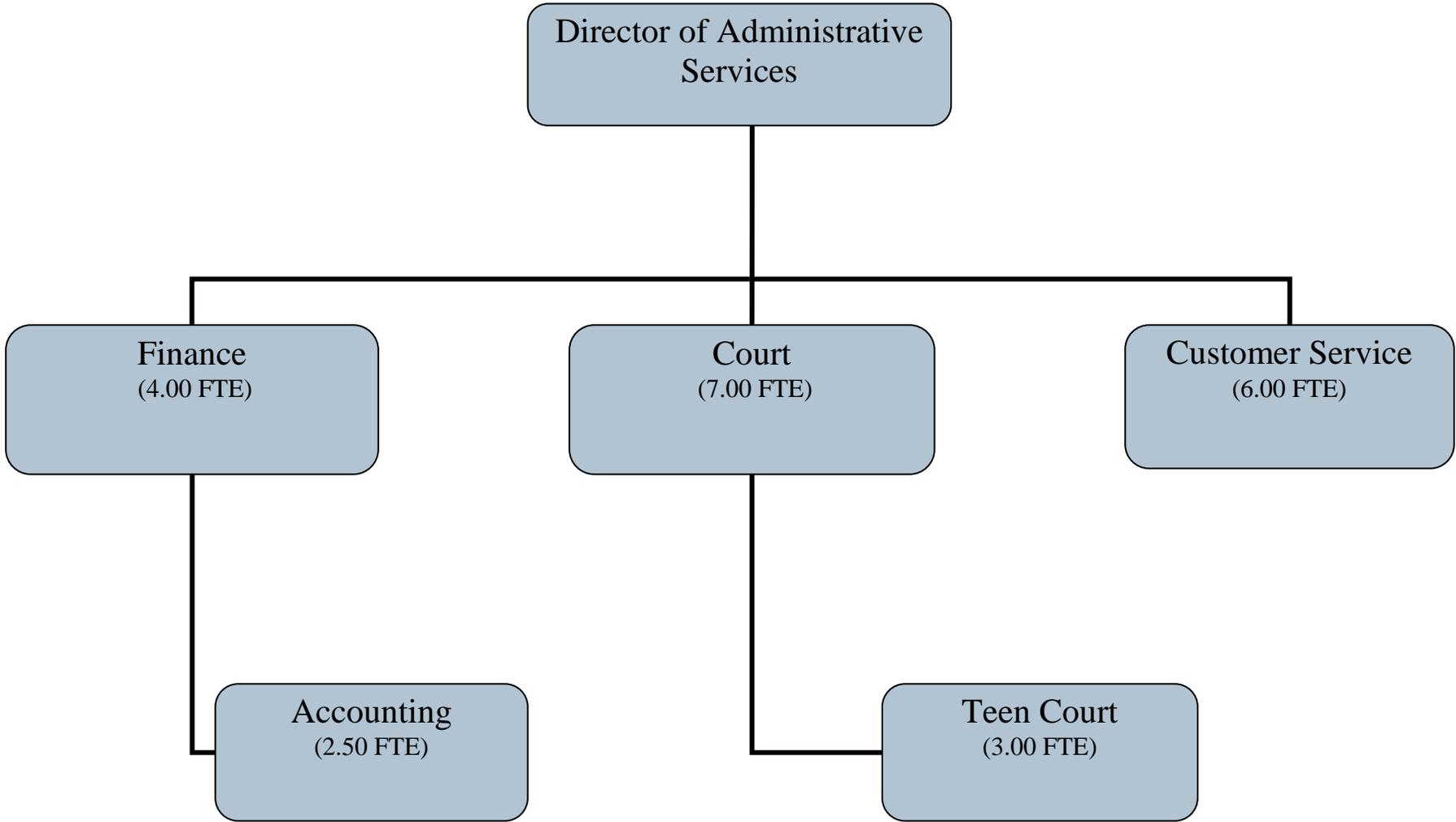




**City of Bedford
Administrative Services Organization Chart
FY 2013 - 2014**





City of Bedford
Program Summary
FY 2013-2014

Fund: General

Department: Administrative Services

Division: Finance

PROGRAM DESCRIPTION

The Finance Division is responsible for the oversight and management of the City's assets to ensure proper stewardship of the City's financial resources. This is accomplished through dedicated efforts to provide quality, timely, and meaningful financial information and training to the departments, which allows informed decision making in the pursuit of the City's overall goals. 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.

FY 2012-2013 HIGHLIGHTS

Received Distinguished Budget Presentation Award.
Received Distinguished Certificate of Achievement for Excellence in Financial Reporting.
Created and Implemented an Automated Bedford Time Entry Program city wide saving the city dollars in employee time, duplicate and some cases triple data entry, and manual processing by the departments.
Successfully updated the budget process to create a simpler method of entry for departments to upload budget data.

FY 2013-2014 GOALS & OBJECTIVES

To continue our mission of "Serving the Minds that Serve the Community."
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 CONSIDERATIONS

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 2013-2014

Fund: General

Department: Administrative Services

Division: Finance

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$301,700	\$319,353	\$321,033	\$325,429	\$326,079
Supplies	6,705	4,652	6,220	5,842	6,255
Maintenance					
Contractual Services	174,634	187,203	189,389	184,983	191,968
Utilities	39,132	45,180	44,700	35,837	44,700
Sundry					
Capital Outlay					
TOTAL:	\$522,171	\$556,388	\$561,342	\$552,091	\$569,002

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
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	1.00	1.00	1.00	1.00	1.00
Accounting Clerk II	1.00	1.00	1.00	1.00	1.00
*TOTAL:	4.00	4.00	4.00	4.00	4.00

SIGNIFICANT CHANGES

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 01-50-16

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
01-50-16-8001	SALARIES					
Salaries		255,477	211,499.28	252,225	261,364.79	245,251.77
	Account Total	255,477				
01-50-16-8001-00003	INCENTIVE PAY					
Incentive Pay		2,700	2,305.08	2,700	2,143.07	2,105.02
	Account Total	2,700				
01-50-16-8001-00007	CELL PHONE ALLOWANCE					
Cell Phone Allowance		421	299.75	361	351.20	0.00
	Account Total	421				
01-50-16-8003	LONGEVITY					
Longevity		1,036	543.62	1,456	879.33	935.29
	Account Total	1,036				
01-50-16-8004	OVERTIME					
Overtime		1,500	557.31	1,500	0.00	987.36
	Account Total	1,500				
01-50-16-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		547	470.25	547	612.51	619.56
	Account Total	547				
01-50-16-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		2,457	1,782.20	2,180	1,946.38	1,488.38
	Account Total	2,457				
01-50-16-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		31,626	22,341.41	22,794	19,944.45	17,076.58
	Account Total	31,626				
01-50-16-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		1,344	1,262.05	1,242	1,216.45	1,094.50
	Account Total	1,344				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-16**

			Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services						
	01-50-16-8006	PENSION					
	ICMA - Employer Contribution		10,222	8,668.92	10,592	10,539.39	9,101.25
		Account Total	10,222				
	01-50-16-8006-00001	PENSION - TMRS					
	TMRS - Employer Contribution		13,509	10,485.34	12,697	13,517.88	16,614.65
		Account Total	13,509				
	01-50-16-8008	WORKER'S COMPENSATION INS					
	Workers Compensation		358	161.53	197	250.73	318.62
		Account Total	358				
	01-50-16-8009	UNEMPLOYMENT INS.					
	State Unemployment Insurance		648	36.00	648	1,044.00	288.00
		Account Total	648				
	01-50-16-8010	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution		3,767	3,035.87	3,842	3,665.34	3,498.37
		Account Total	3,767				
	01-50-16-8015	DISABILITY INSURANCE					
	Disability Insurance		467	382.98	530	576.70	539.26
		Account Total	467				
		Classification Total	326,079				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-16**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
	01-50-16-8101 OFFICE					
	Binder Combs/Covers/Dividers	80	1,406.41	2,215	1,420.95	2,101.36
	Office Supplies	1,300				
	Print Cartridge	675				
	Storage Boxes	160				
	Account Total	2,215				
	01-50-16-8114 POSTAGE					
	Postage	1,560	838.12	1,560	1,214.78	1,495.62
	Account Total	1,560				
	01-50-16-8116 BUSINESS FORMS					
	Accounts Payable Envelopes	200	549.39	1,010	841.86	1,932.73
	Letterhead/envelopes	200				
	W2 Forms, 1099	550				
	Account Total	950				
	01-50-16-8140 PUBLICATIONS & PROGRAMMIN					
	City Annual Financial Report (CAFR) - Award Registration fee	505	1,337.20	1,435	476.55	1,137.06
	City Annual Financial Report (CAFR) - Cover, Paper	200				
	GM Data Products - Budget Covers, Index Tab Sets	200				
	Government Finance Officers Association (GFOA) - Distinguished Budget Award	425				
	Office Depot - Paper for Annual Budget	200				
	Account Total	1,530				
	Classification Total	6,255				

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 01-50-16

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	01-50-16-8305 TAX OFFICE					
	Tarrant Appraisal District	90,563	102,791.61	105,855	98,056.26	95,461.19
	Tarrant County Tax Assessor Collector	17,600				
	Account Total	108,163				
	01-50-16-8306 AUDIT					
	Audit Fees	55,500	53,600.00	55,200	55,005.00	53,500.00
	Year 2 Contract Fees for BKD - City's audit firm					
	Account Total	55,500				
	01-50-16-8310 CONTRACT LABOR					
	Actuarial Study for GASB 45 OPEB Compliance	1,500	15,329.19	11,000	17,557.71	10,581.79
	Investment Advisory Services - Valley View Consulting	6,750				
	Sales Tax Audit Reporting Services (STARS)- Municipal Advisory Services	4,250				
	Account Total	12,500				
	01-50-16-8319 ADVERTISING					
	Star Telegram Notice - Publication Services	250	0.00	250	145.80	141.52
	Account Total	250				
	01-50-16-8320 TRAVEL EXPENSE					
	See Travel and Training Request Form	2,565	2,517.32	3,505	3,704.98	638.47
	Account Total	2,565				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-16**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	01-50-16-8322 DUES					
	Certification Fee - Certified Government Finance Officers (CGFO)	120	1,498.00	1,024	1,134.00	1,846.00
	Annual fees for three					
	Government Finance Officers Association (GFOA)	450				
	Annual membership fees for three					
	Government Finance Officers Association of TX (GFOAT)	390				
	Annual membership fees for three					
	Government Treasurer's Organization of Texas (GTOT)	150				
	Annual membership fees for two					
	Urban Management Assistants of North Texas	50				
	Annual membership fees for one					
	Account Total	1,160				
	01-50-16-8323 SCHOOLS					
	See Travel and Training Request Form	2,780	2,125.00	3,505	2,510.00	1,421.00
	Account Total	2,780				
	01-50-16-8341 SPECIAL EVENTS					
	Employee Holiday Luncheon Gift Cards	50	50.00	50	0.00	0.00
	Account Total	50				
	01-50-16-8360 COPY MACHINES					
	City Administration Copier Lease Including Maintenance & Toner	9,000	6,001.61	9,000	9,077.52	10,683.01
	Account Total	9,000				
	Classification Total	191,968				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-16**

			Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7550	UTILITIES						
	01-50-16-8327	ELECTRICITY					
	Electricity		36,000	23,553.54	36,000	37,516.99	31,674.05
	Building A						
		Account Total	36,000				
	01-50-16-8328	WATER					
	Water		2,200	1,779.82	2,200	2,133.94	2,156.99
	Building A & B						
		Account Total	2,200				
	01-50-16-8329	GAS					
	Natural Gas		6,500	4,084.01	6,500	5,529.10	5,300.76
	Building A						
		Account Total	6,500				
		Classification Total	44,700				
		Report Total	569,002				



City of Bedford
Program Summary
FY 2013-2014

Fund: General

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.

FY 2012-2013 HIGHLIGHTS

FY 2013-2014 GOALS & OBJECTIVES

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

FUTURE BUDGET CONSIDERATIONS

The attorney function for the City is contracted. The funding for those services is allocated within the non-departmental division. While funding is based upon average expenditures, the actual expenditures can vary depending on any on-going litigation that involves the City.



City of Bedford
Program Summary
FY 2013-2014

Fund: General

Department: Administrative Services

Division: Non-Departmental

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services					
Supplies	4,155	2,758	4,300	3,477	4,300
Maintenance	89,573	107,164	81,365	81,365	87,250
Contractual Services	513,397	549,426	484,442	514,670	478,140
Utilities	25	24,375		1,041	
Sundry	228,876	289,254	250,000	250,000	265,000
Capital Outlay	17,494				
TOTAL:	\$853,520	\$972,977	\$820,107	\$850,553	\$834,690

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
No personnel					

*TOTAL:

SIGNIFICANT CHANGES

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-20**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
	01-50-20-8101					
	OFFICE					
	Copier Paper	2,800	2,929.55	3,300	2,669.23	3,330.51
	Office Supplies	500				
	Account Total	3,300				
	01-50-20-8135					
	PROMOTIONAL & EDUCATIONAL					
	Employee Special Event Expenses	1,000	0.00	1,000	0.00	824.45
	Account Total	1,000				
	Classification Total	4,300				
7400	Maintenance					
	01-50-20-8217					
	MAINT - RADIO SYSTEMS					
	Infrastructure Supplies & Maintenance Costs	21,300	80,672.73	81,365	107,164.38	89,573.47
	Motorola Infrastructure Repair Contract	7,400				
	Motorola Non-Public Safety Radio Repair Contract	1,900				
	Motorola System Management Contract	14,600				
	Public Safety Radio Subscriber Maintenance Contract	41,000				
	Replacement Radio Costs as needed	1,050				
	Account Total	87,250				
	Classification Total	87,250				

**City of Bedford
Departmental Budget Entry
Fiscal Year 2014
Department 01-50-20**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	01-50-20-8301 COMMUNICATIONS					
	AT&T Managed Internet Services	16,800	90,453.32	113,800	126,900.63	112,933.13
	AT&T Phone Service for Monitored Phone Lines i.e. Alarm Systems	10,200				
	AT&T Trunk Radio - T1 Data Line	3,660				
	Lantana Service Contracts	19,200				
	City-wide Telephone System					
	XO Communications - Phone Lines	57,600				
	Account Total	107,460				
	01-50-20-8303 INSURANCE					
	Insurance	210,000	200,879.98	209,962	182,379.23	173,709.06
	General liability, Auto liability, Auto physical liability, Law enforcement liability, Errors & omissions liability, real and personal property, mobile equipment, Forgery & Fidelity, Deductible reimbursements					
	Account Total	210,000				
	01-50-20-8314 LEGAL SERVICES					
	City Attorney	131,000	124,542.30	131,000	199,170.81	193,833.05
	City Council meetings, on-site consultation, general consulting					
	Account Total	131,000				
	01-50-20-8359 BANK CREDIT CARD FEES					
	Credit Card Processing Fees	27,580	26,518.03	29,680	39,574.88	32,921.65
	Optum HSA Account Fees	2,100				
	Account Total	29,680				
	Classification Total	478,140				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-20**

	Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7600 DEBT SERVICE & TRANSFERS					
01-50-20-8498 OPERATING TRANSFERS					
Transfer to Aquatics Maintenance Fund	50,000	187,570.00	250,000	205,004.00	206,000.00
Transfer to Computer Replacement Fund	75,000				
Split with transfer to Facility Maintenance Fund (increase from \$50K to \$75K)					
Transfer to Economic Development Fund for 380 Reimbursements	15,000				
Chil's Demolition					
Transfer to Facility Maintenance Fund	75,000				
Split with transfer to Computer Replacement fund (reduce from \$100K to \$75K)					
Transfer to Vehicle/Equipment Replacement Fund	50,000				
Account Total	265,000				
Classification Total	265,000				
Report Total	834,690				



City of Bedford
Program Summary
FY 2013-2014

Fund: General

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 the city limits and warrant issuance/collection services. 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 and processes all Class C misdemeanor cases brought under City ordinances and Texas State Statues. 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, and defendant correspondence, citation entry, preparation and issuance of all Class C misdemeanor alias and capias 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.

