

GENERAL GOVERNMENT

TOTAL EXPENDITURES

\$1,129,691

DIVISION/FUND	ACTUAL 14-15	BUDGET 15-16	BASE 16-17	REQUESTS 16-17	BUDGET 16-17
City Council	108,933	128,220	224,390	-	224,390
City Manager	804,156	628,207	656,598	-	656,598
City Secretary	229,767	256,631	248,703	-	248,703
TOTAL	\$1,142,856	\$1,013,058	\$1,129,691	-	\$1,129,691

Future Budget Considerations

Much of the activities undertaken by local governments are mandated by state and federal regulation. With each session of those legislative bodies, additional requirements may be placed on local governments that incur a cost without a funding mechanism provided. The Regular Session of the 85th Legislature is expected to have legislation introduced related to the property tax rate. This may impact the City's ability to set a tax rate deemed necessary for operations.

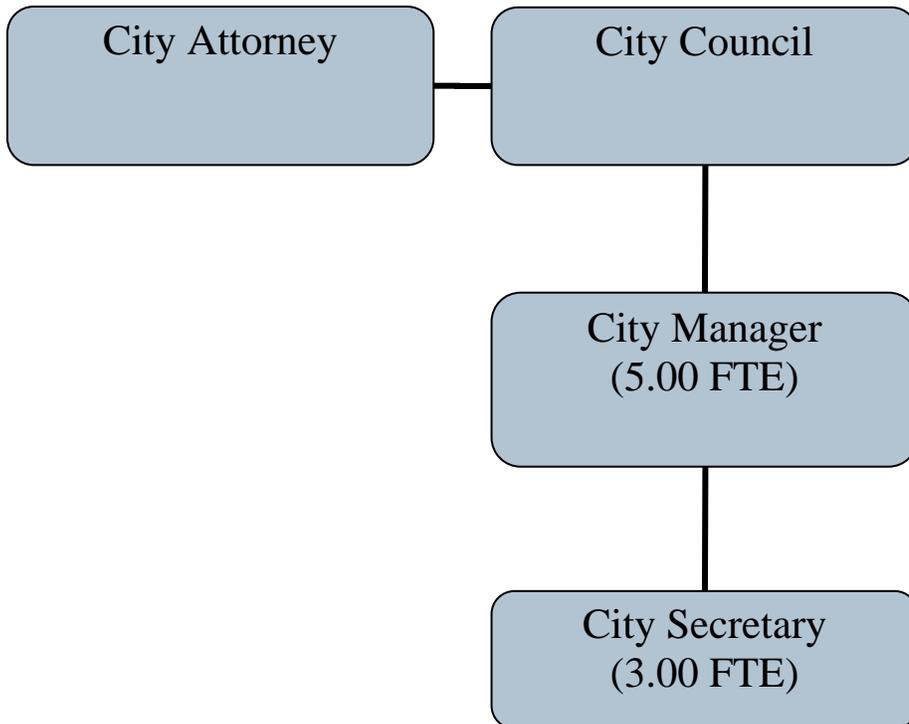
In the past few Legislative sessions, bills have been introduced to eliminate the May uniform election date, which would force cities to move to the November uniform election date. Though these bills have ultimately failed, it is anticipated that similar bills will be introduced in future Legislative sessions. The November uniform election date is costlier due to the longer ballots and increased number of polling stations.

The former Library building is the storage location for permanent City records. If that facility were to be sold, the City Secretary's office would have to find another location to house these records, possibly requiring rental of a storage unit.

The City Secretary's Office will look at expanding the functions of the Laserfiche Document Management System to include tracking the retention period of non-permanent records and adding a web-based component. They will also look at adding users from other departments.



**City of Bedford
General Government Organization Chart
FY 2016 – 2017**





City of Bedford
Program Summary
FY 2016-2017

Fund: General

Department: General Government

Division: City Council

PROGRAM DESCRIPTION

The Mayor and City Council are the elected governing body of the City. The Mayor and City Council act as the policy making body of the City and are responsible for adopting all ordinances and resolutions, approving major expenditure items, and annually establishing the City's Program of Services through the adoption of the budget. They further establish a broader direction for the City through the adoption of vision and mission statements, as well as focus areas.

EXPENDITURE SUMMARY

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services*	-	-	-	-	-
Supplies	1,199	3,358	1,300	1,070	1,300
Maintenance	-	-	-	-	-
Contractual Services	122,144	105,575	126,920	128,655	223,090
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$123,343	\$108,933	\$128,220	\$129,725	\$224,390

*This area does not have any personnel assigned.

