

ADMINISTRATIVE SERVICES

TOTAL EXPENDITURES

\$15,430,298

DIVISION/FUND	ACTUAL 14-15	BUDGET 15-16	BASE 16-17	REQUESTS 16-17	BUDGET 16-17
Finance	523,001	551,760	566,089	-	566,089
Municipal Court	604,664	632,118	678,891	-	678,891
Teen Court	123,160	173,530	182,886		182,886
General Fund Non-Dept.	1,108,732	1,051,368	1,146,500	-	1,146,500
Customer Service	702,094	669,397	676,420	-	676,420
Accounting	135,418	148,666	164,506	-	164,506
Water Sewer Non-Dept.	2,794,642	3,813,284	5,235,638	-	5,235,638
Court Security Fund	49,551	40,000	40,000	-	40,000
Court Technology Fund	59,726	39,180	39,180	64,540	103,720
Debt Service	7,035,673	6,728,638	6,635,648	-	6,635,648
TOTAL	\$13,136,662	\$13,847,941	\$15,365,758	\$ 64,540	\$15,430,298

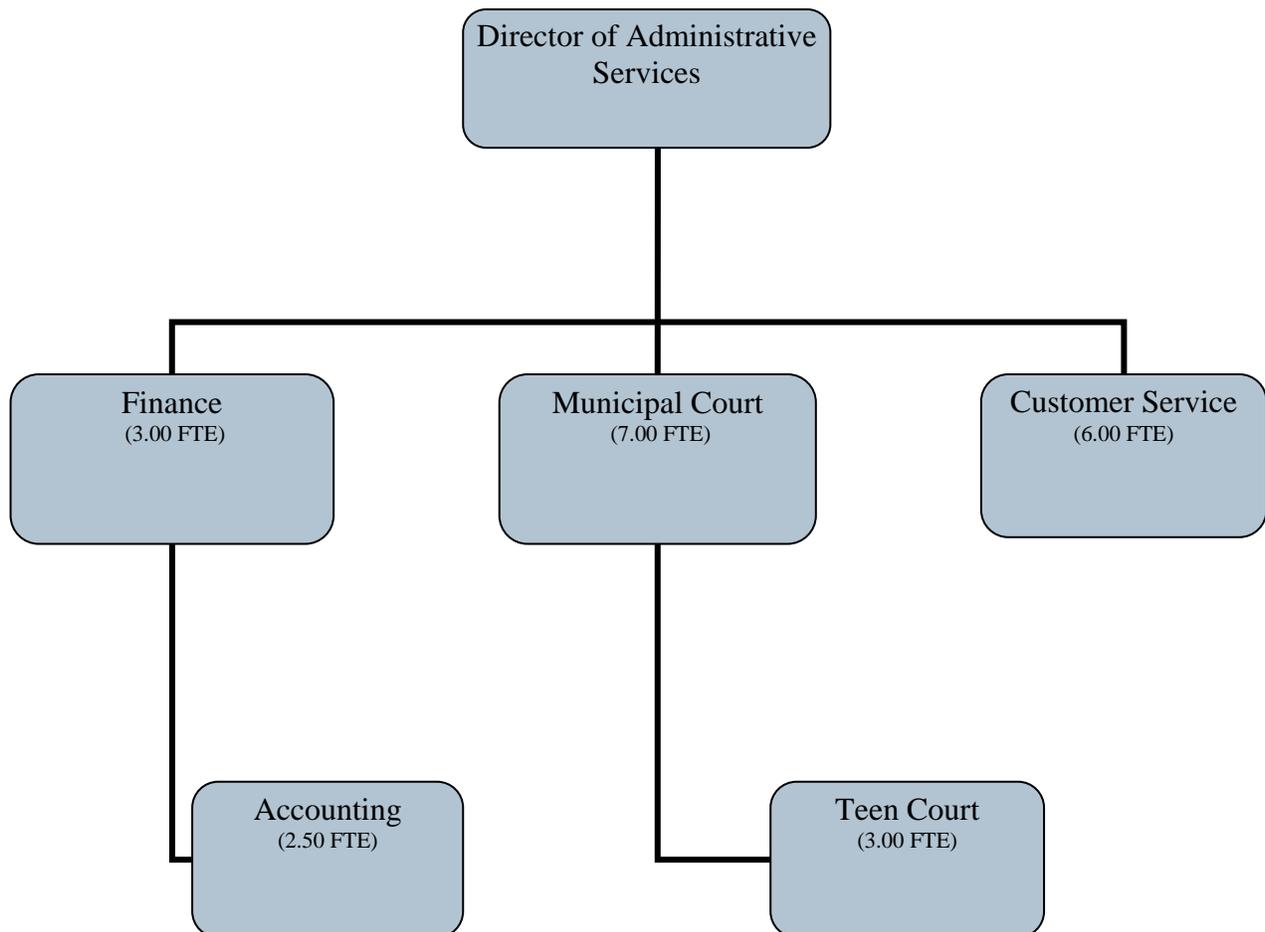
Future Budget Considerations

Over the past five years, the financial audit fees have increased 21%. Within that time period, the Government Accounting Standards Board (GASB) issued twenty-six (26) new pronouncements requiring governmental entities to modify their accounting practices and reporting. Therefore, auditors will be required to spend more hours implementing the new standards prescribed by GASB, which will mean increased funding for audit services in the future.

In 2015, the City was approved by the Texas Water Development Board (TWDB) to receive financial assistance from the State Water Implementation Fund for Texas (SWIFT) in the amount of \$90 million to promote water conservation. So far, the City issued \$30 million in debt to be amortized over a 30-year period. The impact of this debt resulted in a \$1 million increase to the Water Fund operations. Over the next several years, considerations will be made to issue the remaining \$60 million in debt, which will also have a corresponding impact to the Water Fund operations. This, of course, will require that water rates be amended to cover the increase in cost.



City of Bedford
Administrative Services Organization Chart
FY 2016 - 2017





City of Bedford
Program Summary
FY 2016-2017

Fund: General

Department: Administrative Services

Division: Finance

PROGRAM DESCRIPTION

The Finance Division is responsible for the oversight and management of the City's assets. The City of Bedford collects revenue from all areas of municipal operations. 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 services which include Financial Reporting, Cash and Investment Management, Capital Financing, Banking, Debt Management, Purchasing, Accounts Payable, Revenue Monitoring, Accounts Receivable, and Payroll. 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 the integrity of Finance to accurately disclose how the City effectively manages its financial assets.

FY 2015-2016 HIGHLIGHTS

- * The Finance Division received the 19th consecutive Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officer's Association of the United States and Canada.
- * The Finance Division coordinated and assisted in a successful implementation of both the HR/Payroll Module as well as the Utility Billing Module during a major software conversion from an AS/400 to a .NET platform as approved by the City Council.
- * The Finance division has maintained its 'AA' bond rating for the City's general obligation (GO) bonds and its certificate of obligations, which categorize the City as having a stable outlook.

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

Be responsive to the needs of the community.

- * Maintain accurate and adequate financial reports to respond to citizens as needed.
- * Maintain all necessary certifications and trainings as required for staff competency.

Demonstrate excellent customer service in an efficient manner.

- * Achieve the Certificate of Excellence in Financial Reporting Award from the Government Finance Officers Association of the U.S. and Canada.
- * 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, liquidity, and yield 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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$281,243	\$288,753	\$309,310	\$309,876	\$332,869
Supplies	4,936	4,426	5,230	5,056	5,230
Maintenance	-	-	-	-	-
Contractual Services	198,776	197,569	201,220	210,798	191,990
Utilities	33,923	32,253	36,000	37,538	36,000
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$518,879	\$523,001	\$551,760	\$563,268	\$566,089

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
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
Finance Supervisor	0.00	0.00	0.00	0.00	1.00
Account Clerk II	1.00	1.00	1.00	1.00	0.00
*TOTAL:	3.00	3.00	3.00	3.00	3.00

SIGNIFICANT CHANGES



Fund: General
Department: Administrative Services
Division: Finance

PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
INPUTS			
# of Manual Journal Entries	481	1,000	1,000
# of FTE's	3.00	3.00	3.00
OUTPUTS			
Total Interest Earnings	\$29,094	\$62,500	\$85,000
Average % of Portfolio Yield	0.40%	0.20%	0.50%
Total Outstanding Debt (thousands)	\$48,805	\$71,598	\$64,415
EFFICIENCY			
# of Days to Reconcile City Bank Accounts	12	15	15
% of City Funds Invested	84.56%	86.25%	88.25%
% of Property Taxes Collected	99.52%	99.50%	99.50%
Division budget as a % of General Fund	1.75%	1.83%	1.74%
EFFECTIVENESS & OUTCOMES			
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



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 50 - ADMINISTRATIVE SERVICES								
Division 16 - FINANCE								
PERSONNEL SERVICES								
8001	SALARIES	258,161.02	224,279.18	225,829.70	232,274.00	242,207.00	251,469.00	19,195.00
8001.0003	SALARIES INCENTIVE PAY	2,822.63	1,213.09	1,945.10	2,401.00	2,413.00	.00	(2,401.00)
8001.0007	SALARIES CELL PHONE ALLOWANCE	368.01	370.32	394.75	421.00	422.00	421.00	.00
8001.0099	SALARIES COLA INCREASE BUDGET	4,000.00	.00	.00	9,291.00	.00	10,059.00	768.00
8003	LONGEVITY	699.59	559.36	443.06	670.00	620.00	1,749.00	1,079.00
8004	OVERTIME	1,497.90	.00	107.84	.00	.00	.00	.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	576.27	538.80	411.72	451.00	338.00	479.00	28.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	2,184.34	1,767.09	1,483.57	2,200.00	1,565.00	1,378.00	(822.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	28,335.77	25,747.07	32,864.05	35,649.00	36,688.00	37,020.00	1,371.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	1,617.19	1,165.86	1,152.50	1,320.00	1,260.00	960.00	(360.00)
8006	PENSION	10,432.89	9,042.82	3,783.39	.00	.00	.00	.00
8006.0001	PENSION TMRS	12,836.91	11,831.23	16,016.50	19,643.00	19,690.00	22,969.00	3,326.00
8007	PHYSICALS	100.00	.00	125.00	.00	.00	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	197.10	277.29	448.95	373.00	379.00	485.00	112.00
8009	UNEMPLOYMENT INSURANCE	36.00	725.14	43.45	621.00	412.00	81.00	(540.00)
8010	FICA/MEDICARE	3,698.22	3,124.06	3,125.84	3,555.00	3,263.00	3,825.00	270.00
8015	DISABILITY INSURANCE	462.49	406.88	418.57	441.00	333.00	474.00	33.00
8026	BACKGROUND CHECK	26.95	100.85	26.95	.00	.00	.00	.00
8030	RETIREE HEALTH SAVINGS	.00	.00	.00	.00	.00	1,500.00	1,500.00
8035	RETIREE HEALTH-GASB	262.20	94.20	132.42	.00	286.00	.00	.00
	<i>PERSONNEL SERVICES Totals</i>	\$328,315.48	\$281,243.24	\$288,753.36	\$309,310.00	\$309,876.00	\$332,869.00	\$23,559.00

SUPPLIES

8101	OFFICE	2,584.75	2,200.10	2,183.56	2,220.00	2,191.00	2,220.00	.00
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Budget Transactions

Level	Transaction	Number of Units	Cost Per Unit	Total Amount
Final City Manager Proposed	Binders, covers & dividers	1.00	80.00	80.00
Final City Manager Proposed	General office supplies	1.00	1,300.00	1,300.00
Final City Manager Proposed	Printer cartridges	1.00	700.00	700.00
Final City Manager Proposed	Storage boxes for year end files	1.00	140.00	140.00
Final City Manager Proposed Totals				\$2,220.00



