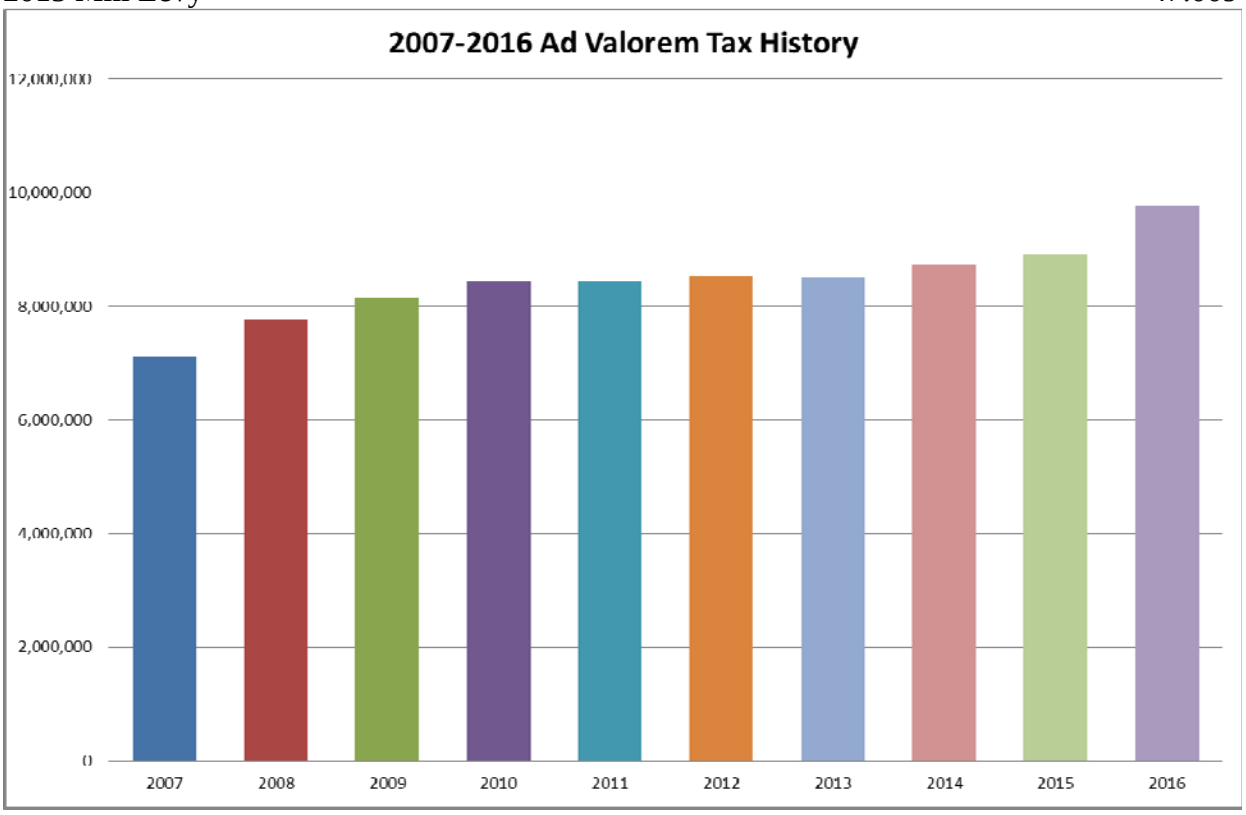
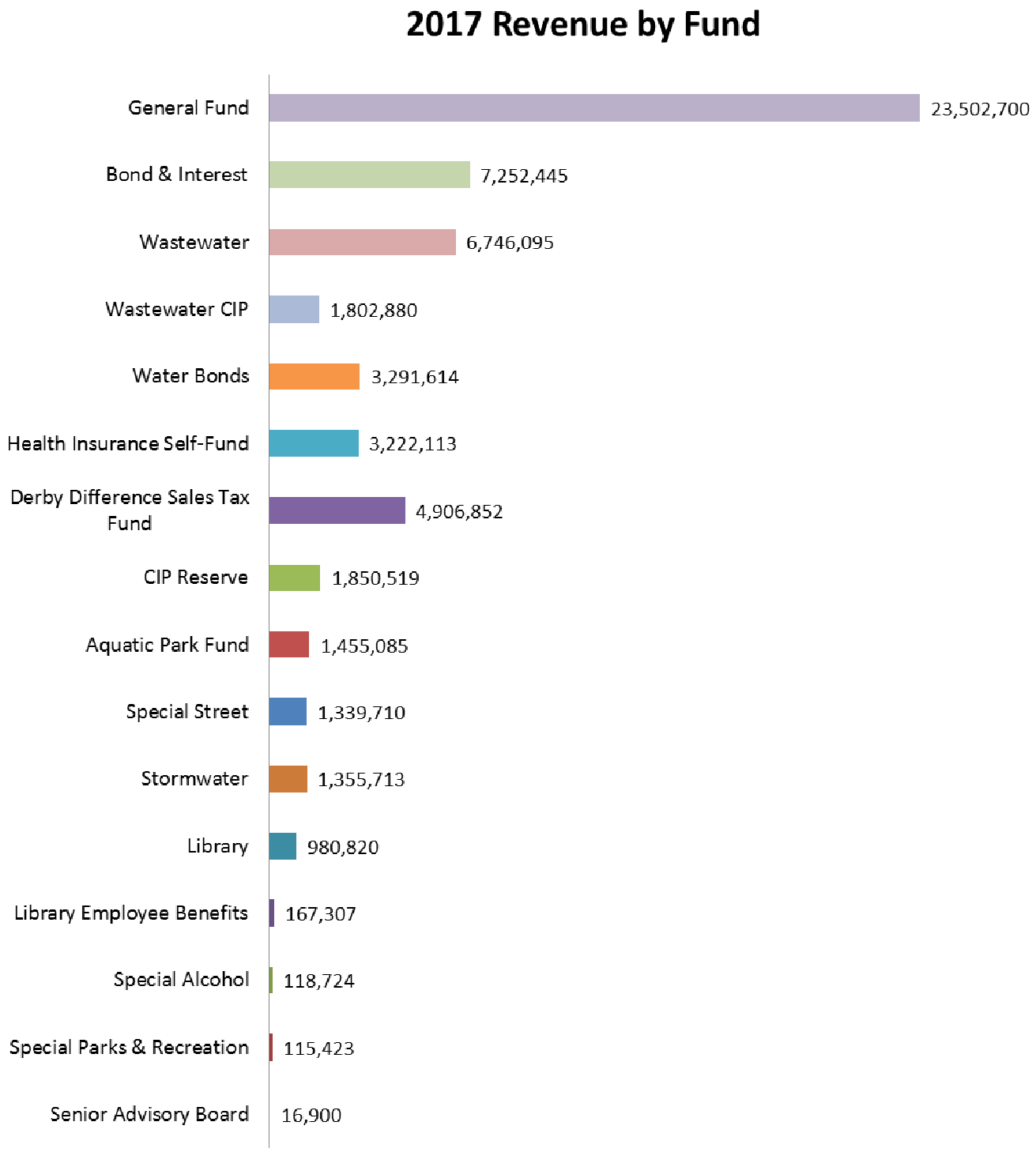
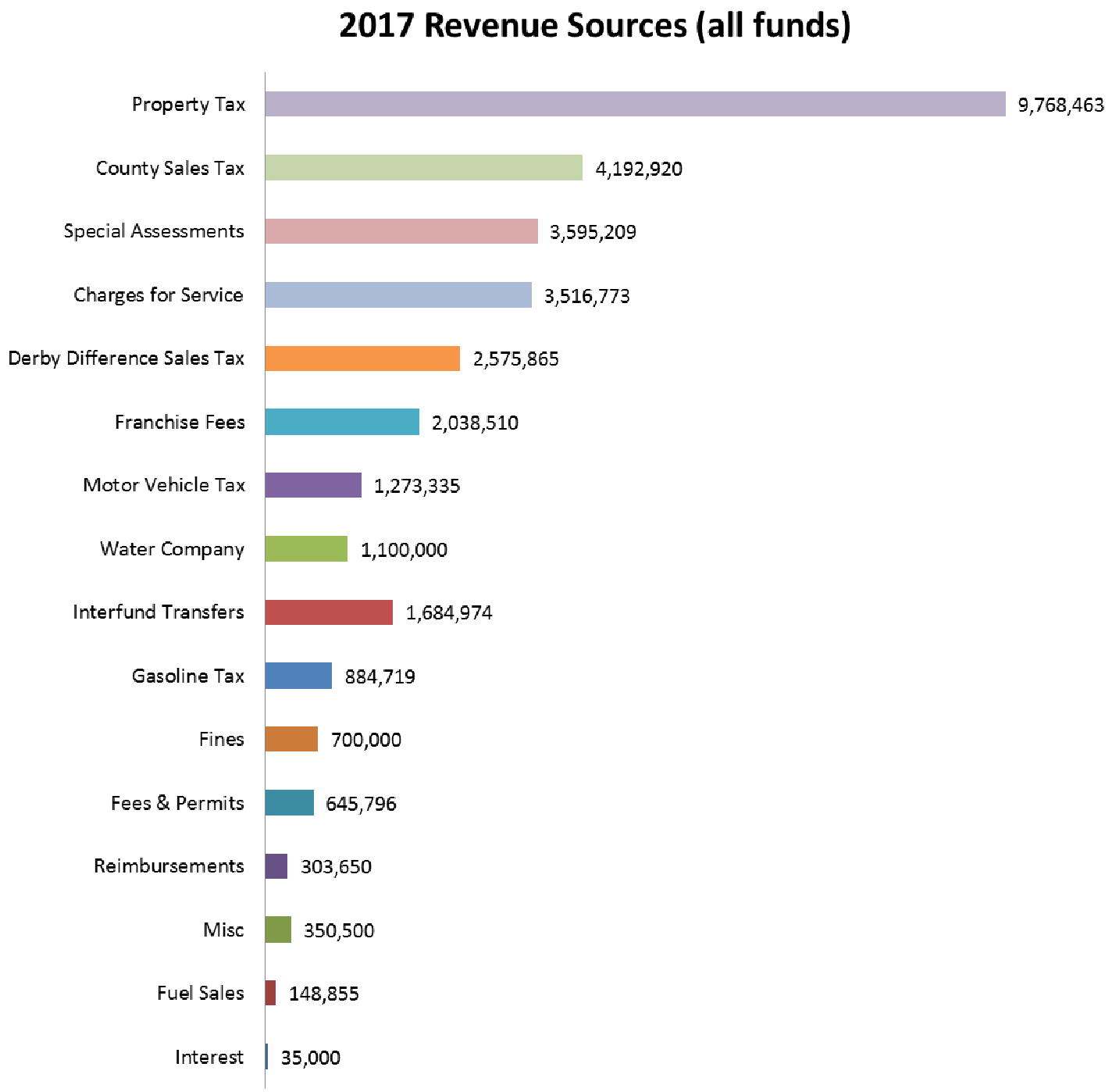
Budget Facts

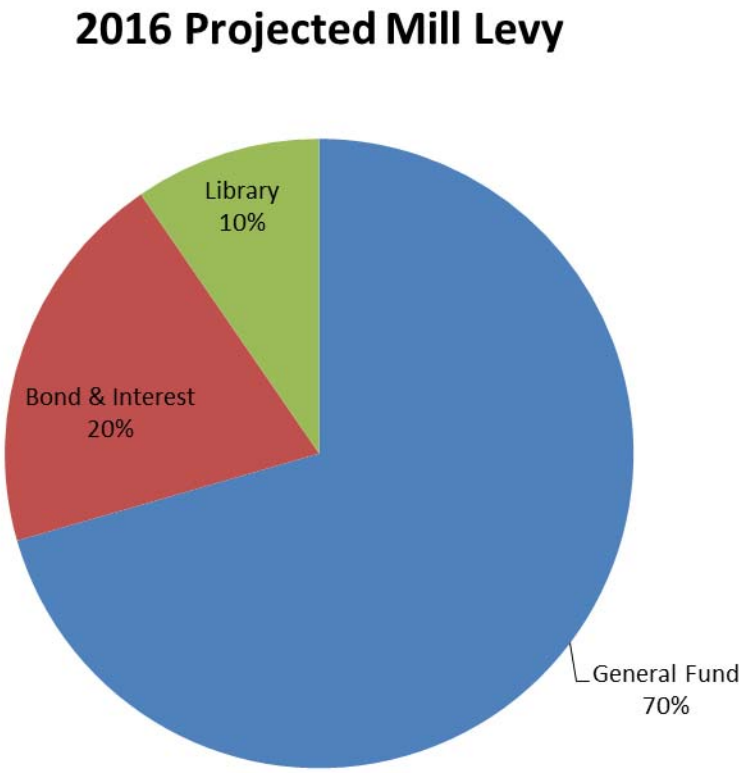
2016 Assessed Valuation	$203,509,000
2015 Assessed Valuation	$189,575,240
% increase from 2015	7.35%
Ad Valorem Tax Levy 2016	$9,768,179
Ad Valorem Tax Levy 2015	$8,911,689
Difference in Property Tax Levied	$856,743
% Difference in Property Tax Levied	9.6%
2016 Mill Levy	48.000
2015 Mill Levy	47.009



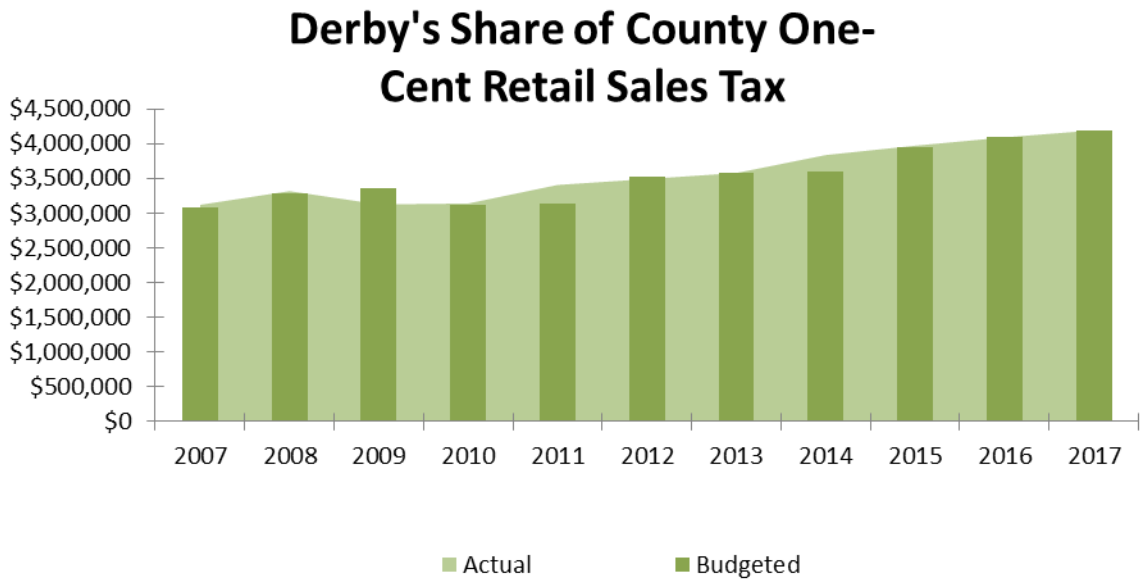
General Fund Revenue									
	Line #	2014	2015	2016	2016	2017	2016	2017	Explanation
Sources	100	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
Ad valorem tax	4000	6,145,609	5,848,995	6,412,384	6,412,384	6,775,207	10%	6%	Assessed value increases 2.3% in 2016 & 2% in 2017. Decrease in 2017 due to Bond and Interest levy increase.
Motor vehicle tax	4030	841,365	858,449	784,509	784,509	837,572	-9%	7%	Based off of prior year ad valorem levy
Rental car excise tax	4035	11,763	5,463	10,400	5,254	6,998	-4%	33%	Based off County Treasurer's Estimate
Delinquent tax	4040	64,875	61,311	70,275	70,275	70,000	15%	0%	Based upon receipts
RV tax	4045	7,115	6,997	6,611	7,000	6,998	0%	0%	Based off County Treasurer's Estimate
16/20M vehicle tax	4046	1,629	1,038	944	1,040	1,106	0%	6%	Based off County Treasurer's Estimate
KCOVERS - Commercial Motor Vehicle	4047	4,777	5,454	4,610	5,455	5,732	0%	5%	Preliminary based upon actuals.
Watercraft Tax	4048	-	5,504	4,038	5,504	5,504	0%	0%	New tax in 2015
Carryover	4050	6,057,203	6,905,309	6,197,149	7,794,383	6,989,961	13%	-10%	Policy requires 15% of expenditures. 2015 year-end balance high due to $400,000 Payroll Fund adjustment & expenditure savings.
Wellness Program Reimbursement	4070	29,423	27,008	30,000	28,650	28,650	6%	0%	
Local sales tax	4141	3,837,647	4,030,104	4,091,124	4,110,706	4,192,920	2%	2%	1% County-wide
State: City connecting links	4151	25,416	25,416	25,416	25,416	25,416	0%	0%	K-15 maintenance
Alcohol tax	4161	57,997	59,132	59,269	59,800	60,500	1%	1%	State alcohol tax on bars, restaurants and caterers
Business Registrations	4201	9,585	11,290	11,000	11,400	11,400	1%	0%	
Building Trades/Licenses	4202	55,580	86,780	56,000	56,000	87,000	-35%	55%	2017 is the biennial year for license renewals.
Pet Licenses	4203	3,540	2,880	3,200	2,880	2,880	0%	0%	
False Alarm Fees	4206	2,635	4,260	2,550	4,260	4,260	0%	0%	
Fireworks Stand Permit	4208	64,000	64,000	64,000	56,000	48,000	-13%	-14%	Anticipate 7 tents instead of 8.
Funeral Escort Fee	4210	2,750	2,900	2,400	2,900	2,900	0%	0%	
Bldg trades permits	4212	271,855	292,195	230,000	250,000	250,000	-14%	0%	2014 & 2015 were high due to increased activity.
Occupancy permits	4213	3,550	4,475	4,290	4,300	4,300	-4%	0%	
Franchise--electric	4222	1,030,734	1,014,442	1,093,093	1,055,800	1,087,474	4%	3%	Projected rate increases in 2016 and 2017.
Franchise--telephone	4223	125,626	120,018	133,372	114,000	110,000	-5%	-4%	Continued reduction in land lines.
Franchise--gas	4224	354,817	284,007	321,104	265,200	286,416	-7%	8%	2016 based upon actual receipts. Projected price increase in 2017.
Franchise--water	4225	191,985	207,322	226,609	218,385	237,620	5%	9%	2016R based off 5.5% rate increase and 2017 based off 9.0% rate increase due to Wichita water purchase.
Franchise--video	4226	251,205	247,418	256,254	247,000	247,000	0%	0%	
Franchise - trash & recycling	4227	66,327	68,339	67,660	69,560	70,000	2%	1%	
Police reports (copies)	4323	3,340	3,413	3,500	3,300	3,300	-3%	0%	
Zoning/Land Use Fees	4352	11,038	5,820	6,580	6,320	6,320	9%	0%	2014 high due to increased residential growth (The Oaks).
NLC Service Line Warranty	4374	7,392	7,123	7,124	6,208	6,200	-13%	0%	
Interest income	4502	10,702	31,348	12,500	35,000	35,000	12%	0%	Slight increase in interest rates.
Other	4600	52,356	46,740	26,500	45,000	45,000	-4%	0%	
Reimbursements	4610	27,081	160,034	200,000	50,000	50,000	-69%	0%	2015 $135,000 FEMA grant; 2016 Rose Hill inspections $30,000
Reimbursement-Capital Projects Fund	4611	350,000	350,000	350,000	350,000	300,000	0%	-14%	Based on aniticipated special assessment projects
Rent	4612	9,800	9,600	9,600	9,600	9,600	0%	0%	El Paso office rent.
Plan Review Fees	4635	56,130	52,807	60,000	50,000	50,000	-5%	0%	
Sr Center County Grant	4700	115,000	115,000	115,000	115,000	115,000	0%	0%	
Transportation Services[1]		59,263	57,943	58,909	56,943	56,943	-2%	0%	
Senior Services Activities[1]		38,321	40,242	46,000	41,000	46,000	2%	12%	Anticipated increase in participation.
Reimbursables[1]		196,063	334,508	230,000	200,000	200,000	-40%	0%	2015 inc. $25,000 STAR Bond deposit; $35,000 landscape deposit; $51,000 special assessment reimbursement.
Park Revenues[1]		35,032	18,833	30,000	50,000	50,000	165%	0%	Madison Avenue Central Park revenue added in 2016.
Insurance recovery[1]		31,626	2,863	42,000	24,000	25,000	738%	4%	Very few accidents in 2015.
Court Fee and Fines[1]		789,685	651,426	700,000	665,000	700,000	2%	5%	2014 revenue included receivable adjustment.
Transient Guest Tax		97,768	110,519	130,000	130,000	130,000	18%	0%	Rate increased from 6% to 8% in 2015.
Fuel payments/reimbursements[1]		252,776	164,081	278,686	132,906	148,855	-19%	12%	Reduced revenue projections based upon decreased fuel prices.
Community Marketing[1]		35,141	49,947	44,000	38,220	38,220	-23%	0%	BBQ fees and sponsorships.
Transfer from Other Funds		175,472	-	-	5,506	31,448	0%	471%	Derby Difference sales tax 2016. Library sales tax 2017.
Grand Total		**21,697,520**	**22,462,753**	**22,518,660**	**23,682,064**	**23,502,700**	5%	-1%	
[1] *Includes revenues from multiple lines*									

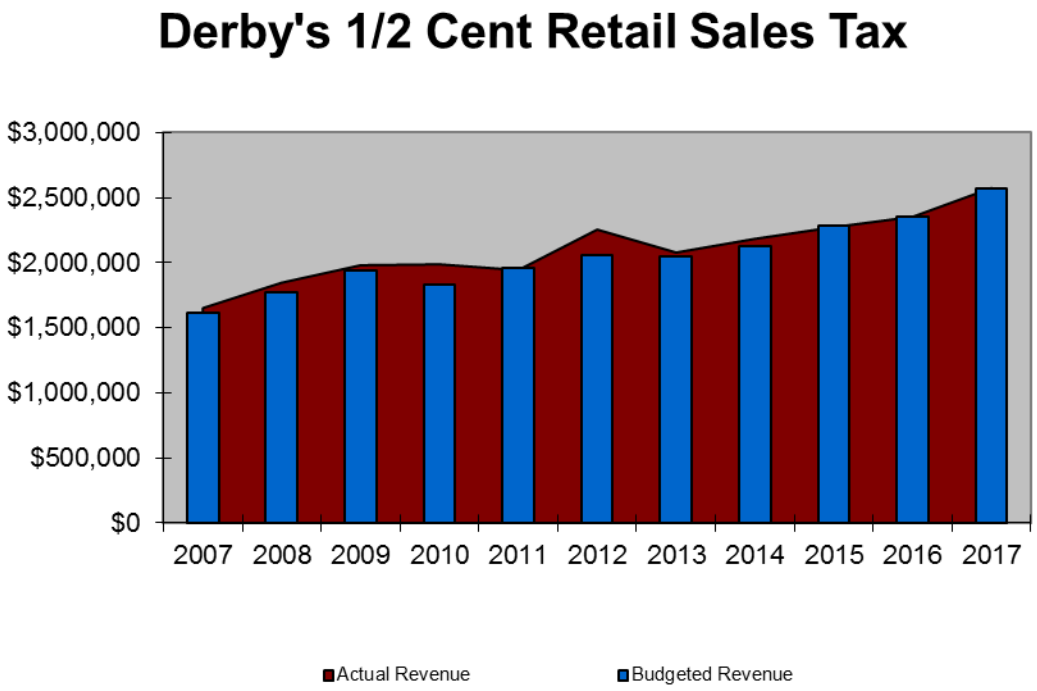

2017 Revenue by Fund
General Fund
23,502,700
Bond & Interest
7,252,445
Wastewater
6,746,095
Wastewater CIP
1,802,880
Water Bonds
3,291,614
Health Insurance Self-Fund
3,222,113
Derby Difference Sales Tax Fund
4,906,852
CIP Reserve
1,850,519
Aquatic Park Fund
1,455,085
Special Street
1,339,710
Stormwater
1,355,713
Library
980,820
Library Employee Benefits
167,307
Special Alcohol
118,724
Special Parks & Recreation
115,423
Senior Advisory Board
16,900


2017 Revenue Sources (all funds)
Property Tax
9,768,463
County Sales Tax
4,192,920
Special Assessments
3,595,209
Charges for Service
3,516,773
Derby Difference Sales Tax
2,575,865
Franchise Fees
2,038,510
Motor Vehicle Tax
1,273,335
Water Company
1,100,000
Interfund Transfers
1,684,974
Gasoline Tax
884,719
Fines
700,000
Fees & Permits
645,796
Reimbursements
303,650
Misc
350,500
Fuel Sales
148,855
Interest
35,000

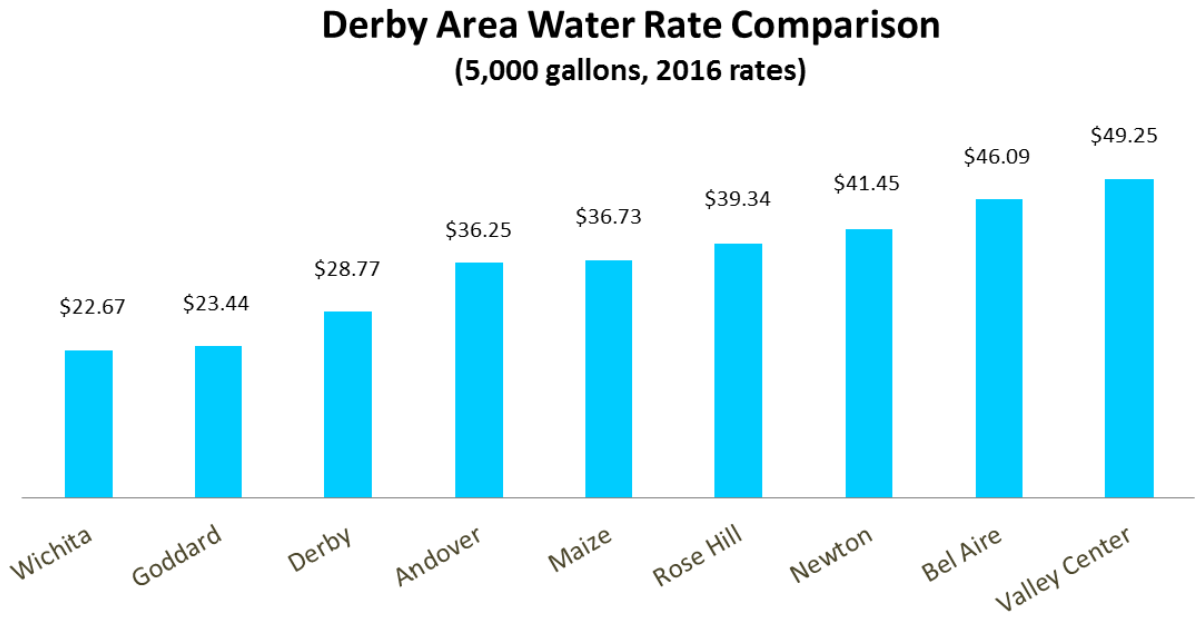


Fund	Taxes Levied	Mill Levy
General Fund	6,889,708	33.855
Bond & Interest	1,940,402	9.535
Library	938,069	4.610
Total	**9,768,179**	**48.000**





Note: Aquatic Park Sales Tax prior to 2009. Library Sales Tax 2010-2014. Derby Difference Sales Tax (Parks, Library and Fire) 2015-2024.



Source: 2016 REAP Water Rate Survey

Revenue Projection Assumptions

- **Property Tax.** Gross property tax revenue is expected to increase 9.6% in 2017 from $8,911,690 in 2016 to $9,768,432. This budget uses a projected mill levy of 48.0 mills, which is an increase of 1 mill. Revenue from the additional mill will be set aside to fund future equipment needs. 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.** Beginning fund balance, which is essentially the cash carryover from the prior year, for all funds decreased from $23,004,542 in 2016, to a projected $20,800,327 in 2017. The decrease in the fund balance is due to an increase in planned capital expenditures in 2016 including planned expenditures in the Capital Improvement Plan.

- **Special Assessments.** Budgeted special assessments are estimated to decrease from $3,802,343 to $3,595,209. 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. The decline in assessments is due to the payments outpacing the issuance of new assessments.

- **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 known as the Derby Difference Sales Tax. Graphs of the ten-year trend can be found on the previous page. 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 2% from $4,110,706 budgeted in 2016 to $4,192,920 budgeted in 2017.

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 replaced the half-cent Library Sales Tax, in effect from 2010 to 2014, which paid for construction of the new library and certain operating expenses. The Derby Difference Sales Tax began on January 1, 2015 and is funding new parks and supplementing operating costs for the Library and the Fire and Rescue Department.

Due to commercial growth, the Derby Difference Sales Tax is projected to grow 7% in 2016 to $2,500,839 and then stabilize at 3% growth in 2017 to $2,575,865.

- **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 totaling $700,000 in 2017.

- **Franchise Fees**. Staff develops estimates of franchise fees based on trends from current receipts and projected changes to corresponding utility rates. Total franchise fees are expected to increase slightly to a total of $2,038,510.

- **Building Trades Permits.** Revenues in 2014 and 2015 were healthy due to construction and remodeling of several area schools as well as commercial activity. Staff estimates building permit revenue will adjust to normal growth in 2016 and 2017.

The fee resolution is updated each year but with only minor adjustments to fees, so 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.

Revenues are shown in graph format in the Financial Management section of the budget. These charts should help readers understand where revenue comes from and how it is applied to the budget.

Expenditures Projection Assumptions

- **Staffing.** City staffing (including library) will remain at 187 full-time employees and 49 part-time employees in 2017. In 2017, a part-time Station Officer will be added, however a part-time records clerk will be removed. The Library continues to have 10 full-time and 17 part-time positions, even though one position was converted to an event coordinator in mid-2015.

- **Employer Health and Dental Contributions.** Health and dental insurance costs are budgeted to increase 5% in 2016 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 2017 budget are expected to decrease due to recent declines in fuel prices.

- **Equipment.** For 2017, 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.

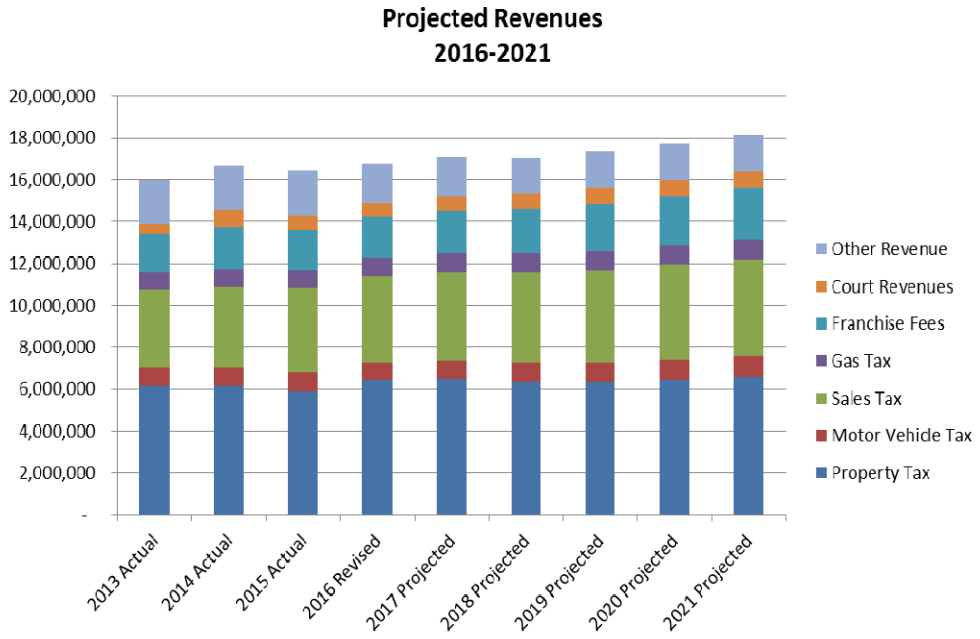
- **Capital Projects**. The Capital Improvement Plan includes several large projects including construction of Madison Avenue from Derby High School to High Park in 2016 and creation of Warren Riverview Park in 2016. Decarsky Park plat and design, Nelson Drive at Patriot Street construction, and 87th street improvements are planned in 2017.

Five-Year Financial Plan

The financial plan, a summary of which is presented on the next several pages, includes a report of the 2013-2015 actual expenditures, 2016 revised budget, 2017 proposed budget, and a forecast of revenues and expenditures through 2021 for the City's two primary funds combined.

The General Fund and Special Street Fund record most of the operating activity for the City, other than the water, wastewater, and stormwater management activity in utility funds.

Revenue Assumptions



Property Taxes

Revenue from property taxes is expected to grow slightly. 2017 assessed valuation is projected to grow 7.35% due to new construction and a healthy real estate market. Assumptions include a uniform delinquency rate and steady but small growth in assessed valuation of 2% in 2018 and each year thereafter. Adjustment for the new State tax lid law in 2018 and beyond has not yet been made and so is not reflected in this chart.

Sales Taxes

2% growth is projected in 2016 and 2017 and 2.5% each year thereafter based on strong 3% growth in 2015 and on a 0.9% increase in CPI-U (March 2016).

Other Revenues

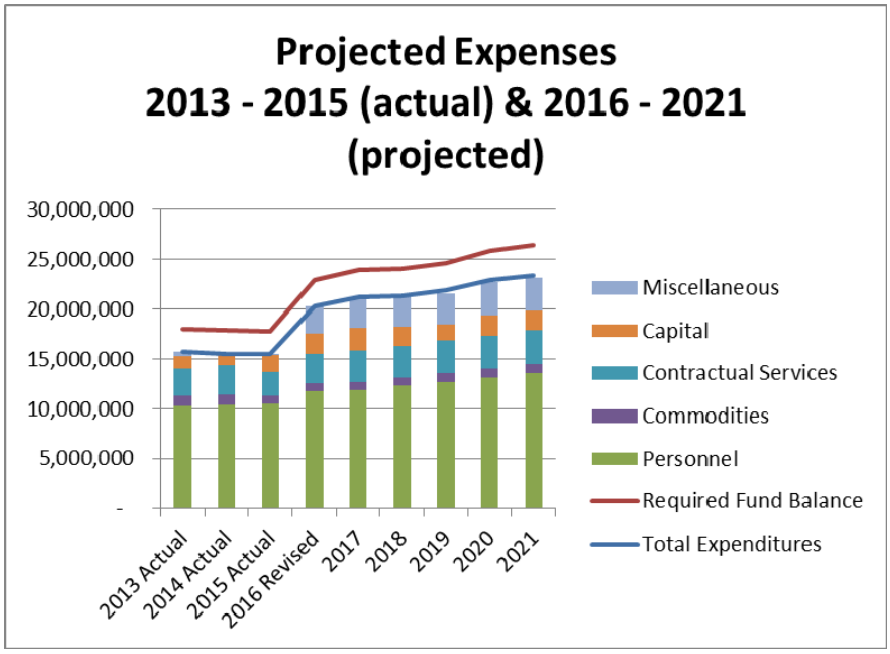
Fees, Permits, Licenses, etc. are projected to remain steady. Building permits are projected to decrease in 2016 due to abnormally large projects in 2014 and 2015. Court revenues are projected to increase in 2016 and 2017 compared to the 2015 actuals.

Gasoline Tax has fluctuated over the past five years, although revenue from the tax is showing slow, but steady growth of 1% per year. This projection assumes a 1% increase in 2016-2021.

Grants. The projection does not include any expectation of getting grants that haven't already been approved. Staff actively applies for grants. Any grant awards would improve this financial outlook.

Expenditure Assumptions

Wages and Payroll Taxes
Wages and payroll taxes in 2017 are budgeted to include a 1% general pay adjustment and 2% merit pool. This increase is offset by the extra pay period in 2016, which served to keep personnel expenses rather flat between 2016 and 2017. Thereafter, wages and payroll taxes are increased 3% annually.



KPERS
While the employer contribution for KPERS was expected to increase annually in accordance with rate increases approved by the 2012 legislature, the employer rate actually decreased slightly in 2016 to 10.18% and 9.46% in 2017 due to actuarial experience.

Health Insurance
Health insurance is projected to increase in 2017 due to rising health care costs and to build a healthy reserve to cover future expected health care costs. Claims are projected to increase 5% annually.

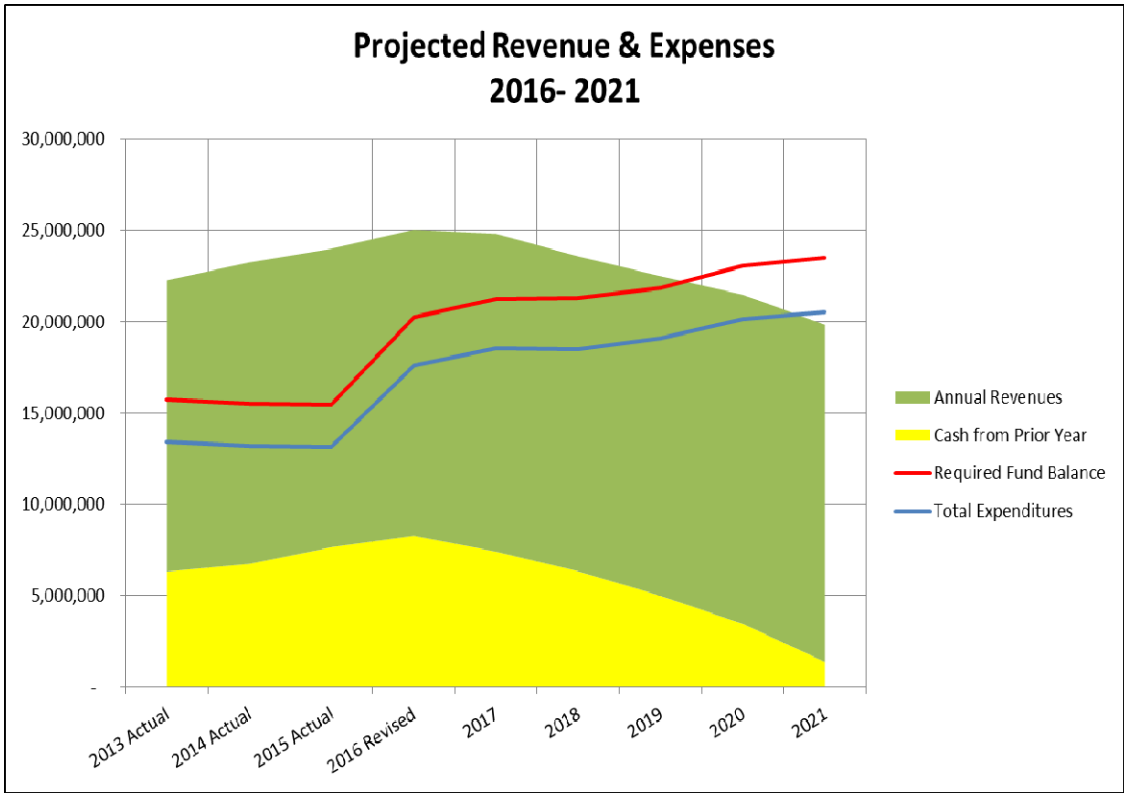
KP&F, Unemployment Insurance, and Worker's Compensation Insurance
KP&F employer contributions are set at 20.42% for 2016 and 19.03% in 2017, both of which are lower than our previous projection. Remaining benefits are assumed to increase annually by 3%.

Tort Liability
The projection assumes a 5% annual increase in liability insurance for 2017 – 2021.

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.

Future Outlook

Fund Balance Policy



Management is dedicated to ensuring 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 are not yet in compliance with this policy, efforts are underway to make adjustments to ensure the policy is met.

Closing the Gap

As shown in the above chart, annual revenue is projected to remain steady, and cash is drawn down gradually over time. By 2021, expenditures are projected to exceed revenues by $3.7 million, which is a better five-year outlook than shown last year (August 2015). At that time, we had a gap to close in 2018. Today's financial plan presents a better scenario; proposed expenditures easily meet the fund balance policy through 2019.

Manager's Recommendation
1-mill Tax Levy Increase in 2017

General Fund and Special Street
Five-year Projection
2017-2021
Pre-Tax Lid

Category	2013 Actual	2014 Actual	2015 Actual	2016 Revised	2017 Budget	2018*	2019*	2020*	2021*
Prior Year Fund Balance	(6,277,840)	(6,811,697)	(7,659,803)	(8,285,266)	(7,423,531)	(6,342,829)	(5,001,611)	(3,465,612)	(1,384,870)
Annual Revenues	(15,951,263)	(16,507,602)	(16,345,707)	(16,763,638)	(17,397,458)	(17,245,317)	(17,505,660)	(18,025,054)	(18,458,859)
Base Revenues	**(22,229,103)**	**(23,319,299)**	**(24,005,510)**	**(25,048,905)**	**(24,820,989)**	**(23,588,146)**	**(22,507,271)**	**(21,490,666)**	**(19,843,729)**
Personnel	7,127,142	7,235,842	7,124,662	7,988,322	7,970,945	8,210,073	8,456,375	8,710,067	8,971,369
Benefits - Payroll Taxes	532,894	534,557	533,174	598,942	594,548	612,384	630,756	649,679	669,169
Benefits - Retirement	955,917	1,010,949	1,067,464	1,180,941	1,092,030	1,124,791	1,158,535	1,193,291	1,229,089
Benefits - Health & Dental	1,480,607	1,380,422	1,626,432	1,806,907	1,897,254	1,992,117	2,091,723	2,196,309	2,306,125
Annual Payroll Accrual	-	-	-	-	100,000	100,000	100,000	100,000	100,000
Other Benefits	223,909	221,236	174,217	202,642	221,911	228,568	235,425	242,488	249,762
Total Personnel	**10,320,469**	**10,383,007**	**10,525,949**	**11,777,755**	**11,876,688**	**12,267,934**	**12,672,814**	**13,091,833**	**13,525,514**
Total Commodities	986,913	982,915	799,642	811,702	835,972	861,051	886,883	913,489	940,894
Total Contractual Services	2,450,109	2,742,116	2,312,353	2,918,673	3,109,586	3,166,823	3,261,828	3,359,683	3,460,473
Debt (COP's)	234,231	240,749	-	-	-	-	-	-	-
Debt for Fire Station	-	-	-	-	-	-	275,000	275,000	275,000
Operating Expenses Subtotal	**13,991,722**	**14,348,787**	**13,637,943**	**15,508,129**	**15,822,246**	**16,295,808**	**17,096,525**	**17,640,005**	**18,201,882**
Equipment Replacement Plan	94,337	189,535	396,281	246,375	254,200	265,700	273,700	290,950	219,690
Capital Improvement Plan	606,408	504,589	420,931	851,520	970,244	525,325	270,000	360,000	210,000
Pavement Management Plan	476,598	573,336	573,336	631,849	699,920	701,352	702,584	817,041	829,522
Vehicle Replacement Plan	-	195,394	337,665	302,500	406,550	473,350	373,850	567,800	616,000
Total Capital	**1,177,343**	**1,462,853**	**1,728,213**	**2,032,244**	**2,330,914**	**1,965,727**	**1,620,134**	**2,035,791**	**1,875,212**
Contingencies/Miscellaneous	-	-	300	25,000	25,000	25,000	25,000	25,000	25,000
**Transfers Out	500,000	-	107,576	60,000	300,000	300,000	300,000	405,000	405,000
Reserve Required	-	-	-	2,631,056	2,771,724	2,739,230	2,807,499	2,951,369	3,011,564
Miscellaneous Expenses	**500,000**	**-**	**107,876**	**2,716,056**	**3,096,724**	**3,064,230**	**3,132,499**	**3,381,369**	**3,441,564**
Total Expenditures	**15,669,065**	**15,811,640**	**15,474,032**	**20,256,429**	**21,249,884**	**21,325,766**	**21,849,157**	**23,057,166**	**23,518,658**
Needed to Meet Reserve Required				4,792,475	3,571,105	2,262,381	658,114	(1,566,500)	(3,674,928)
Ending Cash Balance	6,560,038	7,507,658	8,531,478	7,423,531	6,342,829	5,001,611	3,465,612	1,384,870	(663,364)
*Actual Reserve %	41.87%	47.48%	55.13%	42.12%	34.33%	26.91%	18.20%	6.89%	-3.23%
	2013 Actual	**2014 Actual**	**2015 Actual**	**2016 Revised**	**2017 Budget**	**2018**	**2019**	**2020**	**2021**

*Note: New Kansas Tax Lid law goes into effect in 2018. Effects not yet reflected in this spreadsheet. Anticipate revenues from property taxes to grow less than the 2% annual projection.
**Note: Revenue from additional 1 mill beginning in 2017 would be transferred to the Equipment Reserve Fund to save for vehicles and equipment in the outyears

Manager's Recommendation: Increase 1 mill in 2017 for Major Equipment Replacement

Levy for Budget Year	Tax Revenue 1-mill	Cumulative Tax Revenue	$750,000 Fire Truck Principal	$750,000 Fire Truck Interest	$1,000,000 Fire Truck Principal	$1,000,000 Fire Truck Interest	Combined Debt Schedule Combined Principal	Combined Debt Schedule **Combined Interest	Combined Debt Schedule Total Debt Service
*2017	203,509	203,509							
2018	205,544	409,053							
2019	207,600	616,653							
2020	209,676	826,328							
2021	211,772	1,038,100	48,750	42,441			48,750	42,441	91,191
2022	213,890	1,251,990	67,500	26,344	65,000	56,588	132,500	82,932	215,432
2023	216,029	1,468,019	67,500	23,644	90,000	35,125	157,500	58,769	216,269
2024	218,189	1,686,209	71,250	20,944	90,000	31,525	161,250	52,469	213,719
2025	220,371	1,906,580	75,000	18,094	95,000	27,925	170,000	46,019	216,019
2026	222,575	2,129,154	78,750	15,094	100,000	24,125	178,750	39,219	217,969
2027	224,801	2,353,955	82,500	11,944	105,000	20,125	187,500	32,069	219,569
2028	227,049	2,581,004	82,500	9,056	110,000	15,925	192,500	24,981	217,481
2029	229,319	2,810,323	86,250	6,169	110,000	12,075	196,250	18,244	214,494
2030	231,612	3,041,935	90,000	3,150	115,000	8,225	205,000	11,375	216,375
2031	233,928	3,275,863	-	-	120,000	4,200	120,000	4,200	124,200
2032	236,268	3,512,131							
Total	3,512,131		750,000	176,879	1,000,000	235,838	1,750,000	412,717	2,162,717

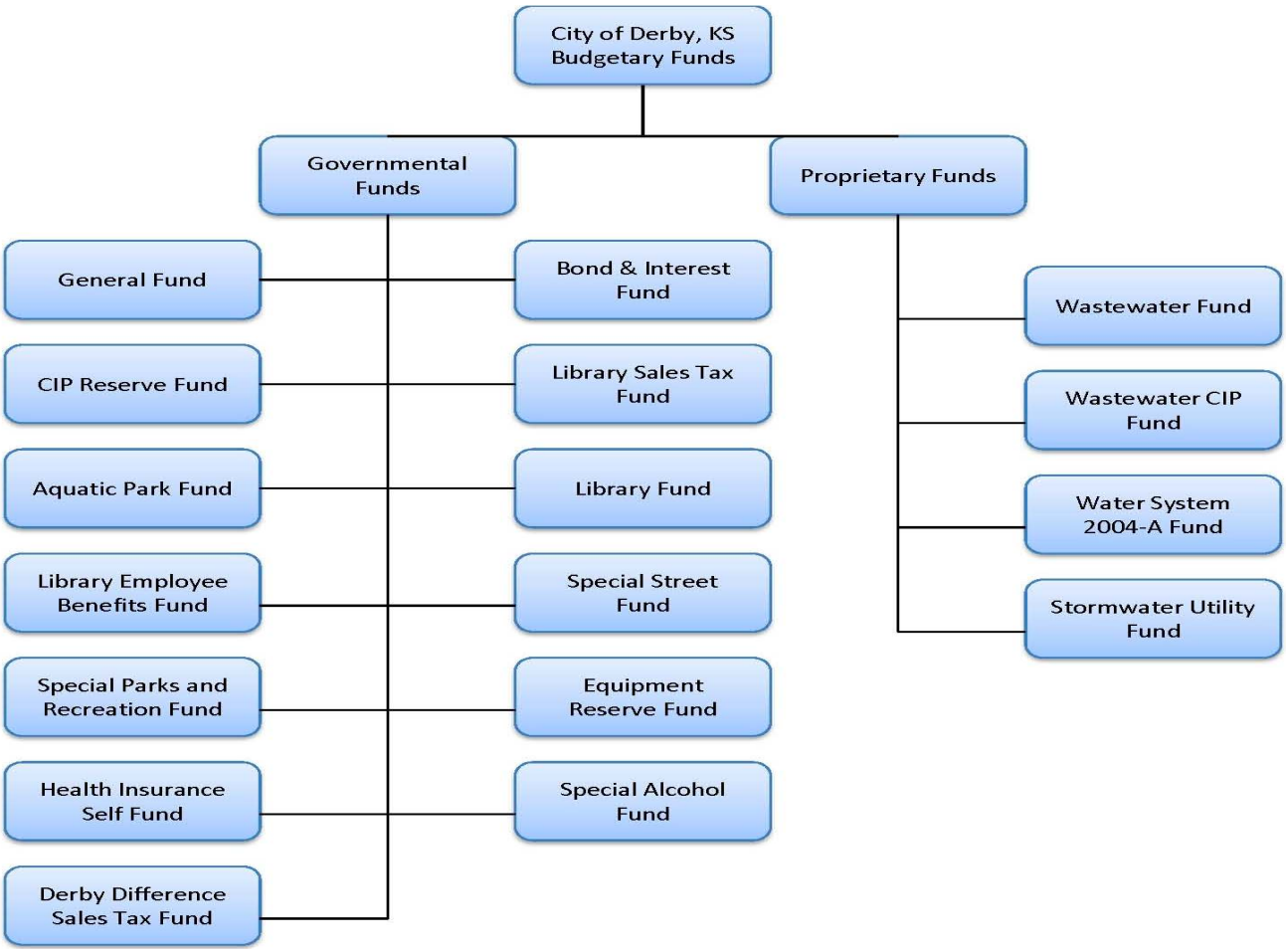
*2017 includes 7.35% growth; remaining years include growth rate of 1% per year due to tax lid limitation.
**Note: $412,717 in interest would be saved if pay cash for trucks.