SIGNIFICANT CHANGES



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 10 - GENERAL GOVERNMENT								
Division 08 - CITY COUNCIL								
SUPPLIES								
8101	OFFICE	1,939.34	1,198.90	2,444.20	1,300.00	1,070.00	1,300.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	150.00	150.00
	Final City Manager Proposed					1.00	450.00	450.00
	Final City Manager Proposed					1.00	150.00	150.00
	Final City Manager Proposed					1.00	550.00	550.00
	Final City Manager Proposed Totals							\$1,300.00
8110	FURNITURE AND FIXTURES	.00	.00	914.00	.00	.00	.00	.00
	<i>SUPPLIES Totals</i>	<u>\$1,939.34</u>	<u>\$1,198.90</u>	<u>\$3,358.20</u>	<u>\$1,300.00</u>	<u>\$1,070.00</u>	<u>\$1,300.00</u>	<u>\$0.00</u>
	CONTRACTUAL SERVICES							
8302	DATA COMMUNICATIONS	30.64	367.68	142.90	370.00	380.00	370.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	370.00	370.00
	Final City Manager Proposed Totals							\$370.00
8304	WIRELESS COMMUNICATIONS	.00	.00	265.93	.00	.00	.00	.00
8310	CONTRACT LABOR	.00	20,500.00	15,815.12	30,000.00	30,000.00	30,000.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	20,000.00	20,000.00
	Final City Manager Proposed					1.00	10,000.00	10,000.00
	Final City Manager Proposed Totals							\$30,000.00
8320	TRAVEL EXPENSE	1,311.30	567.93	3,265.78	4,610.00	3,300.00	4,610.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					3.00	1,100.00	3,300.00
	Final City Manager Proposed					2.00	655.00	1,310.00
	Final City Manager Proposed Totals							\$4,610.00
8322	DUES	26,068.00	20,036.00	12,357.00	16,660.00	16,660.00	16,750.00	90.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	350.00	350.00
	Final City Manager Proposed					1.00	5,000.00	5,000.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 10 - GENERAL GOVERNMENT								
Division 08 - CITY COUNCIL								
<i>CONTRACTUAL SERVICES</i>								
	Final City Manager Proposed North East Leadership Forum					3.00	100.00	300.00
	Final City Manager Proposed Rotary Dues for Mayor Griffin and Councilmember Turner					2.00	425.00	850.00
	Final City Manager Proposed Tarrant Regional Transportation					1.00	5,000.00	5,000.00
	Final City Manager Proposed Texas Municipal League					1.00	5,250.00	5,250.00
							Final City Manager Proposed Totals	\$16,750.00
8323	SCHOOLS	1,305.00	625.00	1,295.00	1,860.00	900.00	1,860.00	.00
	<i>Budget Transactions</i>							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Texas Municipal League Annual Conference - TBD					3.00	300.00	900.00
	Final City Manager Proposed Texas Municipal League Newly Elected Officials Conference					2.00	180.00	360.00
	Final City Manager Proposed Unscheduled Training					1.00	600.00	600.00
							Final City Manager Proposed Totals	\$1,860.00
8337	COMMUNITY DEVELOPMENT	45,493.00	49,867.00	51,085.00	49,620.00	53,615.00	143,600.00	93,980.00
	<i>Budget Transactions</i>							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Council Sponsorships					1.00	6,000.00	6,000.00
	Final City Manager Proposed NCTCOG - HEB Transit					1.00	12,500.00	12,500.00
	Final City Manager Proposed NCTCOG - TRE Participation					1.00	90,500.00	90,500.00
	Final City Manager Proposed Northeast Transportation Services					1.00	34,600.00	34,600.00
							Final City Manager Proposed Totals	\$143,600.00
8341	SPECIAL EVENTS	25,475.47	30,180.67	21,348.03	23,800.00	23,800.00	25,900.00	2,100.00
	<i>Budget Transactions</i>							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Boy Scout Breakfast					1.00	500.00	500.00
	Final City Manager Proposed Holiday Luncheons					1.00	2,600.00	2,600.00
	Final City Manager Proposed Meeting Expenses for Local, Joint Meetings/Roundtables					1.00	1,200.00	1,200.00
	Final City Manager Proposed Miscellaneous Anticipatory Expenses					1.00	300.00	300.00
	Final City Manager Proposed Service Recognition Pins for Staff					1.00	5,400.00	5,400.00
	Final City Manager Proposed Teen Court Banquet					1.00	500.00	500.00
	Final City Manager Proposed Volunteer Banquet					1.00	11,900.00	11,900.00
	Final City Manager Proposed Volunteer Gift					1.00	3,500.00	3,500.00
							Final City Manager Proposed Totals	\$25,900.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$99,683.41	\$122,144.28	\$105,574.76	\$126,920.00	\$128,655.00	\$223,090.00	\$96,170.00
	Division 08 - CITY COUNCIL Totals	\$101,622.75	\$123,343.18	\$108,932.96	\$128,220.00	\$129,725.00	\$224,390.00	\$96,170.00



City of Bedford
Program Summary
FY 2016-2017

Fund: General

Department: General Government

Division: City Manager

PROGRAM DESCRIPTION

The City of Bedford operates under a Council-Manager form of government. The appointed City Manager is responsible for the daily operation of the City and is accountable to the City Council in carrying out adopted policy. The City Manager advises the City Council on the state of City operations and maintains open communication on any current issues.