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 50 - ADMINISTRATIVE SERVICES								
Division 16 - FINANCE								
SUPPLIES								
8114	POSTAGE	1,186.68	1,253.97	1,168.24	1,250.00	1,552.00	1,250.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Postage for departmental mailouts					1.00	1,250.00	1,250.00
						Final City Manager Proposed Totals		\$1,250.00
8116	BUSINESS FORMS	549.39	927.42	519.48	950.00	758.00	950.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed AP Window envelopes					1.00	200.00	200.00
	Final City Manager Proposed Letterhead envelopes					1.00	200.00	200.00
	Final City Manager Proposed W2 Forms, 1099 Forms					1.00	550.00	550.00
						Final City Manager Proposed Totals		\$950.00
8140	PUBLICATIONS AND PROGRAMMING	1,407.73	555.00	555.00	810.00	555.00	810.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed CAFR Award registration fee					1.00	510.00	510.00
	Final City Manager Proposed Governmental Accounting, Auditing, and Financial Reporting book					1.00	300.00	300.00
						Final City Manager Proposed Totals		\$810.00
	SUPPLIES Totals	\$5,728.55	\$4,936.49	\$4,426.28	\$5,230.00	\$5,056.00	\$5,230.00	\$0.00
	CONTRACTUAL SERVICES							
8305	TAX OFFICE	102,791.61	107,155.31	109,186.11	110,200.00	107,029.00	110,200.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Tarrant Appraisal District - Allocation to Bedford					1.00	90,600.00	90,600.00
	Final City Manager Proposed Tarrant County Tax Assessor - fee for property tax admin					1.00	19,600.00	19,600.00
						Final City Manager Proposed Totals		\$110,200.00
8306	AUDIT	53,600.00	55,310.00	56,920.00	58,600.00	64,600.00	60,350.00	1,750.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Audit Fees - Year 5 of 5					1.00	60,350.00	60,350.00
						Final City Manager Proposed Totals		\$60,350.00



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 50 - ADMINISTRATIVE SERVICES							
	Division 16 - FINANCE							
	<i>CONTRACTUAL SERVICES</i>							
	Final City Manager Proposed Tyler Technologies User Conference, TBD					3.00	900.00	2,700.00
	Final City Manager Proposed Totals							\$5,320.00
8341	SPECIAL EVENTS	50.00	50.00	50.00	50.00	50.00	50.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Employee holiday luncheon gift cards					2.00	25.00	50.00
	Final City Manager Proposed Totals							\$50.00
8360	COPY MACHINES	7,616.63	10,186.56	6,739.30	9,600.00	6,480.00	9,600.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Copier lease and usage					1.00	9,600.00	9,600.00
	Final City Manager Proposed Totals							\$9,600.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$189,475.58	\$198,776.28	\$197,568.97	\$201,220.00	\$210,798.00	\$191,990.00	(\$9,230.00)
	<i>UTILITIES</i>							
8327	ELECTRICITY	29,873.65	26,801.06	25,417.12	28,300.00	30,794.00	28,300.00	.00
8328	WATER	2,138.55	2,223.36	2,260.07	2,200.00	2,081.00	2,200.00	.00
8329	GAS	4,223.02	4,898.98	4,575.50	5,500.00	4,663.00	5,500.00	.00
	<i>UTILITIES Totals</i>	\$36,235.22	\$33,923.40	\$32,252.69	\$36,000.00	\$37,538.00	\$36,000.00	\$0.00
	Division 16 - FINANCE Totals	\$559,754.83	\$518,879.41	\$523,001.30	\$551,760.00	\$563,268.00	\$566,089.00	\$14,329.00



City of Bedford
Program Summary
FY 2016-2017

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 charged to 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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services*	-	(\$67,729)	-	(\$96,783)	-
Supplies	3,754	55,272	4,300	3,112	63,350
Maintenance	55,339	145,606	176,128	177,953	199,060
Contractual Services	675,688	634,270	570,940	692,766	604,090
Utilities	-	-	-	-	-
Sundry	380,013	341,314	300,000	300,147	280,000
Capital Outlay	190,920	-	-	3,567	-
TOTAL:	\$1,305,715	\$1,108,732	\$1,051,368	\$1,080,762	\$1,146,500

*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 50 - ADMINISTRATIVE SERVICES								
Division 20 - NON DEPARTMENTAL								
<i>PERSONNEL SERVICES</i>								
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	.00	.00	.00	.00	(96,783.00)	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	.00	.00	(67,728.65)	.00	.00	.00	.00
	<i>PERSONNEL SERVICES Totals</i>	\$0.00	\$0.00	(\$67,728.65)	\$0.00	(\$96,783.00)	\$0.00	\$0.00
<i>SUPPLIES</i>								
8101	OFFICE	4,138.13	3,246.21	4,039.25	3,300.00	1,358.00	3,300.00	.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					200.00	14.00	2,800.00
	Final City Manager Proposed					1.00	500.00	500.00
						<i>Final City Manager Proposed Totals</i>		\$3,300.00
8102	FOOD	177.44	.00	.00	.00	.00	.00	.00
8106	MINOR APPARATUS	.00	.00	50,068.44	.00	754.00	.00	.00
8135	PROMOTIONAL AND EDUCATIONAL	.00	507.92	1,163.95	1,000.00	1,000.00	1,000.00	.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					1.00	1,000.00	1,000.00
						<i>Final City Manager Proposed Totals</i>		\$1,000.00
8140	PUBLICATIONS AND PROGRAMMING	.00	.00	.00	.00	.00	59,050.00	59,050.00
	<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					3.00	2,850.00	8,550.00
	Final City Manager Proposed					3.00	13,500.00	40,500.00
	Final City Manager Proposed					1.00	10,000.00	10,000.00
						<i>Final City Manager Proposed Totals</i>		\$59,050.00
	<i>SUPPLIES Totals</i>	\$4,315.57	\$3,754.13	\$55,271.64	\$4,300.00	\$3,112.00	\$63,350.00	\$59,050.00
<i>MAINTENANCE</i>								
8203	MAINTENANCE HARDWARE AND SOFTWARE	.00	.00	51,670.00	54,128.00	54,293.00	59,560.00	5,432.00
	<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					.80	71,640.00	57,312.00
	Final City Manager Proposed					.80	2,810.00	2,248.00
						<i>Final City Manager Proposed Totals</i>		\$59,560.00



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 50 - ADMINISTRATIVE SERVICES								
Division 20 - NON DEPARTMENTAL								
<i>CONTRACTUAL SERVICES</i>								
8310	CONTRACT LABOR	3,835.22	38,925.78	77,585.39	4,700.00	5,859.00	8,450.00	3,750.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Better It Annual Maintenance					1.00	3,750.00	3,750.00
	Final City Manager Proposed							
	Blackboard Connect - General Fund portion					1.00	4,700.00	4,700.00
						Final City Manager Proposed Totals		\$8,450.00
8314	LEGAL SERVICES	173,032.52	158,444.43	197,598.80	151,000.00	205,122.00	151,000.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	City Attorney services - Boyle & Lowry, LLC					1.00	151,000.00	151,000.00
						Final City Manager Proposed Totals		\$151,000.00
8359	BANK CREDIT CARD FEES	38,530.26	26,757.94	21,286.50	29,700.00	26,947.00	53,700.00	24,000.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Bank Analysis Fees					12.00	2,000.00	24,000.00
	Final City Manager Proposed							
	Credit Card Processing Fees					1.00	27,600.00	27,600.00
	Final City Manager Proposed							
	Optum HSA Account fees					1.00	2,100.00	2,100.00
						Final City Manager Proposed Totals		\$53,700.00
<i>CONTRACTUAL SERVICES Totals</i>		\$545,025.37	\$675,688.11	\$634,270.34	\$570,940.00	\$692,766.00	\$604,090.00	\$33,150.00
<i>UTILITIES</i>								
8327	ELECTRICITY	339.23	.00	.00	.00	.00	.00	.00
8328	WATER	267.70	.00	.00	.00	.00	.00	.00
8329	GAS	434.26	.00	.00	.00	.00	.00	.00
<i>UTILITIES Totals</i>		\$1,041.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>DEBT SERVICE & TRANSFERS</i>								
8410	BAD DEBTS	4,171.00	14,410.92	1,313.54	.00	.00	.00	.00
8498	OPERATING TRANSFERS	247,542.44	364,920.00	340,000.00	300,000.00	300,000.00	280,000.00	(20,000.00)
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Transfer to Aquatics Fund					1.00	25,000.00	25,000.00
	Final City Manager Proposed							
	Transfer to Computer Replacement Fund					1.00	60,000.00	60,000.00
	Final City Manager Proposed							
	Transfer to Economic Development Fund					1.00	100,000.00	100,000.00
	Final City Manager Proposed							
	Transfer to Facility Maintenance Fund					1.00	45,000.00	45,000.00



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	50 - ADMINISTRATIVE SERVICES							
Division	20 - NON DEPARTMENTAL							
	<i>DEBT SERVICE & TRANSFERS</i>							
	Final City Manager Proposed Transfer to Vehicle Replacement Fund					1.00	50,000.00	50,000.00
						Final City Manager Proposed Totals		\$280,000.00
8499	CONTINGENCY	.00	.00	.00	.00	147.00	.00	.00
8499.0001	CONTINGENCY ADJ/RECONCILE EXPENSES	(1,028.58)	682.35	.00	.00	.00	.00	.00
	<i>DEBT SERVICE & TRANSFERS Totals</i>	\$250,684.86	\$380,013.27	\$341,313.54	\$300,000.00	\$300,147.00	\$280,000.00	(\$20,000.00)
	<i>CAPITAL OUTLAY</i>							
9109	MACHINERY	.00	190,920.45	.00	.00	.00	.00	.00
9110	INSTRUMENTS AND APPARATUS	.00	.00	.00	.00	3,567.00	.00	.00
	<i>CAPITAL OUTLAY Totals</i>	\$0.00	\$190,920.45	\$0.00	\$0.00	\$3,567.00	\$0.00	\$0.00
	Division 20 - NON DEPARTMENTAL Totals	\$878,296.22	\$1,305,714.76	\$1,108,732.41	\$1,051,368.00	\$1,080,762.00	\$1,146,500.00	\$95,132.00



City of Bedford
Program Summary
FY 2016-2017

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 is also responsible for all open records requests, discovery requests and judicial open records requests.

FY 2015-2016 HIGHLIGHTS

- * Implemented the full upgrade to the Municipal Court Record System SQL platform and training of appropriate staff.
- * Actively participated in the 2016 State of Texas "Great Texas Warrant Round Up" and cleared 627 warrants, while generating approximately \$65,856 in revenue.
- * Added a potential cost savings to the City of Bedford by using Blackboard Connect to notify defendants of their upcoming court appearance date.
- * Audited numerous areas of Municipal Court to improve efficiencies in customer service, data entry, and the warrant issuance process.

