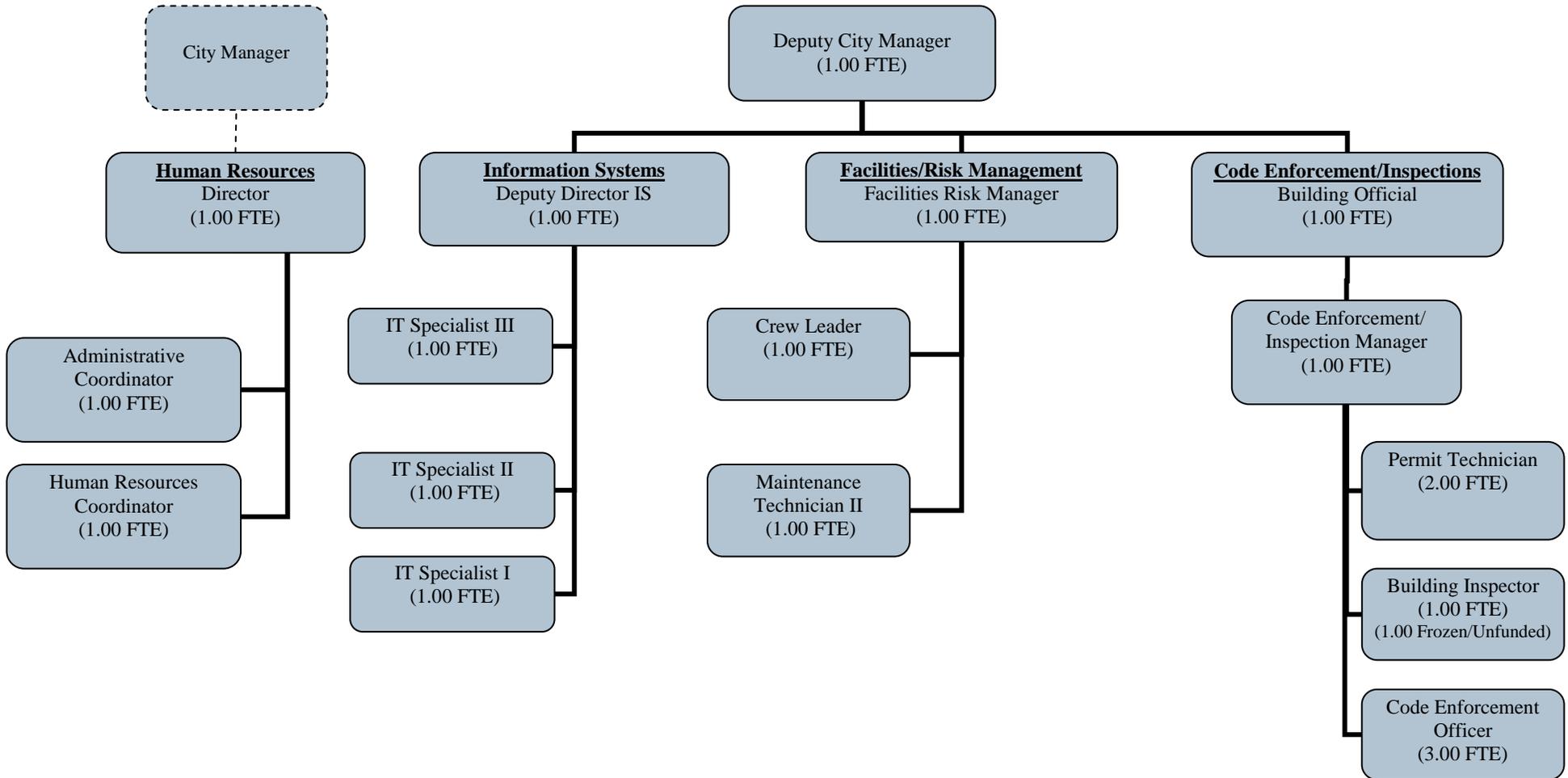




City of Bedford
Support Services Organization Chart
Information Services, Human Resources, Facilities &
Code Enforcement
FY 2012-2013





**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Information Services

PROGRAM DESCRIPTION

The Information Services Division is responsible for, and committed to, providing innovative, reliable and cost-effective information technology and management resources. This is done through pro-active systems support across all platforms to ensure a stable and efficient information services environment for the City's internal and external customers.

GOALS AND OBJECTIVES

To install and service software upgrades and preventive maintenance to all systems and engage in regular performance management of systems, application and files.

To provide timely responses to critical requests thru pager/on-call support and responses to non-critical requests in an appropriate manner.

To develop professional and technical skills necessary to fulfill the needs of the Information Systems Division through training.

FUTURE BUDGET ISSUES

Technology used by staff should optimally be replaced every three years. Due to limited resources, the lifespan of mission critical hardware and staff PCs have been extended to five years. Additionally, operating system software (Windows) becomes obsolete after a five year period, which is typically upgraded with the replacement of hardware. Continued use beyond the recommended five-year period can result in the failure of staff PCs and/or mission-critical equipment without warning.

Examples of mission-critical equipment that are in need of being phased out include:

Replacing the CH (City Hall), Exchange (Email), and PW server's hardware and software in 2013. These servers will have reached their five year service time and will be operating at maximum capacity.

The personal computers used by employees at their personal workstations. These computers have been used for five years and are starting to fail at a rate of two a week. Continued replacements will max out available resources in this year's Computer Replacement Fund.

Information Services also provides support to the networked printers utilized by divisions. Most of these are reaching the end of their lifespan and will need to be replaced in the future.