The City Manager's Office provides direction and oversight to all City departments. They also work to ensure that citizens' needs and concerns are addressed in an expedient manner. This is done through coordination with all departments and a cohesive approach to problem solving.

The City Manager's Office is responsible for the formation and submission of the annual budget to maintain operations for the entire fiscal year. Additionally, this office provides financial reports that monitor budget performance.

FY 2015-2016 HIGHLIGHTS

- * Created Grants Administrator position to centralize the grant process. This position assists City departments with finding grant opportunities and collaborating to complete grant applications. This position is also responsible for working with Finance to complete grant reporting.

FY 2016-2017 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

Be responsive to the needs of the community.

- * Lead the organization in achieving and implementing Council's priorities.
- * Continue to meet posting requirements and apply annually for the Texas Comptroller Leadership Circle Award program, which promotes financial transparency to the public.
- * Ensure fiscal responsibility through budget monitoring and timely reporting.

Demonstrate excellent customer service in an efficient manner.

- * Oversee the implementation of a comprehensive performance measurement program.
- * Encourage employee participation in professional organizations for personal and professional growth in serving the citizens of Bedford.
- * Research opportunities for inter-local cooperation.

Provide for a safe and friendly community environment.

- * Submit City initiatives to multiple organizations for awards and other recognition.
- * Utilize the Bedford Alert system to provide timely information for urgent and informational notices.



Fund: General
 Department: General Government
 Division: City Manager

EXPENDITURE SUMMARY

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$501,291	\$750,884	\$592,362	\$591,085	\$623,233
Supplies	3,185	6,846	8,190	8,326	8,190
Maintenance	-	-	-	300	-
Contractual Services	21,880	46,426	27,655	18,340	25,175
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$526,355	\$804,156	\$628,207	\$618,051	\$656,598

PERSONNEL SUMMARY

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

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	0.00	0.00	0.00
Strategic Services Manager	0.00	0.00	1.00	1.00	1.00
Assistant to the City Manager/Strategic Services	1.00	1.00	0.00	0.00	0.00
Grant Administrator	0.00	0.00	1.00	1.00	1.00
Executive Assistant	0.00	1.00	1.00	1.00	1.00
Executive Secretary	1.00	0.00	0.00	0.00	0.00
Intern	0.48	0.48	0.48	0.48	0.00
*TOTAL:	4.48	4.48	5.48	5.48	5.00

SIGNIFICANT CHANGES



Fund: General
Department: General Government
Division: City Manager

PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
INPUTS			
# of FTEs	4.48	5.48	5
# of City Employees	375.29	389.09	389.09
# of Citizens	48,721	49,054	49,151
OUTPUTS			
# of City Departments Managed	8	8	8
# of City Council Agendas Reviewed	27	23	27
# of City Council Strategic Goals	3	3	3
# of Meetings/Workshops held with City Council and Boards/Commissions	26	29	26
# of Joint Workshops held with City Council and Boards/Commissions	5	0	5
# of Professional Organizations Participated in by Staff	6	7	6
# of Grant Funding Applications Submitted	NM	7	8
Amount of Grant/Program Funding Requested	NM	\$280,950	\$300,000
EFFICIENCY			
Division Budget as a % of the General Fund	2.69%	2.01%	2.02%
City Maintenance & Operation Budget per Capita	\$592.36	\$626.01	\$664.01
# of New Portal Registrations for Bedford Alert	287	153	200
# of Interlocal Cooperative Arrangements Researched	0	0	1
EFFECTIVENESS & OUTCOMES			
# of Awards Received by City Departments or Personnel	2	02	5
# of Budget Amendments	1	0	0
Tax Rate (per \$100 valuation)	\$0.494830	\$0.494830	\$0.467059
# of Messages Sent with Bedford Alert	134	94	100
% of Unreserved General Fund Balance	19.97%	20.00%	20.00%
% of Quarterly Reports Provided by the End of the Month Following Quarter End	50%	50%	100%
# of Certifications/Licenses Held by Division Personnel	1	1	1
% of Bedford Citizens Would Recommend Bedford as a Good Place to Live	Biennial	N/A	94.9%
% of Bedford Citizens Rating the Quality of Life in Bedford as "Excellent" or "Good"	Biennial	N/A	93.2%
% of Bedford Citizens Plan on Remaining in Bedford for Next Several Years	Biennial	N/A	91.8%
% of Bedford Citizens who Contacted City Officials Felt they were Courteous	Biennial	N/A	97.6%
% of Bedford Citizens Satisfied with Results of Contact with the City	Biennial	N/A	83.7%
Texas Comptroller Leadership Circle Award Stars*	Suspended	0	1
Amount of Grant/Program Funding Received	NM	NM	\$225,000

N/A - Citizen Survey Delayed. NM - New Measures.

