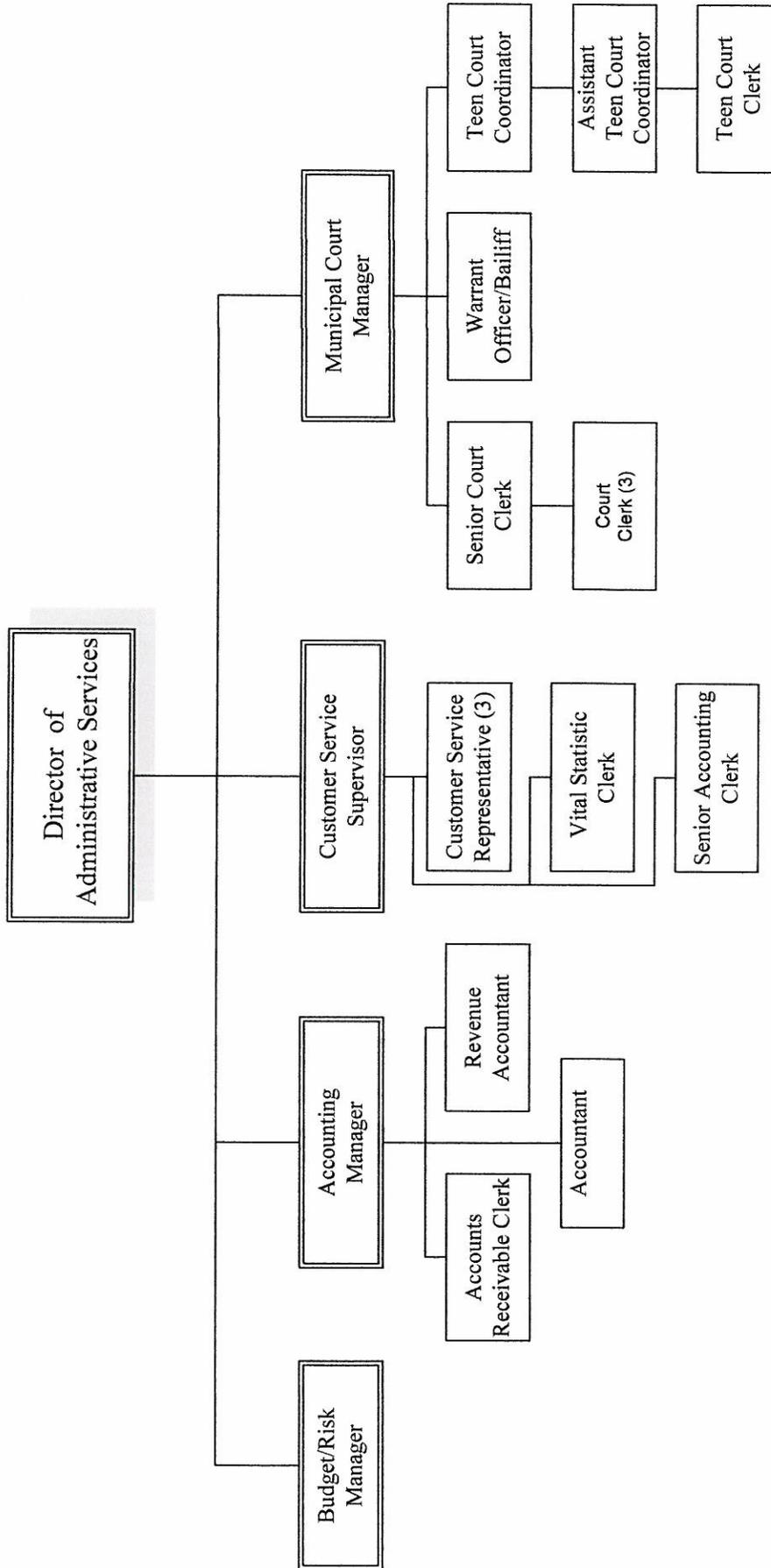