Additionally, the City maintains several maintenance contracts for hardware and software to ensure that these systems remain in good, working order. As these systems age, the costs of the maintenance contracts increase each year, resulting in the need for additional financial resources to meet our obligations.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Information Services

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Personnel Services	\$ 352,956	\$ 360,780	\$ 357,776	\$ 356,389	\$ 357,544
Supplies	11,628	10,400	9,475	9,575	9,475
Maintenance	239,746	234,141	247,663	251,382	252,114
Contractual Services	30,098	32,839	40,898	37,500	37,500
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL	\$ 634,428	\$ 638,161	\$ 655,812	\$ 654,846	\$ 656,633

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Deputy Director-Information Svc	1.00	1.00	1.00	1.00	1.00
IT Specialist III	1.00	1.00	1.00	1.00	1.00
IT Specialist II	1.00	1.00	1.00	1.00	1.00
IT Specialist I	1.00	1.00	1.00	1.00	1.00
TOTAL	4.00	4.00	4.00	4.00	4.00

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO PROPOSED 12/13

\$ -
-
-



City of Bedford
Personnel Cost Summary
FY 2012-2013

FUND: General Fund

DEPARTMENT: Support Services

DIVISION: Information Services

Personnel Category	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Projections	FY 12-13 Proposed
Salaries	\$ 275,076	\$ 282,601	\$ 281,830	\$ 283,406	\$ 281,829
Overtime	\$ 2,593	\$ 3,524	\$ 3,000	\$ 3,000	\$ 3,000
Physicals	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Contributions	\$ 29,699	\$ 31,015	\$ 26,437	\$ 26,384	\$ 25,716
Insurance Benefits	\$ 31,733	\$ 30,002	\$ 29,858	\$ 28,051	\$ 31,381
Mandated Expenses	\$ 5,198	\$ 4,742	\$ 4,880	\$ 5,404	\$ 5,104
Longevity	\$ 3,648	\$ 3,887	\$ 4,271	\$ 4,128	\$ 4,511
Post-Employment Benefits	\$ 2,000	\$ 2,000	\$ 4,500	\$ 3,000	\$ 3,000
Other	\$ 3,008	\$ 3,009	\$ 3,000	\$ 3,017	\$ 3,003
Total Personnel	\$ 352,955	\$ 360,780	\$ 357,776	\$ 356,390	\$ 357,544

*Mandated Expenses include Worker's Compensation, State Unemployment Insurance, and Social Security/Medicare.

*Other Expenses includes all additional compensation, such as allowances, incentive pay, and temporary assignment pay.



**City of Bedford
Line Item Detail
FY 2011-2012**

<u>FUND</u>		<u>DEPARTMENT</u>		<u>DIVISION</u>	
General Fund		Support Services		Information Services	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-14-8101	Office	\$ 11,276	\$ 10,076	\$ 9,025	\$ 6,372
DESCRIPTION					BASE
Printer cartridges for all City networked printers					\$ 9,025
					-
					-
					-
					-
TOTAL					\$ 9,025

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-14-8105	Fuel and Oil	\$ 352	\$ 324	\$ 450	\$ 334
DESCRIPTION					BASE
One car, One truck					\$ 450
					-
					-
					-
					-
TOTAL					\$ 450

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-14-8203	Maintenance-Hardware/Software	\$ 215,045	\$ 234,141	\$ 251,061	\$ 120,831
DESCRIPTION					BASE
IBM Maintenance Hardware (City-wide)					\$ 10,000
PC and Printer maintenance (City-wide)					10,000
Network server maintenance (City-wide)					10,000
Communication equipment maintenance (City-wide)					10,000
Software maintenance:					
New World:SSMA - software maintenance (Police)					41,500
Government Capital Corporation (lease) (Police)					64,639
Integrated Innovations (Finance, Inspections, Code Enforcement)					30,000
Innovative Interfaces (Library)					39,390
IBM i520 Servers (Police, Finance)					8,390
ESRI - GIS software provider					8,219
Class: Boys Ranch Recreational Software					2,900
Firehouse - Fire Department Software					5,965
McAfee: PC virus protection (City-wide)					1,357
Cornerstone: virus protection AS400 (City-wide)					1,828
Computerized Fleet Analysis: Garage (Public Works)					1,198
Animal Control Software (Police)					1,050
Unitrends: backup system (Police Records and City-wide)					3,398
Batteries - Public Safety laptops					2,280
TOTAL					\$ 252,114



**City of Bedford
Line Item Detail
FY 2011-2012**

<u>FUND</u>	<u>DEPARTMENT</u>	<u>DIVISION</u>			
General Fund	Support Services	Information Services			
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-14-8304	Wireless Communications	\$ 26,786	\$ 28,074	\$ 28,000	\$ 18,270
<u>DESCRIPTION</u>					<u>BASE</u>
Wireless Service - Public Safety					\$ 24,100
Department cell phones					3,900
Deputy Director (1)					-
IT Specialist (3)					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ 28,000

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-14-8311	Software	\$ 3,103	\$ 4,765	\$ 9,500	\$ 4,653
<u>DESCRIPTION</u>					<u>BASE</u>
Microsoft License for evaluation Software					\$ 4,500
Software - General Purpose, Department Dependent					5,000
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ 9,500

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
		\$ -	\$ -	\$ -	\$ -
<u>DESCRIPTION</u>					<u>BASE</u>
Intentionally left blank					\$ -
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ -



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8001	SALARIES	281,830	203,627	282,601	283,406	(1,576)	101% Carryover due to payroll accrual
8001	INCENTIVE PAY	3,000	2,167	3,009	3,017	(17)	101% Carryover due to payroll accrual
8001	TEMPORARY ASSIGNMENT PAY	-	-	-	-	-	0%
8003	LONGEVITY	4,271	2,956	3,887	4,128	143	97%
8004	OVERTIME	3,000	1,574	3,524	3,000	-	100%
8005	HOSPITALIZATION & LIFE IN	-	-	-	-	-	0%
8005	LIFE INSURANCE	744	495	669	661	83	89%
8005	DENTAL INSURANCE	1,554	1,196	1,562	1,530	24	98%
8005	HEALTH INSURANCE	25,883	17,761	26,085	23,743	2,140	92%
8005	HSA EXPENSE	-	-	-	-	-	0%
8005	EMPLOYEE CLINIC	1,050	1,112	1,057	1,487	(437)	142% Employee election changes
8006	PENSION	11,564	8,387	11,570	11,612	(48)	100%
8006	PENSION - TMRS	14,873	11,111	19,445	14,772	101	99%
8007	PHYSICALS	-	-	-	-	-	0%
8008	WORKER'S COMPENSATION INS	285	198	378	275	10	97%
8009	UNEMPLOYMENT INS.	360	1,044	288	1,044	(684)	290% 2.9% SUI is significantly higher than 0.8% PY
8010	FICA/MEDICARE	4,235	2,959	4,076	4,085	150	96%
8015	DISABILITY INSURANCE	627	453	629	630	(3)	101% Related to total salary
8026	BACKGROUND CHECK	-	-	-	-	-	0%
8030	RETIREE HEALTH SAVINGS	4,500	3,000	2,000	3,000	1,500	67%
8035	RETIREE HEALTH - GASB	-	-	-	-	-	0%
		<u>357,776</u>	<u>258,039</u>	<u>360,780</u>	<u>356,389</u>	<u>1,387</u>	100%
8101	OFFICE	9,025	6,372	10,076	9,025	-	100%
8102	FOOD	-	-	-	-	-	0%
8103	WEARING APPAREL	-	-	-	-	-	0%
8105	FUEL AND OIL	450	334	324	450	-	100%
8106	MINOR APPARATUS	-	100	-	100	(100)	0%
8116	BUSINESS FORMS	-	-	-	-	-	0%
8135	PROMOTIONAL & EDUCATIONAL	-	-	-	-	-	0%
		<u>9,475</u>	<u>6,806</u>	<u>10,400</u>	<u>9,575</u>	<u>(100)</u>	101%
8203	MAINT - HARDWARE/SOFT	251,061	120,831	234,102	251,061	-	100%
8212	MAINT - MOTOR VEHICLES	-	321	40	321	(321)	0%
8217	TRUNK RADIOS	-	-	-	-	-	0%
		<u>251,061</u>	<u>121,152</u>	<u>234,141</u>	<u>251,382</u>	<u>(321)</u>	100%
8302	DATA COMMUNICATIONS	-	-	-	-	-	0%
8304	WIRELESS COMMUNICATIONS	28,000	18,270	28,074	28,000	-	100%



