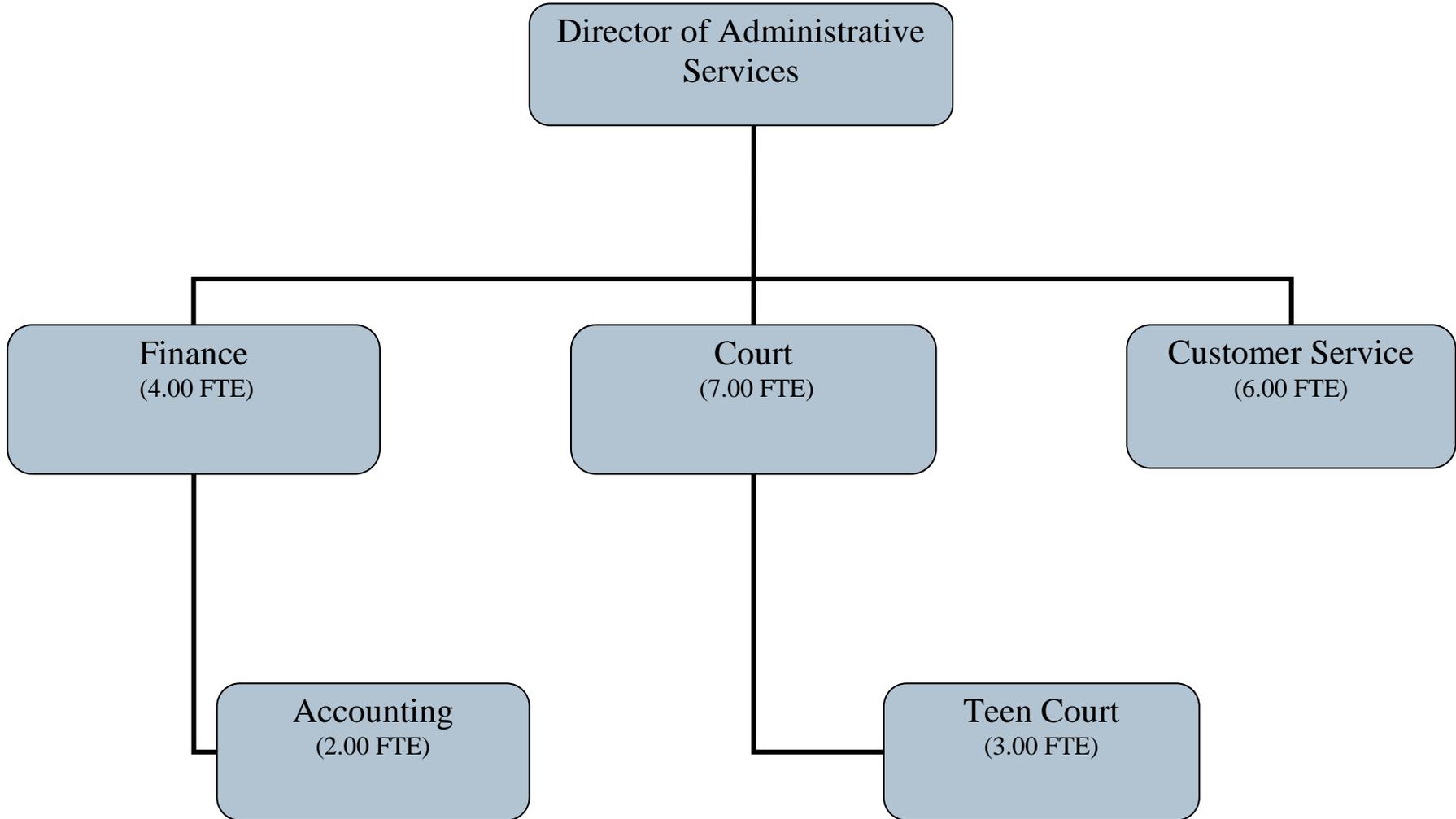
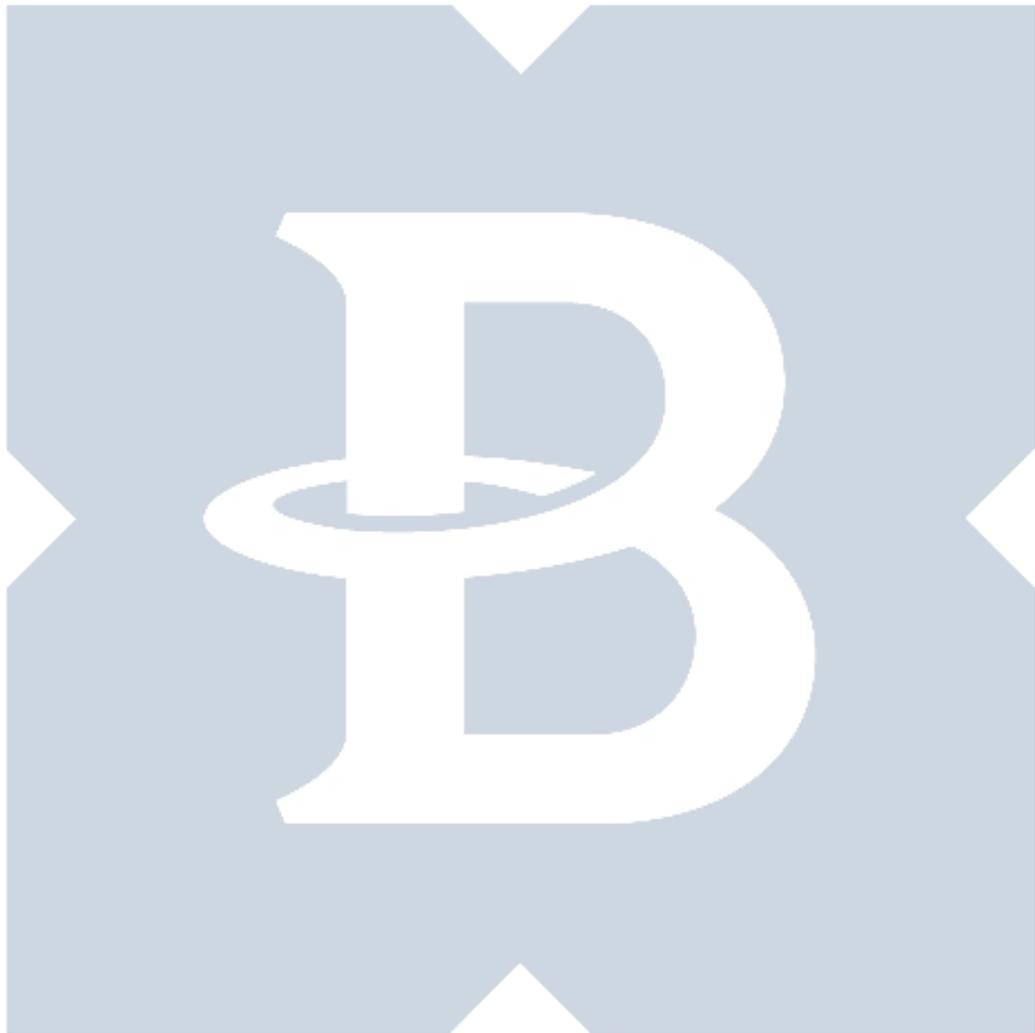