*Texas Comptroller Recognition program reorganized in FY 15-16



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 10 - GENERAL GOVERNMENT								
Division 10 - CITY MANAGER								
<i>PERSONNEL SERVICES</i>								
8001	SALARIES	321,958.19	402,875.64	629,573.95	460,560.00	473,521.00	469,226.00	8,666.00
8001.0001	SALARIES AUTO ALLOWANCE	12,634.47	12,830.65	8,684.59	16,800.00	19,540.00	19,200.00	2,400.00
8001.0003	SALARIES INCENTIVE PAY	.00	1,603.80	2,081.85	1,800.00	1,810.00	1,800.00	.00
8001.0007	SALARIES CELL PHONE ALLOWANCE	.00	412.08	421.31	421.00	422.00	421.00	.00
8001.0099	SALARIES COLA INCREASE BUDGET	3,000.00	.00	.00	16,632.00	.00	18,769.00	2,137.00
8003	LONGEVITY	2,159.45	2,699.41	2,439.18	4,445.00	4,220.00	4,685.00	240.00
8004	OVERTIME	.00	.00	.00	.00	164.00	.00	.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	767.64	680.62	579.54	733.00	564.00	752.00	19.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	1,386.13	2,035.71	1,511.09	2,584.00	2,760.00	2,134.00	(450.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	15,500.85	28,408.40	35,371.03	36,755.00	38,357.00	48,604.00	11,849.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	827.05	1,121.54	1,214.25	1,416.00	1,328.00	1,416.00	.00
8006	PENSION	13,076.11	15,876.76	10,378.85	.00	.00	.00	.00
8006.0001	PENSION TMRS	16,308.24	21,415.15	45,044.09	39,070.00	38,377.00	44,781.00	5,711.00
8007	PHYSICALS	40.00	160.00	125.00	.00	260.00	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	249.43	495.01	3,265.96	759.00	2,156.00	947.00	188.00
8009	UNEMPLOYMENT INSURANCE	27.00	965.31	51.46	1,242.00	919.00	135.00	(1,107.00)
8010	FICA/MEDICARE	4,798.08	5,914.30	7,498.41	4,493.00	4,338.00	4,687.00	194.00
8015	DISABILITY INSURANCE	602.23	728.32	1,124.05	902.00	580.00	926.00	24.00
8026	BACKGROUND CHECK	.00	67.90	18.95	.00	19.00	.00	.00
8030	RETIREE HEALTH SAVINGS	3,000.00	3,000.00	1,500.00	3,750.00	1,750.00	4,750.00	1,000.00
<i>PERSONNEL SERVICES Totals</i>		\$396,334.87	\$501,290.60	\$750,883.56	\$592,362.00	\$591,085.00	\$623,233.00	\$30,871.00
<i>SUPPLIES</i>								
8101	OFFICE	2,962.47	2,293.32	5,157.84	2,360.00	2,701.00	2,360.00	.00

Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Final City Manager Proposed	Business Cards	1.00	200.00	200.00
Final City Manager Proposed	Fax Toner	1.00	600.00	600.00
Final City Manager Proposed	Minor Supplies	1.00	800.00	800.00
Final City Manager Proposed	Stationary, Envelopes, Cards	1.00	600.00	600.00
Final City Manager Proposed	Yearly Calendars	1.00	160.00	160.00
Final City Manager Proposed Totals				\$2,360.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 10 - GENERAL GOVERNMENT								
Division 10 - CITY MANAGER								
CONTRACTUAL SERVICES								
8320	TRAVEL EXPENSE	5,184.06	7,235.08	10,659.64	11,400.00	5,777.00	10,150.00	(1,250.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Government Finance Officers Assoc. Annual Conf., Denver, CO					1.00	1,300.00	1,300.00
	Final City Manager Proposed							
	Govt Finance Off. Association of TX Fall Conf., Arlington, TX					1.00	700.00	700.00
	Final City Manager Proposed							
	Govt Finance Officers Assoc. of TX Spring Conf., San Marcos, TX					1.00	700.00	700.00
	Final City Manager Proposed							
	Grant Professionals Association					1.00	1,200.00	1,200.00
	Final City Manager Proposed							
	International City Management Assoc. Conf., San Antonio, TX					3.00	1,050.00	3,150.00
	Final City Manager Proposed							
	Texas City Management Association Conf., Austin, TX					2.00	750.00	1,500.00
	Final City Manager Proposed							
	Texas Municipal League Conference, Austin, TX					2.00	800.00	1,600.00
	Final City Manager Proposed Totals							\$10,150.00
8322	DUES	3,144.73	3,688.21	4,552.75	7,105.00	4,007.00	6,475.00	(630.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Certified Government Finance Officer Annual Fee					1.00	40.00	40.00
	Final City Manager Proposed							
	Government Finance Officers Association					1.00	150.00	150.00
	Final City Manager Proposed							
	Government Finance Officers Association of Texas					1.00	130.00	130.00
	Final City Manager Proposed							
	Grant Professionals Association - Org Membership					1.00	350.00	350.00
	Final City Manager Proposed							
	HEB Chamber Leadership Alumni Dues					3.00	50.00	150.00
	Final City Manager Proposed							
	International City Management Association					3.00	860.00	2,580.00
	Final City Manager Proposed							
	North Texas City Management Association					3.00	65.00	195.00
	Final City Manager Proposed							
	North Texas Grant Professional Association Chapter					2.00	25.00	50.00
	Final City Manager Proposed							
	Northeast Leadership Forum					2.00	100.00	200.00
	Final City Manager Proposed							
	Rotary					2.00	750.00	1,500.00
	Final City Manager Proposed							
	Texas City Manager's Association					3.00	350.00	1,050.00
	Final City Manager Proposed							
	Urban Management Assistants of North Texas					2.00	40.00	80.00
	Final City Manager Proposed Totals							\$6,475.00
8323	SCHOOLS	2,430.00	5,322.24	6,679.52	5,500.00	5,341.00	4,900.00	(600.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Govt Finance Officers Assoc Annual Conf, Denver, CO					1.00	450.00	450.00
	Final City Manager Proposed							
	Govt Finance Officers Assoc of TX Spring Conf, San Marcos, TX					1.00	350.00	350.00
	Final City Manager Proposed							
	Govt Finance Officers Association of TX Fall Conf, Arlington, TX					1.00	350.00	350.00
	Final City Manager Proposed							
	International City Management Assoc Annual Conf, Kansas City, KS					3.00	650.00	1,950.00
	Final City Manager Proposed							
	Texas Muncpal League Conference, Austin, TX					2.00	350.00	700.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	101 - GENERAL FUND							
Department	10 - GENERAL GOVERNMENT							
Division	10 - CITY MANAGER							
	<i>CONTRACTUAL SERVICES</i>							
	Final City Manager Proposed TX City Management Association Annual Conf, S. Padre Island, TX					2.00	250.00	500.00
	Final City Manager Proposed Unscheduled Training					1.00	600.00	600.00
						Final City Manager Proposed Totals		<u>\$4,900.00</u>
8341	SPECIAL EVENTS	721.02	846.58	2,004.88	800.00	800.00	800.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Supplies for employee meetings and budget workshops					1.00	800.00	800.00
						Final City Manager Proposed Totals		<u>\$800.00</u>
	<i>CONTRACTUAL SERVICES Totals</i>	<u>\$15,186.41</u>	<u>\$21,879.68</u>	<u>\$46,426.26</u>	<u>\$27,655.00</u>	<u>\$18,340.00</u>	<u>\$25,175.00</u>	<u>(\$2,480.00)</u>
Division	10 - CITY MANAGER Totals	<u>\$415,190.82</u>	<u>\$526,354.84</u>	<u>\$804,156.01</u>	<u>\$628,207.00</u>	<u>\$618,051.00</u>	<u>\$656,598.00</u>	<u>\$28,391.00</u>



City of Bedford
Program Summary
FY 2016-2017

Fund: General

Department: General Government

Division: City Secretary

PROGRAM DESCRIPTION

The City Secretary Division is responsible for accurately recording, publishing, indexing, and maintaining City Council records to include minutes, ordinances, resolutions, contracts, agreements, and other legal documents of the City of Bedford. Serving as the City's Records Management Officer, this office oversees a records management policy and records destruction policy to provide efficient, economical and effective controls over the creation, distribution, organization, maintenance and space allocation for all City records. It also handles requests made for City documents under the provisions of the Public Information Act. The City Secretary coordinates the election process for all City elections and serves as the local registrar for vital statistics of birth and death certificates. This office coordinates daily communication and operations with the Mayor/Council, prepares and executes Council packets, processes alcohol and beverage registrations and reports, issues release of liens, and works with the City Manager's office to respond to customer service complaints and issues.

FY 2015-2016 HIGHLIGHTS

- * Scanned in all City Council minutes from 1952 to the present into the Laserfiche Document Management System.

FY 2016-2017 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

Be responsive to the needs of the community.

- * Prepare Council agenda packets without error and in a timely fashion, as well as making them available on the City's website.
- * Update the City's Records Management Policy based on changes to State law and technology, and with input from other City departments.

Demonstrate excellent customer service in an efficient manner.

- * Respond to requests for public information in a timely and efficient manner, and in accordance with State law.
- * Process alcohol beverage registrations in a timely and efficient manner.