FY 2012-2013 HIGHLIGHTS

Added a web convenience fee of \$3.00 to all citations paid online.
Actively participated in the Great Texas Warrant Round Up.
Modified payment plans for defendants to maximize collections for Municipal Court by making Court defendants more aware as to when and how much they need to pay.
Enhanced office efficiency by combining different Municipal Court forms.

FY 2013-2014 GOALS & 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 CONSIDERATIONS

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. Also, in the next three years the current Municipal Court Judge will reach his term limit and a new Judge will be elected. A new Judge could result in an increase of pro se dockets, trial dockets, and hearings, thus requiring additional funding.



City of Bedford
Program Summary
FY 2013-2014

Fund: General

Department: Administrative Services

Division: Municipal Court

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$415,518	\$424,636	\$440,266	\$430,006	\$437,036
Supplies	17,297	16,208	16,550	14,930	16,170
Maintenance	1,122	1,867	600	673	600
Contractual Services	109,463	115,373	109,665	109,302	110,075
Utilities					
Sundry	1,082	1,196	1,000	318	1,000
Capital Outlay	1,964	3,997			
TOTAL:	\$546,446	\$563,277	\$568,081	\$555,229	\$564,881

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
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 II	1.00	1.00	1.00	1.00	1.00
Court Clerk I	1.00	1.00	1.00	1.00	1.00
Juvenile Case / Court Clerk I	1.00	1.00	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

SIGNIFICANT CHANGES

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 01-50-30

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
01-50-30-8001	SALARIES					
Salaries		326,039	264,135.18	320,267	322,022.60	311,569.92
	Account Total	326,039				
01-50-30-8001-00003	INCENTIVE PAY					
Incentive Pay		10,802	8,990.01	10,802	10,658.57	9,192.00
	Account Total	10,802				
01-50-30-8003	LONGEVITY					
Longevity		3,676	2,593.01	3,801	3,082.66	2,712.61
	Account Total	3,676				
01-50-30-8004	OVERTIME					
Overtime		7,950	3,941.98	8,500	3,964.21	8,444.24
7-18-13 reduced due to FLSA accounting						
	Account Total	7,950				
01-50-30-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		786	591.21	773	925.04	886.20
	Account Total	786				
01-50-30-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		3,691	2,496.88	3,299	3,192.58	2,948.66
	Account Total	3,691				
01-50-30-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		40,228	27,628.96	38,389	35,323.76	33,098.10
	Account Total	40,228				
01-50-30-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		1,728	1,587.43	2,238	2,127.07	2,155.75
	Account Total	1,728				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-30**

			Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services						
	01-50-30-8006	PENSION					
	ICMA - Employer Contribution		13,045	10,803.90	14,147	13,415.77	12,282.22
		Account Total	13,045				
	01-50-30-8006-00001	PENSION - TMRS					
	TMRS - Employer Contribution		17,718	13,787.48	16,958	17,201.99	22,177.21
		Account Total	17,718				
	01-50-30-8008	WORKER'S COMPENSATION INS					
	Workers Compensation		1,684	813.93	913	1,231.01	1,949.18
		Account Total	1,684				
	01-50-30-8009	UNEMPLOYMENT INS.					
	State Unemployment Insurance		1,134	72.46	1,134	2,088.00	576.00
		Account Total	1,134				
	01-50-30-8010	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution		4,941	4,809.29	5,131	5,673.09	5,565.25
		Account Total	4,941				
	01-50-30-8015	DISABILITY INSURANCE					
	Disability Insurance		614	479.34	711	729.97	698.96
		Account Total	614				
	01-50-30-8030	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution		3,000	3,000.00	3,000	3,000.00	1,000.00
		Account Total	3,000				
		Classification Total	437,036				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-30**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
	01-50-30-8101					
	OFFICE					
	General office supplies	2,600	1,500.46	2,600	2,425.78	2,197.53
		Account Total				
		2,600				
	01-50-30-8103					
	WEARING APPAREL					
	Replacement bullet proof vest	800	1,753.25	1,800	1,777.78	1,152.40
	One vest					
	Replacement police uniforms	800				
	Two officers					
	Replacement uniform leather gear and accessories	200				
	Three officers					
		Account Total				
		1,800				
	01-50-30-8105					
	FUEL AND OIL					
	Fuel and oil	3,000	1,439.42	3,150	2,946.63	4,046.17
	Three vehicles					
		Account Total				
		3,000				
	01-50-30-8106					
	MINOR APPARATUS					
	Taser Batteries (4)	160	0.00	400	385.35	1,447.00
	Taser Cartridges (12)	240				
		Account Total				
		400				
	01-50-30-8114					
	POSTAGE					
	Postage for Municipal Court	3,600	2,293.36	3,600	3,693.08	3,711.02
		Account Total				
		3,600				
	01-50-30-8116					
	BUSINESS FORMS					
	4 part citation books	500	1,988.46	5,000	4,979.69	4,743.00
	Municipal Court complaint jackets	3,200				
	Municipal Court forms	1,070				
		Account Total				
		4,770				
		Classification Total				
		16,170				

**City of Bedford
Departmental Budget Entry
Fiscal Year 2014
Department 01-50-30**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	01-50-30-8304					
	RADIOS,BEEPERS,CARPHONES					
	Cell Phone	620	360.08	600	613.35	620.27
	Two Warrant Officers					
		Account Total				
		620				
	01-50-30-8313					
	MUNICIPAL JUDGE					
	Salary for Municipal Court Judge	60,000	49,457.14	60,000	60,356.86	60,179.00
		Account Total				
		60,000				
	01-50-30-8314					
	LEGAL SERVICES					
	Court Prosecutor Services and Court Reporting Services	44,630	31,012.50	44,625	51,457.00	44,457.00
		Account Total				
		44,630				
	01-50-30-8320					
	TRAVEL EXPENSE					
	See travel and training form	1,035	591.59	1,120	324.34	788.07
		Account Total				
		1,035				
	01-50-30-8322					
	DUES					
	National Association for Court Administration	125	400.00	400	400.00	440.00
	Annual membership fees for one					
	Texas Association for Court Administration	75				
	Annual membership fees for one					
	Texas Court Clerks Association	200				
	Annual membership fees for five					
		Account Total				
		400				
	01-50-30-8323					
	SCHOOLS					
	See travel and training form	1,650	369.00	1,180	350.00	1,295.00
		Account Total				
		1,650				
	01-50-30-8333					
	SUBSCRIPTIONS					
	Judicial Publications - Justice Court News	40	36.00	40	36.00	36.00
		Account Total				
		40				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-30**

			Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services						
	01-50-30-8360	COPY MACHINES					
	Municipal Court Copier		1,700	1,534.34	1,700	1,835.31	1,648.02
		Account Total	1,700				
		Classification Total	110,075				
7600	DEBT SERVICE & TRANSFERS						
	01-50-30-8406	COURT COSTS					
	Jury Payments		1,000	330.00	1,000	1,196.00	1,081.50
		Account Total	1,000				
		Classification Total	1,000				
		Report Total	564,881				



City of Bedford
Program Summary
FY 2013-2014

Fund: General

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 continue levels 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.