FY 2016-2017 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 Clerk Association, Texas Municipal Court 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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$440,252	\$459,935	\$479,668	\$467,503	\$501,441
Supplies	15,349	18,093	19,330	17,869	19,330
Maintenance	1,157	4,257	2,000	440	2,000
Contractual Services	121,363	121,246	129,620	120,701	154,620
Utilities	-	-	-	-	-
Sundry	2,169	1,134	1,500	1,302	1,500
Capital Outlay	-	-	-	-	-
TOTAL:	\$580,290	\$604,664	\$632,118	\$607,815	\$678,891

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
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	2.00	2.00	2.00
Juvenile Case / Court Clerk I	1.00	1.00	0.00	0.00	0.00
Warrant Officer / Bailiff	2.00	2.00	2.00	2.00	2.00
*TOTAL:	7.00	7.00	7.00	7.00	7.00

SIGNIFICANT CHANGES



Fund: General
Department: Administrative Services
Division: Municipal Court

PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
INPUTS			
# of Citations Filed	18,683	16,000	18,000
# of Warrants Issued	18,010	9,500	10,500
# of Court Clerk FTEs	5	5	5
# of Warrant Officer / Bailiff FTEs	2	2	2
OUTPUTS			
Amount of Total Fine Revenue Received	\$1,895,186	\$1,730,000	\$1,850,000
# of Payment Transactions Processed	16,303	12,200	13,000
# of Online Payments Processed	893	600	600
# of Cases Given Time Served Credit (Jail / Indigent)	436	260	260
# of Open Records Requests Processed	576	430	450
# of Cases Set for Attorney Docket	8,898	6,800	7,000
# of Cases Set for Trial Docket	318	230	230
# of Warrants Closed	15,883	9,200	10,000
# of Citations Current and Delinquent	19,075	16,500	18,500
EFFICIENCY			
Average # of Payment Transactions Processed per Clerk	3,261	2,440	2,600
Average # of Cases Docketed per Clerk	3,736	3,300	3,600
Division Budget as a % of General Fund	2.03%	1.98%	2.09%
EFFECTIVENESS & OUTCOMES			
% of Total Cases Set for Attorney Docket	49%	43%	39%
% of Total Cases Set for Trial Docket	2%	2%	2%
# of Warrants Cleared During the Great Texas Warrant Round Up	1,306	627	650
Total Outstanding Fines / Fees Collected During the Great Texas Warrant Round Up	\$68,603	\$65,856	\$66,000
Total Outstanding Fines / Fees Cleared During the Great Texas Warrant Round Up	\$186,423	\$179,306	\$180,000



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 50 - ADMINISTRATIVE SERVICES									
Division 30 - MUNICIPAL COURT									
<i>PERSONNEL SERVICES</i>									
8001	SALARIES	319,668.89	334,579.90	347,870.58	351,520.00	363,222.00	366,309.00	14,789.00	
8001.0003	SALARIES INCENTIVE PAY	10,829.55	11,141.13	11,063.74	11,102.00	9,953.00	9,902.00	(1,200.00)	
8001.0099	SALARIES COLA INCREASE BUDGET	7,000.00	.00	.00	14,121.00	.00	9,528.00	(4,593.00)	
8003	LONGEVITY	3,135.61	3,440.31	3,491.63	4,580.00	3,995.00	4,755.00	175.00	
8004	OVERTIME	3,684.06	872.79	418.58	1,500.00	1,245.00	1,500.00	.00	
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	732.26	920.40	786.18	847.00	752.00	880.00	33.00	
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	3,105.80	3,356.27	2,496.07	4,729.00	2,337.00	2,393.00	(2,336.00)	
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	34,758.31	39,518.06	46,688.49	44,995.00	39,354.00	54,833.00	9,838.00	
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	1,978.00	1,418.93	1,215.71	1,224.00	1,292.00	1,392.00	168.00	
8006	PENSION	12,880.06	13,926.39	6,998.05	.00	.00	.00	.00	
8006.0001	PENSION TMRS	16,609.99	18,389.74	25,307.29	30,687.00	30,344.00	34,147.00	3,460.00	
8007	PHYSICALS	335.00	.00	160.00	.00	.00	.00	.00	
8008	WORKER'S COMPENSATION INSURANCE	977.35	1,572.96	2,660.87	2,195.00	2,323.00	2,745.00	550.00	
8009	UNEMPLOYMENT INSURANCE	72.46	1,659.57	74.82	1,451.00	1,331.00	189.00	(1,262.00)	
8010	FICA/MEDICARE	5,786.61	5,833.47	5,966.37	5,531.00	6,253.00	5,665.00	134.00	
8015	DISABILITY INSURANCE	582.61	622.36	709.37	686.00	602.00	703.00	17.00	
8026	BACKGROUND CHECK	73.90	.00	26.95	.00	.00	.00	.00	
8030	RETIREE HEALTH SAVINGS	3,000.00	3,000.00	4,000.00	4,500.00	4,500.00	6,500.00	2,000.00	
<i>PERSONNEL SERVICES Totals</i>		\$425,210.46	\$440,252.28	\$459,934.70	\$479,668.00	\$467,503.00	\$501,441.00	\$21,773.00	
<i>SUPPLIES</i>									
8101	OFFICE	2,462.58	2,665.70	2,631.56	2,980.00	2,980.00	2,980.00	.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		General office supplies		1.00		2,980.00		2,980.00	
							Final City Manager Proposed Totals		\$2,980.00
8103	WEARING APPAREL	1,753.25	1,573.20	1,632.00	2,550.00	2,550.00	2,550.00	.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		City of Bedford staff shirts		5.00		50.00		250.00	
Final City Manager Proposed		Replacement bullet proof vest		1.00		820.00		820.00	
Final City Manager Proposed		Replacement police uniforms		2.00		500.00		1,000.00	
Final City Manager Proposed		Replacement uniform leather gear and accessories		3.00		160.00		480.00	
							Final City Manager Proposed Totals		\$2,550.00



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 50 - ADMINISTRATIVE SERVICES								
Division 30 - MUNICIPAL COURT								
SUPPLIES								
8105	FUEL AND OIL	1,896.16	1,476.17	999.39	2,500.00	1,533.00	2,500.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Fuel and oil for three warrant vehicles					1.00	2,500.00	2,500.00
	Final City Manager Proposed Totals							\$2,500.00
8106	MINOR APPARATUS	454.11	363.30	3,403.27	1,200.00	742.00	1,200.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed OC canisters					5.00	25.00	125.00
	Final City Manager Proposed Taser batteries					9.00	75.00	675.00
	Final City Manager Proposed Taser cartridges					20.00	20.00	400.00
	Final City Manager Proposed Totals							\$1,200.00
8114	POSTAGE	3,092.23	4,515.13	4,515.76	4,100.00	4,064.00	4,100.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Postage for Municipal Court					1.00	4,100.00	4,100.00
	Final City Manager Proposed Totals							\$4,100.00
8116	BUSINESS FORMS	4,854.61	4,755.36	4,910.70	6,000.00	6,000.00	6,000.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Municipal Court complaint jackets					1.00	3,430.00	3,430.00
	Final City Manager Proposed Municipal Court envelopes					1.00	500.00	500.00
	Final City Manager Proposed Municipal Court forms					1.00	2,070.00	2,070.00
	Final City Manager Proposed Totals							\$6,000.00
	<i>SUPPLIES Totals</i>	14,512.94	15,348.86	18,092.68	19,330.00	17,869.00	19,330.00	\$0.00
	MAINTENANCE							
8212	MAINTENANCE MOTOR VEHICLES	726.39	1,156.91	4,257.28	2,000.00	440.00	2,000.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Vehicle maintenance for three warrant vehicles					1.00	2,000.00	2,000.00
	Final City Manager Proposed Totals							\$2,000.00
	<i>MAINTENANCE Totals</i>	726.39	1,156.91	4,257.28	2,000.00	440.00	2,000.00	\$0.00



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 50 - ADMINISTRATIVE SERVICES								
Division 30 - MUNICIPAL COURT								
CONTRACTUAL SERVICES								
8304	WIRELESS COMMUNICATIONS	543.44	479.64	642.39	620.00	468.00	620.00	.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	310.00	620.00
	Transaction							
	Cell phones for warrant officers							
						Final City Manager Proposed Totals		\$620.00
8310	CONTRACT LABOR	.00	.00	8,990.57	.00	.00	.00	.00
8313	MUNICIPAL JUDGE	60,528.57	60,878.57	51,950.00	61,400.00	68,890.00	86,400.00	25,000.00
	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	1,400.00	1,400.00
	Transaction							
	Salary for Associate Municipal Court Judge					1.00	85,000.00	85,000.00
	Final City Manager Proposed							
	Salary for Municipal Court Judge							
						Final City Manager Proposed Totals		\$86,400.00
8314	LEGAL SERVICES	42,750.00	55,757.75	55,660.00	60,630.00	46,470.00	60,630.00	.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	57,030.00	57,030.00
	Transaction							
	Court Prosecutor Services					1.00	3,600.00	3,600.00
	Final City Manager Proposed							
	Court Reporter Services							
						Final City Manager Proposed Totals		\$60,630.00
8320	TRAVEL EXPENSE	675.42	1,043.89	1,087.10	2,600.00	1,669.00	2,600.00	.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	690.00	690.00
	Transaction							
	Court Security Specialist Training - Austin, TX					1.00	60.00	60.00
	Final City Manager Proposed							
	Interview and Interrogation Training - Local					3.00	30.00	90.00
	Final City Manager Proposed							
	State Mandated Training - Local					2.00	600.00	1,200.00
	Final City Manager Proposed							
	TX Mun. Ct Ed Ctr. Mun. Judge's Seminar - South Padre Island, TX					1.00	250.00	250.00
	Final City Manager Proposed							
	TX Mun. Ct Edu. Ctr Court Administrator's Seminar - Austin, TX					4.00	15.00	60.00
	Final City Manager Proposed							
	TX Mun. Ct Edu. Ctr Level I Court Clerk Testing - Local					1.00	250.00	250.00
	Final City Manager Proposed							
	TX Mun. Ct Edu. Ctr Regional Clerk's Seminar - Austin, TX							
						Final City Manager Proposed Totals		\$2,600.00
8322	DUES	400.00	400.00	360.00	540.00	540.00	540.00	.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	125.00	125.00
	Transaction							
	National Association for Court Administration					1.00	75.00	75.00
	Final City Manager Proposed							
	Texas Association for Court Administration							



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	50 - ADMINISTRATIVE SERVICES							
Division	30 - MUNICIPAL COURT							
	<i>DEBT SERVICE & TRANSFERS</i>							
	Final City Manager Proposed Jury payments					200.00	6.00	1,200.00
						Final City Manager Proposed Totals		\$1,500.00
	<i>DEBT SERVICE & TRANSFERS Totals</i>	\$920.00	\$2,169.00	\$1,133.50	\$1,500.00	\$1,302.00	\$1,500.00	\$0.00
Division	30 - MUNICIPAL COURT Totals	\$549,310.53	\$580,289.56	\$604,664.21	\$632,118.00	\$607,815.00	\$678,891.00	\$46,773.00



City of Bedford
Program Summary
FY 2016-2017

Fund: General

Department: Administrative Services

Division: Teen Court

PROGRAM DESCRIPTION

The Hurst-Eules-Bedford (HEB) Teen Court 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 allows teen or adult volunteers and community members to be involved in the judicial system. Participants from all three cities are offered sentencing alternatives in lieu of fines, including educational programs. Numerous local educational programs are presented to the teens and 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 2015-2016 HIGHLIGHTS

- * An annual Teen Court Scholarship program was established to assist with Teen Court volunteer teens to further their education. In April 2016, three teen volunteers were awarded scholarships for a total of \$3,000. These three teens provided approximately 300 community volunteer hours to the Teen Court Program.
- * HEB Teen Court participated in the 10th Annual Texas Teen Court Competition held at Southlake Town Center, Southlake.
- * HEB Teen Court Advisory Board coordinated with Chick-Fil-A at Hurst Crossing in Hurst, TX to hold a fundraiser whereby \$116.75 was raised for scholarship funds.

FY 2016-2017 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 as volunteers.

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.

Protect the vitality of neighborhoods.