Effects of 1 mill increase:
$100,000 home $11.50 per year (96 cents per month)
$300,000 home $34.50 per year ($2.88 per month)
$100,000 business $25 per year ($2.08 per month)

Major Funds

The City maintains the following funds used to provide City services:

- General Fund
- Bond and Interest Fund
- Aquatic Park Fund
- Library Sales Tax Revenue Fund
- Special Street and Highway Fund
- Health Self-Insurance Fund
- Derby Difference Sales Tax Fund
- Stormwater Utility Fund
- Wastewater Fund
- Water System 2004-A Fund
- Library Fund
- Library Employee Benefits Fund
- Wastewater CIP Reserve
- Special Parks & Recreation Fund
- Special Alcohol Fund
- Equipment Reserve
- CIP Reserve



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 $23,502,700 General Fund budget for 2017, an increase of 4.3% from the $22,518,660 budget in 2016, largely due to an increase in the funds reserved for future use. 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 2017 General Fund beginning fund balance will be $6,989,961.

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 $7,252,445. 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. In 2017, expenses are projected to exceed revenue causing a reduction in the fund balance.

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.

The Library Sales Tax ended on December 31, 2014, and in 2016, expenditures of $426,920 are expected to deplete the fund.

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 2017 spending is budgeted at $1,304,710. The City expects to receive $884,715 in gasoline tax revenue in 2017, approximately a 1% increase from 2016.

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 2017, the utility is projected to receive $539,830 in current revenue, steady with 2016 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 2017 is expected to be $6,746,095 including $3,797,357 in cash carryover from 2016.

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 2017 is projected at $1,322,980 and includes a depreciation and replacement account of $750,000 for emergency repairs and replacement of equipment. Total current revenues for the fund in 2017 are projected at $3,291,614, and total expenditures are projected at $2,362,227.

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:

Property 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 Derby Difference half-cent city-wide retail sales tax which will sunset December 31, 2024.

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 CIP 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 (2016) along with expenditures for community events and activities.

Transient Guest Tax (Governmental Fund)
This account receives transient guest tax receipts from an 8% guest tax. Under an agreement with the City's first hotel, the guest tax collected by this hotelier are being paid back as a rebate for up to 10 years. This agreement ends in 2019. The tax increased from 6% 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's 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-. This rating was reaffirmed in 2015, a "stable outlook" was assigned, and the management score of the City improved to "very strong" from its previous score of "adequate". Key elements of the City's fund balance 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.*

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.*

Note: The Library Sales Tax was replaced by the Derby Difference Tax beginning January 1, 2015. The Library Sales Tax Fund is planned to be depleted in 2017.

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 yet steady 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 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 $217,415,001 based on actual fair market value of tangible property of $1,534,443,446 as of August 25, 2015. In gross terms, taking the total assessed value of property multiplied by the 30% debt lid limit, Derby can legally issue debt of $65,224,500. Projects that are exempt from the debt lid currently total $23,467,976. Derby has outstanding debt of $64,260,000, but exempt projects reduce the direct debt to $40,792,024, meaning that Derby has additional debt capacity of $24,432,476.

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 is in compliance with the policy at 18.76%.

History

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 half-cent 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.

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 became effective January 1, 2015 upon sunset of the library sales tax when the library bonds were defeased in December 2014. The Derby Difference Sales Tax is now being used for development of parks and operations of the library and Fire & Rescue Department.

Bonds were issued in 2014 and 2015 for construction of Madison Avenue Central Park which kept the direct debt as a percentage of assessed valuation ratio slightly above 20% in early 2015. These sales tax bonds have a rapid repayment schedule of only ten years which will hasten the reduction of the ratio of direct debt as a percentage of assessed valuation, which was accomplished with the December 2015 principal payment.

Debt Summary (as of December 10, 2015)

Estimated Actual Fair Market Value of Tangible Property $1,534,443,446

Equalized Assessed Valuation of Tangible Valuation
for Computation of Bonded Debt Limitations $217,415,001
(Assessed value of all tangible taxable property as of August 25, 2015)

Legal limitation of Bonded Debt[1] $65,224,500

Outstanding General Obligation debt and temporary notes
as of December 10, 2015 ..... $64,260,000

Debt Exempt from debt limit calculation..... $23,467,976

Net Debt against debt limit capacity $40,792,024

Additional debt capacity $24,432,476

Direct debt per capita (population = 23,234) $2,766

Direct and overlapping debt per capita $4,166

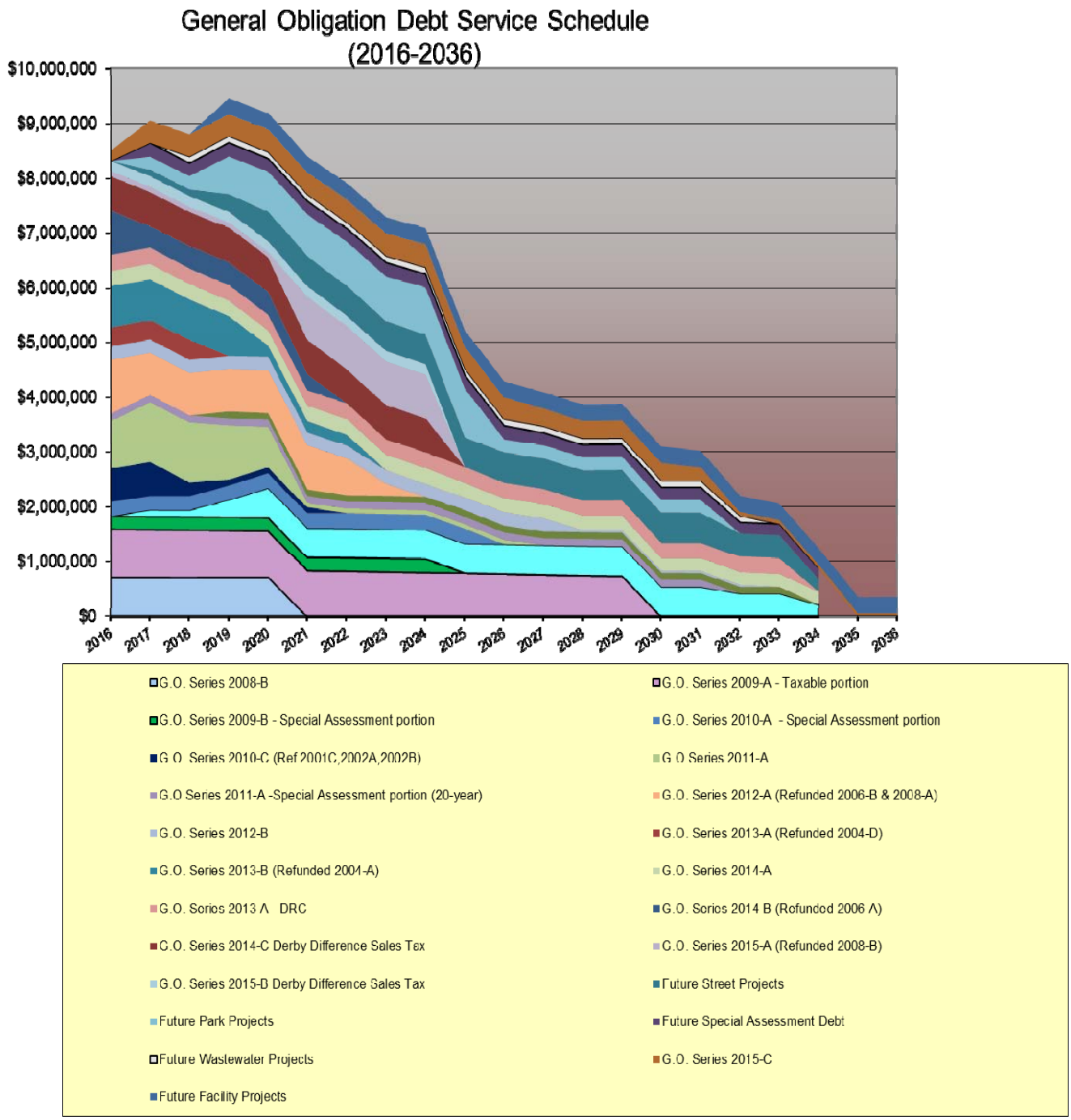
Direct debt as a percentage of Assessed Valuation 29.56%

Direct & overlapping debt as a percentage of Assessed Valuation 44.52%

Statutory direct debt as a percentage of Assessed Valuation..... 18.76%

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

The following graphs illustrate the City's plan to stabilize annual debt service payments. The graphs illustrate the aggressive repayment of the City's outstanding general obligation bonds. Total debt service equals $100 million (including interest) over the entire amortization period of the bonds. This chart also includes $29 million of future debt to be issued to finance projects in the City's five-year CIP as well as special assessment bonds to finance infrastructure.



The above chart incorporates debt to be issued to finance CIP projects in 2016 and beyond with existing outstanding bond issues. This chart illustrates an increase in total debt followed by a gradual reduction after 2018. Reconstruction of the intersection of Nelson Drive and Meadowlark is planned for 2016 at an estimated cost to the city of $1.1 million plus a grant from the Kansas Department of Transportation (KDOT) of $800,000. Another project anticipated to begin in 2016 with the assistance of KDOT is reconstruction of Madison Avenue from the Derby High School to High Park on the east edge of the City. KDOT funding of $2,000,000 is

anticipated in addition to the City's $690,000 contribution. Both projects are being built to enhance traffic safety.

In 2017, a $2.5 million intersection/drainage improvement 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 property tax increment revenue upon approval of a Tax Increment Financing (TIF) Project Plan.

In 2018, reconstruction of Water and Kay streets in the West End is planned. A study of the West End was conducted in 2015, and this improvement is one of the recommended projects to improve prospects for commercial development in the area. The estimated cost is $2.1 million and will be financed using bonds, the debt service for which will be paid out of the Bond and Interest Fund tax levy.

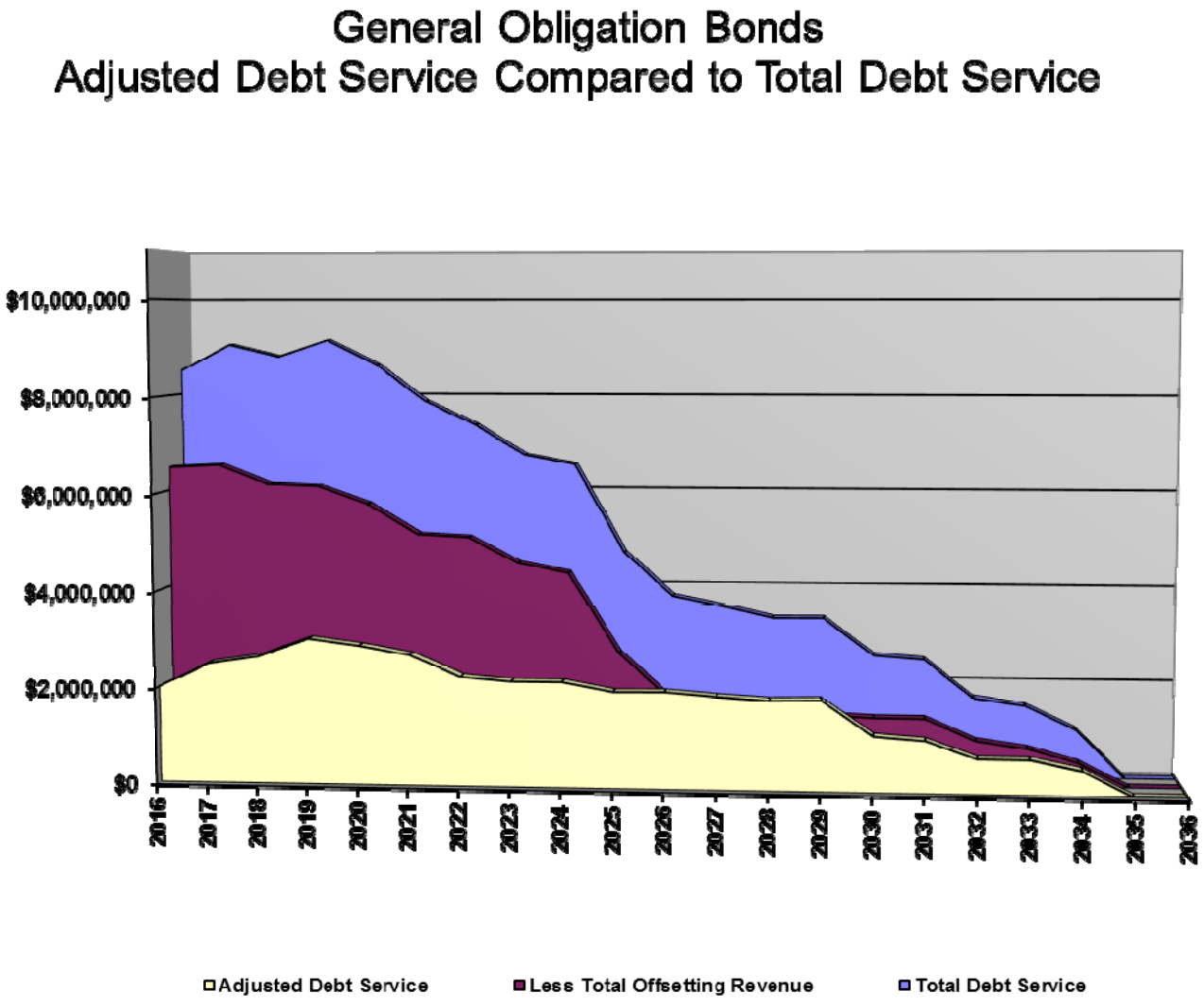
As mentioned earlier, the voters approved the Derby Difference Sales Tax in 2013. Proceeds will fund $7.1 million for Madison Avenue Central Park, which is currently under construction, and $3.327 million for Decarsky Park in 2018.

Warren Riverview Park overlooking the Arkansas River in the West End is slated for construction to begin soon. This project is assisted by a contribution from the Ray and Virginia Warren family. Bonds will be issued in either late 2016 or early 2017 for construction of the $2.7 million project, the debt service for which will be paid out of the Bond and Interest Fund tax levy.

New this year is construction of a new Fire Station #81 at a new site (southwest corner of Madison Avenue and Woodlawn Boulevard) to improve response times. Bonds of $4.45 million are planned to be issued in 2018, with debt service paid out of the Bond and Interest tax levy.

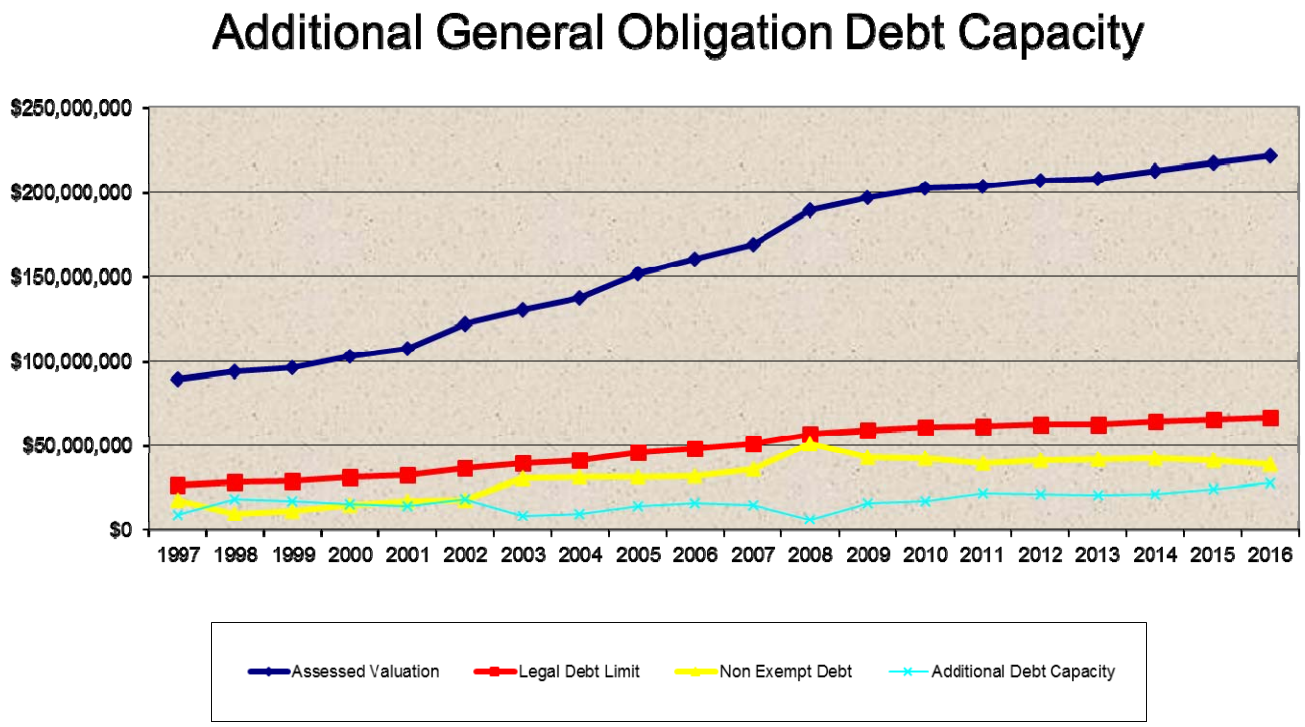
Bonds will also be issued in 2017 to permanently finance benefit district projects for internal infrastructure to serve The Oaks and Ridgepoint subdivisions. While several smaller infrastructure projects are included in the chart above, payments on debt are expected to outpace issuance of new debt, which will allow the City's debt load to diminish.

The next chart shows the level of offsetting revenues 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.

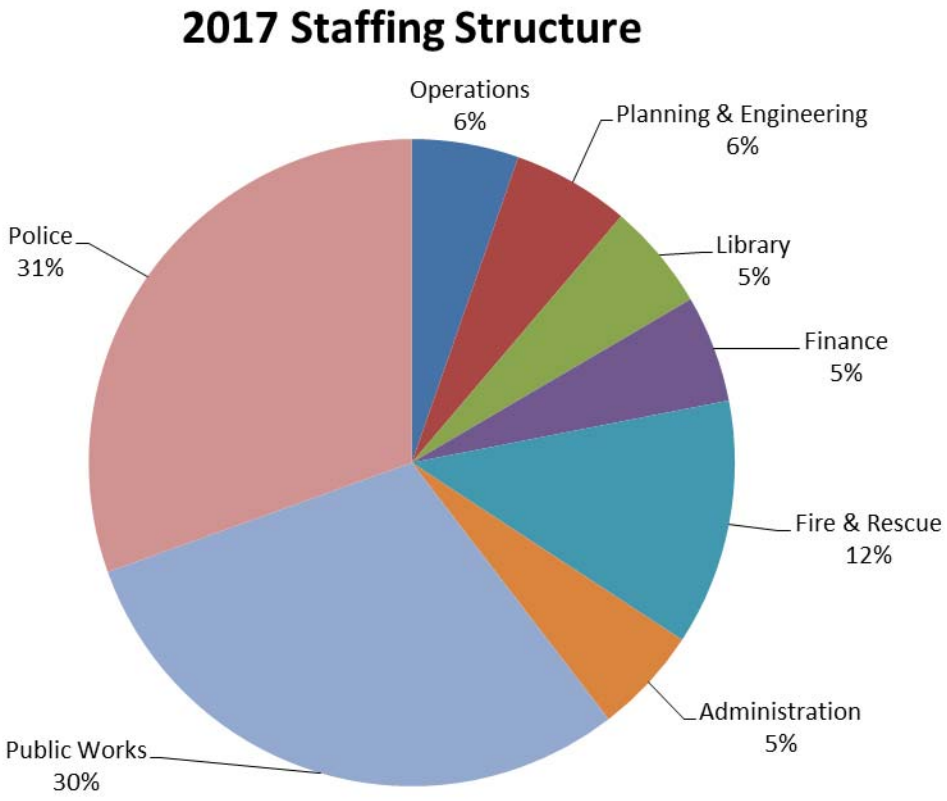


While estimated offsetting revenues total $64 million, the outstanding City-at-large portion of total debt service is $36 million. This presentation includes approximately $29 million in future debt split between offsetting revenues and City-at-large debt. Another key consideration is that debt amortization is expected to continue at a rapid pace with approximately 86.6% of principal to be retired within 10 years.

The next chart indicates the additional debt capacity available to the City as of December 10, 2015. The City has more than $24 million in debt capacity and will annually pay approximately $6.7 million in principal in 2016 and 2017. Additional debt capacity will cover future debt required for projects in the Capital Improvement Plan.



A notable accomplishment in 2008 was the change in the City's underlying bond rating by Standard & Poor's from A+ to AA- based upon consistently strong financial performance. In October 2015, the rating was affirmed with a positive outlook and the management score improved to "very strong" from its previous score of "adequate."



Authorized Staffing

Department	2015 Full-Time	2015 Part-Time	2016 Full-Time	2016 Part-Time	2017 Full-Time	2017 Part-Time
Administration	17	6	10	2	10	2
Police	57	5	57	5	57	5
Finance	10	3	10	3	10	3
Operations	3	2	10	8	10	8
Fire	23	13	23	13	23	13
Public Works	54	0	56	0	56	0
Planning & Engineering	10	1	11	1	11	1
Library	10	17	10	17	10	17
TOTAL	**184**	**47**	**187**	**49**	**187**	**49**

Capital Improvement Plan
2017-2021

The Capital Improvement Plan (CIP) outlines 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 adopts the budget, and at that time funding is 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 2017 to 2021. Essentially, the CIP is a roadmap that guides the City in planning major projects and acquisitions.

What is a CIP project?
Projects shown in the CIP are generally defined as construction (or reconstruction or replacement) of major infrastructure such as streets, parks, facilities, stormwater, sidewalks, 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 residents, 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?

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 city infrastructure (example: linking a road segment)?

6. Are there other reasons to construct the project (example: Council priority, timing of a 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 for consistency with the 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 characterize our community. During the CIP development process, the City's Planning Commission has an opportunity to review staff's changes and verify they are in line with the Comprehensive Plan.

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 help make 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. Since 2014, the City Council has emphasized promotion of water conservation to enhance stewardship and better prepare for drought.

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 residents.

Well-Connected Community
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 bicycles, and pedestrians, environmental stewardship, and continued enhancements for motor vehicles.

Strong Partnerships and Leadership
Our community governance is responsive and creative in efforts to stimulate cooperation between governments, residents, businesses, and community organizations.We join with other communities in the metropolitan area to build on the region's strengths and address its challenges primarily through the Regional Economic Area Partnership (REAP) and also through the Sedgwick County Association of Cities and other opportunities for regional stewardship.

2017-2021 Capital Improvement Plan
All Funds Expenditures

Spending by Type	2016	2017	2018	2019	2020	2021
Facilities Projects	588,000	100,000	4,175,000	160,000	250,000	100,000
Stormwater Management Projects	371,600	665,000	425,000	575,000	225,000	225,000
Parks Projects	2,864,650	340,000	3,602,000	60,000	-	-
Sidewalk Projects	152,000	352,500	215,000	130,000	130,000	130,000
Street Projects	5,013,520	2,351,744	2,329,825	288,000	-	-
Wastewater Projects	475,000	1,052,250	3,247,000	522,200	687,800	553,900
Water Projects	889,000	405,000	1,905,000	200,000	200,000	200,000
2016 CIP Total	**10,353,770**					
2017 CIP Total		**5,266,494**				
2018 CIP Total			**15,898,825**			
2019 CIP Total				**1,935,200**		
2020 CIP Total					**1,492,800**	
2021 CIP Total						**1,208,900**

Spending by Source	2016	2017	2018	2019	2020	2021
General Obligation Bond	2,700,000	1,955,000	6,100,000	-	-	TBD
State/Federal Grants	2,800,000	-	-	-	-	-
General Fund	604,520	549,500	395,000	220,000	310,000	160,000
Special Park and Recreation Fund	18,650	-	150,000	50,000	-	-
Water Company Dividends	889,000	50,000	525,000	200,000	200,000	200,000
Wastewater CIP Fund	-	560,000	1,150,000	-	-	-
CIP Reserve Fund	2,198,000	480,000	-	288,000	-	-
Wastewater Fund	475,000	492,250	597,000	522,200	687,800	553,900
Revenue Bond	-	-	1,500,000	-	-	-
Special Street Fund	247,000	420,744	130,325	50,000	50,000	50,000
Special Assessments	-	-	-	-	-	
Aquatic Park Fund	-	-	-	10,000	-	-
KDHE Revolving Loan	-	-	1,380,000	-	-	-
Benefit District	-	104,000	169,500	20,000	20,000	20,000
Community Foundation	50,000	-	-	-	-	-
Stormwater Utility Fund	371,600	315,000	425,000	575,000	225,000	225,000
Other Local Govts	-	-	50,000	-	-	-
Equipment Reserve Fund	-	-	-	-	-	-
Derby Difference Sales Tax	-	340,000	3,327,000	-	-	-
Total CIP Spending	**10,353,770**	**5,266,494**	**15,898,825**	**1,935,200**	**1,492,800**	**1,208,900**

2017-2021 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.

	2016	2017	2018	2019	2020	2021
Facilities Projects	138,000	100,000	125,000	160,000	250,000	100,000
Parks Projects	-	-	125,000	-	-	-
Sidewalk Projects	122,000	352,500	145,000	60,000	60,000	60,000
Street Projects	344,520	97,000	-	-	-	-

2016 CIP Total	**604,520**					
2017 CIP Total		**549,500**				
2018 CIP Total			**395,000**			
2019 CIP Total				**220,000**		
2020 CIP Total					**310,000**	
2021 CIP Total						**160,000**

Capital Improvement Plan 2017-2021

Facilities

Project Description	2016	2017	2018	2019	2020	2021	Plan	Estimated Cost	Funding Source
Miscellaneous Facilities Improvements	X							$100,000	GF-CIP
West End Business Park Sign at Market	X							$15,000	GF-CIP
Buckner Business District Sign at Meadowlark	X							$18,000	GF-CIP
Shooting Range Roof	X							$5,000	GF-CIP
Fire Station 1 Relocation Design & Land Acquisition	X							$450,000	CIP Reserve
								$588,000	**2016 Total**
								$138,000	**GF Total**
Miscellaneous Facilities Improvements		X						$100,000	GF-CIP
								$100,000	**2017 Total**
								$100,000	**GF Total**
Community LED Sign #3 (Madison & Woodlawn)			X					$25,000	GF-CIP
								$50,000	Other Local Gov'ts
Miscellaneous Facilities Improvements			X					$100,000	GF-CIP
Fire Station 81 Relocation Construction			X					$4,000,000	GO Bond
								$4,175,000	**2018 Total**
								$125,000	**GF Total**
Police/Court Addition Design				X				$60,000	GF-CIP
Miscellaneous Facilities Improvements				X				$100,000	GF-CIP
								$160,000	**2019 Total**
								$160,000	**GF Total**
Police/Court Addition Construction					X			TBD	GF-CIP
Fire Station 83 Design					X			$150,000	GF-CIP
Miscellaneous Facilities Improvements					X			$100,000	GF-CIP
								$250,000	**2020 Total**
								$250,000	**GF Total**
Miscellaneous Facilities Improvements						X		$100,000	GF-CIP
								$100,000	**2021 Total**
								$100,000	**GF Total**
Future									
Fire Station 83 Construction								TBD	GO Bond
Yearly Totals									
								$588,000	**2016**
								$100,000	**2017**
								$4,175,000	**2018**
								$160,000	**2019**
								$250,000	**2020**
								$100,000	**2021**
Total 5-Year (2017-2021) Facilities Projects								**$4,785,000**	

Capital Improvement Plan 2017-2021

Stormwater Management

Project Description	2016	2017	2018	2019	2020	2021	Plan	Estimated Cost	Funding Source
Southcrest Channel - Design and Construction	X						2015	$171,600	Stormwater Utility
Oakwood Valley - Design	X						2015	$15,000	Stormwater Utility
Sharon Drive Drainage Channel - Design and Construction	X							$110,000	Stormwater Utility
Storm Sewer Repair	X							$75,000	Stormwater Utility
								$371,600	**2016 Total**
								$371,600	**Stormwater Total**
Oakwood Valley Construction		X					2016	$85,000	Stormwater Utility
Woodland Valley - Design		X						$30,000	Stormwater Utility
Detention Storage Flooding Study		X						$75,000	Stormwater Utility
Erosion Control		X						$50,000	Stormwater Utility
Storm Sewer Repair		X						$75,000	Stormwater Utility
Nelson Drive Drainage Improvements		X						$350,000	GO Bond
								$665,000	**2017 Total**
								$315,000	**Stormwater Total**
Trail Creek Stabilization from Madison to Market - Design			X					$50,000	Stormwater Utility
Woodland Valley - Construction			X					$150,000	Stormwater Utility
Drainage Improvements			X					$100,000	Stormwater Utility
Storm Sewer Repair			X					$75,000	Stormwater Utility
Erosion Control			X					$50,000	Stormwater Utility
								$425,000	**2018 Total**
								$425,000	**Stormwater Total**
Trail Creek Stabilization from Madison to Market - Construction				X				$350,000	Stormwater Utility
Drainage Improvements				X				$100,000	Stormwater Utility
Erosion Control				X				$50,000	Stormwater Utility
Storm Sewer Repair				X				$75,000	Stormwater Utility
								$575,000	**2019 Total**
								$575,000	**Stormwater Total**
Drainage Improvements					X			$100,000	Stormwater Utility
Erosion Control					X			$50,000	Stormwater Utility
Storm Sewer Repair					X			$75,000	Stormwater Utility
								$225,000	**2020 Total**
								$225,000	**Stormwater Total**
Drainage Improvements						X		$100,000	Stormwater Utility
Erosion Control						X		$50,000	Stormwater Utility
Storm Sewer Repair						X		$75,000	Stormwater Utility
								$225,000	**2021 Total**
								$225,000	**Stormwater Total**
Yearly Total:									
								$371,600	**2016**
								$665,000	**2017**
								$425,000	**2018**
								$575,000	**2019**
								$225,000	**2020**
								$225,000	**2021**
Total 5-Year (2017-2021) Facilities Project								**$2,115,000**	

Capital Improvement Plan 2017-2021

Parks

Project Description	2016	2017	2018	2019	2020	2021	Plan	Estimated Cost	Funding Source
Warren Riverview Park Construction	X							$2,700,000	GO Bond
								$50,000	Comm. Foundation
Warren Riverview Park Construction Services								$96,000	CIP Reserve
High Park Irrigation Replacement	X							$18,650	Special Parks
								$2,864,650	**2016 Total**
								$0	**GF Total**
Decarskey Ballfields Park Plan, Design & Plat		X						$340,000	Derby Difference
								$340,000	**2017 Total**
								$0	**GF Total**
Decarsky Park Ballfields & Dog Park Construction			X					$3,327,000	Sales Tax Bond
High Park Ball Field Lighting Replacement			X					$150,000	Special Park
Garrett Park Light Pole Replacement #3			X					$125,000	GF-CIP
								$3,602,000	**2018 Total**
								$125,000	**GF Total**
Rock River Rapids New Feature Design				X				$10,000	Aquatic Park
Garrett Park Playground Surface Replacement				X				$50,000	Special Park
								$60,000	**2019 Total**
								$0	**GF Total**
								$0	**2020 Total**
								$0	**2021 Total**
Yearly Totals									
								$2,864,650	**2016**
								$340,000	**2017**
								$3,602,000	**2018**
								$60,000	**2019**
								$0	**2020**
								$0	**2021**
Total 5-Year (2017-2021) Park Projects								**$6,866,650**	**Total**

Capital Improvement Plan 2017-2021

Bike Paths/Sidewalks

Project Description	2016	2017	2018	2019	2020	2021	Plan	Estimated Cost	Funding Source
Aviation Pathway - Buckner/Oliver from Commerce to 47th (Phase 1)	X							$122,000	GF-CIP
Bike Path/Sidewalk Repair and Replacement	X							$10,000	Special Street
Market Street (Warren Riverview Park to Georgie) Design	X							$20,000	Special Street
								$152,000	**2016 Total**
								$122,000	**GF Total**
Aviation Pathway - Buckner/Oliver from Commerce to 47th (Phase 2)		X					2016	$177,500	GF- CIP
Bike Path/Sidewalk Repair and Replacement		X						$20,000	GF- CIP
Market Street (Warren Riverview Park to Georgie) Construction		X						$115,000	GF-CIP
Sidewalk Gap Infill		X						$40,000	GF-CIP
								$352,500	**2017 Total**
								$352,500	**GF Total**
Phase 11 Bike Path (Rock Road from Derby to Mulvane)			X					$85,000	GF-CIP
Bike Path/Sidewalk Repair and Replacement			X					$50,000	Special Street
Priority Sidewalk			X					$20,000	GF-CIP
								$20,000	Benefit District
Sidewalk Gap Infill			X					$40,000	GF-CIP
								$215,000	**2018 Total**
								$145,000	**GF Total**
Bike Path/Sidewalk Repair and Replacement				X				$50,000	Special Street
Priority Sidewalk				X				$20,000	GF-CIP
								$20,000	Benefit District
Sidewalk Gap Infill				X				$40,000	GF-CIP
								$130,000	**2019 Total**
								$60,000	**GF Total**
Bike Path/Sidewalk Repair and Replacement					X			$50,000	Special Street
Priority Sidewalk					X			$20,000	GF-CIP
								$20,000	Benefit District
Sidewalk Gap Infill					X			$40,000	GF-CIP
								$130,000	**2020 Total**
								$60,000	**GF Total**
Bike Path/Sidewalk Repair and Replacement						X		$50,000	Special Street
Priority Sidewalk						X		$20,000	GF-CIP
								$20,000	Benefit District
Sidewalk Gap Infill						X		$40,000	GF-CIP
								$130,000	**2021 Total**
								$60,000	**GF Total**
								$152,000	**2016**
								$352,500	**2017**
								$215,000	**2018**
								$130,000	**2019**
								$130,000	**2020**
								$130,000	**2021**
Total 5-Year (2017-2021) Bike Path/Sidewalk Projects								**$957,500**	

Capital Improvement Plan 2017-2021

Streets/Intersections

Project Description	2016	2017	2018	2019	2020	2021	Plan	Estimated Cost	Funding Source
Madison Ave (DHS to High Park) Design	X						2013	$52,000	CIP Reserve
Nelson Drive & Meadowlark Intersection Design and Construction	X						2013	$625,000	CIP Reserve
								$800,000	KDOT
Winding Lane Circle Guard Rail Replacement	X						2015	$46,520	GF-CIP
Water/Kay Street Design	X						2015	$200,000	CIP Reserve
Alley Reconstruction	X							$100,000	Special Street
(West of K15, Market to Pittman)									
Madison Ave (DHS to High Park) Construction	X							$475,000	CIP Reserve
								$2,000,000	KDOT/WAMPO
Meadowlark & Woodlawn - Reconstruct Intersection	X							$125,000	GF-CIP
Street Reconstruction:	X							$117,000	Special Street
Partridge (Sharon to Kay)								$173,000	GF-CIP
Sharon Ct. (Partridge to Cul-de-sac)									
Kokomo (Kay to Washington)									
Street Projects Land Acquistion	X							$300,000	CIP Reserve
								$5,013,520	**2016 Total**
								$344,520	**GF Total**
Buckner Street Reconstruction (Madison to Main)		X						$138,000	Special Street
Unimproved Streets		X						$56,000	Special Street
								$104,000	Benefit District
Nelson @ Patriot Construction		X						$1,250,000	Bonds
Street Reconstruction:		X						$180,000	CIP Reserve
Westview (Lincoln to Pleasantview)									
Washington (Georgie to Alley)									
Street Projects Land Acquistion		X						$300,000	CIP Reserve
Nelson Drive at Meadowlark Screening Wall		X						$97,000	GF-CIP
87th Street Improvements (east of Rock Road)		X						$226,744	Special Street
								$2,351,744	**2017 Total**
								$97,000	**GF Total**
Water/Kay Street Reconstruction			X					$2,100,000	Bonds
Unimproved Streets			X					$80,325	Special Street
								$149,500	Benefit District
								$2,329,825	**2018 Total**
								$0	**GF Total**
River St. (Market to Madison) Widen & Reconstruct				X			2016	$288,000	CIP Reserve
								$288,000	**2019 Total**
								$0	**GF Total**
								$0	**2020 Total**
								$0	**2021 Total**
Future									
West End Construction								TBD	TBD
Yearly Totals									
								$5,013,520	**2016**
								$2,351,744	**2017**
								$2,329,825	**2018**
								$288,000	**2019**
								$0	**2020**
								$0	**2021**
Total 5-Year (2017-2021) Street Projects								**$4,969,569**	**Total**

Capital Improvement Plan 2017-2021

Wastewater

Project Description	2016	2017	2018	2019	2020	2021	Plan	Estimated Cost	Funding Source
Treatment Plant Improvements	X							$175,000	WW
Collection System Improvements	X							$300,000	WW
								$475,000	**2016 Total**
Digester Capacity Enhancement Design		X					2014	$200,000	WWCIP
Treatment Plant Improvements		X						$183,250	WW
Collection System Improvements		X						$309,000	WW
Purple Pipes to Decarsky Park Design		X						$360,000	WWCIP
								$1,052,250	**2017 Total**
Wastewater Shop Building			X				2014	$90,000	WW
Digester Capacity Enhancement Construction			X				2016	$1,500,000	Revenue Bonds
								$1,000,000	WWCIP
Nutrient Removal Design			X				2017	$150,000	WWCIP
Treatment Plant Improvements			X					$188,750	WW
Collection System Improvements			X					$318,250	WW
Internal Sewer Lines at Decarsky Park			X				2017	TBD	WW
								$3,247,000	**2018 Total**
Nutrient Removal Construction				X				TBD	WWCIP
Treatment Plant Improvements				X				$194,400	WW
Collection System Improvements				X				$327,800	WW
								$522,200	**2019 Total**
Phase 4 SE Interceptor Design					X		2016	$150,000	WW
Treatment Plant Improvements					X			$200,200	WW
Collection System Improvements					X			$337,600	WW
								$687,800	**2020 Total**
Phase 4 SE Interceptor Construction						X	2020	TBD	GO Bond
Treatment Plant Improvements						X		$206,200	WW
Collection System Improvements						X		$347,700	WW
								$553,900	**2021 Total**
Yearly Totals									
								$475,000	**2016**
								$1,052,250	**2017**
								$3,247,000	**2018**
								$522,200	**2019**
								$687,800	**2020**
								$553,900	**2021**
Total 5-Year (2017-2021) Wastewater Projects								**$6,063,150**	

Capital Improvement Plan 2017-2021

Water System

Project Description	2016	2017	2018	2019	2020	2021	Plan	Estimated Cost	Funding Source
Meadowlark & Triple Creek Control Valve Construction	X						2015	$90,000	Water Dividends
North Woodlawn/55th St. Loop Design, Land, and Construction	X						2014	$475,000	Water Dividends
Distribution System Improvements	X							$259,000	Water Dividends
Emergency Repair	X							$50,000	Water Dividends
South Rock Waterline to Decarsky Park Design	X							$15,000	Water Dividends
								$889,000	**2016 Total**
South Rock Waterline to Decarsky Park Design and Construction		X					2016	$355,000	GO Bonds
Emergency Repair		X						$50,000	Water Dividends
								$405,000	**2017 Total**
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
Internal Water Lines at Decarsky Park			X				2017	TBD	Water Dividends
Purple Pipes to Decarsky Park			X					$1,380,000	Revolving Loan
								$1,905,000	**2018 Total**
Distribution System Improvements				X				$150,000	Water Dividends
Emergency Repair				X				$50,000	Water Dividends
								$200,000	**2019 Total**
Distribution System Improvements					X			$150,000	Water Dividends
Emergency Repair					X			$50,000	Water Dividends
								$200,000	**2020 Total**
Distribution System Improvements						X		$150,000	Water Dividends
Emergency Repair						X		$50,000	Water Dividends
								$200,000	**2021 Total**
Yearly Totals									
								$889,000	**2016**
								$405,000	**2017**
								$1,905,000	**2018**
								$200,000	**2019**
								$200,000	**2020**
								$200,000	**2021**
Total 5-Year (2017-2021) Water Projects								**$2,710,000**	