City of Bedford

Exception Report

As of

Jun-12

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8311	SOFTWARE LICENSE	9,500	4,653	4,765	9,500	-	100%
8314	LEGAL SERVICES	-	-	-	-	-	0%
8320	TRAVEL EXPENSE	-	-	-	-	-	0%
8321	RENTALS	-	-	-	-	-	0%
8322	DUES	-	-	-	-	-	0%
8323	SCHOOLS	-	-	-	-	-	0%
8326	BUILDING SECURITY	-	-	-	-	-	0%
8331	EMERGENCY SERVICES	-	-	-	-	-	0%
8333	SUBSCRIPTIONS	-	-	-	-	-	0%
8336	TUITION REIMBURSEMENT	-	-	-	-	-	0%
8341	SPECIAL EVENTS	-	-	-	-	-	0%
8345	PAGERS	-	-	-	-	-	0%
		<u>37,500</u>	<u>22,923</u>	<u>32,839</u>	<u>37,500</u>	-	100%
8498	OPERATING TRANSFERS	-	-	-	-	-	0%
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	-	0%
9101	BUILDINGS	-	-	-	-	-	0%
9109	MACHINERY	-	-	-	-	-	0%
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	-	0%
SUPPORT SRVCS - INFORMATION TECHNOLOGY		<u>655,812</u>	<u>408,920</u>	<u>638,161</u>	<u>654,846</u>	966	100%



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Human Resources

PROGRAM DESCRIPTION

With a commitment to accuracy of information, customer service and timely responses, the Human Resources Division ensures that programs and services are reflective of the organization's core values and the City Council's vision and expectations. HR strives to attract and retain a workforce that is able to serve the Bedford Community. HR also strives to ensure that staff provides timely responses and value added services to all internal and external customers. HR will accomplish this through committed partnerships with all key stake holders to ensure all departmental and organizational goals are achieved.

GOALS AND OBJECTIVES

Employment related information is effectively and efficiently communicated to all City employees and interested parties outside the organization.

Employee relations issues are handled promptly, consistently and fairly within the confines of applicable laws and City policies.

Employee benefits programs properly balance the value of employee contributions and the City's fiscal responsibility to our citizens.

All payroll processes are accurate and timely.

On boarding processes, such as pre-employment physicals and employee orientations, etc, are promptly conducted and efficiently administered providing quality materials and information.

We are an approachable, helpful, efficient and effective business partner for all City departments and employees.

FUTURE BUDGET ISSUES

Federal and State legislative actions impose additional expenses on employers through various mandates. Recent mandates include, but are not limited to, healthcare reform and the Family Medical Leave Act, which requires employers to implement programs that ensure compliance with the law but also causes additional budgetary expenditures.

As health insurance premiums continue to rise, there becomes a need to focus on educational programs that inform employees on the costs associated (for both them and the employer) with poor lifestyle choices and their genetics, that, if not controlled, will continue to negatively impact health insurance claims and premiums.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Human Resources

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Personnel Services	\$ 243,241	\$ 233,525	\$ 232,064	\$ 232,183	\$ 234,297
Supplies	6,017	10,534	9,010	8,947	17,910
Maintenance	-	-	-	-	-
Contractual Services	41,327	41,190	43,190	42,837	42,870
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	9,176	-	-	-	-
TOTAL	\$ 299,761	\$ 285,249	\$ 284,264	\$ 283,967	\$ 295,077

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Director of Human Resources	1.00	1.00	1.00	1.00	1.00
HR Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator - HR	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	3.00

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO PROPOSED 12/13

\$ -
-
-



City of Bedford
Personnel Cost Summary
FY 2012-2013

FUND: General Fund

DEPARTMENT: Support Services

DIVISION: Human Resources

Personnel Category	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Projections	FY 12-13 Proposed
Salaries	\$ 194,625	\$ 189,296	\$ 188,780	\$ 189,835	\$ 188,778
Overtime	\$ 374	\$ 301	\$ 1,000	\$ 1,000	\$ 1,000
Physicals	\$ 225	\$ -	\$ -	\$ -	\$ -
Retirement Contributions	\$ 20,241	\$ 20,459	\$ 17,536	\$ 17,477	\$ 17,016
Insurance Benefits	\$ 18,925	\$ 15,610	\$ 14,879	\$ 14,933	\$ 16,114
Mandated Expenses	\$ 3,707	\$ 3,148	\$ 3,262	\$ 3,647	\$ 3,437
Longevity	\$ 2,527	\$ 2,709	\$ 3,060	\$ 2,881	\$ 3,240
Post-Employment Benefits	\$ 2,000	\$ 2,000	\$ 3,547	\$ 2,000	\$ 4,291
Other	\$ 617	\$ -	\$ 420	\$ 410	\$ 421
Total Personnel	\$ 243,241	\$ 233,523	\$ 232,484	\$ 232,183	\$ 234,297

*Mandated Expenses include Worker's Compensation, State Unemployment Insurance, and Social Security/Medicare.