The new mission statement is the following: To provide Counsel to the Teen Court to guide and support students and parents, and positively connect with the community.

FY 2012-2013 HIGHLIGHTS

Volunteer Sarah Martin, a local Municipal Court Prosecutor, has been volunteering and mentoring the volunteer Teen Attorneys. Annual Teen Court Scholarship Banquet (April 2012) where four teens were awarded a total of \$2,750 towards higher education. Participated in the City of Bedford Expo to educate the public about Teen Court. Revised the Bylaws and Interlocal Agreement for teen liaison positions to the Teen Court Advisory Board.

FY 2013-2014 GOALS & 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 CONSIDERATIONS

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 2013-2014

Fund: General

Department: Administrative Services

Division: Teen Court

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$156,103	\$140,965	\$159,087	\$152,513	\$154,948
Supplies	4,706	4,226	5,095	4,598	5,415
Maintenance	484	814	500	246	500
Contractual Services	2,217	2,868	3,090	3,072	2,720
Utilities					
Sundry					
Capital Outlay					
TOTAL:	\$163,510	\$148,873	\$167,772	\$160,429	\$163,583

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Teen Court Coordinator	1.00	1.00	1.00	1.00	1.00
Teen Court Assistant	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

SIGNIFICANT CHANGES

City of Bedford
Travel & Training Request Form
FY 2013-2014

Fund: General
 Department: Administrative Services
 Division: Teen Court

Name of Event or School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Teen Court Association of Texas Annual Conference	Allen, TX	1	Yes	\$0	\$100	\$225	\$325	\$175	\$500
TOTAL:				\$0	\$100	\$225	\$325	\$175	\$500

The total for the columns for the Hotel, Meals, and Travel (Account #8320) and Registration (Account #8323) should equal the amounts shown on the line item detail for those accounts.

In order for training to be considered required, the training must be to maintain a certification, required by law, or required within a job description.

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 01-50-54

			Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services						
01-50-54-8001	SALARIES						
Salaries			110,767	91,234.64	113,202	102,894.08	113,540.17
	Account Total		110,767				
01-50-54-8001-00003	INCENTIVE PAY						
Incentive Pay			2,700	2,247.39	1,500	1,709.63	1,503.94
	Account Total		2,700				
01-50-54-8003	LONGEVITY						
Longevity			1,930	1,347.08	2,111	1,675.86	1,652.52
	Account Total		1,930				
01-50-54-8004	OVERTIME						
Overtime			3,700	2,471.47	3,200	2,729.68	1,300.91
	Account Total		3,700				
01-50-54-8005-00005	LIFE INSURANCE						
Life Insurance - Employer Contribution			269	213.52	274	310.44	354.28
	Account Total		269				
01-50-54-8005-00010	DENTAL INSURANCE						
Dental Insurance - Employer Contribution			1,234	914.57	1,119	1,178.74	1,248.36
	Account Total		1,234				
01-50-54-8005-00015	HEALTH INSURANCE						
Health Insurance - Employer Contribution			16,751	13,219.98	16,060	15,959.06	19,744.36
	Account Total		16,751				
01-50-54-8005-00025	EMPLOYEE CLINIC						
Kaner Clinic			840	859.37	1,146	995.13	1,149.00
	Account Total		840				
01-50-54-8006	PENSION						
ICMA - Employer Contribution			4,432	3,522.96	4,967	4,041.16	4,661.44
	Account Total		4,432				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-54**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
01-50-54-8006-00001	PENSION - TMRS					
	TMRS - Employer Contribution	6,006	4,656.22	5,955	5,459.59	7,738.88
	Account Total	6,006				
01-50-54-8008	WORKER'S COMPENSATION INS					
	Workers Compensation	159	70.80	91	100.32	150.52
	Account Total	159				
01-50-54-8009	UNEMPLOYMENT INS.					
	State Unemployment Insurance	486	27.00	486	941.07	216.00
	Account Total	486				
01-50-54-8010	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	1,675	1,348.82	1,802	1,466.66	1,589.91
	Account Total	1,675				
01-50-54-8015	DISABILITY INSURANCE					
	Disability Insurance	208	168.25	250	230.89	253.28
	Account Total	208				
01-50-54-8030	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	2,000	1,000.00	1,000	1,000.00	1,000.00
	Account Total	2,000				
01-50-54-8035	RETIREE HEALTH - GASB					
	Retiree Health Insurance	1,791	0.00	1,791	0.00	0.00
	Account Total	1,791				
	Classification Total	154,948				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-54**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
01-50-54-8101	OFFICE					
General office supplies		1,500	777.03	1,100	1,183.96	1,162.07
	Account Total	1,500				
01-50-54-8102	FOOD					
Food for two annual trainings		125	100.73	300	215.42	107.81
Snacks for teen attorney volunteers		50				
Various Teen Court gatherings		75				
	Account Total	250				
01-50-54-8103	WEARING APPAREL					
Name badges for staff		25	0.00	300	257.18	82.65
Polo shirts for teen and adult volunteers		275				
	Account Total	300				
01-50-54-8105	FUEL AND OIL					
Fuel and oil		400	199.49	550	254.51	351.59
Two vehicles						
	Account Total	400				
01-50-54-8114	POSTAGE					
Postage		1,200	933.75	1,200	1,086.34	1,071.80
	Account Total	1,200				
01-50-54-8116	BUSINESS FORMS					
Brochures		200	371.43	1,200	918.29	1,233.63
Enrollment forms		300				
Envelopes		350				
Program request forms		300				
Time cards		200				
	Account Total	1,350				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-54**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
	01-50-54-8135					
	PROMOTIONAL & EDUCATIONAL					
	Certificates for volunteers, advisory board and community service sites	40	422.86	415	310.28	694.85
	Promotional items for recruitment and speaking engagements	100				
	Volunteer appreciation gifts	200				
	Volunteer recognition	75				
	Account Total	415				
	Classification Total	5,415				
7400	Maintenance					
	01-50-54-8212					
	MAINT - MOTOR VEHICLES					
	Vehicle maintenance	500	145.84	500	813.61	483.87
	Two vehicles					
	Account Total	500				
	Classification Total	500				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-50-54**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	01-50-54-8304					
	RADIOS,BEEPERS,CARPHONES					
	Cell Phone	650	361.74	600	615.24	621.05
	Two staff					
		Account Total				
		650				
	01-50-54-8320					
	TRAVEL EXPENSE					
	See travel and training form	250	751.72	700	517.21	0.00
		Account Total				
		250				
	01-50-54-8322					
	DUES					
	TCCA Texas Court Clerks Association	120	0.00	120	0.00	0.00
	Annual membership fees for three					
		Account Total				
		120				
	01-50-54-8323					
	SCHOOLS					
	See travel and training form	200	170.00	200	150.00	170.00
		Account Total				
		200				
	01-50-54-8360					
	COPY MACHINES					
	Teen Court Copier	1,500	1,298.61	1,500	1,523.57	1,426.18
		Account Total				
		1,500				
		Classification Total				
		2,720				
		Report Total				
		163,583				



City of Bedford
Program Summary
FY 2013-2014

Fund: Water & Sewer

Department: Administrative Services

Division: Accounting

PROGRAM DESCRIPTION

The Accounting Division is a part of the Finance area and is also 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.

FY 2012-2013 HIGHLIGHTS

Received Certificate of Achievement for Excellence in Financial Reporting.

Produced and implemented a Bedford Time Entry system city wide which enabled automatic data entry into the payroll module by departments and updated current information regarding an employees accruals automatically which has saved the city money by reducing employee time city wide with manual data entry, duplicate processing, authorizations, etc.