Protect the vitality of neighborhoods.

- * Process liens in a timely and efficient manner.
- * Coordinate the Community Powered Revitalization Program with 6Stones.

Encourage citizen involvement.

- * Coordinate City elections in accordance with State law and the City's Charter, and make important information regarding the election easily accessible to the voters.
- * Coordinate the appointment process for the City's Boards and Commissions and maintain accurate records for these Boards and Commissions both in the City's files and the City's website.



Fund: General
Department: General Government
Division: City Secretary

EXPENDITURE SUMMARY

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$197,051	\$204,925	\$213,456	\$199,219	\$209,913
Supplies	5,509	7,916	9,800	13,310	9,300
Maintenance	-	-	3,000	2,090	3,000
Contractual Services	38,553	16,926	30,375	60,455	26,490
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$241,113	\$229,767	\$256,631	\$275,074	\$248,703

PERSONNEL SUMMARY

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

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
City Secretary	1.00	1.00	1.00	1.00	1.00
Assistant City Secretary/Records Coordinator	1.00	1.00	1.00	1.00	1.00
Security Attendant/Receptionist	1.00	1.00	1.00	1.00	1.00
*TOTAL:	3.00	3.00	3.00	3.00	3.00

SIGNIFICANT CHANGES



Fund: General
Department: General Government
Division: City Secretary

PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
INPUTS			
# of FTEs	3	3	3
# of Registered Voters	29,322	30,785	31,000
# of Board and Commission Members	102	102	102
OUTPUTS			
# of Elections Conducted	1	1	1
# of Regular Council Meetings Attended	20	20	20
# of Special Council Meetings and Work Sessions Attended	14	8	11
# of Ordinances and Resolutions Indexed	153	148	150
# of Pages of Minutes Produced	204	227	215
# of Public Information Requests Processed	366	345	350
# of Alcoholic Beverage Registrations Filed	5	8	6
# of Liens /Release of Liens Processed	37	23	30
# of Board and Commission Applications Processed	67	47	50
# of Supplements to the Code of Ordinances	1	2	1
# of Boxes of Records Destroyed	280	271	275
# of Council and Board/Commission Agendas Posted	69	52	60
EFFICIENCY			
Election Cost per Election	\$5,171	\$12,728	\$5,200
Election Cost per Registered Voter	\$0.18	\$0.41	\$0.17
Election Cost per Actual Voter	\$1.79	\$8.23	\$1.33
Election Cost per Capita	\$0.11	\$0.26	\$0.11
Records Destruction Cost per Box	\$3.68	\$3.87	\$3.75
Division Budget as % of General Fund	0.77%	0.90%	0.77%
EFFECTIVENESS & OUTCOMES			
% of City Council Minutes Approved Without Changes	100%	100%	100%
% of Agendas Posted Without Errors	97%	96%	100%
% of Board and Commission Positions Filled	85%	87%	90%
% of Public Information Requests Responded to in Ten Days or Less	100%	99.6%	100%
% of Public Information Requests Responded to in Five Days or Less	87%	82%	90%
Average # of Days to Respond to Public Information Requests	1.91	2.56	2.0