*Other Expenses includes all additional compensation, such as allowances, incentive pay, and temporary assignment pay.



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>		<u>DEPARTMENT</u>		<u>DIVISION</u>	
General Fund		Support Services		Human Resources	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-22-8310	Contract Labor	\$ 35,050	\$ 35,076	\$ 36,700	\$ 26,475
DESCRIPTION					BASE
Employee Assistance Program (EAP)					\$ 8,665
Affirmative Action Plan					2,535
Benefits Seminars Plus					24,000
BRAC Membership for employees					1,500
TOTAL					\$ 36,700

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-22-8320	Travel Expense	\$ 1,326	\$ 851	\$ 750	\$ 983
DESCRIPTION					BASE
See Travel & Training Request Form					\$ 750
TOTAL					\$ 750

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-22-8322	Dues	\$ 335	\$ 255	\$ 255	\$ 75
DESCRIPTION					BASE
Society of Human Resources Management (SHRM) (1)					\$ 180
Texas Municipal Human Resources Association (TMHRA) (1)					75
Senior Professional, Human Resources Recertification fee through Society of Human Resources Management (SHRM) (1) (Once every 3 years)					100
TOTAL					\$ 355



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>		<u>DEPARTMENT</u>		<u>DIVISION</u>	
General Fund		Support Services		Human Resources	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-22-8323	Registration	\$ -	\$ 50	\$ 195	\$ 175
DESCRIPTION					BASE
See Travel & Training Request Form					\$ 195
TOTAL					\$ 195

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-22-8336	Tuition Reimbursement	\$ 2,175	\$ 2,500	\$ 2,770	\$ 1,392
DESCRIPTION					BASE
Employee Tuition Reimbursement Program					\$ 2,770
TOTAL					\$ 2,770

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-22-8360	Copy Machine	\$ 1,523	\$ 1,917	\$ 2,100	\$ 1,456
DESCRIPTION					BASE
Copy Machine Lease					\$ 2,100
TOTAL					\$ 2,100



**City of Bedford
Travel and Training Request Form
FY 2012-2013**

FUND:

DEPARTMENT:

DIVISION:

NAME OF EVENT OR SCHOOL AND LOCATION	REQUIRED		8320 HOTEL	8320 MEALS	8320 TRAVEL	8320 TOTAL	8323 REGIST.	TOTAL AMOUNT
	YES	NO						
Texas Municipal Human Resources Mid Year Conference (1)	X		\$ 400	\$ 150	\$ 200	\$ 750	\$ 195	\$ 945
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL			\$ 400	\$ 150	\$ 200	\$ 750	\$ 195	\$ 945

The Total for the columns for Hotel, Meals and Travel (Account # 8320) and Registration (Account # 8323) should equal the amounts shown on the line item detail for those accounts. Therefore, the total amount requested for travel and training should equal the sum of accounts # 8320 and # 8323 on the line item detail.

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

Name of event/school and location are required information.



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8001	SALARIES	188,780	136,397	189,296	189,835	(1,055)	101% Carryover due to payroll accrual
8001	INCENTIVE PAY	-	-	-	-	-	0%
8001	CELL PHONE ALLOWANCE	420	291	-	410	10	98%
8002	EXTRA HELP	-	-	-	-	-	0%
8003	LONGEVITY	3,060	2,065	2,709	2,881	179	94%
8004	OVERTIME	1,000	199	301	1,000	-	100%
8005	HOSPITALIZATION & LIFE IN	-	-	-	-	-	0%
8005	LIFE INSURANCE	471	348	470	465	6	99%
8005	DENTAL INSURANCE	1,222	1,031	1,228	1,344	(122)	110% Employee election changes
8005	HEALTH INSURANCE	11,772	8,837	12,590	11,813	(41)	100%
8005	HSA EXPENSE	-	-	-	-	-	0%
8005	EMPLOYEE CLINIC	996	667	905	892	104	90%
8006	PENSION	7,690	5,564	7,673	7,702	(12)	100%
8006	PENSION - TMRS	9,846	7,342	12,786	9,773	73	99%
8007	PHYSICALS	-	-	-	-	-	0%
8008	WORKER'S COMPENSATION INS	190	130	248	181	9	95%
8009	UNEMPLOYMENT INS.	270	783	216	783	(513)	290% 2.9% SUI is significantly higher than 0.8% PY
8010	FICA/MEDICARE	2,802	1,941	2,684	2,683	119	96%
8015	DISABILITY INSURANCE	418	301	417	419	(1)	100%
8020	EMPLOYEE MEDICAL REIMBURS	-	-	-	-	-	0%
8025	RANDOM DRUG TESTING PROGR	-	-	-	-	-	0%
8026	BACKGROUND CHECK	-	-	-	-	-	0%
8030	RETIREE HEALTH SAVINGS	2,000	2,000	2,000	2,000	-	100%
8035	RETIREE HEALTH - GASB	1,547	-	-	-	1,547	0%
		232,484	167,897	233,525	232,183	301	100%
8101	OFFICE	810	379	897	810	-	100%
8105	FUEL AND OIL	-	-	-	-	-	0%
8110	FURNITURE & FIXTURES	-	-	-	-	-	0%
8114	POSTAGE	900	628	625	837	63	93%
8116	BUSINESS FORMS	-	-	189	-	-	0%
8135	PROMOTIONAL & EDUCATIONAL	2,660	9,386	8,786	2,660	-	100%
8135	PROM & EDU-CIGNA DONATION	-	(6,260)	(6,976)	-	-	0%
8140	PUBLICATIONS & PROGRAMMIN	240	-	409	240	-	100%
8195	TRAINING	4,400	3,765	6,605	4,400	-	100%
		9,010	7,897	10,534	8,947	63	99%
8212	MAINT - MOTOR VEHICLES	-	-	-	-	-	0%