- * Have adult and teen volunteers within the communities work side by side to provide 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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$147,554	\$116,302	\$165,295	\$120,164	\$174,651
Supplies	4,561	3,141	4,385	4,102	5,025
Maintenance	1,095	251	500	226	500
Contractual Services	2,132	3,466	3,350	2,794	2,710
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$155,343	\$123,160	\$173,530	\$127,286	\$182,886

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
Teen Court Coordinator	1.00	1.00	1.00	1.00	1.00
Teen Court Assistant	1.00	1.00	1.00	1.00	1.00
Teen Court Clerk	1.00	1.00	1.00	1.00	1.00
*TOTAL:	3.00	3.00	3.00	3.00	3.00

SIGNIFICANT CHANGES



Fund: General
Department: Administrative Services
Division: Teen Court

PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
INPUTS			
# of Community Service Placement Agencies Provided	25	25	25
# of Volunteers Managed	188	54	60
# of Cases Annually	431	650	500
# of Defendants Processed Annually	495	575	500
# of FTEs	3	3	3
Dollar Value of a Volunteer Hour (www.independentsector.org)	\$24.66	\$25.11	\$25.11
OUTPUTS			
# of Community Service Hours Completed by Defendants	9,825	15,600	11,000
# of Community Service Hours Completed by Volunteers	962	1,300	1,500
EFFICIENCY			
Average # of Community Service Hours per Defendant	80	27	35
Average # of Community Service Hours per Volunteer	79	24	30
Division Budget as a % of General Fund	0.41%	0.41%	0.56%
EFFECTIVENESS & OUTCOMES			
% of Teen Court Cases Completed Successfully	85%	85%	85%
Average Time to Complete Teen Court Requirements	90 days	90 days	90 days
Value of Defendant Community Service Hours to the Community	\$242,284	\$391,716	\$253,770
Value of Volunteer Service Hours to the Community	\$23,723	\$32,643	\$36,912



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 50 - ADMINISTRATIVE SERVICES								
Division 54 - TEEN COURT								
<i>PERSONNEL SERVICES</i>								
8001	SALARIES	110,138.41	110,569.83	87,616.25	117,041.00	91,912.00	121,724.00	4,683.00
8001.0003	SALARIES INCENTIVE PAY	2,707.25	2,545.73	1,504.07	1,500.00	1,508.00	1,500.00	.00
8001.0099	SALARIES COLA INCREASE BUDGET	2,000.00	.00	.00	4,830.00	.00	4,869.00	39.00
8003	LONGEVITY	1,633.25	1,772.52	1,608.50	2,048.00	1,980.00	2,168.00	120.00
8004	OVERTIME	3,403.55	3,052.79	2,518.05	3,700.00	1,995.00	3,700.00	.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	261.66	305.63	197.16	283.00	84.00	294.00	11.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	1,120.97	1,096.94	653.17	1,282.00	694.00	1,144.00	(138.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	16,152.31	13,351.57	10,501.62	15,888.00	10,340.00	19,626.00	3,738.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	1,047.23	697.14	481.43	720.00	469.00	720.00	.00
8006	PENSION	4,297.49	4,589.40	1,754.66	.00	.00	.00	.00
8006.0001	PENSION TMRS	5,611.39	5,997.49	6,303.07	10,352.00	7,645.00	11,670.00	1,318.00
8008	WORKER'S COMPENSATION INSURANCE	85.26	133.72	174.50	191.00	145.00	240.00	49.00
8009	UNEMPLOYMENT INSURANCE	129.93	621.00	18.00	625.00	334.00	81.00	(544.00)
8010	FICA/MEDICARE	1,618.96	1,617.85	1,292.03	1,818.00	1,333.00	1,890.00	72.00
8015	DISABILITY INSURANCE	203.06	202.37	179.19	226.00	225.00	234.00	8.00
8030	RETIREE HEALTH SAVINGS	1,000.00	1,000.00	1,500.00	3,000.00	1,500.00	3,000.00	.00
8035	RETIREE HEALTH-GASB	.00	.00	.00	1,791.00	.00	1,791.00	.00
<i>PERSONNEL SERVICES Totals</i>		\$151,410.72	\$147,553.98	\$116,301.70	\$165,295.00	\$120,164.00	\$174,651.00	\$9,356.00
<i>SUPPLIES</i>								
8101	OFFICE	1,093.35	1,412.40	1,024.68	1,375.00	1,375.00	1,375.00	.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		General Office Supplies		1.00		1,375.00		1,375.00
							Final City Manager Proposed Totals	\$1,375.00
8102	FOOD	221.41	247.49	134.84	250.00	240.00	300.00	50.00
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		Food for two annual trainings		2.00		62.50		125.00
Final City Manager Proposed		Food for various Teen Court gatherings		5.00		25.00		125.00
Final City Manager Proposed		Snacks for teen attorney volunteers		1.00		50.00		50.00
							Final City Manager Proposed Totals	\$300.00



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	50 - ADMINISTRATIVE SERVICES							
Division	54 - TEEN COURT							
	<i>SUPPLIES</i>							
8103	WEARING APPAREL	249.84	297.60	80.32	200.00	125.00	250.00	50.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Polo shirts for teen and adult volunteers					15.00	10.00	150.00
	Final City Manager Proposed Shirts for staff members					2.00	50.00	100.00
						Final City Manager Proposed Totals		\$250.00
8105	FUEL AND OIL	199.49	352.37	189.36	400.00	177.00	400.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Fuel and Oil for two Teen Court Vehicles					2.00	200.00	400.00
						Final City Manager Proposed Totals		\$400.00
8106	MINOR APPARATUS	.00	229.42	.00	.00	.00	.00	.00
8114	POSTAGE	1,498.07	1,064.00	781.62	1,200.00	1,200.00	1,200.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Postage					1.00	1,200.00	1,200.00
						Final City Manager Proposed Totals		\$1,200.00
8116	BUSINESS FORMS	492.50	568.05	587.02	660.00	645.00	860.00	200.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Brochures					1.00	200.00	200.00
	Final City Manager Proposed Enrollment forms					1.00	100.00	100.00
	Final City Manager Proposed Envelopes					1.00	200.00	200.00
	Final City Manager Proposed Program request forms					1.00	260.00	260.00
	Final City Manager Proposed Time cards					1.00	100.00	100.00
						Final City Manager Proposed Totals		\$860.00
8135	PROMOTIONAL AND EDUCATIONAL	477.86	390.12	343.47	300.00	340.00	640.00	340.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed 1Volunteer recognition					1.00	100.00	100.00
	Final City Manager Proposed Certificates for volunteers, advisory board, & community service					1.00	40.00	40.00
	Final City Manager Proposed Promotional items for recruitment & speaking engagements					1.00	300.00	300.00
	Final City Manager Proposed Teen Court Competition registration fee					1.00	100.00	100.00



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 50 - ADMINISTRATIVE SERVICES								
Division 54 - TEEN COURT								
SUPPLIES								
	Final City Manager Proposed Volunteer appreciation gifts					1.00	100.00	100.00
	Final City Manager Proposed Totals							\$640.00
	<i>SUPPLIES Totals</i>	\$4,232.52	\$4,561.45	\$3,141.31	\$4,385.00	\$4,102.00	\$5,025.00	\$640.00
MAINTENANCE								
8212	MAINTENANCE MOTOR VEHICLES	185.59	1,095.47	250.77	500.00	226.00	500.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Vehicle maintenance for two Teen Court vehicles					2.00	250.00	500.00
	Final City Manager Proposed Totals							\$500.00
	<i>MAINTENANCE Totals</i>	\$185.59	\$1,095.47	\$250.77	\$500.00	\$226.00	\$500.00	\$0.00
CONTRACTUAL SERVICES								
8304	WIRELESS COMMUNICATIONS	540.12	528.62	676.83	650.00	551.00	650.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Cell phones for two Teen Court staff members					2.00	325.00	650.00
	Final City Manager Proposed Totals							\$650.00
8320	TRAVEL EXPENSE	751.72	48.59	1,028.52	900.00	491.00	300.00	(600.00)
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Teen Court Association of Texas Conference - DFW area					1.00	300.00	300.00
	Final City Manager Proposed Totals							\$300.00
8322	DUES	.00	.00	.00	120.00	.00	80.00	(40.00)
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Texas Court Clerk Association annual membership fee					2.00	40.00	80.00
	Final City Manager Proposed Totals							\$80.00
8323	SCHOOLS	350.00	.00	190.00	180.00	190.00	180.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Teen Court Association of Texas Annual Conference - DFW area					1.00	180.00	180.00
	Final City Manager Proposed Totals							\$180.00
8341	SPECIAL EVENTS	50.00	50.00	50.00	.00	50.00	.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 50 - ADMINISTRATIVE SERVICES							
	Division 54 - TEEN COURT							
	<i>CONTRACTUAL SERVICES</i>							
8360	COPY MACHINES	1,557.49	1,505.16	1,520.58	1,500.00	1,512.00	1,500.00	.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	1,500.00	1,500.00
	Teen Court copier							
						Final City Manager Proposed Totals		\$1,500.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$3,249.33	\$2,132.37	\$3,465.93	\$3,350.00	\$2,794.00	\$2,710.00	(\$640.00)
	Division 54 - TEEN COURT Totals	\$159,078.16	\$155,343.27	\$123,159.71	\$173,530.00	\$127,286.00	\$182,886.00	\$9,356.00
	Department 50 - ADMINISTRATIVE SERVICES Totals	\$2,146,439.74	\$2,560,227.00	\$2,359,557.63	\$2,408,776.00	\$2,379,131.00	\$2,574,366.00	\$165,590.00
	Fund 101 - GENERAL FUND Totals	\$2,146,439.74	\$2,560,227.00	\$2,359,557.63	\$2,408,776.00	\$2,379,131.00	\$2,574,366.00	\$165,590.00



City of Bedford
Program Summary
FY 2016-2017

Fund: General

Department: Administrative Services

Division: Accounting

PROGRAM DESCRIPTION

The Accounting Division is a function of the Finance Division and 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 and monitoring of funds. There are several functions that are used to manage the assets including processing Payroll, Accounts Payable, Revenue Monitoring, Account Classifications, and Cash/Investment Management. Additionally, it coordinates the City-wide Purchase Card program and accurately reports financial statement information. The Accounting Division schedules the semi-annual debt payments and agent fees towards the City's outstanding debt. Lastly, this Division develops the necessary schedules for the annual audit process, coordinates with the auditors, and prepares the Comprehensive Annual Financial Report.

FY 2015-2016 HIGHLIGHTS

- * The Accounting Division received the 19th consecutive Certificate of Achievement for Excellence in Financial Reporting Award from the Government Finance Officer's Association of the United States and Canada.
- * The Accountant enrolled in the Certified Government Finance Officers program.
- * The Accounting Division successfully transitioned through the annual audit process seamlessly without any correcting journal entries.

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

Be responsive to the needs of the community.

- * Maintain accurate and adequate financial reports to respond to citizens as needed.

Demonstrate excellent customer service in an efficient manner.

- * Achieve the Certificate of Excellence in Financial Reporting Award from the Government Finance Officers Association of the U.S. and Canada.



