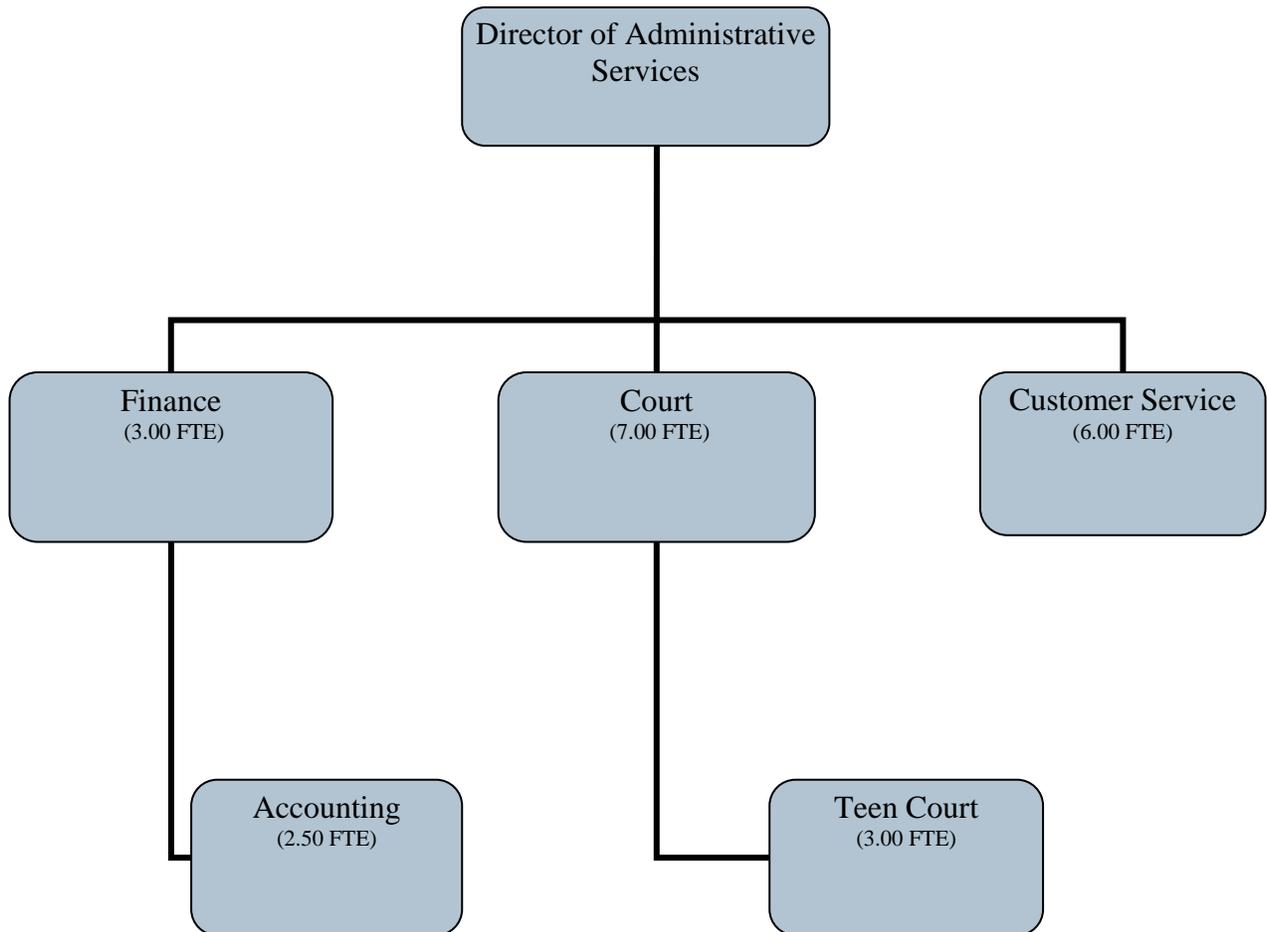


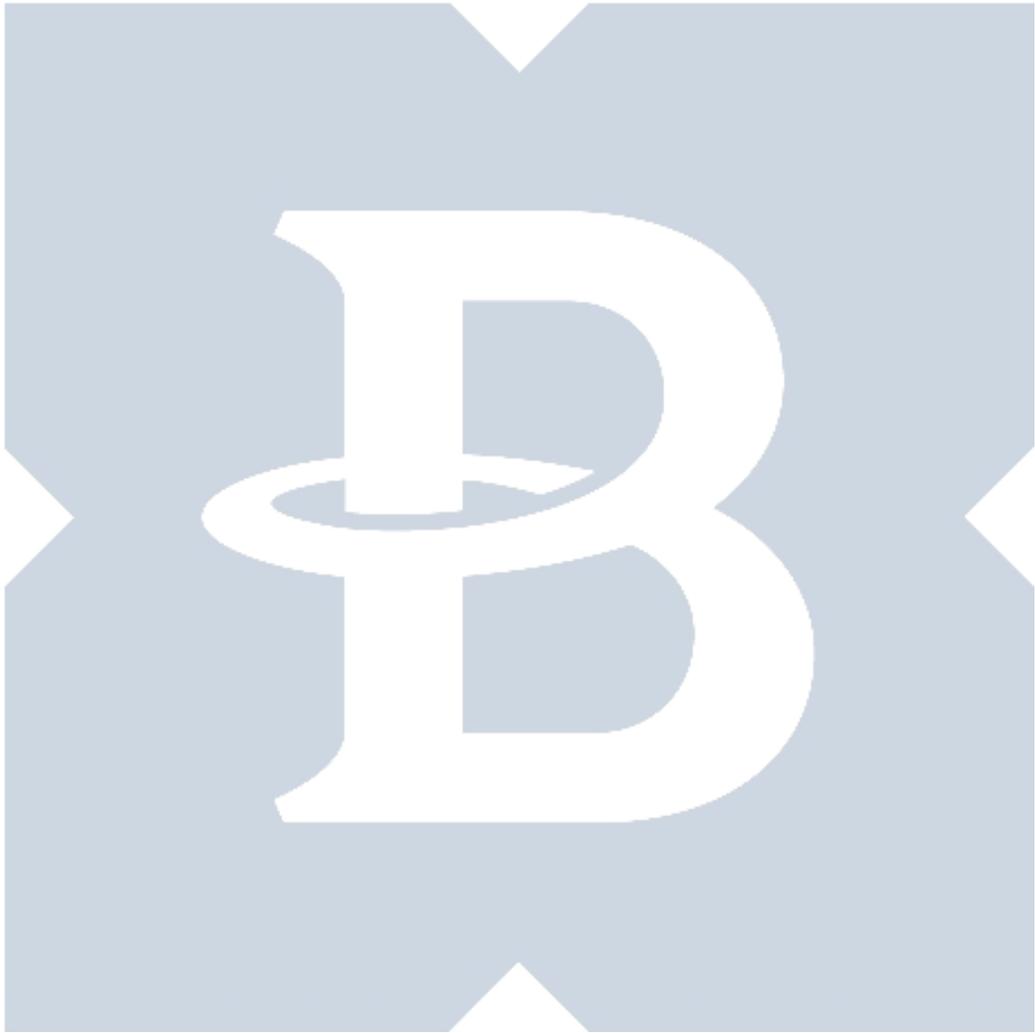


# ADMINISTRATIVE SERVICES



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

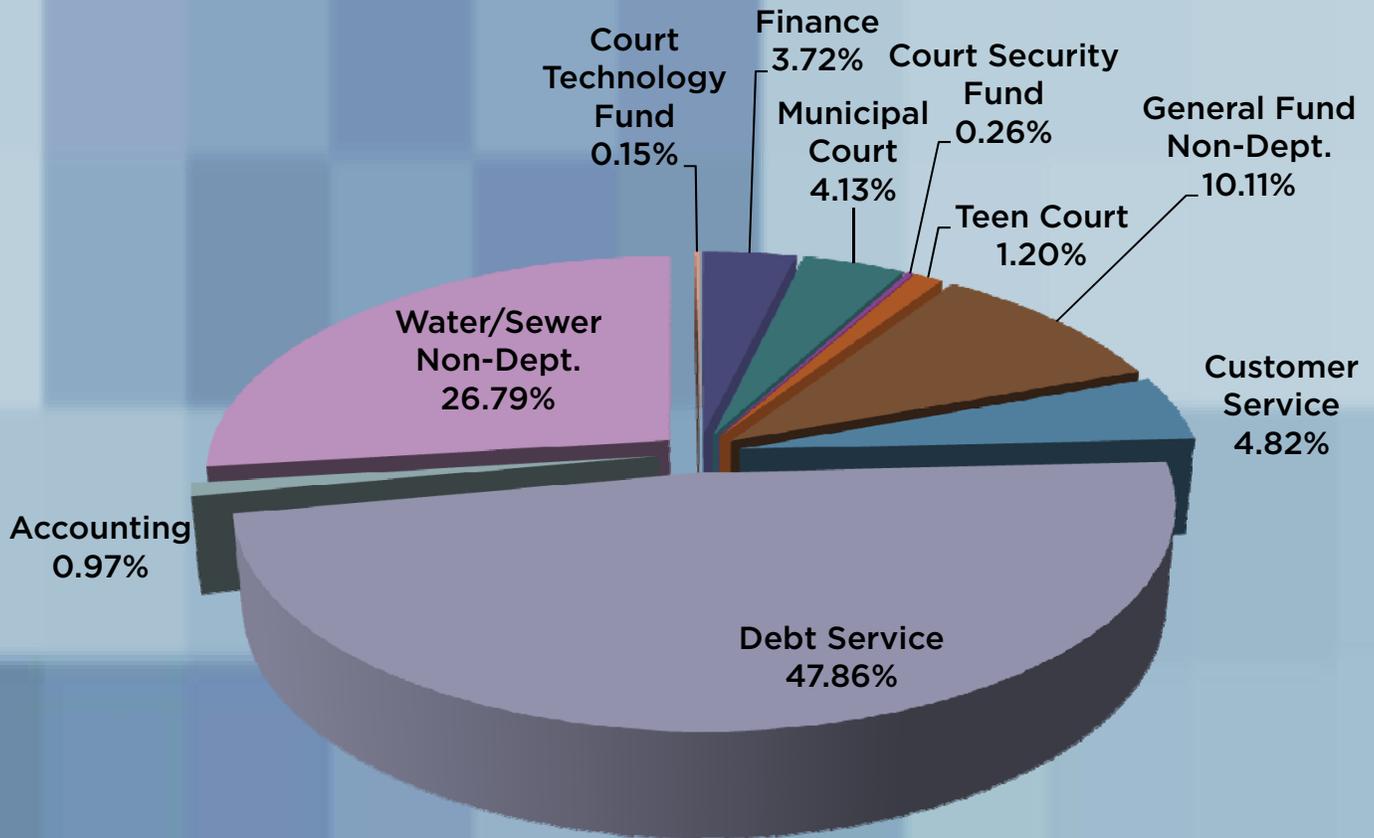




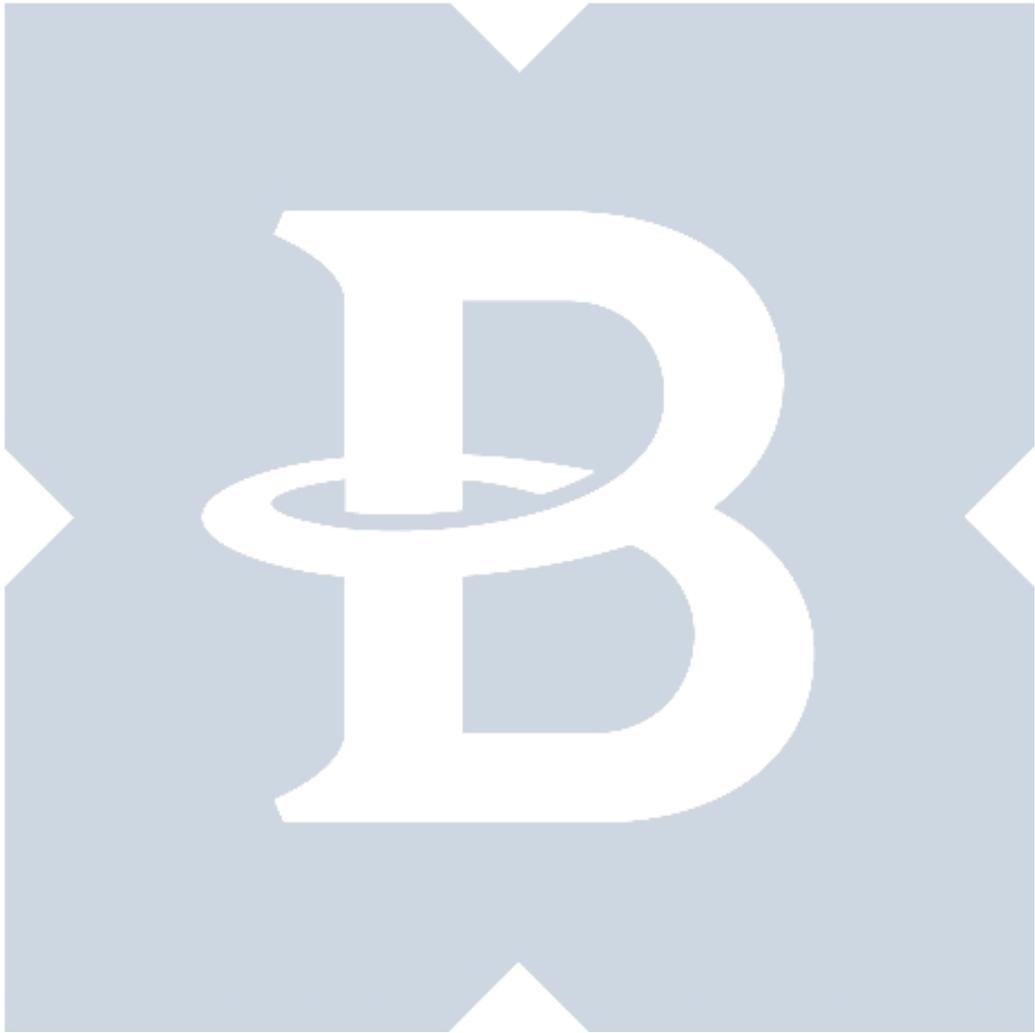
# ADMINISTRATIVE SERVICES

## Total Expenditures

### \$13,688,672



DIVISION	ACTUAL 11-12	BUDGET 12-13	BASE 13-14	REQUESTS 13-14	BUDGET 13-14
Finance	556,388	561,342	509,145	-	509,145
Municipal Court	563,277	568,081	564,881	-	564,881
Teen Court	148,873	167,771	163,583	-	163,583
General Fund Non-Dept.	972,978	820,107	834,690	548,962	1,383,652
Customer Service	738,522	676,069	660,333	-	660,333
Accounting	118,940	120,160	132,546	-	132,546
Water/Sewer Non-Dept.	3,802,262	3,345,877	3,608,870	58,920	3,667,790
Court Security Fund	30,000	35,000	35,000	-	35,000
Court Technology Fund	35,227	19,555	19,555	1,000	20,555
