

# ADMINISTRATIVE SERVICES

## TOTAL EXPENDITURES

**\$7,194,282**

DIVISION/FUND	ACTUAL 12-13	BUDGET 13-14	BASE 14-15	REQUESTS 14-15	BUDGET 14-15
Finance	559,755	517,183	522,596	-	522,596
General Fund Non-Departmental	878,296	1,348,707	1,281,406	50,944	1,332,350
Municipal Court	549,311	573,391	583,982	-	583,982
Teen Court	159,078	163,583	167,704	-	167,704
Accounting	119,424	132,546	135,230	-	135,230
Customer Service	618,263	660,333	652,692	-	652,692
Water Fund Non-Departmental	4,037,711	3,658,485	3,667,207	12,736	3,679,943
Court Security Fund	35,000	35,000	40,000	-	40,000
Court Technology Fund	18,532	20,555	29,310	50,475	79,785
<b>TOTAL</b>	<b>\$6,975,370</b>	<b>\$7,109,783</b>	<b>\$7,080,127</b>	<b>\$ 114,155</b>	<b>\$7,194,282</b>

### Future Budget Considerations

Municipal Court - Due to current term limits, the municipal court operations could potentially see turnover in the judge's seat. This can lead to significant changes in standard court operating procedures including, but not limited to, increased court sessions, trials, and dockets. The effect of such a change, may require additional staff to manage a larger workload.

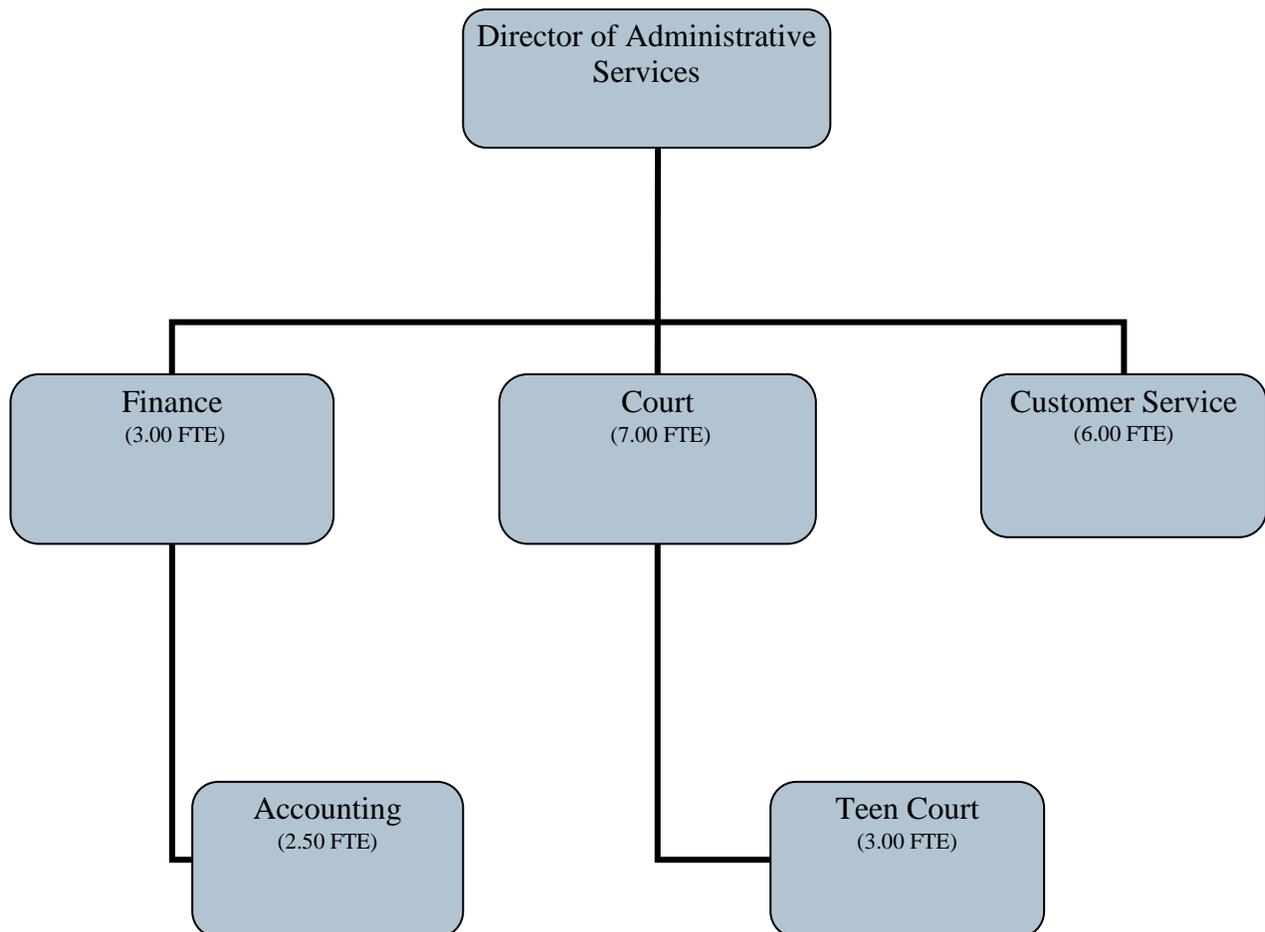
Teen Court - Due to recent legislative changes, police officers located within the Hurst, Eules and Bedford schools are limited to the types of citations they are allowed to issue. Therefore, this change has significantly reduced the number of cases appearing before Teen Court. With a reduced court docket per session, Teen Court faces the challenge of maintaining the program's viability moving forward.

Teen Court partners with the cities of Hurst and Eules to administratively handle its court operations by combining dockets where needed. Should either City pull out of the program, the City of Bedford will have to increase its funding to absorb up to two-thirds of the cost.

Customer Service - As costs continue to rise from the Trinity River Authority, the City's wholesale water and wastewater provider, the City will have to consider rate increases. These increases are necessary to ensure cost recovery for water and wastewater service.



**City of Bedford**  
**Administrative Services Organization Chart**  
**FY 2014 - 2015**





City of Bedford  
Program Summary  
FY 2014-2015

Fund: General

Department: Administrative Services

Division: Finance

PROGRAM DESCRIPTION

The City of Bedford collects revenue from all areas of municipal operations. The Finance Division is responsible for the oversight and management of the City's assets. Moreover, Finance is primarily responsible for ensuring proper stewardship of the City's financial resources by properly classifying and accounting for every dollar the City collects and spends. This is accomplished through various services that include Payroll, Accounts Payable, Accounts Receivable, Revenue Monitoring, Cash and Investment Management, Purchasing, Financial Reporting, Banking, Debt Management and Capital Financing. In addition, this Division is responsible for coordinating the annual audit process and preparing the Comprehensive Annual Financial Report (CAFR). The citizens of Bedford can rely on Finance to accurately disclose how the City effectively manages its financial assets.

FY 2013-2014 HIGHLIGHTS

- \* The Finance Division received its 17th consecutive Certificate for Excellence in Financial Reporting award from the Government Finance Officers' Association of the United States and Canada.
- \* The Finance Division began a major software conversion from an AS/400 to a .NET platform as approved by the City Council.
- \* The Director of Administrative Services has been appointed to serve as the North Representative of the Board of Directors for Government Finance Officers' Association of Texas.
- \* The Finance Division has maintained its 'AA' long-term bond rating for the City's general obligation (GO) bonds and its public property finance contractual obligations, which categorizes the City as having a stable outlook.
- \* The Finance Division revised the Purchasing Policy to address changes in State law and combine related policies, which was then approved by the City Council.

FY 2014-2015 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

***Demonstrate excellent customer service in an efficient manner.***

- \* Adhere to policies and changes in legislative statutes governing all aspects of financial accounting.
- \* Promote the highest ethical standards in presenting financial information fairly and free of material misstatements.
- \* Monitor technological advances to automate processes, streamline procedures and increase efficiency.
- \* Maximize the highest yield on investments while maintaining safety and liquidity of public funds and minimizing risk.
- \* Monitor market conditions and determine feasibility of potential debt refunding opportunities.



Fund: General

Department: Administrative Services

Division: Finance

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$319,353	\$328,315	\$277,310	\$278,907	\$283,771
Supplies	4,652	5,729	5,430	4,908	5,230
Maintenance	-	-	-	-	-
Contractual Services	187,202	189,476	189,743	195,257	197,595
Utilities	45,180	36,235	44,700	35,784	36,000
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL:</b>	<b>\$556,388</b>	<b>\$559,755</b>	<b>\$517,183</b>	<b>\$514,855</b>	<b>\$522,596</b>

PERSONNEL SUMMARY

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

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
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	0.00	0.00	0.00
Account Clerk II	1.00	1.00	1.00	1.00	1.00
<b>*TOTAL:</b>	<b>4.00</b>	<b>4.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

SIGNIFICANT CHANGES



Fund: General  
Department: Administrative Services  
Division: Finance

## PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
<b>INPUTS</b>			
# of Total Journal Entries	45,236	45,236	45,236
# of Manual Journal Entries	1,326	1,155	1,000
# of FTEs	3.00	3.00	3.00
<b>OUTPUTS</b>			
Total Interest Earnings	\$62,114	\$61,124	\$62,500
Average % of Portfolio Yield	0.21%	0.18%	0.20%
Total Outstanding Debt (thousands)	\$56,075	\$55,450	\$48,805
<b>EFFICIENCY</b>			
Maintenance & Operation Budget per Capita	\$11.56	\$10.45	\$10.39
Division Budget as a % of General Fund	2.06%	1.79%	1.80%
Outstanding Debt per Capita	\$1,154.61	\$1,138.11	\$996.02
<b>EFFECTIVENESS</b>			
# of Days to Reconcile City Bank Accounts	15	13	12
% of City Funds Invested	82.84%	86.17%	87.50%
# of Audit Adjustments	27	15	12
% of Property Taxes Collected	98.9%	99.2%	99.5%
<b>OUTCOMES</b>			
Received Unmodified Audit Opinion	Yes	Yes	Yes
Received GFOA Certificate of Achievement Award	Yes	Yes	Yes
CAFR submitted to City Council by February	Yes	Yes	Yes
Bond Rating on General Obligation Bonds	AA	AA	AA

City of Bedford  
Travel & Training Request Form  
FY 2014-2015

Fund: General  
 Department: Administrative Services  
 Division: Finance

Name of Event/School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Government Finance Officers Association of Texas (GFOAT) Fall Conference	San Antonio, TX	1	Yes	\$400	\$50	\$355	\$805	\$325	\$1,130
GFOAT Spring Conference	San Marcos, TX	1	Yes	\$400	\$50	\$265	\$715	\$325	\$1,040
Public Funds Investment Act Training	Arlington, TX	1	Yes	\$0	\$0	\$0	\$0	\$250	\$250
Government Finance Officers Association National Conference	Philadelphia, PA	1	No	\$800	\$200	\$410	\$1,410	\$475	\$1,885
TOTAL				\$1,600	\$300	\$1,030	\$2,930	\$1,375	\$4,305