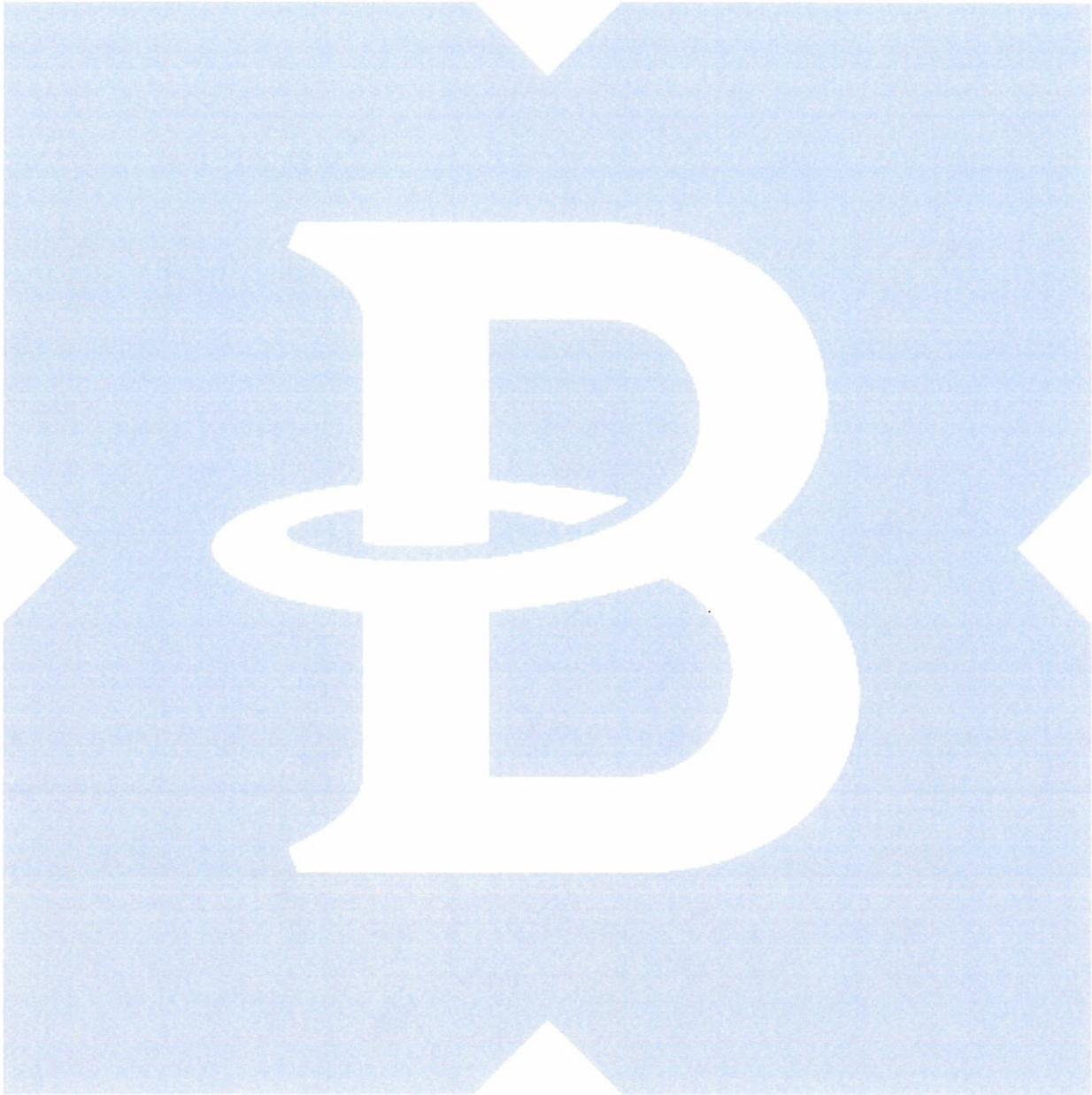