Debt Service	7,107,735	6,714,080	6,551,187	-	6,551,187
<b>TOTAL</b>	<b>\$14,074,201</b>	<b>\$13,028,042</b>	<b>\$13,079,790</b>	<b>\$608,882</b>	<b>\$13,688,672</b>





**City of Bedford  
Finance Division  
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.
- Successfully relocated the department to another facility to meet the department's spacing needs.
- Successfully updated the budget process to create a simpler method of entry for departments to upload budget data.
- Migrated city departments to a new merchant system that is Internet based.

#### FY 2013-2014 GOALS & OBJECTIVES

- To continue our mission of "Being responsive to the needs of 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	\$269,272
Supplies	6,705	4,652	6,220	5,842	5,430
Maintenance					
Contractual Services	174,634	187,203	189,389	184,983	189,743
Utilities	39,132	45,180	44,700	35,837	44,700
Sundry					
Capital Outlay					
<b>TOTAL:</b>	<b>\$522,171</b>	<b>\$556,388</b>	<b>\$561,342</b>	<b>\$552,091</b>	<b>\$509,145</b>

**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	0.00
Accounting Clerk II	1.00	1.00	1.00	1.00	1.00
<b>*TOTAL:</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>

**SIGNIFICANT CHANGES**

Reallocated funding related to Budget Analyst to City Manager's Office budget (\$55,000)



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					\$431,962
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	549,427	484,442	514,670	495,140
Utilities	25	24,375		1,041	
Sundry	228,876	289,254	250,000	293,586	365,000
Capital Outlay	17,494				
<b>TOTAL:</b>	<b>\$853,520</b>	<b>\$972,978</b>	<b>\$820,107</b>	<b>\$894,139</b>	<b>\$1,383,652</b>