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 2015 Department 01-50-16

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
<b>01-50-16-8001</b>	<b>SALARIES</b>					
Salaries		225,296	185,521.17	215,646	258,161.02	261,364.79
	<b>Account Total</b>	<b>225,296</b>				
<b>01-50-16-8001-00003</b>	<b>INCENTIVE PAY</b>					
Incentive Pay		1,200	1,028.49	1,200	2,822.63	2,143.07
	<b>Account Total</b>	<b>1,200</b>				
<b>01-50-16-8001-00007</b>	<b>CELL PHONE ALLOWANCE</b>					
Cell Phone Allowance		361	308.00	421	368.01	351.20
	<b>Account Total</b>	<b>361</b>				
<b>01-50-16-8001-00099</b>	<b>COLA INCREASE BUDGET</b>					
TMRS COLA Increase		3,482	0.00	0	4,000.00	0.00
	<b>Account Total</b>	<b>3,482</b>				
<b>01-50-16-8003</b>	<b>LONGEVITY</b>					
Longevity		796	455.55	616	699.59	879.33
	<b>Account Total</b>	<b>796</b>				
<b>01-50-16-8005-00005</b>	<b>LIFE INSURANCE</b>					
Life Insurance - Employer Contribution		452	437.28	451	576.27	612.51
	<b>Account Total</b>	<b>452</b>				
<b>01-50-16-8005-00010</b>	<b>DENTAL INSURANCE</b>					
Dental Insurance - Employer Contribution		1,884	1,438.73	1,752	2,184.34	1,946.38
	<b>Account Total</b>	<b>1,884</b>				
<b>01-50-16-8005-00015</b>	<b>HEALTH INSURANCE</b>					
Health Insurance - Employer Contribution		27,428	20,554.39	23,851	28,335.77	19,944.45
	<b>Account Total</b>	<b>27,428</b>				
<b>01-50-16-8005-00025</b>	<b>EMPLOYEE CLINIC</b>					
Kaner Clinic		960	954.36	1,032	1,617.19	1,216.45
	<b>Account Total</b>	<b>960</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-50-16

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
<b>01-50-16-8006-00001</b>	<b>PENSION - TMRS</b>					
	TMRS - Employer Contribution	17,222	9,747.56	11,336	12,836.91	13,517.88
	<b>Account Total</b>	<b>17,222</b>				
<b>01-50-16-8008</b>	<b>WORKER'S COMPENSATION INS</b>					
	Workers Compensation	362	221.57	300	197.10	250.73
	<b>Account Total</b>	<b>362</b>				
<b>01-50-16-8009</b>	<b>UNEMPLOYMENT INS.</b>					
	State Unemployment Insurance	486	725.14	486	36.00	1,044.00
	<b>Account Total</b>	<b>486</b>				
<b>01-50-16-8010</b>	<b>FICA/MEDICARE</b>					
	FICA/Medicare - Employer Contribution	3,418	2,588.36	3,161	3,698.22	3,665.34
	<b>Account Total</b>	<b>3,418</b>				
<b>01-50-16-8015</b>	<b>DISABILITY INSURANCE</b>					
	Disability Insurance	424	336.28	392	462.49	576.70
	<b>Account Total</b>	<b>424</b>				
	<b>Classification Total</b>	<b>283,771</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-16**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7300</b>	<b>Supplies</b>					
	<b>01-50-16-8101 OFFICE</b>					
	Binder Combs/Covers/Dividers	80	1,874.89	2,215	2,584.75	1,420.95
	Office Supplies	1,300				
	Print Cartridge	680				
	Storage Boxes	160				
	<b>Account Total</b>	<b>2,220</b>				
	<b>01-50-16-8114 POSTAGE</b>					
	Postage	1,250	963.59	1,560	1,186.68	1,214.78
	<b>Account Total</b>	<b>1,250</b>				
	<b>01-50-16-8116 BUSINESS FORMS</b>					
	Accounts Payable Window Envelopes	200	357.42	950	549.39	841.86
	Letterhead envelopes	200				
	W2 Forms, 1099	550				
	<b>Account Total</b>	<b>950</b>				
	<b>01-50-16-8140 PUBLICATIONS &amp; PROGRAMMIN</b>					
	City Annual Financial Report (CAFR) - Award Registration fee	510	555.00	705	1,407.73	476.55
	Governmental Accounting, Auditing, and Financial Reporting (G.A.A.F.R.) book and review	300				
	<b>Account Total</b>	<b>810</b>				
	<b>Classification Total</b>	<b>5,230</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-50-16

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
	<b>01-50-16-8305 TAX OFFICE</b>					
	Tarrant Appraisal District	90,600	107,155.31	108,163	102,791.61	98,056.26
	Tarrant County Tax Assessor Collector	17,600				
	<b>Account Total</b>	<b>108,200</b>				
	<b>01-50-16-8306 AUDIT</b>					
	Audit Fees	56,920	55,310.00	55,500	53,600.00	55,005.00
	Year 3 Contract Fees for BKD - City's audit firm					
	<b>Account Total</b>	<b>56,920</b>				
	<b>01-50-16-8310 CONTRACT LABOR</b>					
	Actuarial Study for GASB 45 OPEB Compliance	6,000	13,703.46	12,500	19,027.02	17,557.71
	Investment Advisory Services - Valley View Consulting	6,750				
	Sales Tax Audit Reporting Services (STARS)- Municipal Advisory Services	4,730				
	<b>Account Total</b>	<b>17,480</b>				
	<b>01-50-16-8319 ADVERTISING</b>					
	Star Telegram Notice - Publication Services	250	0.00	250	0.00	145.80
	<b>Account Total</b>	<b>250</b>				
	<b>01-50-16-8320 TRAVEL EXPENSE</b>					
	See Travel and Training Request Form	2,930	1,480.33	1,515	2,517.32	3,704.98
	<b>Account Total</b>	<b>2,930</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-16**

	<b>Current Budget 2015</b>	<b>Current Actual 2014</b>	<b>Current Budget 2014</b>	<b>Last Yr Actual 2013</b>	<b>2 Yr Ago Actual 2012</b>
<b>7500 Contractual Services</b>					
<b>01-50-16-8322 DUES</b>					
Certification Fee - Certified Government Finance Officers (CGFO)	80	350.00	790	1,498.00	1,134.00
Annual fees for two					
GFOAT Regional Roundtable fees @ \$50/person x 2 ppl	100				
Government Finance Officers Association (GFOA)	300				
Annual membership fees for two					
Government Finance Officers Association of TX (GFOAT)	160				
Annual membership fees for two					
Government Treasurer's Organization of Texas (GTOT)	150				
Annual membership fees for two					
<b>Account Total</b>	<b>790</b>				
<b>01-50-16-8323 SCHOOLS</b>					
See Travel and Training Request Form	1,375	2,895.00	1,975	2,375.00	2,510.00
<b>Account Total</b>	<b>1,375</b>				
<b>01-50-16-8341 SPECIAL EVENTS</b>					
Employee Holiday Luncheon Gift Cards	50	50.00	50	50.00	0.00
<b>Account Total</b>	<b>50</b>				
<b>01-50-16-8360 COPY MACHINES</b>					
City Administration Copier Lease Including Maintenance & Toner	9,600	8,336.88	9,000	7,616.63	9,077.52
<b>Account Total</b>	<b>9,600</b>				
<b>Classification Total</b>	<b>197,595</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-16**

			Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7550</b>	<b>UTILITIES</b>						
	<b>01-50-16-8327</b>	<b>ELECTRICITY</b>					
	Electricity		28,300	19,479.23	36,000	29,873.65	37,516.99
	Building A						
		<b>Account Total</b>	<b>28,300</b>				
	<b>01-50-16-8328</b>	<b>WATER</b>					
	Water		2,200	1,854.00	2,200	2,138.55	2,133.94
	Building A & B						
		<b>Account Total</b>	<b>2,200</b>				
	<b>01-50-16-8329</b>	<b>GAS</b>					
	Natural Gas		5,500	4,712.99	6,500	4,223.02	5,529.10
	Building A						
		<b>Account Total</b>	<b>5,500</b>				
		<b>Classification Total</b>	<b>36,000</b>				
		<b>Report Total</b>	<b>522,596</b>				



City of Bedford  
Program Summary  
FY 2014-2015

Fund: General

Department: Administrative Services

Division: Non-Departmental

PROGRAM DESCRIPTION

The Non-Departmental function of Administrative Services provides a means to budget expenditures that are not typically associated with specific operating departments or divisions. The expenditures allocated to Non-Departmental are beneficial to the City as a whole. The Administrative Services Department is responsible for managing and monitoring these expenditures.

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services*	-	-	\$121,540	-	\$326,891
Supplies	2,758	4,316	4,300	3,509	4,300
Maintenance	107,164	77,229	87,250	87,250	99,500
Contractual Services	549,426	545,025	495,140	617,949	510,715
Utilities	24,375	1,041	-	-	-
Sundry	289,254	250,685	365,000	365,682	340,000
Capital Outlay	-	-	275,477	275,477	-
TOTAL:	\$972,978	\$878,296	\$1,348,707	\$1,349,868	\$1,281,406

\*This area does not have any personnel assigned.

SIGNIFICANT CHANGES

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-50-20

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
	<b>01-50-20-8001-00099 COLA INCREASE BUDGET</b>					
	Compensation Plan Pool for General Fund	326,891	0.00	431,962	0.00	0.00
	<b>Account Total</b>	<b>326,891</b>				
	<b>Classification Total</b>	<b>326,891</b>				
<b>7300</b>	<b>Supplies</b>					
	<b>01-50-20-8101 OFFICE</b>					
	Copier Paper	2,800	1,798.13	3,300	4,138.13	2,669.23
	Office Supplies	500				
	<b>Account Total</b>	<b>3,300</b>				
	<b>01-50-20-8135 PROMOTIONAL &amp; EDUCATIONAL</b>					
	Employee Special Event Expenses	1,000	507.92	1,000	0.00	0.00
	<b>Account Total</b>	<b>1,000</b>				
	<b>Classification Total</b>	<b>4,300</b>				
<b>7400</b>	<b>Maintenance</b>					
	<b>01-50-20-8217 MAINT - RADIO SYSTEMS</b>					
	Colleyville System Maintenance	14,000	40,761.23	87,250	77,229.23	107,164.38
	Fort Worth System Maintenance	23,000				
	Motorola Contracts - Infrastructure & System Management	36,500				
	North Richland Hills Subscriber Maintenance	26,000				
	<b>Account Total</b>	<b>99,500</b>				
	<b>Classification Total</b>	<b>99,500</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-50-20

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
<b>01-50-20-8301</b>	<b>COMMUNICATIONS</b>					
	AT&T DSL Library Computers	4,020	82,074.86	107,460	128,747.39	126,900.63
	Per Information Services - \$4,012.56					
	AT&T Long Distance Services	2,680				
	Per Information Services - \$2,677.04					
	AT&T Managed Internet Services	18,470				
	Per Information Services - \$18,468.26					
	AT&T Service - Phone Lines (formerly XO Communications)	60,910				
	Per Information Services - \$60,909.52					
	Lantana Service Contracts	19,200				
	City-wide Telephone System					
	<b>Account Total</b>	<b>105,280</b>				
<b>01-50-20-8303</b>	<b>INSURANCE</b>					
	City-wide Insurance coverage	220,000	237,516.27	210,000	200,879.98	182,379.23
	General liability, Auto liability, Auto physical liability, Law enforcement liability, Errors & omissions liability, real and personal property, mobile equipment, Forgery & Fidelity, Deductible reimbursements					
	City-wide insurance: re-rate adjustments throughout the year	15,000				
	<b>Account Total</b>	<b>235,000</b>				
<b>01-50-20-8310</b>	<b>CONTRACT LABOR</b>					
	Blackboard Connect	9,755	13,500.70	17,000	3,835.22	1,400.00
	General Fund portion					
	<b>Account Total</b>	<b>9,755</b>				
<b>01-50-20-8314</b>	<b>LEGAL SERVICES</b>					
	City Attorney	131,000	116,587.06	131,000	173,032.52	199,170.81
	City Council meetings, on-site consultation, general consulting					
	<b>Account Total</b>	<b>131,000</b>				