FY 2013-2014 GOALS & OBJECTIVES

To continue our mission of "Serving the Minds that Serve the Community."

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 CONSIDERATIONS

New financial software that is internet based which will update financial reports automatically, keep track of expenses, revenues, etc. on a consistent basis to give administrators financial information immediately in order to make decisions regarding the city.



City of Bedford
Program Summary
FY 2013-2014

Fund: Water & Sewer

Department: Administrative Services

Division: Accounting

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services		\$116,642	\$117,780	\$122,057	\$130,591
Supplies		238	250	767	750
Maintenance					
Contractual Services		2,059	2,130	529	1,205
Utilities					
Sundry					
Capital Outlay					
TOTAL:		\$118,939	\$120,160	\$123,353	\$132,546

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Accountant	0.00	1.00	1.00	1.00	1.00
Accounting Clerk II	0.00	1.00	1.00	1.00	1.00
Accounting Tech	0.00	0.00	0.00	0.50	0.50
*TOTAL:	0.00	2.00	2.00	2.50	2.50

SIGNIFICANT CHANGES

City of Bedford
Travel & Training Request Form
FY 2013-2014

Fund: Water & Sewer
 Department: Administrative Services
 Division: Accounting

Name of Event or School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Government Treasurer's Organization of Texas Winter Conference	Ft. Worth, TX	1	Yes	\$0	\$15	\$10	\$25	\$300	\$325
1099 Training - (2 day)	Irving, TX	1	Yes	\$0	\$30	\$20	\$50	\$400	\$450
Excel Training	Local	1	No	\$0	\$0	\$0	\$0	\$200	\$200
TOTAL:				\$0	\$45	\$30	\$75	\$900	\$975

The total for the columns for the Hotel, Meals, and Travel (Account #8320) and Registration (Account #8323) should equal the amounts shown on the line item detail for those accounts.

In order for training to be considered required, the training must be to maintain a certification, required by law, or required within a job description.

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 03-50-16

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
03-50-16-8001	SALARIES					
Salaries		107,765	84,672.08	96,409	98,044.11	0.00
	Account Total	107,765				
03-50-16-8003	LONGEVITY					
Longevity		779	777.79	1,738	1,502.33	0.00
	Account Total	779				
03-50-16-8004	OVERTIME					
Overtime		400	0.00	0	0.00	0.00
	Account Total	400				
03-50-16-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		223	133.40	233	279.92	0.00
	Account Total	223				
03-50-16-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		446	66.76	317	316.32	0.00
	Account Total	446				
03-50-16-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		7,623	1,212.24	0	15.00	0.00
	Account Total	7,623				
03-50-16-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		600	75.00	0	0.00	0.00
	Account Total	600				
03-50-16-8006	PENSION					
ICMA - Employer Contribution		3,700	2,704.41	4,141	4,073.66	0.00
	Account Total	3,700				
03-50-16-8006-00001	PENSION - TMRS					
TMRS - Employer Contribution		5,648	4,247.47	4,965	5,162.71	0.00
	Account Total	5,648				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-50-16**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
	03-50-16-8008					
	WORKER'S COMPENSATION INS					
	Workers Compensation	150	64.66	78	95.94	0.00
		Account Total	150			
	03-50-16-8009					
	UNEMPLOYMENT INS.					
	State Unemployment Insurance	486	30.68	324	522.00	0.00
		Account Total	486			
	03-50-16-8010					
	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	1,575	1,284.72	1,502	1,476.84	0.00
		Account Total	1,575			
	03-50-16-8015					
	DISABILITY INSURANCE					
	Disability Insurance	196	133.51	208	220.45	0.00
		Account Total	196			
	03-50-16-8030					
	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	1,000	1,000.00	2,500	2,500.00	0.00
		Account Total	1,000			
		Classification Total	130,591			
7300	Supplies					
	03-50-16-8101					
	OFFICE					
	Employee Logo Shirts	350	563.66	250	238.06	0.00
	General office supplies	400				
		Account Total	750			
		Classification Total	750			

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-50-16**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	03-50-16-8320 TRAVEL EXPENSE					
	See travel and training form	75	0.00	805	890.25	0.00
	Account Total	75				
	03-50-16-8322 DUES					
	Government Finance Officers Association	150	270.00	230	270.00	0.00
	Annual membership fees for one					
	Government Finance Officers Association of Texas	80				
	Annual membership fees for one					
	Account Total	230				
	03-50-16-8323 SCHOOLS					
	See travel and training form	900	0.00	1,095	859.00	0.00
	Account Total	900				
	Classification Total	1,205				
	Report Total	132,546				



City of Bedford
Program Summary
FY 2013-2014

Fund: Water & Sewer

Department: Administrative Services

Division: Customer Service

PROGRAM DESCRIPTION

This division oversees all aspects of the Customer Service Center; including Utility Billing, Vital Statistics and issuance of Garage Sale Permits and Hazardous Waste Vouchers. Bedford residents and the general public can depend upon Customer Service staff to complete inquiries, complaints and maintenance requests in a timely and ethical manner.

FY 2012-2013 HIGHLIGHTS

- Partnership and implementation with the NTTA (North Texas Tollway Authority) in the issuance of Toll Tags.
- Created a brochure that listed helpful telephone numbers and addresses of local government agencies to better assist customer needs.
- Based on strict state-mandated requirements, Vital Statistics staff earned the city's 14th 5-Star Award from the State for excellence in vital registration.

FY 2013-2014 GOALS & OBJECTIVES

To oversee the operations of the joint Customer Service Center and continue to provide excellent customer service to both internal and external customers.

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

Keep updates on new legislation affecting vital statistical registration, and incorporate new legislation into the procedures.

Create ways to better educate residents on water conservation methods in coordination with Public Works.

FUTURE BUDGET CONSIDERATIONS

All vital records need to be scanned for back up paper originals. Due to confidentiality restrictions, this in-house procedure would require vital statistics staff extra time and supplies to prepare records for camera/scan readiness. Need more on-site storage for permanent water and vital records. Ability to purchase any newly state-mandated equipment for Vital Statistics.



City of Bedford
Program Summary
FY 2013-2014

Fund: Water & Sewer

Department: Administrative Services

Division: Customer Service

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$483,490	\$366,885	\$304,484	\$304,887	\$309,764
Supplies	82,637	80,532	87,610	79,800	92,200
Maintenance					200
Contractual Services	282,604	257,104	239,886	205,245	230,069
Utilities	25,166	29,578	28,089	28,089	28,100
Sundry					
Capital Outlay		4,423	16,000	16,000	
TOTAL:	\$873,897	\$738,522	\$676,069	\$634,021	\$660,333

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Customer Service Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00	1.00	1.00
Customer Service Representative II	1.00	1.00	1.00	1.00	1.00
Customer Service Representative I	3.00	3.00	3.00	3.00	3.00
*TOTAL:	6.00	6.00	6.00	6.00	6.00