**City of Bedford
Administrative Services Organization Chart
FY 2012-2013**

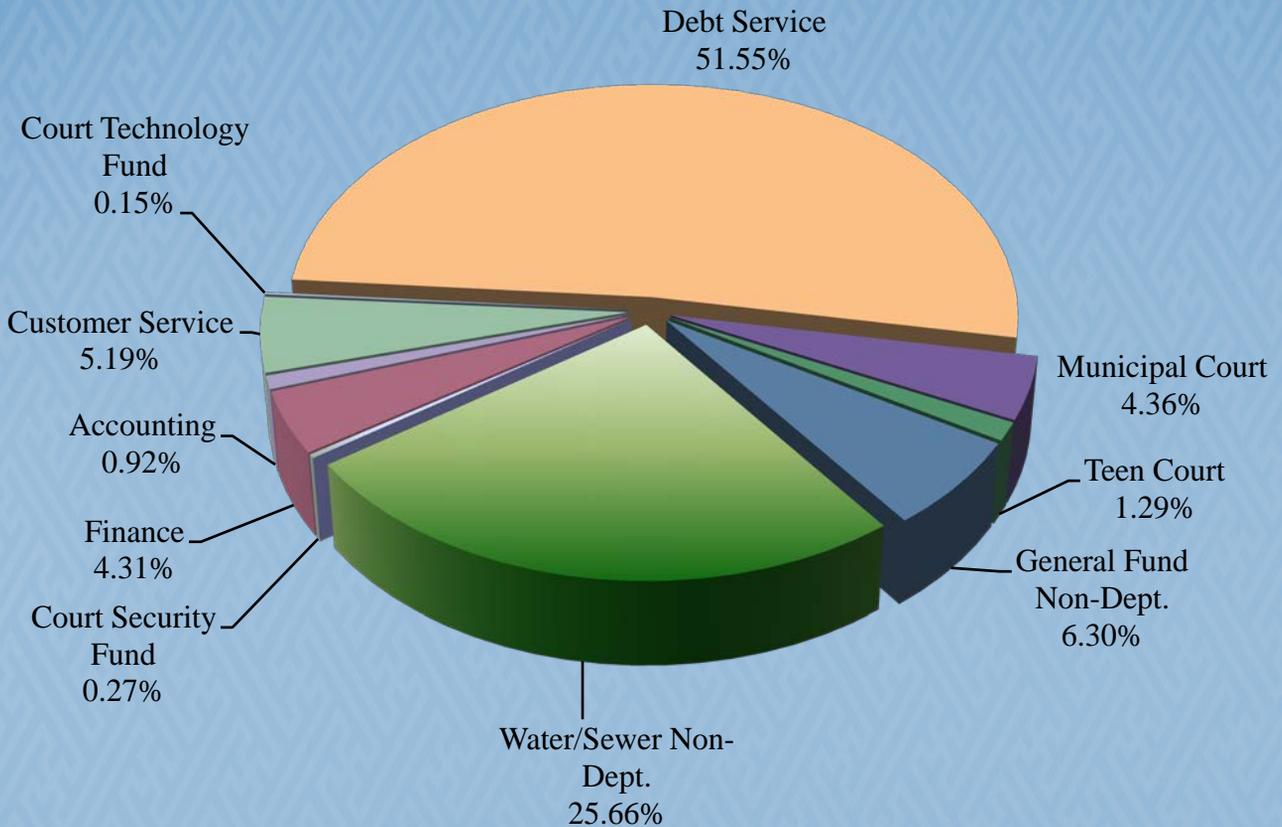




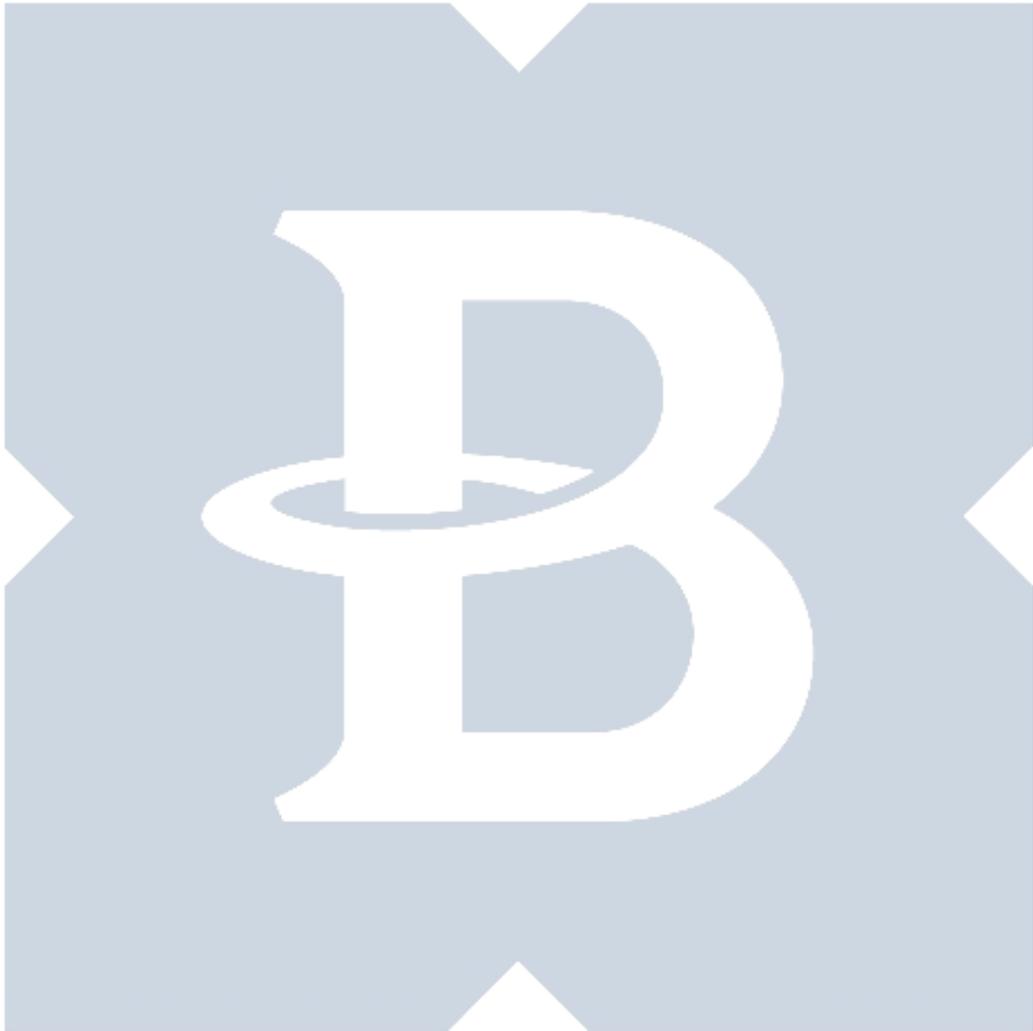
ADMINISTRATIVE SERVICES

Total Expenditures

\$13,028,072

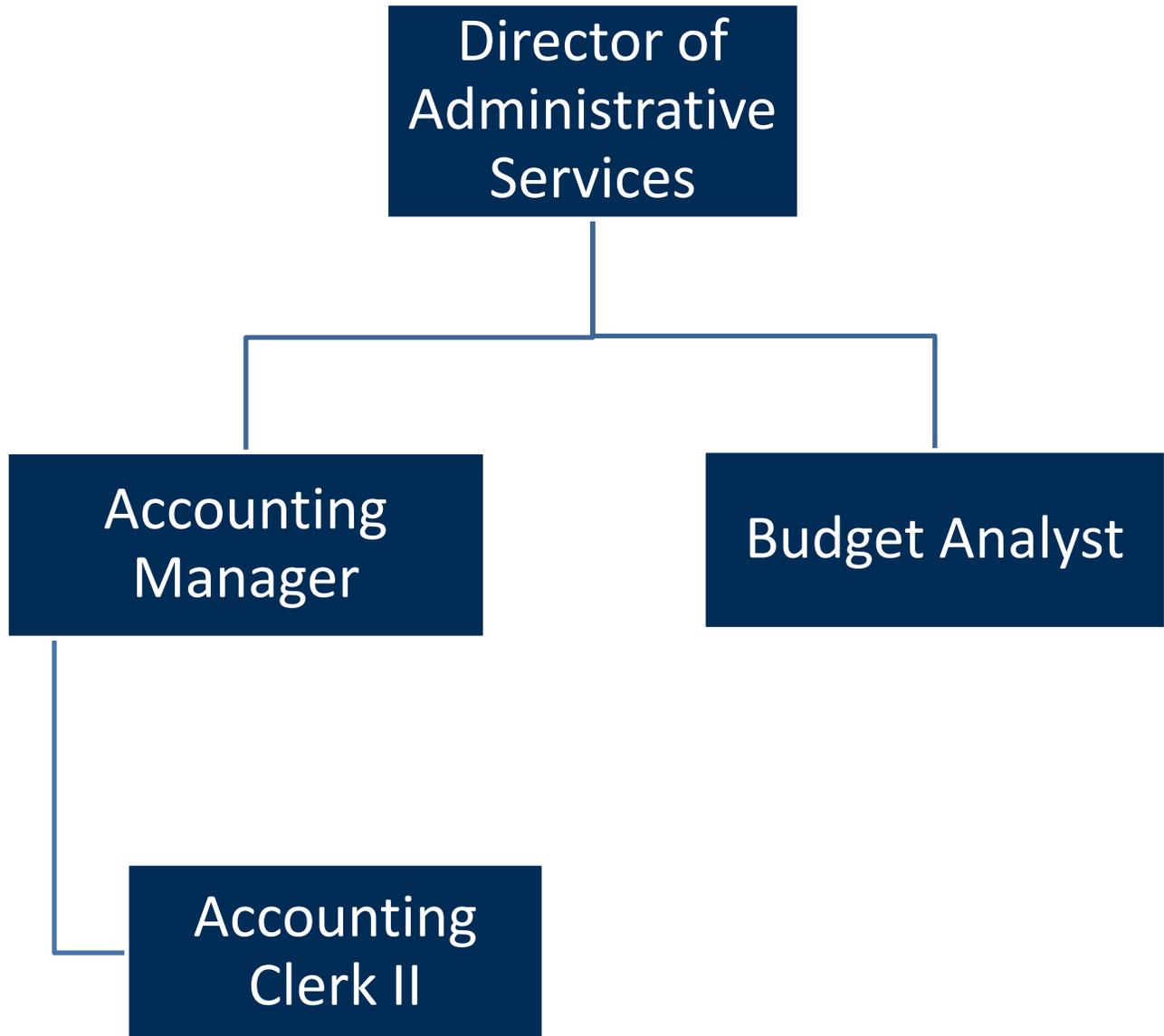


DIVISION	ACTUAL 10-11	BUDGET 11-12	BUDGET 12-13	REQUESTS 12-13	BUDGET 12-13
Finance	\$ 522,171	\$ 545,239	\$ 554,135	\$ 7,202	\$ 561,337
Municipal Court	\$ 546,447	\$ 539,690	\$ 556,788	\$ 11,289	\$ 568,077
Teen Court	\$ 163,509	\$ 162,886	\$ 163,205	\$ 4,567	\$ 167,772
Gen'l Fund Non-Dept.	\$ 853,520	\$ 791,366	\$ 820,145	\$ -	\$ 820,145
Accounting	\$ -	\$ 118,478	\$ 116,884	\$ 3,274	\$ 120,158
Customer Service	\$ 873,897	\$ 667,365	\$ 651,019	\$ 25,049	\$ 676,068
Water/Sewer Non-Dept.	\$ 3,730,770	\$ 3,190,601	\$ 3,345,880	\$ -	\$ 3,345,880
Court Security Fund	\$ 36,447	\$ 30,000	\$ 35,000	\$ -	\$ 35,000
Court Technology Fund	\$ 67,383	\$ 52,680	\$ 19,555	\$ -	\$ 19,555
Debt Service	\$ 6,755,660	\$ 6,638,879	\$ 6,714,080	\$ -	\$ 6,714,080
TOTAL	\$ 13,549,804	\$ 12,737,184	\$ 12,976,691	\$ 51,381	\$ 13,028,072





**City of Bedford
Finance Division
FY 2012 - 2013**





**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Finance

PROGRAM DESCRIPTION

The Finance Division is responsible for the oversight and management of the City's assets. The Division's activities include the areas of Payroll, Accounts Payable, EMS Revenue monitoring, Cash and Investment Management, Purchasing, Financial Reporting, Debt Management, Capital Financing, preparation of the Annual Program of Services (Budget), Quarterly Reports, coordination of the City's annual audit, preparation of the Comprehensive Annual Financial Report (CAFR), and overall banking relationships.