**City of Bedford  
Departmental Budget Entry  
Fiscal Year 2015  
Department 01-50-20**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
	<b>01-50-20-8359</b>					
	<b>BANK CREDIT CARD FEES</b>					
	Credit Card Processing Fees	27,580	21,274.54	29,680	38,530.26	39,574.88
	Optum HSA Account Fees	2,100				
	<b>Account Total</b>	<b>29,680</b>				
	<b>Classification Total</b>	<b>510,715</b>				
<b>7600</b>	<b>DEBT SERVICE &amp; TRANSFERS</b>					
	<b>01-50-20-8498</b>					
	<b>OPERATING TRANSFERS</b>					
	Transfer to Aquatics Maintenance Fund	50,000	279,916.90	365,000	247,542.44	205,004.00
	Transfer to Computer Replacement Fund	50,000				
	Transfer to Economic Development	100,000				
	Transfer to Economic Development Fund for 380 Reimbursements	15,000				
	Chili's Demolition					
	Transfer to Facility Maintenance Fund	75,000				
	Transfer to Vehicle/Equipment Replacement Fund	50,000				
	<b>Account Total</b>	<b>340,000</b>				
	<b>Classification Total</b>	<b>340,000</b>				
	<b>Report Total</b>	<b>1,281,406</b>				



City of Bedford  
Program Summary  
FY 2014-2015

Fund: General

Department: Administrative Services

Division: Municipal Court

PROGRAM DESCRIPTION

The Municipal Court is a court of record that has jurisdiction within the City of Bedford's territorial limits over all Class C misdemeanor cases brought under City ordinances and the Texas State Statutes. The 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 Municipal Court has the responsibility to remain educated and informed on all laws that pertain to the Municipal Courts of Texas and the impact that those laws will have on the City of Bedford and Court functions. This Division processes all documentation in accordance with State law and judicial procedures. This includes: payment of fines, distribution of court costs into mandated State accounts and City of Bedford accounts, daily cash reconciliation, 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 of cash and surety bonds, forfeiting of cash bonds, and filing of attorney motions. The Municipal Court also responds to all court related open records requests, discovery requests, and judicial open records requests.

FY 2013-2014 HIGHLIGHTS

- \* Implemented an outside collection agency (Linebarger) to collect delinquent Municipal Court ordered fines, costs, and fees.
- \* Actively participated in the 2014 State of Texas Great Texas Warrant Round Up and cleared 515 warrants while generating approximately \$49,111 as compared to last year where 474 warrants were cleared and approximately \$40,487 in revenue was generated.
- \* Implemented the use of Blackboard Connect to expedite and maximize collection efforts for defendants who have outstanding warrants.
- \* Implemented an online web Failure to Appear (FTA) interface with Omnibase Services of Texas to allow instant clearing and adding of cases into the FTA program.
- \* Implemented an online Texas Department Public Safety Conviction Reporting web interface to allow the Municipal Court to more accurately report convictions to the Driver Records Bureau.
- \* Evaluated staff duties to improve efficiencies in customer service, data entry, and warrant processes.

FY 2014-2015 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

***Be responsive to the needs of the community.***

- \* Maximize Municipal Court efficiency and enhance the customer experience through the use of technology.

***Demonstrate excellent customer service in an efficient manner.***

- \* Provide a fair and impartial process to defendants and complainants.
- \* Keep all procedures and policies effective and up to date with legislative changes.
- \* Focus on employee development by continuing to provide training to personnel through the Texas Court Clerks Association, Texas Municipal Courts Education Center, and Texas Commission on Law Enforcement.
- \* Increase compliance with delinquent citations/warrants by utilizing automated reminder calls to notify defendants of scheduled Municipal Court due dates.
- \* Increase collection rates on citations, delinquent accounts, and outstanding warrants.

***Provide for a safe and friendly community environment.***

- \* Increase the alias/capias pro fine warrant clearance rate.



Fund: General

Department: Administrative Services

Division: Municipal Court

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$424,636	\$425,210	\$445,546	\$439,113	\$448,442
Supplies	16,208	14,513	16,170	15,230	19,560
Maintenance	1,867	726	600	1,439	1,000
Contractual Services	115,373	107,941	110,075	122,049	113,480
Utilities	-	-	-	-	-
Sundry	1,196	920	1,000	1,600	1,500
Capital Outlay	3,997	-	-	-	-
<b>TOTAL:</b>	<b>\$563,277</b>	<b>\$549,311</b>	<b>\$573,391</b>	<b>\$579,431</b>	<b>\$583,982</b>

PERSONNEL SUMMARY

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

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
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



Fund: General  
Department: Administrative Services  
Division: Municipal Court

## PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
<b>INPUTS</b>			
# of Citations Filed	15,485	22,248	24,000
# of Warrants Issued	7,620	5,699	5,800
# of Court Clerk FTEs	5	5	5
# of Warrant Officer/Bailiff FTEs	2	2	2
<b>OUTPUTS</b>			
Amount of Total Fine Revenue Received	\$1,079,891	\$1,603,510	\$1,550,000
# of Payment Transactions Processed	12,428	17,714	19,500
# of Online Payments Processed	717	1,300	1,500
# of Cases Given Time Served Credit (jail/indigent)	407	423	450
# of Open Records Requests Processed	564	600	650
# of Cases Set for Attorney Docket	6,134	7,986	8,800
# of Cases Set for Trial Docket	224	252	265
# of Warrants Closed	6,356	11,519	12,000
# of Citations Current and Delinquent	14,505	25,677	26,500
<b>EFFICIENCY</b>			
Average # of Payment Transactions Processed per Clerk	2,486	3,543	3,900
Average # of Cases Docketed per Clerk	3,097	4,450	4,800
Division Budget as a % of General Fund	2.02%	1.99%	2.01%
<b>EFFECTIVENESS</b>			
% of Total Cases Set for Attorney Docket	40%	52%	53%
% of Total Cases Set for Trial Docket	2%	1%	2%
<b>OUTCOMES</b>			
# of Warrants Cleared During the Great Texas Warrant Round Up	474	515	515
Total Outstanding Fines/Fees Collected During the Great Texas Warrant Round Up	\$40,487	\$49,111	\$50,000
Total Outstanding Fines/Fees Cleared During the Great Texas Warrant Round Up	\$120,326	\$133,208	\$135,000

City of Bedford  
Travel & Training Request Form  
FY 2014-2015

Fund: General  
 Department: Administrative Services  
 Division: Municipal Court

Name of Event/School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Texas Municipal Courts Education Center (TMCEC) Court Administrator's Seminar	Austin, TX	1	Yes	\$100	\$150	\$0	\$250	\$100	\$350
TMCEC Municipal Judge's Seminar	South Padre Island, TX	2	Yes	\$200	\$0	\$1,000	\$1,200	\$500	\$1,700
TMCEC Regional Clerk's Seminar	Austin, TX	1	Yes	\$100	\$150	\$0	\$250	\$100	\$350
Court Security Specialist Training	Local	1	Yes	\$440	\$250	\$0	\$690	\$280	\$970
Interview and Interrogation Training	Arlington, TX	1	Yes	\$0	\$60	\$0	\$60	\$600	\$660
State Mandated Training	Local	3	Yes	\$0	\$90	\$0	\$90	\$310	\$400
TMCEC Level I Court Clerk Test	Local	4	Yes	\$0	\$60	\$0	\$60	\$200	\$260
TOTAL				\$840	\$760	\$1,000	\$2,600	\$2,090	\$4,690

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 2015 Department 01-50-30

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
<b>01-50-30-8001</b>	<b>SALARIES</b>					
Salaries		336,222	276,492.67	326,039	319,668.89	322,022.60
	<b>Account Total</b>	<b>336,222</b>				
<b>01-50-30-8001-00003</b>	<b>INCENTIVE PAY</b>					
Incentive Pay		10,356	9,168.06	10,802	10,829.55	10,658.57
	<b>Account Total</b>	<b>10,356</b>				
<b>01-50-30-8001-00099</b>	<b>COLA INCREASE BUDGET</b>					
TMRS COLA Increase		5,384	0.00	0	7,000.00	0.00
	<b>Account Total</b>	<b>5,384</b>				
<b>01-50-30-8003</b>	<b>LONGEVITY</b>					
Longevity		4,160	2,826.48	3,676	3,135.61	3,082.66
	<b>Account Total</b>	<b>4,160</b>				
<b>01-50-30-8004</b>	<b>OVERTIME</b>					
Overtime		1,500	691.47	7,950	3,684.06	3,964.21
Line item reduced by \$6,450.00						
	<b>Account Total</b>	<b>1,500</b>				
<b>01-50-30-8005-00005</b>	<b>LIFE INSURANCE</b>					
Life Insurance - Employer Contribution		809	744.90	786	732.26	925.04
	<b>Account Total</b>	<b>809</b>				
<b>01-50-30-8005-00010</b>	<b>DENTAL INSURANCE</b>					
Dental Insurance - Employer Contribution		3,594	2,728.84	3,691	3,105.80	3,192.58
	<b>Account Total</b>	<b>3,594</b>				
<b>01-50-30-8005-00015</b>	<b>HEALTH INSURANCE</b>					
Health Insurance - Employer Contribution		45,310	32,130.41	40,228	34,758.31	35,323.76
	<b>Account Total</b>	<b>45,310</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-30**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
<b>01-50-30-8005-00025</b>	<b>EMPLOYEE CLINIC</b>					
	Kaner Clinic	1,488	1,153.43	1,728	1,978.00	2,127.07
	<b>Account Total</b>	<b>1,488</b>				
<b>01-50-30-8006-00001</b>	<b>PENSION - TMRS</b>					
	TMRS - Employer Contribution	26,629	15,165.14	17,718	16,609.99	17,201.99
	<b>Account Total</b>	<b>26,629</b>				
<b>01-50-30-8008</b>	<b>WORKER'S COMPENSATION INS</b>					
	Workers Compensation	1,940	1,246.46	1,684	977.35	1,231.01
	<b>Account Total</b>	<b>1,940</b>				
<b>01-50-30-8009</b>	<b>UNEMPLOYMENT INS.</b>					
	State Unemployment Insurance	1,134	1,657.88	1,134	72.46	2,088.00
	<b>Account Total</b>	<b>1,134</b>				
<b>01-50-30-8010</b>	<b>FICA/MEDICARE</b>					
	FICA/Medicare - Employer Contribution	5,264	4,819.77	4,941	5,786.61	5,673.09
	<b>Account Total</b>	<b>5,264</b>				
<b>01-50-30-8015</b>	<b>DISABILITY INSURANCE</b>					
	Disability Insurance	652	514.13	614	582.61	729.97
	<b>Account Total</b>	<b>652</b>				
<b>01-50-30-8030</b>	<b>RETIREE HEALTH SAVINGS</b>					
	Retiree Health Savings Account Contribution	4,000	3,000.00	3,000	3,000.00	3,000.00
	<b>Account Total</b>	<b>4,000</b>				
	<b>Classification Total</b>	<b>448,442</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-30**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7300</b>	<b>Supplies</b>					
<b>01-50-30-8101</b>	<b>OFFICE</b>					
General office supplies		2,600	1,490.16	2,600	2,462.58	2,425.78
	<b>Account Total</b>	<b>2,600</b>				
<b>01-50-30-8103</b>	<b>WEARING APPAREL</b>					
Replacement bullet proof vest		800	1,330.54	1,800	1,753.25	1,777.78
One vest						
Replacement police uniforms		800				
Two officers						
Replacement uniform leather gear and accessories		200				
Three officers						
	<b>Account Total</b>	<b>1,800</b>				
<b>01-50-30-8105</b>	<b>FUEL AND OIL</b>					
Fuel and oil		2,500	1,187.33	3,000	1,896.16	2,946.63
Three vehicles						
Line item reduced by \$500.00						
	<b>Account Total</b>	<b>2,500</b>				
<b>01-50-30-8106</b>	<b>MINOR APPARATUS</b>					
Taser Cartridges (12)		240	265.30	400	454.11	385.35
Tasers (3)		3,320				
Line item increased by \$3,320.00 from Overtime.						
	<b>Account Total</b>	<b>3,560</b>				
<b>01-50-30-8114</b>	<b>POSTAGE</b>					
Postage for Municipal Court		4,100	3,232.23	3,600	3,092.23	3,693.08
Line item increased by \$500.00 from Fuel and Oil.						
	<b>Account Total</b>	<b>4,100</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-30**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7300</b>	<b>Supplies</b>					
	<b>01-50-30-8116 BUSINESS FORMS</b>					
	4 part citation books	500	4,167.93	4,770	4,854.61	4,979.69
	Municipal Court complaint jackets	3,430				
	Line item increased by \$230.00 from Overtime.					
	Municipal Court forms	1,070				
	<b>Account Total</b>	<b>5,000</b>				
	<b>Classification Total</b>	<b>19,560</b>				
<b>7400</b>	<b>Maintenance</b>					
	<b>01-50-30-8212 MAINT - MOTOR VEHICLES</b>					
	Vehicle maintenance	1,000	1,161.63	600	726.39	1,866.65
	Three vehicles					
	Line item increased by \$400.00 from Overtime.					
	<b>Account Total</b>	<b>1,000</b>				
	<b>Classification Total</b>	<b>1,000</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-50-30