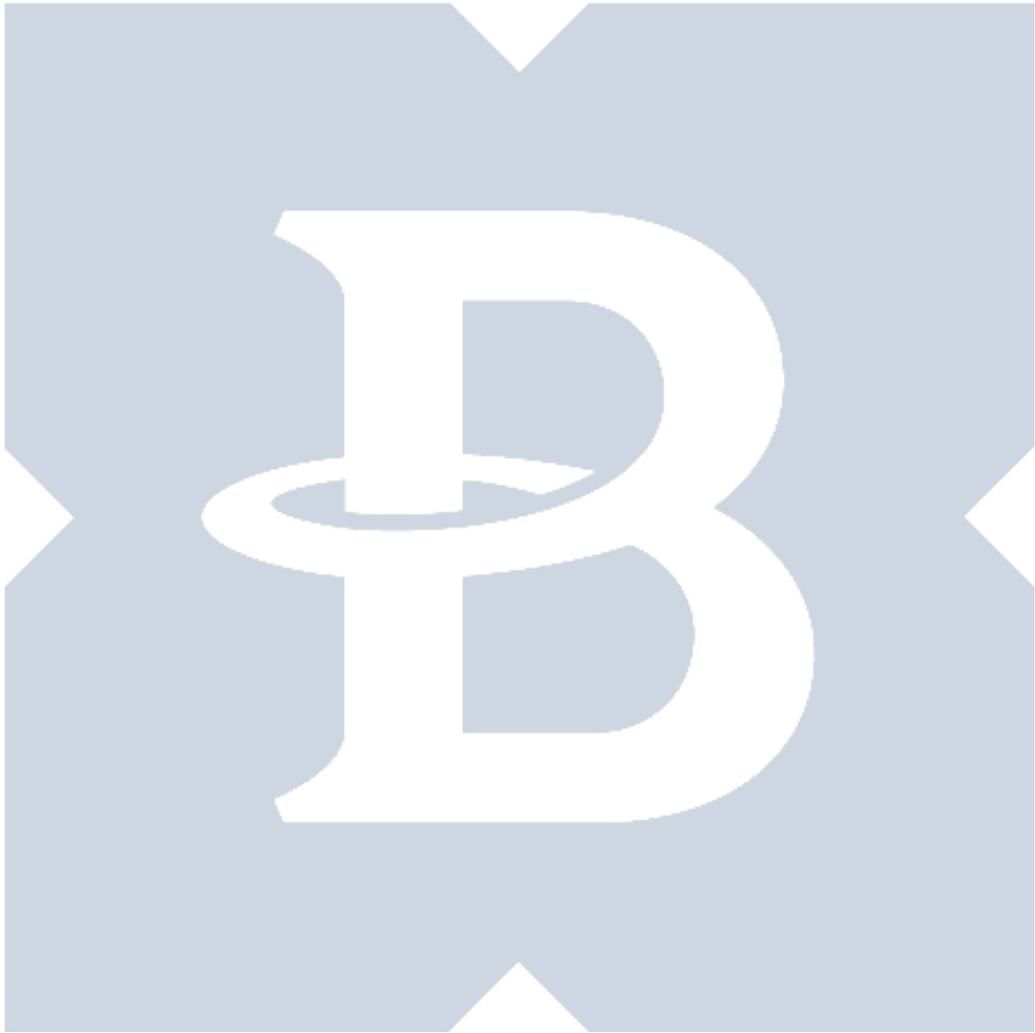
**PERSONNEL SUMMARY**

*\*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					
<b>*TOTAL:</b>					

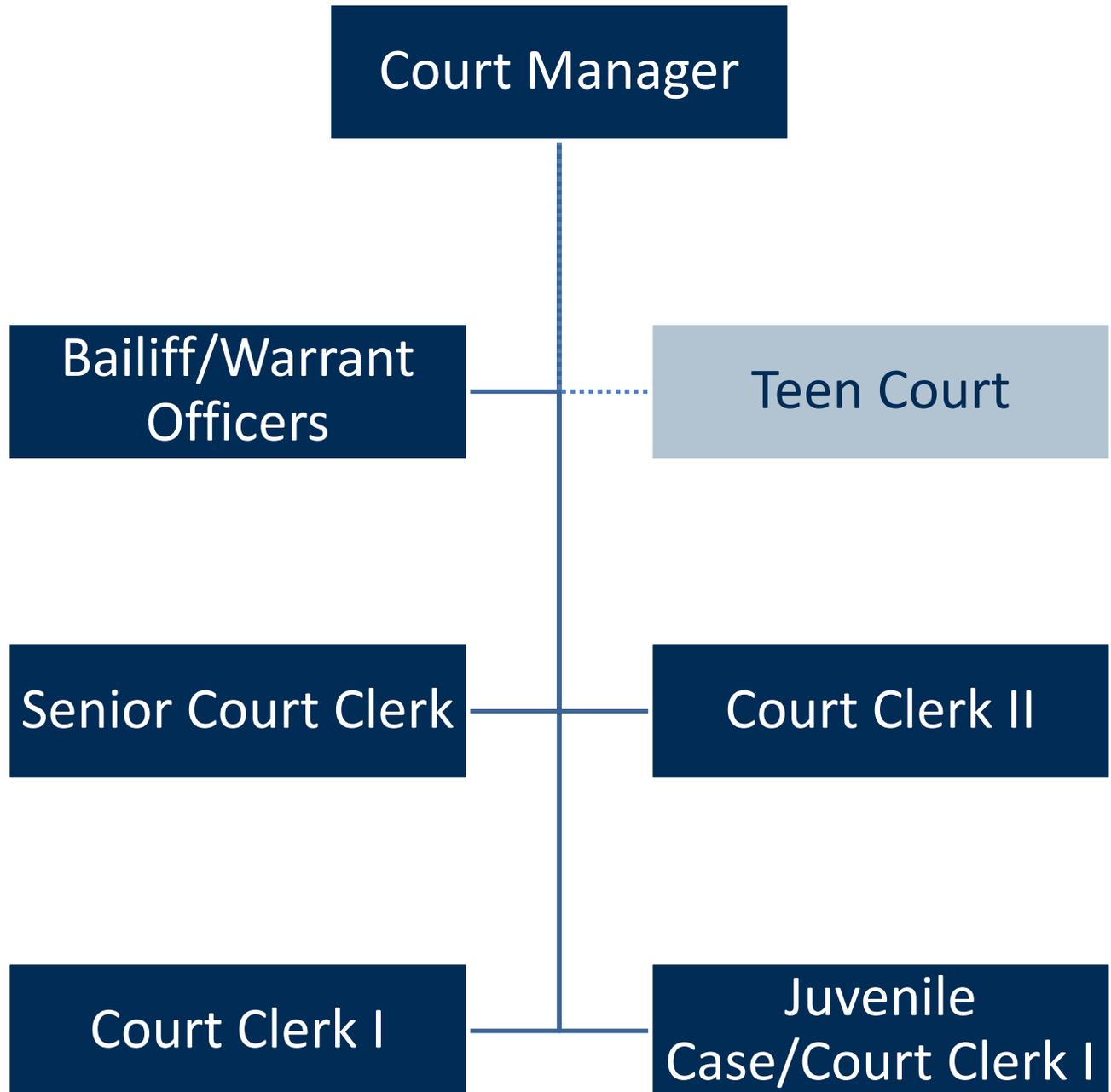
**SIGNIFICANT CHANGES**

Compensation Plan Funding for General Fund Personnel - to be allocated at a later date	\$431,962
Supplemental for General Fund portion of annual fee for Blackboard Connect Services	\$17,000
Supplemental for transfer to Economic Development Fund for Chapter 380 Incentive Agreements	\$100,000





**City of Bedford  
Municipal Court Division  
FY 2013 – 2014**





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 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 Statutes. 