Budget Worksheet											
Capital Improvement Plan Reserve											
		2014	2015	2016	2016	2017	2018	2019	2020	2021	Explanations
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	Plan	Plan	Plan	Plan	
700 800 805											
4050	Carryover	2,188,131	1,521,228	106,279	1,305,354	551,129	1,370,519	1,820,519	1,532,519	1,532,519	
4240	Land Acquisition Transfer	-		-		-	-	-	-	-	
4997	Transfer from General Fund	-		-		-	-	-	-	-	
4610	Capital Project Reimbursement		145,683	1,796,225	1,466,775	1,299,390	450,000	-	-	-	Reimburse Nelson Drive/Meadowlark construcion & land acquisition in 2016. Reimburse design of Madison Avenue, Central Park & The Venue and Warren Riverview Park in 2017. Fire Station design and land acquisition reimbursement in 2018.
4867	Grant Reimbursement	-		-		-	-	-	-	-	
	Total Revenue	**2,188,131**	**1,666,911**	**1,902,504**	**2,772,129**	**1,850,519**	**1,820,519**	**1,820,519**	**1,532,519**	**1,532,519**	
8235	Land Acquisition	7,308	143,120	300,000	300,000	300,000	-	-	-	-	Land acquistion for street projects.
8329	Nelson Drive Intersection - Meadowlark	45,280	41,422	-	625,000	-	-	-	-	-	Derby's share of the project based upon agreement with KDOT.
8329	Nelson Drive Intersection - Patriot	27,314	1,523	-		-	-	-	-	-	
8332	Nelson Drive Intersection - Red Powell	68,154	-	-		-	-	-			
8325	Madison Avenue (DHS to High Park)	17,176	19,968	-	527,000	-	-	-	-	-	
8331	Warren Riverview Park	60,161	96,668	-	96,000		-	-	-	-	Design & Construction Services of Riverview Park
8341	Venue Design	87,645	17,901	-	4,000	-	-	-	-	-	
8330	Madison Avenue Central Park	353,865	40,955	-	19,000	-	-	-	-	-	
	Street Recontruction (CIP)					180,000					
	Water/Kay Street Design				200,000						
	Fire Station 1 Relocation	-		450,000	450,000	-	-	-	-	-	Design and land acquisition
	River Street Widen & Reconstruct							288,000			
	Total Expenditures	**666,903**	**361,557**	**750,000**	**2,221,000**	**480,000**	**-**	**288,000**	**-**	**-**	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Plan**	**2018 Plan**	**2019 Plan**	**2020 Plan**	**2021 Plan**	

	Capital Reserves & Contingencies									
100 200 405		2013	2014	2015	2015	2015	2016	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Actual	Budget	Revised	Budget	
8247	General Fund Capital Contingencies	-	-	25,000	25,000	300	25,000	25,000	25,000	
8300	Miscellaneous - Cash Reserve	-	6,030,802	4,848,000	6,903,581	-	5,089,951	-	6,280,201	
	Total Contractual	**-**	**6,030,802**	**4,873,000**	**6,928,581**	**300**	**5,114,951**	**25,000**	**6,305,201**	
9012	Transfer to Capital Reserve Fund	-	-	-	-		-			
9011	Transfer to Equipment Reserve Fund	-	-	-	33,000	33,000	60,000	60,000	200,000	Transfer to Equipment Reserve to build up funds for fire trucks & other equipment.
	Total Transfers	**-**	**-**	**-**	**33,000**	**33,000**	**60,000**	**60,000**	**200,000**	
		-	**6,030,802**	**4,873,000**	**6,961,581**	**33,300**	**5,174,951**	**85,000**	**6,505,201**	
		2013 Actual	**2014 Actual**	**2015 Budget**	**2015 Revised**	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	

Equipment Replacement Plan (2017 - 2021)

Department	Project Description	2016	2017	2018	2019	2020	2021	Plan	Estimated Cost	Funding Source
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	Tasers (5)	X							$7,000	GF-PSFF
Police	Radar (2)	X							$6,000	GF-PSFF
Police	Mobile Video Recorder (3)	X							$15,000	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
Parks	Riding Lawn Mower	X							$48,250	General Fund
Parks	4x2 Utility Vehicle	X							$8,200	General Fund
Parks	Spreader / Chemical Sprayer	X							$9,200	General Fund
Police	Body Cameras	X							$7,400	General Fund
Planning & Engineering	Energov Software	X							$56,400	Equipment Reserve
									$56,400	**Equipment Reserve**
									$246,375	**GF**
									$15,000	**Water**
									$317,775	**2016 Total**
Operations	Building System Improvements		X						$20,000	General Fund
Operations	Computer Replacement		X						$66,000	General Fund
Operations	Copier Replacement		X						$15,000	General Fund
Police	Radar (3)		X						$9,600	General Fund
Police	Detective Interview Recording Equip. (1)		X						$25,000	Equipment Reserve
Police	Mobile Video Recorder (3)		X						$16,000	General Fund
Police	Tasers (6)		X						$8,900	General Fund
Water	Signal Transmitters for Meters		X						$21,500	Water
Fire	Fire Equipment Replacements		X						$15,000	General Fund
Fire	Personal Protective Equip. (7)		X						$16,500	General Fund
Fire	Combination Hydraulic Rescue Tool		X						$7,500	Equipment Reserve
Senior Services	Fitness Equipment		X						$6,000	General Fund
Parks	Chipper		X						$40,000	General fund
Parks	Mower		X						$41,200	General Fund
									$32,500	**Equipment Reserve**
									$254,200	**GF**
									$21,500	**Water**
									$308,200	**2017 Total**
Operations	Building System Improvements			X					$20,000	General Fund
Operations	Computer Replacement			X					$66,000	General Fund
Operations	Copier Replacement			X					$15,000	General Fund
Police	Radar (3)			X					$9,600	General Fund
Police	Mobile Video Recorder (3)			X					$16,000	General Fund
Police	Taser Replacement (4)			X					$5,950	General Fund
Police	Automated License Plate Readers			X					$25,000	General Fund
Police	Alternate Light Source			X					$15,000	General Fund
Fire	Personal Protective Equip. (7)			X					$17,950	General Fund
Fire	Fire Equipment Replacements			X					$15,000	General Fund
Fire	Fire Hose			X					$22,200	General Fund
Parks	Riding Lawn Mowers (2)			X					$32,000	General Fund
Water	Signal Transmitters for Meters			X					$39,000	Water
Senior Services	Fitness Equipment			X					$6,000	General Fund
									$265,700	**General Fund**
									$39,000	**Water**
									$304,700	**2018 Total**
Operations	Building System Improvements				X				$20,000	General Fund
Operations	Computer Replacement				X				$66,000	General Fund
Operations	Copier Replacement				X				$15,000	General Fund
Police	Radar (1)				X				$3,300	General Fund
Police	Mobile Video Recorders (3)				X				$17,500	General Fund
Police	Tasers (4) increase				X				$5,950	General Fund
Police	SOT Gas Masks (8)				X				$5,000	General Fund
Fire	Personal Protective Equip (7)				X				$17,950	General Fund
Fire	Fire Equipment Replacements				X				$15,000	General Fund
Fire	High Pressure Air Compressor				X				$70,000	General Fund
Parks	Riding Lawn Mowers (2)				X				$32,000	General Fund
Water	Signal Transmitters for Meters				X				$15,000	Water
Senior Services	Fitness Equipment				X				$6,000	General Fund
									$15,000	**Water**

									$273,700	**General Fund**
									$288,700	**2019 Total**
Operations	Building System Improvements					X			$20,000	General Fund
Operations	Computer Replacement					X			$66,000	General Fund
Operations	Copier Replacement					X			$15,000	General Fund
Police	Electronic Ticketing					X			$69,000	General Fund
Police	Mobile Video Recorders (3)					X			$18,900	General Fund
Police	Taser Replacement (4)					X			$6,500	General Fund
Police	Radar Replacement (2)					X			$6,600	General Fund
Police	Firearm Replacement (8)					X			$6,000	General Fund
Police	Body Camera Replacements (4)					X			$5,000	General Fund
Fire	Personal Protective Equip (7)					X			$17,950	General Fund
Fire	Fire Equipment Replacement					X			$15,000	General Fund
Parks	Riding Lawn Mowers (2)					X			$39,000	General Fund
Water	Signal Transmitters for Meters					X			$15,000	Water
Senior Services	Fitness Equipment					X			$6,000	General Fund
									$290,950	**General Fund**
									$15,000	**Water**
									$305,950	**2020 Total**
Operations	Building System Improvements						X		$20,000	General Fund
Operations	Computer Replacement						X		$66,000	General Fund
Operations	Copier Replacement						X		$15,000	General Fund
Police	Mobile Video Recorders (3)						X		$18,900	General Fund
Police	Taser Replacement (5)						X		$7,900	General Fund
Police	Radar Replacement (2)						X		$7,400	General Fund
Police	Firearms Replacement (17)						X		$13,000	General Fund
Parks	Riding Lawn Mowers (2)						X		$32,000	General Fund
Water	Signal Transmitters for Meters						X		$15,000	Water
Fire	Personal Protective Equipment Replacement (7)						X		$18,490	General Fund
Fire	Fire Equipment Replacement						X		$15,000	General Fund
Senior Services	Fitness Equipment						X		$6,000	General Fund
									$219,690	**General Fund**
									$15,000	**Water**
									$234,690	**2021 Total**
									$317,775	**2016**
									$308,200	**2017**
									$304,700	**2018**
									$288,700	**2019**
									$305,950	**2020**
									$234,690	**2021**
	Total 5-Year (2017-2021) Plan								**$1,760,015**	

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Public Works - Water
Cost: $ 24,000

Department Priority #6
Division Priority #3

Signal Transmitters for Meters

More Radio Read signal transmitters (170) for our water meters are necessary for completion of the Spring Creek housing addition in 2018. When added to the already budgeted $15,000 for 2018, the new total will be $39,000.

This will complete the area south of E. Madison Ave. and east of N. Rock Rd. This area requires approximately 4 hours of reading water meters each month, which in a year totals more than 48 hours. Time spent reading meters would be reduced significantly to an estimated 10 minutes per month.

Impact Statement

Once completed, missed readings, misread readings and late readings will be dramatically reduced. Billing information will be provided immediately to our finance office, and overall customer service would be improved. This plan continues the process of converting the entire city to radio read signal transmitters.

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Public Works- Streets
Cost: $490,250

Department Priority # 7
Division Priority #2

Heavy Equipment Replacement

Incorporating the heavy equipment fleet into the Vehicle Replacement Plan will allow for a planned and forecasted replacement process. It will ensure the City is able to meet its construction requirements and adequately respond in any situation.

2018 Streets: 1989 John Deere Backhoe. 229,614 miles and 6,958 engine hours. The backhoe was purchased new for $25,000. This vehicle is used daily to move material, excavate pavement repairs and haul debris. Used for snow removal operations. Estimated 2018 replacement costs is $116,600.

2019 Streets: 2005 Bobcat Skid Steer Loader with attachments. 81,642 miles and 2,474 engine hours. Purchased new for $26,750. Used daily for street maintenance and repairs; high flow hydraulics to operate the asphalt slot cutter, auger and broom attachments. Used for snow removal. Estimated 2019 replacement cost is $70,850.

2020 Streets: 1997 Bobcat Skid Steer Loader with attachments. 115,500 miles and 3,500 engine hours. The skid loader was purchased new for $16,415. It is used for clean-up of debris during street repairs. Used as a fork lift to unload deliveries and move pallets under 3500 pounds and general earth work throughout the city's park system. Used for snow removal operations. Estimated 2020 replacement cost is $72,800.

2021 Streets: 1994 Wheel Loader with attachments. 375,436 miles and 11,392 engine hours. The wheel loader was purchased used for $94,100. It is used for all heavy earthwork activities, stockpiling of bulk materials and chip site maintenance. Its fork lift attachment is the City's only heavy-lifting capability, giving us a lifting capacity to 12,000 pounds. Used with a plow attachment for snow removal and for clean-up of city parking lots. Estimated 2021 replacement cost is $230,000.

Resource Narrative

Public Works relies on heavy equipment to meet the maintenance needs of our infrastructure and utility systems. The heavy equipment fleet is aging out of its productive lifespan and we must plan for the replacement of the equipment. To determine replacement needs we track age, operating hours, mileage, condition, repair costs and grade it based on reliability for the expected work load.

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Fire & Rescue Department Priority # 2
Cost: $22,200

Fire Equipment Replacement in 2018

Fire hose is one of the most important tools used by the department. As such, all fire hose must be designed and constructed specifically for aggressive interior fire attack operations and must be replaced when showing signs of mechanical, thermal, or organic wear. New fire hose shall be heat resistant, drag resistant, kink resistant and have high-flow capabilities with superior friction loss characteristics.

Resource Narrative

To ensure compliance, Derby follows National Fire Protection Association (NFPA) and the Insurance Services Office (ISO) guidelines by pressure testing all fire hose on an annual basis. NFPA 1961, Standard on Fire Hose, strongly recommends all fire hose be replaced after 10 years of normal operating service. Derby currently has 58 sections of hose that has exceeded this recommended replacement date and through mechanical, thermal, chemical and organic wear needs to be removed from front-line service.

Impact Statement

This funding allows the department to continue to carry out its mission of providing life safety by replacing equipment that has either reached its service life, according to NFPA, OSHA or other nationally recognized standards, or has become deteriorated and poses a safety issue for fire personnel and residents.

Have you researched and sought out grants? **Yes** or No

The FEMA Assistance to Firefighters Grant allows for fire hose purchases; however, funding for fire equipment grants is highly competitive. The department will apply for this grant, but it should not be counted on for replacement of fire hose.

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Fire & Rescue Department Priority #3
Cost: $ 70,000

High-Pressure Air Compressor & Fill Station replacement in 2019

The High-Pressure Air Compressor and Fill Station will allow firefighters at Station 81 to refill Self-Contained Breathing Apparatus (SCBA) cylinders on-site while maintaining storage cylinders at full capacity in the event of larger alarms.

Currently, firefighters at Station 81 use the on-board storage system on the Rescue truck to refill cylinders and then drive the Rescue truck to Station 82 to refill storage bottles. The refill process takes several hours, taking Station 81 firefighters out of their primary response district, thus increasing response times and apparatus fuel costs. Systematic replacement of equipment ensures having up-to-date serviceable equipment that will enhance efficiency and reduce maintenance costs and operating problems.

Resource Narrative

The department originally had a SCBA compressor at Station #81. In 2003, we received a FEMA grant to purchase a SCBA compressor and fill station for Fire Station 82. This was important since the compressor at Station 81 was showing age, and the concern was it may break down and not be repairable. This new compressor, along with the older compressor located at Fire Station 81, met the needs of the department for refilling SCBA cylinders. However in 2013, the Station 81 compressor experienced a major mechanical failure which rendered the unit unrepairable. Since then, the department has serviced the two fire stations with only one compressor.

The need to replace Station 81's compressor in 2019 is becoming a priority as the compressor at Fire Station 82 ages and incurs maintenance issues and costly repairs. Recently, Station 82's compressor experienced a mechanical breakdown which left the compressor out of service for two months while awaiting replacement parts and installation. During this period, firefighters made multiple trips to Mulvane Fire Dept. to refill our Rescue truck's cascade storage system. Station 82's compressor is no longer in production and repair parts have become difficult to locate.

Impact Statement

SCBA compressor and fill station is used daily to refill cylinders on each fire apparatus. Having the ability to refill cylinders on-site at each fire station increases operating efficiency and preparedness. Without on-site refill capabilities, employees must deploy the Rescue truck to refill cylinders which is a slow and inefficient process.

Have you researched and sought out grants? **Yes** or No

The FEMA Assistance to Firefighters Grant allows for fire equipment purchases; however, funding for fire equipment grants is highly competitive. The Department will apply for this grant, but it should not be counted on for replacement of fire equipment.

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Vehicle Replacement Plan (2017-2021)											
Department	Vehicle	Mileage	2016	2017	2018	2019	2020	2021	Plan	Est. Cost	Funding Source
Public Works	1/2 Ton Code Enforcement Pick Up	115,810	X							22,500	GF
Public Works	3/4 Ton Ext. Cab Pick Up (Streets)	177,130	X							33,000	Special Street
Public Works	Mini Excavator w/ Trailer (Water)	N/A	X							65,000	Water
Public Works	3/4 Ton Ext. Cab Pick Up (Parks)	Addition	X							33,000	GF
Planning & Eng.	1/2 Ton WD Pick-up (Inspector)	89,936	X							40,000	GF
Police	Staff Car	79,273	X							25,500	GF
Police	Patrol Car	108,759	X							42,000	GF
Police	Patrol Car	114,121	X							42,000	GF
Police	Patrol Car	108,268	X							42,000	Special Alcohol
Police	Patrol Car	88,986	X							42,000	GF
Planning & Eng.	1/2 Ton Building Inspector Pick Up	Addition	X							22,500	GF
										$269,500	**GF**
										$42,000	**Special Alcohol**
										$33,000	**Special Street**
										$65,000	**Water**
										$409,500	**2016 Total**
Public Works	3/4 Ton Pick-up (Wastewater)	91,745		X						33,000	WW
Public Works	Vactor Combo Unit (Wastewater)	60,514		X					2015	400,000	WW
Public Works	Dump Truck (Parks)	96,000		X						137,000	GF
Public Works	3/4 Ton Pick-up (Parks)	99,494		X						33,000	GF
Public Works	2 Ton 4x4 Dump truck w/ plow (Water)	151,690		X						50,000	Water
Public Works	2 Ton Pick-up (Parks)	87,520		X						40,000	GF
Public Works	3/4 Ton Pick-up (Streets)	90,601		X						37,000	GF
Police	Patrol Car	59,154		X						44,100	Special Alcohol
Police	Patrol Car	42,082		X						44,100	GF
Police	Patrol Car	43,337		X						44,100	GF
Police	Patrol Car	90,499		X						44,100	GF
Police	Staff Car	85,410		X						27,250	GF
										$406,550	**GF**
										$50,000	**Water**
										$44,100	**Special Alcohol**
										$433,000	**WW Total**
										$933,650	**2017 Total**
Public Works	3/4 Ton (Electrician)	94,139			X					33,000	GF
Public Works	3/4 Ton Pick-up (Parks)	76,880			X					33,000	GF
Public Works	1/2 Ton Pick-up (Streets) increase	87,134			X					33,000	Special Street
Fire	Deputy Chief's Vehicle	61,753			X					45,000	GF
Public Works	1/2 Ton Extended Cab Pick-up (Water)	191,706			X				2017	27,000	Water
Public Works	Backhoe/Loader (Public Works)	N/A			X					116,600	GF
Police	Patrol Car	36,610			X					46,000	GF
Police	Patrol Car	47,231			X					46,000	GF
Police	Patrol Car	36,186			X					46,000	GF
Police	Patrol Car	39,059			X					46,000	GF
Police	Staff Car	78,193			X					28,750	GF
										$440,350	**GF**
										$33,000	**Special Street**
										$27,000	**Water**
										$500,350	**2018 Total**
Police	Staff Car	59,707				X				29,500	GF
Police	Staff Car	63,564				X				29,500	GF
Police	Patrol Car	16,703				X				48,000	GF
Police	Patrol Car	10,700				X				48,000	GF
Police	Patrol Car	11,567				X				48,000	GF
Police	Patrol Car	19,975				X				48,000	GF
Police	Animal Control	39,521				X				27,000	GF
Public Works	Skid Steer Loader (Streets)	N/A				X				70,850	Special Street
Public Works	3/4 Ton Pick Up (Wastewater)	70,901				X				33,000	WW
Public Works	1/2 Ton Extended Cab Pick Up Truck	139,397				X				30,000	Water
Public Works	Irrigation Van (Parks)	21,083				X				25,000	GF
										303,000	**GF**
										30,000	**Water**
										70,850	**Special Street**
										$403,850	**2019 Total**
Fire	Engine #82	60,264					X			723,000	Equip. Reserve
Fire	Fire Squad 81	41,336					X			135,000	GF
Police	Staff Car increase	53,910					X			31,000	GF
Police	Patrol Car						X			50,000	GF
Police	Patrol Car						X			50,000	GF
Police	Patrol Car						X			50,000	GF
Police	Patrol Car						X			50,000	GF

Vehicle Replacement Plan (2017-2021)											
Department	Vehicle	Mileage	2016	2017	2018	2019	2020	2021	Plan	Est. Cost	Funding Source
Police	Patrol Car	9,907					X			50,000	GF
Police	Crime Scene Vehicle	58,516					X			45,000	GF
Public Works	Skid Steer Loader (Streets)	N/A					X			72,800	Special Street
Public Works	3/4 Ton Pick-up (Parks)						X			34,000	GF
Public Works	3/4 Ton Ext. Cab Pick-up (Streets)	57,306					X			34,000	Special Street
										106,800	**Special Street**
										$495,000	**GF**
										$723,000	**Equip. Reserve**
										$1,324,800	**2020 Total**
Fire	Quint #82							X		$1,005,000	Equip. Reserve
Public Works	1 1/2 Ton 4x4 Pick Up Truck (Parks)	71,164						X		$45,000	GF
Public Works	3/4 Ton w/ Utility Bed (Streets)	49,682						X		$40,000	Special Street
Public Works	1/2 Ton 2wd Regular Cab (Fleet)	65,874						X		$25,000	GF
Public Works	1/2 Ton Extended Cab Pick Up (Water)	73,872						X		$27,000	Water
Public Works	Wheel Loader (Streets)							X		$230,000	Special Street
Police	Patrol Car							X		$51,500	GF
Police	Patrol Car							X		$51,500	GF
Police	Patrol Car							X		$51,500	GF
Police	Patrol Car							X		$51,500	GF
Police	Staff Car	33,703						X		$32,000	GF
										$27,000	**Water**
										$270,000	**Special Street**
										$308,000	**GF**
										$1,005,000	**Equip. Reserve**
										$1,610,000	**2021 Total**
Future											
Fire	Rescue								2022	500,000	GF
Fire	Squad #82								2025	157,000	GF
Fire	Chief Vehicle								2025	50,000	GF
Fire	Pumper Truck #81								2026	835,000	GF
Public Works	Backhoe/Loader (Streets)								2022	129,800	Special Streets
Public Works	Motor Grader (Streets)								2023	242,000	Special Streets
Public Works	Vibratory Roller (Streets)								2024	55,800	Special Streets
Public Works	Backhoe/Loader (Water)								2025	139,700	Water
Public Works	Excavator (Parks)								2026	234,000	GF
Public Works	Bulldozer (Parks)								2026	129,915	GF
										$1,905,915	**GF Total**
										$427,600	**Special Streets**
										$139,700	**Water**
										$2,473,215	**Future Total**
										Totals	
										$409,500	**2016**
										$933,650	**2017**
										$500,350	**2018**
										$403,850	**2019**
										$1,324,800	**2020**
										$1,610,000	**2021**
										$2,473,215	**Future**
	Total 5-Year (2017-2021) Plan									$4,772,650	

Vehicles are considered for replacement at 100,000 miles. They are then evaluated for replacement based on maintenance cost, downtime, overall condition and use of the vehicle.

Equipment Reserve											
		2014	**2015**	**2016**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Plan**	**Plan**	**Plan**	**Plan**	**Plan**	
710 800 710											
4050	Carryover	803,925	179,233	25,786	48,960	52,560	320,060	620,060	920,060	602,060	
4999	Transfer from General Fund	-	33,000	60,000	60,000	300,000	300,000	300,000	405,000	405,000	
	Total Revenue	**803,925**	**212,233**	**85,786**	**108,960**	**352,560**	**620,060**	**920,060**	**1,325,060**	**1,007,060**	
8100	Fiber Optic Network Connections	348,597	18,097	-		-	-	-	-	-	
8110	Fire	-		-		7,500	-	-	723,000	1,005,000	Replace hydraulic rescue tool in 2017, Engine #82 in 2020, & Quint #82 in 2021.
8115	Public Works	-		-		-	-	-	-	-	
8120	Software Replacements	-		56,400	56,400	-	-	-	-	-	Energov software upgrade in 2016.
8510	Police Equipment	-	-	-	-	25,000					Detective Interview Recording Equip. in 2017.
8712	Vehicle Replacement Plan	276,095	145,176	-		-	-	-	-	-	
	Total Expenditures	**624,692**	**163,273**	**56,400**	**56,400**	**32,500**	**-**	**-**	**723,000**	**1,005,000**	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Plan**	**2018 Plan**	**2019 Plan**	**2020 Plan**	**2021 Plan**	

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Fire Department Priority #4
Cost: $723,000

Engine 82 replacement in 2020

Engine 82 was purchased in 2001 to respond to all types of fires, emergency medical calls, vehicle accidents and other calls for service out of Station 82. This vehicle is also used when crews perform fire training, annual building inspections, fire hydrant flow testing and maintenance, and special assignments. This request includes all associated loose equipment necessary to place the engine in service.

Resource Narrative
Currently this vehicle averages approximately 750 miles per month. This is expected to increase 3-5% each year due to increasing call volume and department responsibilities. Based on the probable increase in usage, this vehicle will have over 7,000 hours by 2020. Based on 30 miles per hour, this equates to over 210,000 miles of actual usage. As with all fire apparatus, this vehicle spends numerous operating hours at emergency scenes pumping water, maintaining emergency equipment and providing scene lighting for safety. Like other fire apparatus, this is not simply a vehicle used to transport people.

Impact Statement
Engine 82 is used extensively every day. Historically, 19 years is the limit on front-line dependability for an engine. The department is proactive with preventive maintenance; we perform daily truck checks and fix what needs to be fixed when it is not working right. However, as apparatus get older and incur more usage, we can experience more break-downs and need for repairs which requires the truck to be out of service.

Due to our proactive preventive maintenance program, once replaced, the current Engine 82 can still safely serve in a reserve capacity for approximately 5 years. Currently, the department has no reserve apparatus. Reserve apparatus fill short-term assignments when front-line apparatus are out of service for preventive maintenance, repairs and when tied up on current alarms. The Insurance Services Office (ISO) strongly recommends a fire department maintain at least one reserve engine for times when front-line apparatus are out of service for preventive maintenance, repairs, or extended scene times.

Have you researched and sought out grants? **Yes** or No

The FEMA Assistance to Firefighters Grant allows for vehicle purchases; however, funding for apparatus grants is highly competitive. The department will apply for this grant, but it should not be counted on for replacement of this apparatus.

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Fire & Rescue Department Priority #5
Cost: $1,005,000

1995 Quint 82 replacement in 2021

The 105 foot ladder truck (Quint 82) was purchased in 1995. This vehicle responds to all building and structure fires in Derby. It is used as a back-up or reserve apparatus when one of the two engines is out of service. This request includes all associated loose equipment necessary to place the truck in service.

Resource Narrative
Based on the probable increase in usage, this vehicle will have over 3,000 hours by 2021. Based on 30 miles per hour, this equates to over 90,000 miles of actual usage. As with all fire apparatus, this vehicle spends numerous operating hours at emergency scenes pumping water, maintaining emergency equipment and providing scene lighting for safety. Like other fire apparatus, this is not simply a vehicle used to transport people.

Impact Statement
Because of several large buildings, shopping centers and a three-story hotel in Derby, we are required by the Insurance Services Office to have a ladder truck. Historically, 20 years is the limit on a ladder truck because of the stress placed on the vehicle with ladder operations. The ladder and stabilizers are certified each year, and any problems are promptly repaired. Because of the importance of this fire apparatus for life safety, it is important to keep up a replacement schedule before major problems develop.

The department is proactive with its preventive maintenance schedule and believes it is the foundation for reducing apparatus downtime. We take good care of our apparatus by doing daily truck checks and fixing what needs to be fixed when it is broken or not working right. However, as apparatus get older and incur more usage, we can experience more break-downs and need for repairs that require the truck to be out of service.

Have you researched and sought out grants? **Yes** or No

The FEMA Assistance to Firefighters Grant allows for vehicle purchases; however, funding for apparatus grants is highly competitive. The Department will apply for this grant, but it should not be counted on for replacement of this apparatus.

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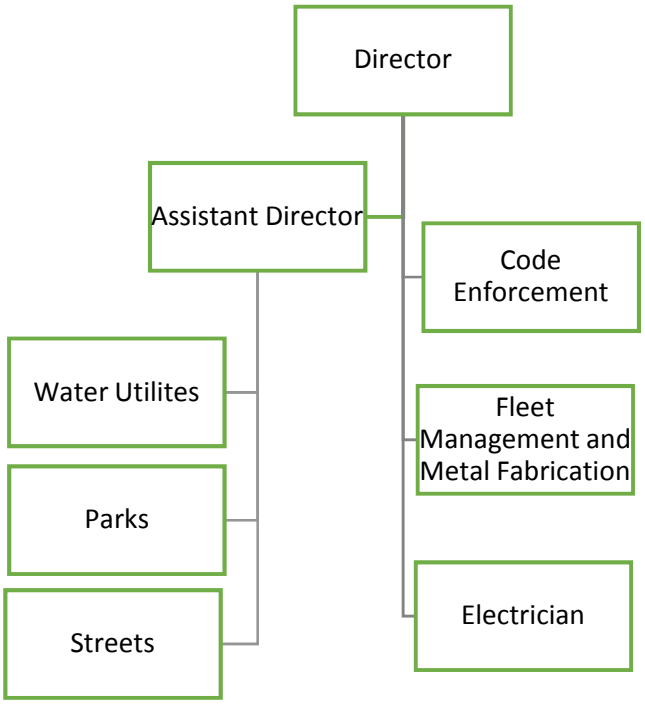
Public Works

Department Overview



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

Public Works comprises a variety of work teams, including Park Maintenance, Street Maintenance, Fleet Management and Metal Fabrication, Sign and Signalization, Water Utility, Wastewater Utility, Stormwater Utility, Code Enforcement and Electrician. The entire department relies on the talents and abilities of 54 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
√ 100% 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
√ Responded to 75% of sewer backups 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

2015 Citizen Survey

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

Nearly 81% of the respondents felt the City's snow removal process was good or mainly good.

78% of respondents rated the water quality as good to excellent.

"Parks are great! Love the parks."

Snow removal: "Streets are cleaned quickly. Streets are always treated."

Public Works	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Parks	$ 8,605,624	$ 2,904,558	$ 3,374,955
Fleet and Metal Fab.	$ 242,135	$ 269,225	$ 242,638
Code Enforcement	$ 88,015	$ 120,917	$ 122,258
Stormwater	$ 429,073	$ 489,151	$ 1,063,349
Wastewater	$ 2,663,765	$ 2,663,286	$ 4,475,487
Water	$ 5,294,649	$ 6,369,459	$ 6,341,729
Fuel	$ 190,125	$ 154,493	$ 172,973
Streets	$ 1,921,451	$ 1,802,985	$ 2,307,954
Total	**$ 19,434,836**	**$ 14,774,074**	**$ 18,101,343**

Parks

Public Works

Division Overview

The Parks team maintains the grounds and facilities at all City-owned properties and the 25-mile Hike and Bike path 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 and Decarsky Park which will create a ballfields complex and dog park.

Parks	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	522,159	559,667	555,264
Commodities	55,640	60,177	61,078
Contractual	185,954	169,920	199,351
Capital Outlay	-	-	-
Total	**763,752**	**789,764**	**815,693**

Special Park and Rec	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Capital Outlay	185,832	18,650	115,423
Total	**185,832**	**18,650**	**115,423**

Derby Difference - Parks	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Capital Outlay	7,317,426	1,515,554	1,885,815
Total	**7,317,426**	**1,515,554**	**1,885,815**

Central Park	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	-	38,948	66,275
Commodities	-	16,800	16,800
Contractual	-	104,728	108,765
Capital Outlay	-	-	-
Total	**-**	**160,475**	**191,840**

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**								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
5001	Wages-Salary	520,150	512,244	556,348	549,959	545,584	7%	-1%	Extra pay period in 2016.
5002	Overtime	2,779	6,889	11,000	7,500	7,500	9%	0%	Electrician overtime.
5004	Termination Fees	15,208	453	-	-	-	-100%	0%	
5012	Longevity	2,641	1,458	1,458	1,458	1,458	0%	0%	
5013	Lump Sum	200	400	-	-	-	-100%	0%	
5007	One Time Performance Pay	1,632	715	1,600	750	722	5%	-4%	
	Total Personnel	**542,611**	**522,159**	**570,406**	**559,667**	**555,264**	7%	-1%	
6002	Operating Supplies	17,275	14,470	17,350	17,000	17,000	17%	0%	Historical averages.
6004	Miscellaneous Tools	5,493	5,881	6,000	6,000	6,000	2%	0%	Historical averages.
6025	Trees & Shrubs	-	691	3,000	3,000	3,000	-51%	0%	Welcome Center demonstration garden. Tree farm plantings.
6012	Chemicals & Fertilizer	6,271	6,173	9,000	7,500	7,500	21%	0%	Addition of ROW treatments and application equipment.
6110	Fuel	48,813	26,762	53,816	21,677	24,278	-19%	12%	Decrease in fuel price in 2016, increase in 2017.
6351	Uniforms	5,486	1,663	5,000	5,000	3,300	201%	-34%	Full replacement in 2016. Partial replacement 2017.
	Total Commodities	**83,339**	**55,640**	**94,166**	**60,177**	**61,078**	8%	1%	
7005	Pre-Employment Testing	1,706	2,116	600	600	600	-72%	0%	Promotions and turnover.
7010	Printing		147	-	-	-	-100%	0%	
7030	Travel	1,194	4,671	7,049	7,049	5,529	51%	-22%	2016 new employee training and certifications.
7040	Subscriptions	64	31	120	75	75	142%	0%	
7041	Dues and memberships	2,152	988	932	932	1,015	-6%	9%	KS Parks and Rec, KS Turfgrass, Nat'l Parks and Rec, KS Arbor Association, Arbor Day Foundation
7050	Meetings/seminars	2,181	3,286	2,782	2,782	2,650	-15%	-5%	Nat'l Assoc of Parks and Rec, KS Assoc of Parks and Rec, KS Turfgrass Conference, KS Arbor Association Shadetree Conference.
7220	Professional Fees/contracts	5,510	6,543	6,000	6,000	6,000	-8%	0%	Porta-potties located in various parks.
7224	Mulching/Grinding	-	24,100	-	-	25,000	-100%	0%	Occurs biennally.
7755	Seasonal Contract Wages	44,800	46,640	48,982	48,982	48,982	5%	0%	Expected annual costs.
7420	Ball Field Maintenance	6,494	9,936	7,000	7,000	10,000	-30%	43%	Relocation of Madison Central Park practice fields to High park. Red Shale purchase in 2017.
7430	Soccer Field Maintenance	3,013	2,486	3,500	3,500	3,500	41%	0%	Field renovations at Garrett Park.
7440	Park Maintenance	45,127	39,948	47,000	45,000	48,000	13%	7%	Combine 7450 concessions.
7450	Concession Stand Maintenance	606	1,142	1,000	-	-	-100%	0%	Combine with 7440.
7520	Equipment Maintenance	31,075	30,015	33,000	33,000	33,000	10%	0%	Based on historical expenses.
7521	Vehicle Maintenance	13,260	8,503	15,600	15,000	15,000	76%	0%	Reduced costs from better preventative maintenance schedules; addition of electrician's truck maintenance in 2016.
7523	Public Events	2,947	5,402	6,000	-	-	-100%	0%	Moved to Community Programs budget.
	Total Contractual Service	**160,129**	**185,954**	**179,565**	**169,920**	**199,351**	-9%	17%	

Budget Worksheet									
100 120 270	**Public Works Parks**								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
	Public Works-Parks	**786,080**	805,322	**901,587**	**789,764**	**815,693**	-2%	3%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
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	**2016**	**2017**
Administrative Assistant	25%	25%
Groundskeeper (5)	100%	100%
Asst. Public Works Director	25%	25%
&Ł–Ê#(°ˇ˝–ßŁ˝Ł˚ı	50%	50%
Arborist	50%	50%

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Public Works – Parks
Cost: $40,000

Department Priority #2
Division Priority #1

Replace Wood Chipper & Upgrade Truck to 2-ton

Purchase of a hand-fed, smaller chipper machine that can be towed behind a truck will increase the productivity of the Parks Division greatly by reducing the drive time to dispose of wood waste, reducing the miles put on the Forestry truck, reducing the number of times wood waste is handled at the chip site, and providing instant mulch for residents when the chip hopper is emptied.

City arborists could mulch limbs at the work site instead of having to transport multiple loads of limbs to the chip site where they have to be handled again during burning or chipping operations. Chipping on-site will not only reduce the number of trips to the chip site, it will increase productivity by allowing arborists to remain in the field to do actual tree work. It will also reduce the amount of time work zones impede traffic flow thus increasing worker safety.

Resource Narrative
The City's current wood waste reduction machine is a 1999 Bandit model 1850XL Whole-Tree Disk-type Chipper with operator's cab and grapple arm. It was purchased new in 1999 for $68,410. This machine is used to reduce the size of whole trees and tree limbs less than 18 inches in diameter. City arborists in 2015 removed 187 trees and pruned an additional 1,381, all of which were hauled to the Chip Site as whole limbs.

The cost of a drum-style chipper is approximately $58,000. After speaking with multiple sales representatives, it is believed the trade-in value of our current machine is as much as $18,000.

Forestry Truck #368 is a 1-ton pickup purchased in 2010 to replace truck #330, a 1-1/2 ton truck used for removal and hauling of tree debris. Changing from a 1-ton to a 2-ton would increase payload capacity to haul a tow-behind chipper and chip box, allowing Parks employees to chip trees on-site and haul more material with less volume to the chip site in a day.

Impact Statement
The original Forestry truck was a 1994 Ford Super Duty 1-1/2-ton capacity truck with a rear lift gate, allowing Parks employees to haul large, heavy loads of debris. A change in payload capacity was made in 2010 but has proven to be too small for our current operational needs.

Re-classification of the replacement truck in 2017 to a 2-ton vehicle will meet current operational needs and provide the increased capacity of material hauling for expanded chipping activities. Based on market costs and recent purchase data, the 2017 estimated budget will not be increased.

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Public Works - Parks
Cost: $41,200

Department Priority #5
Division Priority #2

Industrial Mower Replacement

Mower #428 is a 1998 Hustler Excel 4420 out-front riding mower with over 1,000 operating hours. This mower is used at High Park for large area mowing. It has a high incidence of maintenance problems.

Resource Narrative

The replacement unit will cost approximately $41,200 based on the lowest estimate that has been received for comparable equipment, with an estimated lifespan of 15 years. Replacing this 60" deck with a mower with a 110" deck will increase staff efficiency. Mowing High Park is expected to take 3 days instead of the current 5 days.

Impact Statement

Mowers are vital to the Parks Division to properly maintain parks, ball fields, open spaces and rights of way on a rigid maintenance schedule. Increased downtime caused by mechanical failures reduces capacity to perform effectively. Replacement in time for the 2017 mowing season is necessary.

Budget Worksheet								
100 120 295								
	Central Park- Operations	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
	Scheduled Events	-	10,000	30,000	40,000	0%	33%	
	Total Revenues	**-**	**10,000**	**30,000**	**40,000**	0%	33%	
		-						
5001	Wages-Salary	-	80,093	36,948	64,215	100%	74%	Extra pay period in 2016; Parks personnel would begin in 2016. Groundskeeper will not be hired until 2017.
5002	Overtime		2,000	2,000	2,060	0%	3%	Event management
	Total Personnel	**-**	**82,093**	**38,948**	**66,275**	100%	70%	
6002	Operating Supplies	-	8,000	8,000	8,000	0%	0%	Paper goods, cleaning supplies and chemicals
6004	Miscellaneous Tools	-	5,000	5,000	5,000	0%	0%	Equipment and tools
6110	Fuel	-	3,000	3,000	3,000	0%	0%	New vehicle 2016
6351	Uniforms	-	800	800	800	0%	0%	Uniforms for Parks employees
	Total Commodities	**-**	**16,800**	**16,800**	**16,800**	0%	0%	
7005	Pre-Employment Testing	636	600	600	300	-6%	-50%	
7205	Custodial Services		850	3,000	6,000	0%	100%	
7010	Advertising	3,281	10,000	10,000	10,000	205%	0%	Increase in marketing, advertising and promotions due to park opening in 2016.
7220	Professional Fees/Contracts	6,157	36,114	35,820	36,894	0%	3%	Glass cleaning ($2,000) and park photography ($2,000); City share of event coordinator position.
7440	Park Maintenance	-	12,000	12,000	12,000	0%	0%	Facility repairs
7521	Vehicle Maintenance	-	1,000	1,000	1,000	0%	0%	New vehicle in 2016
7610	Water	-	5,000	5,250	5,513	0%	5%	Based off the ability to drill a well for water consumption.
7620	Gas	-	12,500	12,500	12,500	0%	0%	
7630	Electricity	-	22,000	22,000	22,000	0%	0%	
7651	Cable-Fiber	-	1,000	1,000	1,000	0%	0%	
7652	Stormwater	-	1,558	1,558	1,558	0%	0%	
	Total Contractual Service	**10,074**	**102,622**	**104,728**	**108,765**	940%	4%	
	Total Expenses	**10,074**	**242,715**	**160,475**	**191,840**	1493%	20%	
		2015 Actual	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2017**
Supplemental 1 - Senior Groundskeeper	100%
Supplemental 1 - Groundskeeper	100%
Event Coordinator	50%

Budget Worksheet								
	Derby Difference Sales Tax Fund - Parks							
Line #	Line Item	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
790.120.501	**Debt Service**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4050	Projected Budget Carryover	-	-	180,253	180,628	0%	0%	
4141	State-Local sales Tax	796,684	815,000	815,000	840,000	2%	3%	
4502	Interest Income	404		500	500	24%	0%	
	Debt Service Revenue	**797,088**	**815,000**	**995,753**	**1,021,128**	25%	3%	
7710	Bond Principal - 2014-C & 2015 B	490,000	680,000	680,000	695,000	39%	2%	
7720	Bond Interest Expense - 2014-C & 2015 B	126,835	135,125	135,125	124,925	7%	-8%	
	Debt Service Expense	**616,835**	**815,125**	**815,125**	**819,925**	32%	1%	
790-120-506	**Project Account**							
4050	Projected Budget Carryover	5,395,700	714,159	1,319,222	1,054,212	-76%	-20%	
4141	City Retail Sales Tax	371,932	362,019	435,419	447,932	17%	3%	
4502	Interest Income	9,093	-	-	-	-100%	0%	
4512	Bonds Sold - Madison Ave. Central Park	1,725,000	-	-	-	-100%	0%	
4512	Bond Sold - Decarsky Park	-	-	-	-	0%	100%	
4600	Other Revenues	2,303	-	-	-	-100%	0%	
4606	Bond Premium	50,785	-	-	-	-100%	0%	
4629	Grant Reimbursement	15,000	-	-	-	-100%	0%	Sunflower Health Care grant for trails.
4996	Transfer from Another Account	450,000	-	-	-	-100%	0%	Transfer from the library account; to be paid back in 2020/2021.
	Project Account Revenue	**8,019,813**	**1,076,178**	**1,754,641**	**1,502,144**	0%	-14%	
7220	Professional Fees	-	-	30,000	-	100%	-100%	Tax appeal in 2016.
7905	Bond Issuance Costs - Central Park	50,520	-	-	-	-100%	0%	
7905	Bond Issuance Costs - Decarsky Park	-	-	-		0%	100%	
	Total Contractual Services	**50,520**	**-**	**30,000**	**-**	0%	100%	
503/8000	Emergency Repair and Replacement	-	200,000	100,000	200,000	100%	100%	
8311	Central Park Contingencies	173,346	-	570,429	-	229%	-100%	Contingencies budgeted in 2015 but will not be spent until 2016.
8330	Central Park Construction	4,930,947	-	-	-	-100%	0%	
8341	The Venue Construction	1,545,778	-	-	-	-100%	0%	
8738	Decarsky Park Development	-	340,000	-	340,000	100%	100%	Design park in 2017; construct in 2013.
	Total Capital Outlay	**6,650,071**	**540,000**	**670,429**	**540,000**	0%	-19%	
503/9012	Transfer to CIP Reserve Fund	-	517,392	-	525,890	100%	100%	Transfer delayed until 2017 so budget not amendment required.
	Total Project Expenditures	**6,700,591**	**1,057,392**	**700,429**	**1,065,890**	-90%	52%	
	Summary of Revenue & Expenditures:							
4050	Projected Carryover	5,395,700	714,159	1,499,475	1,234,840	-72%	-18%	
4141	City Retail Sales Tax	1,168,616	1,177,019	1,250,419	1,287,932	7%	3%	7% growth is projected in 2016, 3% in 2017.
4502	Interest Income	9,497	-	500	500	-95%	0%	
4512	Bonds Sold	1,725,000	-	-	-	-100%	100%	
4600	Other Revenue	2,303	-	-	-	-100%	0%	
4606	Bond Premium	50,785	-	-	-	-100%	0%	

4629	Grant Reimbursement	15,000	-	-	-	-100%	0%	
4996	Transfer from Another Account	450,000	-	-	-	-100%	0%	
	Total Fund Revenues	**8,816,901**	**1,891,178**	**2,750,394**	**2,523,272**	-69%	-8%	
7XXX	Contractual Services - Operations	667,355	815,125	845,125	819,925	27%	-3%	
8XXX	Capital Outlay	6,650,071	540,000	670,429	540,000	-90%	-19%	
9XXX	Transfers Out	-	517,392	-	525,890	100%	100%	
	Total Fund Expenditures	**7,317,426**	**1,872,517**	**1,515,554**	**1,885,815**	-79%	24%	
		2015 Actual	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet									
240 120 310	**Special Park & Recreation Fund**								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4050	Projected Budget Carryover	103,642	140,473	12,473	13,773	54,923	-90%	299%	
4161	State Alcohol Program	57,997	59,132	59,740	59,800	60,500	1%	1%	
	Total Revenues	**161,639**	**199,605**	**72,213**	**73,573**	**115,423**	-63%	57%	
7820	Special Fund Expenditures	-	-	53,213		115,423	0%	100%	Planned reserve carryover for High Park ball field lighting in 2018
8307	High Park Crumb Rubber Grant	-	-	-	-	-	0%	0%	
8310	Supplemental Request - High Park Irrigation Improvements	-	-	19,000	18,650		100%	-100%	Repairs in 2016 for irrigation system to fix two leaks and improve overall efficiency of the irrgation system at High Park.
8308	Garrett Park Improvements	5,604	155,832	-			-100%	0%	Garrett Park lightpole replacement 1&2.
8729	Swaney Elementary Playground	-	30,000	-			-100%	0%	
8260	ADA Compliance Projects	3,997	-	-			0%	0%	
8299	Tanglewood Ballfields	11,566	-	-			0%	0%	
8100	New Equipment	-	-	-			0%	0%	
	Total	**21,167**	**185,832**	**72,213**	**18,650**	**115,423**	-90%	519%	
	Special Park & Recreation Fund	**21,167**	**185,832**	**72,213**	**18,650**	**115,423**	-90%	519%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Rock River Rapids

Public Works

Division Overview

Rock River Rapids completed its thirteenth successful season of operation in 2016. Rock River Rapids is a regional aquatic facility owned and maintained by the City and operated by the Derby Recreation Commission.