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
	<b>01-50-30-8304</b>					
	<b>RADIOS,BEEPERS,CARPHONES</b>					
	Cell Phone	620	276.26	620	543.44	613.35
	Two Warrant Officers					
	<b>Account Total</b>	<b>620</b>				
	<b>01-50-30-8313</b>					
	<b>MUNICIPAL JUDGE</b>					
	Salary for Municipal Court Judge and Associate Municipal Court Judge	61,400	49,628.57	60,000	60,528.57	60,356.86
	<b>Account Total</b>	<b>61,400</b>				
	<b>01-50-30-8314</b>					
	<b>LEGAL SERVICES</b>					
	Court Prosecutor Services and Court Reporting Services	44,630	39,570.25	44,630	42,750.00	51,457.00
	<b>Account Total</b>	<b>44,630</b>				
	<b>01-50-30-8320</b>					
	<b>TRAVEL EXPENSE</b>					
	See travel and training form	2,600	549.80	1,035	675.42	324.34
	Line item increased by \$1,500.00 from Overtime.					
	<b>Account Total</b>	<b>2,600</b>				
	<b>01-50-30-8322</b>					
	<b>DUES</b>					
	National Association for Court Administration	125	400.00	400	400.00	400.00
	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					
	<b>Account Total</b>	<b>400</b>				
	<b>01-50-30-8323</b>					
	<b>SCHOOLS</b>					
	See travel and training form	2,090	900.00	1,650	1,119.00	350.00
	Line item increased by \$500.00 from Overtime.					
	<b>Account Total</b>	<b>2,090</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-30**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
	<b>01-50-30-8333 SUBSCRIPTIONS</b>					
	Judicial Publications - Justice Court News	40	36.00	40	36.00	36.00
	<b>Account Total</b>	<b>40</b>				
	<b>01-50-30-8360 COPY MACHINES</b>					
	Municipal Court Copier	1,700	1,500.46	1,700	1,838.31	1,835.31
	<b>Account Total</b>	<b>1,700</b>				
	<b>Classification Total</b>	<b>113,480</b>				
<b>7600</b>	<b>DEBT SERVICE &amp; TRANSFERS</b>					
	<b>01-50-30-8406 COURT COSTS</b>					
	Jury Payments and Interpretation Services	1,500	1,230.00	1,000	920.00	1,196.00
	Line item increased by \$500.00 from Overtime.					
	<b>Account Total</b>	<b>1,500</b>				
	<b>Classification Total</b>	<b>1,500</b>				
	<b>Report Total</b>	<b>583,982</b>				



City of Bedford  
Program Summary  
FY 2014-2015

Fund: General

Department: Administrative Services

Division: Teen Court

PROGRAM DESCRIPTION

Teen Court Division is responsible for the management of a diversionary program that allows juvenile offenders with Class C misdemeanors, from the Hurst, Eules, and Bedford Municipal Courts, an alternative to the criminal justice system. This program also involves teen and adult volunteers and community members all working through the judicial system. Participants from all three cities are offered sentencing alternatives in lieu of fines which include education programs. Numerous local educational programs are presented to the teens and the parents on their Teen Court night. Teen Court is overseen by an Advisory Board comprised of citizens appointed by the City Councils at Hurst, Eules, and Bedford. The Advisory Board's mission statement is: Provide Counsel to the Teen Court to guide and support students and parents, and positively connect with the community.

FY 2013-2014 HIGHLIGHTS

- \* An annual Teen Court Scholarship program was established to assist with Teen Court volunteer teens to further their education. In April 2014, there were six teen volunteers who were each awarded \$1,000 scholarships for a total of \$6,000. These six teens also provided approximately 270 community volunteer hours to the Teen Court Program.
- \* HEB Teen Court participated in the 8th Annual Texas Teen Court Competition held at Southwest Municipal Court, Ft. Worth.
- \* HEB Teen Court has utilized the City of Bedford's Facebook, Twitter, and City magazine to reach out for future teen and adult volunteers. The number of volunteers has increased through partnerships with the Communications Director at HEB ISD and teachers at the junior high and high school levels.

FY 2014-2015 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

***Be responsive to the needs of the community.***

- \* Provide efficient and courteous assistance to city and community events by providing teen defendants.

***Provide for a safe and friendly community environment.***

- \* Strengthening the ties the teen defendants have to their own communities by providing adult volunteers and community service opportunities in which they live in.

***Protect the vitality of neighborhoods.***

- \* Having adult and teen volunteers within the communities willing to work side by side with teens, providing a sense of belonging and connecting within their community.

***Encourage citizen involvement.***

- \* Provide volunteer opportunities for both teens and adults within the community.



Fund: General  
Department: Administrative Services  
Division: Teen Court

#### EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$140,965	\$151,411	\$154,948	\$151,491	\$159,069
Supplies	4,226	4,233	5,415	5,377	4,325
Maintenance	814	186	500	259	500
Contractual Services	2,868	3,249	2,720	1,862	3,810
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL:</b>	<b>\$148,873</b>	<b>\$159,078</b>	<b>\$163,583</b>	<b>\$158,989</b>	<b>\$167,704</b>

#### PERSONNEL SUMMARY

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

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
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



Fund: General  
Department: Administrative Services  
Division: Teen Court

## PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
<b>INPUTS</b>			
# of Community Service Placement Agencies Provided	25	25	25
# of Volunteers Managed	76	63	65
# of Cases Annually	725	622	650
# of Defendants Processed Annually	787	510	575
# of FTEs	3	3	3
Dollar Value of a Volunteer Hour (www.indepentsector.org)	\$22.14	\$23.40	\$23.40
<b>OUTPUTS</b>			
# of Community Service Hours Completed by Defendants	15,824	15,343	15,600
# of Community Service Hours Completed by Volunteers	1,560	1,470	1,550
<b>EFFICIENCY</b>			
Average # of Community Service Hours per Defendant	20	30	27
Average # of Community Service Hours per Volunteer	21	23	24
Division Budget as a % of General Fund	0.59%	0.57%	0.58%
<b>EFFECTIVENESS</b>			
% of Teen Court Cases Completed Successfully	58%	80%	85%
Average Time to Complete Teen Court Requirements	90 days	90 days	90 days
<b>OUTCOMES</b>			
Value of Defendant Community Service Hours to the Community	\$350,343	\$359,026	\$365,040
Value of Volunteer Service Hours to the Community	\$34,538	\$34,398	\$36,270

City of Bedford  
Travel & Training Request Form  
FY 2014-2015

Fund: General  
 Department: Administrative Services  
 Division: Teen Court

Name of Event/School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Teen Court Association of Texas Annual Coordinators Conference	Galveston, TX	1	Yes	\$460	\$60	\$350	\$870	\$140	\$1,010
Texas Municipal Court Education Center (TMCEC) New Clerks Boot Camp	Austin, TX	1	No	\$0	\$100	\$230	\$330	\$200	\$530
TOTAL				\$460	\$160	\$580	\$1,200	\$340	\$1,540

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 2015 Department 01-50-54

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
<b>01-50-54-8001</b>	<b>SALARIES</b>					
Salaries		114,021	93,831.30	110,767	110,138.41	102,894.08
	<b>Account Total</b>	<b>114,021</b>				
<b>01-50-54-8001-00003</b>	<b>INCENTIVE PAY</b>					
Incentive Pay		2,700	2,239.98	2,700	2,707.25	1,709.63
	<b>Account Total</b>	<b>2,700</b>				
<b>01-50-54-8001-00099</b>	<b>COLA INCREASE BUDGET</b>					
TMRS COLA Increase		1,872	0.00	0	2,000.00	0.00
	<b>Account Total</b>	<b>1,872</b>				
<b>01-50-54-8003</b>	<b>LONGEVITY</b>					
Longevity		2,110	1,447.08	1,930	1,633.25	1,675.86
	<b>Account Total</b>	<b>2,110</b>				
<b>01-50-54-8004</b>	<b>OVERTIME</b>					
Overtime		3,700	2,650.14	3,700	3,403.55	2,729.68
	<b>Account Total</b>	<b>3,700</b>				
<b>01-50-54-8005-00005</b>	<b>LIFE INSURANCE</b>					
Life Insurance - Employer Contribution		275	254.39	269	261.66	310.44
	<b>Account Total</b>	<b>275</b>				
<b>01-50-54-8005-00010</b>	<b>DENTAL INSURANCE</b>					
Dental Insurance - Employer Contribution		1,194	920.84	1,234	1,120.97	1,178.74
	<b>Account Total</b>	<b>1,194</b>				
<b>01-50-54-8005-00015</b>	<b>HEALTH INSURANCE</b>					
Health Insurance - Employer Contribution		15,744	11,251.03	16,751	16,152.31	15,959.06
	<b>Account Total</b>	<b>15,744</b>				
<b>01-50-54-8005-00025</b>	<b>EMPLOYEE CLINIC</b>					
Kaner Clinic		720	587.14	840	1,047.23	995.13
	<b>Account Total</b>	<b>720</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-50-54