SIGNIFICANT CHANGES

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 03-50-17

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
03-50-17-8001	SALARIES					
Salaries		228,907	190,573.13	222,888	222,818.60	375,082.14
	Account Total	228,907				
03-50-17-8001-00003	INCENTIVE PAY					
Incentive Pay		1,202	999.03	1,202	1,421.99	4,512.34
	Account Total	1,202				
03-50-17-8003	LONGEVITY					
Longevity		6,199	4,611.87	5,839	4,891.75	6,805.73
	Account Total	6,199				
03-50-17-8004	OVERTIME					
Overtime		300	0.00	0	0.00	2,303.75
	Account Total	300				
03-50-17-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		554	438.04	539	690.28	1,083.00
	Account Total	554				
03-50-17-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		2,415	1,802.23	2,206	2,298.79	2,681.24
	Account Total	2,415				
03-50-17-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		33,806	26,607.64	32,458	30,029.15	32,073.30
	Account Total	33,806				
03-50-17-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		1,584	1,630.36	1,992	2,089.14	2,372.00
	Account Total	1,584				
03-50-17-8006	PENSION					
ICMA - Employer Contribution		9,160	8,136.11	9,529	83,902.73	22,914.76
	Account Total	9,160				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-50-17**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
	03-50-17-8006-00001 PENSION - TMRS					
	TMRS - Employer Contribution	12,298	9,722.24	11,423	12,634.46	25,789.12
	Account Total	12,298				
	03-50-17-8008 WORKER'S COMPENSATION INS					
	Workers Compensation	328	146.43	178	228.33	500.40
	Account Total	328				
	03-50-17-8009 UNEMPLOYMENT INS.					
	State Unemployment Insurance	972	54.00	972	1,566.00	648.00
	Account Total	972				
	03-50-17-8010 FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	2,531	2,125.53	1,968	2,593.10	4,687.97
	Account Total	2,531				
	03-50-17-8015 DISABILITY INSURANCE					
	Disability Insurance	426	346.00	479	526.24	835.78
	Account Total	426				
	03-50-17-8030 RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	5,500	1,000.00	1,000	1,000.00	1,000.00
	Account Total	5,500				
	03-50-17-8035 RETIREE HEALTH - GASB					
	Retiree Health Insurance	3,582	79.10	3,582	94.92	100.80
	Account Total	3,582				
	Classification Total	309,764				

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 03-50-17

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
	03-50-17-8101					
	OFFICE					
	General office supplies	3,300	3,647.68	7,800	6,814.08	6,999.84
	GM Data Products	2,900				
	Forms, term notices, etc					
	Vital Statistics Forms	1,550				
	Account Total	7,750				
	03-50-17-8106					
	MINOR APPARATUS					
	Fire & Water Proof File Cabinet	2,500	0.00	0	0.00	130.11
	Purchase of a fire & water proof file cabinet for Death certificates since death certificates have to be retained in the place where a person is deceased.					
	Account Total	2,500				
	03-50-17-8114					
	POSTAGE					
	Mail Room Postage	17,559	56,444.30	79,810	73,717.80	75,506.63
	Water Bill Postage	64,341				
	Account Total	81,900				
	Classification Total	92,150				
7400	Maintenance					
	03-50-17-8210					
	MAINT - EQUIPMENT					
	Shredder Maintenance	200	0.00	0	0.00	0.00
	Account Total	200				
	Classification Total	200				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-50-17**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	03-50-17-8310 CONTRACT LABOR					
	CD Scanning of Billing Registers as part of records management & retention	5,000	157,104.36	232,982	251,421.52	273,053.60
	Investment Advisory Services (Water Fund Share)	800				
	Meter Reading Contract	156,000				
	Water bill printing and prep for mailing	60,000				
	Account Total	221,800				
	03-50-17-8320 TRAVEL EXPENSE					
	See travel and training form	1,935	1,120.19	1,800	901.22	4,137.44
	Account Total	1,935				
	03-50-17-8321 RENTALS					
	Postage Meter Rental	2,604	1,953.00	2,604	2,604.00	2,262.00
	Account Total	2,604				
	03-50-17-8323 SCHOOLS					
	See travel and training form	1,630	110.00	500	300.00	1,183.00
	Account Total	1,630				
	03-50-17-8341 SPECIAL EVENTS					
	Christmas Gift card	50	50.00	0	286.83	0.00
	Account Total	50				
	03-50-17-8360 COPY MACHINES					
	Customer Service Copier	2,100	1,215.84	2,000	1,590.59	1,482.63
	Account Total	2,100				
	Classification Total	230,119				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-50-17**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7550	UTILITIES					
	03-50-17-8327					
	Electricity	28,100	19,469.62	28,089	29,577.92	25,166.19
	Building B					
	ELECTRICITY					
	Account Total	28,100				
	Classification Total	28,100				
	Report Total	660,333				



City of Bedford
Program Summary
FY 2013-2014

Fund: Water & Sewer

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 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.

FY 2012-2013 HIGHLIGHTS

FY 2013-2014 GOALS & OBJECTIVES

FUTURE BUDGET CONSIDERATIONS



City of Bedford
Program Summary
FY 2013-2014

Fund: Water & Sewer

Department: Administrative Services

Division: Non-Departmental

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services					
Supplies					
Maintenance	10,245		10,245	10,555	10,250
Contractual Services	173,827	213,600	155,297	203,892	156,112
Utilities					
Sundry	3,546,698	3,588,662	3,180,335	3,457,149	3,442,508
Capital Outlay					
TOTAL:	\$3,730,770	\$3,802,262	\$3,345,877	\$3,671,596	\$3,608,870

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
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No personnel

*TOTAL:

SIGNIFICANT CHANGES

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-50-58**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7400	Maintenance					
	03-50-58-8217 TRUNK RADIOS					
	Infrastructure Supplies & Maintenance Costs	2,500	10,554.75	10,245	0.00	10,245.00
	Motorola Infrastructure Repair Contract	1,000				
	Motorola Non-Public Safety Radio Repair Contract	550				
	Motorola System Management Contract	1,200				
	Replacement Radio Costs as needed	5,000				
	Account Total	10,250				
	Classification Total	10,250				
7500	Contractual Services					
	03-50-58-8303 INSURANCE					
	TML Insurance	6,800	4,492.10	6,797	6,847.00	5,838.15
	Account Total	6,800				
	03-50-58-8310 CONTRACT LABOR					
	Arbitrage Compliance Specialists, Inc.	5,000	3,609.00	8,500	3,430.50	6,450.30
	CDL Compliance Program	812				
	First Southwest Continuing Disclosure	3,500				
	Account Total	9,312				
	03-50-58-8359 BANK CREDIT CARD FEES					
	Credit card processing fees (M/C and Visa)	140,000	166,459.00	140,000	203,322.25	161,538.72
	Account Total	140,000				
	Classification Total	156,112				

**City of Bedford
Departmental Budget Entry
Fiscal Year 2014
Department 03-50-58**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7600	DEBT SERVICE & TRANSFERS					
	03-50-58-8411 INTEREST EXPENSE					
	Combination Tax & Revenue Certificates of Obligation, Series 2007 - August	75,715	235,284.56	392,199	375,791.75	478,698.41
	Combination Tax & Revenue Certificates of Obligation, Series 2007 - February	80,071				
	Combination Tax & Revenue Certificates of Obligation, Series 2010 - August	35,088				
	Combination Tax & Revenue Certificates of Obligation, Series 2010 - February	36,213				
	Combination Tax & Revenue Certificates of Obligation, Series 2011 - August	40,525				
	Combination Tax & Revenue Certificates of Obligation, Series 2011 - February	41,525				
	Combination Tax & Revenue Certificates of Obligation, Series 2012 - August	2,117				
	Combination Tax & Revenue Certificates of Obligation, Series 2012 - February	2,117				
	Combination Tax & Revenue Certificates of Obligation, Series 2012A - August	38,859				
	Combination Tax & Revenue Certificates of Obligation, Series 2012A - February	39,684				
	Waterworks and Sewer System Revenue Ref & Imp Bonds - Series 2011 Aug	31,819				
	Waterworks and Sewer System Revenue Ref & Imp Bonds Series 2011 Feb	34,119				
	Account Total	457,852				
	03-50-58-8412 PAYING AGENT FEES					
	Paying Agent Fees	2,610	1,500.00	2,610	1,500.00	2,140.00
	Account Total	2,610				
	03-50-58-8414 BOND PRINCIPAL					
	Combination Tax & Revenue Certificates of Obligation, Series 2007	205,000	780,000.00	580,000	0.00	0.00
	Combination Tax & Revenue Certificates of Obligation, Series 2010	75,000				
	Combination Tax & Revenue Certificates of Obligation, Series 2011	100,000				
	Combination Tax & Revenue Certificates of Obligation, Series 2012	30,000				
	Combination Tax & Revenue Certificates of Obligation, Series 2012A	165,000				
	Waterworks and Sewer System Revenue Ref & Imp Bonds, Series 2011	230,000				
	Account Total	805,000				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-50-58**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7600	DEBT SERVICE & TRANSFERS					
	03-50-58-8498					
	OPERATING TRANSFERS					
	Franchise Fee	952,195	1,654,156.00	2,205,526	2,147,258.00	2,057,276.00
	Indirect Cost Allocation	962,366				
	Net of General Fund transfer amount for Engineering Services					
	Payment in lieu of taxes	262,485				
	Account Total	2,177,046				
	Classification Total	3,442,508				
	Report Total	3,608,870				



City of Bedford
Program Summary
FY 2013-2014

Fund: Debt Service

Department: Administrative Services

Division: Administration

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.