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

Aquatic Park Fund	2015	2016	2017
	Actual	Revised	Budget
Personnel	-	-	-
Commodities	-	-	-
Contractual	286,805	345,114	291,184
Capital Outlay	164	75,000	75,000
Total	**286,969**	**420,114**	**366,184**

Mission

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

Goals

- Maintain the water park in good condition to ensure citizen satisfaction.

Budget Worksheet									
	Rock River Rapids Aquatic Park								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
760 503 502	**Reserve Account**								
4050	Projected Budget Carryover	1,611,463	1,422,463	1,157,463	1,295,463	1,019,813	-9%	-21%	
	Total Reserve Account Revenues	**1,611,463**	**1,422,463**	**1,157,463**	**1,295,463**	**1,019,813**	-9%	-21%	
7220	Professional Fees/Contracts	-	6,000	650	650	650	-89%	0%	Website Redesign in 2015; ongoing website maintenance in 2016 & 2017.
8000	Emergency Equipment Repair/Replmnt	-	-	75,000	75,000	75,000	100%	0%	
9016	Transfer to Operations Account	189,000	121,000	195,000	200,000	150,000	65%	-25%	Transfer required to support park operations.
	Total Reserve Account Expenditures	**189,000**	**127,000**	**270,650**	**275,650**	**225,650**	117%	-18%	
760 503 503									
	Operations Account								
4050	Projected Budget Carryover	15,030	15,072	16,772	29,622	31,658	97%	7%	
4520	RRR Net Revenue DRC REIMBURSE	130,728	156,886	130,000	129,000	100,000	-18%	-22%	Reduction due to increased wages.
4514	Transfer Revenue from Reserve Account	189,000	121,000	195,000	200,000	150,000	65%	-25%	
4515	Concession Revenue	17,210	17,519	16,000	17,500	17,500	0%	0%	
	Total Operation Revenue	**351,968**	**310,476**	**357,772**	**376,122**	**299,158**	21%	-20%	
7011	Maintenance	154,126	93,863	152,300	152,300	100,000	62%	-34%	2014 & 2015 included renovation of slide exterior; 2016 will include pool painting.
7013	Marketing	23,000	23,000	23,000	23,000	23,000	0%	0%	
7014	Management Fee	96,323	98,249	100,214	100,214	100,214	2%	0%	Management Agreement Pending Fall 2016.
7015	Loss Reimbursement	50,000	50,000	50,000	50,000	50,000	0%	0%	
7020	Security	8,857	8,743	9,600	9,600	9,600	10%	0%	
7220	Professional Fees	-	-	2,000	2,000	-	100%	-100%	Outfitting Fire Chief's former vehicle with RRR Logo in 2016.
7310	Liability & Property Insurance	4,590	7,000	7,350	7,350	7,720	5%	5%	
	Total Operations Expenditures	**336,896**	**280,855**	**344,464**	**344,464**	**290,534**	23%	-16%	
760 503 509	**Operations - Interest Sub-Account**								
4050	Projected Budget Carryover	274,016	222,095	222,595	223,562	225,762	1%	1%	
4502	Interest Earnings	2,112	1,631	2,200	2,200	2,500	35%	14%	
	Interest Sub-Account Revenue	**276,128**	**223,726**	**224,795**	**225,762**	**228,262**	1%	1%	
8271	Community Signage	18,044	**-**	**-**	**-**	**-**	0%	0%	
8100	New Equipment	35,989	164	-	**-**	**-**	-100%	0%	Portion of Cable Fiber Project Paid in 2015
	Interest Sub-Account Expenditures	**54,033**	**164**	**-**	**-**	**-**	-100%	0%	

760 503 516									
	Sponsorship Program								
4050	Projected Budget Carryover	30,102	38,852	43,352	47,852	52,852	23%	10%	
4600	Other Revenue	8,750	9,000	7,000	5,000	5,000	-44%	0%	
	Sponsorship Program Revenue	**38,852**	**47,852**	**50,352**	**52,852**	**57,852**	10%	9%	
8100	Professional Services	-	-	-	-	-	0%	0%	
8100	**Sponsorship Program Expenses**	**-**	**-**	**-**	**-**	**-**	0%	0%	
	Summary of Revenue & Expenditures:								
4050	Projected Carryover	1,930,611	1,698,482	1,440,182	1,596,499	1,330,085	-6%	-17%	
4502	Interest Income	2,112	1,631	2,200	2,200	2,500	35%	14%	
4520	DRC Net Revenue	130,728	156,886	130,000	129,000	100,000	-18%	-22%	
4515	Concession	17,210	17,519	16,000	17,500	17,500	0%	0%	
4800	Sponsorship Revenue	8,750	9,000	7,000	5,000	5,000	-44%	0%	
	Total Fund Revenues	**2,089,411**	**1,883,518**	**1,595,382**	**1,750,199**	**1,455,085**	-7%	-17%	
7XXX	Contractual Services - Operations	336,896	286,805	345,114	345,114	291,184	20%	-16%	
8XXX	Capital Outlay	54,033	164	75,000	75,000	75,000	100%	0%	
8100	Sponsorship Program Expenses	-	-	-	-	-	0%	0%	
	Total Fund Expenditures	**390,929**	**286,969**	**420,114**	**420,114**	**366,184**	46%	-13%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Fleet Management and Metal Fabrication

Public Works

Division Overview

The Fleet Management team is responsible for 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 to vehicle operators 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 other Public Works crews in managing public facilities and repairing equipment. Welders provide services to the City and the Derby Recreation Commission.

Fleet Management and Metal Fabrication	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	199,912	200,381	198,816
Commodities	33,832	38,042	36,067
Contractual	8,391	30,803	7,755
Capital Outlay	-	-	-
Total	**242,135**	**269,225**	**242,638**

Mission

Ensure vehicles and equipment operate at peak efficiency and reduce lost time through preventive 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 preventive maintenance procedures for the various types of vehicles and equipment.
- Regularly inspect equipment and facilities to identify areas in need of repair before they become problems.
- Provide a safe work environment.

Budget Worksheet									
100.120.280	**Public Works Fleet Management and Metal Fabrication**								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
5001	Wages-Salary	98,022	192,633	213,430	196,663	195,098	2%	-1%	Additional pay period in 2016.
5002	Overtime	1,760	2,673	1,774	1,774	1,774	-34%	0%	Snow removal preparation, based on historic averages.
5004	Termination Fees	-	775	-	-	-	-100%	0%	
5007	One Time Performance pay	275	1,960	-	-	-	-100%	0%	
5012	Longevity	636	1,872	1,944	1,944	1,944	4%	0%	
5013	Lump Sum	-	-	-	-	-	0%	0%	
	Total Personnel	**100,693**	**199,912**	**217,148**	**200,381**	**198,816**	0%	-1%	
6002	Operating Supplies	18,371	26,383	28,000	28,000	28,000	6%	0%	
6004	Miscellaneous Tools	3,268	5,606	7,200	7,200	6,000	28%	-17%	Tig Welder replacement in 2016.
6110	Fuel	2,396	1,286	2,642	1,042	1,167	-19%	12%	Decrease in 2016 fuel rates, increase in 2017.
6351	Uniforms	942	557	1,516	1,800	900	223%	-50%	Full replacement 2016 and partial in 2017. Electrician included.
	Total Commodities	**24,978**	**33,832**	**39,358**	**38,042**	**36,067**	12%	-5%	
7030	Travel	97	238	1,136	1,136	75	378%	-93%	Administrative travel split between 6 divisions in 2016, split between 5 divisions in 2017.
7040	Subscriptions	1,620	1,790	1,720	1,800	1,800	1%	0%	Annual software fee.
7041	Dues and Memberships	181	212	768	411	420	94%	2%	
7050	Meetings/seminars	358	157	456	456	60	190%	-87%	
7220	Professional Fees/contracts	2,095	2,095	18,700	18,700	2,200	793%	-88%	Includes CFA Software Replacement supplemental in 2016 - $14,500.
7520	Equipment Maintenance	352	3,226	6,300	6,300	1,200	95%	-81%	Fluid pumps and hydraulic ram replacement in 2016.
7521	Vehicle Maintenance	45	675	2,000	2,000	2,000	196%	0%	Tires and breaks replaced in 2016. Electrician included.
	Total Contractual Service	**4,749**	**8,391**	**31,080**	**30,803**	**7,755**	267%	-75%	
	Total Motor Pool	**130,420**	**242,135**	**287,586**	**269,225**	**242,638**	11%	-10%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
Director of Public Works	20%	20%
Fleet Manager	100%	100%
Mechanic	100%	100%
Public Works Coordinator	15%	15%
Senior Welder	100%	100%
Welder	100%	100%

Code Enforcement

Public Works

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. In 2015, inspections of fences, approaches and foundations were added to the list of duties.

Summary by Category	2015	2016	2017
Code Enforcement	**Actual**	**Revised**	**Budget**
Personnel	82,775	88,909	88,179
Commodities	4,044	4,358	5,991
Contractual	1,196	27,650	28,088
Capital Outlay	-	-	-
Total	**88,015**	**120,917**	**122,258**

Mission

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

Goals

- Review nuisance ordinances and recommend updates to meet community needs.

Budget Worksheet									
	Public Works Code Enforcement								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
100 120 210		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**%Change**	**%Change**	
5001	Wages-Salary	78,152	80,410	86,840	86,850	86,159	8%	-1%	Extra pay period in 2016
5002	Overtime	864	1,237	860	1,000	1,000	-19%	0%	Snow removal cost based on historical data and expanded fireworks enforcement.
5004	Termination Fees	-	-	-	-	-	0%	0%	
5007	One Time Performance Pay	-	108	-	-	-	-100%	0%	
5012	Longevity	1,020	1,020	1,059	1,059	1,020	4%	-4%	
5013	Lump Sum	2,000	-	-	-	-	0%	0%	
	Total Personnel	**82,036**	**82,775**	**88,759**	**88,909**	**88,179**	7%	-1%	
6002	Operating Supplies	1,590	1,277	1,900	1,900	3,300	49%	74%	Added cost for final notice mailings.
6110	Fuel	3,891	2,397	4,290	1,942	2,175	-19%	12%	Decrease in fuel price in 2016, increase in 2017.
6351	Uniforms	457	371	516	516	516	39%	0%	Current expected costs.
	Total Commodities	**5,938**	**4,044**	**6,706**	**4,358**	**5,991**	8%	37%	
7030	Travel Expense	383	270	690	690	1,528	156%	121%	Increased continuing education costs for 2016.
7041	Dues and Memberships	270	10	220	220	300	2100%	36%	Increased continuing education costs for 2016.
7050	Meetings/seminars	1,438	458	400	1,240	760	171%	-39%	Increased continuing education costs for 2016.
7054	HOME Grant Program	132,177	-	-	-	-	0%	0%	Home program ended in 2014.
7056	HOME Grant Reimbursement	(120,685)	-	-	-	-	0%	0%	
7067	Neighborhood Revitalization Program	-	-	25,000	25,000	25,000	0%	0%	New program in 2015.
7521	Vehicle Maintenance	635	458	500	500	500	9%	0%	Replace vehicle in 2016.
	Total Contractual Service	**14,217**	**1,196**	**26,810**	**27,650**	**28,088**	2212%	2%	
	Code Enforcement	**102,191**	**88,015**	**144,775**	**120,917**	**122,258**	37%	1%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2107 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
Code Enforcement Officer I	100%	100%
Code Enforcement Officer II	100%	100%

Stormwater Management

Public Works

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.

In January 2013, the City began assessing a stormwater utility fee to pay for maintenance and repairs of stormwater infrastructure and take a proactive approach to stormwater management without increasing property taxes. The fee is $3 per month for each residence and based on a calculation of impervious surface for non-residential.

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	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	111,134	119,941	121,110
Commodities	1,995	2,273	2,371
Contractual	23,930	25,336	24,868
Capital Outlay	292,015	341,600	915,000
Total	**429,073**	**489,151**	**1,063,349**

Mission

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

Goals

- Train City employees on stormwater maintenance regulations.
- Identify and plan for stormwater system repairs.
- Regularly inspect construction and development areas for compliance with stormwater management best practices.
- Map and analyze the stormwater system to identify damage.

Budget Worksheet									
	Stormwater Management Utility								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
650.120.325		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4050	Projected Carryover	287,916	647,100	621,433	759,319	811,598	17%	7%	
4502	Interest Income	-	-	500	-	-	0%	0%	
4302	Customer Penalties	4,145	3,884	-	3,885	3,885	0%	0%	
4332	Stormwater Utility Fee	527,857	537,028	524,000	537,145	539,830	0%	0%	
4333	State Set-off Collections	336	381		400	400			
	Total Revenue	**820,254**	**1,188,392**	**1,145,933**	**1,300,749**	**1,355,713**	9%	4%	
5001	Wages-Salary	67,545	69,519	75,235	74,239	73,648	7%	-1%	Extra pay period in 2016.
5002	Overtime	85	-	69	70	70	0%	0%	Based off of historic averages.
5007	One Time Performance Pay	912	924	-	967	930	5%	0%	
5110	FICA	4,103	4,153	4,665	4,603	4,566	11%	-1%	Extra pay period in 2016.
5111	FICA Med	959	971	1,091	1,076	1,068	11%	-1%	" "
5012	Longevity	1,176	1,176	1,221	1,221	1,176	4%	-4%	" "
5013	Lump Sum	-	-	-	-	-	0%	0%	
5120	KPERS	6,802	7,425	8,712	7,558	8,381	2%	11%	Increase in rates.
5122	ICMA-RC	-	-	-	-	-	0%	0%	
5130	Unemp	189	100	103	74	74	-26%	-1%	Rate decrease in 2016.
5131	Work Comp	-	5,443	5,715	7,639	7,578	40%	-1%	Work comp for these employees attributed to this fund for the first time in 2015; Increase in rates in 2016.
5240	Health	17,187	20,314	19,546	21,330	22,397	5%	5%	Assumed a 5% growth in benefits costs in 2016.
5241	Dental	1,016	1,109	1,164	1,164	1,222	5%	5%	Assumed a 5% growth in benefits costs in 2016.
	Total Personnel	**99,975**	**111,134**	**117,521**	**119,941**	**121,110**	8%	1%	
6002	Operating Supplies	3,359	987	1,200	1,200	1,200	22%	0%	Contuing storm drain marking program in 2016. Community education materials.
6110	Fuel	1,684	1,008	1,856	816	914	-19%	12%	Decrease in fuel price in 2016, increase in 2017.
6351	Uniforms	524	-	525	257	257	0%	0%	Full replacement with boots 2016. Partial replacement without boots in 2017.
	Total Commodities	**5,566**	**1,995**	**3,581**	**2,273**	**2,371**	14%	4%	
7010	Printing	25	354	700	700	700	98%	0%	
7030	Travel Expense	355	253	433	443	228	75%	-49%	KLEA, KWEA, ASFPM.
7041	Dues and Memberships	124	340	155	185	210	-46%	14%	Certification added for 2017.
7050	Meetings/seminars	430	275	530	530	530	93%	0%	KLEA, KWEA, ASFPM.
7220	Professional Fees/Contracts	2,960	3,465	3,000	3,500	3,500	1%	0%	Stormwater testing per KDHE permit.
7250	Contract Billing Service	18,858	19,243	18,362	19,428	19,450	1%	0%	Increase attributed to contract rate increase. (Finance)
7520	Equipment Maintenance	-	-	250	550	250	0%	-55%	Replacement of damaged camera in 2016.

7521	Vehicle Maintenance	-	-	450	-	-	0%	0%	Newer equipment.
	Total Contractual Service	**22,751**	**23,930**	**23,880**	**25,336**	**24,868**	6%	-2%	
8100	New Equipment	16,125	-	-			0%	0%	
8200	Capital Projects (CIP)	28,737	272,550	395,000	170,000	315,000	-38%	85%	Moved Southcrest Channel Construction from 2015 to 2016.
8339	Southcrest Channel design and construction	-	19,465	-	171,600	-			
8400	Miscellaneous	-	-	605,951	-	600,000	0%	0%	Reserve for future CIP projects.
	Total Capital Outlay	**44,862**	**292,015**	**1,000,951**	**341,600**	**915,000**	17%	0%	
	Stormwater Management Utility	**173,154**	**429,073**	**1,145,933**	**489,151**	**1,063,349**	14%	117%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
Stormwater Manager	80%	80%
Aborist	50%	50%

Wastewater

Public Works

Division Overview

The Wastewater team is responsible for maintaining and servicing more than 665,993 linear feet of sewer pipe equaling 126 miles and maintaining more than 2,819 manholes and other appurtenances. Aggressive maintenance has resulted in several benefits to Derby residents: Citizens experience very few blockages 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 facility historically meets or exceeds all KDHE and EPA requirements.

Wastewater Fund	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	749,330	806,582	814,680
Commodities	101,665	124,095	124,584
Contractual	523,676	552,160	575,451
Capital Outlay & Debt	874,455	769,418	1,979,761
Transfer Expense	355,750	350,600	359,000
Total	**2,604,876**	**2,602,856**	**3,853,476**

Wastewater CIP Fund	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	-	-	-
Commodities	-	-	-
Contractual	-	-	-
Capital Outlay	58,888	60,430	622,011
Total	**58,888**	**60,430**	**622,011**

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.

CIP Request
City of Derby
2017 Budget Process

Departments: Public Works/Engineering
Division: Wastewater

Department Priority # 1
Division Priority # 1

Purple Pipes to serve Decarsky Park

Design and construction of a pumping system and related piping to provide re-use water for irrigation at Decarsky Park.

Project Justification:

Development of a large, tournament-play ballfield complex requires enormous amounts of water to maintain healthy turf. In our efforts to provide this high-quality turf, it is prudent to seek alternative water sources to minimize long-term operating costs. It is also of great concern that we continue on our path of environmental stewardship and water conservation.

The city owns a reusable water source that will provide more than enough support to manage this site. The purple pipe system will carry treated water from the wastewater treatment plant to Decarsky Park to meet irrigation needs. A water main down Rock Road will provide potable water for restrooms and water fountains.

A study was conducted to determine the technical needs and estimated cost of this new purple pipe system. Results suggest the system is viable and can provide the necessary water to properly care for the park. The study also indicates the project will recover its costs within ten years as compared to continuous long-term use and cost of potable water.

Department Responsible for Project: Planning & Engineering

Estimated Direct Costs:

Milestone	Other City department Involved (i.e., law, finance, etc.)	Timeline	Budget
Design	Public Works	2017	$310,000
Land Acquisition		2017	$50,000
Utility Relocation			
Construction		2018	$1,380,000
Other			
Total			$1,740,000

Funding Source(s):
Design in 2017 will be funded from the Wastewater CIP Fund, while construction is planned using Water Dividends. The primary benefit is water conservation.

Extended Cost:
Pumping and piping systems require routine and preventative maintenance. Ongoing maintenance of this system will be provided by existing wastewater and water staff.

Budget Worksheet									
	Public Works Wastewater								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
600 120 501	**Debt Service Account**								
4050	Projected Carryover	109,250	104,672	62,731	121,619	90,099	16%	-26%	
4502	Interest Income	7	7	7	-	-	-100%	0%	
4996	Transfer from Operations	150,000	50,000	50,000	-	-	-100%	0%	Transfer reduced due to lower revolving loan payment.
	Total Debt Service Revenues	**259,257**	**154,679**	**112,738**	**121,619**	**90,099**	-21%	-26%	
7710	Bond Principal	120,714		-	-	-	0%	0%	2004-B bonds matured in 2014.
7720	Interest Expense	-		-	-	-	0%	0%	
7732	State Revolving Loan Repayment	33,871	33,060	91,948	31,520	29,938	-5%	-5%	Interest on loan only.
	Total Debt Service Expenditures	**154,585**	**33,060**	**91,948**	**31,520**	**29,938**	-5%	-5%	
600 120 504	**Debt Service Depreciation Account**						0%	0%	
4050	Projected Carryover	100,000	-	-	-	-	0%	0%	
4502	Interest Income	-	-	-	-	-	0%	0%	
	Depreciation Account Revenue	**100,000**	**-**	**-**	**-**	**-**	0%	0%	
	Close-out of Depreciation Account	**100,000**	**-**	**-**	**-**	**-**	0%	0%	
600 120 200	**Operations Account**								
4050	Projected Carryover	1,917,582	2,374,188	2,448,894	2,762,359	3,205,421	16%	16%	
4302	Customer Penalties	26,965	26,191	28,280	27,000	27,000	3%	0%	
4312	Sewer Connection Fees	26,250	35,100	27,000	35,000	35,000	0%	0%	
4313	Sewer Tap Fees	-	-	-	-	-	0%	0%	
4332	Charges for Services	2,728,918	2,775,068	2,783,769	2,810,000	2,838,000	1%	1%	
4333	State Set-off collections	7,061	5,741	9,000	6,000	6,000	5%	0%	
4600	Other Revenues	36,130	3,489	3,000	3,500	3,500	0%	0%	Sale of equipment in 2014
	Total Operations Revenue	**4,742,906**	**5,219,777**	**5,299,943**	**5,643,859**	**6,114,921**	8%	8%	
5001	Wages-Salary	491,777	480,164	539,700	526,839	522,648	10%	-1%	Additional pay period in 2016.
5002	Overtime	9,015	7,237	10,200	10,200	10,200	41%	0%	Comp Time accrual changes
5003	Standby Pay	9,319	9,538	9,300	9,300	9,300	-2%	0%	FMLA staffing issues
5004	Termination Fees	-	3,871	-	-	-	-100%	0%	
5007	One Time Performance Pay	3,675	3,918	3,500	3,796	3,656	-3%	-4%	
5012	Longevity	5,041	4,994	5,041	4,611	4,441	-8%	-4%	
5013	Lump Sum	75	-	-	-	-	0%	0%	
5110	FICA-Employer's Cost	30,202	29,880	33,461	33,174	32,910	11%	-1%	Increased FICA rate and additional pay period in 2016.
5111	FICA medical-Employer's Cost	7,063	6,988	7,826	7,758	7,697	11%	-1%	Increased FICA Med rate and additional pay period in 2016.
5120	KPERS-Employer's Cost	49,899	53,104	62,447	54,470	60,406	3%	11%	Increased KPERS rate and additional pay period in 2016.
5122	ICMA-Employer's Cost	-		-	-	-	0%	0%	
5130	KS. Unemploy. Insure-Employer's Cost	1,390	721	710	535	531	-26%	-1%	Rate decrease.
5131	Workers comp-Employer's Cost	9,861	13,620	14,301	13,838	13,728	2%	-1%	
5240	Health Insurance-Employer's Cost	101,738	127,620	123,858	134,001	140,701	5%	5%	Assumed a 5% increase in insurance employer's cost in 2016 and 2017.
5241	Dental insurance-Employer's Cost	6,264	7,675	7,566	8,059	8,462	5%	5%	Assumed a 5% increase in insurance employer's cost in 2016 and 2017.
	Total Personnel	**725,319**	**749,330**	**817,911**	**806,582**	**814,680**	8%	1%	

Budget Worksheet									
	Public Works Wastewater								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
6002	Operating Supplies	22,763	29,858	28,000	52,000	52,000	74%	0%	Degreaser purchases for collections
6110	Fuel	11,207	6,155	12,355	4,985	5,584	-19%	12%	Decrease in 2016 fuel prices, increase in 2017.
6220	Polymers	56,302	61,950	55,000	62,000	64,000	0%	3%	Increased usage, costs and transportation fees.
6351	Uniforms	3,042	3,703	2,600	5,110	3,000	38%	-41%	2016 R Full replacement & safety equipment. 2017 Planned turnover.
	Total Commodities	**93,314**	**101,665**	**97,955**	**124,095**	**124,584**	22%	0%	
7005	Pre-Employment Testing	40	579	300	300	300	-48%	0%	Low turnover in 2014.
7010	Printing	-	147	-	200	200	36%	0%	Incorrect coding of 2015 purchase to 6002 of $168.90. $200 projection for 2016 and 2017.
7041	Dues and Memberships	2,428	1,882	812	872	1,133	-54%	30%	One additional WEF membership.
7030	Travel	292	551	883	2,442	2,083	343%	-15%	2016 WWETT Conference.
7050	Meetings/Seminars	1,954	2,131	1,428	1,828	3,555	-14%	94%	2016 WWETT Conference. NEMC Conference in 2017.
7066	Residential Marketing Campaign	14,542	14,538	15,000	15,000	15,000	3%	0%	
7220	Professional Fees and Contracts	49,208	54,437	70,000	70,000	70,000	29%	0%	Quartely haulings. 2017 expected rate increase.
7250	Billing Collection Fee	98,359	99,991	99,972	101,600	101,700	2%	0%	Projected growth in accounts in 2016.
7280	Testing and Laboratory	20,354	32,498	25,000	28,000	33,000	-14%	18%	2015 unplanned equipment replacement. Compost testing. Planned equipment replacement.
7310	Liability & Property Insurance	15,214	21,820	22,911	23,000	24,150	5%	5%	Reallocation of insurance coverage costs between departments that impacted 2015. Assumed a 5% increase in insurance cost in 2016.
7400	Building Maintenance	19,220	8,179	15,000	15,000	25,000	83%	67%	2016 furnace replacements. 2017 Planned equipment replacement.
7520	Equipment Maintenance	35,706	41,269	38,000	38,000	38,000	-8%	0%	2015 Jet Rodder Pump Replacement.
7521	Vehicle Maintenance	2,676	780	3,500	2,500	2,500	221%	0%	Planned tire replacements and general maintenance.
7610	Water	15,740	16,661	21,000	17,594	19,353	6%	10%	Anticipated rate increase and based of historic useage.
7620	Gas	32,341	19,092	30,070	20,047	21,651	5%	8%	Anticipated rate increase.
7630	Electric	199,944	198,852	192,816	204,818	206,866	3%	1%	Anticipated rate increase.
7640	Telephone	2,913	2,343	3,071	2,390	2,390	2%	0%	Anticipated rate increase.
7619	One Call System	4,840	5,161	5000	5,500	5,500	7%	0%	50/50 split with water.
7652	Stormwater	2,766	2,766	2,766	3,070	3,070	11%	0%	
	Total Contractual Service	**518,537**	**523,676**	**547,529**	**552,160**	**575,451**	5%	4%	
8100	New Equipment	138,055	7,055	-	-	400,000	-100%	100%	2017 Vactor Replacement (VRP)
8120	Infrastructure - Collection (CIP)	7,592	514,267	300,000	300,000	309,000	-42%	3%	3% annual incremental increase.
8122	Infrastructure - Treatment (CIP)	111,901	55,676	175,000	175,000	180,250	214%	3%	3% annual incremental increase.
8400	Miscellaneous - Cash reserve	-	-	500,000	-	800,000	0%	0%	
	Total Capital Outlay	**257,548**	**576,998**	**975,000**	**475,000**	**1,689,250**	-18%	256%	
	Transfer to WWCIP	**-**	**-**	**-**	150,000	150,000	100%	0%	Transfer for principal payment of revolving loan.
9000	Transfer to Bond & Interest	359,000	355,750	350,600	350,600	359,000	-1%	2%	
9010	Transfer to Sewer P&I Account	415,000	150,000	150,000	130,000	130,000	-13%	0%	
	Total Transfers	**774,000**	**505,750**	**500,600**	**480,600**	**489,000**	-5%	2%	
	Operations Expenditures	**2,368,718**	**2,457,419**	**2,938,995**	**2,438,438**	**3,692,965**	-1%	51%	

Budget Worksheet									
	Public Works Wastewater								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
600 518 501 Debt Service Account- G.O. Bond 2009-A									
4050	Projected Carryover	311,177	349,181	231,385	228,100	136,922	-35%	-40%	
4067	ARRA Reimbursement	44,672	43,316	44,764	41,720	39,738	-4%	-5%	Reduction due to Federal Sequestration.
4996	Transfer from Operations	265,000	100,000	100,000	130,000	130,000	30%	0%	Transfer reduced to match requirements for 2009-A bonds.
	Debt Service Revenues	**620,849**	**492,497**	**376,149**	**399,820**	**306,660**	-19%	-23%	
7710	Bond Principal	127,500	131,250	135,000	135,000	138,750	3%	3%	
7720	Interest Expense	137,610	133,148	127,898	127,898	121,823	-4%	-5%	
8300	Capital Outlay	6,558	-	-	-	-	0%	0%	SE Interceptor completed in 2013.
	Debt Service Expenditures	**271,668**	**264,398**	**262,898**	**262,898**	**260,573**	-1%	-1%	
	Summary of Revenue & Expenditures:								
4050	Projected Carryover	2,334,507	3,193,946	2,706,017	3,477,493	3,797,357	9%	9%	Growth from 2014 to 2015 due to CIP projects that were deferred to 2015.
4XXX	Charges for Services	2,762,944	2,807,000	2,821,049	2,843,000	2,871,000	1%	1%	
43XX	Sewer Connection Fees	26,250	35,100	27,000	35,000	35,000	0%	0%	
4502	Interest Income	7	7	7	-	-	-100%	0%	
4067	ARRA Reimbursement	44,672	43,316	44,764	41,720	39,738	-4%	-5%	
	Other Reimbursements & Revenue	2,630	3,000	3,000	3,000	3,000	0%	0%	
	Total Fund Revenues	**5,171,010**	**6,082,369**	**5,601,837**	**6,400,213**	**6,746,095**	5%	5%	
5XXX	Personnel	725,319	749,330	817,911	806,582	814,680	8%	1%	
6XXX	Commodities	93,314	101,665	97,955	124,095	124,584	22%	0%	
7XXX	Contractual Services	518,537	523,676	547,529	552,160	575,451	5%	4%	
7XXX	Debt Service - Principal & Interest	419,695	297,458	354,846	294,418	290,511	-1%	-1%	
8XXX	Capital Outlay	264,106	576,998	975,000	475,000	1,689,250	-18%	256%	
9XXX	Transfer to Bond & Interest Fund	359,000	355,750	350,600	350,600	359,000	-1%	2%	
	Total Fund Expenditures	**2,379,972**	**2,604,876**	**3,143,841**	**2,602,856**	**3,853,476**	0%	48%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
Director of Public Works	10%	10%
Laboratory Technician	100%	100%
Utilities Manager	100%	100%
Operator I (5)	100%	100%
Operator II (2)	100%	100%
Senior Operators (2)	100%	100%
Asst. Public Works Dir	25%	25%
Administrative Assistant	25%	25%
Stormwater Manager	20%	20%

Budget Worksheet									
630 140 205	**Wastewater Capital Improvement Fund**								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4050	Carryover	1,035,267	1,370,609	1,340,910	1,396,310	1,570,880	2%	13%	
4070	Sewer Connections	61,250	81,900	63,088	82,000	82,000	0%	0%	
4502	Interest Income	1,983	2,689	1,000	3,000	-	12%	-100%	
	Revolving Loan Reimbursement	408,008	-	-	-	-	0%	0%	
	Transfer from Wastewater Fund	-	-	-	150,000	150,000	0%	0%	
	Total Revenue	**1,506,508**	**1,455,198**	**1,404,998**	**1,631,310**	**1,802,880**	12%	11%	
8300	Capital Improvements	-	-	-	-	360,000	0%	100%	Purple Pipes to Decarsky Park Design
	Nutrient Removal System	-	-	-	-	-	0%	0%	
8717	SCADA System	15,186	-	-	-	-	0%	0%	
	Digestor Capacity Enhancement	-	-	200,000	-	200,000	0%	100%	
2015	Revolving Loan Payment	120,713	58,888	91,949	60,430	62,011	3%	3%	
	Total Expenditures	**135,899**	**58,888**	**291,949**	**60,430**	**622,011**	3%	929%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Water

Public Works

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	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	566,938	586,999	590,665
Commodities	26,741	24,628	25,639
Contractual	228,015	278,479	248,230
CIP, Debt & Transfer	985,821	1,779,470	1,497,693
Total	**1,807,516**	**2,669,576**	**2,362,227**

El Paso Water Company	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	578,730	643,796	649,222
Commodities	2,345,733	2,487,079	2,732,199
Contractual	376,700	369,009	398,082
Capital Outlay	185,970	200,000	200,000
Total	**3,487,133**	**3,699,884**	**3,979,502**

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

- Indentify and implement water conservation programs.
- 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								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
770 504 501 - Debt Service Account									
4050	Projected Carryover	175,814	322,540	255,274	255,274	195,504	-21%	-23%	
4601	Dividends	825,000	750,000	750,000	750,000	740,000	0%	-1%	Reduced dividends in 2015 due to bond refundings.
	Debt Service Revenues	**1,000,814**	**1,072,540**	**1,005,274**	**1,005,274**	**935,504**	-6%	-7%	
7710	Bond Principal	590,000	703,274	710,241	710,241	715,241	1%	1%	
7720	Bond Interest	88,274	113,992	99,529	99,529	82,452	-13%	-17%	
	Debt Service Expenditures	**678,274**	**817,266**	**809,770**	**809,770**	**797,693**	-1%	-1%	
770 504 503 - Operations Account									
4050	Projected Carryover	(182,565)	(181,261)	(175,961)	(221,389)	(221,389)	22%	0%	
4610	Expense Reimbursement	788,177	781,567	874,674	890,106	864,534	14%	0%	
	Operations Revenues	**605,612**	**600,306**	**698,713**	**668,717**	**643,145**	11%	-4%	
5001	Wages-Salary	379,574	399,336	428,939	425,421	422,036	7%	-1%	Extra pay period in 2016.
5002	Overtime	18,120	12,584	13,500	13,500	13,500	7%	0%	
5003	Standby Pay	4,474	4,626	4,500	4,500	4,500	-3%	0%	
5004	Termination Fees	457	2,733	-	-	-	-100%	0%	
5007	One Time Performance Pay	235	238	247	250	241	5%	-4%	
5012	Longevity	1,235	1,235	1,283	1,283	1,236	4%	-4%	
5013	Lump Sum	-	300	-	-	-	-100%	0%	
5110	FICA-Employer's Cost	22,330	24,313	26,594	26,376	26,166	8%	-1%	Additional pay period in 2016.
5111	FICA Medical-Employer's Cost	5,222	5,685	6,220	6,169	6,120	9%	-1%	Additional pay period in 2016.
5120	KPERS-Employer's Cost	35,187	40,801	40,487	39,041	43,296	-4%	11%	Increase in KPERS, additional pay period in 2016.
5122	ICMA-Employer's Cost	-	-	-	-	-	0%	0%	
5130	KS. Unemploy. Insure-Employer's Cost	1,016	574	600	425	422	-26%	-1%	
5131	Workers comp-Employer's Cost	7,670	10,479	10,793	2,799	2,551	-73%	-9%	2016 rates decreased.
5240	Health Insurance-Employer's Cost	54,715	59,446	54,659	62,418	65,539	5%	5%	
5241	Dental insurance-Employer's Cost	4,123	4,588	4,782	4,817	5,058	5%	5%	
	Total Personnel	**534,358**	**566,938**	**592,604**	**586,999**	**590,665**	4%	1%	
6001	Office Supplies & Expenses	-	146	200	200	200	37%	0%	
6002	Supplies	11,300	16,190	11,000	16,000	16,000	-1%	0%	
6110	Fuel	22,683	10,405	25,008	8,428	9,439	-19%	12%	Decrease in 2016 fuel rates, increase in 2017.
	Total Commodities	**33,983**	**26,741**	**36,208**	**24,628**	**25,639**	-8%	4%	
7005	Pre Employment Testing	1,020	3,099	2,000	2,000	2,000	-35%	0%	
7007	Bank Service Charges	38,030	42,148	38,500	44,677	49,155	6%	10%	Increase in credit card payments.
7010	Printing (Contract Billing Service)	75,770	75,845	78,000	76,000	76,000	0%	0%	
7030	Travel	11	156	11	2,039	1,597	1207%	-22%	Admin Split in 2016. 16 Week Water School in 2017
7041	Dues & Memberships	1,064	1,612	1,064	1,691	1,346	5%	-20%	Admin Split in 2016.

Budget Worksheet									
	Public Works Water Bonds Fund								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
7050	Meetings & Seminars	245	50	245	3,308	6,490	6516%	96%	KRWA, District Water School, KWEA, local training in 2016. Addition of 16 week water school in 2017.
7066	Residential Marketing Campaign	14,408	12,088	15,000	15,000	15,000	24%	0%	
7069	Landscape Conversion Rebate	-	-	-	40,000	-	100%	-100%	New program in 2016.
7220	Professional Fee and Contracts	13,315	13,508	12,000	13,500	13,600	0%	1%	
7310	Property & Liability Insurance	13,526	16,744	17,582	17,582	18,603	5%	6%	Readjustment of share of insurance expense amongst funds in 2015; 5% increase in cost in 2016.
7520	Equipment Maint	841	2,618	20,700	2,500	2,500	-4%	0%	
7619	One Call System	3,521	2,041	5,000	2,050	2,100	0%	2%	Dependent upon number of requests for locates.
7640	Utilities	1,332	1,312	840	1,332	1,335	2%	0%	
7755	Seasonal Wages	55,449	56,794	55,210	56,800	58,504	0%	3%	Anticipated increase in hourly contract rate.
	Total Contractual Services	**218,532**	**228,015**	**246,152**	**278,479**	**248,230**	22%	-11%	
8100	New Equipment	-	-	65,000	-	-	0%	0%	Move expense to surplus account- Vehicle replacement plan.
	Operations Expenditures	**786,873**	**821,695**	**939,964**	**890,106**	**864,534**	8%	-3%	
770 504 504 Depreciation Account									
	Revenues								
4050	Projected Carryover	750,000	750,000	750,000	750,000	750,000	0%	0%	
	Depreciation Account Revenues	**750,000**	**750,000**	**750,000**	**750,000**	**750,000**	0%	0%	
770 504 507 Surplus & System Enhancement Account									
4050	Projected Carryover	1,131,243	985,941	949,595	1,214,465	598,865	23%	-51%	
4502	Interest Income	2,802	4,074	2,000	4,100	4,100	1%	0%	
4601	Dividends	130,201	393,004	350,000	350,000	360,000	-11%	0%	
	Surplus Account Revenues	**1,264,246**	**1,383,019**	**1,301,595**	**1,568,565**	**962,965**	13%	-39%	
7220	Professional Fees and Contracts	6	-	-	30,700	-	100%	-100%	
8000	Emergency Repair/Replacement	58,688	18,433	50,000	50,000	50,000	171%	0%	
8301	Capital Projects	197,011	12,855	315,000	475,000	-	3595%	-100%	North Woodlawn Loop in 2016
8712	Vehicle Replacement Plan	-	-	-	65,000	50,000	0%	100%	Mini Excavator in 2016, 4x4 dump truck with plow in 2017
8730	Distribution System Improvements	22,600	120,018	150,000	259,000	-	116%	-100%	
8400	Miscellaneous	-	-	600,000	-	600,000	0%	0%	
8732	Control Valve - Meadowlark & Triple Creek	7,208	85	-	90,000	-	105534%	-100%	
9000	Transfer to Construction Fund	-	17,164	-	-	-	-100%	0%	Transfer to Construction Fund to reimburse for City's share of WUMC waterline in 2015.
	Surplus Account Expenditures	**278,305**	**168,555**	**1,115,000**	**969,700**	**700,000**	475%	-28%	
	Summary of Revenue & Expenditures:								
4050	Projected Carryover	1,874,492	1,877,220	1,537,916	1,998,350	1,322,980	6%	-34%	
4502	Interest Income	2,802	4,074	2,000	4,100	4,100	1%	0%	

Budget Worksheet									
	Public Works Water Bonds Fund								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4601	Dividends	955,201	1,143,004	1,100,000	1,100,000	1,100,000	-4%	0%	
4610	Payroll Reimbursement	788,177	781,567	874,674	890,106	864,534	14%	0%	
	Total Fund Revenues	**3,620,672**	**3,805,865**	**3,514,590**	**3,992,556**	**3,291,614**	5%	-18%	
5xxxx	Personnel	534,358	566,938	592,604	586,999	590,665	4%	1%	
6xxxx	Commodities	33,983	26,741	36,208	24,628	25,639	-8%	4%	
7xxxx	Contractual	299,826	228,015	311,152	278,479	248,230	22%	-11%	
7710/7720	Debt Service	678,274	817,266	809,770	809,770	797,693	-1%	-1%	
8xxxx	Capital Projects	278,305	151,391	1,115,000	969,700	700,000	541%	-28%	
9000	Transfer Expense	-	17,164	-	-	-	-100%	0%	
	Total Fund Expenditures	**1,824,746**	**1,807,515**	**2,864,734**	**2,669,576**	**2,362,227**	48%	-12%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits		
Public Works	**2016**	**2017**
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%
Finance	**2016**	**2017**
Billing Clerk	100%	100%
Administrative Assistant	100%	100%
Billing Clerk PT (1)	100%	100%
Receptionist PT (1)	100%	100%
Administrative Clerk	50%	50%
Office Manager	100%	100%

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Public Works - Water
Cost: $50,000

Department Priority # 3
Division Priority # 1

Dump Truck in 2017 (instead of 2019) & Replace truck in 2018 (instead of 2017)

Water Truck #228 is a 1991 ¾ ton pick-up with 151,690 miles and scheduled for replacement in 2019. This vehicle is scheduled to be upgraded to a 4 wheel drive, 2 ton dump truck with plow in 2019. Truck #228 is now inoperable due to transmission failure. Request to move the purchase of the dump truck from 2019 to 2017.

To offset the budget increase, we propose moving the scheduled 2017 replacement of truck #297, budgeted for $25,000 to 2018.With this change the increase in water expenditures for 2017 will be $30,000.

Resource Narrative

The Water staff use dump trucks on a daily basis for their operations. Several years ago the designated Water Division dump truck was donated to the El Paso Cemetery Board in lieu of replacement. We decided to try to share existing equipment among the Parks, Streets and Water divisions to decrease our budgetary needs.

We are now busy enough that the Water Division is unable to use dump trucks assigned to Parks and Streets on a regular basis. This affects their ability to respond and complete water infrastructure repairs. The 2-ton dump truck will share snow removal duty as indicated by the addition of the plow and will be assigned to facility response and intersection cleaning as required.

We have made every attempt to stretch our resources; however, there are simply not enough trucks to meet our operational demands.

Impact Statement

The requested changes will ensure the Water staff has the necessary equipment to address maintenance needs. It will provide added capacity to our snow response operations and will better meet the needs of our growing infrastructure.

Have you researched and sought out grants? ~~Yes~~ or **No ***Will continue to research grant opportunities

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Public Works - Water
Cost: $ 6,500

Department Priority # 4
Division Priority # 2

Signal Transmitters for Meters

Forty-four more Radio Read signal transmitters for our water meters are necessary for completion of the Timberleaf housing addition in 2017. When added to the already budgeted $15,000 for 2017, the new total will be $21,500.

This will complete the area north of E. Madison Ave. and east of N. Rock Rd. This area requires approximately 4 hours of reading water meters each month, which in a year totals more than 48 hours. The meter reading time will be reduced significantly to an estimated 10 minutes per month.

Impact Statement

Once completed, missed readings, misread readings and late readings will be dramatically reduced. Billing information will be provided immediately to our finance office, and overall customer service would be improved. This plan continues the process of converting the entire city to radio read signal transmitters.