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
-	-	-	-	-	-	-	0%
8302	DATA COMMUNICATIONS	-	-	-	-	-	0%
8304	WIRELESS COMMUNICATIONS	-	13	421	13	(13)	0%
8310	CONTRACT LABOR	36,700	26,475	35,076	36,700	-	100%
8314	LEGAL SERVICES	-	-	-	-	-	0%
8319	ADVERTISING	-	-	-	-	-	0%
8320	TRAVEL EXPENSE	750	983	851	983	(233)	131% Had to rent a car - no shuttle for hotel
8322	DUES	255	75	255	255	-	100%
8323	SCHOOLS	195	175	50	175	20	90%
8326	BUILDING SECURITY	-	-	-	-	-	0%
8331	EMERGENCY SERVICES	-	-	-	-	-	0%
8333	SUBSCRIPTIONS	-	-	-	-	-	0%
8336	TUITION REIMBURSEMENT	2,770	1,392	2,500	2,770	-	100%
8341	SPECIAL EVENTS	-	50	120	-	-	0%
8345	PAGERS	-	-	-	-	-	0%
8360	COPY MACHINES	2,100	1,456	1,917	1,941	159	92%
		42,770	30,619	41,190	42,837	(67)	100%
8405	LEGAL FILING FEES	-	-	-	-	-	0%
8498	OPERATING TRANSFERS	-	-	-	-	-	0%
		-	-	-	-	-	0%
9108	FURN.,FIX.,FURNISH.	-	-	-	-	-	0%
9109	MACHINERY	-	-	-	-	-	0%
9113	COLLECTION	-	-	-	-	-	0%
		-	-	-	-	-	0%
SUPPORT SRVCS - HUMAN RESOURCES		284,264	206,414	285,249	283,967	297	100%



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Code Enforcement / Insp

PROGRAM DESCRIPTION

The mission of the Code Enforcement and Inspections Division is to ensure the health, safety and well-being of our citizens and community and to be models of professional effective and efficient service delivery. Personnel strive to provide a high degree of protection in the building environment, increase awareness of all standards and regulations, and effectively enforce City ordinances.

GOALS AND OBJECTIVES

To provide professional, courteous and helpful service to the community.

To strive at all times to achieve the highest professional standards and to provide exceptional personalized service.

To increase inspector competence and professionalism through career development, training and certification programs.

Implement programs for increasing proactive code enforcement within the community. Evaluate ordinances to enhance regulation for clean precise enforcement.

To utilize strict, effective enforcement of all ordinances and programs which enhance the safety and quality of life for Bedford residents and maintain the value of properties.

FUTURE BUDGET ISSUES

In an effort to foster continued economic development within the City, the City Council has identified Code Enforcement as a critical focus area. Code Enforcement will need to create programs that address areas of Council concern. The additional expectations and workload could require additional staff to fulfill Council objectives.

The 183 expansion will generate many levels of development within the next five years. Staff anticipates continued growth in the highway corridor that would necessitate an increased amount of permits, inspections and code enforcement activity. Future budgets will necessitate the consideration of additional staff and programs to facilitate these issues.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Code Enforcement / Insp

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Personnel Services	\$ 426,847	\$ 423,037	\$ 414,100	\$ 467,028	\$ 469,085
Supplies	19,361	19,639	18,480	18,594	18,070
Maintenance	7,068	3,791	2,995	3,709	2,175
Contractual Services	99,902	56,158	111,880	165,736	112,490
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL	\$ 553,178	\$ 502,625	\$ 547,455	\$ 655,067	\$ 601,820

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Building Official	1.00	1.00	1.00	1.00	1.00
Code Enf/Inspection Manager	1.00	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	1.00	1.00	1.00
Code Enforcement Officer	3.00	3.00	3.00	3.00	3.00
Permit Tech	1.00	1.00	2.00	2.00	2.00
TOTAL*	8.00	8.00	8.00	8.00	8.00

*Frozen positions not included in Division Summary.

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO PROPOSED 12/13

Division is included in Support Services for FY13 reporting to Deputy City Manager, whereas in prior years, this division was included under Development.

\$ -
-



City of Bedford
Personnel Cost Summary
FY 2012-2013

FUND: General Fund

DEPARTMENT: Support Services

DIVISION: Code Enforcement/Insp

Personnel Category	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Projections	FY 12-13 Proposed
Salaries	\$ 339,455	\$ 339,280	\$ 338,590	\$ 371,751	\$ 373,126
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Physicals	\$ 100	\$ 557	\$ -	\$ 60	\$ -
Retirement Contributions	\$ 36,567	\$ 36,977	\$ 31,655	\$ 34,508	\$ 33,845
Insurance Benefits	\$ 30,011	\$ 24,748	\$ 23,433	\$ 34,424	\$ 36,637
Mandated Expenses	\$ 6,766	\$ 5,559	\$ 5,501	\$ 7,231	\$ 6,581
Longevity	\$ 4,931	\$ 5,352	\$ 6,074	\$ 6,416	\$ 7,277
Post-Employment Benefits	\$ 5,127	\$ 7,253	\$ 5,547	\$ 8,278	\$ 7,291
Other	\$ 3,891	\$ 3,309	\$ 3,300	\$ 4,360	\$ 4,328
Total Personnel	\$ 426,848	\$ 423,035	\$ 414,100	\$ 467,028	\$ 469,085

*Mandated Expenses include Worker's Compensation, State Unemployment Insurance, and Social Security/Medicare.

*Other Expenses includes all additional compensation, such as allowances, incentive pay, and temporary assignment pay.



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>		<u>DEPARTMENT</u>		<u>DIVISION</u>	
General		Support Services		Code Enforcement/Insp	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
01-20-24-8106	Minor Apparatus	\$ 663	\$ 704	\$ 670	\$ 361
DESCRIPTION					BASE
Electrical and plumbing testing equipment					\$ 250
Tape measures, screw drivers, flashlights, levels					120
Replace existing digital camera					150
Replace existing digital camera					150
					-
					-
					-
					-
					-
TOTAL					\$ 670

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
01-20-24-8125	Books & A/V Media	\$ 1,101	\$ 1,154	\$ 1,080	\$ 956
DESCRIPTION					BASE
International code books					\$ 460
Commentaries and technical guides to code books					620
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ 1,080

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
01-20-24-8130	Signs	\$ 5,699	\$ 5,414	\$ 5,410	\$ -
DESCRIPTION					BASE
4000 garage sale signs @ \$1.25 ea					\$ 5,000
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ 5,000