FY 2012-2013 HIGHLIGHTS

FY 2013-2014 GOALS & 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 CONSIDERATIONS



City of Bedford
Program Summary
FY 2013-2014

Fund: Debt Service

Department: Administrative Services

Division: Administration

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services					
Supplies					
Maintenance					
Contractual Services	10,653	2,309	18,500	18,500	18,500
Utilities					
Sundry	6,745,007	7,105,427	6,695,580	6,695,580	6,532,687
Capital Outlay					
TOTAL:	\$6,755,660	\$7,107,736	\$6,714,080	\$6,714,080	\$6,551,187

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
No personnel					

*TOTAL:

SIGNIFICANT CHANGES

City of Bedford
Departmental Budget Entry
Fiscal Year 2014
Department 31

	Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500					
Contractual Services					
31-8310					
CONTRACT LABOR					
Arbitrage Compliance Specialists, Inc.	10,000	14,614.65	18,500	2,308.89	10,652.72
Continuing Disclosure Services - First Southwest Company	3,500				
Investment Advisory Services - Valley view Consulting, LLP	5,000				
	Account Total				
	18,500				
	Classification Total				
	18,500				
7600					
DEBT SERVICE & TRANSFERS					
31-8411					
INTEREST EXPENSE					
General Obligation Bonds, Series 2007 - August	61,628	874,699.40	1,654,680	1,916,558.85	2,065,766.17
General Obligation Bonds, Series 2007 - February	64,928				
General Obligation Bonds, Series 2010 - August	79,513				
General Obligation Bonds, Series 2010 - February	84,013				
General Obligation Refunding & Improvement Bonds, Series 2002 - August	22,215				
General Obligation Refunding & Improvement Bonds, Series 2002 - February	24,329				
General Obligation Refunding & Improvement Bonds, Series 2003 - August	5,273				
General Obligation Refunding & Improvement Bonds, Series 2003 - February	6,938				
General Obligation Refunding & Improvement Bonds, Series 2004 - August	94,974				
General Obligation Refunding & Improvement Bonds, Series 2004 - February	121,599				
General Obligation Refunding & Improvement Bonds, Series 2011 - August	5,600				
General Obligation Refunding & Improvement Bonds, Series 2011 - February	5,750				
General Obligation Refunding Bonds, Series 2005 - August	198,553				
General Obligation Refunding Bonds, Series 2005 - February	246,178				
General Obligation Refunding Bonds, Series 2005, 4B Supported - August	125,188				
General Obligation Refunding Bonds, Series 2005, 4B Supported - February	152,688				
Series 2011-Combination Tax & Revenue Certificates of Obligation, 10 yr - August	12,925				
Series 2011-Combination Tax & Revenue Certificates of Obligation, 10 yr - February	14,175				
Series 2011-Combination Tax & Revenue Certificates of Obligation, 20 yr - August	18,147				
Series 2011-Combination Tax & Revenue Certificates of Obligation, 20 yr - February	18,597				
Series 2011-General Obligation Refunding & Improvement Bonds, Refunding - August	37,788				

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 31

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7600	DEBT SERVICE & TRANSFERS					
31-8411	INTEREST EXPENSE					
	Series 2011-General Obligation Refunding & Improvement Bonds, Refunding- Fel	40,788	874,699.40	1,654,680	1,916,558.85	2,065,766.17
	Account Total	1,441,787				
31-8412	PAYING AGENT FEES					
	Paying Agent Fees	5,900	2,191.25	5,900	2,246.65	2,319.20
	Account Total	5,900				
31-8414	BOND PRINCIPAL					
	Combination Tax & Revenue Certificates of Obligation, 10-year, Series 2011	125,000	5,035,000.00	5,035,000	5,186,621.00	4,610,000.00
	Combination Tax & Revenue Certificates of Obligation, 20-year, Series 2011	45,000				
	General Obligation Bonds, Series 2007	165,000				
	General Obligation Bonds, Series 2010	180,000				
	General Obligation Refunding & Improvement Bonds, Series 2002	95,000				
	General Obligation Refunding & Improvement Bonds, Series 2003, Tourism	90,000				
	General Obligation Refunding & Improvement Bonds, Series 2004	1,065,000				
	General Obligation Refunding & Improvement Bonds, Series 2011	15,000				
	General Obligation Refunding Bonds, Series 2005	1,905,000				
	General Obligation Refunding Bonds, Series 2005, 4B Supported	1,100,000				
	Series 2011-General Obligation Refunding & Improvement Bonds, Refunding	300,000				
	Account Total	5,085,000				
	Classification Total	6,532,687				
	Report Total	6,551,187				



City of Bedford
Program Summary
FY 2013-2014

Fund: Court Security

Department: Administrative Services

Division: Administration

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.

FY 2012-2013 HIGHLIGHTS

Maintained a safe and secure courtroom during all dockets and trials.

FY 2013-2014 GOALS & 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 CONSIDERATIONS

Any legislative changes regarding the future of the Court Security Fee.



City of Bedford
Program Summary
FY 2013-2014

Fund: Court Security

Department: Administrative Services

Division: Administration

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services					
Supplies					
Maintenance					
Contractual Services					
Utilities					
Sundry	36,447	30,000	35,000	35,000	35,000
Capital Outlay					
TOTAL:	\$36,447	\$30,000	\$35,000	\$35,000	\$35,000

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
No personnel					

*TOTAL:

SIGNIFICANT CHANGES

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 11-50-30**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7600	DEBT SERVICE & TRANSFERS					
	11-50-30-8498					
	OPERATING TRANSFERS					
	Cell Phone	600	26,270.00	35,000	30,000.00	36,447.17
	Two Warrant Officer/Bailiff					
	Court Officer Uniforms	1,800				
	Monthly transfer to the General Fund Warrant Officer/Bailiff services	32,200				
	Taser Batteries	400				
	Account Total	35,000				
	Classification Total	35,000				
	Report Total	35,000				



City of Bedford
Program Summary
FY 2013-2014

Fund: Court Technology

Department: Administrative Services

Division: Administration

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.

FY 2012-2013 HIGHLIGHTS

Integrated five new ticket writers with the Municipal Court database (Utility Data Systems).