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
<b>01-50-54-8006-00001</b>	<b>PENSION - TMRS</b>					
	TMRS - Employer Contribution	9,260	5,096.06	6,006	5,611.39	5,459.59
	<b>Account Total</b>	<b>9,260</b>				
<b>01-50-54-8008</b>	<b>WORKER'S COMPENSATION INS</b>					
	Workers Compensation	191	109.67	159	85.26	100.32
	<b>Account Total</b>	<b>191</b>				
<b>01-50-54-8009</b>	<b>UNEMPLOYMENT INS.</b>					
	State Unemployment Insurance	486	606.29	486	129.93	941.07
	<b>Account Total</b>	<b>486</b>				
<b>01-50-54-8010</b>	<b>FICA/MEDICARE</b>					
	FICA/Medicare - Employer Contribution	1,784	1,380.11	1,675	1,618.96	1,466.66
	<b>Account Total</b>	<b>1,784</b>				
<b>01-50-54-8015</b>	<b>DISABILITY INSURANCE</b>					
	Disability Insurance	221	172.95	208	203.06	230.89
	<b>Account Total</b>	<b>221</b>				
<b>01-50-54-8030</b>	<b>RETIREE HEALTH SAVINGS</b>					
	Retiree Health Savings Account Contribution	3,000	1,000.00	2,000	1,000.00	1,000.00
	<b>Account Total</b>	<b>3,000</b>				
<b>01-50-54-8035</b>	<b>RETIREE HEALTH - GASB</b>					
	Retiree Health Insurance	1,791	0.00	1,791	0.00	0.00
	<b>Account Total</b>	<b>1,791</b>				
	<b>Classification Total</b>	<b>159,069</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-54**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7300</b>	<b>Supplies</b>					
	<b>01-50-54-8101 OFFICE</b>					
	General office supplies	1,375	917.20	1,500	1,093.35	1,183.96
	Line item reduced by \$125.00					
	<b>Account Total</b>	<b>1,375</b>				
	<b>01-50-54-8102 FOOD</b>					
	Food for two annual trainings	125	131.84	250	221.41	215.42
	Snacks for teen attorney volunteers	50				
	Various Teen Court gatherings	75				
	<b>Account Total</b>	<b>250</b>				
	<b>01-50-54-8103 WEARING APPAREL</b>					
	Polo shirts for teen and adult volunteers	100	0.00	300	249.84	257.18
	Line item reduced by \$200.00					
	<b>Account Total</b>	<b>100</b>				
	<b>01-50-54-8105 FUEL AND OIL</b>					
	Fuel and oil	400	305.96	400	199.49	254.51
	Two vehicles					
	<b>Account Total</b>	<b>400</b>				
	<b>01-50-54-8114 POSTAGE</b>					
	Postage	1,200	852.93	1,200	1,498.07	1,086.34
	<b>Account Total</b>	<b>1,200</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-50-54

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7300</b>	<b>Supplies</b>					
	<b>01-50-54-8116 BUSINESS FORMS</b>					
	Brochures	100	0.00	1,350	492.50	918.29
	Line item reduced by \$100.00					
	Enrollment forms	100				
	Line item reduced by \$200.00					
	Envelopes	200				
	Line item reduced by \$150.00					
	Program request forms	200				
	Line item reduced by \$100.00					
	Time cards	100				
	Line Item reduced by \$100.00					
	<b>Account Total</b>	<b>700</b>				
	<b>01-50-54-8135 PROMOTIONAL &amp; EDUCATIONAL</b>					
	Certificates for volunteers, advisory board and community service sites	40	130.00	415	477.86	310.28
	Promotional items for recruitment and speaking engagements	100				
	Volunteer appreciation gifts	100				
	Line item reduced by \$100.00					
	Volunteer recognition	60				
	Line item reduced by \$15.00					
	<b>Account Total</b>	<b>300</b>				
	<b>Classification Total</b>	<b>4,325</b>				
<b>7400</b>	<b>Maintenance</b>					
	<b>01-50-54-8212 MAINT - MOTOR VEHICLES</b>					
	Vehicle maintenance	500	169.52	500	185.59	813.61
	Two vehicles					
	<b>Account Total</b>	<b>500</b>				
	<b>Classification Total</b>	<b>500</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 01-50-54**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
	<b>01-50-54-8304</b>					
	RADIOS,BEEPERS,CARPHONES					
	Cell Phone	650	275.24	650	540.12	615.24
	Two staff					
	<b>Account Total</b>	<b>650</b>				
	<b>01-50-54-8320</b>					
	TRAVEL EXPENSE					
	See travel and training form	1,200	48.59	250	751.72	517.21
	Increased Travel Expense from Promotional, Wearing Apparel, Office and Business Forms.					
	<b>Account Total</b>	<b>1,200</b>				
	<b>01-50-54-8322</b>					
	DUES					
	TCCA Texas Court Clerks Association	120	0.00	120	0.00	0.00
	Annual membership fees for three					
	<b>Account Total</b>	<b>120</b>				
	<b>01-50-54-8323</b>					
	SCHOOLS					
	See travel and training form	340	0.00	200	350.00	150.00
	<b>Account Total</b>	<b>340</b>				
	<b>01-50-54-8360</b>					
	COPY MACHINES					
	Teen Court Copier	1,500	1,246.28	1,500	1,557.49	1,523.57
	<b>Account Total</b>	<b>1,500</b>				
	<b>Classification Total</b>	<b>3,810</b>				
	<b>Report Total</b>	<b>167,704</b>				



City of Bedford  
Program Summary  
FY 2014-2015

Fund: Water & Sewer

Department: Administrative Services

Division: Accounting

PROGRAM DESCRIPTION

The Accounting Division is part of the Finance function that is responsible for the oversight and management of the City's financial assets. Accounting is responsible for managing the City's funds for operational expenses as well as capital project financing. There are several functions that are used to manage the assets including processing Payroll, Accounts Payable, Revenue monitoring and Cash/Investment Management. Additionally, it coordinates the City-wide Purchase Card program, while accurately reporting financial statement information. The Accounting Division also schedules the semiannual debt payments towards the City's outstanding debt. And lastly, this Division develops the necessary schedules for the annual audit process and prepares the Comprehensive Annual Financial Report.

FY 2013-2014 HIGHLIGHTS

- \* The Accounting Division received the 17th consecutive Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officer's Association of the United States and Canada.
- \* The Accounting Manager completed the State required Public Funds Investment Act course.
- \* The Accounting Division developed an end of year audit closing procedures checklist as suggested in the 2013 audit.

FY 2014-2015 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

***Be responsive to the needs of the community.***

\*

***Demonstrate excellent customer service in an efficient manner.***

- \* Adhere to policies and changes in legislative statutes governing all aspects of financial accounting.
- \* Promote the highest ethical standards in presenting financial information fairly and free of material misstatements.
- \* Ensure timely payment of City payable and debt obligations.
- \* Ensure compliance with the City financial policies.

***Provide for a safe and friendly community environment.***

\*

***Foster economic growth.***

\*

***Protect the vitality of neighborhoods.***

\*

***Encourage citizen involvement.***

\*

***Support and develop arts and culture in Bedford.***

\*



Fund: Water & Sewer

Department: Administrative Services

Division: Accounting

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$116,642	\$118,393	\$130,591	\$123,138	\$130,395
Supplies	238	702	750	750	750
Maintenance	-	-	-	-	-
Contractual Services	2,059	329	1,205	494	4,085
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL:</b>	<b>\$118,940</b>	<b>\$119,424</b>	<b>\$132,546</b>	<b>\$124,382</b>	<b>\$135,230</b>

PERSONNEL SUMMARY

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

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Accountant	1.00	1.00	1.00	1.00	1.00
Account Clerk II	1.00	1.00	1.00	1.00	1.00
Account Technician	0.50	0.50	0.50	0.50	0.50
<b>*TOTAL:</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

SIGNIFICANT CHANGES



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

## PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
<b>INPUTS</b>			
# of Purchase Card Users	188	188	190
# of A/P Invoices	17,480	17,520	17,650
# of A/P Checks	2,946	3,200	3,315
# of Purchase Card Transactions	10,132	10,258	10,401
# of Total A/P Transactions	13,078	13,100	13,250
# of FTEs	2.50	2.50	2.50
<b>OUTPUTS</b>			
A/P Purchase Cards in Dollar Volume	\$3,006,224	\$3,007,245	\$3,025,500
Total City Purchases in Dollar Volume	\$22,699,026	\$23,450,800	\$24,000,000
<b>EFFICIENCY</b>			
Average A/P Transaction Value	\$7,705	\$7,742	\$7,750
Average Purchase Card Transaction Value	\$297	\$285	\$290
Division Budget as a % of the Water & Sewer Fund	0.67%	0.67%	0.61%
<b>EFFECTIVENESS</b>			
% of Purchase Card Usage vs. Total City Purchases	77.47%	78.30%	78.50%
% of Payroll that is Electronic vs. Paper	98.42%	99.20%	99.50%
<b>OUTCOMES</b>			
Rebate Amount for the Purchase Card Program	\$47,020	\$48,225	\$49,500

City of Bedford  
Travel & Training Request Form  
FY 2014-2015

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

Name of Event/School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Government Finance Officers Association of Texas (GFOAT) Fall Conference	San Antonio, TX	2	Yes	\$800	\$100	\$670	\$1,570	\$650	\$2,220
GFOAT Spring Conference	San Marcos, TX	1	Yes	\$400	\$50	\$265	\$715	\$325	\$1,040
Certified Government Officers Test	TBD	1	Yes	\$0	\$0	\$0	\$0	\$125	\$125
1099-Training	Dallas, TX	1	Yes	\$0	\$15	\$55	\$70	\$400	\$470
TOTAL				\$1,200	\$165	\$990	\$2,355	\$1,500	\$3,855

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 2015 Department 03-50-16

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
<b>03-50-16-8001</b>	<b>SALARIES</b>					
Salaries		109,170	84,189.70	107,765	100,422.60	98,044.11
	<b>Account Total</b>	<b>109,170</b>				
<b>03-50-16-8001-00099</b>	<b>COLA INCREASE BUDGET</b>					
TMRS COLA Increase		1,690	0.00	0	2,000.00	0.00
	<b>Account Total</b>	<b>1,690</b>				
<b>03-50-16-8003</b>	<b>LONGEVITY</b>					
Longevity		839	586.75	779	890.19	1,502.33
	<b>Account Total</b>	<b>839</b>				
<b>03-50-16-8004</b>	<b>OVERTIME</b>					
Overtime		500	0.00	400	0.00	0.00
	<b>Account Total</b>	<b>500</b>				
<b>03-50-16-8005-00005</b>	<b>LIFE INSURANCE</b>					
Life Insurance - Employer Contribution		227	167.07	223	173.12	279.92
	<b>Account Total</b>	<b>227</b>				
<b>03-50-16-8005-00010</b>	<b>DENTAL INSURANCE</b>					
Dental Insurance - Employer Contribution		360	316.61	446	141.47	316.32
	<b>Account Total</b>	<b>360</b>				
<b>03-50-16-8005-00015</b>	<b>HEALTH INSURANCE</b>					
Health Insurance - Employer Contribution		5,248	5,092.82	7,623	2,560.60	15.00
	<b>Account Total</b>	<b>5,248</b>				
<b>03-50-16-8005-00025</b>	<b>EMPLOYEE CLINIC</b>					
Kaner Clinic		480	228.36	600	156.64	0.00
	<b>Account Total</b>	<b>480</b>				
<b>03-50-16-8006-00001</b>	<b>PENSION - TMRS</b>					
TMRS - Employer Contribution		8,361	4,405.53	5,648	5,016.09	5,162.71
	<b>Account Total</b>	<b>8,361</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 03-50-16