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 and generated approximately \$12,124.70 in revenue, which is the highest amount that Municipal Court has collected while participating.
- 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.

#### 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

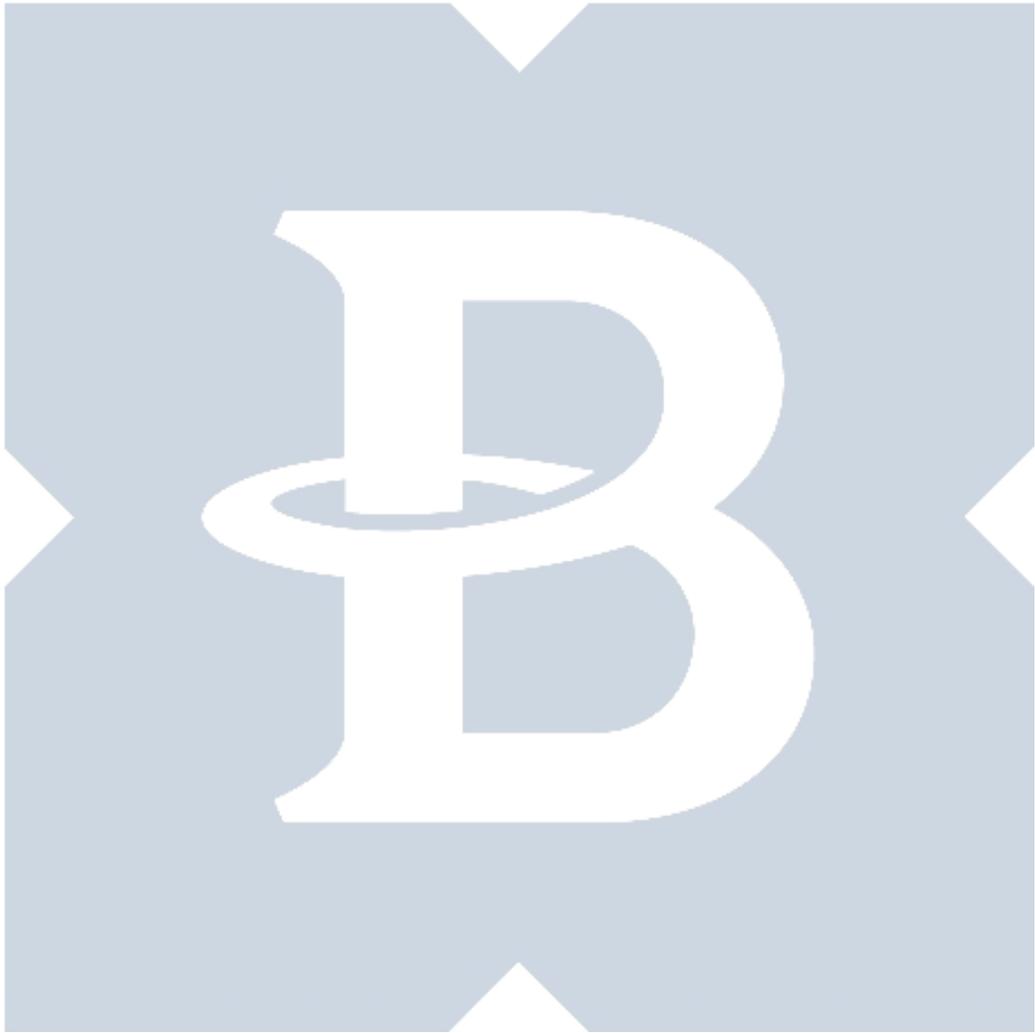
	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$415,518	\$424,636	\$440,266	\$430,006	\$437,036
Supplies	17,297	16,208	16,550	14,930	16,170
Maintenance	1,122	1,867	600	673	600
Contractual Services	109,463	115,373	109,665	109,302	110,075
Utilities					
Sundry	1,082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