Administrative Services

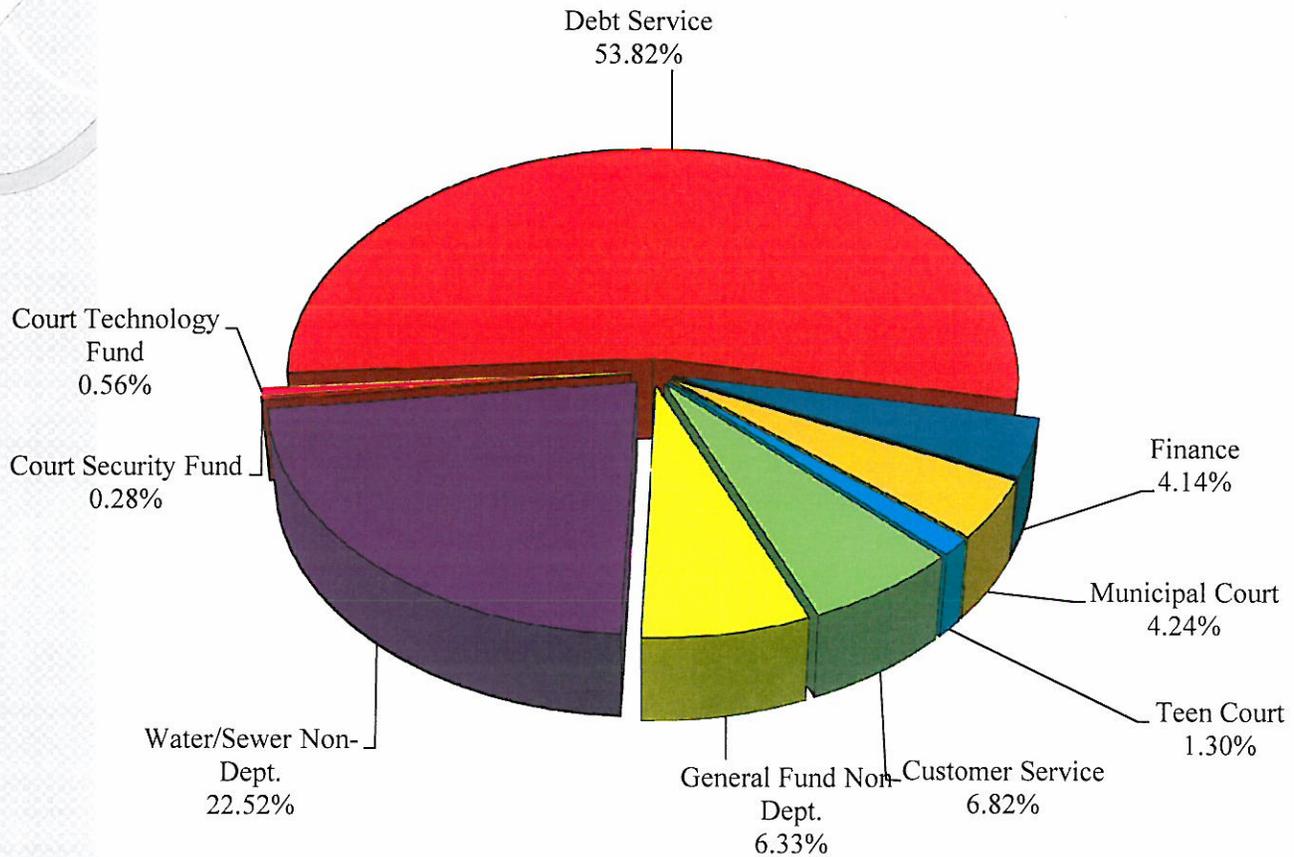




ADMINISTRATIVE SERVICES

Total Expenditures

\$12,542,708



DIVISION	ACTUAL 08-09	AMENDED BUDGET 09-10	BASE BUDGET 10-11	SUPLMNTL. REQUESTS 10-11	TOTAL BUDGET 10-11
Finance	\$ 515,106	\$ 523,399	\$ 519,062	\$ -	\$ 519,062
Municipal Court	\$ 560,006	\$ 544,969	\$ 532,313	\$ -	\$ 532,313
Teen Court	\$ 152,037	\$ 162,266	\$ 162,484	\$ -	\$ 162,484
Gen'l Fund Non-Dept.	\$ 954,482	\$ 866,689	\$ 786,830	\$ 7,500	\$ 794,330
Customer Service	\$ 845,781	\$ 857,736	\$ 850,834	\$ 4,517	\$ 855,351
Water/Sewer Non-Dept.	\$ 3,123,034	\$ 2,641,394	\$ 2,824,275	\$ -	\$ 2,824,275
Court Security Fund	\$ 21,851	\$ 28,682	\$ 35,000	\$ -	\$ 35,000
Court Technology Fund	\$ 14,656	\$ 53,394	\$ 10,500	\$ 59,162	\$ 69,662
Debt Service	\$ 6,413,905	\$ 6,425,004	\$ 6,750,231	\$ -	\$ 6,750,231
TOTAL	\$ 12,600,858	\$ 12,103,533	\$ 12,471,529	\$ 71,179	\$ 12,542,708

City of Bedford
Program Summary
FY 2010 - 2011

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), 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.

BUDGET NARRATIVE

The budget represents those expenditures required to effectively manage the City's financial assets and provide management reporting systems on which senior management and the City Council can rely to base short and long term financial and operational decisions.