Have you researched and sought out grants? ~~Yes~~ or **No ***Will continue to research grant opportunities

Budget Worksheet									
	El Paso Water Company Operations - Cash Basis Budget								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2106**	**2017**	
		Actual	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	**Explanation**
4050	Projected Cash Carryover	383,089	482,057	397,087	459,141	585,833	-5%	28%	
4301	Water Sales	4,020,178	4,224,280	4,695,702	4,477,800	4,925,580	6%	10%	2016 and 2017 reflect rate increases by Wichita.
4305	Connection & Moving Charges	179,508	208,239	180,000	200,000	200,000	-4%	0%	
4310	Bad Debt Recoveries	2,162	4,526	2,200	4,500	4,500	-1%	0%	
4318-4320	Tower Space Rent	92,999	90,389	125,492	93,101	111,394	3%	20%	2016 includes additional water tower rent agreement; plus 3% rate increases for each agreement.
4321	Fire Hydrant Maintenance	40,553	39,830	41,000	40,000	40,000	0%	0%	
4322	Sewer Billing Charge	100,992	91,756	99,000	100,500	100,500	10%	0%	Began showing separate Sewer and Stormwater billing charges in 2014.
4325	Water Conservation Rebate	-	-	(50,000)	(10,000)	(10,000)	0%	0%	Turf Conversion Rebate moved to contractual line; $10,000 for household rebates.
4326	Stormwater Billing Charge	20,438	17,663	19,500	19,500	19,500	10%	0%	
4300	Other Income	-	-	-	-	-	0%	0%	
4502	Interest Income	35	64	35	75	100	16%	33%	
4600	Miscellaneous Income	1,099	2,000	1,100	1,100	1,100	-45%	0%	
	Total Revenue	**4,841,052**	**5,160,804**	**5,511,116**	**5,385,717**	**5,978,507**	4%	11%	
7756	Contract Labor	595,708	578,730	649,814	643,796	649,222	11%	1%	Extra pay period in 2016
	Total Personnel	**595,708**	**578,730**	**649,814**	**643,796**	**649,222**	11%	1%	
7251	Wichita Water Purchase	2,186,640	2,307,321	2,581,000	2,445,760	2,690,400	6%	10%	2016 and 2017 reflect rate increases by Wichita based upon level consumption.
6001	Office Supplies & Expenses	3,443	3,507	3,500	3,500	3,500	0%	0%	Increased costs in office equipment in 2014 and 2015.
6002	Operating Supplies	10,399	10,741	10,500	10,500	10,500	-2%	0%	2016, 3 year average.
6011	Postage	2,312	1,945	2,500	2,500	2,500	29%	0%	
6014/7280	Water Treatment Supplies/Testing	14,551	6,210	10,500	10,500	10,500	69%	0%	Annual costs impacted by water quality at metering station.
6110	Fuel	20,905	13,171	20,000	10,669	11,949	-19%	12%	Equipment and vehicle changes. Decrease in fuel price in 2016, increase in 2017.
6351	Uniforms	3,622	2,838	3,500	3,650	2,850	29%	-22%	Safety gear purchase. Full replacement in 2016.
	Total Commodities	**2,241,871**	**2,345,733**	**2,631,500**	**2,487,079**	**2,732,199**	6%	10%	
7007	Bank Service Charges	35,187	43,871	38,500	46,600	51,260	6%	10%	Increased credit card usage.
7008	Bad Debt Expense	-	-	-	-	-	0%	0%	
7011	Maintenance Expenses	-	-	300	-	-	0%	0%	Combined into line 7517 Maintenance.
7030	Travel	527	826	1,578	1,578	1,011	91%	-36%	Water operator training.
7041	Dues & Subscriptions	1,686	1,992	1,691	1,691	1,756	-15%	4%	Operator training.
7050	Meetings/Seminars	2,681	2,696	3,138	3,138	5,430	16%	73%	Water operator training.
7066	Residential Marketing Campaign	14,408	12,088	15,000	15,000	15,000	24%	0%	

Budget Worksheet									
	El Paso Water Company Operations - Cash Basis Budget								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2106**	**2017**	
		Actual	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	**Explanation**
7215	Information and Recording Fees	40	-	40	-	-	0%	0%	Annual report filing fee moved to Professional Fees.
7216	Rentals	14,300	14,100	14,300	14,300	14,300	1%	0%	
7220	Professional Fees	28,438	28,838	31,353	30,280	31,800	5%	5%	5% increase for audit and software maintenance in 2015 and 2016.
7260	Contract Billing Service	75,754	78,784	78,000	82,700	86,900	5%	5%	Increased postage costs in 2015.
7280	Testing and Labs	10,618	7,647	-	8,030	8,430	5%	5%	
7310	Insurance	13,526	16,744	17,582	17,582	18,460	5%	5%	Readjustment of share of insurance expense amongst funds in 2015; 5% increase in cost in 2016.
7517	Towers, Wells, and Pumps Maintenance	6,777	25,498	14,000	14,000	17,000	-45%	21%	2016 general maintenance items. 2017 implementation of 3 year, rotating tower cleaning schedule.
7518	Mains - Maintenance	43,553	35,504	30,000	35,000	45,000	-1%	29%	Replacement of aged fire hydrants in 2016 & 2017.
7519	Meters - Maintenance	45,050	34,129	19,000	34,000	34,000	0%	0%	Increased number of service breaks and cost to repair.
7520	Equipment Maintenance	13,685	15,080	13,500	13,500	13,500	-10%	0%	Heavy equipment repairs.
7521	Vehicle Maintenance	4,808	13,420	4,000	6,000	6,000	-55%	0%	2015 included new vehicle set up costs.
7620	Gas	2,577	2,017	2,893	2,118	2,330	5%	10%	
7630	Electricity	34,249	28,547	35,961	29,974	32,372	5%	8%	
7640	Telephone	1,208	1,436	1,341	1,479	1,494	3%	1%	
7652	Stormwater	-	-	833	833	833	100%	0%	2015 based on share of stormwater cost.
7876	Other Taxes - Special Assessments	3,726	3,706	3,730	3,706	3,706	0%	0%	
7877	Miscellaneous	1,670	4,488	2,000	2,000	2,000	-55%	0%	
7619	One Call System	4,287	5,288	5,000	5,500	5,500	4%	0%	Increase based on fiber optic locates.
	Total Contractual Service	**358,755**	**376,700**	**333,740**	**369,009**	**398,082**	-2%	8%	
8101	New Meters and Replacements	**207,460**	**114,444**	**200,000**	**200,000**	**200,000**	75%	0%	Includes supplementals for signal transmitters for meters.
	Total Expenses	**3,403,795**	**3,487,133**	**3,880,054**	**3,699,884**	**3,979,502**	6%	8%	
	Capitalized Equipment	**-**	**71,526**	**65,000**	**-**	**-**	-100%	0%	Mini excavator in 2016 will be paid for out of Water Bond Fund- Dividends.
	Dividends Paid to City of Derby	**955,200**	**1,143,004**	**1,100,000**	**1,100,000**	**1,100,000**	-4%	0%	
	Total Cash Basis Budget	**4,358,995**	**4,701,663**	**5,045,054**	**4,799,884**	**5,079,502**	2%	6%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2106**	**2017**	

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.

Fuel Inventory					
	2014	**2015**	**2016**	**2016**	**2017**
Revenue	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**
Fuel Purchases - USD 260	242,613	156,826	267,480	127,029	142,273
Fuel Purchases -DRC	10,164	7,255	11,205	5,877	6,582
Total	**252,776**	**164,081**	**278,686**	**132,906**	**148,855**
Expenses					
Fuel Transfers	0	10	500	500	500
KS Tax Refund	23,378	26,034	20,000	21,088	23,618
Cost of Fuel Sold	252,776	164,081	278,686	132,906	148,855
Total	**276,154**	**190,125**	**299,186**	**154,493**	**172,973**

Budget Worksheet									
	Public Works-Fuel Inventory								
100 130 350		**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4010	Fuel purchases by USD # 260	242,613	156,826	267,480	127,029	142,273	-19%	12%	
4020	Fuel purchases by DRC	10,164	7,255	11,205	5,877	6,582	-19%	12%	
	Total Revenue	**252,776**	**164,081**	**278,686**	**132,906**	**148,855**	-19%	12%	
6013	Fuel Transfers	-	10	500	500	500	4900%	0%	Potential repairs to equipment/ pumps.
6115	KS tax refund to others	23,378	26,034	20,000	21,088	23,618	-19%	12%	
6900	Cost of Fuel Sold	252,776	164,081	278,686	132,906	148,855	-19%	12%	
	Total Expenses	**276,154**	**190,125**	**299,186**	**154,493**	**172,973**	-19%	12%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Streets

Public Works

Division Overview
The Streets team is responsible for inspecting, monitoring, and repairing more than 430 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, 19 signalized intersections, 5 signaled school crossings, 18 school zone lights, pavement markings and banner installation.

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

The Special Street Fund was 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 for construction and rehabilitation of the city's roads. The Special Street budget reflects revenues and contractual and capital outlay expenditures.

Special Streets Fund	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	-	-	-
Commodities	-	-	-
Contractual	-	-	35,000
Capital Outlay	1,130,896	911,849	1,304,710
Total	**1,130,896**	**911,849**	**1,339,710**

Streets General Fund	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	500,256	546,332	547,097
Commodities	180,851	192,606	193,315
Contractual	109,448	152,197	227,832
Capital Outlay	-	-	-
Total	**790,555**	**891,136**	**968,244**

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.
- Regularly inspect roads for damage and repairs.
- Sweep all streets twice annually.
- Provide safe work environment for all employees.

Budget Worksheet									
200 120 300	**Public Works Special Street Fund**								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4050	Projected Cash Carryover	715,225	754,494	435,336	490,883	454,992	-35%	-7%	
4100	Gasoline Tax - County	258,886	259,338	264,089	261,931	264,550	1%	1%	
4101	Gasoline Tax -State	595,245	607,948	607,210	614,027	620,168	1%	1%	
4600	Other Revenues	-	-	-	-	-	0%	0%	
	Total Revenue	**1,569,356**	**1,621,779**	**1,306,634**	**1,366,841**	**1,339,710**	-16%	-2%	
7220	Professional Fees/Contracts	-	-	-	-	35,000	0%	100%	Quiet Zone Study.
	Total Contractual Service	**-**	**-**	**-**	**-**	**35,000**	0%	100%	
8712	Vehicle Replacement Plan	-	195,394	33,000	33,000	-	-83%	-100%	
8500	Miscellaneous	-	-	320,606	-	184,046	0%	0%	
8200	Construction Projects (CIP)	327,808	287,000	317,000	217,000	420,744	-24%	94%	
8210	Pavement Rehab	476,598	573,336	626,029	631,849	699,920	10%	11%	
8240	Sidewalk Repair/Replacement (CIP)	10,457	590	10,000	30,000	-	4985%	-100%	Moved to General Fund in 2017.
9000	Transfer Expense	-	74,576	-	-	-	-100%	0%	Transfer in 2015 to reimburse Construction Fund for Farborough and Hila projects that were budgeted in 2014.
	Total Capital Outlay	**814,862**	**1,130,896**	**1,306,635**	**911,849**	**1,304,710**	-19%	43%	
	Special Street Fund	**814,862**	**1,130,896**	**1,306,635**	**911,849**	**1,339,710**	-19%	47%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet									
100.120.250	**General Fund Street Maintenance**								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
5001	Wages-Salary	461,738	486,188	537,205	533,632	529,387	10%	-1%	Extra pay period in 2016.
5002	Overtime	8,634	7,933	7,400	7,400	7,400	-7%	0%	
5003	Standby Pay	-	-	-	-	5,010	0%	0%	Implement Standby Pay for Signal Staff.
5004	Termination Fees	2,972	323	-	-	-	-100%	0%	
5007	One Time Performance Pay	2,566	2,754	2,600	2,600	2,600	-6%	0%	
5012	Longevity	2,489	2,658	2,700	2,700	2,700	2%	0%	
5013	Lump Sum	500	400	-	-	-	-100%	0%	
	Total Personnel	**478,899**	**500,256**	**549,905**	**546,332**	**547,097**	9%	0%	
6002	Operating Supplies	16,090	18,108	18,000	18,000	18,540	-1%	3%	3% incremental cost increase.
6004	Miscellaneous Tools	1,197	4,259	5,000	5,000	5,000	17%	0%	General small tool replacement.
6005	Traffic Signal Supplies	16,858	24,762	26,500	26,500	26,500	7%	0%	Emergency parts and repairs.
6110	Fuel	44,506	23,341	50,000	18,906	21,175	-19%	12%	Decrease due to snow removal operations.
6111	Street Signs	26,364	28,981	40,000	40,000	40,000	38%	0%	General material and city wide banner program. No banner purchase in 2015.
6120	Street Materials	78,113	79,835	80,000	80,000	80,000	0%	0%	Salt, sand, snow removal, pavement repairs.
6351	Uniforms	4,183	1,565	4,200	4,200	2,100	168%	-50%	Full replacement 2016 and partial replacement in 2017.
	Total Commodities	**187,312**	**180,851**	**223,700**	**192,606**	**193,315**	6%	0%	
7004	Street Striping	-	-	44,000	44,000	44,000	0%	0%	Scheduled striping in 2015 did not take place due to HA 5 project. K-15 and selected school zones in scheduled in 2016 and 2017.
7005	Pre-Employment Testing	653	484	300	300	300	-38%	0%	
7030	Travel	24	365	1,213	1,213	1,347	232%	11%	IMSA and Administrative Assistants of KC
7040	Subscriptions	64	31	150	100	100	223%	0%	
7041	Dues and Memberships	1,127	749	492	492	760	-34%	54%	APWA, IMSA, Administrative dues.
7050	Meetings/Seminars	993	286	993	492	725	72%	47%	ISMA and Administrative Assistants of KC.
7220	Professional Fees/Contracts	619	566	-	600	75,600	6%	0%	Pre-employment and periodic drug testing. Pavement Management System Overhaul in 2017.
7755	Seasonal Contract Labor	55,834	57,968	57,998	58,000	58,000	0%	0%	Temp service rate.
7520	Equipment Maintenance	24,314	42,328	40,000	40,000	40,000	-6%	0%	Unexpected repairs in 2015.
7521	Vehicle Maintenance	5,725	6,672	7,000	7,000	7,000	5%	0%	Based on historical data.
	Total Contractual Service	**89,352**	**109,448**	**152,146**	**152,197**	**227,832**	39%	50%	

Budget Worksheet									
100.120.250	**General Fund Street Maintenance**								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
	Street Maintenance	**755,643**	**790,555**	**925,751**	**891,136**	**968,244**	13%	9%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**
Public Works Director	30%
Street Superintendent	100%
Public Works Coordinator	45%
Street Operator (5)	100%
Senior Street Operator (3)	100%
Sign and Signal Technician	100%
Senior Sign & Signal Tech	100%

Salary Splits	**2016**	**2016**
Asst Public Works Dir	25%	25%
City Electrician	50%	50%
Administrative Assistant	25%	25%

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Public Works/Streets | Department Priority #1
Cost: $75,000 | Division Priority #1

Pavement Management System Overhaul

One of the most visible and costly services provided by the City is maintenance of the public street system. The City spends in excess of $1,000,000 annually to preserve and maintain this $60,000,000 asset that is used daily by nearly every resident. For many years the City has used a self-developed pavement management system that rates City streets on a 10 point scale. Streets are rated every 3 years, and funding is programmed for various types of preventive maintenance or rehabilitation based on the rating, typically focusing on repairing the streets that rate the lowest.

Current practices and technology allow for street maintenance needs to be evaluated and programmed more comprehensively. A national standard (ASTM 6433) can be used to evaluate streets, and software programs are available to assign costs for specific treatments based on the evaluation. The software can be used to determine necessary funding to reach specific outcomes (such as maintaining streets at a specific level) and evaluate the impacts of various funding and treatment options to maximize the use and effectiveness of maintenance dollars.

Resource Narrative

$75,000 will enable the City to contract with pavement management experts to perform an initial evaluation of the entire street network, recommend appropriate maintenance and treatment options, establish costs for appropriate improvements and set up pavement management software that integrates with the City's Geographic Information System (GIS). The project also includes training City staff to perform future street evaluation in accordance with ASTM 6433 and to operate the pavement management software. Ongoing expense of $1,500 annually is necessary for software licensing and support.

Impact Statement

The project protects the public's investment in the street system by assuring the most cost-effective pavement management techniques are used and that they are programmed in a time frame when most effective. It also provides a tool to budget, plan for, and program maintenance to preserve or improve the system toward specific goals and to analyze the effects of funding scenarios.

PAVEMENT MANAGEMENT PLAN
BASED ON 2014 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							
				Ratings #3.5 to #4.5 - mill & Overlay							
				Ratings #1 - #3 - Reconstruction - Listed as specific projects in CIP - not included							
UNIT PRICES			Reclamite (3% inflation/yr.)	$0.84	$0.87	$0.90	$0.93	$0.96	$0.99	$1.02	$1.05
(per S.Y.)			Mill & Overlay (5% inflation/yr.)	$16.28	$17.09	$17.94	$18.84	$19.78	$20.77	$21.81	$22.90
			High Density Mineral Bond (HDMB) (5% inflation/yr.)	$2.50	$2.63	$2.76	$2.90	$3.05	$3.20	$3.36	$3.53
			Chip Seal Maintenance (5% inflation/yr)	$3.15	$3.31	$3.48	$3.65	$3.83	$4.02	$4.22	$4.43
			YEAR	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**
MILL & OVERLAY											
2015 MILL & OVERLAY (28,400 S.Y.)				$462,352							
2016 - 2021 MILL & OVERLAY (30,000 S.Y./Year)					$512,700	$538,200	$565,200	$593,400	$623,100	$654,300	$687,000
MAINTENANCE OF 2008 MILL & OVERLAY											
	11,453	S.Y.	Reclamite		$9,964						
MAINTENANCE OF 2009 MILL & OVERLAY											
	21,853	S.Y.	Reclamite			$19,668					
MAINTENANCE OF 2011 MILL & OVERLAY											
	22,833	S.Y.	Reclamite	$17,810				$21,920			
MAINTENANCE OF 2012 MILL & OVERLAY											
	33,500	S.Y.	Reclamite	$18,713					$33,165		
MAINTENANCE OF 2013 MILL & OVERLAY											
	32,600	S.Y.	Reclamite		$28,362					$33,252	
MAINTENANCE OF 2014 MILL & OVERLAY											$34,125
	32,500	S.Y.	Reclamite			$29,250					
MAINTENANCE OF 2015 MILL & OVERLAY											
	28,400	S.Y.	Reclamite				$26,412				
MAINTENANCE OF 2016 - 2021 MILL & OVERLAY											
	30,000	S.Y.	Reclamite/Year					$28,800	$29,700	$30,600	
MAINTENANCE OF CHIP SEALED STREETS											
	16,500	S.Y./Year	HDMB Pilot Project 2015	$41,250							
	16,500	S.Y.	Chip Seal of 2014 Streets						$66,330		
	9,900	S.Y.	Chip Seal of 2015 Streets							$41,778	
MAINTENANCE OF FUTURE NEW RESIDENTIAL STREETS (NEW SUBDIVISIONS)											
	7,400	S.Y.	HDMB Pilot Project (Emma St., Osage Rd. and Louisa St.)	$18,500							
	30,000	S.Y./Year	Reclamte New Residential Streets		$26,100	$27,000	$27,900	$28,800	$29,700	$30,600	$31,500
MAINTENANCE OF RECENT & FUTURE CIP PROJECTS (Reclamite 3 Years After Project)											
	62,900	S.Y.	Reclamite of 2008 Rock Rd. (James St. to Patriot Ave.)		$54,723						
	56,800	S.Y.	Reclamite of 2009 Rock Rd. (James to Chet Smith Ave.)			$51,120					
	36,800	S.Y.	Reclamite of 2010 Madison (K-15 to Rock Rd.)				$34,224				
	19,700	S.Y.	Reclamite of 2010 Buckner (K-15 to Meadowlark Blvd.)				$18,321				
	32500	S.Y.	Reclamite of 2012 Meadowlark (Rock Rd. to East City Limit)						$32,175		
	1,600	S.Y.	Reclamite of Madison St.(Buckner St. to Water St.)			$1,285					
	8,500	S.Y.	Reclamite of 2016 Meadowlark/Woodlawn Intersection					$8,160			
	8,000	S.Y.	Reclamite of 2016 Nelson Dr. / Patriot Ave.					$7,680			
	21,000	S.Y.	Reclamite of 2015 Rock Rd. (Patriot Ave. to new DMS)				$19,530				
	7,200	S.Y.	Reclamite of 2014 Reconstructions (Tamarisk Ct., Wahoo Cir., Burr Hill Rd.)			$6,480					$7,560
	10,500	S.Y.	Reclamite of 2015 Reconstruction (Carolyn St., Blue Spruce Rd., Blue Spruce Ct., Red Bud Ct.)				$9,765				
	25,300	S.Y.	Reclamite of 2016 Madison St. (DHS to High Park)							$25,806	
	5,200	S.Y.	Reclamite of 2017 River St. (Market St. to Madison Ave.)								$5,460
	6,900	S.Y.	Reclamite of 2016 Reconstruction (Partridge Ct., Sharon Ct., Kokomo Ave.)					$6,624			
	2,900	S.Y.	Reclamite of 2017 Reconstruction (Westview Dr. & Washington Ave.)						$2,871		
	7,500	S.Y.	Reclamite of 2016 Nelson Dr. / Meadowlark Blvd.					$7,200			
	23,204	S.Y.	Reclamite of 2014 Meadowlark Blvd.,W. of Rock Rd. to Woodlawn Instersection			$20,884					$24,364
	6,703	S.Y.	Reclamite of 2014 James St., Woodlawn to Brook Forest Rd.			$6,033					$7,038
	12,928	S.Y.	Reclamite of 2018 Water/ Kay Street Reconstruction							$13,186	
			Future Reclamite of Street Projects								$50,000
			Total Cost	$558,625	$631,849	$699,920	$701,352	$702,584	$817,041	$829,522	$847,047
			Adjustment from 6/3/2014 version	$11,916	$5,820	$3,312	-$712	-$39,762	$66,595	$88,693	
			Note: 2015 includes $26,546 in carryover from 2014.								5/27/2015

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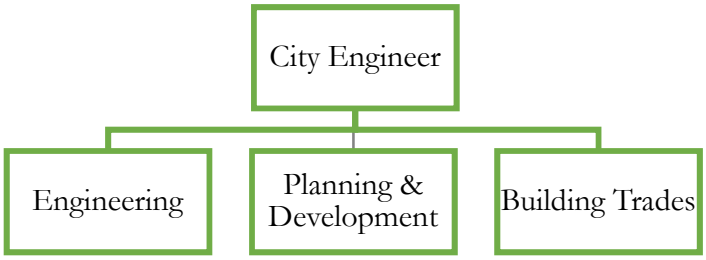
Planning & Engineering

Performance Measures



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.

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, worked to create the West End Development Plan, overseen the construction of a new middle school, and many significant infrastructure projects in recent years including numerous bike path and street projects, waterline and sewer improvements, and construction of a new railroad crossing. The department is involved with all aspects of the City's growth and provides technical expertise to the governing body and other city departments.

Goals

- Update the City's Comprehensive Plan in 2017.
- Review and update the City's Building Codes

Performance Measurement

√ Reviewed and updated portions of the City's standard specifications.

√ Entered project infrastructure data within 30 days of project completion.

√ Provided building inspections within one business day and commercial plan review within 3 weeks.

Planning and Engineering	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Engineering	$ 417,480	$ 419,902	$ 418,088
Planning and Development	$ 212,283	$ 178,124	$ 301,022
Building Trades	$ 123,649	$ 156,376	$ 154,742
Total	**$ 753,412**	**$ 754,402**	**$ 873,852**

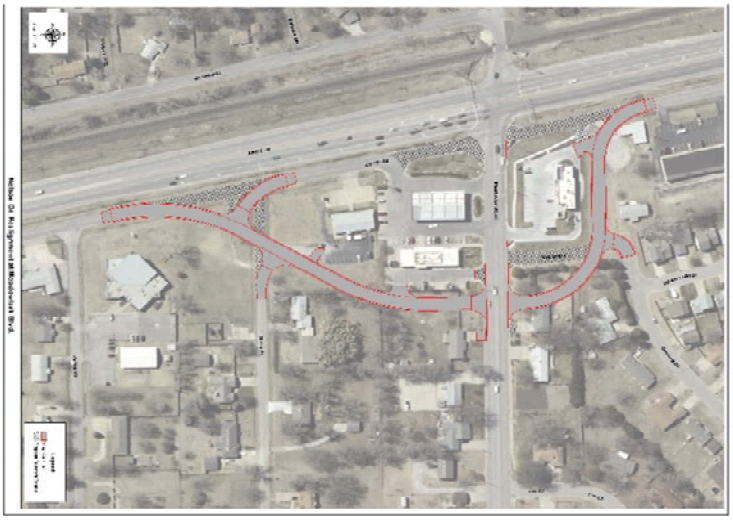
Engineering

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 generates graphics for decision-makers and assists with in-house project design.

Engineering	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	377,495	379,112	376,077
Commodities	7,458	8,860	5,000
Contractual	32,527	31,930	37,011
Capital Outlay	-	-	-
Total	**417,480**	**419,902**	**418,088**



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	2014	2015	2016	2016	2017	2016	2017	Explanation
100 140 170		Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	319,843	365,616	401,838	373,208	370,239	2%	-1%	Project engineer added in 2015; extra pay period in 2016.
5002	Overtime	4,893	2,185	5,000	2,500	2,500	14%	0%	Anticipated workload increase in 2016 and 2017.
5004	Termination Fees	-	4,768	-	-	-	-100%	0%	
5007	One Time Performance Pay	1,065	2,325	640	1,628	1,628	-30%	0%	
5012	Longevity	2,310	2,126	2,399	1,776	1,710	-16%	-4%	
5013	Lump Sum	500	475	-	-	-	-100%	0%	
	Total Personnel	**328,611**	**377,495**	**409,878**	**379,112**	**376,077**	0%	-1%	
6002	Operating Supplies	5,419	7,458	8,860	8,860	5,000	19%	-44%	2016 Plan Drawers $2,660 & $1,200 large format trimmer
6210	Software Upgrades	-	-	-	-	-	0%	0%	
	Total Commodities	**5,419**	**7,458**	**8,860**	**8,860**	**5,000**	19%	-44%	
7005	Pre-Employment Physical	1,347	-	-	-	-	0%	0%	
7215	Information & Recording Fees	788	623	900	900	900	44%	0%	Increase in SG County recording costs.
7010	Printing	22	49	400	50	50	3%	0%	
7030	Travel Expense	1,438	1,891	2,100	2,100	1,956	11%	-7%	KSPE, Construction Management for Engineers, Transportation Engineering Conference.
7041	Dues and Memberships	-	473	630	630	710	33%	13%	KSPE, PE License Renewal
7050	Meetings/seminars	1,912	87	2,250	2,250	2,045	2486%	-9%	KSPE, Construction Management for Engineers, Transportation Engineering Conference.
7055	Refunds	597	105	-	-	-	-100%	0%	
7220	Professional Fees/contracts	1,490	6,290	1,500	1,500	7,500	-76%	400%	Biennial bridge inspections occuring in 2017.
7320	Software Maintenance	19,865	20,232	21,500	21,550	22,100	7%	3%	$9,800 GIS, $10,752 Energov, $400 Sedg Co Computer Access, $600 Smartsheet. 5% annual increase for Energov.
7520	Equipment Maintenance	202	499	750	750	750	50%	0%	
7521	Vehicle Maintenance	2,190	2,279	1,000	2,200	1,000	-3%	-55%	GIS Van Conversion & Tires pushed to 2016
	Total Contractual Service	**29,852**	**32,527**	**31,030**	**31,930**	**37,011**	-2%	16%	
	Engineering	**363,882**	**417,480**	**449,768**	**419,902**	**418,088**	1%	0%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	2016	2017
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%

CIP Request
City of Derby
2017 Budget Process

Department: Planning & Engineering Department Priority # 1
Cost: $97,000

Nelson Dr. Screening Wall

Construction of approximately 700 linear feet of masonry screening wall and related landscaping along residential properties adjacent to relocated Nelson Dr. at Meadowlark Blvd.

Project Justification:
Screening is commonly used to separate residential property from the impacts of commercial activity and traffic on commercial corridors. Screening along commercial corridors also provides a uniform appearance and enhances visual appeal.

The Capital Improvement Plan includes a project to relocate Nelson Dr. in the vicinity of Meadowlark Blvd. to improve safety. While Nelson Dr. is currently adjacent to only commercial properties, the relocated road will be between the existing commercial properties and residential properties to the east. During right-of-way negotiations, one property owner expressed concern that the traffic on the relocated road would impact their residential property, and the City agreed to construct a screening wall to address the concern. Construction of a screening wall along residential properties will limit the impact of traffic on the properties and provide a significant aesthetic benefit to the commercial corridor.

The wall is not eligible for KDOT funding as part of the project and would therefore be constructed after completion of the street realignment project.

Milestone	Other City department Involved (i.e., law, finance, etc.)	Timeline	Budget
Design		2017	$10,000
Land Acquisition	Legal		
Utility Relocation			
Construction		2017	$77,000
Other - Landscaping	Public Works/Parks	2017	$10,000
Total			$97,000

Masonry screening walls are durable and require little maintenance. Associated landscaping will require ongoing maintenance by the Parks Division.

CIP Request
City of Derby
2017 Budget Process

Department: Planning & Engineering Department Priority #2
Cost: $35,000

Quiet Zone Study

One of the recommendations of the West End Development Plan recently adopted by the Council is to study the potential for creating a quiet zone for the BNSF railroad line that parallels K-15 through the City.

Train noise adversely impacts both commercial and residential uses along the corridor. Train operators are required by law to blow their horns in advance of each railroad crossing to warn motorists and pedestrians of the approaching train. In urbanized areas with multiple crossings, this requirement can result in nearly constant blowing of the horn as a train passes through.

The Federal Railroad Administration (FRA) provides for establishment of quiet zones, which are corridors designated so train operators are no longer required to blow the horn at crossings, provided specific criteria are met. Minimum requirements are established for every crossing within the proposed quiet zone, and the entire zone is analyzed utilizing a safety matrix established by the FRA.

Improvements to meet the minimum requirements to establish a quiet zone can be expensive or in some cases nearly impossible and can impact access to adjacent property. A study of the corridor will determine the feasibility and potential costs associated with establishing a quiet zone. Each crossing will be analyzed to determine which improvements are necessary to meet the minimum requirements, and the corridor will be evaluated to determine the overall feasibility and potential cost to establish a quiet zone.

The study will include enough preliminary design to evaluate the cost and impact of required improvements. Completion of the study requires contracting for specialized services with professionals familiar with both FRA and BNSF requirements and with road and railroad design.

Project Justification:
Establishing a quiet zone would result in improved quality of life for people working and living near the railroad and potentially increase the likelihood of investment in the West End. By studying the requirements, costs, and impacts of the improvements necessary to establish a quiet zone, the City can make informed decisions on the feasibility of establishing a quiet zone, and if appropriate, begin incorporating the required improvements into the Capital Improvement Plan.

Future costs will depend on the results of the study and subsequent decisions regarding establishment of a quiet zone.

Planning and Development

Division Overview
The Planning and Development Division promotes healthy and sustainable growth by providing for the orderly growth of the community and the businesses within it. The division includes planning staff and a Development Manager that serves as a single point of contact for developers and businesses looking to grow in Derby.

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. The division also 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. The division facilitates 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.	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	154,524	167,243	188,062
Commodities	1,178	1,750	1,250
Contractual	56,582	9,131	111,710
Capital Outlay	-	-	-
Total	**212,283**	**178,124**	**301,022**

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 West End 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	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
100 140 190		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
5001	Wages-Salary	146,029	154,205	165,633	167,134	187,953	8%	12%	Extra pay period in 2016. Added half of Assistant City Planner in 2016, full salary in 2017.
5002	Overtime	-	64	-	-	-	-100%	0%	
5012	Longevity	105	105	109	109	109	4%	0%	
5013	Lump Sum	400	150	-	-	-	-100%	0%	
	Total Personnel	**146,534**	**154,524**	**165,742**	**167,243**	**188,062**	8%	12%	
6002	Operating Supplies	766	1,178	1,250	1,750	1,250	49%	-29%	$500 in 2016 for Development Application Signs
	Total Commodities	**766**	**1,178**	**1,250**	**1,750**	**1,250**	49%	-29%	
7010	Printing	2,886	1,951	3,000	2,500	3,000	28%	20%	2016 based on historical averages and increase in development. Comp Plan printing/postage in 2017
7030	Travel Expense	2,237	1,319	2,539	1,500	2,104	14%	40%	APA Conference. Added Assistant City Planner in 2017.
7040	Subscriptions	-	-	131	131	131	100%	0%	APA Journal, Zoning Practice
7041	Dues and Memberships	742	1,246	1,300	1,300	625	4%	-52%	APA, AICP Testing in 2016. Added Assistant City Planner in 2017.
7050	Meetings/Seminars	3,245	2,195	1,735	1,200	850	-45%	-29%	Removed planned meetings/seminars for Development Manager. Added Assistant City Planner in 2017.
7220	Professional Fees/Contracts	-	49,871	102,500	2,500	105,000	-95%	4100%	2016 WAMPO Fee; 2017 WAMPO, Comp plan update & misc. services
	Total Contractual Service	**9,110**	**56,582**	**111,205**	**9,131**	**111,710**	-84%	1123%	
	Planning	**156,410**	**212,283**	**278,197**	**178,124**	**301,022**	-16%	69%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
City Engineer	25%	25%
City Planner	100%	100%
Development Manager	100%	100%
Planning & Engineering Coordinator	25%	25%
Assistant City Planner	100%	100%

Building Trades

Planning & Engineering

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 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.

Beginning in 2016, the City also provides commercial plan review and building inspection services for the City of Rose Hill.

Summary by Category	Actual	Revised	Budget
Personnel	105,465	150,040	148,859
Commodities	2,126	4,251	3,798
Contractual	16,058	2,085	2,085
Capital Outlay	-	-	
Total	**123,649**	**156,376**	**154,742**

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.

Budget Worksheet									
	Building Trades								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
100 140 180		**Actual**	**Actual**	**Budget**	**Revised**	**Budet**	**% Change**	**% Change**	
5001	Wages-Salary	101,701	103,611	156,151	148,519	147,338	43%	-1%	Building inspector added in 2016; extra pay period in 2016.
5002	Overtime	-	210	-	-	-	-100%	0%	Removed in 2016 due to new building inspector.
5007	One time Performance Pay	1,144	1,163	1,100	1,100	1,100	-5%	0%	
5012	Longevity	405	405	421	421	421	4%	0%	
5013	Lump Sum	-	75	-	-	-	-100%	0%	
	Total Personnel	**103,250**	**105,465**	**157,671**	**150,040**	**148,859**	42%	-1%	
6002	Operating Supplies	680	363	600	1,395	600	284%	-57%	Additional tests/books for new inspector.
6110	Fuel	3,190	1,763	6,000	2,856	3,198	62%	12%	Fuel for additional building inspector in 2016.
	Total Commodities	**3,871**	**2,126**	**6,600**	**4,251**	**3,798**	100%	-11%	
7005	Pre-Employment Physical	-	1,148	-	-	-	-100%	0%	
7010	Printing	65	-	140	140	140	100%	0%	Printing for Building Trades forms that could run out due to activity in 2016 and 2017.
7030	Travel Expense	-	7	510	510	510	6954%	0%	Training in 2016 and 2017 needed to keep Building Inspector certified.
7041	Dues and Memberships	-	310	510	510	510	65%	0%	Dues in 2016 and 2017 needed to keep Building Inspector certified.
7050	Meetings/seminars	-	-	425	425	425	100%	0%	Meetings and seminars in 2016 and 2017 needed to keep Inspectors certified.
7220	Professional Fees/contracts	5,649	14,464	-	-	-	-100%	0%	
7521	Vehicle Maintenance	-	128	500	500	500	290%	0%	For unplanned issues with staff vehicles.
	Total Contractual Service	**5,714**	**16,058**	**2,085**	**2,085**	**2,085**	-87%	0%	
	Building Trades	**112,834**	**123,649**	**166,356**	**156,376**	**154,742**	26%	-1%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
City Engineer	25%	25%
Building Trades Official	100%	100%
Planning & Engineering Coordinator	25%	25%
Building Inspector	100%	100%

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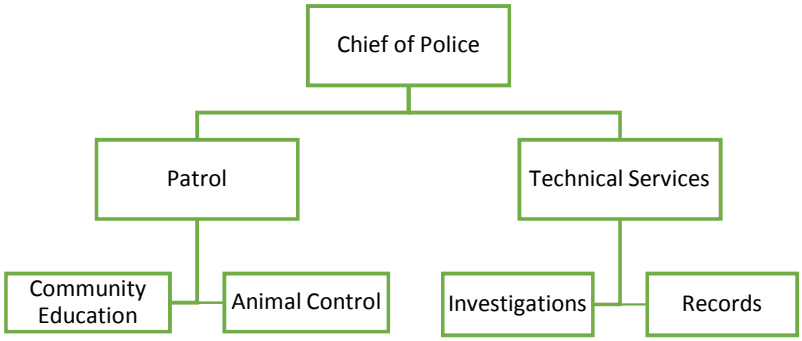
Police Department

Department Overview



Overview

During 2015, the Police Department recorded the following trends:

- Increase of 11% in Part I offenses; clearance of part I offenses up 40% over 2014.
- Traffic accidents increased 10%; injury accidents unchanged from 2014.
- 6% decrease in dispatched calls; crime clearance rates continue to exceed the national average.

In 2016, the Police Department will focus on community policing, emerging crime trends, traffic safety, maintaining timely and effective response to calls within a growing geographical area, and making better use of technology to communicate with citizens.

Performance Measurement

√ 82% of all calls were responded to in 5 minutes or less.

√ All officers attended training on building community goodwill, legal updates, and customer service in 2015.

√ Conducted 93 community education sessions which included 5 Child ID events.

Police Department	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Patrol	2,631,495	2,921,777	2,908,835
Records	329,545	354,351	352,260
LETF Seizure Funds	-	32,909	-
Total	**2,961,040**	**3,276,128**	**3,261,095**

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.

Responses from Citizen Satisfaction Survey

"I believe the Derby Police Department is doing a great job."

"Anytime I've dealt with Derby PD, it's been a good experience."

"We feel safe in Derby. Thank you."

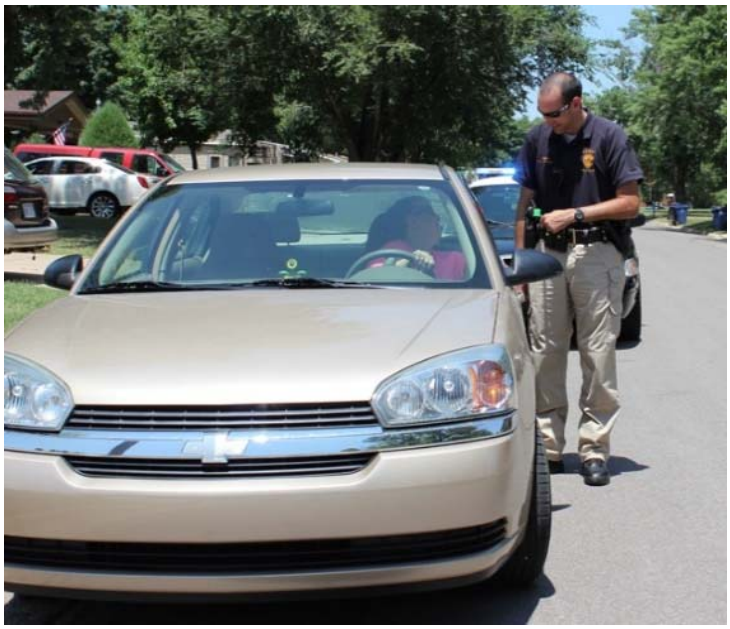
"I think you are doing a great job. Keep up the good work."

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 2015, a number of goals were accomplished. New social media applications were implemented including NextDoor and Twitter in an effort to enhance communication with residents. We implemented an online Citizen Satisfaction Survey enabling the community the opportunity to provide us immediate feedback on how we are performing. Officers assigned to Patrol maintained an average response time to calls of 2.12 minutes, with 58% of calls receiving a response in 1 minute or less.

Summary by Category	**2015**	**2016**	**2017**
Patrol	**Actual**	**Revised**	**Budget**
Personnel	2,336,059	2,596,671	2,576,836
Commodities	184,789	178,641	185,534
Contractual	110,647	146,465	146,465
Capital	-	-	-
Total	**2,631,495**	**2,921,777**	**2,908,835**



Mission
Maintain a safe community by using a proactive community policing approach.

Goals
- Continue to improve our proactive traffic response to reduce injury accidents.
- Enhance citizen access to "Beat Team" members and provide for online contact with crime concerns.
- Continue a strong partnership with the community by providing training opportunities to promote crime prevention.
- Work with citizens to reduce pedestrian and bicycle traffic accidents.

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Police Department Priority # 1

Cost:	$11,450	(Due at enrollment)
	$ 5,500	(On-site assessment fee)
Total	$16,950	2017
	$ 4,065	(Annual continuation fee beginning 2018)

Police Department Accreditation

Law enforcement is perhaps more scrutinized today than ever before. High public expectations, transparency, professionalism and community trust are at the forefront. National events have long-term impact on local police departments across the country. It is important to take the necessary steps to place the Derby Police Department in the best possible position to meet future challenges. Our planning cannot only be short term. Rather, we must look at what best enables us to serve our citizens for many years ahead and to enable the next generation of leaders to be fully prepared to deal with high expectations and considerable scrutiny that law enforcement will face.

Accreditation is the "gold standard" that law enforcement agencies should strive for in the future. Accreditation is a 3-year process that involves review of virtually all aspects of how we do our job and serve our citizens. The Commission on Accreditation for Law Enforcement Agencies (CALEA) is the accrediting agency.

The process begins with a critical self-assessment phase. A total of 189 areas are reviewed. A sample includes:

- Accountability
- Community Relations
- Crime Analysis
- Critical Incidents
- Disaster Plans
- Fiscal Management
- Internal Affairs
- Investigations
- Limiting Risk Exposure
- Planning
- Policies and Regulations
- Promotions
- Property and Evidence
- Recruitment
- Tactical Teams

- Training
- Use of Force
- Work Conditions

Best practices are implemented to ensure we are providing the best services possible and at the same time reducing our exposure to liability. This process will take approximately three years to complete. This portion of the process costs $11,450.

After approximately three years, the accreditation process culminates with an on-site assessment with the goal being the award of accreditation. The 189 categories needed for accreditation are reviewed during this phase. The on-site assessment fee is $5,500. Once accredited, agencies must continue to maintain best practices in procedures and be re-accredited. The annual continuation fee is $4,065.

In Kansas, eight police agencies are accredited. These agencies are:

- Andover Police Department
- Kansas City Kansas Police Department
- Ottawa Police Department
- Riley County Police Department
- Salina Police Department
- Shawnee County Sheriff's Office
- Topeka Police Department
- University of Kansas Medical Center Police Department

Currently five other Kansas agencies are in the process of seeking accreditation.

Derby is one of the more progressive law enforcement agencies in the state. We enjoy excellent community support and have a distinguished group of law enforcement professionals. Accreditation is a wise choice as we strive to remain professional, progressive and responsive to community needs in the future. Accreditation gives the department a long-term foundation of support for decades to come.

Resource Narrative

The primary resource needed to complete the project is staff time. A significant amount of time must be devoted to self-assessment and becoming compliant. Our policies must be reviewed and changes made as necessary. Policies are frequently modified as they are impacted by changes in technology, case law and evolving best practices.

Software specific to the accreditation process is also required. Currently CALEA requires Power DMS as the software for agencies involved in accreditation. The cost of this software is included in the initial lump sum fee.

The Administrative Lieutenant and Technical Services Lieutenant will share the day-to-day duties of moving forward with the accreditation process. This allows us to have two staff members familiar with the process and manage our daily progress. Patrol officers also will be involved to a degree in the process and offer valuable input.

Impact Statement

The impact of accreditation is both short term and long term. In the short term it requires us to make a critical self-assessment of strengths and weaknesses. It requires us to look at how we can do things better and provide better service to citizens.

In the long term it clearly demonstrates our commitment to excellence. The best practices acquired through accreditation will shape our organizational culture well into the future. It allows a very good police department to progress even further. Perhaps one of the most significant long term effects is the stable footing it allows the leaders of tomorrow to build upon. The process requires accountability and planning. It allows us to make changes to be more proficient, follow best practices that we agree best serve the needs of the citizens of Derby and further our community policing goals.

Have you researched and sought out grants? Yes or No

CALEA advises there are no grant opportunities available for this project for an agency our size. Financial assistance or grants are available only to some considerably smaller agencies. However, this project can be funded using asset forfeiture/seizure funding recently made available for use by Derby Police Department.

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Police | Department Priority #2

Cost:	Wages and benefits	$10,922
	Rank Insignia	$ 750
	Total	$11,672

Non-Supervisory Promotion Path

In 2015, the Police Employee Advisory Committee (PEAC) submitted a proposal to allow police officers the opportunity to advance to a new rank of Police II or Police Officer III. Neither promotion would include supervisory responsibility. Rather, both promotions would allow for upward mobility, increased skill development and additional responsibility. Many other law enforcement agencies allow for a career path that does not mandate a supervisory promotion.

Benefits include increasing the skill level of participating officers as they must demonstrate specific training and proficiency in job-related skills in order to advance. Promotion to Police Officer II or III is not automatic based on tenure. Rather, it is a pass/fail process with specific training and skill requirements.

Police Officer II would include 20 cents per hour pay increase and require the following:

- Minimum three years experience
- Eight hours specialized training from a predetermined curriculum in a specialized topic beyond the core KLETC curriculum
- Successful completion of a written exam
- Satisfactory or better overall rating on the two immediately preceding performance reviews
- No major discipline within the previous two years
- Successful firearms qualifications

Police Officer III would include 25 cents per hour pay increase and require the following:

- Currently hold the rank of Police Officer II
- Minimum five years experience
- 40 hours specialized training and credentials/certifications that would allow the officer to instruct on an approved specific topic beyond the core KLETC curriculum
- Successful completion of written exam
- Satisfactory or better overall rating on the two immediately preceding performance reviews
- No major discipline in the previous two years
- Successful firearms qualifications

Officers progressing to Police Officer II and III would benefit the department by having advanced training. They could process crime scenes, deal with the mentally ill, conduct advanced traffic accident investigation and many other duties. Those reaching Police Officer III level would help train their peers in a specific field of expertise. They may wish to specialize in many areas such as becoming a drug recognition expert, use of force instructor, child safety seat specialist, traffic safety instructor, crime analysis, etc.