PERSONNEL SUMMARY

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

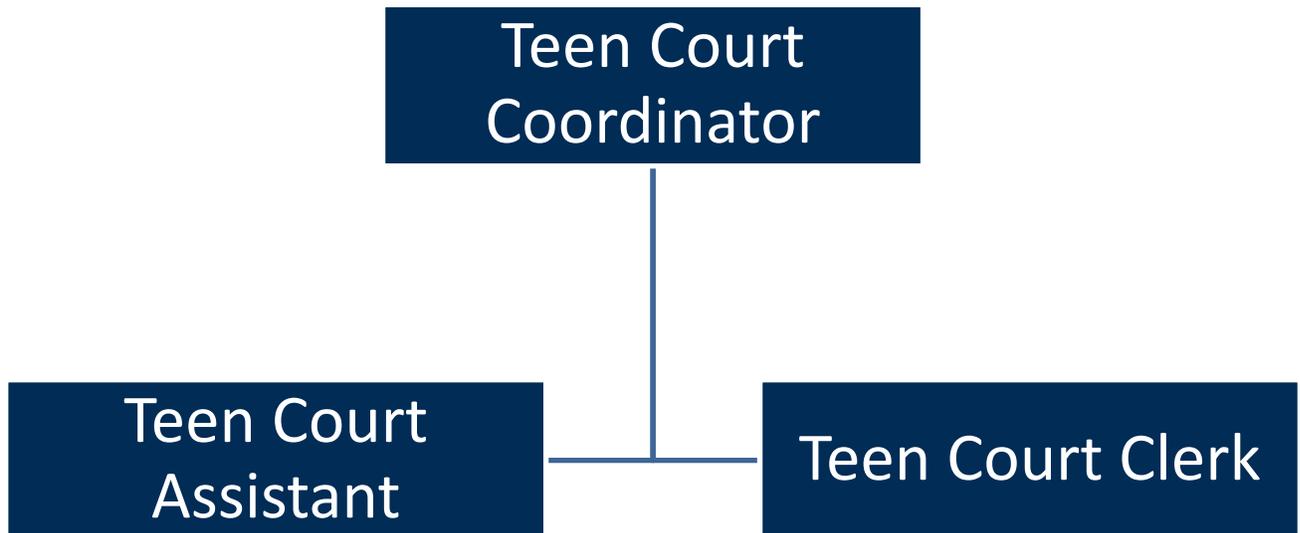
	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Municipal Court Manager	1.00	1.00	1.00	1.00	1.00
Senior Court Clerk	1.00	1.00	1.00	1.00	1.00
Court Clerk II	1.00	1.00	1.00	1.00	1.00
Court Clerk I	1.00	1.00	1.00	1.00	1.00
Juvenile Case / Court Clerk I	1.00	1.00	1.00	1.00	1.00
Warrant Officer / Bailiff	2.00	2.00	2.00	2.00	2.00
<b>*TOTAL:</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

SIGNIFICANT CHANGES





**City of Bedford  
Teen Court Division  
FY 2013 – 2014**





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.
- Held Annual Teen Court Scholarship Banquet 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 its 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

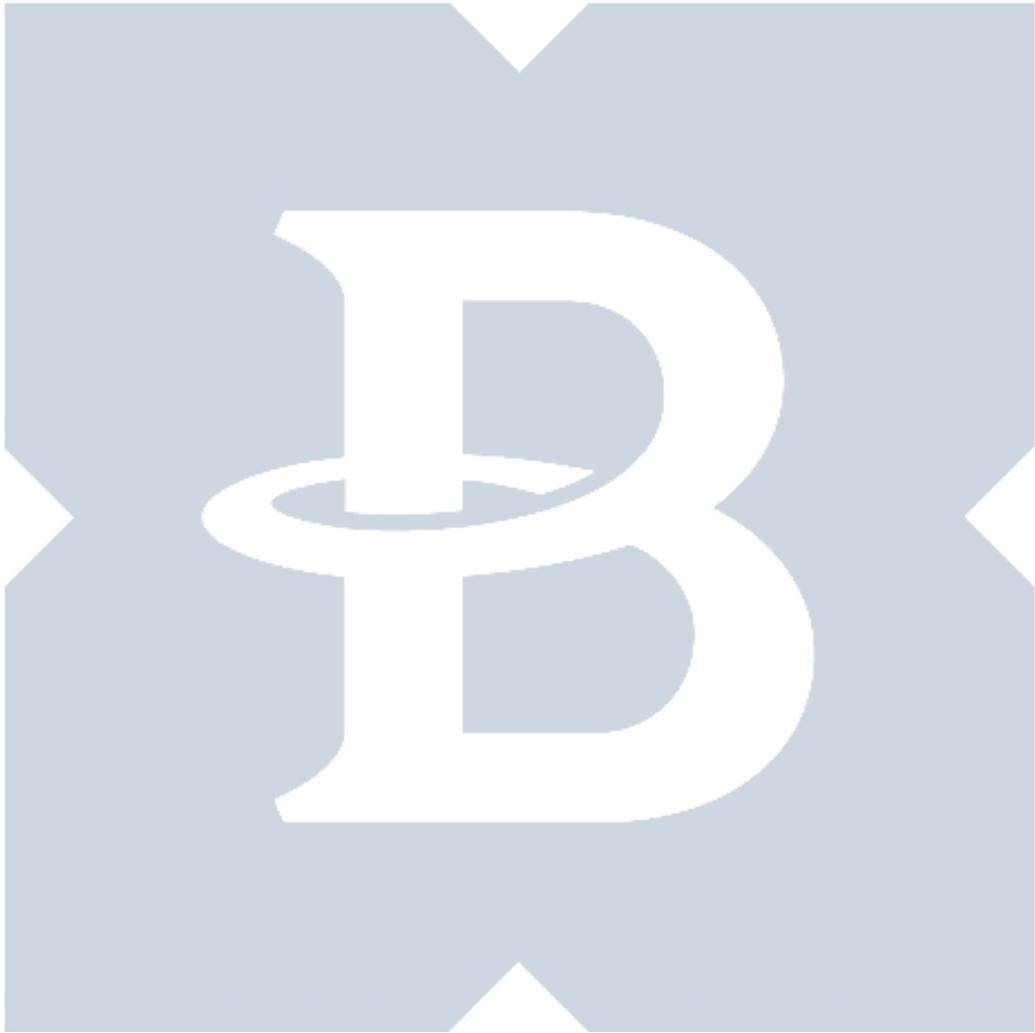
	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$156,103	\$140,965	\$159,086	\$152,513	\$154,948
Supplies	4,706	4,226	5,065	4,598	5,415
Maintenance	484	814	500	246	500
Contractual Services	2,217	2,868	3,120	3,072	2,720
Utilities					
Sundry					
Capital Outlay					
<b>TOTAL:</b>	<b>\$163,510</b>	<b>\$148,873</b>	<b>\$167,771</b>	<b>\$160,429</b>	<b>\$163,583</b>