GOALS AND OBJECTIVES

To ensure safety and accountability for all City assets.

To establish and maintain an effective cash management program to maximize the return on the City's financial resources.

To continue to strengthen internal control procedures.

FUTURE BUDGET ISSUES

General Government income levels will be reduced, thereby causing the city to use creative means to diversify its revenue structure to make up the difference, or reduce future operations, including but not limited to, staffing.

Additionally, as technology continues to improve, the Finance department will have to focus on investing in new software that will address the inefficiencies of the existing product, plus redirect staff in a more productive capacity.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Finance

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ 318,865	\$ 301,700	\$ 317,226	\$ 309,769	\$ 321,028
Supplies	5,583	6,705	5,995	5,290	6,220
Maintenance	-	-	-	-	-
Contractual Services	165,642	174,634	177,318	183,841	189,389
Utilities	43,521	39,132	44,700	45,708	44,700
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL	\$ 533,611	\$ 522,171	\$ 545,239	\$ 544,608	\$ 561,337

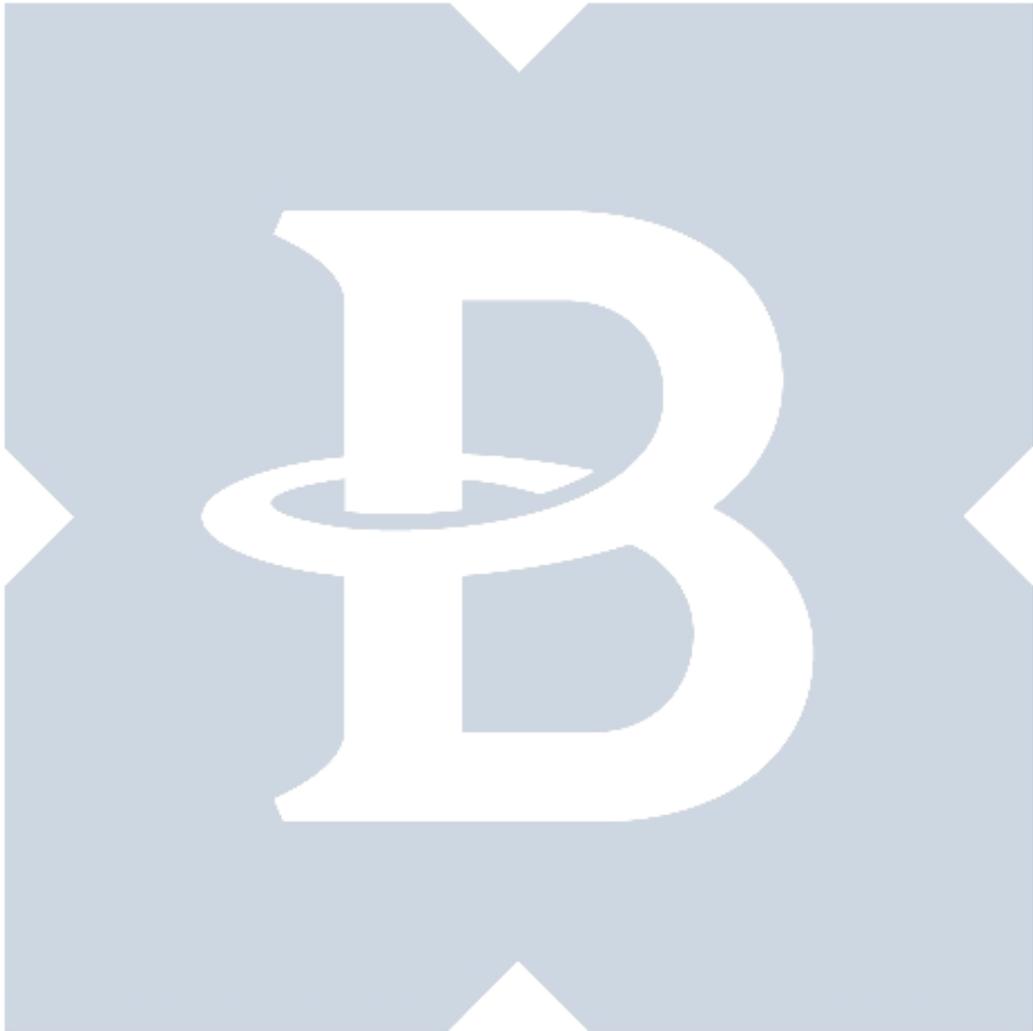
PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Director of Administrative Services	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00
Budget Analyst	0.00	1.00	1.00	1.00	1.00
Accounting Clerk II	2.00	1.00	1.00	1.00	1.00
TOTAL*	4.00	4.00	4.00	4.00	4.00

*Only budgeted positions are listed here, all positions (including frozen) can be found on the City-wide Position Summary.