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT
Administrative Services

DIVISION
Finance

EXPENDITURE SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Personnel Services	\$ 302,371	\$ 309,519	\$ 309,519	\$ 320,447	\$ 306,613
Supplies	7,536	6,400	6,400	6,725	6,340
Maintenance	48	-	-	-	-
Contractual Services	169,637	164,215	164,215	165,295	167,255
Utilities	35,514	43,265	43,265	34,428	38,854
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL	\$ 515,106	\$ 523,399	\$ 523,399	\$ 526,895	\$ 519,062

PERSONNEL SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
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
Accounts Receivable Clerk	1.00	1.00	1.00	1.00	1.00
Accounts Payable Clerk I	1.00	1.00	1.00	1.00	1.00
TOTAL	4.00	4.00	4.00	4.00	4.00

City of Bedford
Program Summary
FY 2010 - 2011

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 interaction 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.

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.
Continue to provide training of personnel through the Texas Court Clerks Association and Texas Municipal Courts Education Center.

BUDGET NARRATIVE

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 Municipal 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, entry of citations into the Municipal Court Record System, preparation and issuance of all Class C misdemeanor alias and capias warrants, filing of citizen complaints, scheduling of trial and 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.

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT
Administrative Services

DIVISION
Municipal Court

EXPENDITURE SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Personnel Services	\$ 423,340	\$ 420,296	\$ 420,296	\$ 419,858	\$ 416,028
Supplies	16,612	16,975	16,975	13,409	15,110
Maintenance	2,641	2,557	2,557	2,711	600
Contractual Services	116,651	104,041	104,041	105,920	99,475
Utilities	-	-	-	-	-
Sundry	762	1,100	1,100	800	1,100
Capital Outlay	-	-	-	-	-
TOTAL	\$ 560,006	\$ 544,969	\$ 544,969	\$ 542,698	\$ 532,313

PERSONNEL SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Municipal Court Manager	1.00	1.00	1.00	1.00	1.00
Municipal Court Supervisor	1.00	0.00	0.00	0.00	0.00
Senior Court Clerk	1.00	1.00	1.00	1.00	1.00
Court Clerk	2.00	3.00	3.00	3.00	3.00
Warrant Officer/Bailiff	2.00	2.00	2.00	2.00	2.00
TOTAL	7.00	7.00	7.00	7.00	7.00

City of Bedford
Program Summary
FY 2010 - 2011

DEPARTMENT

Administrative Services

DIVISION

Teen Court

PROGRAM DESCRIPTION

Teen Court is responsible for the management of the referral of youth offenders from the Hurst, Euless, and Bedford Municipal Courts. The defendants repay their debt to society by performing community service hours and jury terms at Teen Court in order to keep the offenses(s) from appearing on their permanent record. While enrolled, the teen may be required to attend classes that address the offenses(s) the teen was charged with in an effort to avoid recidivism and promote a healthy lifestyle the teens can emulate.

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.

BUDGET NARRATIVE

The budge represents those expenditures required to effectively continue the 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.

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT
Administrative Services

DIVISION
Teen Court

EXPENDITURE SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Personnel Services	\$ 141,903	\$ 152,653	\$ 152,653	\$ 154,334	\$ 153,449
Supplies	8,320	6,288	6,288	3,818	5,870
Maintenance	448	500	500	225	500
Contractual Services	1,366	2,825	2,825	2,684	2,665
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL	\$ 152,037	\$ 162,266	\$ 162,266	\$ 161,061	\$ 162,484

PERSONNEL SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Teen Court Coordinator	1.00	1.00	1.00	1.00	1.00
Teen Court Assistant	0.00	1.00	1.00	1.00	1.00
Teen Court Clerk	2.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	3.00

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT

Administrative Services

DIVISION

Non-Departmental

PROGRAM DESCRIPTION

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

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT
Administrative Services

DIVISION
Non-Departmental

EXPENDITURE SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Personnel Services	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Supplies	7,261	1,425	1,425	3,690	1,500
Maintenance	-	-	-	-	101,365
Contractual Services	572,659	478,965	478,965	499,790	486,465
Utilities	-	-	-	-	-
Sundry	349,562	386,299	386,299	309,851	205,000
Capital Outlay	-	-	-	409,444	-
TOTAL	\$ 954,482	\$ 866,689	\$ 866,689	\$ 1,222,775	\$ 794,330

PERSONNEL SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
TOTAL	0.00	0.00	0.00	0.00	0.00

City of Bedford
Program Summary
FY 2010 - 2011

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.