PERSONNEL SUMMARY

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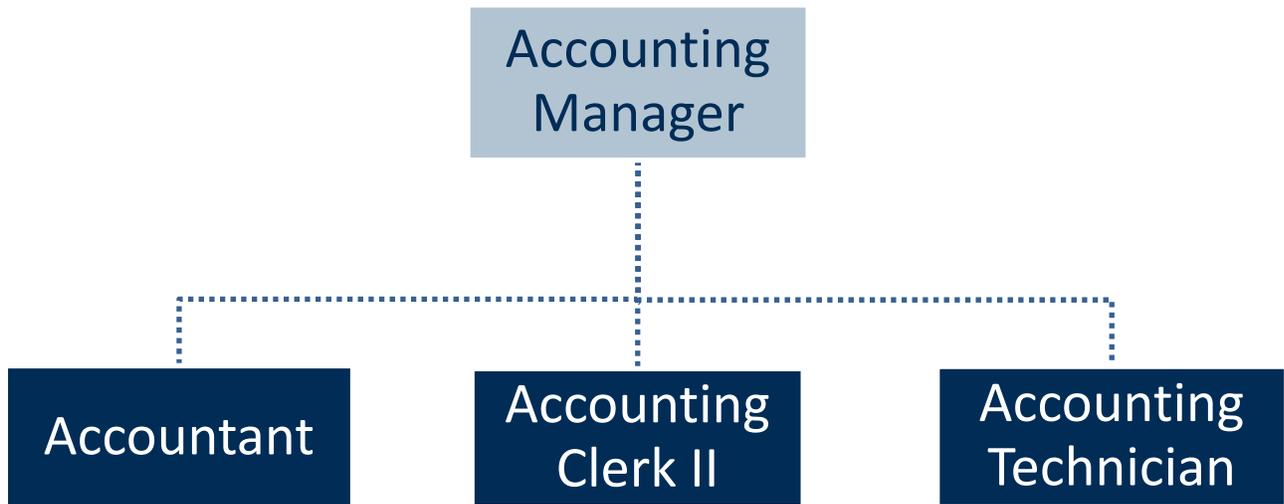
	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Teen Court Coordinator	1.00	1.00	1.00	1.00	1.00
Teen Court Assistant	1.00	1.00	1.00	1.00	1.00
Teen Court Clerk	1.00	1.00	1.00	1.00	1.00
<b>*TOTAL:</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

SIGNIFICANT CHANGES





**City of Bedford  
Accounting Division  
FY 2013 – 2014**





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.
- Created and implemented an Automated Bedford Time Entry Program city-wide saving the City dollars in employee time, duplicate and in some cases, triple data entry, and manual processing by the departments.

#### FY 2013-2014 GOALS & OBJECTIVES

- To continue our mission of "Being responsive to the needs of 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		2,060	2,130	529	1,205
Utilities					
Sundry					
Capital Outlay					
<b>TOTAL:</b>		<b>\$118,940</b>	<b>\$120,160</b>	<b>\$123,353</b>	<b>\$132,546</b>

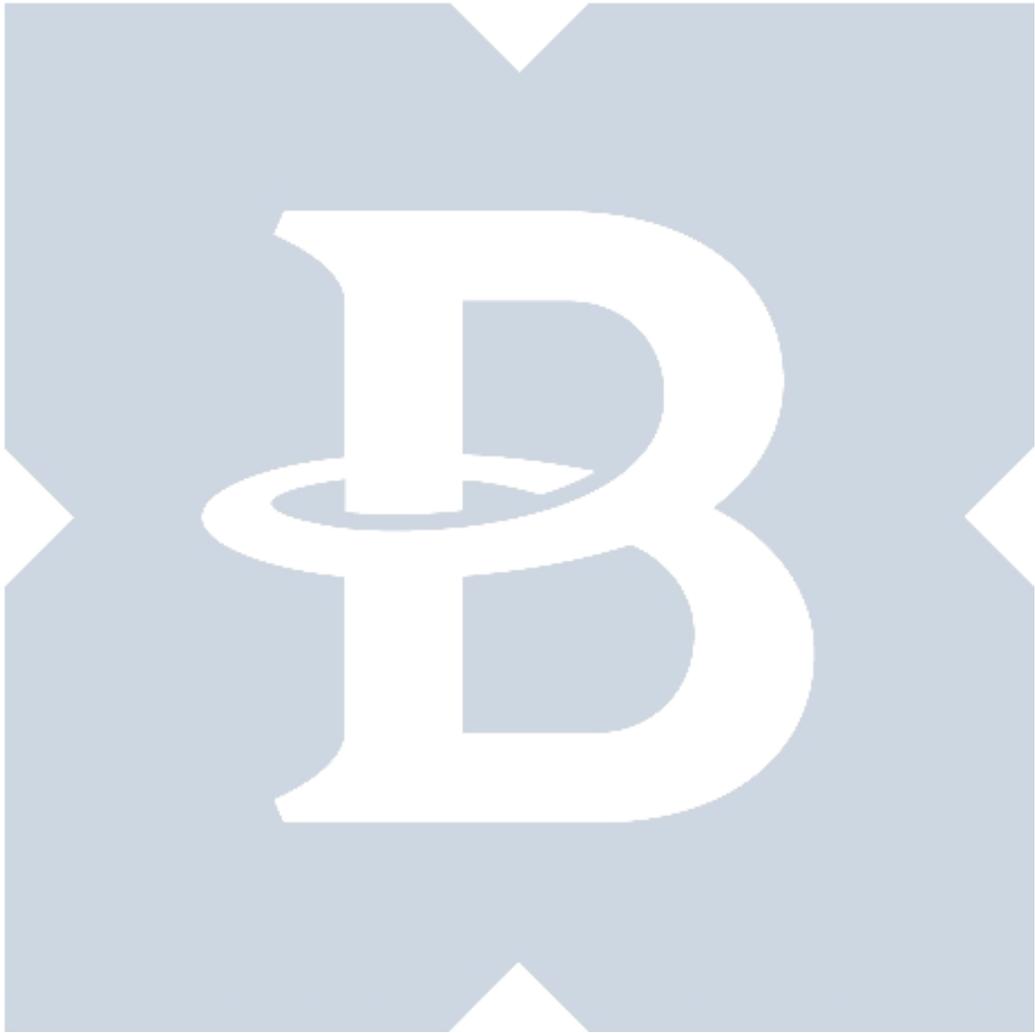
**PERSONNEL SUMMARY**

*\*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
<b>*TOTAL:</b>	<b>0.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.50</b>	<b>2.50</b>