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>		<u>DEPARTMENT</u>		<u>DIVISION</u>	
General		Support Services		Code Enforcement/Insp	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
01-20-24-8320	Travel	\$ 3,724	\$ 2,603	\$ 3,300	\$ 1,460
DESCRIPTION					BASE
See travel and training form					\$ 3,080
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ 3,080

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
01-20-24-8322	Dues	\$ 1,750	\$ 1,106	\$ 1,550	\$ 1,096
DESCRIPTION					BASE
License renewal:	Department of Health/Code Enforcement Officers (6 x \$106)				\$ 640
	State Board of Plumbing Examiners License (4 x \$55)				220
	State Electrical License (1 x \$50)				50
	International Code Council Licenses (2 x \$70)				140
					-
Membership Dues:	International Code Council (1 x \$100)				100
	Building Officials Association of TX (1 x \$50)				50
	Code Enforcement Association of TX (6 x \$40)				240
	Internat'l Association of Electrical Inspections (1 x \$110)				110
					-
TOTAL					\$ 1,550

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
01-20-24-8323	Schools	\$ 3,355	\$ 1,810	\$ 2,660	\$ 1,748
DESCRIPTION					BASE
See travel and training form					\$ 2,670
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ 2,670



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>	<u>DEPARTMENT</u>	<u>DIVISION</u>			
General	Support Services	Code Enforcement/Insp			
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
01-20-24-8333	Subscriptions	\$ 375	\$ 1,011	\$ 980	\$ 675
DESCRIPTION					BASE
Accurint investigative database service					\$ 600
Online Foreclosure Listing Service					380
					-
					-
					-
					-
					-
					-
TOTAL					\$ 980

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
01-20-24-8345	Pagers	\$ 230	\$ 159	\$ -	\$ -
DESCRIPTION					BASE
Intentionally left blank					\$ -
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ -

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>CURRENT</u> <u>BUDGET</u> <u>11/12</u>	<u>CURRENT</u> <u>YTD</u> <u>06/30/2012</u>
		\$ -	\$ -	\$ -	\$ -
DESCRIPTION					BASE
Intentionally left blank					\$ -
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ -



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8001	SALARIES	338,590	266,129	339,280	371,751	(33,161)	110% 1 FTE transferred from Economic Development
8001	INCENTIVE PAY	3,300	2,835	3,309	3,939	(639)	119% 1 FTE transferred from Economic Development
8001	CELL PHONE ALLOWANCE	-	-	-	421	(421)	0%
8002	EXTRA HELP	-	-	-	-	-	0%
8003	LONGEVITY	6,074	4,565	5,352	6,416	(342)	106% 1 FTE transferred from Economic Development
8004	OVERTIME	-	-	-	-	-	0%
8005	HOSPITALIZATION & LIFE IN	-	-	-	-	-	0%
8005	LIFE INSURANCE	960	771	959	1,034	(74)	108% 1 FTE transferred from Economic Development
8005	DENTAL INSURANCE	2,010	2,176	2,066	2,790	(780)	139% 1 FTE transferred from Economic Development
8005	HEALTH INSURANCE	18,272	20,426	19,714	28,063	(9,791)	154% 1 FTE transferred from Economic Development
8005	HSA EXPENSE	-	-	-	-	-	0%
8005	EMPLOYEE CLINIC	1,446	1,273	1,255	1,709	(263)	118% 1 FTE transferred from Economic Development
8006	PENSION	13,918	10,982	13,901	15,251	(1,333)	110% 1 FTE transferred from Economic Development
8006	PENSION - TMRS	17,737	14,412	23,076	19,257	(1,520)	109% 1 FTE transferred from Economic Development
8007	PHYSICALS	-	60	557	60	(60)	0%
8008	WORKER'S COMPENSATION INS	745	535	1,038	745	(0)	100%
8009	UNEMPLOYMENT INS.	630	2,069	504	2,069	(1,439)	328% 2.9% SUI is significantly higher than 0.8% PY
8010	FICA/MEDICARE	4,126	3,183	4,017	4,417	(291)	107% 1 FTE transferred from Economic Development
8015	DISABILITY INSURANCE	745	593	754	828	(83)	111% 1 FTE transferred from Economic Development
8026	BACKGROUND CHECK	-	-	-	-	-	0%
8030	RETIREE HEALTH SAVINGS	4,000	5,000	4,000	5,000	(1,000)	125% 1 FTE transferred from Economic Development
8035	RETIREE HEALTH - GASB	1,547	2,458	3,253	3,278	(1,731)	212% 1 FTE transferred from Economic Development
		414,100	337,466	423,037	467,028	(52,928)	113%
8101	OFFICE	3,890	3,936	4,033	3,936	(46)	101% Forms changing for logo / Special Projects
8103	WEARING APPAREL	2,250	2,372	1,213	2,372	(122)	105% Purchased new jeans for employees size change.
8105	FUEL AND OIL	5,180	5,612	7,122	5,180	-	100%
8106	MINOR APPARATUS	670	361	704	670	-	100%
8107	LAUND. & CLEAN.	-	-	-	-	-	0%
8109	MECHANICAL	-	-	-	-	-	0%
8110	FURNITURE & FIXTURES	-	-	-	-	-	0%
8115	CLEANING SUPPLIES	-	-	-	-	-	0%
8125	BOOKS & A/V MEDIA	1,080	956	1,154	1,026	54	95%
8130	SIGNS	5,410	-	5,414	5,410	-	100%
		18,480	13,237	19,639	18,594	(114)	101%
8202	MAINT - BUILDINGS	-	-	-	-	-	0%
8210	MAINT - EQUIPMENT	-	280	-	280	(280)	0%
8212	MAINT - MOTOR VEHICLES	2,175	1,782	3,791	3,429	(1,254)	158% Garage in Control of line item.