FY 2013-2014 GOALS & OBJECTIVES

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

FUTURE BUDGET CONSIDERATIONS

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 2013-2014

Fund: Court Technology

Department: Administrative Services

Division: Administration

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services					
Supplies	2,304	2,359	4,365	3,933	3,505
Maintenance	825	1,112	600	600	600
Contractual Services	11,235	13,381	14,590	14,590	15,450
Utilities					
Sundry					
Capital Outlay	53,019	18,375			
TOTAL:	\$67,383	\$35,227	\$19,555	\$19,123	\$19,555

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
No personnel					

*TOTAL:

SIGNIFICANT CHANGES

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 35-50-30

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
	35-50-30-8101 OFFICE					
	Brazos Technology Ticket Writer Paper for Existing Ticket Writers	1,735	1,674.88	4,365	2,359.02	2,304.01
	CD's for Warrant Officer Digital Recordings	60				
	DVD's for Court Security Cameras	60				
	Toner for Court Fax Machine	250				
	Toner for Court Jacket Printer	1,100				
	Toner for Court Warrant Card Printer	300				
	Account Total	3,505				
	Classification Total	3,505				
7400	Maintenance					
	35-50-30-8203 MAINT - HARDWARE/SOFT					
	Maintenance repairs for ticket writers and printers	600	504.00	600	1,111.94	824.88
	Account Total	600				
	Classification Total	600				
7500	Contractual Services					
	35-50-30-8310 CONTRACT LABOR					
	Lexis Nexis Accurint Law Enforcement	1,800	14,036.84	14,590	13,380.96	11,234.97
	Lexis Nexis On-line Legal Research	600				
	Maintenance and Technical Support for Municipal Court On-Line Payments	3,300				
	Maintenance and Technical Support for Municipal Court Software	3,600				
	Technical Support and Maintenance with Court Interface for Ticket Writers	6,150				
	Account Total	15,450				
	Classification Total	15,450				
	Report Total	19,555				

<u>ACC/BAC/CLA</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY 13 PROJECTION</u>	<u>FY 14 CM PROPOSED</u>	<u>VARIANCE (\$UNDER)/\$OVER</u>		
	PERSONNEL	321,033	255,828	319,353	325,429	326,079	4,396	101%	
	SUPPLIES	6,220	4,131	4,652	5,842	6,255	(378)	94%	
	MAINTENANCE	-	-	-	-	-	-	0%	
	CONTRACTUAL SERVICES	180,339	177,437	178,125	177,095	182,918	(3,244)	98%	
	UTILITIES	44,700	29,417	45,180	35,837	44,700	(8,863)	80%	
	CONTRACTUAL SERVICES	9,050	6,052	9,078	7,887	9,050	(1,163)	87%	
	TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
FINANCE		561,342	472,865	556,388	552,091	569,002	(9,251)	98%	
INACTIVE DIVISION		-	-	-	-	-	-	0%	
	PERSONNEL	-	-	-	-	-	-	0%	
	SUPPLIES	4,300	3,107	2,758	3,477	4,300	(823)	81%	
	MAINTENANCE	81,365	80,673	107,164	81,365	87,250	-	100%	
	CONTRACTUAL SERVICES	454,762	415,876	509,851	468,743	448,460	13,981	103%	Legal services utilized more than expected.
	UTILITIES	-	1,041	24,375	1,041	-	1,041	0%	
	CONTRACTUAL SERVICES	29,680	26,507	39,575	45,927	29,680	16,247	155%	Credit Cards utilized for payment more than expected, new contract initiated to control these costs in next budget year.
	TRANSFERS OUT/DEBT SERVICE	250,000	187,570	289,254	250,000	265,000	-	100%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
NON-DEPARTMENTAL		820,107	714,773	972,978	850,553	834,690	30,446	104%	Overage for above reasons.
	PERSONNEL	440,266	338,617	424,636	430,006	437,036	(10,260)	98%	
	SUPPLIES	16,550	8,922	16,208	14,930	16,170	(1,620)	90%	
	MAINTENANCE	600	673	1,867	673	600	73	112%	Projected overage in vehicle maintenance expenses.
	CONTRACTUAL SERVICES	109,665	83,811	115,373	109,302	110,075	(363)	100%	
	TRANSFERS OUT/DEBT SERVICE	1,000	330	1,196	318	1,000	(682)	32%	
	CAPITAL OUTLAY	-	-	3,997	-	-	-	0%	
MUNICIPAL COURT		568,081	432,352	563,277	555,229	564,881	(12,852)	98%	
	PERSONNEL	159,086	120,412	140,965	152,513	154,948	(6,573)	96%	
	SUPPLIES	5,065	2,805	4,226	4,598	5,415	(467)	91%	
	MAINTENANCE	500	146	814	246	500	(254)	49%	
	CONTRACTUAL SERVICES	3,120	2,632	2,868	3,072	2,720	(48)	98%	
	TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
TEEN COURT		167,771	125,995	148,873	160,429	163,583	(7,342)	96%	
ADMINISTRATIVE SERVICES		2,117,301	1,745,986	2,241,515	2,118,301	2,132,156	1,000	100%	

<u>ACC/BAC/CLA</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY 13 PROJECTION</u>	<u>FY 14 CM PROPOSED</u>	<u>VARIANCE (\$UNDER)/\$OVER</u>		
	ADMINISTRATION	-	-	-	-	-	-	0%	
	PERSONNEL	117,780	95,728	116,642	122,057	130,591	4,277	104%	Employee retirement with payout of accrued time.
	SUPPLIES	250	564	238	767	750	517	307%	Purchase of logo shirts for division.
	MAINTENANCE	-	-	-	-	-	-	0%	
	CONTRACTUAL SERVICES	2,130	270	2,019	470	1,205	(1,660)	22%	Accountant retired and did not attend budgeted training.
	UTILITIES	-	-	-	-	-	-	0%	
	CONTRACTUAL SERVICES	-	59	40	59	-	59	0%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	ACCOUNTING	120,160	96,620	118,940	123,353	132,546	3,193	103%	Overage for above reasons.
	PERSONNEL	304,484	245,747	366,885	304,887	309,764	403	100%	
	SUPPLIES	87,610	60,112	80,532	79,800	92,200	(7,810)	91%	
	MAINTENANCE	-	-	-	-	200	-	0%	
	CONTRACTUAL SERVICES	237,886	149,420	255,227	203,696	227,969	(34,190)	86%	
	UTILITIES	28,089	19,470	29,578	28,089	28,100	-	100%	
	CONTRACTUAL SERVICES	2,000	1,266	1,877	1,550	2,100	(450)	77%	
	CAPITAL OUTLAY	16,000	-	4,423	16,000	-	-	100%	
	CUSTOMER SERVICE	676,069	476,014	738,522	634,021	660,333	(42,048)	94%	
	PERSONNEL	-	-	-	-	-	-	0%	
	SUPPLIES	-	-	-	-	-	-	0%	
	MAINTENANCE	10,245	10,555	-	10,555	10,250	310	103%	Proportional allocation of trunk radio invoices which were higher than expected.
	CONTRACTUAL SERVICES	15,297	8,101	10,278	12,992	16,112	(2,305)	85%	
	UTILITIES	-	-	-	-	-	-	0%	
	CONTRACTUAL SERVICES	140,000	166,459	203,322	190,900	140,000	50,900	136%	Credit Cards utilized for payment more than expected, new contract initiated to control these costs in next budget year.
	TRANSFERS OUT/DEBT SERVICE	3,180,335	2,670,941	3,588,662	3,457,149	3,442,508	276,814	109%	Increased principal & interest due to new bond issue approved after approval of budget.
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	NON-DEPARTMENTAL	3,345,877	2,856,055	3,802,262	3,671,596	3,608,870	325,719	110%	Overage for above reasons.
	ADMINISTRATIVE SERVICES	4,142,106	3,428,690	4,659,724	4,428,970	4,401,749	286,864	107%	Overage for above reasons.
	WATER CONSTRUCTION FUNDS	-	2,290,569	-	1,833,823	-	1,833,823	0%	
	WASTEWATER CONSTRUCTION FUNDS	-	385,409	-	118,510	-	118,510	0%	
	WATER/SEWER FUND	18,538,056	15,991,627	17,296,151	20,608,384	19,286,230	2,070,328	111%	Overage for above reasons.