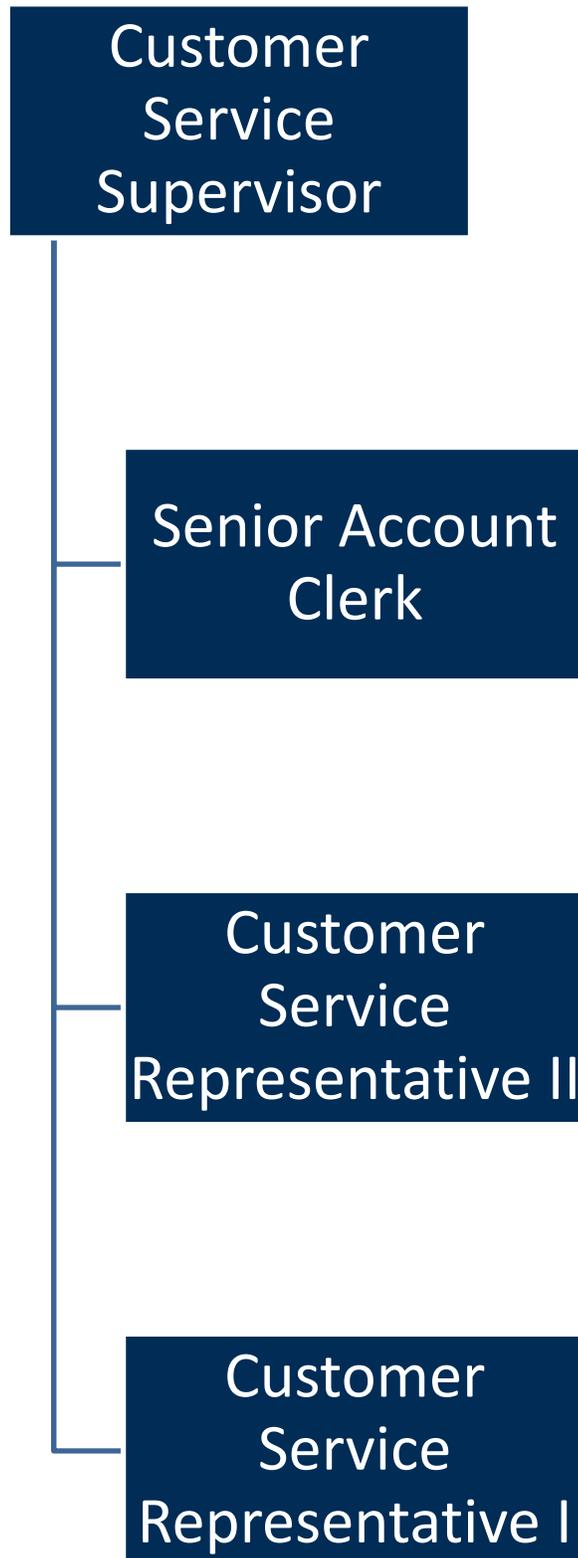
**SIGNIFICANT CHANGES**

Received funding from Engineering for Accounting Technician position by split of an authorized FTE	\$12,800
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**City of Bedford  
Customer Service Division  
FY 2013 – 2014**





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 of 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.
- Migrated to a new meter reading company that saved the City \$33,312 annually.

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	92,150
Maintenance					200
Contractual Services	282,604	257,104	239,886	205,245	230,119
Utilities	25,166	29,578	28,089	28,089	28,100
Sundry					
Capital Outlay		4,423	16,000	16,000	
<b>TOTAL:</b>	<b>\$873,897</b>	<b>\$738,522</b>	<b>\$676,069</b>	<b>\$634,021</b>	<b>\$660,333</b>

**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
<b>*TOTAL:</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

**SIGNIFICANT CHANGES**

One-time supplemental from previous year	(\$16,000)
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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 and 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					\$41,920
Supplies					
Maintenance	10,245		10,245	10,555	10,250
Contractual Services	173,827	213,600	155,297	203,892	173,112
Utilities					
Sundry	3,546,698	3,588,662	3,180,335	3,457,149	3,442,508
Capital Outlay					
<b>TOTAL:</b>	<b>\$3,730,770</b>	<b>\$3,802,262</b>	<b>\$3,345,877</b>	<b>\$3,671,596</b>	<b>\$3,667,790</b>

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

Change in Debt Service payment in accordance with schedules	\$290,652
Decrease in the transfer amount to General Fund based on actual revenue of previous year	(\$34,811)
Compensation Plan Funding for Water and Sewer Fund Personnel - to be allocated at a later date	\$41,920
Supplemental for Water and Sewer Fund portion of annual fee for Blackboard Connect Services	\$17,000



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  
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	16,450
Utilities					
Sundry					
Capital Outlay	53,019	18,375			
<b>TOTAL:</b>	<b>\$67,383</b>	<b>\$35,227</b>	<b>\$19,555</b>	<b>\$19,123</b>	<b>\$20,555</b>

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

Supplemental for Court Technology portion of annual fee for Blackboard Connect Services \$1,000



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

- Refunded Series 2002, 2003, and partially 2004 General Obligation bonds, thus recognizing a net present value savings of \$292,625.

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	2,308	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					
<b>TOTAL:</b>	<b>\$6,755,660</b>	<b>\$7,107,735</b>	<b>\$6,714,080</b>	<b>\$6,714,080</b>	<b>\$6,551,187</b>

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					
<b>*TOTAL:</b>					

SIGNIFICANT CHANGES