Fund: General
 Department: Administrative Services
 Division: Accounting

EXPENDITURE SUMMARY

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$121,498	\$132,481	\$143,446	\$140,398	\$159,286
Supplies	747	875	800	683	800
Maintenance	-	-	-	-	-
Contractual Services	893	2,062	4,420	4,096	4,420
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$123,138	\$135,418	\$148,666	\$145,177	\$164,506

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
Accountant	1.00	1.00	1.00	1.00	1.00
Finance Supervisor	0.00	0.00	0.00	1.00	0.00
Lead Account Clerk	1.00	1.00	1.00	0.00	0.00
Account Clerk II	0.00	0.00	0.00	0.00	1.00
Account Technician	0.50	0.50	0.50	0.50	0.50
*TOTAL:	2.50	2.50	2.50	2.50	2.50

SIGNIFICANT CHANGES



Fund: General
Department: Administrative Services
Division: Accounting

PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
INPUTS			
# of Purchase Card Users	185	188	190
# of A/P Invoices	4,507	4,000	3,800
# of A/P Checks	3,037	3,000	3,315
# of Purchase Card Transactions	10,002	10,401	10,750
# of Total A/P Transactions	13,039	13,800	14,000
# of FTE's	2.50	2.50	2.50
OUTPUTS			
A/P Purchase Cards in Dollar Volume	\$3,094,232	\$3,025,500	\$3,082,539
Total City Purchases in Dollar Volume	\$26,056,297	\$25,000,000	\$26,000,000
EFFICIENCY			
Average A/P Transaction Value	\$8,807	\$8,789	\$8,800
Average Purchase Card Transaction Value	\$309	\$310	\$325
Division Budgets as a % of the Water & Sewer Fund	0.70%	0.73%	0.77%
EFFECTIVENESS & OUTCOMES			
% of Purchase Card Usage vs. Total city Purchases	76.71%	77.47%	77.50%
% of Payroll that is Electronic vs. Paper	98.77%	96.86%	99.50%
Rebate amount for the Purchase Card Program	\$49,674	\$49,500	\$50,000



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	503 - WATERWORKS UTILITY FUND							
Department	50 - ADMINISTRATIVE SERVICES							
Division	16 - FINANCE							
	<i>PERSONNEL SERVICES</i>							
8001	SALARIES	100,422.60	101,470.09	113,923.78	117,169.00	121,510.00	111,952.00	(5,217.00)
8001.0003	SALARIES INCENTIVE PAY	613.20	323.05	.00	.00	.00	2,401.00	2,401.00
8001.0099	SALARIES COLA INCREASE BUDGET	2,000.00	.00	.00	4,727.00	.00	4,478.00	(249.00)
8003	LONGEVITY	890.19	711.35	664.61	1,021.00	825.00	361.00	(660.00)
8004	OVERTIME	.00	.00	.00	1,000.00	21.00	1,000.00	.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	173.12	216.75	218.28	245.00	196.00	232.00	(13.00)
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	141.47	400.08	57.93	.00	156.00	373.00	373.00
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	2,560.60	5,948.54	5,250.81	5,296.00	5,170.00	25,052.00	19,756.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	156.64	273.36	240.71	240.00	234.00	720.00	480.00
8006	PENSION	2,978.01	2,829.67	1,510.03	.00	.00	.00	.00
8006.0001	PENSION TMRS	5,016.09	5,325.05	7,280.70	9,934.00	8,600.00	10,471.00	537.00
8007	PHYSICALS	452.00	510.00	125.00	.00	.00	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	76.31	109.27	224.66	188.00	189.00	221.00	33.00
8009	UNEMPLOYMENT INSURANCE	107.44	760.37	96.12	622.00	513.00	81.00	(541.00)
8010	FICA/MEDICARE	1,505.70	1,456.17	1,666.89	1,783.00	1,777.00	1,730.00	(53.00)
8015	DISABILITY INSURANCE	161.85	145.07	194.96	221.00	207.00	214.00	(7.00)
8026	BACKGROUND CHECK	137.80	18.95	26.95	.00	.00	.00	.00
8030	RETIREE HEALTH SAVINGS	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	.00	(1,000.00)
	<i>PERSONNEL SERVICES Totals</i>	\$118,393.02	\$121,497.77	\$132,481.43	\$143,446.00	\$140,398.00	\$159,286.00	\$15,840.00
	<i>SUPPLIES</i>							
8101	OFFICE	702.25	747.49	875.46	800.00	683.00	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					1.00	800.00	800.00
	Transaction							
	General office supplies - replenish supply closet							
						Final City Manager Proposed Totals		\$800.00
	<i>SUPPLIES Totals</i>	\$702.25	\$747.49	\$875.46	\$800.00	\$683.00	\$800.00	\$0.00
	<i>CONTRACTUAL SERVICES</i>							
8320	TRAVEL EXPENSE	.00	91.00	1,266.60	1,790.00	1,790.00	1,670.00	(120.00)
	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	670.00	670.00
	Transaction							
	Govt Finance Officers Assoc TX Spring Institute, Austin TX							
	Final City Manager Proposed					1.00	340.00	340.00
	Transaction							
	Govt Treasurers Organization of TX Winter Seminar, TBD							
	Final City Manager Proposed					1.00	660.00	660.00
	Transaction							
	Tyler Technologies User Conference - TBD							
						Final City Manager Proposed Totals		\$1,670.00



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	503 - WATERWORKS UTILITY FUND							
	Department 50 - ADMINISTRATIVE SERVICES							
	Division 16 - FINANCE							
	<i>CONTRACTUAL SERVICES</i>							
8322	DUES	270.00	150.00	270.00	230.00	.00	230.00	.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	80.00	80.00
						Final City Manager Proposed Totals		\$230.00
8323	SCHOOLS	.00	651.64	525.00	2,400.00	2,306.00	2,520.00	120.00
	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	620.00	620.00
	Final City Manager Proposed					1.00	300.00	300.00
	Final City Manager Proposed					1.00	400.00	400.00
	Final City Manager Proposed					1.00	300.00	300.00
	Final City Manager Proposed					1.00	900.00	900.00
						Final City Manager Proposed Totals		\$2,520.00
8341	SPECIAL EVENTS	58.84	.00	.00	.00	.00	.00	.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$328.84	\$892.64	\$2,061.60	\$4,420.00	\$4,096.00	\$4,420.00	\$0.00
	Division 16 - FINANCE Totals	\$119,424.11	\$123,137.90	\$135,418.49	\$148,666.00	\$145,177.00	\$164,506.00	\$15,840.00



City of Bedford
Program Summary
FY 2016-2017

Fund: Water & Sewer

Department: Administrative Services

Division: Customer Service

PROGRAM DESCRIPTION

The Customer Service Division is primarily responsible for addressing customer requests and issues. The staff assists customers with helpful information regarding utilities, solid waste, recycling, vital statistics, and contacts for other governmental services. Customer Service edits and manages the meter reading process and oversees the printing and mailing of water utility bills to residential and commercial customers. In addition, this division provides certified birth and death records upon request from the vital statistics operation. To better assist the needs of the visitors who come to the City, Customer Service is often regarded as the ambassador for the Bedford Community. This division informs the public of local areas of interest, various services provided by City departments and emergency notifications that could temporarily hinder current service levels.

FY 2015-2016 HIGHLIGHTS

- * Trained and implemented new software, conversion date 03/01/2016, for utility management and water payments.
- * The Vital Statistics team earned the City's 17th 5-Star Award from the State for excellence in vital registration.
- * Assisted vendor with designing the new appearance of the water bill and updates to the website.
- * Established a pass-through volume rate increase from the Trinity River Authority (TRA) as well as an increase to water and sewer base rates effective 01/01/2016.
- * Answered questions for the new Simple Recycling program, a service that picks up used clothes, shoes and household items. Staff issues additional recycling bags to customers who request them. This program began 02/22/2016.
- * Answered and fielded numerous phone calls over high water bills due to news media reports.
- * Customer Service and Public Works are in the beginning stages of the Automated Meter Reading (AMR) System implementation.
- * Established new procedures to manage Logos software conversion work flow.

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

Be responsive to the needs of the community.

- * The Customer Service team responds promptly to all customer inquiries, concerns and/or issues by handling them in an efficient, timely manner.

Demonstrate excellent customer service in an efficient manner.

- * The team is courteous and respectful and will "go the extra mile" to help citizens understand their new water bills, provide hazardous waste vouchers, issue garage sale permits with signs and issue certified copies of birth and/or death records in 15 minutes or less.
- * Keep Vital Statistics procedures and policies up to date with current legislation.
- * Continue to provide staff training for enhanced customer service and our evolving technology.

Encourage citizen involvement.

- * Interfaces with Allied/Republic Waste Services, the Communication Department and Code Compliance Department regarding trash and recycling roll cart issues.
- * Coordinates with Public Works to better educate residents on water restrictions and conservation methods.
- * Provides handouts for helpful information.



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

EXPENDITURE SUMMARY

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$301,354	\$351,529	\$327,467	\$310,491	\$334,490
Supplies	97,511	87,918	95,200	91,699	95,150
Maintenance	-	2,154	200	200	250
Contractual Services	194,993	238,606	222,530	224,788	222,530
Utilities	23,347	21,887	24,000	20,850	24,000
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$617,205	\$702,094	\$669,397	\$648,028	\$676,420

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
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	3.00	3.00	3.00	3.00	3.00
Customer Service Representative I	1.00	1.00	1.00	1.00	1.00
*TOTAL:	6.00	6.00	6.00	6.00	6.00

SIGNIFICANT CHANGES



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

PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
INPUTS			
# of Water Customers	23,116	23,200	23,225
# of Meter Reads	181,543	182,211	182,350
# of Rechecks (Customer Generated)	316	415	400
# of Gallons Billed	2,235,456	2,250,000	2,750,000
# of Gallons Purchased	2,276,293	2,291,103	2,800,237
# of Service Orders	2,992	3,000	3,150
# of Meter Re-reads (Billing Generated)	1,628	2,106	2,211
OUTPUTS			
Water Revenue	\$12,142,777	\$13,350,808	\$13,137,405
Sewer Revenue	\$6,583,865	\$7,084,602	\$8,493,354
Water Purchased	\$7,680,904	\$8,200,000	\$8,200,000
# of Connects & Disconnects	2,779	2,598	2,676
# of Payments Received	173,053	165,656	170,626
# of Utility Bills Processed	178,481	179,021	180,811
EFFICIENCY			
Division Budget as a % of Water & Sewer Fund	3.64%	3.26%	3.16%
Water Revenue per Capita	\$247.54	\$271.46	\$267.12
EFFECTIVENESS & OUTCOMES			
Water Purchased Cost as a % of Total Water Revenue	63.25%	61.42%	62.42%
# of Delinquent Notices	17,142	17,000	17,347
% of Manual Payments vs Automated Payments	15.91%	11.71%	12.06%



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 503 - WATERWORKS UTILITY FUND								
Department 50 - ADMINISTRATIVE SERVICES								
Division 17 - CUSTOMER SERVICE								
<i>PERSONNEL SERVICES</i>								
8001	SALARIES	226,502.28	228,430.43	236,760.61	241,775.00	252,580.00	249,769.00	7,994.00
8001.0003	SALARIES INCENTIVE PAY	1,203.45	1,203.46	1,203.46	1,202.00	1,207.00	1,202.00	.00
8001.0099	SALARIES COLA INCREASE BUDGET	6,000.00	.00	.00	9,683.00	.00	9,991.00	308.00
8003	LONGEVITY	5,470.35	5,191.22	4,718.02	6,138.00	5,760.00	6,378.00	240.00
8004	OVERTIME	.00	.00	.00	300.00	18.00	300.00	.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	523.43	639.39	541.20	584.00	428.00	602.00	18.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	2,155.00	2,209.06	1,625.77	2,763.00	1,981.00	2,248.00	(515.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	31,888.34	29,110.17	26,824.95	29,281.00	20,679.00	26,168.00	(3,113.00)
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	1,936.36	1,223.00	1,034.86	1,032.00	937.00	960.00	(72.00)
8006	PENSION	19,931.10	15,399.01	56,319.46	.00	.00	.00	.00
8006.0001	PENSION TMRS	11,485.56	12,224.00	16,805.78	20,771.00	20,736.00	23,315.00	2,544.00
8007	PHYSICALS	160.00	100.00	.00	.00	260.00	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	173.14	272.11	456.97	395.00	391.00	494.00	99.00
8009	UNEMPLOYMENT INSURANCE	54.00	1,250.85	54.22	1,243.00	937.00	162.00	(1,081.00)
8010	FICA/MEDICARE	2,486.60	2,402.08	2,522.50	2,753.00	2,141.00	2,838.00	85.00
8015	DISABILITY INSURANCE	407.23	413.53	465.48	465.00	436.00	481.00	16.00
8026	BACKGROUND CHECK	26.95	.00	26.95	.00	.00	.00	.00
8030	RETIREE HEALTH SAVINGS	1,000.00	1,000.00	2,000.00	5,500.00	2,000.00	6,000.00	500.00
8035	RETIREE HEALTH-GASB	94.92	285.43	169.25	3,582.00	.00	3,582.00	.00
	<i>PERSONNEL SERVICES Totals</i>	\$311,498.71	\$301,353.74	\$351,529.48	\$327,467.00	\$310,491.00	\$334,490.00	\$7,023.00
<i>SUPPLIES</i>								
8101	OFFICE	7,798.02	7,728.96	6,366.49	7,950.00	7,818.00	7,950.00	.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	Customer Service Forms and Termination Notices			1.00	2,980.00	2,980.00	
	Final City Manager Proposed	General Office Supplies			1.00	3,420.00	3,420.00	
	Final City Manager Proposed	Vital Stats Forms			1.00	1,550.00	1,550.00	
					Final City Manager Proposed Totals		\$7,950.00	
8106	MINOR APPARATUS	.00	2,700.00	.00	3,400.00	3,280.00	3,400.00	.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	Fire & Water Proof File Cabinet			1.00	3,400.00	3,400.00	
					Final City Manager Proposed Totals		\$3,400.00	