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
	<b>03-50-16-8008</b>					
	<b>WORKER'S COMPENSATION INS</b>					
	Workers Compensation	177	84.68	150	76.31	95.94
		<b>Account Total</b>	<b>177</b>			
	<b>03-50-16-8009</b>					
	<b>UNEMPLOYMENT INS.</b>					
	State Unemployment Insurance	486	415.56	486	107.44	522.00
		<b>Account Total</b>	<b>486</b>			
	<b>03-50-16-8010</b>					
	<b>FICA/MEDICARE</b>					
	FICA/Medicare - Employer Contribution	1,653	1,205.40	1,575	1,505.70	1,476.84
		<b>Account Total</b>	<b>1,653</b>			
	<b>03-50-16-8015</b>					
	<b>DISABILITY INSURANCE</b>					
	Disability Insurance	204	118.94	196	161.85	220.45
		<b>Account Total</b>	<b>204</b>			
	<b>03-50-16-8030</b>					
	<b>RETIREE HEALTH SAVINGS</b>					
	Retiree Health Savings Account Contribution	1,000	1,000.00	1,000	1,000.00	2,500.00
		<b>Account Total</b>	<b>1,000</b>			
		<b>Classification Total</b>	<b>130,395</b>			
<b>7300</b>	<b>Supplies</b>					
	<b>03-50-16-8101</b>					
	<b>OFFICE</b>					
	Employee Logo Shirts	350	291.46	750	702.25	238.06
	General office supplies	400				
		<b>Account Total</b>	<b>750</b>			
		<b>Classification Total</b>	<b>750</b>			

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 03-50-16**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
	<b>03-50-16-8320 TRAVEL EXPENSE</b>					
	See travel and training form	2,355	91.00	75	0.00	890.25
	<b>Account Total</b>	<b>2,355</b>				
	<b>03-50-16-8322 DUES</b>					
	Government Finance Officers Association	150	150.00	230	270.00	270.00
	Annual membership fees for one					
	Government Finance Officers Association of Texas	80				
	Annual membership fees for one					
	<b>Account Total</b>	<b>230</b>				
	<b>03-50-16-8323 SCHOOLS</b>					
	See travel and training form	1,500	252.64	900	0.00	859.00
	<b>Account Total</b>	<b>1,500</b>				
	<b>Classification Total</b>	<b>4,085</b>				
	<b>Report Total</b>	<b>135,230</b>				



City of Bedford  
Program Summary  
FY 2014-2015

Fund: Water & Sewer

Department: Administrative Services

Division: Customer Service

PROGRAM DESCRIPTION

The Customer Service Division is primarily responsible for addressing customer requests and/or issues. Customer Service staff provide helpful advice related to utilities, solid waste, recycling, vital statistics and contacts for other local governmental services. Customer Service edits and manages the meter reading process and the printing and mailing of the water utility bills to both residential and commercial customers. In addition, the Division provides certified birth and death records upon request from its vital statistics operations. To better assist the needs of visitors who come to the City, Customer Service is often the ambassador for the Bedford community. The Division informs the public of local areas of interest, plus the various services provided by City departments.

FY 2013-2014 HIGHLIGHTS

- \* Established a pass-through volume rate increase from the Trinity River Authority (T.R.A.), as well as a 3% increase on both base and volume charges, the first increase since October 2010.
- \* Used the interlocal agreement with the City of Plano to approve a new contract for printing, mailing and online water bill services, thus saving the City approximately \$18,000/year.
- \* Based on strict state-mandated requirements, the City of Bedford's Vital Statistics operations earned its 15th 5-Star Award (the 5th Exemplary one) from the State of Texas for excellence in vital registration.
- \* Implemented a telephone contact system, via Blackboard Connect, that will replace the delinquent notice mail-outs.

FY 2014-2015 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

***Be responsive to the needs of the community.***

- \* Respond immediately to all customer inquiries, concerns and/or issues in an efficient and timely manner.

***Demonstrate excellent customer service in an efficient manner.***

- \* Keep all procedures and policies effective and up to date with all legislative changes.
- \* Provide ongoing staff training on emerging technologies and customer service.

***Encourage citizen involvement.***

- \* Coordinate efforts with Public Works and Communications to better educate residents on water conservation methods.
- \* Provide educational handouts and brochures at City events.



Fund: Water & Sewer

Department: Administrative Services

Division: Customer Service

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$366,885	\$311,499	\$309,764	\$293,974	\$310,652
Supplies	80,532	88,547	92,150	109,966	94,970
Maintenance	-	-	200	-	200
Contractual Services	257,104	194,267	230,119	186,939	222,870
Utilities	29,578	23,950	28,100	25,747	24,000
Sundry	-	-	-	-	-
Capital Outlay	4,423	-	-	-	-
<b>TOTAL:</b>	<b>\$738,522</b>	<b>\$618,263</b>	<b>\$660,333</b>	<b>\$616,625</b>	<b>\$652,692</b>

PERSONNEL SUMMARY

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

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
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



Fund: Water & Sewer  
Department: Administrative Services  
Division: Customer Service

## PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
<b>INPUTS</b>			
# of Water Customers	23,023	23,057	23,250
# of Meter Reads	182,152	196,461	181,550
# of Rechecks (Customer Generated)	277	317	289
# of Gallons Billed	2,092,850	4,028,730	2,080,210
# of Gallons Purchased	2,546,230	2,546,228	2,546,250
# of Service Orders	2,975	3,020	2,822
# of Meter Rereads (Billing Generated)	1,189	1,280	1,184
<b>OUTPUTS</b>			
Water Revenue	\$11,542,905	\$11,693,534	\$13,182,895
Sewer Revenue	\$5,902,343	\$6,408,782	\$6,720,955
Water Purchased	\$6,989,200	\$7,701,673	\$7,720,000
# of Connects & Disconnects	2,786	3,129	2,800
# of Payments Received	173,242	186,713	173,000
# of Utility Bills Processed	177,367	192,267	177,500
<b>EFFICIENCY</b>			
Division Budget as a % of Water & Sewer Fund	3.48%	3.35%	3.01%
Water Revenue per Capita	\$239.67	\$220.84	\$228.57
<b>EFFECTIVENESS</b>			
Water Purchased Cost as a % of Total Water Revenue	60.04%	63.31%	65.25%
<b>OUTCOMES</b>			
# of Delinquent Notices	17,747	19,419	17,544
% of Manual Payments vs Automated Payments	21.85%	20.91%	21.38%

City of Bedford  
Travel & Training Request Form  
FY 2014-2015

Fund: Water & Sewer  
 Department: Administrative Services  
 Division: Customer Service

Name of Event/School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Annual Vital Statistics Conference	Austin, TX	2	Yes	\$650	\$250	\$125	\$1,025	\$360	\$1,385
Regional Vital Statistics Conference	TBD	1	Yes	\$125	\$50	\$100	\$275	\$110	\$385
Government Treasurers of Texas Cash Handling Seminar	Plano, TX	6	No	\$0	\$0	\$300	\$300	\$600	\$900
Texas Waterworks Association Conference	TBD	1	No	\$265	\$100	\$100	\$465	\$85	\$550
Customer Service Training & Education	Online	3	No	\$0	\$0	\$0	\$0	\$500	\$500
TOTAL				\$1,040	\$400	\$625	\$2,065	\$1,655	\$3,720

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 2015 Department 03-50-17

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
<b>03-50-17-8001</b>	<b>SALARIES</b>					
Salaries		231,544	188,356.22	228,907	226,502.28	222,818.60
	<b>Account Total</b>	<b>231,544</b>				
<b>03-50-17-8001-00003</b>	<b>INCENTIVE PAY</b>					
Incentive Pay		1,202	995.74	1,202	1,203.45	1,421.99
	<b>Account Total</b>	<b>1,202</b>				
<b>03-50-17-8001-00099</b>	<b>COLA INCREASE BUDGET</b>					
TMRS COLA Increase		3,652	0.00	0	6,000.00	0.00
	<b>Account Total</b>	<b>3,652</b>				
<b>03-50-17-8003</b>	<b>LONGEVITY</b>					
Longevity		5,778	4,267.01	6,199	5,470.35	4,891.75
	<b>Account Total</b>	<b>5,778</b>				
<b>03-50-17-8004</b>	<b>OVERTIME</b>					
Overtime		300	0.00	300	0.00	0.00
	<b>Account Total</b>	<b>300</b>				
<b>03-50-17-8005-00005</b>	<b>LIFE INSURANCE</b>					
Life Insurance - Employer Contribution		560	517.35	554	523.43	690.28
	<b>Account Total</b>	<b>560</b>				
<b>03-50-17-8005-00010</b>	<b>DENTAL INSURANCE</b>					
Dental Insurance - Employer Contribution		2,274	1,772.11	2,415	2,155.00	2,298.79
	<b>Account Total</b>	<b>2,274</b>				
<b>03-50-17-8005-00015</b>	<b>HEALTH INSURANCE</b>					
Health Insurance - Employer Contribution		32,676	24,071.66	33,806	31,888.34	30,029.15
	<b>Account Total</b>	<b>32,676</b>				
<b>03-50-17-8005-00025</b>	<b>EMPLOYEE CLINIC</b>					
Kaner Clinic		1,104	1,016.00	1,584	1,936.36	2,089.14
	<b>Account Total</b>	<b>1,104</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 03-50-17**

		<b>Current Budget 2015</b>	<b>Current Actual 2014</b>	<b>Current Budget 2014</b>	<b>Last Yr Actual 2013</b>	<b>2 Yr Ago Actual 2012</b>
<b>7200</b>	<b>Personnel Services</b>					
<b>03-50-17-8006-00001</b>	<b>PENSION - TMRS</b>					
TMRS - Employer Contribution		18,063	10,084.98	12,298	11,485.56	12,634.46
	<b>Account Total</b>	<b>18,063</b>				
<b>03-50-17-8008</b>	<b>WORKER'S COMPENSATION INS</b>					
Workers Compensation		375	214.91	328	173.14	228.33
	<b>Account Total</b>	<b>375</b>				
<b>03-50-17-8009</b>	<b>UNEMPLOYMENT INS.</b>					
State Unemployment Insurance		972	1,195.70	972	54.00	1,566.00
	<b>Account Total</b>	<b>972</b>				
<b>03-50-17-8010</b>	<b>FICA/MEDICARE</b>					
FICA/Medicare - Employer Contribution		2,625	1,987.67	2,531	2,486.60	2,593.10
	<b>Account Total</b>	<b>2,625</b>				
<b>03-50-17-8015</b>	<b>DISABILITY INSURANCE</b>					
Disability Insurance		445	340.99	426	407.23	526.24
	<b>Account Total</b>	<b>445</b>				
<b>03-50-17-8030</b>	<b>RETIREE HEALTH SAVINGS</b>					
Retiree Health Savings Account Contribution		5,500	1,000.00	5,500	1,000.00	1,000.00
	<b>Account Total</b>	<b>5,500</b>				
<b>03-50-17-8035</b>	<b>RETIREE HEALTH - GASB</b>					
Retiree Health Insurance		3,582	239.83	3,582	94.92	94.92
	<b>Account Total</b>	<b>3,582</b>				
	<b>Classification Total</b>	<b>310,652</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 03-50-17