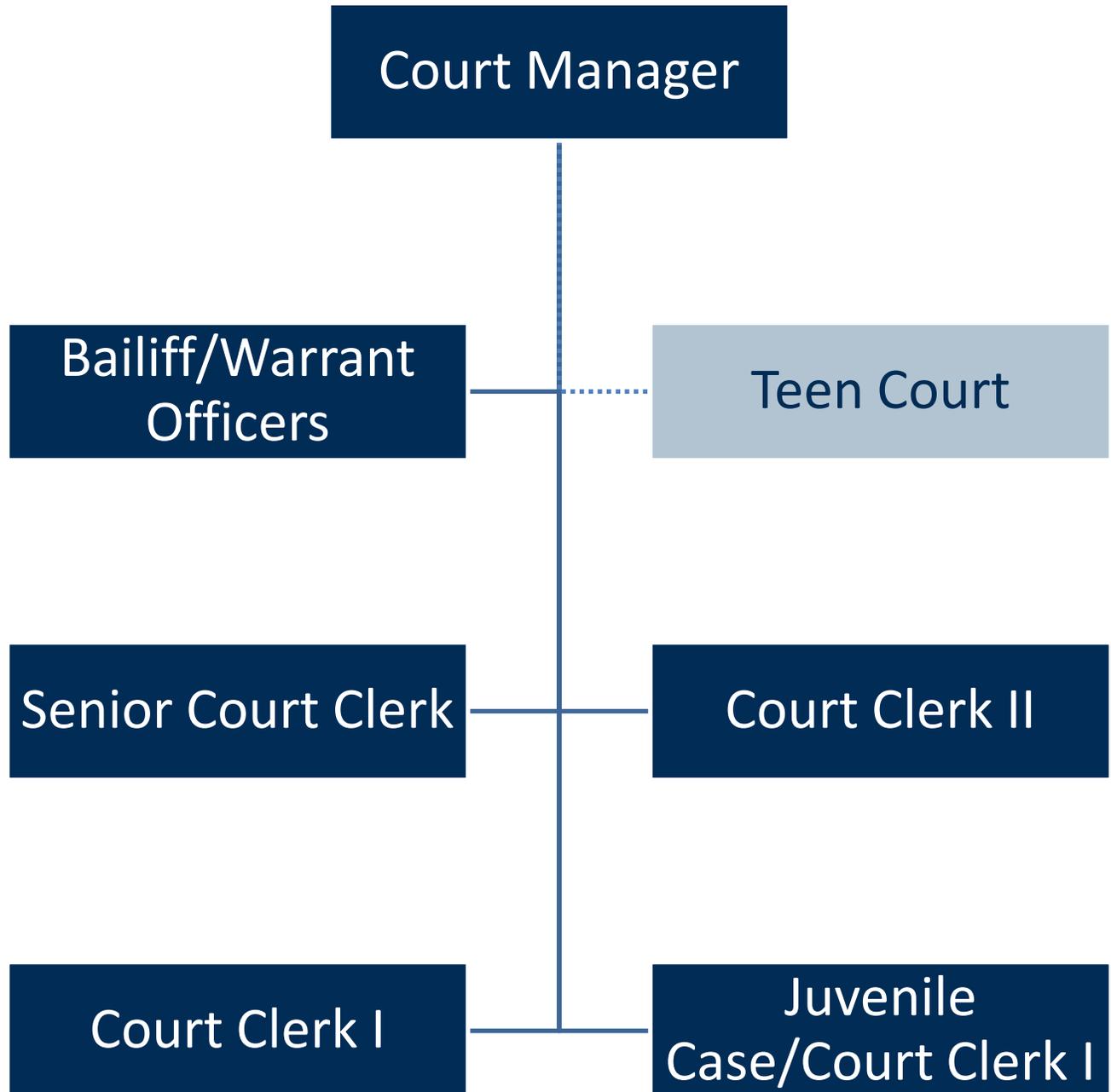
SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Increase in contract for Tarrant Tax Assessor-Collector Services	\$ 4,000
Increase in contract for Tarrant Appraisal District Services	3,242
Compensation Package	7,202





**City of Bedford
Municipal Court Division
FY 2012 - 2013**





**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Municipal Court

PROGRAM DESCRIPTION

The mission of the Bedford Municipal Court is to provide the City of Bedford with adjudication of Class C misdemeanor criminal laws within the City limits and warrant issuance/collection services. The Court has interactions with the Police Department and other agencies in the State of Texas. The Court also has the responsibility to remain educated and informed on all laws that pertain to the Municipal Courts of Texas and the impact the law will have on the City of Bedford and court functions.

The Municipal Court is a court of record which has jurisdiction within the City of Bedford's territorial limits over all Class C misdemeanor cases brought under City ordinances and the Texas State Statutes. The Court is responsible for processing all Class C offenses and ordinance violations written within the City. This division processes all documentation in accordance with state law and judicial procedures. This includes: payment of fines and distribution of court costs into mandated state accounts and City of Bedford accounts, daily cash reconciliation, defendant correspondence, citation entry into MCRS, preparation and issuance of all Class C misdemeanor alias and copies warrants, filing of citizen complaints, scheduling of trial/court dockets, processing cash and surety bonds, handling all bond forfeitures, and filing of attorney motions. The Municipal Court is also responsible for all open records requests, discovery requests, and judicial open records requests.

GOALS AND OBJECTIVES

- To provide outstanding public service to both internal and external customers.
- To provide a fair and impartial process to defendants and complainants.
- To keep all procedures and policies effective and up to date with legislative changes.
- To continue to provide training of personnel through the Texas Court Clerks Association, Texas Municipal Courts Education Center, and the Texas Commission on Law Enforcement Standards and Education.

FUTURE BUDGET ISSUES

Various legislative changes could potentially impact the Municipal Court requiring additional staff, additional duties and mandates, processing fines/fees differently, and/or holding additional hearings/dockets.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Municipal Court

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ 418,649	\$ 415,518	\$ 421,875	\$ 424,402	\$ 440,262
Supplies	12,864	17,297	16,550	16,168	16,550
Maintenance	3,101	1,122	600	1,895	600
Contractual Services	108,170	109,463	99,665	107,974	109,665
Utilities	-	-	-	-	-
Sundry	894	1,082	1,000	1,076	1,000
Capital Outlay	-	1,964	-	3,997	-
TOTAL	\$ 543,678	\$ 546,447	\$ 539,690	\$ 555,512	\$ 568,077