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 503 - WATERWORKS UTILITY FUND								
Department 50 - ADMINISTRATIVE SERVICES								
Division 17 - CUSTOMER SERVICE								
SUPPLIES								
8114	POSTAGE	80,749.13	87,082.41	81,551.74	83,850.00	80,601.00	83,800.00	(50.00)
	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	18,010.00	18,010.00
	Final City Manager Proposed					1.00	65,790.00	65,790.00
						Final City Manager Proposed Totals		\$83,800.00
	<i>SUPPLIES Totals</i>	\$88,547.15	\$97,511.37	\$87,918.23	\$95,200.00	\$91,699.00	\$95,150.00	(\$50.00)
	MAINTENANCE							
8210	MAINTENANCE EQUIPMENT	.00	.00	2,154.00	200.00	200.00	250.00	50.00
	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	250.00	250.00
						Final City Manager Proposed Totals		\$250.00
	<i>MAINTENANCE Totals</i>	\$0.00	\$0.00	\$2,154.00	\$200.00	\$200.00	\$250.00	\$50.00
	CONTRACTUAL SERVICES							
8310	CONTRACT LABOR	188,908.14	189,138.77	232,339.22	214,300.00	219,322.00	213,825.00	(475.00)
	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	5,000.00	5,000.00
	Final City Manager Proposed					1.00	10,500.00	10,500.00
	Final City Manager Proposed					1.00	800.00	800.00
	Final City Manager Proposed					1.00	155,525.00	155,525.00
	Final City Manager Proposed					1.00	42,000.00	42,000.00
						Final City Manager Proposed Totals		\$213,825.00
8319	ADVERTISING	.00	.00	107.20	.00	.00	.00	.00
8320	TRAVEL EXPENSE	1,120.19	783.62	1,463.36	2,030.00	1,543.00	2,455.00	425.00
	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	537.50	1,075.00
	Final City Manager Proposed					1.00	275.00	275.00
	Final City Manager Proposed					2.00	552.50	1,105.00
						Final City Manager Proposed Totals		\$2,455.00



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	503 - WATERWORKS UTILITY FUND							
	Department 50 - ADMINISTRATIVE SERVICES							
	Division 17 - CUSTOMER SERVICE							
	<i>CONTRACTUAL SERVICES</i>							
8321	RENTALS	2,604.00	2,604.00	2,604.00	2,610.00	1,736.00	2,610.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Postage Meter Rental					1.00	2,610.00	2,610.00
						Final City Manager Proposed Totals		\$2,610.00
8323	SCHOOLS	110.00	880.00	520.00	1,350.00	616.00	1,400.00	50.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Annual Vital Statistics Conference - Austin TX					2.00	225.00	450.00
	Final City Manager Proposed Customer Service Training & Education Online					2.00	150.00	300.00
	Final City Manager Proposed Regional Vital Statistics Conference - Local					1.00	150.00	150.00
	Final City Manager Proposed Texas Waterworks Association Conference - TBD					2.00	250.00	500.00
						Final City Manager Proposed Totals		\$1,400.00
8341	SPECIAL EVENTS	50.00	50.00	50.00	50.00	50.00	50.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Christmas Gift Cards					1.00	50.00	50.00
						Final City Manager Proposed Totals		\$50.00
8360	COPY MACHINES	1,475.08	1,536.74	1,521.74	2,190.00	1,521.00	2,190.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Customer Service Copier					1.00	2,190.00	2,190.00
						Final City Manager Proposed Totals		\$2,190.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$194,267.41	\$194,993.13	\$238,605.52	\$222,530.00	\$224,788.00	\$222,530.00	\$0.00
	<i>UTILITIES</i>							
8327	ELECTRICITY	23,950.07	23,346.98	21,886.65	24,000.00	20,850.00	24,000.00	.00
	<i>UTILITIES Totals</i>	\$23,950.07	\$23,346.98	\$21,886.65	\$24,000.00	\$20,850.00	\$24,000.00	\$0.00
	Division 17 - CUSTOMER SERVICE Totals	\$618,263.34	\$617,205.22	\$702,093.88	\$669,397.00	\$648,028.00	\$676,420.00	\$7,023.00



City of Bedford
Program Summary
FY 2016-2017

Fund: Water & Sewer

Department: Administrative Services

Division: Non-Departmental

PROGRAM DESCRIPTION

The Non-Departmental function of Administrative Services is to provide a means to budget expenditures that are not typically charged to specific operating departments or divisions. The expenditures allocated to Non-Departmental are beneficial to the City as a whole. In addition, the Non-Departmental function of the Water & Sewer Fund also includes a transfer into the General Fund for administrative costs allocated on behalf of proprietary funds. The Administrative Services Department is responsible for managing and monitoring these expenditures.

EXPENDITURE SUMMARY

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services*	-	(\$5,623)	-	(\$9,177)	-
Supplies	889	109	-	754	-
Maintenance	19,344	31,599	35,532	35,697	36,890
Contractual Services	266,144	151,967	175,250	183,220	174,710
Utilities	-	1,514	-	-	-
Sundry	2,804,545	2,615,075	3,595,148	4,588,148	5,024,038
Capital Outlay	13,940	-	7,354	16,368	-
TOTAL:	\$3,104,862	\$2,794,642	\$3,813,284	\$4,815,010	\$5,235,638

*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	503 - WATERWORKS UTILITY FUND							
Department	50 - ADMINISTRATIVE SERVICES							
Division	20 - NON DEPARTMENTAL							
	<i>PERSONNEL SERVICES</i>							
8005	HOSPITALIZATION & LIFE INSURANCE	.00	.00	.00	.00	(9,177.00)	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	.00	.00	(5,622.74)	.00	.00	.00	.00
	<i>PERSONNEL SERVICES Totals</i>	\$0.00	\$0.00	(\$5,622.74)	\$0.00	(\$9,177.00)	\$0.00	\$0.00
	<i>SUPPLIES</i>							
8101	OFFICE	.00	.00	108.94	.00	.00	.00	.00
8103	WEARING APPAREL	.00	719.67	.00	.00	.00	.00	.00
8106	MINOR APPARATUS	.00	.00	.00	.00	754.00	.00	.00
8135	PROMOTIONAL AND EDUCATIONAL	.00	169.30	.00	.00	.00	.00	.00
	<i>SUPPLIES Totals</i>	\$0.00	\$888.97	\$108.94	\$0.00	\$754.00	\$0.00	\$0.00
	<i>MAINTENANCE</i>							
8203	MAINTENANCE HARDWARE AND SOFTWARE	.00	.00	12,736.00	13,532.00	13,697.00	14,890.00	1,358.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					.20	71,640.00	14,328.00
	Final City Manager Proposed					.20	2,810.00	562.00
						Final City Manager Proposed Totals		\$14,890.00
8217	TRUNK RADIOS	10,554.75	19,344.48	18,862.54	22,000.00	22,000.00	22,000.00	.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	1,200.00	1,200.00
	Final City Manager Proposed					1.00	2,500.00	2,500.00
	Final City Manager Proposed					1.00	5,100.00	5,100.00
	Final City Manager Proposed					1.00	1,700.00	1,700.00
	Final City Manager Proposed					1.00	11,500.00	11,500.00
						Final City Manager Proposed Totals		\$22,000.00
	<i>MAINTENANCE Totals</i>	\$10,554.75	\$19,344.48	\$31,598.54	\$35,532.00	\$35,697.00	\$36,890.00	\$1,358.00
	<i>CONTRACTUAL SERVICES</i>							
8303	INSURANCE	4,492.10	6,870.00	6,871.00	6,870.00	6,870.00	6,870.00	.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	6,870.00	6,870.00
						Final City Manager Proposed Totals		\$6,870.00



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	503 - WATERWORKS UTILITY FUND							
Department	50 - ADMINISTRATIVE SERVICES							
Division	20 - NON DEPARTMENTAL							
	<i>CONTRACTUAL SERVICES</i>							
8307	CONTRACTUAL SERVICES	.00	.00	.00	3,700.00	7,702.00	3,160.00	(540.00)
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Kronos Licenses & Time Clock Rental - Water Portion					1.00	3,160.00	3,160.00
						Final City Manager Proposed Totals		\$3,160.00
8310	CONTRACT LABOR	11,207.22	108,728.34	14,642.50	18,850.00	17,368.00	18,850.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Arbitrage Compliance Specialist - arbitrage services					1.00	5,000.00	5,000.00
	Final City Manager Proposed Blackboard Connect - Water portion					1.00	9,500.00	9,500.00
	Final City Manager Proposed CDL Compliance Program					1.00	850.00	850.00
	Final City Manager Proposed First Southwest Continuing Disclosure preparation					1.00	3,500.00	3,500.00
						Final City Manager Proposed Totals		\$18,850.00
8311	SOFTWARE	.00	1,830.00	1,830.00	1,830.00	.00	1,830.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Microsoft 365 license					1.00	1,830.00	1,830.00
						Final City Manager Proposed Totals		\$1,830.00
8359	BANK CREDIT CARD FEES	238,708.38	148,715.49	128,623.88	144,000.00	151,280.00	144,000.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Credit card processing fees (M/C and Visa)					12.00	12,000.00	144,000.00
						Final City Manager Proposed Totals		\$144,000.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$254,407.70	\$266,143.83	\$151,967.38	\$175,250.00	\$183,220.00	\$174,710.00	(\$540.00)
	<i>UTILITIES</i>							
8328	WATER	.00	.00	1,514.40	.00	.00	.00	.00
	<i>UTILITIES Totals</i>	\$0.00	\$0.00	\$1,514.40	\$0.00	\$0.00	\$0.00	\$0.00
	<i>DEBT SERVICE & TRANSFERS</i>							
8411	INTEREST EXPENSE	420,571.94	427,620.18	432,989.27	417,726.00	793,526.00	1,144,885.00	727,159.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Combo Tax & Rev Certificate of Obligation, Series 2007					1.00	127,736.00	127,736.00
	Final City Manager Proposed Combo Tax & Rev Certificate of Obligation, Series 2010					1.00	63,263.00	63,263.00
	Final City Manager Proposed Combo Tax & Rev Certificate of Obligation, Series 2011					1.00	75,375.00	75,375.00