BUDGET NARRATIVE

The Customer Service Division has made significant progress in training personnel in the diverse areas of customer service, including utility billing, vital statistics and permit issuance. Emphasis will continue to be placed on expanding cross-training of personnel, as well as capitalizing on the city's website to provide information about city services in a customer friendly presentation.

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT

Administrative Services

DIVISION

Customer Service

EXPENDITURE SUMMARY

	ACTUAL	BUDGET	AMENDED	PROJECTED	BUDGET
	08/09	09/10	09/10	09/10	10/11
Personnel Services	\$ 484,391	\$ 486,207	\$ 486,207	\$ 493,871	\$ 476,579
Supplies	83,427	84,250	84,250	82,165	86,980
Maintenance	2,459	391	391	290	-
Contractual Services	250,859	263,098	263,098	226,702	267,212
Utilities	24,645	23,790	23,790	18,531	24,580
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	3,857	-
TOTAL	\$ 845,781	\$ 857,736	\$ 857,736	\$ 825,416	\$ 855,351

PERSONNEL SUMMARY

	ACTUAL	BUDGET	AMENDED	PROJECTED	BUDGET
	08/09	09/10	09/10	09/10	10/11
Accountant	1.00	1.00	1.00	1.00	1.00
Budget/Risk Manager	1.00	1.00	1.00	1.00	1.00
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
Accounting Clerk II	1.00	1.00	1.00	1.00	1.00
Customer Service Representative	5.00	4.00	4.00	4.00	4.00
TOTAL	10.00	9.00	9.00	9.00	9.00

City of Bedford
Program Summary
FY 2010 - 2011

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.

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT

Administrative Services

DIVISION

Water/Sewer - Non-Dept.

EXPENDITURE SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	10,245
Contractual Services	89,011	63,325	63,325	109,697	101,325
Utilities	-	-	-	-	-
Debt/Transfer	3,034,023	2,578,069	2,578,069	2,578,069	2,712,705
Capital Outlay	-	-	-	-	-
TOTAL	\$ 3,123,034	\$ 2,641,394	\$ 2,641,394	\$ 2,687,766	\$ 2,824,275

PERSONNEL SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
TOTAL	0.00	0.00	0.00	0.00	0.00

**City of Bedford
Program Summary
FY 2010 - 2011**

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 assessed with each citation.

GOALS AND OBJECTIVES

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

BUDGET NARRATIVE

This division covers a portion of the cost of two warrant officers/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.

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT
Administrative Services

DIVISION
Court Security

EXPENDITURE SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	21,851	28,682	28,682	21,512	35,000
Capital Outlay	-	-	-	-	-
TOTAL	\$ 21,851	\$ 28,682	\$ 28,682	\$ 21,512	\$ 35,000

**City of Bedford
Program Summary
FY 2010 - 2011**

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, 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.

BUDGET NARRATIVE

Funding in this division will be used for replacement of computers and associated court software systems, printers and other equipment currently in use in the Municipal Court.

**City of Bedford
Program Summary
FY 2010 - 2011**

DEPARTMENT
Administrative Services

DIVISION
Court Technology

EXPENDITURE SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	1,360	1,360	510	2,070
Maintenance	597	500	500	400	500
Contractual Services	-	7,860	7,860	3,910	10,840
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	14,059	43,674	43,674	44,967	56,252
TOTAL	\$ 14,656	\$ 53,394	\$ 53,394	\$ 49,787	\$ 69,662

**City of Bedford
Program Summary
FY 2010 - 2011**

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 payments are made on time and in the correct amount.

BUDGET NARRATIVE

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 2010 - 2011**

DEPARTMENT
Administrative Services

DIVISION
Debt Service

EXPENDITURE SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	11,388	8,500	8,500	9,181	8,500
Utilities	-	-	-	-	-
Debt/Transfer	6,402,517	6,416,504	6,416,504	6,411,944	6,741,731
Capital Outlay	-	-	-	-	-
TOTAL	\$ 6,413,905	\$ 6,425,004	\$ 6,425,004	\$ 6,421,125	\$ 6,750,231

PERSONNEL SUMMARY

	ACTUAL 08/09	BUDGET 09/10	AMENDED 09/10	PROJECTED 09/10	BUDGET 10/11
TOTAL	0.00	0.00	0.00	0.00	0.00