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7300</b>	<b>Supplies</b>					
	<b>03-50-17-8101</b>					
	<b>OFFICE</b>					
	General office supplies	3,400	3,110.67	7,750	7,798.02	6,814.08
	GM Data Products	2,980				
	Forms, term notices, etc					
	Vital Statistics Forms	1,550				
	<b>Account Total</b>	<b>7,930</b>				
	<b>03-50-17-8106</b>					
	<b>MINOR APPARATUS</b>					
	Fire & Water Proof File Cabinet	3,190	0.00	2,500	0.00	0.00
	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.					
	<b>Account Total</b>	<b>3,190</b>				
	<b>03-50-17-8114</b>					
	<b>POSTAGE</b>					
	Mail Room Postage	18,060	67,521.46	81,900	80,749.13	73,717.80
	Water Bill Postage	65,790				
	<b>Account Total</b>	<b>83,850</b>				
	<b>Classification Total</b>	<b>94,970</b>				
<b>7400</b>	<b>Maintenance</b>					
	<b>03-50-17-8210</b>					
	<b>MAINT - EQUIPMENT</b>					
	Shredder Maintenance	200	0.00	200	0.00	0.00
	<b>Account Total</b>	<b>200</b>				
	<b>Classification Total</b>	<b>200</b>				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 03-50-17

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
<b>03-50-17-8310</b>	<b>CONTRACT LABOR</b>					
	CD Scanning of Billing Registers as part of records management & retention	5,000	142,476.31	221,800	188,908.14	251,421.52
	Computer Software-Hardware Programming for Water & Sewer portion of programming services.	10,500				
	Investment Advisory Services (Water Fund Share)	800				
	Meter Reading Contract	156,000				
	Water bill printing and prep for mailing	42,000				
	<b>Account Total</b>	<b>214,300</b>				
<b>03-50-17-8320</b>	<b>TRAVEL EXPENSE</b>					
	See travel and training form	2,065	783.62	1,935	1,120.19	901.22
	<b>Account Total</b>	<b>2,065</b>				
<b>03-50-17-8321</b>	<b>RENTALS</b>					
	Postage Meter Rental	2,610	1,953.00	2,604	2,604.00	2,604.00
	<b>Account Total</b>	<b>2,610</b>				
<b>03-50-17-8323</b>	<b>SCHOOLS</b>					
	See travel and training form	1,655	580.00	1,630	110.00	300.00
	<b>Account Total</b>	<b>1,655</b>				
<b>03-50-17-8341</b>	<b>SPECIAL EVENTS</b>					
	Christmas Gift card	50	50.00	50	50.00	286.83
	<b>Account Total</b>	<b>50</b>				
<b>03-50-17-8360</b>	<b>COPY MACHINES</b>					
	Customer Service Copier	2,190	1,265.53	2,100	1,475.08	1,590.59
	<b>Account Total</b>	<b>2,190</b>				
	<b>Classification Total</b>	<b>222,870</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 03-50-17**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7550</b>	<b>UTILITIES</b>					
	<b>03-50-17-8327</b>					
	Electricity	24,000	17,988.65	28,100	23,950.07	29,577.92
	Building B					
	<b>ELECTRICITY</b>					
	<b>Account Total</b>	<b>24,000</b>				
	<b>Classification Total</b>	<b>24,000</b>				
	<b>Report Total</b>	<b>652,692</b>				



City of Bedford  
Program Summary  
FY 2014-2015

Fund: Water & Sewer

Department: Administrative Services

Division: Non-Departmental

PROGRAM DESCRIPTION

The Non-Departmental Division of the Water & Sewer Fund is designed to provide a means to budget expenditures that are typically not associated with individual operating departments. The Administrative Services Department is responsible for managing the budget and monitoring the expenditures. For instance, debt payments for long term obligations of the Water and Sewer Fund are kept within this Division. It is also responsible for the transfer of funds to the General Fund to compensate for indirect costs that are incurred by the General Fund on behalf of the Water and Sewer Fund, as well as payment in lieu of taxes.

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services*	-	-	\$13,542	-	\$30,885
Supplies	-	-	-	889	-
Maintenance	-	10,555	10,250	19,344	22,000
Contractual Services	213,600	254,408	174,942	249,124	176,452
Utilities	-	-	-	-	-
Sundry	3,588,662	3,772,748	3,442,508	3,404,807	3,437,870
Capital Outlay	-	-	17,243	13,940	-
TOTAL:	\$3,802,262	\$4,037,711	\$3,658,485	\$3,688,105	\$3,667,207

\*This area does not have any personnel assigned.

SIGNIFICANT CHANGES

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 03-50-58**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7200</b>	<b>Personnel Services</b>					
	<b>03-50-58-8001-00099 COLA INCREASE BUDGET</b>					
	Compensation Pool for Water & Sewer Fund	30,885	0.00	41,920	0.00	0.00
	<b>Account Total</b>	<b>30,885</b>				
	<b>Classification Total</b>	<b>30,885</b>				
<b>7400</b>	<b>Maintenance</b>					
	<b>03-50-58-8217 TRUNK RADIOS</b>					
	Colleyville System Maintenance	750	19,344.48	10,250	10,554.75	0.00
	Fort Worth System Maintenance	1,250				
	Motorola Contracts - Infrastructure & System Management	4,580				
	North Richland Hills Subscriber Maintenance	1,420				
	Radio Upgrade as current inventory fails	10,000				
	Replacement Radio Costs as needed	4,000				
	<b>Account Total</b>	<b>22,000</b>				
	<b>Classification Total</b>	<b>22,000</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 03-50-58**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
	<b>03-50-58-8303 INSURANCE</b>					
	TML Insurance	6,800	6,870.00	6,800	4,492.10	6,847.00
	<b>Account Total</b>	<b>6,800</b>				
	<b>03-50-58-8310 CONTRACT LABOR</b>					
	Arbitrage Compliance Specialists, Inc.	5,000	36,161.25	26,312	11,207.22	3,430.50
	Blackboard Connect	18,510				
	Water Fund portion					
	CDL Compliance Program	812				
	First Southwest Continuing Disclosure	3,500				
	<b>Account Total</b>	<b>27,822</b>				
	<b>03-50-58-8311 SOFTWARE</b>					
	Microsoft 365 License (Email)	1,830	0.00	0	0.00	0.00
	<b>Account Total</b>	<b>1,830</b>				
	<b>03-50-58-8359 BANK CREDIT CARD FEES</b>					
	Credit card processing fees (M/C and Visa)	140,000	108,849.19	140,000	238,708.38	203,322.25
	<b>Account Total</b>	<b>140,000</b>				
	<b>Classification Total</b>	<b>176,452</b>				

**City of Bedford  
Departmental Budget Entry  
Fiscal Year 2015  
Department 03-50-58**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7600</b>	<b>DEBT SERVICE &amp; TRANSFERS</b>					
	<b>03-50-58-8411 INTEREST EXPENSE</b>					
	Combination Tax & Revenue Certificates of Obligation, Series 2007 - August	71,146	233,728.38	457,852	420,571.94	375,791.75
	Combination Tax & Revenue Certificates of Obligation, Series 2007 - February	75,715				
	Combination Tax & Revenue Certificates of Obligation, Series 2010 - August	33,775				
	Combination Tax & Revenue Certificates of Obligation, Series 2010 - February	35,088				
	Combination Tax & Revenue Certificates of Obligation, Series 2011 - August	39,525				
	Combination Tax & Revenue Certificates of Obligation, Series 2011 - February	40,525				
	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	38,009				
	Combination Tax & Revenue Certificates of Obligation, Series 2012A - February	38,859				
	Waterworks and Sewer System Revenue Ref & Imp Bonds - Series 2011 Aug	29,519				
	Waterworks and Sewer System Revenue Ref & Imp Bonds Series 2011 Feb	31,819				
	<b>Account Total</b>	<b>438,214</b>				
	<b>03-50-58-8412 PAYING AGENT FEES</b>					
	Paying Agent Fees	2,610	3,750.00	2,610	3,110.00	1,500.00
	<b>Account Total</b>	<b>2,610</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 03-50-58**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7600</b>	<b>DEBT SERVICE &amp; TRANSFERS</b>					
	<b>03-50-58-8414 BOND PRINCIPAL</b>					
	Combination Tax & Revenue Certificates of Obligation, Series 2007	215,000	805,000.00	805,000	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	170,000				
	Waterworks and Sewer System Revenue Ref & Imp Bonds, Series 2011	230,000				
	<b>Account Total</b>	<b>820,000</b>				
	<b>03-50-58-8498 OPERATING TRANSFERS</b>					
	Franchise Fee	952,195	1,668,506.10	2,177,046	2,205,526.00	2,147,258.00
	Indirect Cost Allocation	962,366				
	Net of General Fund transfer amount for Engineering Services					
	Payment in lieu of taxes	262,485				
	<b>Account Total</b>	<b>2,177,046</b>				
	<b>Classification Total</b>	<b>3,437,870</b>				
	<b>Report Total</b>	<b>3,667,207</b>				



City of Bedford  
Program Summary  
FY 2014-2015

Fund: Court Security

Department: Administrative Services

Division: Administration

PROGRAM DESCRIPTION

The Court Security Fund is used to account for a \$3.00 fee assessed with each citation collected from the defendant upon conviction for a misdemeanor offense in the Municipal Court as a cost of court. A portion of the cost of two Warrant Officer/Bailiffs who are budgeted in the Municipal Court Division are paid for utilizing this fund. The Court Security Fund is designed to provide protection to the Municipal Court Judge, Court personnel, and defendants. This fund allows the Warrant Officer/Bailiffs to be readily available to monitor the security of the Bedford Municipal Court by utilizing the pass through metal detector during court sessions, as well as providing security for all court dockets.

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services*	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	30,000	35,000	35,000	35,000	40,000
Capital Outlay	-	-	-	-	-
TOTAL:	\$30,000	\$35,000	\$35,000	\$35,000	\$40,000

\*This area does not have any personnel assigned.

SIGNIFICANT CHANGES

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 11-50-30**

	Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7600 DEBT SERVICE &amp; TRANSFERS</b>					
<b>11-50-30-8498 OPERATING TRANSFERS</b>					
Cell Phone	600	26,270.00	35,000	35,000.00	30,000.00
Two Warrant Officer/Bailiff					
Court Officer Uniforms	1,800				
Monthly transfer to the General Fund Warrant Officer/Bailiff services	37,200				
Taser Batteries	400				
<b>Account Total</b>	<b>40,000</b>				
<b>Classification Total</b>	<b>40,000</b>				
<b>Report Total</b>	<b>40,000</b>				



City of Bedford  
Program Summary  
FY 2014-2015

Fund: Court Technology

Department: Administrative Services

Division: Administration

PROGRAM DESCRIPTION

The Court Technology Fund is used to account for a \$4.00 fee assessed with each citation collected from the defendant upon conviction for a misdemeanor offense in the Municipal Court as a cost of court. 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. Currently, this fund is utilized to pay for the maintenance, technical support, and on-line payment access for the Municipal Court Record System software. This fund also pays for the maintenance, technical support, supplies, and repairs for twenty-two electronic ticket writers.

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services*	-	-	-	-	-
Supplies	2,359	2,957	3,505	3,505	3,105
Maintenance	1,112	696	600	1,042	800
Contractual Services	13,381	14,879	16,450	16,450	25,405
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	18,375	-	-	-	-
TOTAL:	\$35,227	\$18,532	\$20,555	\$20,997	\$29,310

\*This area does not have any personnel assigned.