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8217	TRUNK RADIOS	-	-	-	-	-	0%
8220	RADIOS - OTHER	-	-	-	-	-	0%
8221	MAINT-HEATING & COOLING	-	-	-	-	-	0%
		2,175	2,062	3,791	3,709	(1,534)	171%
8301	COMMUNICATIONS	-	-	-	-	-	0%
8304	RADIOS,BEEPERS,CARPHONES	820	358	832	820	-	100%
8310	CONTRACT LABOR	103,390	51,612	48,637	156,426	(53,036)	151% Increased building activity, offset by increased permit
8319	ADVERTISING	-	-	-	-	-	0%
8320	TRAVEL EXPENSE	3,300	1,460	2,603	3,300	-	100%
8321	RENTALS	-	-	-	-	-	0%
8322	DUES	1,550	1,096	1,106	1,550	-	100%
8323	SCHOOLS	2,660	1,748	1,810	2,660	-	100%
8331	EMERGENCY SERVICES	-	-	-	-	-	0%
8333	SUBSCRIPTIONS	980	675	1,011	980	-	100%
8341	SPECIAL EVENTS	-	-	-	-	-	0%
8345	PAGERS	-	-	159	-	-	0%
		112,700	56,949	56,158	165,736	(53,036)	147%
8498	OPERATING TRANSFERS	-	-	-	-	-	0%
		-	-	-	-	-	0%
9101	BUILDINGS	-	-	-	-	-	0%
9108	FURN.,FIX.,FURNISH.	-	-	-	-	-	0%
9109	MACHINERY	-	-	-	-	-	0%
9110	INSTR. & APPARATUS	-	-	-	-	-	0%
9111	MOTOR VEHICLES	-	-	-	-	-	0%
9113	COLLECTION	-	-	-	-	-	0%
9117	COMMUNICATION SYSTEMS	-	-	-	-	-	0%
		-	-	-	-	-	0%
SUPPORT SRVCS - CODE ENFORCEMENT		547,455	409,715	502,625	655,067	(107,612)	120%



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Facilities Maintenance

PROGRAM DESCRIPTION

The Facilities Maintenance Division provides Heating and Air Conditioning (HVAC), security, fire systems, custodial and general maintenance services to all City facilities in the most cost effective manner. City facilities are also maintained by keeping them environmentally safe and comfortable for staff and patrons.

GOALS AND OBJECTIVES

The objective of the Facilities Maintenance program is to provide Facilities Maintenance services for the public and staff in order to deliver safe, comfortable and functional facilities.

To utilize resources in a fiscally responsible and conscious manner.

To provide a model customer service experience to all internal and external customers with timely and productive etiquette.

FUTURE BUDGET ISSUES

The main concerns directly associated with Facilities Maintenance are the continued repair and/or replacement of aged Heating, Ventilation and Air Conditioning, (HVAC) equipment and the possible expenses associated with repairs, renovations and/or upgrades to City Hall Buildings A, B and the former Library facility on L Don Dodson.

With the average age of City buildings being 27 years old, there is a continued concern that in future years possible economy related budgeting and/or budget cuts would detrimentally impact the integrity of our infrastructure causing pricier repairs on emergency basis versus routine maintenance.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Facilities Maintenance

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Personnel Services	\$ 159,809	\$ 159,028	\$ 157,806	\$ 117,351	\$ 92,842
Supplies	37,742	33,595	33,360	32,534	40,360
Maintenance	234,934	190,581	262,990	213,990	230,990
Contractual Services	148,228	138,442	183,263	182,346	184,945
Utilities	-	-	-	-	29,100
Sundry	-	-	-	-	-
Capital Outlay	-	29,488	-	-	-
TOTAL	\$ 580,713	\$ 551,134	\$ 637,419	\$ 546,221	\$ 578,237

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Facilities Maint. Manager	1.00	1.00	1.00	1.00	0.00
Facilities Maint. Crew Leader	1.00	1.00	1.00	1.00	1.00
Facilities Maint. Technician II	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.00	3.00	3.00	2.00

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO PROPOSED 12/13

Move old Library Electricity to Facilities	\$ 24,500
Move old Library Water to Facilities	\$ 4,600



City of Bedford
Personnel Cost Summary
FY 2012-2013

FUND: General Fund

DEPARTMENT: Support Services

DIVISION: Facilities Maintenance

Personnel Category	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Projections	FY 12-13 Proposed
Salaries	\$ 130,178	\$ 130,194	\$ 129,840	\$ 95,719	\$ 72,728
Overtime	\$ 567	\$ 594	\$ 600	\$ 500	\$ -
Physicals	\$ -	\$ 100	\$ -	\$ -	\$ -
Retirement Contributions	\$ 13,637	\$ 13,988	\$ 11,961	\$ 9,162	\$ 6,431
Insurance Benefits	\$ 9,298	\$ 8,971	\$ 8,902	\$ 8,095	\$ 8,797
Mandated Expenses	\$ 5,277	\$ 4,147	\$ 3,627	\$ 2,915	\$ 2,006
Longevity	\$ 852	\$ 1,033	\$ 1,329	\$ 960	\$ 1,089
Post-Employment Benefits	\$ -	\$ -	\$ 1,547	\$ -	\$ 1,791
Other	\$ -	\$ -	\$ -	\$ -	\$ -
Total Personnel	\$ 159,809	\$ 159,027	\$ 157,806	\$ 117,351	\$ 92,842

*Mandated Expenses include Worker's Compensation, State Unemployment Insurance, and Social Security/Medicare.

*Other Expenses includes all additional compensation, such as allowances, incentive pay, and temporary assignment pay.



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>		<u>DEPARTMENT</u>		<u>DIVISION</u>	
General		Support Services		Facilities Maintenance	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-39-8101	Office Supplies	\$ 610	\$ 627	\$ 660	\$ 299
DESCRIPTION					BASE
Office Supplies					\$ 660
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ 660

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-39-8103	Wearing Apparel	\$ 422	\$ 464	\$ 500	\$ 456
DESCRIPTION					BASE
Uniforms for Facilities Maintenance Crew Leader					\$ 400
Uniforms for Facilities Maintenance Technician II					400
					-
(Funds received from Laundry & Cleaning Account)					-
					-
					-
					-
					-
					-
TOTAL					\$ 800

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-39-8105	Fuel and Oil	\$ 4,175	\$ 3,748	\$ 4,500	\$ 3,603
DESCRIPTION					BASE
Fuel and oil for 2 Facility Maintenance trucks and 7 generators					\$ 4,500
					-
					-
					-
					-
					-
					-
TOTAL					\$ 4,500