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 10 - GENERAL GOVERNMENT								
Division 12 - CITY SECRETARY								
<i>PERSONNEL SERVICES</i>								
8001	SALARIES	141,862.60	154,207.64	162,980.37	161,317.00	168,558.00	167,770.00	6,453.00
8001.0003	SALARIES INCENTIVE PAY	.00	63.47	300.86	301.00	587.00	601.00	300.00
8001.0007	SALARIES CELL PHONE ALLOWANCE	421.05	421.05	421.18	421.00	422.00	421.00	.00
8001.0099	SALARIES COLA INCREASE BUDGET	3,000.00	.00	.00	6,453.00	.00	6,711.00	258.00
8003	LONGEVITY	1,058.85	1,261.85	1,876.02	850.00	795.00	1,091.00	241.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	337.00	399.78	335.22	344.00	274.00	350.00	6.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	1,344.02	1,496.28	1,080.16	1,611.00	632.00	736.00	(875.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	19,920.58	19,737.31	18,304.47	23,985.00	10,340.00	13,084.00	(10,901.00)
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	1,145.45	871.75	681.18	960.00	469.00	480.00	(480.00)
8006	PENSION	5,828.96	6,213.30	3,176.45	.00	.00	.00	.00
8006.0001	PENSION TMRS	7,015.18	8,133.78	11,501.23	13,575.00	13,655.00	15,383.00	1,808.00
8007	PHYSICALS	.00	.00	260.00	.00	.00	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	107.44	184.70	322.25	257.00	262.00	325.00	68.00
8009	UNEMPLOYMENT INSURANCE	27.00	621.00	27.91	621.00	470.00	81.00	(540.00)
8010	FICA/MEDICARE	2,009.97	2,160.95	2,334.89	2,457.00	2,468.00	2,562.00	105.00
8015	DISABILITY INSURANCE	256.10	278.41	303.83	304.00	287.00	318.00	14.00
8026	BACKGROUND CHECK	.00	.00	18.95	.00	.00	.00	.00
8030	RETIREE HEALTH SAVINGS	1,000.00	1,000.00	1,000.00	.00	.00	.00	.00
<i>PERSONNEL SERVICES Totals</i>		\$185,334.20	\$197,051.27	\$204,924.97	\$213,456.00	\$199,219.00	\$209,913.00	(\$3,543.00)
<i>SUPPLIES</i>								
8101	OFFICE	2,448.13	1,458.08	1,976.66	1,900.00	1,900.00	1,400.00	(500.00)
Budget Transactions								
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
Final City Manager Proposed	General Supplies for Council and City Secretary's Office					1.00	1,400.00	1,400.00
						Final City Manager Proposed Totals		\$1,400.00
8114	POSTAGE	749.61	961.04	615.58	900.00	440.00	900.00	.00
Budget Transactions								
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
Final City Manager Proposed	Postage for City Secretary's Office					1.00	900.00	900.00
						Final City Manager Proposed Totals		\$900.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 10 - GENERAL GOVERNMENT								
Division 12 - CITY SECRETARY								
SUPPLIES								
8125	BOOKS AND AUDIO VISUAL MEDIA	5,603.57	3,089.64	5,323.95	7,000.00	10,970.00	7,000.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	7,000.00	7,000.00
	Annual Code of Ordinance Codification Hardback and Online							
						Final City Manager Proposed Totals		\$7,000.00
	<i>SUPPLIES Totals</i>	\$8,801.31	\$5,508.76	\$7,916.19	\$9,800.00	\$13,310.00	\$9,300.00	(\$500.00)
<i>MAINTENANCE</i>								
8210	MAINTENANCE EQUIPMENT	1,600.36	.00	.00	3,000.00	2,090.00	3,000.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	3,000.00	3,000.00
	Maintenance on Council Chamber Audio Visual Equipment							
						Final City Manager Proposed Totals		\$3,000.00
	<i>MAINTENANCE Totals</i>	\$1,600.36	\$0.00	\$0.00	\$3,000.00	\$2,090.00	\$3,000.00	\$0.00
<i>CONTRACTUAL SERVICES</i>								
8302	DATA COMMUNICATIONS	426.44	735.36	550.38	720.00	340.00	720.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					2.00	360.00	720.00
	Data Plans for iPad							
						Final City Manager Proposed Totals		\$720.00
8308	ELECTIONS	5,909.40	11,555.11	5,374.15	13,100.00	12,730.00	10,100.00	(3,000.00)
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	10,000.00	10,000.00
	Contract with Tarrant County							
	Final City Manager Proposed					1.00	100.00	100.00
	General Supplies							
						Final City Manager Proposed Totals		\$10,100.00
8310	CONTRACT LABOR	860.55	14,307.07	2,818.00	6,150.00	40,170.00	6,150.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	150.00	150.00
	Courier Services							
	Final City Manager Proposed					1.00	2,700.00	2,700.00
	LaserFiche Annual Maintenance							
	Final City Manager Proposed					1.00	1,500.00	1,500.00
	Records Destruction							
	Final City Manager Proposed					1.00	1,800.00	1,800.00
	Social Media Archiving							
						Final City Manager Proposed Totals		\$6,150.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 10 - GENERAL GOVERNMENT								
Division 12 - CITY SECRETARY								
CONTRACTUAL SERVICES								
8319	ADVERTISING	3,115.24	7,297.54	3,409.88	6,500.00	3,600.00	6,500.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	6,500.00	6,500.00
	Transaction							
	Publication of Legal Notices							
	Final City Manager Proposed Totals							\$6,500.00
8320	TRAVEL EXPENSE	2,654.25	1,275.13	1,262.43	730.00	650.00	550.00	(180.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	550.00	550.00
	Transaction							
	Texas Municipal Clerks Association Legislative Update							
	Final City Manager Proposed Totals							\$550.00
8322	DUES	290.00	250.00	280.00	160.00	160.00	160.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					2.00	30.00	60.00
	Transaction							
	North Texas Municipal Clerks Association Annual Dues							
	Final City Manager Proposed					1.00	100.00	100.00
	Transaction							
	Texas Municipal Clerks Association Annual Dues							
	Final City Manager Proposed Totals							\$160.00
8323	SCHOOLS	1,410.00	1,601.00	1,515.00	1,030.00	1,000.00	750.00	(280.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	500.00	500.00
	Transaction							
	General Certification, Seminars, Test Fees, Association Meetings							
	Final City Manager Proposed					1.00	250.00	250.00
	Transaction							
	Texas Municipal Clerks Association Legislative Update							
	Final City Manager Proposed Totals							\$750.00
8333	SUBSCRIPTIONS	69.95	288.95	124.95	435.00	435.00	210.00	(225.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	70.00	70.00
	Transaction							
	Election Law Manual Annual Supplement							
	Final City Manager Proposed					1.00	100.00	100.00
	Transaction							
	Fort Worth Star Telegram Annual Subscription E-Edition							
	Final City Manager Proposed					1.00	40.00	40.00
	Transaction							
	Texas Municipal Law and Procedure Manual Annual Supplement							
	Final City Manager Proposed Totals							\$210.00
8341	SPECIAL EVENTS	50.00	50.00	395.14	.00	.00	.00	.00



Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	101 - GENERAL FUND							
	Department 10 - GENERAL GOVERNMENT							
	Division 12 - CITY SECRETARY							
	<i>CONTRACTUAL SERVICES</i>							
8354	VITAL STATISTICS INTERNET USAGE	796.05	783.24	788.73	1,000.00	820.00	800.00	(200.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	800.00	800.00
	State Taxes and Fees							
						Final City Manager Proposed Totals		\$800.00
8355	LEGAL FILING FEES	622.36	409.24	407.19	550.00	550.00	550.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	500.00	500.00
	Lien Filings							
	Final City Manager Proposed					1.00	50.00	50.00
	Miscellaneous Filings							
						Final City Manager Proposed Totals		\$550.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$16,204.24	\$38,552.64	\$16,925.85	\$30,375.00	\$60,455.00	\$26,490.00	(\$3,885.00)
	Division 12 - CITY SECRETARY Totals	\$211,940.11	\$241,112.67	\$229,767.01	\$256,631.00	\$275,074.00	\$248,703.00	(\$7,928.00)
	Department 10 - GENERAL GOVERNMENT Totals	\$728,753.68	\$890,810.69	\$1,142,855.98	\$1,013,058.00	\$1,022,850.00	\$1,129,691.00	\$116,633.00
	Fund 101 - GENERAL FUND Totals	\$728,753.68	\$890,810.69	\$1,142,855.98	\$1,013,058.00	\$1,022,850.00	\$1,129,691.00	\$116,633.00
	Net Grand Totals	\$728,753.68	\$890,810.69	\$1,142,855.98	\$1,013,058.00	\$1,022,850.00	\$1,129,691.00	\$116,633.00

Account Number	Account Description	2015 Actual Amount	2016 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Projected vs. Budget	Comments
Fund: 101 - GENERAL FUND								
Department: 10 - GENERAL GOVERNMENT								
Division: 08 - CITY COUNCIL								
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$3,358.20	\$802.36	\$1,300.00	\$1,070.00	\$1,300.00	(\$230.00)	82%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$105,574.76	\$91,370.67	\$126,920.00	\$128,655.00	\$223,090.00	\$1,735.00	101%
Division Total: 08 - CITY COUNCIL		\$108,932.96	\$92,173.03	\$128,220.00	\$129,725.00	\$224,390.00	\$1,505.00	101%
Division: 10 - CITY MANAGER								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$750,883.56	\$440,206.29	\$592,362.00	\$591,085.00	\$625,090.00	(\$1,277.00)	100%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$6,846.19	\$4,190.00	\$8,190.00	\$8,326.00	\$8,190.00	\$136.00	102%
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$0.00	\$299.98	\$0.00	\$300.00	\$0.00	\$300.00	0%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$46,426.26	\$9,513.54	\$27,655.00	\$18,340.00	\$25,175.00	(\$9,315.00)	66%
Division Total: 10 - CITY MANAGER		\$804,156.01	\$454,209.81	\$628,207.00	\$618,051.00	\$658,455.00	(\$10,156.00)	98%
Division: 12 - CITY SECRETARY								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$204,924.97	\$148,390.97	\$213,456.00	\$199,219.00	\$211,653.00	(\$14,237.00)	93%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$7,916.19	\$3,530.52	\$9,800.00	\$13,310.00	\$9,300.00	\$3,510.00	136% Large number and size of ordinances for codification.
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$0.00	\$2,082.00	\$3,000.00	\$2,090.00	\$3,000.00	(\$910.00)	70%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$16,925.85	\$16,599.62	\$30,375.00	\$60,455.00	\$26,490.00	(\$4,770.00)	199% Document scanning for Laserfische.
Division Total: 12 - CITY SECRETARY		\$229,767.01	\$170,603.11	\$256,631.00	\$275,074.00	\$250,443.00	(\$16,407.00)	107% See above.
Department Total: 10 - GENERAL GOVERNMENT		\$1,142,855.98	\$716,985.95	\$1,013,058.00	\$1,022,850.00	\$1,133,288.00	(\$25,058.00)	101%