The department benefits as we become more competitive in an increasingly competitive job market. We are in direct competition with regional agencies for a limited pool of quality candidates. Many other agencies offer promotions that do not require supervisory responsibility. Non-traditional paths to career enrichment are a beneficial recruiting and retention tool and would enhance employee satisfaction as more opportunities are available.

Resource Narrative

The funding requested is based on every officer who has the tenure and meets the other qualifications successfully testing for either Police Officer II or III. It includes impact on overtime expenditures and benefits. It is unlikely all will participate or all will successfully complete the process; therefore, the actual cost is likely to be somewhat less than the amount requested. A minimal fee for uniform rank insignia is needed to designate those achieving Police Officer II or III status. Costs include:

Wages/overtime and benefits	$10,922 (Annual)
Rank Insignia	$ 750

Impact Statement

The request serves two purposes. First, it will increase the efficiency of the department as well as provide incentive for officers to obtain advanced skills. For example, if a Police Officer II or III is on duty and needed to fully process a crime scene, in many cases that would prevent us from having to call a detective in to do this. After- hours and weekends would normally require overtime. With specialized training, many scenes could be processed by the Police Officer II or III already on duty.

Dealing with the mentally ill is another field of specialization that Police Officer II and III personnel will be encouraged to develop expertise with. This addresses to a degree future needs as we see less funding and privatization for much of the mental health field. Police must be prepared to deal with this population more effectively in the future.

Having officers trained to instruct on specific topics will enable us to hold more training in house without a tuition cost. I do not anticipate this to be a huge savings as we will still need to attend paid trainings. However, it will offer some potential cost reduction.

This promotion path provides career advancement for those who do not aspire to become supervisors at this stage of their career. By design Police Officer II and III promotions pay less than promotions to supervisory ranks yet allows for advancement and recruitment and retention incentives.

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Police Department Priority # 3
Cost: $18,432
$ 1,500 (Uniforms)
Total $19,932

Part-Time Station Officer

In 2011, the Derby Police Department added a Station Officer position. This is a police officer who works directly with citizens who come to the station to make reports. They interact frequently with citizens on the telephone, in person and when municipal court is in session.

The Station Officer does many tasks such as making police reports, warrant research, processing people who turn themselves in on outstanding warrants, child safety seat inspections, court bailiff, etc.

Having a station officer on duty prevents us from sending a beat officer to the station to handle police incidents reported at the station. It allows the beat officer to remain on his/her beat. This lowers response times and provides better customer service to citizens. I have received many positive citizen comments regarding the enhanced customer service that the station officer provides.

The station officer statistically is one of the busiest positions on the department. A sample of some of the tasks performed by the station officer in 2015 includes the following:

Arrests (walk in)	34
Arrests (faxed)	103
Child Seat Inspections	48
Courtesy Tickets	54
Fingerprints	357
Phone Calls	1,100
Police Reports	271
Warrants Researched	21,000

In 2015, we tracked situations in which a beat officer responded to the station to handle matters that could have been handled if we had a part-time station officer on duty. It was obvious that during the times we currently do not have station officer coverage that 2nd shift, especially on Saturday and Sunday, would benefit most from an additional part-time station officer.

Saturdays comprised 125 dispatched events (22%) at the station while Sunday comprised 90 dispatched events (16%) at the station. Therefore, in 2015 if a part-time station officer was available on weekends this would have greatly reduced the 274 times that a beat officer was dispatched to return to the station to handle a situation.

A part-time station officer could also be used on occasion to assist with court on Thursday. This would be particularly helpful on the few days each year that the Thursday docket is doubled due to a holiday the prior week such as Thanksgiving.

The station officer would work no more than 999 hours per year, most likely Sat. 1-11 p.m. and Sunday 1-10 p.m.

Resource Narrative

This request would require hiring one part-time station officer at a cost of $18,432 annually. An initial uniform issue of $1,500 would be required. A police vehicle is not required for this position. The person selected would need to already possess a law enforcement certification in good standing as it would not be advantageous for the DPD to send this person to 14 weeks of full time paid training.

The position is needed to allow beat officers more opportunity to remain on their beats and not at the station taking reports. They would be able to focus on proactive crime prevention, traffic safety and beat management. Citizens would notice the improved service as in most cases they would not have to wait for an officer to be sent to the station to take their report. Our expectations are based on the outstanding benefit the full time station officer has created for both department members and the community.

Impact Statement

Citizens will notice improved service when they go to the station to make a police report or other police related request. Officers will be allowed to spend more time being proactive on their beat.

Have you researched and sought out grants? Yes or No

I am unaware of any grants available for this position.

Budget Worksheet									
100.110.105	**Police Department-Patrol**								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
		Actual	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
5001	Wages-Salary	2,354,154	2,336,081	2,562,696	2,579,268	2,560,808	10%	-1%	Additional pay period in 2016.
5002	Overtime	80,114	85,511	100,000	100,000	100,000	17%	0%	11% increase in Part 1 offenses in 2015 required use of OT for special details; will continue to use OT in this way for 2016 and 2017.
5003	Standby Pay	9,096	5,981	6,400	6,400	6,400	7%	0%	Rotation of new detectives in 2017 would require new detectives on call more frequently.
5004	Termination Fees	36,810	20,691	-	-		-100%	0%	
5005	Shift Differential	11,915	11,919	15,000	15,000	15,000	26%	0%	Three officers at KLETC in 2015 that did not accrue shift differential.
5006	Special Duty Pay	8,500	8,982	10,200	10,200	10,200	14%	0%	SOT team and SROs were not fully staffed in 2015. Additional training for hostage negotiaton.
5007	One Time Performance Pay	11,179	3,948	7,000	4,113	4,113	4%	0%	Additional pay period in 2016.
5012	Longevity	13,048	10,482	11,840	11,840	11,840	13%	0%	
5013	Lump Sum Bonus	600	800	-	-	-	-100%	0%	
5014	Police Services Reimbursement	(14,767)	(15,968)	(15,000)	(16,000)	(16,000)	0%	0%	STEP grants, DRC and school security.
5015	SRO Reimbursement	(96,550)	(132,367)	(99,710)	(114,150)	(115,525)	-14%	1%	COPS grants and SRO reimbursement beginning in 2015.
	Total Personnel	**2,414,099**	**2,336,059**	**2,598,426**	**2,596,671**	**2,576,836**	11%	-1%	
6002	Operating Supplies	17,195	17,757	17,700	17,700	17,700	0%	0%	
6003	Patrol Supplies	14,126	13,794	14,175	14,000	14,000	1%	0%	Covers replacement costs of certain equipment.
6010	Investigation supplies	8,146	7,930	8,000	8,000	8,000	1%	0%	
6110	Fuel	116,938	70,915	131,380	57,441	64,334	-19%	12%	Added SRO car in 2015. Decrease in Fuel price in 2016, increase in 2017.
6130	Range Supplies/Expenses	15,492	14,970	16,000	15,500	15,500	4%	0%	Ammo costs have stablized; we use Gander Mountain virtual range for honing decision making skills.
6350	Training fees and materials	14,382	13,616	16,000	16,000	16,000	18%	0%	Will send officers to CALEA training to learn about accreditation.
6351	Uniforms	44,534	42,056	46,000	46,000	46,000	9%	0%	New coat approved; 4 pieces of body armor; no dress uniforms.
6352	Special Operations Equipment	4,730	3,750	4,000	4,000	4,000	7%	0%	
	Total Commodities	**235,541**	**184,789**	**253,255**	**178,641**	**185,534**	-3%	4%	
7005	Pre-Employment Physical	7,967	7,436	9,000	9,000	9,000	21%	0%	Line impacted by openings and applicants that fail through process; new personality profile is $20 per test/per applicant.
7010	Printing	2,522	1,101	3,000	3,500	3,500	218%	0%	Bi-annual print of crime prevention booklet. Business card cost increasein 2016/17. Order new citation and notice to appear forms in 2016/17.
7040	Subscriptions	270	284	300	300	300	6%	0%	
7041	Dues and Memberships	3,525	3,710	3,850	4,125	4,125	11%	0%	KPOA dues increased in 2015; added $200 for PERF in 2015; 4th SRO in unit.
7050	Meetings and Seminars	9,369	2,821	3,000	3,000	3,000	6%	0%	IACP Conference in 2016.

7121	Animal Care	5,640	6,296	8,500	8,500	8,500	35%	0%	Anticipated shelter increase. $8,500 based on historcial date and reflects high in 2011.
7122	Reimbursement Animal Care	(1,275)	(1,925)	(1,225)	(1,225)	(1,225)	-36%	0%	Based on 2016 Budget.
7131	Crime Prevention	1,205	1,433	2,000	2,000	2,000	40%	0%	Donations for crime prevention fluctuate annually. Purchase more pedestrian traffic safety material in 2016/17.
7220	Professional Fees and Contracts	1,989	6,038	10,600	10,000	10,000	66%	0%	Billing for air cards and random drug testing was not done monthly.
7231	Software Purchase	-	1,500	1,500	1,500	1,500	0%	0%	
7500	Computer Maintenance	-	-	350	350	350	0%	0%	
7520	Equipment Maintenance	7,904	4,247	11,000	9,000	9,000	112%	0%	Difficult to predict repair costs; extreme heat in summer can cause problems to some equipment in cars; Request to remain the same.
7521	Vehicle Maintenance	44,099	34,010	45,000	42,000	42,000	23%	0%	Based on historical average.
7615	Detention Center	48,444	43,696	49,415	49,415	49,415	13%	0%	Costs are unpredictable as most costs originate from court commitments; with increase in shoplifting and rise in retail stores, it's reasonable to correlate increased jail costs with crime.
7616	Detention Medical Expenses	-	-	5,000	5,000	5,000	0%	0%	Potential medical expenses of detainees.
7857	Derby Officer Training Expense	-					0%	0%	
	Total Contractual Service	**131,657**	**110,647**	**151,290**	**146,465**	**146,465**	32%	0%	
	Patrol Division	**2,781,297**	**2,631,495**	**3,010,370**	**2,921,777**	**2,908,835**	11%	0%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
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 (26)	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%

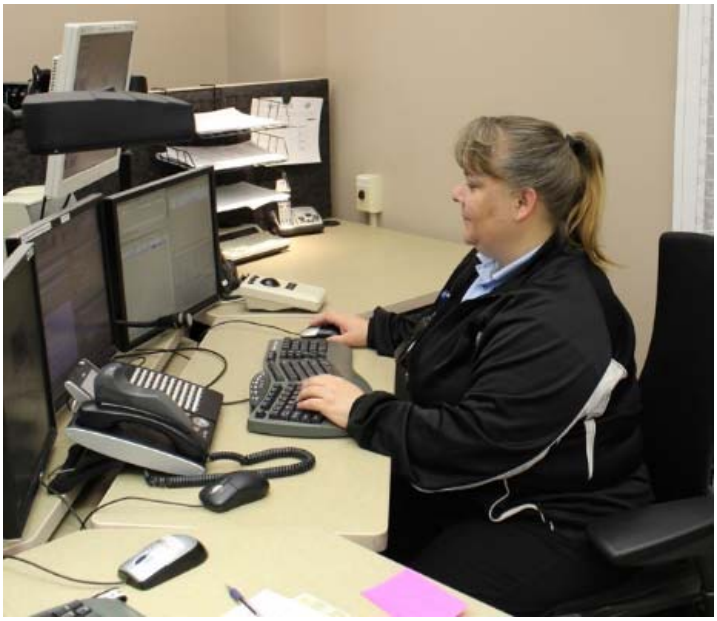
Records Division

Police

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 5,235 citizens coming into the police department in 2015.

Records	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	284,369	303,701	301,310
Commodities	6,611	7,150	7,150
Contractual	38,566	43,500	43,800
Capital Outlay	-	-	-
Total	**329,545**	**354,351**	**352,260**



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

Goals
- Enhance training opportunities for Records employees.
- Maintain high standards for accuracy in data entry as well as dissemination of police records.
- Deliver outstanding customer service to the thousands of citizens interacted with each year.

Budget Worksheet									
Police Department - Records									
Line #	Line Item	2014	2015	2016	2016	2017	2016	2017	Explanation
100.110.110		Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	309,874	266,873	333,836	288,696	286,400	8%	-1%	Additional pay period in 2016.
5002	Overtime	5,033	7,335	8,000	8,000	8,000	9%	0%	Vacancies impact the OT budget; potential for retirement in 2017 that could create opening.
5004	Termination Fees	3,786	2,955	-	-	-	-100%	0%	
5005	Shift Differential	2,472	2,444	2,950	2,950	2,950	21%	0%	2016 & 2017 includes cost for full staff.
5007	One time performance bonus	1,973	1,537	1,500	1,500	1,500	-2%	0%	
5012	Longevity	3,655	2,525	2,991	2,555	2,460	1%	-4%	
5013	Lump Sum	-	700	-	-	-	-100%	0%	
	Total Personnel	**326,792**	**284,369**	**349,277**	**303,701**	**301,310**	7%	-1%	
6002	Operating Supplies	3,849	4,160	4,400	4,400	4,400	6%	0%	We were $240 under budget in 2015; modest increase in costs would cause us to use entire budget.
6350	Training Fees and materials	48	901	1,000	1,000	1,000	11%	0%	Quality training is difficult to find for Records staff; we have increased amount of training we send them to.
6351	Uniforms	2,759	1,549	2,500	1,750	1,750	13%	0%	
	Total Commodities	**6,656**	**6,611**	**7,900**	**7,150**	**7,150**	8%	0%	
7005	Pre-Employment Expenses	613	1,265	800	600	600	-53%	0%	Potential turnover in staff.
7210	Bonds	100	200	300	300	300	50%	0%	Notary and bonding costs in 2017.
7220	Professional Fees and Contracts	37,035	33,930	40,000	39,000	39,000	15%	0%	Morpho Trak did not bill in 2015; no maintenance agreement on new phone logger.
7500	Computer Maintenance Expense	-	-	400	400	400	0%	0%	Funds set aside for unplanned maintenance.
7520	Equipment Maintenance	889	3,171	2,700	3,200	3,500	1%	9%	Need to purchase 10 new KCJIS tokens in 2017; no token purchase in 2015.
7600	Teletype Expense	4,641	-	-	-	-	0%	0%	Now a web-based application with no cost.
	Total Contractual Service	**43,277**	**38,566**	**44,200**	**43,500**	**43,800**	13%	1%	
	Records Division	**376,725**	**329,545**	**401,377**	**354,351**	**352,260**	8%	-1%	
		2014 Actual	2015 Actual	2016 Budget	2016 Revised	2017 Budget	2016	2017	

Salary Splits	2016	2017
Records Supervisor (1)	100%	100%
Senior Records Clerk (2)	100%	100%
Records Clerk (4)	100%	100%
Records Clerk Part Time (1)	100%	100%

Budget Worksheet									
LETF - Federal Fund									
Line #	Line Item	2014	2015	2016	2016	2017	2016	2017	Explanation
300.110.460		Actual	Actual	Budget	Revised	Budget	% Change	% Change	
4050	Projected Cash Carryover	3,417	3,418	3,419	3,419	3,420			
4403	Federal Forfeitures		-	-	-	-	0%	0%	
4502	Interest Income	1	1	-	1	-	0%	-100%	
	Total Revenue	**3,418**	**3,419**	**3,419**	**3,420**	**3,420**	0%	0%	
7820	Special Fund Expenditures	-	-	-	-	-	0%	0%	
	Total Expenses	**-**	**-**	**-**	**-**	**-**	0%	0%	
		2014 Actual	2015 Actual	2016 Budget	2016 Revised	2017 Budget	2016	2017	

Budget Worksheet									
LETF - State Fund									
Line #	Line Item	2014	2015	2016	2016	2017	2016	2017	Explanation
310.110.460		Actual	Actual	Budget	Revised	Budget	% Change	% Change	
4050	Projected Cash Carryover	-	-	-	-	2,561			
4403	State Forfeitures		-	-	35,460	-	0%	0%	
4502	Interest Income	-	-	-	10	1	100%	-90%	
	Total Revenue	**-**	**-**	**-**	**35,470**	**2,562**	100%	-93%	
7820	Special Fund Expenditures	-	-	-	32,909	-	0%	0%	$5,319 paid to Sedgwick County District Attorney; $11,450 CALEA accreditation; $10,640 wireless target control @ firing range; surveillance equip. $5,500.
	Total Expenses	**-**	**-**	**-**	**32,909**	**-**	100%	-100%	
		2014 Actual	2015 Actual	2016 Budget	2016 Revised	2017 Budget	2016	2017	

Note: LETF or Law Enforcement Trust Funds are segregated between proceeds seized by the federal or state agencies.

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Fire & Rescue Department

Department Overview

Overview

The Derby Fire and Rescue Department consists of 23 full-time, 13 part-time and 10 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 active in fire prevention including yearly fire inspections of businesses, places of assembly, day care facilities, and schools.

The Derby Difference Sales Tax passed in October 2013 and implemented on January 1, 2015. Thirty percent of the proceeds cover the costs of 6 firefighters including their personal protective equipment as well as operational costs necessary to enhance the safety of the community.

General Fund	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	1,044,607	1,118,566	1,120,946
Commodities	52,826	53,394	55,264
Contractual	77,036	78,290	79,735
Capital Outlay	-	-	-
Total	**1,174,469**	**1,250,249**	**1,255,945**

Derby Difference	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	336,981	478,177	583,559
Commodities	23,615	8,522	8,741
Contractual	5,275	22,889	5,179
Capital Outlay	-	5,506	-
Total	**365,871**	**515,094**	**597,479**

Performance Measurement

√ 87.6% of all calls were responded to within 4 minutes.
√ 0.65 structural fires per 1,000 citizens.
√ 4.5 commerical/industrial fires per 1,000 structures.

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 2 rating.

Budget Worksheet									
	Fire and Rescue								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
100 160 370		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
5001	Wages-Salary	897,428	945,805	1,109,526	1,024,459	1,022,593	8%	0%	Additional Pay Period in 2016
5002	Overtime	82,172	89,836	85,610	85,610	89,890	-5%	5%	
5004	Termination Fees	513	28	-	-	-	-100%	0%	
5006	Volunteer Stipend	7,500	5,625	5,625	5,625	5,625	0%	0%	
5007	One Time Performance Pay	2,339	1,313	-	2,560	2,538	95%	0%	
5012	Longevity	300	300	-	312	300	4%	0%	
5013	Lump Sum	400	1,700	-	-	-	-100%	0%	
	Total Personnel	**990,652**	**1,044,607**	**1,200,761**	**1,118,566**	**1,120,946**	7%	0%	
6002	Operating Supplies	12,521	13,885	12,521	13,885	14,163	0%	2%	
6110	Fuel	19,395	13,540	21,097	10,968	12,284	-19%	12%	Decrease in fuel prices in 2016, increase in 2017.
6350	Training Fees & Materials	5,255	5,875	6,826	6,200	6,200	6%	0%	Based on projected training/certifications
6351	Uniforms	18,133	19,526	18,691	22,341	22,617	14%	1%	Increase P/T personnel. Clothing and PPE cost increases.
	Total Commodities	**55,304**	**52,826**	**59,135**	**53,394**	**55,264**	1%	4%	
7005	Physicals	2,764	3,967	5,890	5,890	4,990	48%	-15%	2016/2017 Scheduled trienniel physicals, 2 new employee physical
7010	Printing	1,063	476	800	800	800	68%	0%	Adopted new fire code, costs for updating inspection sheets.
7030	Travel Expense	3,406	6,977	8,029	6,977	7,728	0%	11%	KU/KS Leadership, FDIC, KFA, KAAC, IAFC, KAFC
7040	Subscriptions	55	52	104	104	104	100%	0%	1 periodical and Informer
7041	Dues and Memberships	851	727	883	803	883	10%	10%	KEMA, KSFA, KAAI, IAFC, KSAFC
7050	Meetings/Seminars	2,899	3,660	4,495	4,575	4,575	25%	0%	KU/KS Leadership, FDIC, KFA, KAAC, IAFC, KAFC
7220	Professional Fees and Contracts	4,215	5,838	7,500	7,760	7,760	33%	0%	Continued changeover to air cards for each apparatus Data Terminals.
7305	Insurance Program	1,825	1,480	2,159	2,000	2,000	35%	0%	Change in policy from individual to group coverage.
7520	Equipment Maintenance	17,447	17,456	18,635	18,665	18,665	7%	0%	Increase costs for maintenance, annual certification testing.
7521	Vehicle Maintenance	23,399	30,896	26,680	30,716	32,230	-1%	5%	2016/17 Scheduled maintenance, tires, batteries, etc.
7877	Misc Reimbursable Expenses	-	5,506	-	-		-100%	0%	Expense incurred prior to sales tax reciepts. Reimburse in 2016.
	Total Contractual Service	**57,922**	**77,036**	**75,175**	**78,290**	**79,735**	2%	2%	
	Fire and Rescue Operations	**1,103,878**	**1,174,469**	**1,335,071**	**1,250,249**	**1,255,945**	6%	0%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
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
	Derby Difference Sales Tax Fund - Fire and Rescue							
		2015	**2016**	**2016**	**2017**	**2016**	**2017**	
Line #	Line Item	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
790.160.503	**Operations Account**							
4050	Projected Budget Carryover	-	280,669	335,299	570,457	0%	70%	
4141	City Retail Sales Tax	701,170	701,170	750,252	772,760	7%	3%	
	Total Operations Revenue	**701,170**	**981,839**	**1,085,551**	**1,343,217**	55%	24%	
5001	Wages - Salary	187,918	280,100	276,146	291,148	47%	5%	2015 includes 9 months, 2016 and 2017 include a full year
5002	Overtime	29,878	33,000	39,837	41,069	33%	3%	" "
5004	Termination Fees	505	-	-	-	0%	0%	
5013	Lump Sum	200	-	-	-	0%	0%	
5131	Workers Compensation	15,876	20,357	18,487	19,443	16%	5%	2015 includes 9 months, 2016 and 2017 include a full year
5110	FICA	12,685	17,852	19,167	20,159	51%	5%	" "
5111	FICA Med	2,967	4,175	4,483	4,715	51%	5%	" "
5130	Unemployment	295	403	309	325	5%	5%	
5240	Health Insurance - Employer Contribution	41,251	53,053	57,285	90,253	39%	58%	
5241	Dental Insurance - Employer Contribution	2,249	3,621	3,480	5,630	55%	62%	
5121	KP&F	43,157	58,797	58,983	64,551	37%	9%	2015 includes 9 months, 2016 and 2017 include a full year. KP&F increase from 20.42% to 22.42% in 2017.
	Supplemental- promote 3 FF to Captains	-	-	-	46,265	0%	100%	
	Total Personnel	**336,981**	**471,358**	**478,177**	**583,559**	42%	22%	
6002	Operating Supplies	1,175	488	585	585	-50%	0%	Hep. B vaccinations for 3
6350	Training Fees & Materials	122	1,140	1,090	1,090	795%	0%	
6351	Uniforms	22,318	7,430	6,847	7,066	-69%	3%	
	Total Commodities	**23,615**	**9,058**	**8,522**	**8,741**	-64%	3%	
7005	Pre-Employment Physical	5,275	1,050	1,050	1,050	-80%	0%	2015 expense higher than normal due to addition of 6 employees.
7030	Travel Expenses	-	2,000	1,930	1,930	0%	0%	Fire Department Instructor's Conference Indianapolis.
7050	Meetings/Seminars	-	1,450	1,410	1,700	0%	21%	Fire Department Instructor's Conference Indianapolis.
7220	Professional Fees and Contracts	-	190	18,190	190	0%	-99%	Tax Appeal in 2016. Random drug testing for two.
7305	Insurance Program	-	341	309	309	0%	0%	
	Total Contractual Service	**5,275**	**5,031**	**22,889**	**5,179**	334%	-77%	
9001	Transfer to General Fund	**-**	-	5,506	**-**			Expense incurred prior to sales tax receipts in 2015.
	Total Expenses	**365,871**	**485,447**	**515,094**	**597,479**	41%	16%	
		2015 Actual	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
Captains (3)	100%	100%
Firefighters (3)	100%	100%
PT Firefighters (3)	100%	100%

Supplemental Funding Request
City of Derby
2017 Budget Process

Department: Fire & Rescue Department Priority #1
Cost: $30,300

Reclassify 3 current positions to Captains in 2017

This request is for reclassification of three positions to captains, one for each shift. A captain historically serves as shift supervisor in a fire department rank structure normally supervising 4-6 personnel. The captain position is necessary when the number of personnel under the supervision of a shift supervisor has increased beyond one truck crew (2-3 personnel). Each captain in Derby would oversee the daily shift administration of both fire stations and the 6-7 personnel working that shift.

Resource Narrative
The cost of these future promotions will depend on who is selected from current qualified staff. The above is an estimate and subject to change depending on the rank and tenure of the three people promoted. A 10-year financial plan was developed for the Derby Difference Sales Tax, and these 3 positions were factored in.

Currently in Derby, the shift supervisor is a lieutenant in charge of 6 personnel. Responsibilities include daily operations with input from either the Deputy Chief or Chief, which consumes a lot of our time (days, nights, and weekends).

Captains would be required to make decisions concerning daily operation of the department, allowing the Deputy Chief to focus more on administrative and fire marshall duties. The captain's job duties would include overseeing operational areas for their assigned shift, such as training, equipment maintenance, and inspections. In the absence of the Deputy Chief, the Captain also would fulfill many of his duties.

In Derby, it is fairly common for the Deputy Chief and/or Chief to respond on weekends or after hours on a weekly basis. With the addition of personnel in 2015 and this new rank in 2017, the Deputy Chief and Chief would have some relief from responding to minor calls while off duty.

Impact Statement
Creating these positions gives a clear line of authority in the department comparable to the industry standard. As the number of firefighters has increased on each shift, the level of responsibility has increased beyond that of a lieutenant's position.

The Lieutenant would become the station officer at Station 81 and fill in as shift officer in the absence of the Captain. The Firefighter II position would then fill in for the Lieutenant as the Station 81 officer.

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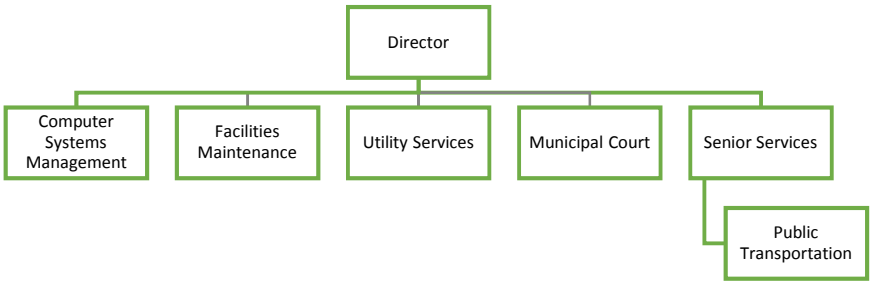
Operations Department

Department Overview



Overview

The Department is responsibile for providing senior services, court services, and upkeep of computer systems and facilities for all City departments. Personnel continually pursue more efficient methods of completing these tasks and facilitating the ability of City employees to perform their services.

Performance Measurement

√ Maintain 98% "up time" for computers.
√ Clean 100% of carpets annually.
√ Maintain a Level Three Senior Center.
√ Improve collections of unpaid court fines and fees.

Operations Department	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Computer Systems Management	206,646	225,288	224,069
Facilities Maintenance	262,043	272,737	275,566
Utility Services	712,109	737,500	749,800
Municipal Court	191,592	219,592	219,336
Senior Services	184,927	193,023	190,454
Senior Activities	39,559	41,000	46,000
Senior Services Adv. Board	8,708	13,700	16,900
Transportation	72,545	105,030	104,092
Total	**1,678,129**	**1,807,869**	**1,826,216**

Mission

Provide quality senior services, an efficient court system, and 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.

Computer Systems Management

Operations

Division Overview

The Computer Systems Management Division is responsible for all aspects of the computer system for all City departments. 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 as well as workstation software to keep the City as productive as possible.

Computer Systems Summary by Category	2015 Actual	2016 Revised	2017 Budget
Personnel	134,624	155,958	154,739
Commodities	7,635	10,000	10,000
Contractual	64,387	59,330	59,330
Total	**206,646**	**225,288**	**224,069**

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		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	153,240	131,049	168,927	153,208	151,989	17%	-1%	Additional pay period in 2016.
5002	Overtime	569	-	1,000	1,000	1,000	0%	0%	
5004	Termination Fees	-	1,962	-			-100%	0%	
5007	One Time Performance Pay	956	960	1,000	1,000	1,000	4%	0%	
5013	Lump Sum	-		-	-	-	0%	0%	
5012	Longevity	1,110	653	1,188	750	750	15%	0%	
	Total Personnel	**155,876**	**134,624**	**172,115**	**155,958**	**154,739**	16%	-1%	
6002	Operating Supplies	6,510	7,635	10,000	10,000	10,000	31%	0%	Small equipment replacement.
6110	Fuel	-	-	800	-	-	0%	0%	
	Total Commodities	**6,510**	**7,635**	**10,800**	**10,000**	**10,000**	31%	0%	
7005	Pre-Employment Physical	-	308	250	400	400	30%	0%	Potential turnover
7010	Printing	22	22	30	30	30	34%	0%	
7030	Travel Expense	-	-	400	400	400	0%	0%	Potential travel for training
7050	Meetings/Seminars	-	-	1,500	1,500	1,500	0%	0%	Potential training
7220	Professional Fees and Contracts	29,806	41,106	35,000	35,000	35,000	-15%	0%	
7520	Equipment Maintenance	21,885	22,951	22,000	22,000	22,000	-4%	0%	
7521	Vehicle Maintenance	-	-	-	-	-	0%	0%	
	Total Contractual Service	**51,713**	**64,387**	**59,180**	**59,330**	**59,330**	-8%	0%	
	Computer Systems Management	**214,099**	**206,646**	**242,095**	**225,288**	**224,069**	9%	-1%	
		2014 Actual	2015 Actual	2016 Budget	2016 Revised	2017 Budget	2016	2017	

Salary Splits	2016	2017
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	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	84,190	90,037	89,366
Commodities	25,923	26,800	27,800
Contractual	151,930	155,900	158,400
Capital Outlay	-	-	-
Total	**262,043**	**272,737**	**275,566**

Utility Services	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	-	-	-
Commodities	-	-	-
Contractual	712,109	737,500	749,800
Capital Outlay	-	-	-
Total	**712,109**	**737,500**	**749,800**

Mission

Provide clean facilities to enable 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 and service rooms neat and orderly 98% of the time.

Budget Worksheet									
	Operations-Facilities Maintenance								
100 130 330		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Actual	% Change	% Change	
5001	Wages-Salary	79,826	82,660	89,738	88,445	87,741	7%	-1%	Additional pay period in 2016.
5004	Termination Fees	27		-	-	-	0%	0%	
5007	One Time Performance Pay	956	960	150	1,000	1,000	4%	0%	Based on actuals
5012	Longevity	570	570	592	592	625	4%	6%	
5013	Lump Sum	300	-	-	-	-	0%	0%	
	Total Personnel	**81,679**	**84,190**	**90,480**	**90,037**	**89,366**	7%	-1%	
6002	Operating Supplies	18,824	24,897	28,300	26,000	27,000	4%	4%	Aging buildings, and paint costs based off historic averages. Actual and anticipated increases.
6110	Fuel	1,140	1,026	1,257	-	-	-100%	0%	
6351	Uniforms	-	-	800	800	800	0%	0%	Positions fully staffed
	Total Commodities	**19,964**	**25,923**	**30,357**	**26,800**	**27,800**	3%	4%	
7205	Custodial Services	85,353	86,407	90,000	88,000	89,000	2%	1%	More special cleans and anticipated increases.
7005	Pre-Employment Physical/ Testing	-	147	400	400	400	173%	0%	
7220	Professional Fees and Contracts	121,797	63,421	68,000	65,000	66,500	2%	2%	Aging buildings.
7520	Equipment Maintenance	685	1,788	500	2,000	2,000	12%	0%	Postage machine increased costs.
7521	Vehicle Maintenance	34	166	500	500	500	200%	0%	
	Total Contractual Service	**207,869**	**151,930**	**159,400**	**155,900**	**158,400**	3%	2%	
	Facilities Maintenance	**312,946**	**262,043**	**280,237**	**272,737**	**275,566**	4%	1%	
		2014 Actual	2015 Actual	2016 Budget	2016 Revised	2017 Actual	2016	2017	

Salary Splits	2016	2017
Director of Operations	50%	50%
Operations Technician	20%	20%
PT Bldg Maintenance Tech (2)	100%	100%

Budget Worksheet									
	Operations-Utility Services								
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
100 130 340									
7150	Fire Hydrant Maintenance	39,830	39,830	40,000	40,000	40,000	0%	0%	
7610	Water	62,576	78,795	74,000	83,000	91,300	5%	10%	Projected increase in water rates
7620	Gas	33,904	24,666	33,000	26,000	28,000	5%	8%	Anticipated increase
7630	Electricity	258,717	243,016	250,000	251,500	253,000	3%	1%	Anticipated increase
7640	Telephone	38,684	44,255	42,000	45,000	45,000	2%	0%	Added cell devices
7650	Street Lighting	241,523	242,064	250,000	250,000	250,000	3%	0%	Rate increase
7651	Cable - Fiber	48,634	23,324	21,360	24,000	24,500	3%	2%	Rate increase and digital boxes
7652	Stormwater	16,281	16,158	18,000	18,000	18,000	11%	0%	Madison Ave Central Park added in 2016
	Total Contractual	**740,148**	**712,109**	**728,360**	**737,500**	**749,800**	4%	2%	
	Utility Service Division	**740,148**	**712,109**	**728,360**	**737,500**	**749,800**	4%	2%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

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

Municipal Court

Operations

Division Overview

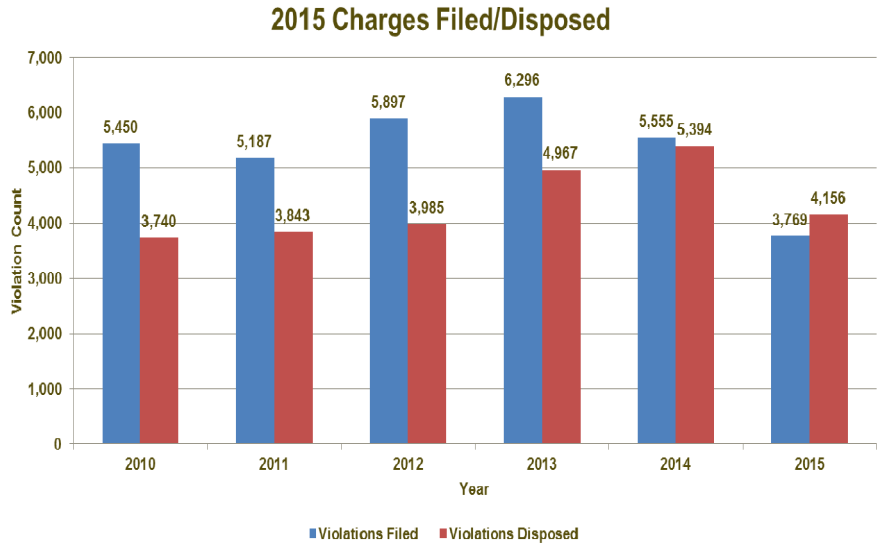
Municipal Court is responsible for preparing and processing all court orders and records necessary to expeditiously and fairly adjudicate complaints. Staff duties include organizing and scheduling court dockets, scheduling appearances and trials, processing procedural and dispositive court orders, monitoring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

Municipal Court	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	115,948	125,176	124,184
Commodities	8,697	9,500	9,800
Contractual	66,947	84,916	85,352
Capital Outlay	-	-	-
Total	**191,592**	**219,592**	**219,336**

Performance Measurement

√ Failure to appear process was revised to improve efficiency through reductions in related costs and staff time.

√ All defendants were contacted within 10 days of failure to comply with court-ordered appearances.



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 the municipal court; and assure judgments are consistent with procedural and appellate rights.

Goals

- Monitor policies and procedures to ensure compliance with state laws and local ordinances and efficient application of judicial resources.
- Monitor the time required to adjudicate cases and apply docketing practices and judicial resources to assure timely administration of justice.
- Apply all reasonable measures and resources available to encourage voluntary compliance with court orders.
- Coordinate with the police department to maintain docketing practices that do not unduly interfere with officer work schedules or unnecessarily burden the department.

Budget Worksheet									
	Municipal Court								
100.100.070		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	108,677	115,528	131,605	124,726	123,734	8%	-1%	Includes additional PT court officer in 2016; additional pay period in 2016.
5004	Termination Fees	360	-	-	-	-	0%	0%	
5012	Longevity	420	420	450	450	450	7%	0%	
5013	Lump Sum	-	-	-	-	-	0%	0%	
	Total Personnel	**109,457**	**115,948**	**132,055**	**125,176**	**124,184**	8%	-1%	
6002	Operating Supplies	7,453	8,697	7,600	9,500	9,800	9%	3%	Revised budget request based on increase in operating expenses reflected in 2015 Actual; driven by printing and mailing costs.
	Total Commodities	**7,453**	**8,697**	**7,600**	**9,500**	**9,800**	9%	3%	
7005	Pre-Employment Physical	974	-	-	-	-	0%	0%	
7010	Printing	171	178	200	200	200	13%	0%	
7030	Travel Expense	-		400	300	300	0%	0%	Send two clerks and one administrator to formal training annually
7041	Dues and Memberships	175		465	485	485	0%	0%	Kansas Mun. Judges' Assn - Judge @ $50/yr.; American Probation & Parole Ass'n - C.S.O. @ $50/yr.; Ks. Ass'n of Courts Mgmt - Administrator and 2 Clerks @ $50 ea. Includes transfer of annual Ks. Bar Ass'n. membership for Judge Linn from City Attorney's budget. Memberships provide training, research and networking resources.
7050	Meetings/Seminars	-	440	100	200	200	-55%	0%	
7055	Refunds	350	308	350	350	350	14%	0%	
7220	Professional Fees/Contracts	38,927	42,803	37,031	39,256	39,692	-8%	1%	Includes 5% contractual increase in Court software maint. (8,706); on-line access maint. (2,738); Municipal Ct. Judge contract (30,000/yr); Judge pro tem (3,000); Interpreting services (480); cash collection annual maint. (522). Judge pro tem $500/day and includes $2,000 for 4 days' absence allowed in contract and $1,250 for pro tem to cover cases where conflict exists due to previous prosecutor/defendant relationship.
7858	Court Technology Expense	-	-	8,000	6,000	6,000	0%	0%	2017 amount is based on first year revenue from court technology fee. Will pay for ongoing software maintenance.

7860	Attorney Payment	49,600	23,198	43,500	38,100	38,100	64%	0%	Atty payments are driven by the number of defendants who request and qualify for court appointed attorneys. Court appointed attorneys are compensated at a rate of $150 per case. Atty expenses are charged back to defendant at the same rate. 2017 request is based on the average expense of the last three years and will support 254 cases.
7865	Witness Payment	15	20	25	25	25	25%	0%	Witnesses re-imbursed upon request at rate of $2.50 per day and $.58 per mile over 10 miles one way.
	Total Contractual Service	**90,213**	**66,947**	**90,071**	**84,916**	**85,352**	27%	1%	
	Municipal Court	**207,123**	**191,592**	**229,726**	**219,592**	**219,336**	15%	0%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
Court Administrator	100%	100%
Court Clerk I	100%	100%
Court Clerk II	50%	50%
Court Service Officer (PT)	100%	100%
Court Service Officer (PT)	100%	100%

Senior Services

Operations

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 provides 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, providing health services, recreation and educational programming. The Center provides opportunities for social interaction, building self-esteem, and physical and mental stimulation.

Senior Services	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	161,586	167,088	164,519
Commodities	5,043	5,090	5,090
Contractual	18,297	20,845	20,845
Capital Outlay	-	-	-
Total	**184,927**	**193,023**	**190,454**

Mission
Enhance the lives of aging adults by providing information and assistance in using 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 activities at the senior center.

Performance Measurement
The Senior Center has a 98% customer satisfaction rating.

Programs Held Annually	2015	2016	2017 (goal)
Baseline Activities	51	48	50
Special Events	43	51	50
Educational Activities	108	101	100
Registered Patrons	2,955	2,991	3,100
Program Participants	103,192	103,972	104,000
Volunteers	120	105	120

2015 Citizen Survey

"Wonderful place to come and belong-great people and fantastic staff."

Budget Worksheet									
	Senior Services								
100.100.080		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	155,575	159,375	162,769	165,838	164,519	4%	-1%	50% of Dispatch/Scheduler/Admin Asst moved to Transportation in 2016. Additional pay period in 2016. Additional PT Admin Clerk in 2016.
5007	One Time Performance	1,143	1,155	955	800	-	-31%	-100%	Anticipated Increase
5012	Longevity	1,056	1,056	1,096	450	-	-57%	-100%	
5013	Lump Sum	-	-	-	-	-	0%	0%	
	Total Personnel	**157,774**	**161,586**	**164,820**	**167,088**	**164,519**	3%	-2%	
6002	Operating Supplies	5,090	4,944	5,090	5,090	5,090	3%	0%	Increase in promotional materials costs in 2016-Positive Aging Day and Summer Fest booth events.
6110	Fuel	1,806	99	-	-	-	-100%	0%	
	Total Commodities	**6,895**	**5,043**	**5,090**	**5,090**	**5,090**	1%	0%	
7005	Pre-Employment Physical	-	251	-	400	400	59%	0%	Potential Turnover
7010	Printing	10,190	11,589	10,300	11,590	11,590	0%	0%	Increase postage set up and number of newsletters new contract 2015
7040	Subscriptions	243	447	243	440	440	-2%	0%	
7041	Dues and Memberships	-	145	-	145	145	0%	0%	June NCOA/NISC
7050	Meetings/Seminars	254	140	254	254	254	81%	0%	Adm. CEU & staff training
7220	Professional Fees	-	500	3,086	3,086	3,086	517%	0%	
7300	Programming Expenses	3,000	2,961	3,000	3,000	3,000	1%	0%	Primarily volunteer reception/evidence based programming fees.
7320	Computer/ Software Support	1,800	1,800	1,800	1,800	1,800	0%	0%	
7520	Equipment Maintenance	75	75	130	130	130	73%	0%	
7521	Vehicle Maintenance	297	389	-	-	-	-100%	0%	Vehicles reassigned to Finance.
	Total Contractual Service	**15,859**	**18,297**	**18,813**	**20,845**	**20,845**	14%	0%	Required accreditation process to maintain grant funding through Sedgwick County Department on Aging.
	Senior Services Division	**180,528**	**184,927**	**188,723**	**193,023**	**190,454**	4%	-1%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2106 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	2016	2017
Senior Services Administrator	85%	85%
Administrative Assistant	100%	100%
Senior Services Activity Coordinator	100%	100%
Part-time Administrative Clerk	100%	100%

Budget Worksheet									
Senior Activities Memorials									
100.100.100		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
4400	Activity Receipts	36,996	38,417	45,000	40,000	45,000	4%	13%	Increased programs & payables that offset activity expenditures in 2016 and 2017.
4880	Memorials-Senior Center	1,325	1,825	1,000	1,000	1,000	-45%	0%	
	Total Revenue	**38,321**	**40,242**	**46,000**	**41,000**	**46,000**	2%	12%	
7048	Activity Expenditures	37,146	38,303	37,100	40,000	45,000	4%	13%	Increased participation starting in 2015 and projected to remain steady.
8180	Memorials Expenditure	5,861	1,256	1,000	1,000	1,000	-20%	0%	
	Total Contractual Service	**43,007**	**39,559**	**38,100**	**41,000**	**46,000**	4%	12%	
	Senior Activities/Memorials	**43,007**	**39,559**	**38,100**	**41,000**	**46,000**	4%	12%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

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

Budget Worksheet									
Senior Services Advisory Board Fund									
270.100.095		2014	2015	2016	2016	2017	2016	2017	Explanation
		Actual	Actual	Budget	Revised	Budget	% Change	% Change	
Line#	Line Item								
4050	Cash Carryover	15,420	13,564	7,764	13,234	8,200	-2%	-38%	
4401	Board Contributions	7,665	8,378	7,700	8,666	8,700	3%	0%	
	Total Revenue	**23,085**	**21,942**	**15,464**	**21,900**	**16,900**	0%	-23%	
7820	Special Fund Expenditures	-	-	6,964	5,000	8,400	0%	68%	Plan to spend on exercise equipment replacement and repair.
7059	Board Expenditures	9,520	8,708	8,500	8,700	8,500	0%	-2%	
	Total Expenditures	**9,520**	**8,708**	**15,464**	**13,700**	**16,900**	57%	23%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Public Transportation

Operations

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 basic 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 Friday.

Public Transportation	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	61,315	91,655	90,717
Commodities	7,380	8,400	8,400
Contractual	3,850	4,975	4,975
Capital Outlay	-	-	-
Total	**72,545**	**105,030**	**104,092**

Mission

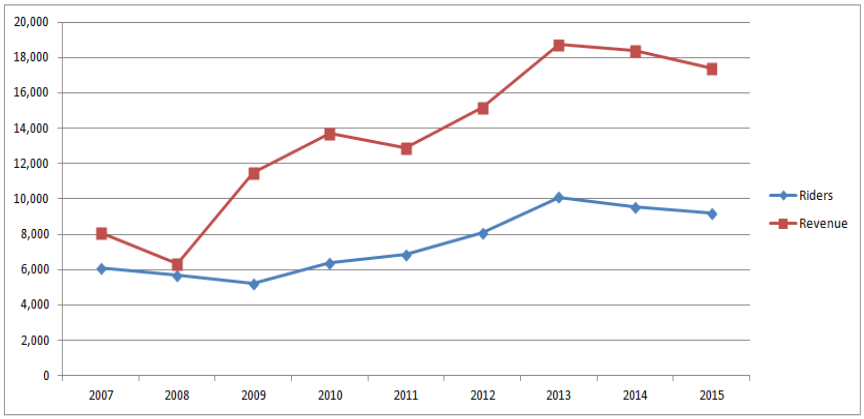
Provide safe, accessible, and affordable transportation to all Derby residents to enhance access to programs, services, and activities.