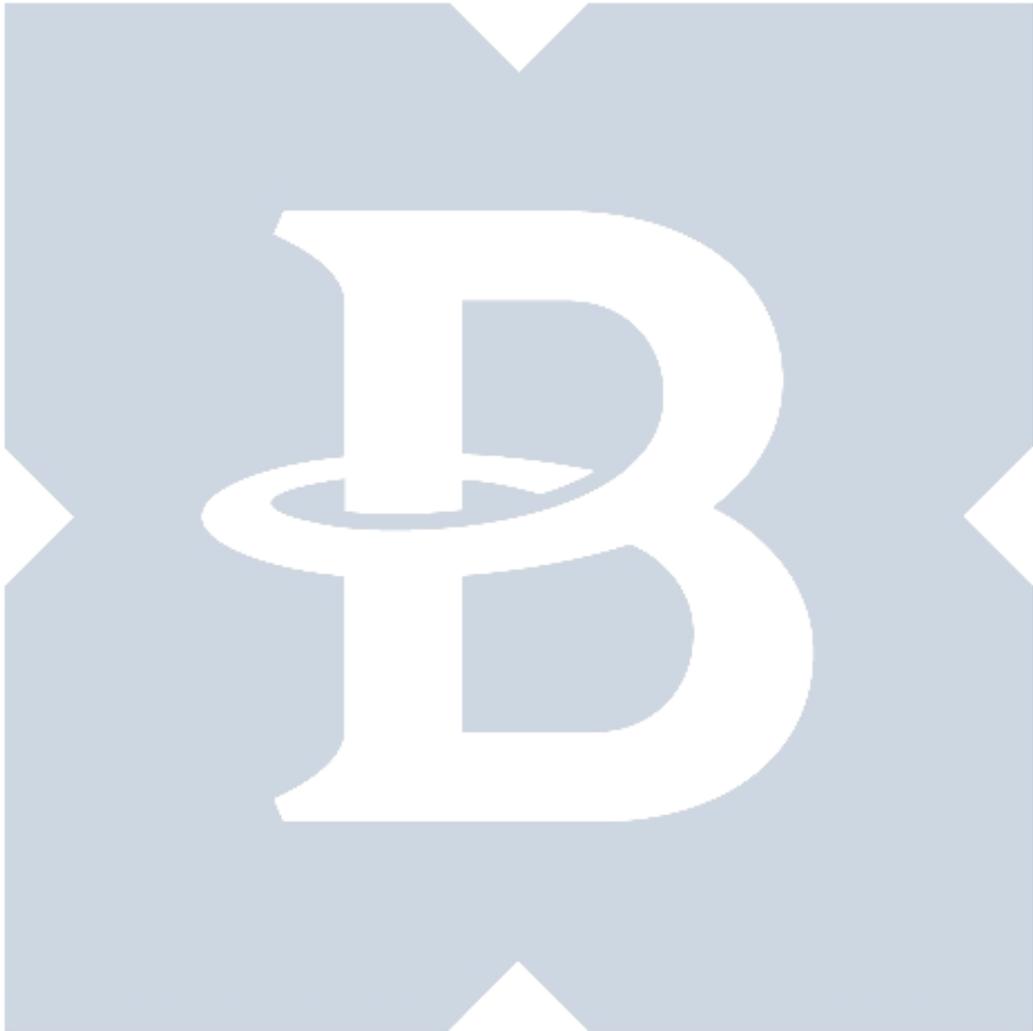
PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Municipal Court Manager	1.00	1.00	1.00	1.00	1.00
Senior Court Clerk	1.00	1.00	1.00	1.00	1.00
Court Clerk	3.00	0.00	0.00	0.00	0.00
Court Clerk II	0.00	1.00	1.00	1.00	1.00
Court Clerk I	0.00	2.00	1.00	1.00	1.00
Juvenile Case/Court Clerk I	0.00	0.00	1.00	1.00	1.00
Warrant Officer/Bailiff	2.00	2.00	2.00	2.00	2.00
TOTAL*	7.00	7.00	7.00	7.00	7.00

*Only budgeted positions are listed here, all positions (including frozen) can be found on the City-wide Position Summary.

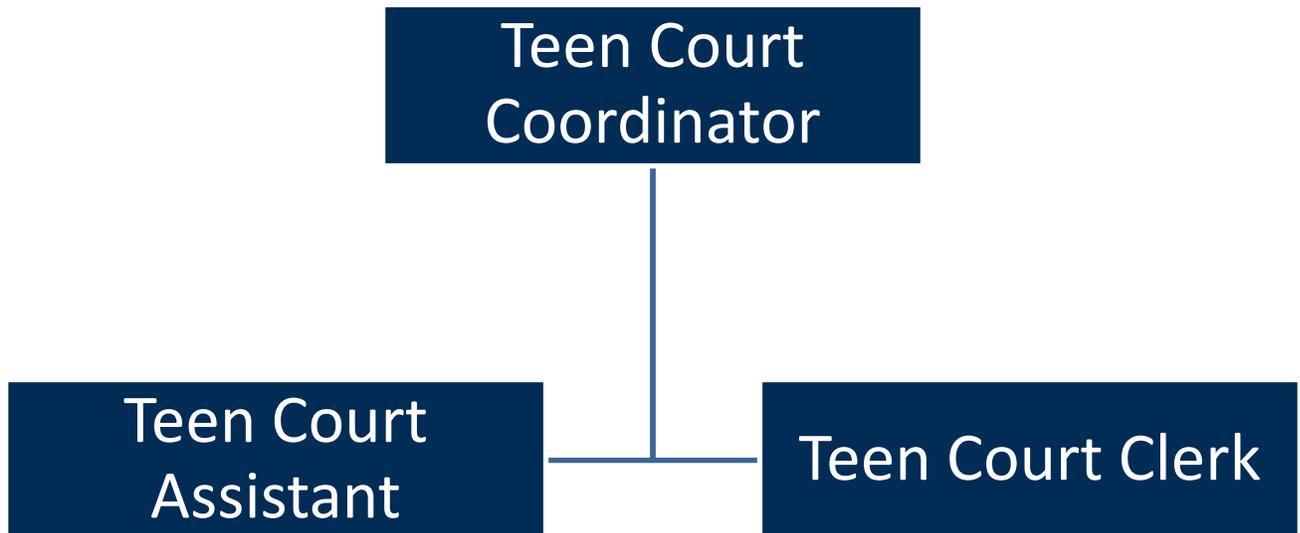
SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Increase to Legal Services line item	\$ 10,000
Compensation Package	11,289
Increase in employee benefit costs	7,098





**City of Bedford
Teen Court Division
FY 2012 - 2013**





**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Teen Court

PROGRAM DESCRIPTION

Teen Court is responsible for the management of the referral of youth offenders from the Hurst, Eules, and Bedford Municipal Courts. The defendants repay their debt to society by performing community service hours, jury terms, and any other classes specified in order to keep the offense(s) from appearing on their permanent record.

While enrolled, the teen may be required to attend classes that address the offense(s) the teen was charged with in an effort to avoid recidivism and promote a healthy lifestyle the teens can emulate. The budget presents those expenditures required to effectively continuities level of service to the community while continuing to experience growth in the number of referrals. It also allows recognition of the volunteers and members of the Teen Court Advisory Board.

GOALS AND OBJECTIVES

To continue in developing and maintaining a staff of well trained teen and adult volunteers through general training, on-the-job experience and visits to law related events and facilities.

FUTURE BUDGET ISSUES

HEB Teen Court is funded by the cities of Hurst, Eules, and Bedford. If any one of these cities were to discontinue participation, the Teen Court program could potentially become extremely limited and/or nonexistent in it's capacity to offer juvenile offenders an alternative juvenile justice program.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Teen Court

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ 148,096	\$ 148,096	\$ 154,201	\$ 133,458	\$ 159,087
Supplies	3,219	3,219	5,095	4,895	5,095
Maintenance	133	133	500	393	500
Contractual Services	2,240	2,240	3,090	2,822	3,090
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL	\$ 153,688	\$ 153,688	\$ 162,886	\$ 141,568	\$ 167,772

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Teen Court Coordinator	1.00	1.00	1.00	1.00	1.00
Teen Court Assistant Coordinator	1.00	1.00	1.00	1.00	1.00
Teen Court Clerk	1.00	1.00	1.00	1.00	1.00
TOTAL*	3.00	3.00	3.00	3.00	3.00

*Only budgeted positions are listed here, all positions (including frozen) can be found on the City-wide Position Summary.