SIGNIFICANT CHANGES

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 35-50-30

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7300</b>	<b>Supplies</b>					
	<b>35-50-30-8101 OFFICE</b>					
	Brazos Technology Ticket Writer Paper for Existing Ticket Writers	1,335	744.22	3,505	2,956.67	2,359.02
	Line item reduced by \$400.00					
	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				
	<b>Account Total</b>	<b>3,105</b>				
	<b>Classification Total</b>	<b>3,105</b>				
<b>7400</b>	<b>Maintenance</b>					
	<b>35-50-30-8203 MAINT - HARDWARE/SOFT</b>					
	Maintenance repairs for ticket writers and printers	800	1,042.00	600	696.00	1,111.94
	Line item increased by \$200.00 from Office.					
	<b>Account Total</b>	<b>800</b>				
	<b>Classification Total</b>	<b>800</b>				

**City of Bedford  
 Departmental Budget Entry  
 Fiscal Year 2015  
 Department 35-50-30**

	Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500 Contractual Services</b>					
<b>35-50-30-8310 CONTRACT LABOR</b>					
Blackboard Connect	9,755	15,591.04	16,450	14,879.07	13,380.96
Court Security fund portion					
Lexis Nexis Accurint Law Enforcement	1,900				
Line item increased by \$100.00 from Office.					
Lexis Nexis On-line Legal Research	700				
Line item increased by \$100.00 from Office.					
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				
<b>Account Total</b>	<b>25,405</b>				
<b>Classification Total</b>	<b>25,405</b>				
<b>Report Total</b>	<b>29,310</b>				



City of Bedford  
Program Summary  
FY 2014-2015

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.

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services*	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	2,309	18,859	18,500	18,500	18,500
Utilities	-	-	-	-	-
Sundry	7,105,427	10,449,887	6,532,687	6,632,687	7,024,758
Capital Outlay	-	-	-	-	-
TOTAL:	\$7,107,735	10,468,746	\$6,551,187	\$6,651,187	\$7,043,258

\*This area does not have any personnel assigned.

SIGNIFICANT CHANGES

**City of Bedford**  
**Departmental Budget Entry**  
**Fiscal Year 2015**  
**Department 31**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7500</b>	<b>Contractual Services</b>					
	<b>31-8310 CONTRACT LABOR</b>					
	Arbitrage Compliance Specialists, Inc.	10,000	2,109.97	18,500	18,859.42	2,308.89
	Continuing Disclosure Services - First Southwest Company	3,500				
	Investment Advisory Services - Valley view Consulting, LLP	5,000				
	<b>Account Total</b>	<b>18,500</b>				
	<b>Classification Total</b>	<b>18,500</b>				
<b>7600</b>	<b>DEBT SERVICE &amp; TRANSFERS</b>					
	<b>31-8411 INTEREST EXPENSE</b>					
	General Obligation Bonds, Series 2007 - August	58,228	766,257.46	1,441,787	1,654,680.05	1,916,558.85
	General Obligation Bonds, Series 2007 - February	61,628				
	General Obligation Bonds, Series 2010 - August	76,044				
	General Obligation Bonds, Series 2010 - February	79,513				
	General Obligation Bonds, Series 2014	98,106				
	General Obligation Refunding & Improvement Bonds, Series 2004	70,775				
	General Obligation Refunding & Improvement Bonds, Series 2011 - August	5,450				
	General Obligation Refunding & Improvement Bonds, Series 2011 - February	5,600				
	General Obligation Refunding Bonds, Series 2005 - August	150,678				
	General Obligation Refunding Bonds, Series 2005 - February	198,553				
	General Obligation Refunding Bonds, Series 2005, 4B Supported - August	97,550				
	General Obligation Refunding Bonds, Series 2005, 4B Supported - February	125,188				
	Public Property Finance Contractual Obligations, Series 2014	40,775				
	Series 2011-Combination Tax & Revenue Certificates of Obligation, 10 yr - August	11,675				
	Series 2011-Combination Tax & Revenue Certificates of Obligation, 10 yr - February	12,925				
	Series 2011-Combination Tax & Revenue Certificates of Obligation, 20 yr - August	17,697				
	Series 2011-Combination Tax & Revenue Certificates of Obligation, 20 yr - February	18,147				

## City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 31

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
<b>7600</b>	<b>DEBT SERVICE &amp; TRANSFERS</b>					
<b>31-8411</b>	<b>INTEREST EXPENSE</b>					
	Series 2011-General Obligation Refunding & Improvement Bonds, Refunding - August	34,738	766,257.46	1,441,787	1,654,680.05	1,916,558.85
	Series 2011-General Obligation Refunding & Improvement Bonds, Refunding- February	37,788				
	Series 2013-General Obligation Refunding & Improvement Bonds Interest	127,800				
	<b>Account Total</b>	<b>1,328,858</b>				
<b>31-8412</b>	<b>PAYING AGENT FEES</b>					
	Paying Agent Fees	5,900	1,728.12	5,900	2,566.25	2,246.65
	<b>Account Total</b>	<b>5,900</b>				
<b>31-8414</b>	<b>BOND PRINCIPAL</b>					
	Combination Tax & Revenue Certificates of Obligation, 10-year, Series 2011	125,000	5,185,000.00	5,085,000	8,717,266.78	5,186,621.00
	Combination Tax & Revenue Certificates of Obligation, 20-year, Series 2011	45,000				
	General Obligation Bonds, Series 2007	170,000				
	General Obligation Bonds, Series 2010	185,000				
	General Obligation Bonds, Series 2014	105,000				
	General Obligation Refunding & Improvement Bonds, Series 2004	1,120,000				
	General Obligation Refunding & Improvement Bonds, Series 2011	15,000				
	General Obligation Refunding & Improvement Bonds, Series 2013	280,000				
	General Obligation Refunding Bonds, Series 2005	1,970,000				
	General Obligation Refunding Bonds, Series 2005, 4B Supported	1,160,000				
	Public Property Finance Contractual Obligations, Series 2014	210,000				
	Series 2011-General Obligation Refunding & Improvement Bonds, Refunding	305,000				
	<b>Account Total</b>	<b>5,690,000</b>				
	<b>Classification Total</b>	<b>7,024,758</b>				
	<b>Report Total</b>	<b>7,043,258</b>				



## City of Bedford Exception Report As of June 2014

DESCRIPTION	LAST YEAR TOTAL ACTUAL	CURRENT YTD ACTUAL	CURRENT BUDGET	FY 14 PROJECTION	FY 15 CM PROPOSED	PROJECTED VS. BUDGET	
PERSONNEL	328,315	200,238	277,310	278,907	283,771	1,597	101%
SUPPLIES	5,729	3,751	5,430	4,908	5,230	(522)	90%
MAINTENANCE	-	-	-	-	-	-	0%
CONTRACTUAL SERVICES	189,476	188,307	189,743	195,257	197,595	5,514	103%
UTILITIES	36,235	23,488	44,700	35,784	36,000	(8,916)	80%
TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
<b><u>FINANCE</u></b>	<b>559,755</b>	<b>415,784</b>	<b>517,183</b>	<b>514,855</b>	<b>522,596</b>	<b>(2,328)</b>	<b>100%</b>
<b><u>INACTIVE</u></b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
PERSONNEL	-	-	121,540	-	326,891	(121,540)	0%
SUPPLIES	4,316	2,306	4,300	3,509	4,300	(791)	82%
MAINTENANCE	77,229	40,761	87,250	87,250	99,500	-	100%
CONTRACTUAL SERVICES	545,025	477,190	495,140	617,949	510,715	122,809	125% Prior year incentive accruals were not captured so a one-time adjustment was applied this year to account for the prior year 380 agreement incentive accruals.
UTILITIES	1,041	-	-	-	-	-	0%
TRANSFERS OUT/DEBT SERVICE	250,685	280,599	365,000	365,682	340,000	682	100%
CAPITAL OUTLAY	-	156,590	275,477	275,477	-	-	100%
<b><u>NON-DEPARTMENTAL</u></b>	<b>878,296</b>	<b>957,446</b>	<b>1,348,707</b>	<b>1,349,868</b>	<b>1,281,406</b>	<b>1,161</b>	<b>100%</b>





## City of Bedford Exception Report As of June 2014

DESCRIPTION		LAST YEAR TOTAL ACTUAL	CURRENT YTD ACTUAL	CURRENT BUDGET	FY 14 PROJECTION	FY 15 CM PROPOSED	PROJECTED VS. BUDGET		
	PERSONNEL	118,393	86,905	130,591	123,138	130,395	(7,453)	0%	
	SUPPLIES	702	291	750	750	750	-	94%	
	MAINTENANCE	-	-	-	-	-	-	100%	
	CONTRACTUAL SERVICES	329	494	1,205	494	4,085	(711)	0%	
	UTILITIES	-	-	-	-	-	-	41%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	<b>ACCOUNTING</b>	<b>119,424</b>	<b>87,690</b>	<b>132,546</b>	<b>124,382</b>	<b>135,230</b>	<b>(8,164)</b>	<b>94%</b>	
	PERSONNEL	311,499	210,421	309,764	293,974	310,652	(15,790)	95%	
	SUPPLIES	88,547	65,066	92,150	109,966	94,970	17,816	119%	Volume of mailings increased slightly due to notices and postage cost has increased by 1 cent, plus an increase in postage account held by DataProse. Fire proof cabinet for vital stats files came in little more than projected cost
	MAINTENANCE	-	-	200	-	200	(200)	0%	
	CONTRACTUAL SERVICES	194,267	130,385	230,119	186,939	222,870	(43,180)	81%	
	UTILITIES	23,950	16,445	28,100	25,747	24,000	(2,353)	92%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	<b>CUSTOMER SERVICE</b>	<b>618,263</b>	<b>422,318</b>	<b>660,333</b>	<b>616,625</b>	<b>652,692</b>	<b>(43,708)</b>	<b>93%</b>	
	PERSONNEL	-	-	13,542	-	30,885	(13,542)	0%	
	SUPPLIES	-	889	-	889	-	889	0%	
8203	7400 MAINT - HARDWARE/SOFT	-	-	-	-	-	-	0%	
	MAINTENANCE	10,555	19,344	10,250	19,344	22,000	9,094	189%	Motorola annual payment came in more than what was budgeted.
	CONTRACTUAL SERVICES	254,408	134,244	174,942	249,124	176,452	74,182	142%	Kimley Horn Water Master Plan was not budgeted although approved this past year for spending.
	UTILITIES	-	-	-	-	-	-	0%	
	TRANSFERS OUT/DEBT SERVICE	3,772,748	2,671,393	3,442,508	3,404,807	3,437,870	(37,701)	99%	
	CAPITAL OUTLAY	-	13,940	17,243	13,940	-	(3,303)	81%	
	<b>NON-DEPARTMENTAL</b>	<b>4,037,711</b>	<b>2,839,811</b>	<b>3,658,485</b>	<b>3,688,105</b>	<b>3,667,207</b>	<b>29,620</b>	<b>101%</b>	



## City of Bedford Exception Report As of June 2014

DESCRIPTION	LAST YEAR TOTAL ACTUAL	CURRENT YTD ACTUAL	CURRENT BUDGET	FY 14 PROJECTION	FY 15 CM PROPOSED	PROJECTED VS. BUDGET		
<u>ADMINISTRATIVE SERVICES</u>	4,775,398	3,349,819	4,451,364	4,429,112	4,455,129	(22,252)	100%	
<u>WATER - CAPITAL PROJECTS</u>	(723)	1,385,073	-	1,385,073	-	1,385,073	0%	
<u>WASTEWATER - CAPITAL PROJECTS</u>	(0)	71,016	-	71,016	-	71,016	0%	
<u>CONTROL ACCOUNTS</u>	47,964	-	-	-	-	-	0%	
<u>NON-OPERATING DIVISIONS</u>	47,241	1,456,090	-	1,456,090	-	1,456,090	0%	
<u>WATER &amp; SEWER FUND</u>	17,833,143	15,793,698	19,699,625	20,529,063	20,291,878	829,438	104%	Fund total includes expenses from capital projects.