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.

Derby Dash Usage Over Time

2007 - 2015



	2007	2008	2009	2010	2011	2012	2013	2014	2015
Riders	6,084	5,682	5,199	6,416	6,878	8,095	10,107	9,538	9,220
Revenue	$ 8,075	$ 6,335	$11,516	$13,734	$12,905	$15,190	$18,715	$18,409	$17,382

Budget Worksheet									
	Transportation								
100.100.090		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
4620	Grant Reimbursement Revenue	41,373	41,000	40,000	40,000	40,000	-2%	0%	Federal Grant
4209	Ride Card Sales	16,452	16,443	18,409	16,443	16,443	0%	0%	Began operation Friday afternoons in 2015.
4880	Transportation Donations/Memorials	1,437	500	500	500	500	0%	0%	
	Total Revenue	**59,263**	**57,943**	**58,909**	**56,943**	**56,943**	-2%	0%	
5001	Wages-Salary	58,897	60,727	90,624	90,951	90,228	50%	-1%	Additional pay period in 2016. Moved 100% of Admin Asst in 2016.
5004	Termination Fees	142	-	-	-	-	0%	0%	
5007	1 Time Performance Pay	202	204	170	140	-	-31%	-100%	Anticipated increases.
5012	Longevity	384	384	399	564	489	47%	-13%	Moved 100% of Admin Asst in 2016.
5013	Lump Sum	-	-	-	-	-	0%	0%	
	Total Personnel	**59,624**	**61,315**	**91,193**	**91,655**	**90,717**	49%	-1%	
6002	Operating Supplies	1,392	1,401	1,546	1,400	1,400	0%	0%	
6110	Fuel	7,901	5,979	8,711	7,000	7,000	17%	0%	Began operation Friday afternoons in 2015.
	Total Commodities	**9,293**	**7,380**	**10,257**	**8,400**	**8,400**	14%	0%	
7005	Pre-Employment Testing	737	-	441	400	400	0%	0%	
7010	Printing	420	436	490	490	490	12%	0%	Projected costs of materials increased in 2016.
7041	Dues and Memberships	160	75	75	75	75	0%	0%	KPTA dues for one bus.
7050	Meetings/Seminars	135	-	225	360	360	0%	0%	Cost of attendance for driver safety class increased in 2016.
7220	Professional Fees	214	225	225	225	225	0%	0%	
7300	Programming Expenses	325	358	325	325	325	-9%	0%	Costs of advertising in a community publication.
7520	Equipment Maintenance	50	-	100	100	100	0%	0%	Materials to clean backup bus.
7521	Vehicle Maintenance	2,891	2,756	2,891	3,000	3,000	9%	0%	Amounts needed to maintain the old Dash as well as the new Dash that came online in 2015.
	Total Contractual Service	**4,932**	**3,850**	**4,772**	**4,975**	**4,975**	29%	0%	
	Transportation Division	**73,849**	**72,545**	**106,222**	**105,030**	**104,092**	45%	-1%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	2016	2017
Dispatch/Scheduler/Admin Asst	100%	100%
Transportation PT (3 Drivers)	100%	100%
Senior Services Administrator	15%	15%

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Library

Overview

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. In 2015, the Library converted a position to Event Coordinator and contracted with the City to provide scheduling and marketing of new park facilities.

Performance Measurement

√ People visiting the Library increased to 199,758 in 2015.
√ Program attendance increased 5.3% to 21,393 people.
√ Circulation increased 1% to 429,978 items.
√ Participation in Summer Reading increased 6%.
√ There were 48,000 public computer and wireless uses in 2015.

Library	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Library Fund (Prop. Tax)	871,349	887,813	980,820
Library Emp. Benefits (Property Tax)	146,440	158,020	167,307
Library Sales Tax	368,321	425,784	81,216
Derby Difference Sales Tax	450,000	12,000	477,055
Total	**1,836,110**	**1,483,616**	**1,706,397**

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.
- Schedule and market new city park facilities.

330 220 430	**Library Fund (Property Tax)**	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4000	Ad Valorem Tax	741,682	758,380	772,471	772,471	831,670	2%	8%	
4030	Motor Vehicle Tax	101,047	99,576	101,719	101,719	100,900	2%	-1%	
4035	Rental Car Excise Tax	1,410	659	1,485	1,270	1,270	93%	0%	
4040	Delinquent Tax	8,034	11,454	9,180	9,180	9,180	-20%	0%	
4045	Recreational Vehicle Tax	854	844	857	857	843	2%	-2%	
4046	16/20M Vehicle Tax	207	128	122	122	133	-5%	9%	
4047	K Covers - Commercial Motor Vehicle Tax	573	665	598	598	691	-10%	16%	New state tax in 2014.
4048	Watercraft Tax	-	664	497	497	497	-25%	0%	New state tax in 2015.
4050	Projected Budget Carryover	25,414	25,714	27,261	26,735	25,636	4%	-4%	
4600	Other Revenue - Credit Card Reimbursement	23	-	-	-	10,000	0%	100%	Reimbursement applied to expense line 7301.
	Total Revenue	**879,243**	**898,084**	**914,190**	**913,449**	**980,820**	2%	7%	
5001	Wages-Salary	521,544	513,175	565,975	560,183	558,315	9%	0%	Extra pay period in 2016; added 50% of Event Coordinator position in 2015.
5004	Termination Fees	-	3,353	-	-	-	-100%	0%	
5007	One Time Performance Pay	985	2,474	-	2,565	2,470	4%	0%	Extra Pay Period in 2016.
5013	Lump Sum		400	-	-	-	-100%	0%	
5245	Miscellaneous	-	-	10,000	-	10,000	100%	100%	
	Total Personnel	**522,529**	**519,402**	**575,975**	**562,748**	**570,785**	8%	1%	
7301	Reimbursable Credit Card Expense	-	-	-	-	-	0%	0%	Card expenses are offset by revenue.
7302	Reimbursement of Card Expense		947	-	-	-	-100%	0%	
7825	Library Board Appropriation	287,000	296,000	282,215	269,065	347,115	-9%	29%	
9000	Transfer to Library Employee Benefits	44,000	55,000	56,000	56,000	62,920	2%	12%	Increase to supplement cost of benefits.
	Total Contractual Service	**331,000**	**351,947**	**338,215**	**325,065**	**410,035**	-8%	26%	
	Library Board Pass Through	**853,529**	**871,349**	**914,190**	**887,813**	**980,820**	2%	10%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Mill Levy	**4.168**	**4.176**	**4.160**	**4.156**	**4.156**
Total Levy with Employee Benefit Fund	**4.624**	**4.635**	**4.619**	**4.610**	**4.610**

340 220 440	**Library Employee Benefits (Property Tax)**	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4000	Ad Valorem Tax	81,145	83,333	84,452	84,452	90,809	1%	8%	
4002	County- State Assessed Utilities	-	-	-	-	-	0%	0%	
4030	Motor Vehicle Tax	10,923	11,327	11,177	11,327	11,031	0%	-3%	
4035	Rental Car Excise Tax	152	72	134	134	135	86%	1%	
4040	Delinquent Tax	868	812	969	970	970	20%	0%	
4045	Recreational Vehicle Tax	92	92	94	95	92	3%	-3%	
4046	16/20M Vehicle Tax	22	14	13	15	15	9%	0%	
4047	K Covers - Commercial Motor Vehicle Tax	62	72	66	70	76	-3%	9%	New state tax in 2014.
4048	Watercraft Tax	-	73	497	75	75	3%	0%	New state tax in 2015.
4050	Projected Budget Carryover	1,248	1,712	4,617	6,066	1,184	254%	-80%	
4070	Wellness Program Reimbursement	-	-	-	-	-	0%	0%	
4999	Transfer from Library Fund	44,000	55,000	56,000	56,000	62,920	2%	12%	
	Total Revenue	**138,513**	**152,506**	**158,020**	**159,204**	**167,307**	4%	5%	
5110	FICA	31,365	31,152	35,090	36,065	34,616	16%	-4%	2016 increase due to wage adjustments and additional pay period.
5111	FICA medical	7,336	7,286	8,207	8,434	8,096	16%	-4%	2016 increases due to wage adjustments and additional pay period.
5120	KPERS	45,958	47,227	50,993	53,773	49,970	14%	-7%	2016 increases attributed to rate increases in employer contributions and wage increases.
5130	KS unemployment	1,405	724	800	582	558	-20%	-4%	
5240	Health insurance	47,036	56,104	55,358	53,951	68,591	-4%	27%	2017 increase due to employee changes from single to family. 2017 projected 5% increase in costs.
5241	Dental insurance	3,702	3,948	4,241	5,215	5,476	32%	5%	2016 projected increase, 2017 projected 5% increase in costs.
5244	Wellness program	-	-	250	-	-	0%	0%	
5245	Miscellaneous	-	-	3,081	-	-	0%	0%	
	Total Personnel	**136,802**	**146,440**	**158,020**	**158,020**	**167,307**	8%	6%	
	Library Employee Benefits	**136,802**	**146,440**	**158,020**	**158,020**	**167,307**	8%	6%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

	Library Sales Tax Fund	2014	2015	2016	2016	2017	2016	2017	Explanation
	Derby Public Library	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
Line #	Line Item								
780 501 501	**Debt Service Account**								
4050	Projected Budget Carryover	186,985	-	-	-	-	0%	0%	
4141	City Library Retail Sales Tax	1,111,800	-	-	-	-	0%	0%	
4502	Interest Income	286	-	-	-	-	0%	0%	
4996	Transfer from Reserve Account	3,337,739	-	-	-	-	0%	0%	
	Total Debt Service Revenues	**4,636,809**	**-**	**-**	**-**	**-**	0%	0%	
			-		-	-			
7710	Bond Principal	4,540,000	-	-	-	-	0%	0%	
7720	Interest Expense	96,808	-	-	-	-	0%	0%	
	Total Debt Service Expenditures	**4,636,808**	**-**	**-**	**-**	**-**	0%	0%	
780 501 503	**Operations Account**								Moved to Derby Difference Library Sales Tax Fund in 2017.
4050	Projected Budget Carryover	10,328	10,328	10,329	12,027	31,448	16%	161%	
4600	Other Revenue	-	-	-	20,000	30,000			To gain budget authority for full transfer
4141	City Library Retail Sales Tax	528,575	20	-	-	-	-100%	0%	
4996	Transfer from Reserve Account	-	370,000	418,191	425,205	-	15%	-100%	
	Total Operations Revenue	**538,903**	**380,348**	**428,520**	**457,232**	**61,448**	20%	-87%	
5001	Wages-Salary	143,789	148,540	159,742	160,733	-	8%	-100%	Extra pay period in 2016
5002	Overtime	651	1,410	-	1,500	-	6%	0%	
5004	Termination Fees	106	36	-	-	-	-100%	0%	
5013	Lump Sum	100	300	-	-	-	-100%	0%	
5131	Work Comp Insurance	1,423	3,254	3,541	1,561	-	-52%	-100%	Increase in 2015 due to reallocation of premium between funds. 2016 rate lowered.
	Benefits	48,310	55,076	52,952	69,297	-	26%	-100%	KPERS increases in 2016; Health and Dental increases due to employee turnover.
	Total Personnel	**194,380**	**208,616**	**216,235**	**233,091**	**-**	12%	-100%	
6002	Operating Supplies	2,282	1,497	5,400	2,500	-	67%	-100%	2016 based off historical data.
	Total Commodities	**2,282**	**1,497**	**5,400**	**2,500**	**-**	67%	-100%	
7205	Custodial Services	39,360	39,360	39,360	40,150	-	2%	-100%	
7005	Pre-Employment Physical	-	100	250	-	-	-100%	0%	
7011	Maintenance Expense	3,580	7,131	10,000	10,000	-	40%	-100%	2016 based off unforeseen maintenance needs.
7220	Professional Fees and Contracts	3,304	620	540	4,905	-	691%	-100%	2014 included bond redemption expenses. 2016 includes 2015 audit.
7610	Water	7,492	8,073	8,901	8,525	-	6%	-100%	Rate increases in 2016.
7620	Gas	12,623	6,943	14,172	7,290	-	5%	-100%	Rate increases in 2016.
7630	Electricity	71,694	72,672	75,278	74,852	-	3%	-100%	Rate increases in 2016.

	Library Sales Tax Fund	2014	2015	2016	2016	2017	2016	2017	Explanation
	Derby Public Library	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
Line #	**Line Item**								
7640	Telephone	1,485	1,215	1,648	1,239	-	2%	-100%	Rate increases in 2016.
7651	Cable - Fiber	1,583	979	1,900	1,008	-	3%	-100%	Rate increases in 2016.
7652	Stormwater	1,280	1,280	1,396	1,396	-	9%	-100%	Correction to billing in 2016.
7310	Insurance Premium	14,040	19,836	20,828	20,828	-	5%	-100%	Proportion of insurance premium recalculated in 2015 and beyond.
	Total Contractual Service	**156,441**	**158,208**	**174,273**	**170,193**	**-**	8%	-100%	
8000	Emergency Repair/Replacement	**-**	-	31,013	20,000	30,000	0%	0%	2016 budget based on expected fund balance. Revised 2016 and 2017 for emergency repairs.
9001	Reimbursement to General Fund	175,472	-	-		31,448	0%	0%	2013 & 2015 Audit expense & a portion of 2016 health insurance
	Total Operations Expenditures	**528,575**	**368,321**	**426,920**	**425,784**	**61,448**	16%	-86%	
780 501 502	**Reserve Account**								
4050	Projected Budget Carryover	3,626,914	815,137	416,592	444,973	19,768	-45%	-96%	
4141	City Library Retail Sales Tax	557,145	-	-	-		0%	0%	
4502	Interest Income	4,806	-	-	-		0%	0%	
	Total Reserve Revenue	**4,188,864**	**815,137**	**416,592**	**444,973**	**19,768**	-45%	-96%	
8000	Emergency Repair/Replacement	-	-	-	-	-	100%	0%	
8100	Equipment	35,989	164	-	-	-	-100%	0%	
9005	Transfer to Operations Account	3,337,739	370,000	418,192	425,205		15%	-100%	
9000	Transfer Expense					19,768			Transfer balance of fund to Derby Difference Sales Tax - Library Account
	Total Reserve Expenditures	**3,373,728**	**370,164**	**418,192**	**425,205**	**19,768**	15%	-95%	
	Summary of Revenue & Expenditures:								
4050	Projected Carryover	3,824,226	825,465	426,920	457,000	51,216	-45%	-89%	
4141	City Library Retail Sales Tax	2,197,520	20	-	-	-	-100%	0%	
4502	Interest Income	5,092	-	-	-	-	0%	0%	
4600	Other Revenue	-	-	-	20,000	30,000			To gain budget authority for full transfer
	Total Fund Revenues	**6,026,838**	**825,484**	**426,920**	**477,000**	**81,216**	-42%	-83%	
5XXX	Personnel	194,380	208,616	216,235	233,091	-	12%	-100%	
6XXX	Commodities	2,282	1,497	5,400	2,500	-	67%	-100%	
7XXX	Contractual Services	156,441	158,208	174,273	170,193	-	8%	-100%	
7XXX	Debt Service	4,636,808	-	-	-	-	0%	0%	
8XXX	Capital Outlay	35,989	-	31,013	20,000	30,000	0%	0%	
9000	Transfer Expense	-	-	-	-	19,768	0%	100%	
9001	Transfer Reimbursement to General Fund	175,472	-	-		31,448	0%	0%	2013 & 2015 Audit expense & a portion of 2016 health insurance
	Total Fund Expenditures	**5,201,372**	**368,321**	**426,920**	**425,784**	**81,216**	16%	-81%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet								Explanation
	Derby Difference Sales Tax Fund - Library							
Line #	Line Item	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	
790.501.503		**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
	Operations Account							
4050	Projected Budget Carryover	-	6,855	17,754	505,922	0%	2750%	
4141	City Retail Sales Tax	467,447	470,561	500,168	515,173	7%	3%	
4502	Interest Income	307	-	-	-	-100%	0%	
	Transfer from Library Sales Tax		-	-	19,768	0%	100%	Close out Library Sales Tax Fund
	Total Operations Revenue	**467,754**	**470,561**	**517,922**	**1,040,863**	11%	101%	
5001	Wages		-		160,006	0%	100%	No expenditures in 2015 and 2016. Expenses paid from old Library Sales Tax Fund. Closing that fund in 2016.
5002	Overtime				1,500	0%	100%	
5004	Termination Fees				-	0%	100%	
5013	Lump Sum				-	0%	100%	
5110	FICA				9,920	0%	100%	
5111	FICA Med				2,320	0%	100%	
5120	KPERS				8,265	0%	100%	
5130	KS Unemployment				160	0%	100%	
5131	Workman's Comp		-		1,549	0%	100%	
5240	Health Insurance				60,141	0%	100%	
5241	Dental Insurance		-		3,959	0%	100%	
	Total Personnel		**-**		**247,821**	0%	100%	
6002	Operating Supplies		-		5,400	0%	100%	
	Total Commodities	**-**	**-**	**-**	**5,400**	0%	100%	
7205	Custodial Services		-		40,150	0%	100%	
7005	Pre-Employment Physical		-		250	0%	100%	
7011	Maintenance Expense		-		10,000	0%	100%	
7220	Professional Fees and Contracts		-	12,000	5,050	0%	-58%	Partial Attorney Fees for sales tax appeal/lawsuit in 2016.
7610	Water		-		9,378	0%	100%	
7620	Gas		-		7,873	0%	100%	
7630	Electricity		-		75,601	0%	100%	
7640	Telephone		-		1,239	0%	100%	
7651	Cable -Fiber		-		1,028	0%	100%	
7652	Stormwater		-		1,396	0%	100%	
7310	Insurance Premium		-		21,869	0%	100%	
	Total Contractual		-	**12,000**	**173,834**	0%	1349%	
8000	Emergency Repair/Replacement		-		50,000	0%	100%	
8100	Equipment		-		-	0%	100%	
	Total Capital	-	-		**50,000**	0%	100%	
	Transfer to Another Account (Parks)	**450,000**	**-**		**-**	-100%	0%	
	Total Expenditures	**450,000**	**-**	**12,000**	**477,055**	-97%	3875%	
		2015 Actual	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

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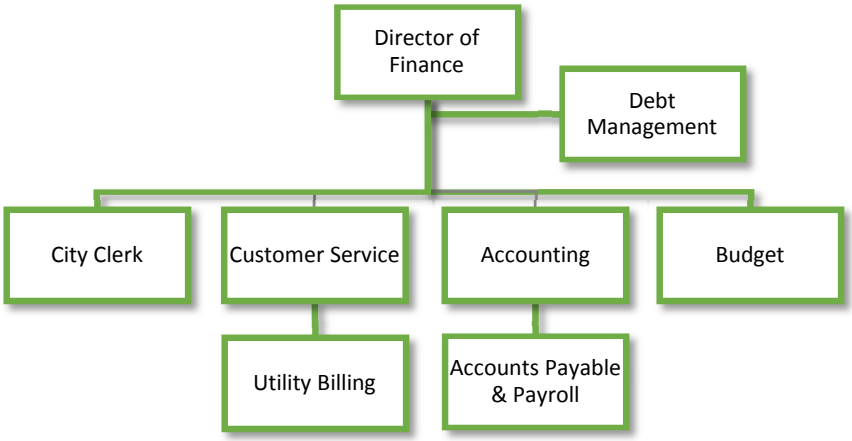
Finance

Department Overview



2016 Derby Budget Snapshot
Where Your Tax Dollars are Spent

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

Performance Measurement

√ Received the Distinguished Budget Presentation award from the Government Finance Officers Association for 2016.

√ Received the Award for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for 2014.

√ 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.

Finance

Department Overview
The Department 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 offical documents, and administration of liability insurance.

The most significant accomplishment was receipt of the Distinguished Budget Presentation Award by the Government Finance Officers Association for the past twelve years, from 2005 through 2016. The department has also received the Award for Excellence in Financial Reporting for the Comprehensive Annual Financial Report since 2008.

Finance	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Finance	546,221	575,705	577,352
Bond & Interest Fund	6,870,122	6,586,075	7,252,445
Special Tort & Liability	174,944	183,500	192,675
Insurance Recoveries	2,161	24,000	25,000
Reimbursables	187,266	254,000	200,000
Special Alcohol Fund	78,626	108,775	118,724
Transient Guest Tax	110,519	130,000	130,000
Total	**7,969,859**	**7,862,055**	**8,496,196**

Mission
Follow Generally Accepted Accounting Principles (GAAP) to account for all revenues, expenditures, and investment of the taxpayers' money so as to be prudent stewards of public funds.

Goals
- 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 proceduures.
- Continue Implementation of paperless billing for water bills.

Budget Worksheet									
Finance		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	%Change	%Change	
100 150 130									
5001	Wages-Salary	364,867	372,745	414,942	411,771	408,495	10%	-1%	Addition of part time administrative clerk in 2015; extra pay period in 2016.
5002	Overtime		50	-	-	-	-100%	0%	
5004	Termination Fees	873	197	-	-	-	-100%	0%	
5007	One Time Performance Pay	3,790	1,554	1,620	1,620	1,620	4%	0%	
5012	Longevity	2,640	2,640	2,640	2,640	2,640	0%	0%	
5013	Lump Sum	-	-	-	-	-	0%	0%	
	Total Personnel	**372,171**	**377,187**	**419,202**	**416,031**	**412,755**	10%	-1%	
6002	Operating Supplies	9,462	9,929	9,950	9,950	9,950	0%	0%	
6110	Fuel	1,082	1,267	1,250	1,440	1,613	14%	12%	Transferred Senior Center Vehicle to Finance in 2015 and PD staff car in 2016 which should increase usage.
	Total Commodities	**10,544**	**11,196**	**11,200**	**11,390**	**11,563**	2%	2%	
7005	Pre-Employment Physical	993	1,364	525	525	525	-62%	0%	Based upon potential turnover of one position each year.
7007	Bank Service Charges	10,730	13,196	12,000	13,200	13,500	0%	2%	Based upon credit card transactions
7010	Printing	7,169	8,259	8,000	8,000	8,000	-3%	0%	Printing of forms & stationary plus legal publications. 2016 and 2017 are based off historic costs and consumption patterns.
7030	Travel Expense	329	1,766	2,900	2,700	4,500	53%	67%	Budget Academy & Tyler Connect in 2017
7041	Dues and Memberships	1,005	915	1,300	915	915	0%	0%	
7050	Meetings/Seminars	1,867	2,095	2,800	2,800	2,800	34%	0%	2016 includes IIMC Annual Conference; Both years include local & regional finance conferences, & software webinars.
7220	Professional Fees and Contracts	54,501	76,857	60,900	66,245	68,895	-14%	4%	2015 included OPEB Calculations of $5,250 & legal fees for MCDC of $11,017. Audit and software maintenace fees have escalator requirements of 3% and 5% per year.
7520	Equipment Maintenance	361	-	400	400	400	400%	0%	Potential equipment repairs in 2016 and 2017.
7521	Vehicle Maintenance	-	393	500	500	500	27%	0%	Vehicle from Senior Center added in 2015 and PD staff car in 2016.
8249	Special Assessments	52,308	52,994	52,300	53,000	53,000	0%	0%	
	Total Contractual Service	**129,263**	**157,838**	**141,625**	**148,285**	**153,035**	-6%	3%	
	Finance	**511,978**	**546,221**	**572,027**	**575,705**	**577,352**	5%	0%	
		2014 Actual	2015 Actual	2016 Budget	2016 Revised	2017 Budget	2016	2017	

Salary Splits	2016	2017
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%
PT Administrative Clerk	50%	50%
Administrative Asst. (Bldg. Trades)	100%	100%

Debt Management

Finance

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 payments of most general obligation bonds are shown on the Bond & Interest Fund page. Debt payments associated with the City's utilities are shown on the Water and Wastewater Fund pages.

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. The state-imposed limit on cities is 30%. For more on the City's debt policy, please see the Readers Guide section of this document.

Bond & Interest Fund	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Contractual	6,870,122	6,586,075	7,252,445
Total	**6,870,122**	**6,586,075**	**7,252,445**

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

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

Budget Worksheet									
	Bond & Interest Fund								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
510 500 501		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4000	Ad Valorem Tax	1,404,132	1,870,742	1,467,643	1,467,643	1,902,154	-22%	30%	$242,000 additional levy in 2017 for Warren park bonds. Will reduce General Fund levy.
4022	Special Assessments	4,273,558	4,223,259	3,997,576	3,802,343	3,595,209	-10%	-5%	2016 Budget included estimate for 2015-C Bond issue. Assessments are declining as they are being paid off at a faster pace than new specials are being levied.
4030	Motor Vehicle Tax	187,061	195,868	250,917	250,917	191,701	28%	-24%	Motor vehicle taxes are allocated based upon each fund levy from prior year, so 2017 allocation will drop due to lower 2016 levy.
4035	Rental Car Excise Tax	2,593	1,248	3,000	3,000	3,000	140%	0%	
4040	Delinquent Tax	18,045	14,571	55,000	15,000	15,000	3%	0%	2016 Budget included delinquent special assessments.
4045	Recreational Vehicle Tax	1,574	1,598	2,115	2,115	1,602	32%	-24%	
4046	16/20M Vehicle Tax	482	264	302	302	253	14%	-16%	
4047	KCOVERS - Commercial Motor Vehicle	-	1,312	1,475	1,475	1,312	12%	-11%	
4048	Watercraft Tax	-	1,258	1,148	1,148	1,148	-9%	0%	
4050	Projected Carryover	1,003,797	906,556	1,007,405	1,098,927	796,361	21%	-28%	
4372	Recreation Commission Rent	279,320	285,820	282,020	282,020	283,170	-1%	0%	
4502	Interest Income	6,473	8,892	5,000	9,000	9,000	1%	0%	
4067	ARRA Reimbursement - 2009A Series	105,128	101,911	97,946	97,946	93,535	-4%	-5%	
4999	Transfer Revenue from Wastewater	359,000	355,750	350,600	350,600	359,000	-1%	2%	G.O. Ref. Bond 2004 D - Interceptor project
	Total Revenue	**7,641,163**	**7,969,049**	**7,522,147**	**7,382,436**	**7,252,445**	-7%	-2%	
7710	G.O. Bond Principal	5,239,226	5,495,476	5,174,759	5,229,759	5,161,009	-5%	-1%	
7720	G.O. Bond Interest	1,495,381	1,374,646	1,254,466	1,356,316	1,243,694	-1%	-8%	
7800	Cash Reserve	-	-	1,092,922	-	847,742	-100%	100%	2016 reserve included estimate for 2015-C debt service. 2017 reserve includes estimate for Warren Riverview Park bonds.
	Total Contractual	**6,734,607**	**6,870,122**	**7,522,147**	**6,586,075**	**7,252,445**	-4%	10%	
	Total Expenses	**6,734,607**	**6,870,122**	**7,522,147**	**6,586,075**	**7,252,445**	-4%	10%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet									
	Special Tort Liability								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
100 150 140		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
7310	Liability Insurance Coverage	212,404	174,944	182,443	183,500	192,675	5%	5%	5% increase projected for 2016 & 2017.
	Total Expenditure	**212,404**	**174,944**	**182,443**	**183,500**	**192,675**	5%	5%	
	Special Tort Liability	**212,404**	**174,944**	**182,443**	**183,500**	**192,675**	5%	5%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet									
	Insurance Recoveries								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
100 180 415		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4014	Insurance Lien Proceeds	26,700	-	-	-	-	0%	0%	
4015	Insurance reimbursement	4,926	2,863	24,000	24,000	25,000	738%	4%	Anticipated reimbursements based upon history prior to 2014.
	Total Revenue	**31,626**	**2,863**	**24,000**	**24,000**	**25,000**	738%	4%	
7415	Refund Insurance Lien Proceeds	26,704	-	-	-	-	0%	0%	
7445	Property repair and replacement	16,035	2,161	30,000	24,000	25,000	1011%	4%	Anticipated claims based upon history prior to 2014.
	Total Expenses	**42,739**	**2,161**	**30,000**	**24,000**	**25,000**	1011%	4%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet									
	Reimbursables								
Line #	Line Item	**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
100.180.420		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
	Reimbursements	196,063	334,508	200,000	200,000	200,000	-40%	0%	2015 actual included two years of reimbursement for special assessment payments of $51,051/year. Assessments pay off in 2016 & 2017.
	Total Revenue	**196,063**	**334,508**	**200,000**	**200,000**	**200,000**	-40%	0%	
	Reimbursment-related Expenditures	217,064	187,266	200,000	254,000	200,000	36%	-21%	Deposits to be returned or spent in 2016 from 2015 - $35,000 landscaping deposits and $19,000 STAR Bond expenses
	Total Expenses	**217,064**	**187,266**	**200,000**	**254,000**	**200,000**	36%	-21%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet									
Special Alcohol Fund									
290.210.425		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
4050	Projected Budget Carryover	112,109	126,693	82,124	107,199	58,224	-15%	-46%	
4610	Reimbursements	17,568	-	-	-	-	0%	0%	COMCARE refund of 2014 payment.
4161	State Alcohol Program	57,997	59,132	58,580	59,800	60,500	1%	1%	
	Total Revenues	**187,674**	**185,825**	**140,704**	**166,999**	**118,724**	-10%	-29%	
7820	Special Fund Expenditures	-	-	32,428	-	13,824	-100%	100%	
7254	Treatment Programs	20,000	4,500	20,000	20,000	18,700	344%	-7%	
7840	DARE	8,682	5,081	13,275	13,275	8,100	161%	-39%	DARE reenactment every two years.
7830	DARE Officer Training	641	364	1,000	1,000	1,000	175%	0%	DARE training in 2016 and 2017 does not include grant reimbursement.
7831	DARE Prevention Program	31,659	32,387	32,000	32,500	33,000	0%	2%	$30,000 of SRO supervisor for DARE program paid each year and $3,000 for all other officers teaching classes.
	Total Contractual	**60,982**	**42,332**	**98,703**	**66,775**	**74,624**	58%	12%	
8100	New Equipment	-	36,294	42,000	42,000	44,100	16%	5%	Replacement of patrol vehicles in 2016 and 2017.
	Total Capital Outlay	**-**	**36,294**	**42,000**	**42,000**	**44,100**	16%	5%	
	Total Expenses	**60,982**	**78,626**	**140,703**	**108,775**	**118,724**	38%	9%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet									
Transient Guest Tax									**Explanation**
100.190.245		**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	
4142	Transient Guest Tax Receipts	97,768	110,519	130,000	130,000	130,000	18%	0%	Tax Rate increased from 6% to 8% in 2015. Revenue from new rate beginning in March 2015.
	Total Revenue	**97,768**	**110,519**	**130,000**	**130,000**	**130,000**	18%	0%	
5001	Wages - Salary	-	18,802	31,949	32,500	32,500	73%	0%	50% of Communications Director credited to Communications budget.
	Total Personnel	**-**	**18,802**	**31,949**	**32,500**	**32,500**	73%	0%	
7723	Guest Tax Transfer- Derby Hotel	97,768	91,717	93,000	97,500	97,500	6%	0%	Rebate Agreement of 6% tax or 75% of total received from Derby Hampton.
	Total Contractual Service	**97,768**	**91,717**	**93,000**	**97,500**	**97,500**	6%	0%	
	Transient Guest Tax	**97,768**	**110,519**	**124,949**	**130,000**	**130,000**	18%	0%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	**2016**	**2017**
Communications Director	50%	50%

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

The 6% 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. Beginning January 1, 2015, the City Council authorized an 8% Transient Guest Tax.

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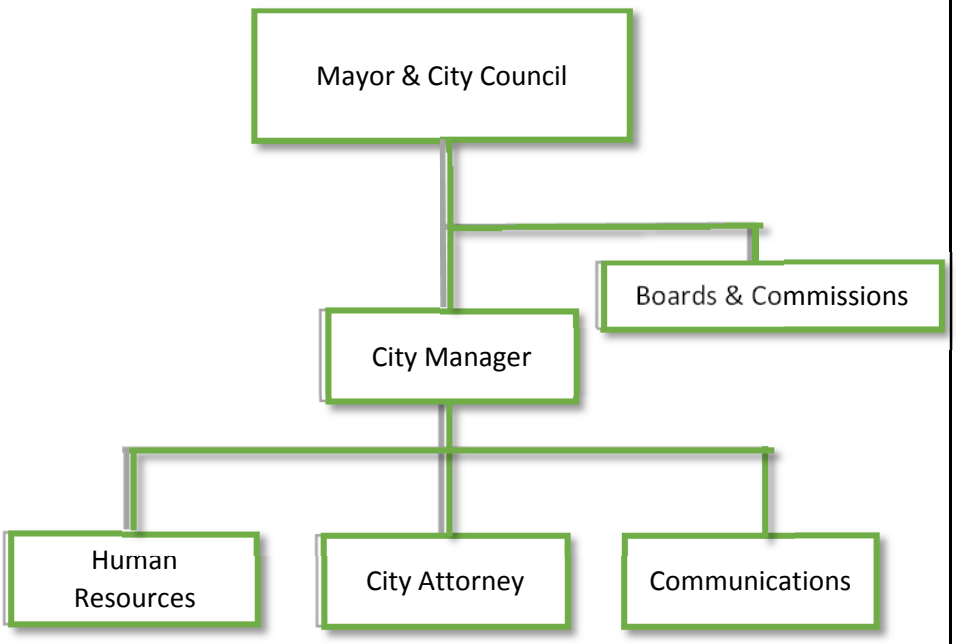
Administration

Department Overview



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.

Vision
To be a community where dreams take root and thrive.

Mission
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

Overview
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. The governing body agrees on a list of priorities for staff to accomplish and updates the list several times a year.

City Council	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	11,327	12,461	12,000
Commodities	1,081	900	900
Contractual	17,867	23,388	19,350
Capital Outlay	-	-	-
Total	**30,275**	**36,749**	**32,250**

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

City Manager	**2015**	**2016**	**2017**
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	204,196	252,896	250,949
Commodities	1,949	1,500	1,500
Contractual	38,580	46,039	46,750
Capital Outlay	-	-	-
Total	**244,725**	**300,435**	**299,199**

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

Budget Worksheet									
City Council									
100.100.020		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	10,800	11,327	13,200	12,461	12,000	10%	-4%	Council and Mayor Stipends; additional pay period in 2016.
	Total Personnel	**10,800**	**11,327**	**13,200**	**12,461**	**12,000**	10%	-4%	
6015	Supplies-Governing Body	908	1,081	900	900	900	-17%	0%	
6009	Supplies-All Other Boards & Commissions	84	-	-	-	-	0%	0%	
	Total Commodities	**992**	**1,081**	**900**	**900**	**900**	-17%	0%	
7031	Travel -Governing Body	-	183	3,895	3,143	475	1617%	0%	NLC in even years.
7042	Dues/Memberships-Governing Body	5,779	7,704	8,470	8,470	8,500	10%	0%	REAP Dues accounting for population increase.
7052	Meetings/Seminars-Governing Body	725	2,320	2,465	3,265	1,815	41%	-44%	
7062	League of Kansas Municipalities Dues	4,749	4,833	4,910	4,910	4,960	2%	1%	LKM estimate with 1% increase
7064	Council Stipend & Donations	3,600	2,827	3,600	3,600	3,600	27%	0%	Redirected Council Stipends to charity
	Total Contractual Service	**14,853**	**17,867**	**23,340**	**23,388**	**19,350**	31%	-17%	
	City Council Division	**26,644**	**30,275**	**37,440**	**36,749**	**32,250**	21%	-12%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2015**	**2016**	

Budget Worksheet									
City Manager's Office									
100.100.010		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	Change	Change	
5001	Wages-Salary	286,681	204,156	252,244	252,896	250,949	24%	-1%	Additional pay period in 2016.
5002	Overtime	511	-	-	-	-	0%	0%	
5004	Termination Fees	10,232	-	-	-	-	0%	0%	
5007	One Time Performance Pay	166	18	-	-	-	-100%	0%	
5012	Longevity	540	21	540	-	-	-100%	0%	
5013	Lump Sum	-		-	-	-	0%	0%	
	Total Personnel	**298,129**	**204,196**	**252,784**	**252,896**	**250,949**	24%	-1%	
6002	Operating Supplies	1,932	1,949	2,000	1,500	1,500	-23%	0%	One-time purchases in 2015.
	Total Commodities	**1,932**	**1,949**	**2,000**	**1,500**	**1,500**	-23%	0%	
7005	Pre-Employment Testing	595	1,457	150	1,125	150	-23%	-87%	
7010	Printing	22	22	50	50	50	123%	0%	
7030	Travel Expense	7,661	6,129	10,130	6,414	8,220	5%	28%	NLC in 2016; 3 to ICMA in KC in 2016, Wichita to DC in 2017.
7040	Subscriptions	667	777	773	800	800	3%	0%	Eagle, Hawvers, Ks Govt. Journal, Informer, WBJ
7041	Dues and Memberships	3,637	4,224	3,794	3,630	3,670	-14%	1%	Cancelled WABA in 2016 and 2017
7050	Meetings/Seminars	3,880	6,248	5,305	5,110	4,900	-18%	-4%	NLC in 2016; 3 to ICMA in KC in 2016
7220	Professional Fees and Contracts	19,075	14,890	24,000	24,000	24,000	61%	0%	Legislative Liason
7062	League of Kansas Municipalities Dues	4,749	4,833	4,910	4,910	4,960	2%	1%	1% estimated increase in 2017
	Total Contractual Service	**40,285**	**38,580**	**49,112**	**46,039**	**46,750**	19%	2%	
	City Manager Division	**340,346**	**244,725**	**303,896**	**300,435**	**299,199**	23%	0%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	2016	2017
City Manager	100%	100%
Management Assistant	100%	100%
Assistant to the City Manager	100%	100%

Human Resources

Administration

Division Overview

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

Human Resources	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Operations	192,080	220,414	209,843
Employee Benefits	3,401,287	3,789,432	3,905,743
Health Self-Insurance	2,339,104	2,444,025	3,222,123
Total	**5,932,471**	**6,453,871**	**7,337,708**

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 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		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	165,380	172,485	189,947	189,718	188,210	10%	-1%	Extra pay period in 2016.
5002	Overtime	-		-	-	-	0%	0%	
5004	Termination Fees	400	1,596	-	-	-	-100%	0%	
5012	Longevity	480	480	498	498	498	4%	0%	
5013	Lump Sum	-	300	-	-	-	-100%	0%	
	Total Personnel	**166,260**	**174,861**	**190,445**	**190,216**	**188,708**	9%	-1%	
6002	Operating Supplies	2,636	2,533	2,000	2,200	2,200	-13%	0%	Cost of ink increased due to new color printer.
6065	Safety Supplies	-	1,161	2,350	2,350	1,350	102%	-43%	Includes $2,000 for ergonomic desk in '16 and $1,000 for ergonomic desk in 2017
6201	Employee Events	2,379	2,528	2,550	2,550	2,650	1%	4%	Fully catered EOY event and catering costs keep increasing
	Total Commodities	**5,015**	**6,222**	**6,900**	**7,100**	**6,200**	14%	-13%	
7005	Pre-Employment Testing	1,006	223	-	-	-	-100%	0%	Preemp physicals for new employee
7010	Printing	-	22	-	-	-	-100%	0%	
7030	Travel Expense	267	490	730	730	200	49%	-73%	SHRM conference is Topeka in 2016 so travel and hotel stay. In 2017 is in Wichita.
7040	Subscriptions	199	250	120	250	250	0%	0%	
7041	Dues and Memberships	1,454	1,459	1,685	1,685	1,685	15%	0%	Includes IPMA-HR National, SHRM National and IPMA-HR local in addition to WBCHC fee ($1,500)
7050	Meetings/Seminars	1,090	1,344	1,200	1,200	1,500	-11%	25%	Additional wellness and benefit training.
7060	Training Programs	7,159	304	7,500	7,500	500	2370%	-93%	In 2016 will outsource full supervisor training again and provide ethics training. Primarily in-house training in 2017.
7065	Safety Programs	614	578	850	850	850	47%	0%	Combined Risk Mgmt Supplies, Risk Mgmt Training. Transferred ergonomic supplies to line 6065 in 2015.
7220	Professional Fees/Contracts	3,843	4,327	5,883	5,883	5,950	36%	1%	Trakstar fees are expected to increase in 2016. Rates are based on # of employees.
7610	Educational Stipends Reimbursment	2,000	2,000	5,000	5,000	4,000	150%	-20%	Good recruitment tool, interest in program varies from year to year.
	Total Contractual	**17,632**	**10,997**	**22,968**	**23,098**	**14,935**	110%	-35%	
	Human Resources	**188,908**	**192,080**	**220,313**	**220,414**	**209,843**	15%	-5%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	2016	2017
Human Resources Director	100%	100%
Benefits Coordinator	100%	100%
Administrative Assistant	100%	100%
PT Human Resources Clerk	100%	100%

Budget Worksheet									
	Employee Benefits								
Line #		**2014**	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	**Explanation**
100.100.030		**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**%Change**	**% Change**	
	Line Item								
4070	Wellness Program	26,314	27,005	31,500	28,650	28,650	6%	0%	
	Total Revenue	**26,314**	**27,005**	**31,500**	**28,650**	**28,650**	6%	0%	
5110	FICA	432,797	431,745	496,036	485,417	481,856	12%	-1%	1 more employee in 2016; extra pay period in 2016.
5111	FICA Medical	101,760	101,429	116,008	113,525	112,692	12%	-1%	Extra pay period in 2016.
5120	KPERS	369,593	390,649	447,888	441,695	407,016	13%	-8%	Extra pay period in 2016; KPERS rate decreased in 2016 and 2017.
5121	KP&F	637,624	672,865	735,302	735,296	681,064	9%	-7%	Extra pay period in 2016; KP&F rate decreased in 2016 and 2017.
5122	ICMA-RC	3,732	3,950	3,950	3,950	3,950	0%	0%	
5130	KS unemployment insurance	19,874	10,294	22,804	7,829	8,220	-24%	5%	Experience factor dropped in 2015. Assumed a 5% increase in 2017.
5131	Workers Compensation	162,338	119,622	122,348	109,773	128,650	-8%	17%	2016 includes rebate. 2017 assumes a 5% increase in costs across all funds.
5239	PCORI Fee	810	599	840	840	840	40%	0%	Scheduled rate increases in this federal mandate.
5240	Health Insurance	1,294,756	1,533,519	1,696,379	1,696,379	1,781,200	11%	5%	Budgeting for max claims in 2016. Projecting 5% increase in 2017.
5241	Dental Insurance	85,665	92,913	98,306	110,528	116,054	19%	5%	Small admin fee increase in 2016 and assume 5% increase in claims. Assume 5% increase in 2017 claims.
5244	Wellness/Health Club Memberships	33,881	39,775	42,347	42,000	42,000	6%	0%	
5243	Section 125 (cafeteria plan)	3,868	3,828	4,200	4,200	4,200	10%	0%	2016 attributed to total number of employees growing.
5004	Termination Fees	-	-	30,000	30,000	30,000	0%	0%	
5013	Lump Sum	465	100	8,000	8,000	8,000	7900%	0%	Includes bonus program, EOY, and $2,000 for Employee Referral program.
	Payroll Accural					100,000			Set aside funds for future payroll
	Total Expenditures	**3,147,164**	**3,401,287**	**3,824,408**	**3,789,432**	**3,905,743**	15%	5%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Health Self-Insurance Fund									
		2014	**2015**	**2016**	**2016**	**2017**	**2016**	**2017**	
Line #	Line Item	**Actual**	**Actual**	**Budget**	**Revised**	**Budget**	**% Change**	**% Change**	Explanation
750.000.000									
4050	Carryover	317,948	606,157	661,764	558,061	605,781	-8%	9%	Healthy carryover required to pay claims.
4902	Employee Health Insurance Contributions	303,141	299,209	339,862	299,209	314,169	0%	5%	No increase for 2016, anticipated 5% increase for 2017.
4900	Employer Health Insurance Contributions	1,514,548	1,857,337	2,005,429	2,036,730	2,138,567	10%	5%	Budgeted for max claims in 2016. Expect 5% rate increase in 2017.
4903	Employee Dental Insurance Contributions	19,609	20,138	23,569	22,253	23,365	10%	5%	10.5 % rate change from 2015 to 2016. Expect 5% rate increase in 2017.
4901	Employer Dental Insurance Contributions	101,569	114,323	133,553	133,553	140,231	17%	5%	Budgeted for max claims in 2016. Expect 5% rate increase in 2017.
4610	BMI Reimbursement	39,598	-	-	-	-	0%	0%	
	Total Revenue	**2,296,413**	**2,897,165**	**3,164,176**	**3,049,806**	**3,222,113**	5%	6%	
5356	Dental Insurance Premiums	10,368	9,834	11,466	11,466	12,039	17%	5%	Budgeted for max claims in 2016. Expect 5% rate increase in 2017.
5355	Health Fixed Costs	328,359	304,668	324,270	324,270	340,484	6%	5%	Budgeted for max claims in 2016. Expect 5% rate increase in 2017.
5360	Health Insurance Claims	1,233,797	1,897,350	1,951,167	1,951,167	2,048,725	3%	5%	2016 budgeted for max claims.
5361	Dental Insurance Claims	117,732	127,252	157,122	157,122	164,978	23%	5%	Claims less than maximum in 2015. 2016 budgeted for max claims.
8400	Miscellaneous/Reserve	-	-	720,161	-	655,897	0%	0%	
	Total Expenditures	**1,690,256**	**2,339,104**	**3,164,186**	**2,444,025**	**3,222,123**	4%	32%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

City Attorney

Administration

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, when requested, 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 and Assistant City Attorney.