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Compensation Package	\$	4,567
		-
		-



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Non Departmental

PROGRAM DESCRIPTION

The Non-Departmental account is designed to provide a means to budget expenditures that are typically not charged to, or associated with, specific operating departments or divisions. The Administrative Services Department is responsible for managing and monitoring these expenditures.

GOALS AND OBJECTIVES

To maintain a level of funding for non-specific departmental usage in order to maintain operational needs.

FUTURE BUDGET ISSUES

As funds become tighter and tighter, usage of these funds will be monitored more closely. This will be another focus area that Finance will review over the next few years. The current financial system has run its course, and is very outdated. Many staff are having to work over time to manually key, report, and pull data from the current system. With an upgraded system, staff would be able to track items more efficiently, cut down on the paperwork outflow, keep up with contractual obligations, handle credit card processing fees with greater efficiency, etc. and perform ad hoc reporting in a more timely manner. A citywide system would allow for faster use, uniformity, consistency, and much greater efficiency to benefit the city and the community by providing a better tool of reporting information.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Non Departmental

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	4,400	4,155	2,750	2,825	4,300
Maintenance	-	89,573	101,365	80,269	81,365
Contractual Services	583,569	513,397	482,251	534,264	484,480
Utilities	-	25	-	18,607	-
Sundry	1,318,992	228,876	205,000	289,250	250,000
Capital Outlay	646,944	17,494	-	-	-
TOTAL	\$ 2,553,905	\$ 853,520	\$ 791,366	\$ 925,215	\$ 820,145

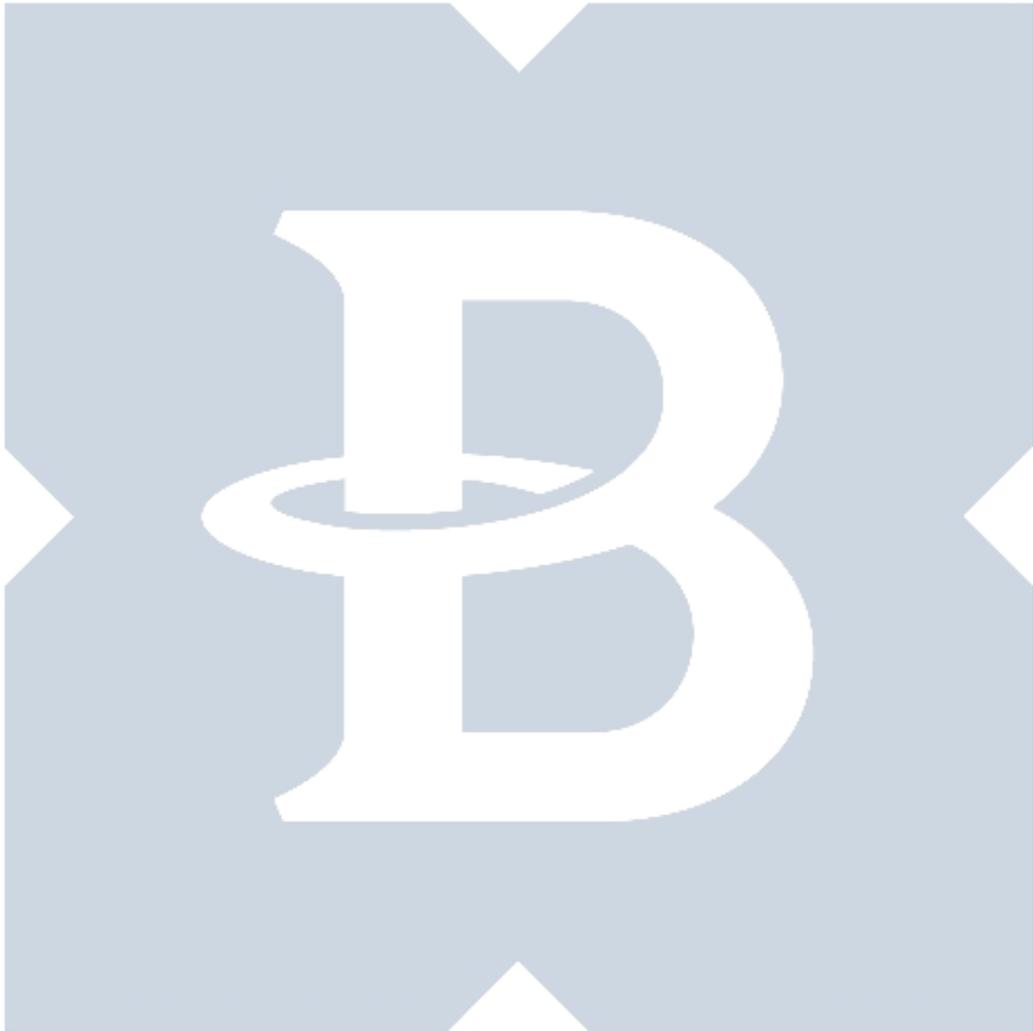
PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
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No personnel

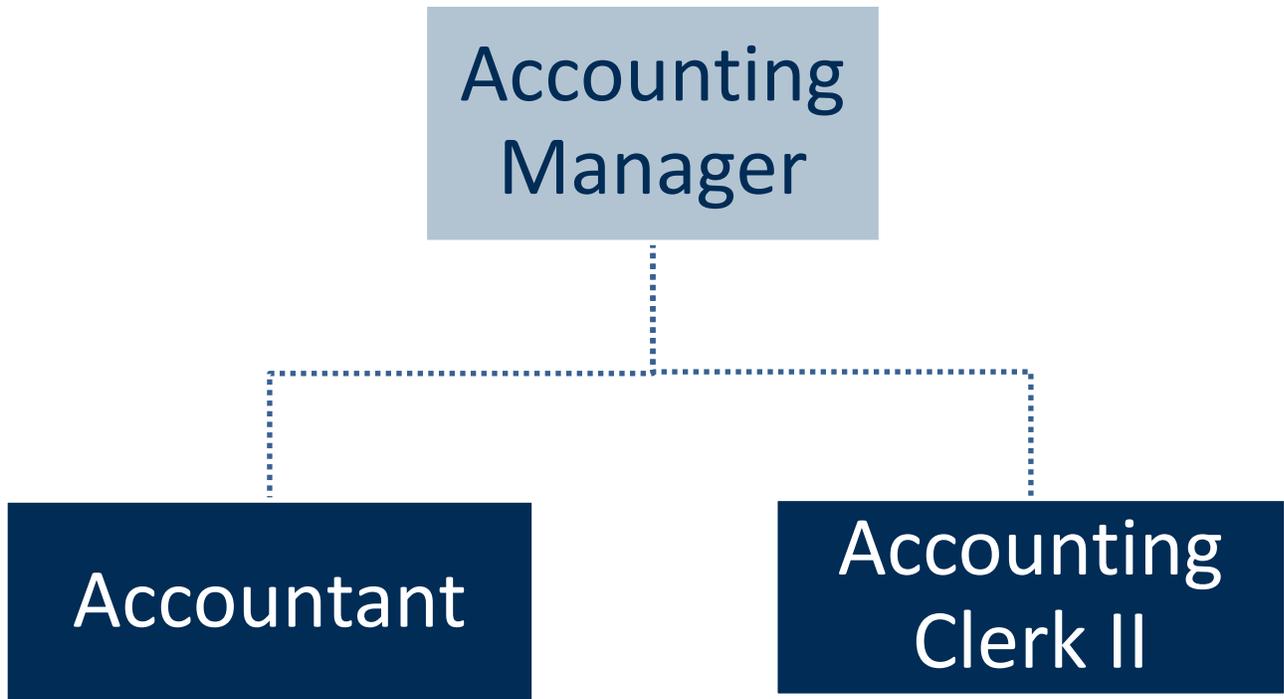
SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Increased transfers to Maintenance & Replacement Funds	\$ 45,000
Reduced Trunk Radio Maintenance due to warranty coverage	(20,000)
Optum HSA account fees moved here	2,100





**City of Bedford
Accounting Division
FY 2012 - 2013**





**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Accounting

PROGRAM DESCRIPTION

The Finance Division is responsible for the oversight and management of the City's assets. The Division's activities include the areas of Payroll, Accounts Payable, EMS Revenue monitoring, Cash and Investment Management, Purchasing, Financial Reporting, Debt Management, Capital Financing, preparation of the Annual Program of Services (Budget), Quarterly Reports, coordination of the City's annual audit, preparation of the Comprehensive Annual Financial Report (CAFR), and overall banking relationships.