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 503	WATERWORKS UTILITY FUND							
	Department 50 - ADMINISTRATIVE SERVICES							
	Division 20 - NON DEPARTMENTAL							
	<i>DEBT SERVICE & TRANSFERS</i>							
	Final City Manager Proposed Combo Tax & Rev Certificate of Obligation, Series 2012					1.00	4,233.00	4,233.00
	Final City Manager Proposed Combo Tax & Rev Certificate of Obligation, Series 2012A					1.00	73,369.00	73,369.00
	Final City Manager Proposed Combo Tax & Rev Certificate of Obligation, Series 2015					1.00	750,246.00	750,246.00
	Final City Manager Proposed G.O. Refunding & Improvement Bonds, Series 2011					1.00	50,663.00	50,663.00
							Final City Manager Proposed Totals	\$1,144,885.00
8412	PAYING AGENT FEES	3,110.00	4,290.00	5,040.00	4,300.00	6,500.00	4,300.00	.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Paying Agent fees - Bank of New York (Debt Service)					1.00	2,610.00	2,610.00
	Final City Manager Proposed Paying Agent fees - Wells Fargo (Debt Service)					1.00	1,690.00	1,690.00
							Final City Manager Proposed Totals	\$4,300.00
8414	BOND PRINCIPAL	.00	.00	.00	850,000.00	1,465,000.00	1,515,000.00	665,000.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Combo Tax & Rev Certificates of Obligation, Series 2007					1.00	235,000.00	235,000.00
	Final City Manager Proposed Combo Tax & Rev Certificates of Obligation, Series 2010					1.00	85,000.00	85,000.00
	Final City Manager Proposed Combo Tax & Rev Certificates of Obligation, Series 2011					1.00	105,000.00	105,000.00
	Final City Manager Proposed Combo Tax & Rev Certificates of Obligation, Series 2012					1.00	30,000.00	30,000.00
	Final City Manager Proposed Combo Tax & Rev Certificates of Obligation, Series 2012A					1.00	180,000.00	180,000.00
	Final City Manager Proposed Combo Tax & Rev Certificates of Obligation, Series 2015					1.00	635,000.00	635,000.00
	Final City Manager Proposed G.O. Refunding & Improvement Bonds, Series 2011					1.00	245,000.00	245,000.00
							Final City Manager Proposed Totals	\$1,515,000.00
8496	TRANSFER TO UTILITY REPAIR FUND	.00	158,871.70	.00	.00	.00	.00	.00
8498	OPERATING TRANSFERS	2,205,526.00	2,213,763.00	2,177,046.00	2,323,122.00	2,323,122.00	2,359,853.00	36,731.00
	Budget Transactions							
	<i>Level Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed Franchise Fee to the General Fund					1.00	962,272.00	962,272.00
	Final City Manager Proposed Indirect Cost Allocation to General Fund (Net of Engineering)					1.00	1,050,248.00	1,050,248.00
	Final City Manager Proposed Payment in Lieu of Taxes to the Genral Fund					1.00	347,333.00	347,333.00
							Final City Manager Proposed Totals	\$2,359,853.00
	<i>DEBT SERVICE & TRANSFERS Totals</i>	\$2,629,207.94	\$2,804,544.88	\$2,615,075.27	\$3,595,148.00	\$4,588,148.00	\$5,024,038.00	\$1,428,890.00
	<i>CAPITAL OUTLAY</i>							
9109	MACHINERY	.00	13,940.00	.00	.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	503 - WATERWORKS UTILITY FUND							
	Department 50 - ADMINISTRATIVE SERVICES							
	Division 20 - NON DEPARTMENTAL							
	<i>CAPITAL OUTLAY</i>							
9110	INSTRUMENTS AND APPARATUS	.00	.00	.00	7,354.00	16,368.00	.00	(7,354.00)
	<i>CAPITAL OUTLAY Totals</i>	\$0.00	\$13,940.00	\$0.00	\$7,354.00	\$16,368.00	\$0.00	(\$7,354.00)
	Division 20 - NON DEPARTMENTAL Totals	\$2,894,170.39	\$3,104,862.16	\$2,794,641.79	\$3,813,284.00	\$4,815,010.00	\$5,235,638.00	\$1,422,354.00
	Department 50 - ADMINISTRATIVE SERVICES Totals	\$3,631,857.84	\$3,845,205.28	\$3,632,154.16	\$4,631,347.00	\$5,608,215.00	\$6,076,564.00	\$1,445,217.00
	Fund 503 - WATERWORKS UTILITY FUND Totals	\$3,631,857.84	\$3,845,205.28	\$3,632,154.16	\$4,631,347.00	\$5,608,215.00	\$6,076,564.00	\$1,445,217.00
	Net Grand Totals	\$16,300,575.92	\$13,095,466.57	\$13,136,662.45	\$13,847,941.00	\$14,792,686.00	\$13,973,858.00	\$125,917.00



City of Bedford
 Program Summary
 FY 2016-2017

Fund: Court Security

Department: Administrative Services

Division: Administration

PROGRAM DESCRIPTION

The Court Security Fund is provided by a fee of \$3.00 assessed with each citation collected from the defendant upon conviction for a misdemeanor offense in the Municipal Court as a cost of court. The Court Security Fund is utilized to cover a portion of the cost of two Warrant Officer/Bailiffs who are budgeted in the Municipal Court Division. 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.

EXPENDITURE SUMMARY

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services*	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	7,554	-	-	-
Contractual Services	-	1,997	-	-	-
Utilities	-	-	-	-	-
Sundry	35,000	40,000	40,000	40,000	40,000
Capital Outlay	-	-	-	-	-
TOTAL:	\$35,000	\$49,551	\$40,000	\$40,000	\$40,000

*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	211 - COURT SECURITY FUND							
	Department 50 - ADMINISTRATIVE SERVICES							
	Division 30 - MUNICIPAL COURT							
	<i>MAINTENANCE</i>							
8212	MAINTENANCE MOTOR VEHICLES	.00	.00	7,554.38	.00	.00	.00	.00
	<i>MAINTENANCE Totals</i>	\$0.00	\$0.00	\$7,554.38	\$0.00	\$0.00	\$0.00	\$0.00
	<i>CONTRACTUAL SERVICES</i>							
8301	COMMUNICATIONS	.00	.00	1,997.08	.00	.00	.00	.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$0.00	\$0.00	\$1,997.08	\$0.00	\$0.00	\$0.00	\$0.00
	<i>DEBT SERVICE & TRANSFERS</i>							
8498	OPERATING TRANSFERS	35,000.00	35,000.00	40,000.00	40,000.00	40,000.00	40,000.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					2.00	20,000.00	40,000.00
						Final City Manager Proposed Totals		\$40,000.00
	<i>DEBT SERVICE & TRANSFERS Totals</i>	\$35,000.00	\$35,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00
	Division 30 - MUNICIPAL COURT Totals	\$35,000.00	\$35,000.00	\$49,551.46	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00
	Department 50 - ADMINISTRATIVE SERVICES Totals	\$35,000.00	\$35,000.00	\$49,551.46	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00
	Fund 211 - COURT SECURITY FUND Totals	\$35,000.00	\$35,000.00	\$49,551.46	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00



City of Bedford
 Program Summary
 FY 2016-2017

Fund: Court Technology

Department: Administrative Services

Division: Administration

PROGRAM DESCRIPTION

The Court Technology Fund is provided by a fee of \$4.00 assessed with each citation collected from the defendant upon conviction for a misdemeanor offense in the Municipal Court as a cost of court. 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 ticket writers.

EXPENDITURE SUMMARY

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services*	-	-	-	-	-
Supplies	3,656	2,559	3,105	3,948	3,305
Maintenance	1,042	1,104	800	3,354	2,600
Contractual Services	17,476	12,099	35,275	35,520	33,275
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	43,964	-	-	-
TOTAL:	\$22,174	\$59,726	\$39,180	\$42,822	\$39,180

*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 235 - COURT TECHNOLOGY								
Department 50 - ADMINISTRATIVE SERVICES								
Division 30 - MUNICIPAL COURT								
SUPPLIES								
8101	OFFICE	2,956.67	3,656.02	2,558.89	3,105.00	3,948.00	3,305.00	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							
	Brazos Technology Ticket Writer Paper					15.00	95.00	1,425.00
	Final City Manager Proposed					1.00	60.00	60.00
	CD's for Warrant Officer Digital Recordings					1.00	60.00	60.00
	Final City Manager Proposed					5.00	60.00	300.00
	DVD's for Court Security Cameras					4.00	275.00	1,100.00
	Final City Manager Proposed					6.00	60.00	360.00
	Toner for Court Fax Machine							
	Final City Manager Proposed							
	Toner for Court Jacket Printer							
	Final City Manager Proposed							
	Toner for Court Warrant Card Printer							
	Final City Manager Proposed Totals							\$3,305.00
	<i>SUPPLIES Totals</i>	\$2,956.67	\$3,656.02	\$2,558.89	\$3,105.00	\$3,948.00	\$3,305.00	\$200.00
<i>MAINTENANCE</i>								
8203	MAINTENANCE HARDWARE AND SOFTWARE	696.00	1,042.00	1,104.00	800.00	3,354.00	2,600.00	1,800.00
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	2,600.00	2,600.00
	Maintenance Repairs for Ticket Writers and Printers							
	Final City Manager Proposed Totals							\$2,600.00
	<i>MAINTENANCE Totals</i>	\$696.00	\$1,042.00	\$1,104.00	\$800.00	\$3,354.00	\$2,600.00	\$1,800.00
<i>CONTRACTUAL SERVICES</i>								
8310	CONTRACT LABOR	14,879.07	17,476.17	12,099.16	35,275.00	35,520.00	33,275.00	(2,000.00)
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	4,750.00	4,750.00
	Blackboard Connect Court Technology Fund Portion					1.00	2,100.00	2,100.00
	Final City Manager Proposed					1.00	800.00	800.00
	Lexis Nexis Accurint Law Enforcement					1.00	6,600.00	6,600.00
	Final City Manager Proposed					1.00	550.00	550.00
	Lexis Nexis On-line Legal Research					1.00	16,975.00	16,975.00
	Final City Manager Proposed					1.00	1,500.00	1,500.00
	Maintenance & Technical Support Court Interface Ticket Writers							
	Final City Manager Proposed							
	Maintenance & Technical Support for Municipal Court On-line							
	Final City Manager Proposed							
	Maintenance & Technical Support for Municipal Court Software							
	Final City Manager Proposed							
	Texas Workforce Commission Database Search							
	Final City Manager Proposed Totals							\$33,275.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$14,879.07	\$17,476.17	\$12,099.16	\$35,275.00	\$35,520.00	\$33,275.00	(\$2,000.00)
<i>CAPITAL OUTLAY</i>								
9109	MACHINERY	.00	.00	43,964.13	.00	.00	.00	.00
	<i>CAPITAL OUTLAY Totals</i>	\$0.00	\$0.00	\$43,964.13	\$0.00	\$0.00	\$0.00	\$0.00
	Division 30 - MUNICIPAL COURT Totals	\$18,531.74	\$22,174.19	\$59,726.18	\$39,180.00	\$42,822.00	\$39,180.00	\$0.00



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	235 - COURT TECHNOLOGY							
	Department 50 - ADMINISTRATIVE SERVICES Totals	\$18,531.74	\$22,174.19	\$59,726.18	\$39,180.00	\$42,822.00	\$39,180.00	\$0.00
Fund	235 - COURT TECHNOLOGY Totals	\$18,531.74	\$22,174.19	\$59,726.18	\$39,180.00	\$42,822.00	\$39,180.00	\$0.00



City of Bedford
Program Summary
FY 2016-2017

Fund: Debt Service

Department: Administrative Services

Division: Administration

PROGRAM DESCRIPTION

The Administrative Services Department is responsible for the oversight and management of the Debt Service Fund. Debt service funds are used to account for money that will be used to pay the interest and principal of long-term debts. Bonds used by a government to finance major construction projects, to be paid by tax levies over a period of years, require a debt service fund to account for their repayment. 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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services*	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	5,477	11,270	18,500	12,893	18,500
Utilities	-	-	-	-	-
Sundry	6,627,383	7,024,404	6,710,138	6,709,625	6,616,848
Capital Outlay	-	-	-	-	-
TOTAL:	\$6,632,860	\$7,035,673	\$6,728,638	\$6,722,518	\$6,635,348

*This area does not have any personnel assigned.