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	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Personnel	136,680	156,367	155,123
Commodities	709	750	750
Contractual	40,068	57,935	56,100
Capital Outlay	-	-	-
Total	**177,457**	**215,052**	**211,973**

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

- 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.
- Research and draft template documents for use by staff in RFP and contracting procedures.

Budget Worksheet									
City Attorney									Explanation
100.170.380		2014	2015	2016	2016	2017	2016	2017	
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	101,477	136,612	157,670	156,367	155,123	14%	-1%	
5012	Longevity	-		-	-	-	0%	0%	
5004	Termination Fees	-	68	-	-	-	-100%	0%	
5013	Lump Sum	-		-	-	-	0%	0%	
	Total Personnel	**101,477**	**136,680**	**157,670**	**156,367**	**155,123**	14%	-1%	
6002	Operating Supplies	964	709	1,100	750	750	6%	0%	
	Total Commodities	**964**	**709**	**1,100**	**750**	**750**	6%	0%	
7005	Pre-Employment Testing	893	1,675	100	2,335	-	39%	-100%	ACA and Prosecutor hiring.
7010	Printing	-	42	50	50	50	19%	0%	
7030	Travel Expense	16	363	500	850	850	134%	0%	2016 CLE's in Olathe and Overland Park, Topeka in 2017.
7040	Subscriptions	1,416		-	-	-	0%	0%	
7041	Dues and Memberships	790	625	1,400	1,200	1,400	92%	17%	Wichita Bar Assn. ($175) in 2017.
7050	Meetings/Seminars	322	293	300	500	800	71%	60%	Cost of CLE's increasing; Prosecutor attend one CLE in 2017.
7220	Professional Fees/Contracts/Lit. Expenses	22,745	7,817	20,000	20,000	20,000	156%	0%	
7899	Prosecution Expense	37,250	29,253	33,000	33,000	33,000	13%	0%	
	Total Contractual Service	**63,432**	**40,068**	**55,350**	**57,935**	**56,100**	45%	-3%	
	City Attorney	**165,873**	**177,457**	**214,120**	**215,052**	**211,973**	21%	-1%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	2016	2017
City Attorney	100%	100%
Assistant City Attorney (PT)	100%	100%
Court Clerk II	50%	50%

Communications

Administration

Division Overview
The Communications Division is comprised of the Communications Director, Communications Coordinator and Multimedia Specialist. These employees work together to promote the City of Derby as a community to live, work and play with a goal of attracting new residents and visitors as well as new businesses.

In 2017, the Communications team will focus on enhanced printed materials, new videos and increased use of social media.

The Communications team uses news releases, monthly newsletters, post cards, advertising, Channel 7, the City website, community calendar, events, social media and the community LED signs to inform and educate residents and visitors. The team also serves as a liaison to media outlets to provide information and scheduling of interviews with City staff.

Derby BBQ Festival

Shop Derby

Parade of Homes

Communications	2015	2016	2017
Summary by Category	**Actual**	**Revised**	**Budget**
Communications	72,741	169,121	177,199
Events	73,402	63,473	63,473
Public Information	109,666	-	-
Community Programs	56,756	65,863	48,686
Total	**312,565**	**298,457**	**289,358**

Mission
Use a variety of communication tools to encourage people to visit, move to or do business in Derby and focus on enhanced communication with Derby residents.

Goals

- Attract people to Derby by organizing and marketing the Derby BBQ Festival, Parade of Homes, and Shop Derby.
- Encourage people to visit Derby by promoting local events organized by Community Marketing Partners.
- Engage and inform Derby residents by producing high-quality *Derby News* (inserted in water bills) and providing relevant and timely content for the City website, Channel 7, social media sites, and community LED signs.
- Keep City employees informed by producing the *City Scoop* monthly newsletter.

Budget Worksheet									
Communications									
100.195.225		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	58,249	72,792	140,315	160,483	159,206	120%	-1%	$32,500 paid out of Transient Guest Tax in 2016 & 2017 (See Finance Section). Multimedia Specialist position moved to this budget in 2016.
5013	Lump Sum		150		-	-	-100%	0%	
5002	Overtime	-	433	-	-	-	-100%	0%	
5004	Termination Fees	-	-	-	-	-	0%	0%	
5007	One Time Performance Pay	-	295	-	-	-	-100%	0%	
5012	Longevity	-	260	960	960	960	270%	0%	
	Transient Guest Tax	-	(18,802)	-	(32,500)	(32,500)	-100%	0%	Credit from Transient Guest Tax for 50% of Communications Director salary
	Total Personnel	**58,249**	**55,127**	**141,275**	**128,943**	**127,666**	134%	-1%	
6002	Operating Supplies	2,009	627	5,000	3,500	3,500	458%	0%	
6210	Software Upgrades		-	800	3,520	3,520	0%	0%	3 Adobe Creative Cloud licenses (2,520) Software for Multimedia Specialist (1,000).
	Total Commodities	**2,009**	**627**	**5,800**	**7,020**	**7,020**	1019%	0%	
7005	Pre-Employment Expenses	-		-	-		0%	0%	
7010	Printing	305	176	11,409	7,400	7,400	4113%	0%	12 Derby News newsletters in 2016 and 2017 ($7,200/year)
7013	Advertising & Marketing	13,427	6,718	13,500	6,670	11,975	-1%	80%	Visit Wichita & Kansas Guide (share cost with Hampton Inn/Rock River Rapids); Derby Informer special sections ($1,500) 2016 and 2017. Metro Wichita ($5,455) in 2017. Panther Stadium Signage ($755) 2016 and ($605) 2017.
7030	Travel	1,519	661	2,150	2,000	2,000	203%	0%	KAPIO quarterly meetings (3); KAPIO conference
7041	Dues and Memberships	1,551	1,342	2,356	715	715	-47%	0%	KAPIO ($40); NAGW ($125); PRSA ($315); Go Wichita ($680); Multimedia Specialist ($200)
7050	Meetings/Seminars	1,198	1,020	1,988	1,111	1,111	9%	0%	KAPIO (150); PRSA ($136); WAMA ($75); Software classes for Coordinator ($500); Multimedia Specialist ($250)
7071	Marketing- Shop Derby		-	8,750	2,500	2,500	0%	0%	
7220	Professional Fees/Contracts	6,509	7,070	19,754	12,762	16,812	81%	32%	Swagit ($7,410); Civic Plus (3,852); SiteImprove ($4,050); Video Revisions ($1,500)
	Total Contractual Service	**24,509**	**16,986**	**59,907**	**33,158**	**42,513**	95%	28%	
	Communications	**84,767**	**72,741**	**206,982**	**169,121**	**177,199**	132%	5%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	2016	2017
Communications Director	100%	100%
Communications Coordinator	100%	100%
Multimedia Specialist	100%	100%

Public Information budget merged into this Communications budget in 2016.

Budget Worksheet									
Community Marketing - Events									
100.195.065		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
4602	Sponsorship Donations - BBQ	12,603	25,727	15,000	19,000	19,000	-26%	0%	
4400	Activity Receipts-BBQ	19,788	22,720	23,000	19,220	19,220	-15%	0%	Start up cash moved from 7523.
4404	Sponsorship Donations - Shop Derby	1,800	1,500	3,200	-	-	-100%	0%	Line item moved to communications and deleted effective 2016.
4405	Activity Receipts- Shop Derby	950	-	3,200	-	-	0%	0%	Line item moved to communications and deleted effective 2016.
	Total Revenues	**35,141**	**49,947**	**44,400**	**38,220**	**38,220**	-23%	0%	
6002	Operating Supplies	2,730	3,567	2,730	2,730	2,730	-23%	0%	Banners and equipment purchased in 2015 will be used in future years.
	Total Commodities	**2,730**	**3,567**	**2,730**	**2,730**	**2,730**	-23%	0%	
							0%	0%	
7005	Pre-Employment Expenses		160		-	-			
7010	Printing-BBQ	10,430	11,583	13,830	11,583	11,583	0%	0%	Signage, T-shirts, awards and posters. Moved $3,030 in '16 for postcards from Public Info Budget - 7010.
7070	Printing-Shop Derby	1,346	-	1,750	-	-	0%	0%	Combined with 7071 "Marketing- Shop Derby". All expenditures for the 2016 budget and further appear in "Communications".
7220	Professional Fees/Contracts	14,996	19,230	16,396	19,186	19,186	0%	0%	Move trash collection to this line in 2016 ($2,232). Add $150 for BBQ judge class in 2016, $35 for KCBS Membership. Licensed music fee.
7242	Equipment Rental	7,297	13,019	7,000	10,000	10,000	-23%	0%	Tents ($7652); Photo Booth ($550); Inflatables ($700); Refridgerated truck ($530); Helium Tank ($25); Misc exp ($543).
7071	Marketing-Shop Derby	7,548	968	7,000	-	-	-100%	0%	All expenditures for the 2016 budget and further appear in "Communications".
7013	Marketing-BBQ	7,129	5,706	7,500	5,706	5,706	0%	0%	Kansas Magazine, Eagle, Derby Informer, DRC Guide.
7523	Public Events	20,096	19,171	20,000	14,268	14,268	-26%	0%	Increase cash awards to competitors $4,000 in 2016 ($11,500). Move trash collection to 7220 in 2016 ($2,232). Changes in entertainment/ children's area result in a savings of $5,760 in 2016. Start up cash moved to 4400 ($3,500).
	Total Contractual Service	**68,842**	**69,835**	**73,476**	**60,743**	**60,743**	-13%	0%	
Community Marketing - Events		**71,572**	**73,402**	**76,206**	**63,473**	**63,473**	-14%	0%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Budget Worksheet									
Public Information									
100.100.040		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
5001	Wages-Salary	55,935	86,097	85,135			-100%	0%	All expenditures for 2016 Budget and further appear in "Communications" budget.
5002	Overtime	-	-	-			0%	0%	
5007	One Time Performance Pay	-	491	-			-100%	0%	
5012	Longevity	420	680	690			-100%	0%	
5013	Lump Sum	-	150	-			-100%	0%	
	Total Personnel	**56,355**	**87,418**	**85,825**	**-**		-100%	0%	
6002	Operating Supplies	1,707	247	3,000			-100%	0%	
6210	Software upgrades	-	578	800			-100%	0%	
	Total Commodities	**1,707**	**825**	**3,800**	**-**		-100%	0%	
							#DIV/0!	0%	
7010	Printing/Postage	7,373	7,332	7,509			-100%	0%	
7030	Travel Expense	338	603	650			-100%	0%	
7041	Dues and Memberships	485	455	455			-100%	0%	
7050	Meetings/Seminars	550	211	350			-100%	0%	
7220	Professional Fees/Contracts	12,074	12,822	15,762			-100%	0%	
7225	Public Information Expense	4,639	-	-			#DIV/0!	0%	
	Total Contractual Service	**25,459**	**21,423**	**24,726**	**-**		-100%	0%	
Public Information Division		**83,521**	**109,666**	**114,351**	**-**		-100%	0%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

Salary Splits	2016	2017
Public Information Officer	0%	0%
Administrative Assistant	0%	0%

Public Information budget merged into Communications budget beginning in 2016.

Budget Worksheet									
Community Programs									
100.100.060		2014	2015	2016	2016	2017	2016	2017	Explanation
Line #	Line Item	Actual	Actual	Budget	Revised	Budget	% Change	% Change	
7226	Art, Culture & Entertainment Grants	15,895	9,240	12,616	3,000	-	-68%	-100%	Garrett Park Shade Structures in 2016 ($3,000). ACE Grants discontinued in 2017.
7227	Public Safety Education	8,631	7,183	10,503	10,503	9,624	46%	-8%	Bike safety, seat belts, crime prevention, fire prevention week, fire education programs.
7243	Fireworks Display	12,880	12,550	12,708	10,210	10,312	-19%	1%	2017 based upon Ordinance 2245 updating fireworks allocation.
7246	VFW/American Legion Independence Day Parade	500	500	650	3,000	3,000	500%	0%	American Legion July 4 Parade ($500). Derby Twins ($2,500).
7523	Public Events	6,966	10,350	6,965	19,150	15,750	85%	-18%	BBQ Festival added in 2016. Arbor Day ($1,500), Tree Lighting Ceremony ($4,250) and BBQ Festival ($10,000).
8724	Public Safety Equipment	28,783	16,933	20,000	20,000	-	18%	-100%	2016 tasers, radar and hydraulic rescue hoses and reels.
8273	Winter Light Displays	-	-	-	-	10,000	0%	100%	Central Park holiday décor
7066	Residential Marketing Campaign	5,400	-	5,400	-	-	0%	0%	
	Total Contractual	**79,054**	**56,756**	**68,842**	**65,863**	**48,686**	16%	-26%	
	Community Programs	**79,054**	**56,756**	**68,842**	**65,863**	**48,686**	16%	-26%	
		2014 Actual	**2015 Actual**	**2016 Budget**	**2016 Revised**	**2017 Budget**	**2016**	**2017**	

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: Distinguishable 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 by the state-imposed August deadline. 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 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 alters the meaning or scope of an original 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 in Kansas is assessed at 11.5%, and commercial real estate is assessed at 25%.

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 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 planned 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.

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 operations including an estimate of proposed expenditures for a given period and proposed means of funding those expenditures. 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 budget adoption.

Budget Calendar: Schedule of key dates or milestones followed by City departments in the preparation, review, and administration of the budget.

Manager's 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: Money spent 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 five-year 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 Fund: 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.

Certificate 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 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. When Derby reaches a population of 25,000, the City must convert to a City of the first class.

Comprehensive Plan: A 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 usually covers a ten-year period and 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 to perform services for and on behalf of 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. In Derby, members are elected by ward in four wards. 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 and fulfill other duties set forth by charter ordinance.

Debt Service: Annual payments required to support debt issues including interest and principal.

Defeasance: The process to authorize 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, Streets, Water, Wastewater, Stormwater, Fleet Management, Metal Fabrication, and Code Enforcement. Departments are led by a 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 money; 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 Commission. The DRC delivers recreational and wellness programs and operates the local recreation center, Oaklawn Activity Center, Rock River Rapids Aquatic Park, and sports leagues and tournaments. The DRC is governed by a board with members appointed by the school board and the City Council. Personnel and operating costs are paid through the school district's mill levy. The Derby Recreation Center is owned by the City of Derby, and debt payment for that facility is paid in the form of rent from the DRC. Rock River Rapids also is owned by the City and operated by the DRC under a management agreement with the City.

Employee Benefits: Social Security, retirement, unemployment compensation, health/life/dental insurance and other benefits 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, wastewater, and stormwater utilities. Expenditures are matched with revenue from service charges to ensure the program is self-supporting.

Equipment Reserve Fund: A five-year plan for expenditures which result in the acquisition of depreciable items of significant cost (i.e., major office equipment, information technology).

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, court 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 City 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. The voters of 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 imposition of taxes. The total amount of taxes, special assessments, or service charges imposed by a government to support governmental activities.

Line Item: The most detailed unit of budgetary expenditures listed in the City of Derby budget. 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, and nominating persons to serve on boards and committees, 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 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. Also called Mill Levy.

Modified Accrual: An accounting method which reports revenues when they are subject to accrual, in other words 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. 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 one public hearing 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 taken by a city governing body in a public meeting 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. In counties, a resolution is more equivalent to a city ordinance.

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 or School Resource Officer: A police officer assigned to a local school for drug and violence education and prevention.

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.

STAR Bonds: Bonds issued by a municipality to be paid primarily from future sales tax revenue collected by businesses within the STAR Bond District. The City incurs no financial risk when issuing these bonds because they are not backed by the City's full faith and credit.

Tax Year: The calendar year in which ad valorem taxes are levied to finance the following calendar year budget. For example, taxes levied in 2016 finance the 2017 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 Valuation: Valuation assigned to real estate or other property by a government as the basis for levying taxes.

Vehicle Replacement Plan: A five-year 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.

CERTIFICATE

To the Clerk of Sedgwick, State of Kansas
We, the undersigned, officers of
City of Derby
certify that: (1) the hearing mentioned in the attached publication was held;
(2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditures for the various funds for the year 2017; and
(3) the Amounts(s) of 2016 Ad Valorem Tax are within statutory limitations.

			2017 Adopted Budget		
Table of Contents:		Page No.	Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	County Clerk's Use Only
Computation to Determine Limit for 2017		2			
Allocation of MVT, RVT, 16/20M Veh Tax		3			
Schedule of Transfers		4			
Statement of Indebtedness		5			
Statement of Lease-Purchases		6			
Computation to Determine State Library Grant		7			
Fund	**K.S.A.**				
General	12-101a	8	23,502,700	6,889,708	
Debt Service	10-113		7,252,445	1,940,402	
Library	12-1220		980,820	845,725	
Library Employee Benefits			167,307	92,344	
Special Highway			1,339,710		
Special Park & Recreation			115,423		
Special Drug & Alcohol			118,723		
Wastewater			3,853,476		
Aquatic Park Sales Tax			366,184		
Water System			1,762,227		
Library Sales Tax			81,216		
Senior Services Advisory Board			16,900		
Health Self-Insurance			3,222,123		
Stormwater Utility			1,063,349		
Derby Difference Sales Tax			2,960,349		
Non-Budgeted Funds-A					
Totals		xxxxxxx	46,802,952	9,768,179	
Resolution required? Notice of the vote to adopt required to be published?				Yes	County Clerk's Use Only
Budget Summary		0			
Neighborhood Revitalization Rebate					Nov 1, 2016 Total Assessed Valuation

Assisted by:

Address:

Email:

Attest:_____, 2016

County Clerk

Governing Body

City of Derby 2017

Computation to Determine Limit for 2017

						Amount of Levy
1. Total tax levy amount in 2016 budget					+ $	8,911,690
2. Debt service levy in 2016 budget					- $	1,496,996
3. Tax levy excluding debt service					$	7,414,694

2016 Valuation Information for Valuation Adjustments

4. New improvements for 2016:			+	4,978,877		
5. Increase in personal property for 2016:						
5a. Personal property 2016	+	1,245,007				
5b. Personal property 2015	-	1,298,224				
5c. Increase in personal property (5a minus 5b)			+	0 (Use Only if > 0)		
6. Valuation of annexed territory for 2016						
6a. Real estate	+	5,460				
6b. State assessed	+	0				
6c. New improvements	-	0				
6d. Total adjustment (sum of 6a, 6b, and 6c)			+	5,460		
7. Valuation of property that has changed in use during 2016				289,548		
8. Total valuation adjustment (sum of 4, 5c, 6d &7)				5,273,885		
9. Total estimated valuation July 1,2016		203,509,000				
10. Total valuation less valuation adjustment (9 minus 8)				198,235,115		
11. Factor for increase (8 divided by 10)				0.02660		
12. Amount of increase (11 times 3)					+ $	197,262
13. 2017 budget tax levy, excluding debt service, prior to CPI adjustment (3 plus 12)					$	7,611,956
14. Debt service levy in this 2017 budget						1,940,402
15. 2017 budget tax levy, including debt service, prior to CPI adjustment (13 plus 14)						9,552,358
16. Consumer Price Index for all urban consumers for calendar year 2015						0.125%
17. Consumer Price Index adjustment (3 times 16)					$	9,268
18. Maximum levy for budget year 2017, including debt service, not requiring 'notice of vote publication or adoption of a resolution prior to adoption of the budget (15 plus 17)					$	9,561,626

If the 2017 adopted budget includes a total property tax levy exceeding the dollar amount in line 18
you must, prior to adoption of such budget, adopt a resolution authorizing such levy and, subsequent to adoption of such budget, 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 such resolution or published notice of the vote be required if the total budget year tax levy is $1,000 or less.

City of Derby 2017

Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates

Budgeted Fund for 2016	Ad Valorem Levy Tax Year 2015	Allocation for Year 2017				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	6,540,633	837,572	6,998	1,106	5,732	0
Debt Service	1,496,996	191,701	1,602	253	1,312	0
Library	787,920	100,899	843	133	691	0
Library Employee Benefits	86,141	11,031	92	15	76	0
TOTAL	8,911,690	1,141,203	9,535	1,507	7,811	0

County Treas Motor Vehicle Estimate	1,141,203
County Treas Recreational Vehicle Estimate	9,535
County Treas 16/20M Vehicle Estimate	1,507
County Treas Commercial Vehicle Tax Estimate	7,811
County Treas Watercraft Tax Estimate	0

Motor Vehicle Factor	0.12806
Recreational Vehicle Factor	0.00107
16/20M Vehicle Factor	0.00017
Commercial Vehicle Factor	0.00088
Watercraft Factor	0.00000

City of Derby 2017

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2015	Current Amount for 2016	Proposed Amount for 2017	Transfers Authorized by Statute
Wastewater	Bond & Interest	355,750	350,600	359,000	
Library	Library Employee Benefit	55,000	56,000	62,920	12-825d
Library Sales Tax	General Fund			31,448	
Library Sales Tax	Derby Difference Sales Tax			19,768	
Water Bond Fund	Capital Projects	17,164			
Special Street	Capital Projects	74,576			
Capital Projects	General Fund	350,000	350,000	300,000	
Derby Difference	General Fund		5,506		
Derby Difference	CIP Reserve			525,890	
Wastewater	Wastewater CIP		150,000	150,000	
General Fund	Equipment Reserve	33,000	60,000	200,000	
	Totals	885,490	972,106	1,649,026	
	Adjustments				
	Adjusted Totals	885,490	972,106	1,649,026	

*Note: Adjustments are required only if the transfer is being made in 2016 and/or 2017 from a non-budgeted fund.

City of Derby 2017

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **General**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	6,905,309	7,794,383	6,989,961
Receipts:			
Ad Valorem Tax	5,848,995	6,412,384	xxxxxxxxxxxxxxxxxxx
Delinquent Tax	61,311	70,275	70,000
Motor Vehicle Tax	858,449	784,509	837,572
Recreational Vehicle Tax	6,997	7,000	6,998
16/20M Vehicle Tax	1,038	1,040	1,106
Commercial Vehicle Tax	5,454	5,455	5,732
Watercraft Tax	5,504	5,504	5,504
Gross Earning (Intangible) Tax	0		0
LAVTR	0		0
City and County Revenue Sharing	0		0
Transient Guest Tax	110,519	130,000	130,000
Rental Car Excise Tax	5,463	5,254	6,998
Local Alcoholic Liquor	59,132	59,800	60,500
Local Sales Tax	3,951,082	4,110,706	4,192,920
Franchise Tax	1,941,546	1,969,945	2,038,510
Business Registrations	98,070	67,400	98,400
Community Marketing	49,947	38,220	38,220
Fireworks Stand Permits	64,000	56,000	48,000
State Highway Connecting Links	25,416	25,416	25,416
Building Trade Permits	292,195	250,000	250,000
Payroll Adjustment	437,605		
Reimbursements	688,494	435,556	452,505
Park Revenues	18,833	50,000	50,000
Court Fines	651,426	665,000	700,000
Fees & Charges	93,278	89,768	89,760
Senior Center County Grant & Fees	213,185	212,943	217,943
Other Revenue	46,740	45,000	45,000
Transfers In - Capital Projects Fund	350,000	350,000	300,000
Transfers In - Library Sales Tax Fund			31,448
Transfers In - Derby Difference Sales Tax		5,506	
In Lieu of Taxes (IRB)			
Interest on Idle Funds	31,348	35,000	35,000
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**15,916,027**	**15,887,681**	**9,737,532**
Resources Available:	**22,821,336**	**23,682,064**	**16,727,493**

FUND PAGE - GENERAL

Adopted Budget General	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Resources Available:	22,821,336	23,682,064	16,727,493
Expenditures:			
Administration	956,569	1,071,109	1,042,623
Police	2,950,665	3,276,128	3,261,095
Finance	723,326	783,206	795,028
Public Works	2,080,826	2,384,011	2,513,646
Operations	1,667,261	1,794,170	1,809,317
Fire & Rescue	1,174,469	1,250,250	1,255,945
Planning & Engineering	753,412	754,402	873,852
Employee Benefits	3,401,287	3,689,432	3,805,743
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
0	0	0	0
Subtotal detail (Should agree with detail)	13,707,815	15,002,708	15,357,249
Debt - Certificate of Participation	236,702		
Capital Improvements	170,661	604,520	549,500
Capital Equipment	595,741	515,875	660,750
Contingencies	300	25,000	25,000
Reimburseables	191,017	254,000	200,000
Transient Guest Tax Rebate	91,717	130,000	130,000
Payroll Reserve		100,000	100,000
Reserve			4,080,201
Transfer to Equipment Reserve	33,000	60,000	200,000
Cash Forward (2017 column)			
Miscellaneous			2,200,000
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**15,026,953**	**16,692,103**	**23,502,700**
Unencumbered Cash Balance Dec 31	7,794,383	6,989,961	xxxxxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount:	21,417,310	22,518,660	23,502,700
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	23,502,700
		Tax Required	6,775,207
	Delinquent Comp Rate:	1.7%	114,501
		Amount of 2016 Ad Valorem Tax	6,889,708

Page No. 8a

Adopted Budget **General Fund - Detail Page 1**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Expenditures:			
Administration			
Salaries	669,609	740,885	734,446
Contractual	271,482	310,224	289,077
Commodities	15,478	20,000	19,100
Capital Outlay			
Total	**956,569**	**1,071,109**	**1,042,623**
Police			
Salaries	2,610,052	2,900,372	2,878,146
Contractual	149,213	189,965	190,265
Commodities	191,400	185,791	192,684
Capital Outlay			
Total	**2,950,665**	**3,276,128**	**3,261,095**
Finance			
Salaries	377,187	416,031	412,755
Contractual	334,943	355,785	370,710
Commodities	11,196	11,390	11,563
Capital Outlay			
Total	**723,326**	**783,206**	**795,028**
Public Works			
Salaries	1,303,238	1,432,237	1,455,631
Contractual	312,926	485,298	571,791
Commodities	464,662	466,476	486,224
Capital Outlay			
Total	**2,080,826**	**2,384,011**	**2,513,646**
Operations			
Salaries	557,361	629,914	623,525
Contractual	1,055,154	1,104,466	1,124,702
Commodities	54,746	59,790	61,090
Capital Outlay			
Total	**1,667,261**	**1,794,170**	**1,809,317**
Fire & Rescue			
Salaries	1,044,607	1,118,566	1,120,946
Contractual	77,036	78,290	79,735
Commodities	52,826	53,394	55,264
Capital Outlay			
Total	**1,174,469**	**1,250,250**	**1,255,945**
Planning & Engineering			
Salaries	637,484	696,395	712,998
Contractual	105,166	43,146	150,806
Commodities	10,762	14,861	10,048
Capital Outlay			
Total	**753,412**	**754,402**	**873,852**
Employee Benefits			
Salaries	3,401,287	3,689,432	3,805,743
Contractual			
Commodities			
Capital Outlay			
Total	**3,401,287**	**3,689,432**	**3,805,743**
Page 1 - Total	**13,707,815**	**15,002,708**	**15,357,249**

City of Derby 2017

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Debt Service**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	906,555	1,098,927	796,361
Receipts:			
Ad Valorem Tax	1,870,741	1,467,643	xxxxxxxxxxxxxxxxxx
Delinquent Tax	14,571	15,000	15,000
Motor Vehicle Tax	195,868	250,917	191,701
Recreational Vehicle Tax	1,598	2,115	1,602
16/20M Vehicle Tax	264	302	253
Commercial Vehicle Tax	1,312	1,475	1,312
Watercraft Tax	1,258	1,148	1,148
Rental Car Excise Tax	1,248	3,000	3,000
Special Assessments	4,223,260	3,802,343	3,589,209
Recreation Commission Rent	285,820	282,020	283,170
Grant Reimbursement	101,911	97,946	93,535
Transfers In	355,750	350,600	359,000
Interest on Idle Funds	8,892	9,000	9,000
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**7,062,493**	**6,283,509**	**4,547,930**
Resources Available:	**7,969,048**	**7,382,436**	**5,344,291**
Expenditures:			
G.O. Bond Principal	5,495,475	5,229,759	5,161,009
G.O. Bond Interest	1,374,646	1,356,316	1,243,694
Cash Basis Reserve (2017 column)			847,742
Miscellaneous			
Does miscellanous exceed 10% Total Exp			
Total Expenditures	**6,870,121**	**6,586,075**	**7,252,445**
Unencumbered Cash Balance Dec 31	1,098,927	796,361	xxxxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount:	7,626,450	7,522,147	7,252,445
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	7,252,445
		Tax Required	1,908,154
	Delinquent Comp Rate:	1.7%	32,248
		Amount of 2016 Ad Valorem Tax	1,940,402

Adopted Budget **Library**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	25,714	26,736	25,637
Receipts:			
Ad Valorem Tax	758,380	772,471	xxxxxxxxxxxxxxxxxx
Delinquent Tax	11,454	9,180	9,180
Motor Vehicle Tax	99,575	101,719	100,899
Recreational Vehicle Tax	844	857	843
16/20M Vehicle Tax	128	122	133
Commercial Vehicle Tax	665	598	691
Watercraft Tax	664	497	497
Rental Car Excise Tax	659	1,270	1,270
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			10,000
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**872,369**	**886,714**	**123,513**
Resources Available:	**898,083**	**913,450**	**149,150**
Expenditures:			
Personnel	519,400	562,748	570,785
Contractual	296,947	269,065	347,115
Transfers Out	55,000	56,000	62,920
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**871,347**	**887,813**	**980,820**
Unencumbered Cash Balance Dec 31	26,736	25,637	xxxxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount:	914,590	914,190	980,820
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	980,820
		Tax Required	831,670
	Delinquent Comp Rate:	1.7%	14,055
		Amount of 2016 Ad Valorem Tax	845,725

Page No.

City of Derby 2017

FUND PAGE FOR FUNDS WITH A TAX LEVY

Adopted Budget **Library Employee Benefits**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	1,712	6,067	1,185
Receipts:			
Ad Valorem Tax	83,333	84,452	xxxxxxxxxxxxxxxxxxxxxxxx
Delinquent Tax	812	970	970
Motor Vehicle Tax	11,326	11,327	11,031
Recreational Vehicle Tax	92	95	92
16/20M Vehicle Tax	14	15	15
Commercial Vehicle Tax	72	70	76
Watercraft Tax	73	75	75
Rental Car Excise Tax	72	134	134
Transfer from Library Fund	55,000	56,000	62,920
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**150,794**	**153,138**	**75,313**
Resources Available:	152,506	159,205	76,498
Expenditures:			
Personnel	146,439	158,020	167,307
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**146,439**	**158,020**	**167,307**
Unencumbered Cash Balance Dec 31	6,067	1,185	xxxxxxxxxxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount:	157,275	158,020	167,307
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	167,307
		Tax Required	90,809
	Delinquent Comp Rate:	1.7%	1,535
		Amount of 2016 Ad Valorem Tax	92,344

Adopted Budget **0**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	xxxxxxxxxxxxxxxxxxxxxxxx
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	xxxxxxxxxxxxxxxxxxxxxxxx
2015/2016/2017 Budget Authority Amount:	0	0	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
	Delinquent Comp Rate:	1.7%	0
		Amount of 2016 Ad Valorem Tax	0

City of Derby 2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Special Highway**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	754,494	490,883	454,992
Receipts:			
State of Kansas Gas Tax	607,947	614,027	620,168
County Transfers Gas	259,338	261,931	264,550
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**867,285**	**875,958**	**884,718**
Resources Available:	**1,621,779**	**1,366,841**	**1,339,710**
Expenditures:			
Contractual Services			35,000
Capital Outlay	1,056,320	911,849	1,304,710
Transfer to Capital Projects Fund	74,576		
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**1,130,896**	**911,849**	**1,339,710**
Unencumbered Cash Balance Dec 31	490,883	454,992	0
2015/2016/2017 Budget Authority Amount:	1,243,798	1,306,635	1,339,710

Adopted Budget

Special Park & Recreation	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	140,473	13,773	54,923
Receipts:			
Special Alcohol Tax	59,132	59,800	60,500
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**59,132**	**59,800**	**60,500**
Resources Available:	**199,605**	**73,573**	**115,423**
Expenditures:			
Capital Outlay	185,832	18,650	
Reserve for 2018 Capital Outlay			115,423
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**185,832**	**18,650**	**115,423**
Unencumbered Cash Balance Dec 31	13,773	54,923	0
2015/2016/2017 Budget Authority Amount:	186,000	72,213	115,423

City of Derby 2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Special Drug & Alcohol**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	126,692	107,198	58,223
Receipts:			
Special Alcohol Tax	59,132	59,800	60,500
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**59,132**	**59,800**	**60,500**
Resources Available:	**185,824**	**166,998**	**118,723**
Expenditures:			
DARE Program	37,832	46,775	8,100
Treatment Program	4,500	20,000	52,700
New Equipment	36,294	42,000	44,100
Special Fund Expenditures			13,823
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**78,626**	**108,775**	**118,723**
Unencumbered Cash Balance Dec 31	107,198	58,223	0
2015/2016/2017 Budget Authority Amount:	158,963	140,703	118,723

Adopted Budget

Wastewater	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	2,826,404	3,477,492	3,797,364
Receipts:			
Charges for Services	2,807,000	2,843,000	2,871,000
Connection Fees	35,100	35,000	35,000
ARRA Reimbursment	43,316	41,720	39,738
Other Revenue	370,542	3,000	3,000
Interest on Idle Funds	7	7	
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**3,255,965**	**2,922,727**	**2,948,738**
Resources Available:	**6,082,369**	**6,400,219**	**6,746,102**
Expenditures:			
Personnel	749,330	806,582	814,680
Commodities	101,665	124,095	124,584
Contractual	523,676	552,160	575,451
Debt Service - Principal & Interest	297,458	294,418	290,511
Capital Outlay	576,998	475,000	1,689,250
Transfer to Bond & Interest	355,750	350,600	359,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**2,604,877**	**2,602,855**	**3,853,476**
Unencumbered Cash Balance Dec 31	3,477,492	3,797,364	2,892,626
2015/2016/2017 Budget Authority Amount:	3,575,138	3,143,841	3,853,476

City of Derby 2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Aquatic Park Sales Tax**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	1,698,482	1,596,549	1,330,135
Receipts:			
Annual Revenue - DRC	156,886	129,000	100,000
Concession	17,519	17,500	17,500
Sponsorships	9,000	5,000	5,000
Interest on Idle Funds	1,631	2,200	2,500
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**185,036**	**153,700**	**125,000**
Resources Available:	**1,883,518**	**1,750,249**	**1,455,135**
Expenditures:			
Contractual	286,805	345,114	291,184
Capital Outlay	164	75,000	75,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**286,969**	**420,114**	**366,184**
Unencumbered Cash Balance Dec 31	1,596,549	1,330,135	1,088,951
2015/2016/2017 Budget Authority Amount:	411,376	420,114	366,184

Adopted Budget

Water System	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	2,122,793	1,998,350	1,322,980
Receipts:			
Dividends	1,143,004	1,100,000	1,100,000
Operating Expense Reimbursements	781,567	890,106	864,534
Interest on Idle Funds	4,074	4,100	4,100
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**1,928,645**	**1,994,206**	**1,968,634**
Resources Available:	**4,051,438**	**3,992,556**	**3,291,614**
Expenditures:			
Personnel	566,938	586,999	590,665
Commodities	26,741	24,628	25,639
Contractual	228,015	278,479	248,230
Debt Service	817,266	809,770	797,693
Capital Projects	396,964	969,700	100,000
Transfer to Capital Project Fund	17,164		
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**2,053,088**	**2,669,576**	**1,762,227**
Unencumbered Cash Balance Dec 31	1,998,350	1,322,980	1,529,387
2015/2016/2017 Budget Authority Amount:	2,624,910	2,864,734	1,762,227

City of Derby 2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Library Sales Tax**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	825,465	457,000	51,216
Receipts:			
City Library Sales Tax	20		
Other Revenue		20,000	30,000
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**20**	**20,000**	**30,000**
Resources Available:	**825,485**	**477,000**	**81,216**
Expenditures:			
Personnel	208,616	233,091	
Commodities	1,497	2,500	
Contractual	158,208	170,193	
Capital Outlay	164	20,000	30,000
Transfer to General Fund			31,448
Transfer to Derby Difference Sales Tax Fund			19,768
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**368,485**	**425,784**	**81,216**
Unencumbered Cash Balance Dec 31	457,000	51,216	0
2015/2016/2017 Budget Authority Amount:	398,545	426,920	81,216

Adopted Budget

Senior Services Advisory Board	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	13,564	13,234	8,200
Receipts:			
Board Contributions	8,378	8,666	8,700
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**8,378**	**8,666**	**8,700**
Resources Available:	**21,942**	**21,900**	**16,900**
Expenditures:			
Board Expenditures	8,708	8,700	8,400
Special Fund Expenditures		5,000	8,500
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**8,708**	**13,700**	**16,900**
Unencumbered Cash Balance Dec 31	13,234	8,200	0
2015/2016/2017 Budget Authority Amount:	13,500	15,464	16,900

City of Derby 2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Health Self-Insurance**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	606,167	558,061	605,781
Receipts:			
Employee Premiums	319,337	321,462	337,534
Employer Premiums	1,971,660	2,170,283	2,278,808
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**2,290,997**	**2,491,745**	**2,616,342**
Resources Available:	**2,897,164**	**3,049,806**	**3,222,123**
Expenditures:			
Fixed Costs - Health	304,667	324,270	340,484
Fixed Costs - Dental	9,834	11,466	12,039
Estimated Claims - Health	1,897,350	1,951,167	2,048,725
Estimated Claims - Dental	127,252	157,122	164,978
Reserve for Claims			655,897
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**2,339,103**	**2,444,025**	**3,222,123**
Unencumbered Cash Balance Dec 31	558,061	605,781	0
2015/2016/2017 Budget Authority Amount:	2,937,137	3,164,186	3,222,123

Adopted Budget

Stormwater Utility	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	646,372	759,319	811,599
Receipts:			
User Fees	542,021	541,430	544,115
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**542,021**	**541,430**	**544,115**
Resources Available:	**1,188,393**	**1,300,749**	**1,355,714**
Expenditures:			
Personnel	111,134	119,941	121,110
Commodities	1,995	2,273	2,371
Contractual	23,930	25,336	24,868
Capital Outlay	292,015	341,600	915,000
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**429,074**	**489,150**	**1,063,349**
Unencumbered Cash Balance Dec 31	759,319	811,599	292,365
2015/2016/2017 Budget Authority Amount:	850,843	1,145,933	1,063,349

City of Derby 2017

FUND PAGE FOR FUNDS WITH NO TAX LEVY

Adopted Budget **Derby Difference Sales Tax**	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1	5,395,701	1,852,529	2,311,220
Receipts:			
City Sales Tax	2,337,234	2,500,839	2,575,865
Bond Proceeds	1,775,784		
Grant	15,000		
Transfer from Library Sales Tax Fund			19,768
Interest on Idle Funds	9,804	500	500
Miscellaneous	2,303		
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**4,140,125**	**2,501,339**	**2,596,133**
Resources Available:	**9,535,826**	**4,353,868**	**4,907,353**
Expenditures:			
Personnel	336,981	478,177	831,380
Commodities	23,615	8,522	14,141
Contractual	5,275	64,889	179,013
Capital Outlay	6,650,071	670,429	590,000
Debt Service	667,355	815,125	819,925
Transfer to General Fund & CIP Reserve Fund		5,506	525,890
Cash Reserve			
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**7,683,297**	**2,042,648**	**2,960,349**
Unencumbered Cash Balance Dec 31	1,852,529	2,311,220	1,947,004
2015/2016/2017 Budget Authority Amount:	8,398,869	2,357,964	2,960,349

Adopted Budget

0	Prior Year Actual for 2015	Current Year Estimate for 2016	Proposed Budget Year for 2017
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
Total Receipts	**0**	**0**	**0**
Resources Available:	**0**	**0**	**0**
Expenditures:			
Cash Forward (2017 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
Total Expenditures	**0**	**0**	**0**
Unencumbered Cash Balance Dec 31	0	0	0
2015/2016/2017 Budget Authority Amount:	0	0	0

City of Derby

NON-BUDGETED FUNDS (A)

(Only the actual budget year for 2015 is to be shown)

2017

Non-Budgeted Funds-A

(1) Fund Name:		(2) Fund Name:		(3) Fund Name:		(4) Fund Name:		(5) Fund Name:		
Wastwater CIP		**Equipment Reserve**		**CIP Reserve**		**Capital Projects**		**Law Enforcement Trust**		
Unencumbered		Unencumbered		Unencumbered		Unencumbered		Unencumbered		Total
Cash Balance Jan 1	1,370,609	Cash Balance Jan 1	179,233	Cash Balance Jan 1	1,521,226	Cash Balance Jan 1	5,830,436	Cash Balance Jan 1	3,418	8,904,922
Receipts:		Receipts:		Receipts:		Receipts:		Receipts:		
Sewer Connections	81,900	Transfer - General Fund	33,000	Transfer from Cap Projec	145,683	Prepaid Assessments	88,552	Interest	1	
Interest	2,689					Bond Proceeds	7,920,000			
						Bond Premium	296,303			
						Transfer In Water Fund	17,164			
						Transfer In - Street Fund	74,576			
Total Receipts	84,589	Total Receipts	33,000	Total Receipts	145,683	Total Receipts	8,396,595	Total Receipts	1	8,659,868
Resources Available:	1,455,198	Resources Available:	212,233	Resources Available:	1,666,909	Resources Available:	14,227,031	Resources Available:	3,419	17,564,790
Expenditures:		Expenditures:		Expenditures:		Expenditures:		Expenditures:		
Loan Payment	58,888	Equipment	163,273	Capital Outlay	361,557	Temp Note Principal	4,705,000			
						Temp Note Interest	95,853			
						Cost of Issuance	205,918			
						Bond Refunding - Escrov	3,205,139			
						Capital Outlay	3,713,904			
						Transfer to General Fund	350,000			
						Transfer to CIP Reserve	145,683			
Total Expenditures	58,888	Total Expenditures	163,273	Total Expenditures	361,557	Total Expenditures	12,421,497	Total Expenditures	0	13,005,215
Cash Balance Dec 31	1,396,310	Cash Balance Dec 31	48,960	Cash Balance Dec 31	1,305,352	Cash Balance Dec 31	1,805,534	Cash Balance Dec 31	3,419	**4,559,575** **
										4,559,575 **

**Note: These two block figures should agree.

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NOTICE OF BUDGET HEARIN

2017

The governing body of

City of Derby

will meet on August 9, 2016 at 6:30 pm at Derby City Hall, 611 Mulberry, Suite 300 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

Detailed budget information is available at Derby City Hall and will be available at this hearing.

BUDGET SUMMAR`

Proposed Budget 2017 Expenditures and Amount of 2016 Ad Valorem Tax establish the maximum limits of the 2017 budget.

Estimated Tax Rate is subject to change depending on the final assessed valuation.

	Prior Year Actual for 2015		Current Year Estimate for 2016		Proposed Budget Year for 2017		
FUND	Expenditures	Actual Tax Rate *	Expenditures	Actual Tax Rate *	Budget Authority for Expenditures	Amount of 2016 Ad Valorem Tax	Estimate Tax Rate *
General	15,026,953	32.211	16,692,103	34.502	23,502,700	6,889,708	33.855
Debt Service	6,870,121	10.302	6,586,075	7.897	7,252,445	1,940,402	9.535
Library	871,347	4.177	887,813	4.156	980,820	845,725	4.156
Library Employee Benefits	146,439	0.459	158,020	0.454	167,307	92,344	0.454
Special Highway	1,130,896		911,849		1,339,710		
Special Park & Recreation	185,832		18,650		115,423		
Special Drug & Alcohol	78,626		108,775		118,723		
Wastewater	2,604,877		2,602,855		3,853,476		
Aquatic Park Sales Tax	286,969		420,114		366,184		
Water System	2,053,088		2,669,576		1,762,227		
Library Sales Tax	368,485		425,784		81,216		
Senior Services Advisory Bo	8,708		13,700		16,900		
Health Self-Insurance	2,339,103		2,444,025		3,222,123		
Stormwater Utility	429,074		489,150		1,063,349		
Derby Difference Sales Tax	7,683,297		2,042,648		2,960,349		
Non-Budgeted Funds:							
Wastewater CIP	58,888						
Equipment Reserve	163,273						
CIP Reserve	361,557						
Capital Projects	12,421,497						
Law Enforcement Trust	0						
Totals	53,089,030	47.149	36,471,137	47.009	46,802,952	9,768,179	48.000
Less: Transfers	885,490		972,106		1,649,026		
Net Expenditure	52,203,540		35,499,031		45,153,926		
Total Tax Levied	8,733,258		8,911,690		xxxxxxxxxxxxxxxxx		
Assessed Valuation	185,228,486		189,575,240		203,509,000		
Outstanding Indebtedness, January 1,	2014		2015		2016		
G.O. Bonds	61,275,000		60,595,000		60,450,000		
Revenue Bonds	0		0		0		
Other	6,560,000		8,515,000		3,810,000		
Lease Purchase Principal	455,000		230,000		0		
Total	68,290,000		69,340,000		64,260,000		

*Tax rates are expressed in mills

Jean Epperson
City Official Title: Director of Finance

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