GOALS AND OBJECTIVES

To ensure safety and accountability for all City assets.

To establish and maintain an effective cash management program to maximize the return on the City's financial resources.

To continue to strengthen internal control procedures.

FUTURE BUDGET ISSUES

The future expansion of highway 183 poses an income threat to the business corridor of the City. This new highway expansion will commit a strain on the business community thereby limiting sales tax and permit revenues. This will be a major focus/concern we will face over the next few years. General Government income levels will be reduced thereby causing the city to use creative means to diversify its revenue structure to make up the difference, or reduce future operations, including but not limited to, staffing. Additionally, as technology continues to improve, the Finance department will have to focus on investing in new software that will address the inefficiencies of the existing product plus redirect staff in a more productive capacity.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Accounting

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ -	\$ -	\$ 115,318	\$ 115,707	\$ 117,778
Supplies	-	-	250	250	250
Maintenance	-	-	-	-	-
Contractual Services	-	-	2,910	2,885	2,130
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ 118,478	\$ 118,842	\$ 120,158

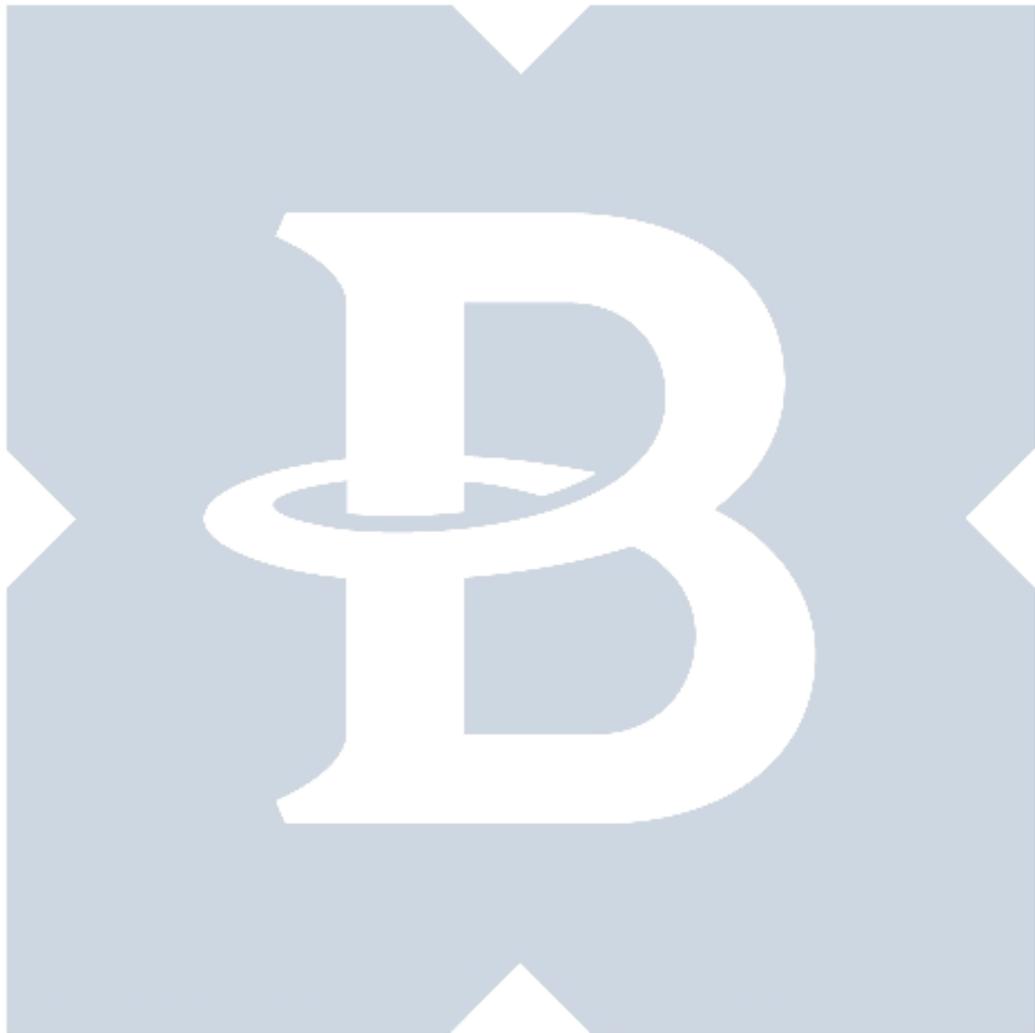
PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Accountant	0.00	0.00	1.00	1.00	1.00
Accounting Clerk II	0.00	0.00	1.00	1.00	1.00
TOTAL*	0.00	0.00	2.00	2.00	2.00

*Only budgeted positions are listed here, all positions (including frozen) can be found on the City-wide Position Summary.

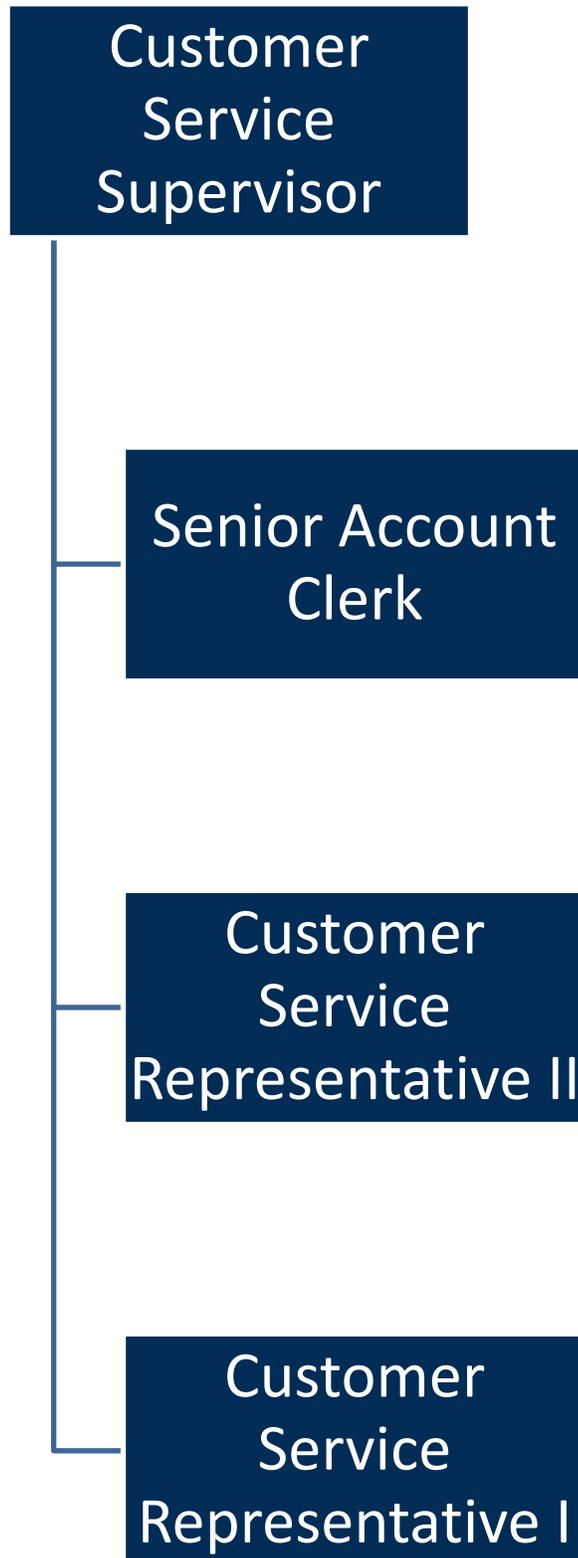
SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Compensation Package	\$	3,274
		-
		-





**City of Bedford
Customer Service Division
FY 2012 - 2013**





**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Customer Service

PROGRAM DESCRIPTION

This division oversees all aspects of the Customer Service Center, utility billing, vital statistics and issuance of various types of permits. Customer Service Representatives handle all inquiries, complaints, and maintenance requests identified by the citizens of Bedford as well as the general public.