SIGNIFICANT CHANGES



Budget Worksheet Report

Budget Year 2017

Account Description 2017 Post Workshop

Fund 431 - INTEREST & SINKING FUND

EXPENSE

CONTRACTUAL SERVICES

8310 CONTRACT LABOR 18,500.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	Total Amount	
Post Workshop	Arbitrage Compliance Specialist - arbitrage services	1.00	10,000.00	10,000.00	
Post Workshop	Continuing Disclosure Services - First Southwest	1.00	3,500.00	3,500.00	
Post Workshop	Investment Advisory Services - Valley View Consulting	1.00	5,000.00	5,000.00	
				Post Workshop Totals	\$18,500.00

CONTRACTUAL SERVICES Totals \$18,500.00

DEBT SERVICE & TRANSFERS

8411 INTEREST EXPENSE 880,198.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	Total Amount	
Post Workshop	General Obligation Bonds, Series 2007	1.00	103,050.00	103,050.00	
Post Workshop	General Obligation Bonds, Series 2010	1.00	144,651.00	144,651.00	
Post Workshop	General Obligation Bonds, Series 2014	1.00	93,706.00	93,706.00	
Post Workshop	General Obligation Refunding & Improvement Bonds, Series 2011	1.00	58,300.00	58,300.00	
Post Workshop	General Obligation Refunding & Improvement Bonds, Series 2013	1.00	108,650.00	108,650.00	
Post Workshop	General Obligation Refunding Bonds, Series 2005	1.00	153,230.00	153,230.00	
Post Workshop	General Obligation Refunding Bonds, SIEDC, Series 2005	1.00	101,600.00	101,600.00	
Post Workshop	General Obligation Tax Supported Bonds, Series 2011	1.00	10,375.00	10,375.00	
Post Workshop	Public Property Finance Contractual Obligations, Series 2014	1.00	36,200.00	36,200.00	
Post Workshop	Tax & Revenue Certificates of Obligation, 20 year, Series 2011	1.00	33,744.00	33,744.00	
Post Workshop	Tax & Revenue Certificates of Obligation, Series 2011	1.00	18,900.00	18,900.00	
Post Workshop	Tax Note, Series 2016	1.00	17,792.00	17,792.00	
				Post Workshop Totals	\$880,198.00

8412 PAYING AGENT FEES 6,650.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	Total Amount	
Post Workshop	Paying agent fees	1.00	6,650.00	6,650.00	
				Post Workshop Totals	\$6,650.00

8414 BOND PRINCIPAL 5,730,000.00

Budget Transactions					
Level	Transaction	Number of Units	Cost Per Unit	Total Amount	
Post Workshop	General Obligation Bonds, Series 2007	1.00	190,000.00	190,000.00	
Post Workshop	General Obligation Bonds, Series 2010	1.00	205,000.00	205,000.00	



Budget Worksheet Report

Budget Year 2017

Account	Account Description	2017 Post Workshop		
Fund 431 - INTEREST & SINKING FUND				
EXPENSE				
<i>DEBT SERVICE & TRANSFERS</i>				
Post Workshop	General Obligation Bonds, Series 2014	1.00	115,000.00	115,000.00
Post Workshop	General Obligation Refunding & Improvement Bonds, Series 2011	1.00	325,000.00	325,000.00
Post Workshop	General Obligation Refunding & Improvement Bonds, Series 2013	1.00	505,000.00	505,000.00
Post Workshop	General Obligation Refunding Bonds, Series 2005	1.00	2,475,000.00	2,475,000.00
Post Workshop	General Obligation Refunding Bonds, SIEDC, Series 2005	1.00	1,290,000.00	1,290,000.00
Post Workshop	General Obligation Tax Supported Bonds, Series 2011	1.00	15,000.00	15,000.00
Post Workshop	Public Property Finance Contractual Obligations, Series 2014	1.00	220,000.00	220,000.00
Post Workshop	Tax & Revenue Certificates of Obligation, 10 year, Series 2011	1.00	130,000.00	130,000.00
Post Workshop	Tax & Revenue Certificates of Obligation, 20 year, Series 2011	1.00	50,000.00	50,000.00
Post Workshop	Tax Note, Series 2016	1.00	210,000.00	210,000.00
			Post Workshop Totals	\$5,730,000.00
<i>DEBT SERVICE & TRANSFERS Totals</i>			\$6,616,848.00	
EXPENSE TOTALS			\$6,635,348.00	
Fund 431 - INTEREST & SINKING FUND Totals	EXPENSE TOTALS		\$6,635,348.00	
Fund 431 - INTEREST & SINKING FUND Totals			(\$6,635,348.00)	
Net Grand Totals				
REVENUE GRAND TOTALS			\$0.00	
EXPENSE GRAND TOTALS			\$6,635,348.00	
Net Grand Totals (\$6,635,348.00)				

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
Department: 50 - ADMINISTRATIVE SERVICES								
Division: 16 - FINANCE								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$288,753.36	\$230,202.88	\$309,310.00	\$309,876.00	\$333,409.00	\$566.00	100%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$4,426.28	\$3,486.77	\$5,230.00	\$5,056.00	\$5,230.00	(\$174.00)	97%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$197,568.97	\$200,962.73	\$201,220.00	\$210,798.00	\$191,990.00	\$9,578.00	105%
<i>Account Classification Total: 7550 - UTILITIES</i>		\$32,252.69	\$22,409.67	\$36,000.00	\$37,538.00	\$36,000.00	\$1,538.00	104%
Division Total: 16 - FINANCE		\$523,001.30	\$457,062.05	\$551,760.00	\$563,268.00	\$566,629.00	\$11,508.00	102%
Division: 20 - NON DEPARTMENTAL								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		(\$67,728.65)	(\$96,783.36)	\$0.00	(\$96,783.00)	\$0.00	(\$96,783.00)	0%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$55,271.64	\$1,772.53	\$4,300.00	\$3,112.00	\$63,350.00	(\$1,188.00)	72%
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$145,605.54	\$166,084.64	\$176,128.00	\$177,953.00	\$199,060.00	\$1,825.00	101%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$634,270.34	\$564,471.46	\$570,940.00	\$692,766.00	\$604,090.00	\$54,826.00	121% Increased utilization of legal services, insurance costs higher than budget, and update of City website.
<i>Account Classification Total: 7600 - DEBT SERVICE & TRANSFERS</i>		\$341,313.54	\$225,236.98	\$300,000.00	\$300,147.00	\$300,000.00	\$147.00	100%
<i>Account Classification Total: 7700 - CAPITAL OUTLAY</i>		\$0.00	\$3,567.00	\$0.00	\$3,567.00	\$0.00	\$3,567.00	0%
Division Total: 20 - NON DEPARTMENTAL		\$1,108,732.41	\$864,349.25	\$1,051,368.00	\$1,080,762.00	\$1,166,500.00	(\$37,606.00)	103%
Division: 30 - MUNICIPAL COURT								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$459,934.70	\$350,263.61	\$479,668.00	\$467,503.00	\$505,441.00	(\$12,165.00)	97%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$18,092.68	\$8,705.59	\$19,330.00	\$17,869.00	\$19,330.00	(\$1,461.00)	92%
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$4,257.28	\$239.80	\$2,000.00	\$440.00	\$2,000.00	(\$1,560.00)	22% Vehicles assigned to Municipal Court were replaced last year with newer vehicles, requiring less maintnace.
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$121,246.05	\$83,738.64	\$129,620.00	\$120,701.00	\$154,620.00	(\$8,919.00)	93%
<i>Account Classification Total: 7600 - DEBT SERVICE & TRANSFERS</i>		\$1,133.50	\$455.25	\$1,500.00	\$1,302.00	\$1,500.00	(\$198.00)	87%
Division Total: 30 - MUNICIPAL COURT		\$604,664.21	\$443,402.89	\$632,118.00	\$607,815.00	\$682,891.00	(\$24,303.00)	96%
Division: 54 - TEEN COURT								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$116,301.70	\$90,300.65	\$165,295.00	\$120,164.00	\$177,157.00	(\$45,131.00)	73%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$3,141.31	\$2,103.54	\$4,385.00	\$4,102.00	\$5,025.00	(\$283.00)	94%
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$250.77	\$106.38	\$500.00	\$226.00	\$500.00	(\$274.00)	45%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$3,465.93	\$2,192.67	\$3,350.00	\$2,794.00	\$2,710.00	(\$556.00)	83%
Division Total: 54 - TEEN COURT		\$123,159.71	\$94,703.24	\$173,530.00	\$127,286.00	\$185,392.00	(\$46,244.00)	73%
Department Total: 50 - ADMINISTRATIVE SERVICES		\$2,359,557.63	\$1,859,517.43	\$2,408,776.00	\$2,379,131.00	\$2,601,412.00	(\$96,645.00)	99%

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
Department: 50 - ADMINISTRATIVE SERVICES								
Division: 16 - FINANCE								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$132,481.43	\$105,500.31	\$143,446.00	\$140,398.00	\$160,471.00	(\$3,048.00)	98%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$875.46	\$263.04	\$800.00	\$683.00	\$800.00	(\$117.00)	85%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$2,061.60	\$2,089.68	\$4,420.00	\$4,096.00	\$4,420.00	(\$324.00)	93%
Division Total: 16 - FINANCE		\$135,418.49	\$107,853.03	\$148,666.00	\$145,177.00	\$165,691.00	(\$3,489.00)	98%
Division: 17 - CUSTOMER SERVICE								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$351,529.48	\$233,365.40	\$327,467.00	\$310,491.00	\$337,985.00	(\$16,976.00)	95%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$87,918.23	\$56,416.96	\$95,200.00	\$91,699.00	\$95,150.00	(\$3,501.00)	96%
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$2,154.00	\$0.00	\$200.00	\$200.00	\$250.00	\$0.00	100%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$238,605.52	\$138,570.99	\$222,530.00	\$224,788.00	\$222,530.00	\$2,258.00	101%
<i>Account Classification Total: 7550 - UTILITIES</i>		\$21,886.65	\$12,845.34	\$24,000.00	\$20,850.00	\$24,000.00	(\$3,150.00)	87%
Division Total: 17 - CUSTOMER SERVICE		\$702,093.88	\$441,198.69	\$669,397.00	\$648,028.00	\$679,915.00	(\$21,369.00)	97%
Division: 20 - NON DEPARTMENTAL								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		(\$5,622.74)	(\$9,176.57)	\$0.00	(\$9,177.00)	\$0.00	(\$9,177.00)	0%
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$108.94	\$754.39	\$0.00	\$754.00	\$0.00	\$754.00	0%
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$31,598.54	\$13,697.00	\$35,532.00	\$35,697.00	\$36,890.00	\$165.00	100%
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$151,967.38	\$123,021.69	\$175,250.00	\$181,047.00	\$174,710.00	\$5,797.00	103%
<i>Account Classification Total: 7550 - UTILITIES</i>		\$1,514.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<i>Account Classification Total: 7600 - DEBT SERVICE & TRANSFERS</i>		\$2,615,075.27	\$2,850,413.55	\$3,595,148.00	\$4,588,148.00	\$5,024,038.00	\$993,000.00	128% Debt service payment for issuance related to SWIFT projects, figures were not available at time of budget.
<i>Account Classification Total: 7700 - CAPITAL OUTLAY</i>		\$0.00	\$9,013.40	\$7,354.00	\$16,368.00	\$0.00	\$9,014.00	223% Additional expenses for upgrade to utility billing software.
Division Total: 20 - NON DEPARTMENTAL		\$2,794,641.79	\$2,987,723.46	\$3,813,284.00	\$4,812,837.00	\$5,235,638.00	\$999,553.00	126% See above.
Department Total: 50 - ADMINISTRATIVE SERVICES		\$3,632,154.16	\$3,536,775.18	\$4,631,347.00	\$5,606,042.00	\$6,081,244.00	\$974,695.00	121% See above.