GOALS AND OBJECTIVES

To oversee the operations of the joint Customer Service Center.

To arrange attendance in training seminars to improve service skills for customer service personnel.

To improve telephone skills needed in handling customer complaints and inquiries.

To improve coordination between supply and distribution departments in resolving complaints issues.

FUTURE BUDGET ISSUES

Increasing cost from the wholesale water and wastewater provider (TRA) is causing the city to reevaluate its rate structure. Water resources are limited, and there will be more costs involved with water study research. After consecutive years of rate increases, the City's customer base is looking for us to cap rising costs from spreading to them. Therefore, the need to restructure rates will be of the utmost importance moving forward, as well as the pumpage and electrical usage also being affected. Recent conservation measures could result in decreased water sales.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Customer Service

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ 485,252	\$ 483,490	\$ 292,722	\$ 291,936	\$ 304,483
Supplies	80,718	82,637	84,137	78,962	87,610
Maintenance	327	-	-	-	-
Contractual Services	280,725	282,604	262,417	215,075	239,886
Utilities	24,921	25,166	28,089	30,178	28,089
Capital Outlay	3,857	-	-	4,423	16,000
TOTAL	\$ 875,800	\$ 873,897	\$ 667,365	\$ 620,574	\$ 676,068

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Customer Service Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Accounting Clerk	1.00	1.00	1.00	1.00	1.00
Customer Service Rep II	1.00	1.00	1.00	1.00	1.00
Customer Service Rep I	3.00	3.00	3.00	3.00	3.00
TOTAL*	6.00	6.00	6.00	6.00	6.00

*Only budgeted positions are listed here, all positions (including frozen) can be found on the City-wide Position Summary.

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Supplemental for Handheld Meter Readers	\$ 16,000
Decrease in contract fees	(17,000)
Compensation Package	9,049



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Water/Sewer - Non-Dept

PROGRAM DESCRIPTION

The non-departmental budget is designed to provide a means to budget expenditures that are typically not charged to individual operating departments. The Administrative Services Department is responsible for managing the budget and monitoring the expenditures. In this division, a few of the significant items that compose the budget are debt service payments for long term obligations of the Water/Sewer Fund, transfers to the General Fund to compensate for indirect costs that are incurred by the General Fund on behalf of the Water and Sewer Fund, payment in lieu of taxes, and franchise fees.

GOALS AND OBJECTIVES

FUTURE BUDGET ISSUES



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Water/Sewer - Non-Dept

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	10,245	10,245	10,245	10,245
Contractual Services	117,496	173,827	155,250	221,558	155,300
Utilities	-	-	-	-	-
Sundry	3,196,265	3,546,698	3,025,106	3,025,136	3,180,335
Capital Outlay	-	-	-	-	-
TOTAL	\$ 3,313,761	\$ 3,730,770	\$ 3,190,601	\$ 3,256,939	\$ 3,345,880

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
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No personnel

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Increase to General Fund for administrative overhead and payment-in-lieu-of-taxes	\$ 148,250
Increase of bond principal due during FY 13	30,000
Decrease of bond interest due during FY 13	(23,521)



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Court Security

PROGRAM DESCRIPTION

The Court Security Fund is designed to provide protection to the Municipal Court Judge, Court personnel, and defendants. The Bailiffs will monitor the security system which each person who enters the courtroom must pass through. In addition, a Bailiff will be able to remain in the courtroom during court sessions. Funding for this program is provided by a fee of \$3.00 assessed with each citation collected from the defendant upon conviction for a misdemeanor offense in the Municipal Court as a cost of court. This division covers a portion of the cost of two Warrant Officer/Bailiffs who are budgeted in the Municipal Court Division. This also provides for the purchase of security equipment for court offices and court security equipment.

GOALS AND OBJECTIVES

- To enhance security and confidentiality of cases and corresponding records.
- To provide search procedures for concealed weapons.
- To retain a Bailiff in the courtroom during court sessions at all times.
- Reduce liability to the City due to enhanced security measures.

FUTURE BUDGET ISSUES

During the past legislative update there was some discussion in regards to adding additional revenue to the current \$3.00 Court Security Fee.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Court Security

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	28,682	36,447	30,000	35,000	35,000
Capital Outlay	-	-	-	-	-
TOTAL	\$ 28,682	\$ 36,447	\$ 30,000	\$ 35,000	\$ 35,000

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
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No personnel

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Increase to administrative transfer amount	\$	5,000	-	-
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**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Court Technology

PROGRAM DESCRIPTION

The Court Technology Fund is designed to provide funding for the purchase of technological enhancements for the Municipal Court including: computer systems, computer networks, computer hardware and software, imaging systems, replacement computers, printers, other equipment currently in use in the Municipal Court, or docket management systems. Funding for this program is provided by a fee of \$4.00 assessed with each citation collected from the defendant upon conviction for a misdemeanor offense in the Municipal Court as a cost of court.

GOALS AND OBJECTIVES

To provide technological upgrades to make the Municipal Court more efficient and more effective.

FUTURE BUDGET ISSUES

Cost of replacing electronic ticket writers as they become outdated and in disrepair. Potential increase in technical support concerning the Municipal Court's Record System and the interface and technical support for the electronic ticket writers.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Court Technology

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	510	2,304	3,600	3,600	4,365
Maintenance	600	825	600	1,227	600
Contractual Services	6,848	11,235	13,340	13,340	14,590
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	44,967	53,019	35,140	18,375	-
TOTAL	\$ 52,925	\$ 67,383	\$ 52,680	\$ 36,542	\$ 19,555

PERSONNEL SUMMARY

ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
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No personnel

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

No capital outlay purchases budgeted	\$ (35,140)
Increase for support and supplies on additional ticket writers	2,015
	-



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Debt Service

PROGRAM DESCRIPTION

The Administrative Services Department is responsible for oversight and management of the Debt Service Fund. This fund is utilized to manage all aspects of payment of long term general obligation debt. The Finance Division is responsible for the oversight and management of the City's assets.

GOALS AND OBJECTIVES

To ensure that all debt service and interest payments are made on time and in the correct amount. Debt payments are made on an annual basis occurring in February. Interest payments are made semi-annually occurring in February and August respectively.

FUTURE BUDGET ISSUES

With the expansion of 183, and future taxes collected from businesses along the highway that will either be shut down or moved to a different location will impact the overall revenue the city normally collects. This will be a major focus/concern we will face over the next few years. All funds for payment of long term debt obligations are receipted into this fund and disbursements are made to the appropriate paying agents.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Administrative Services

DIVISION

Debt Service

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	10,844	10,653	13,800	13,800	24,400
Utilities	-	-	-	-	-
Debt/Transfer	6,390,363	6,745,007	6,625,079	6,625,079	6,689,680
Capital Outlay	-	-	-	-	-
TOTAL	\$ 6,401,207	\$ 6,755,660	\$ 6,638,879	\$ 6,638,879	\$ 6,714,080

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	ADOPTED 12/13
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No personnel

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO BUDGET 12/13

Additional bond principal due FY 13	\$ 265,000
Decrease in bond interest due FY 13	\$ (200,399)
Increase for Arbitrage Compliance services	\$ 10,000