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>		<u>DEPARTMENT</u>			<u>DIVISION</u>	
General		Support Services			Facilities Maintenance	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>	
01-20-39-8202	Maintenance - Building	\$ 173,342	\$ 131,616	\$ 210,000	\$ 67,129	
DESCRIPTION						BASE
Building Maintenance Needs for 18 Facilities:						\$ -
General Maintenance						133,000
Plumbing						15,000
Electrical						12,000
Alarm System Maintenance						8,000
Generator Repairs						4,500
Appliance Repairs						1,500
Door Repairs						4,000
(Chemicals moved to Cleaning Supplies Account)						-
						-
TOTAL						\$ 178,000

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>	
01-20-39-8212	Maintenance - Vehicle	\$ 300	\$ 91	\$ 490	\$ -	
DESCRIPTION						BASE
Maintenance for 2 Facility Maintenance Trucks						\$ 490
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
TOTAL						\$ 490

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>	
01-20-39-8221	Maintenance - HVAC	\$ 61,292	\$ 58,874	\$ 52,500	\$ 23,269	
DESCRIPTION						BASE
HVAC repairs for 18 Facilities:						\$ 52,500
Law Enforcement Center (LEC) and Animal Control Center						-
Parks Service Center						-
Boys Ranch Activity Center (BRAC) and Senior Citizen Center						-
City Hall Bldg A and B						-
Public Works Service Center						-
Old Bedford School and 1725 Bedford Road						-
Library (old and new)						-
Fire Stations 1, 2, and 3 and Facility Maintenance Building						-
Artsnet and OnStage						-
TOTAL						\$ 52,500



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>		<u>DEPARTMENT</u>			<u>DIVISION</u>	
General		Support Services			Facilities Maintenance	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>	
01-20-39-8304	Wireless	\$ 677	\$ 904	\$ 740	\$ 336	
DESCRIPTION						BASE
Cell Phone for Facility Maintenance Crew Leader						\$ 360
Cell Phone for Facility Maintenance II						360
						-
						-
						-
						-
						-
						-
						-
TOTAL						\$ 720

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>	
01-20-39-8310	Contract Labor	\$ 147,413	\$ 137,480	\$ 181,573	\$ 102,334	
DESCRIPTION						BASE
Siemens (HVAC)						\$ 59,740
Cummins (Generator)						7,860
Overhead Door						3,170
Simplex Grinnell (Fire and Burglar Alarms)						17,400
Otis Elevator Company						7,080
Mid-Cities Pest Control						11,000
Member's Building Maintenance						39,600
Almighty Cleaning (New Library)						32,680
Aramark (Entryway Mats and Shop Rags)						3,000
TOTAL						\$ 181,530

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>	
01-20-39-8323	Schools	\$ -	\$ -	\$ 950	\$ 33	
DESCRIPTION						BASE
See Travel and Training						\$ 2,695
						-
						-
						-
						-
						-
						-
						-
TOTAL						\$ 2,695



**City of Bedford
Line Item Detail
FY 2012-2013**

<u>FUND</u>	<u>DEPARTMENT</u>	<u>DIVISION</u>			
General	Support Services	Facilities Maintenance			
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-39-8327	Electricity	\$ -	\$ -	\$ -	\$ -
DESCRIPTION					BASE
Electricity (Old Library)					\$ 24,500
(Previously budgeted in Library account)					-
					-
					-
					-
					-
					-
TOTAL					\$ 24,500
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-39-8328	Water	\$ -	\$ -	\$ -	\$ -
DESCRIPTION					BASE
Water (Old Library)					\$ 4,600
(Previously budgeted in Library account)					-
					-
					-
					-
					-
					-
TOTAL					\$ 4,600
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
01-20-39-8329	Gas	\$ -	\$ -	\$ -	\$ -
DESCRIPTION					BASE
Intentionally left blank					\$ -
					-
					-
					-
					-
					-
					-
TOTAL					\$ -



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8001	SALARIES	129,840	75,132	130,194	95,719	34,121	74%
8003	LONGEVITY	1,329	688	1,033	960	369	72%
8004	OVERTIME	600	130	594	500	100	83%
8005	LIFE INSURANCE	377	172	375	223	154	59%
8005	DENTAL INSURANCE	1,438	578	1,442	736	702	51%
8005	HEALTH INSURANCE	6,500	4,905	6,566	6,560	(60)	101% Employee election changes
8005	EMPLOYEE CLINIC	300	293	302	392	(92)	131% Employee election changes
8006	PENSION	5,247	3,048	5,242	3,871	1,376	74%
8006	PENSION - TMRS	6,714	4,357	8,746	5,291	1,423	79%
8008	WORKER'S COMPENSATION INS	1,446	805	2,051	1,025	421	71%
8009	UNEMPLOYMENT INS.	270	512	216	512	(242)	190% 2.9% SUI is significantly higher than 0.8% PY
8010	FICA/MEDICARE	1,911	1,088	1,880	1,378	533	72%
8015	DISABILITY INSURANCE	287	138	-	184	103	64%
8035	RETIREE HEALTH - GASB	1,547	-	-	-	1,547	0%
		157,806	91,844	158,643	117,351	40,455	
8101	OFFICE	660	299	627	600	60	91%
8103	WEARING APPAREL	500	456	464	500	-	100%
8105	FUEL AND OIL	4,500	3,603	3,748	4,034	466	90%
8106	MINOR APPARATUS	1,000	310	717	1,000	-	100%
8107	LAUND. & CLEAN.	300	-	117	-	300	0%
8115	CLEANING SUPPLIES	26,400	22,735	27,921	26,400	-	100%
		33,360	27,402	33,595	32,534	826	98%
8202	MAINT - BUILDINGS	210,000	67,129	131,616	161,000	49,000	77%
8212	MAINT - MOTOR VEHICLES	490	-	91	490	-	100%
8221	MAINT-HEATING & COOLING	52,500	23,269	58,874	52,500	-	100%
		262,990	90,398	190,581	213,990	49,000	81%
8304	WIRELESS COMMUNICATIONS	740	336	904	740	-	100%
8310	CONTRACT LABOR	181,573	102,334	137,480	181,573	-	100%
8323	SCHOOLS	950	33	-	33	917	3% No training scheduled this year.
8327	ELECTRICITY	-	-	-	-	-	0%
8328	WATER	-	-	-	-	-	0%
8329	GAS	-	-	-	-	-	0%
8345	PAGERS	-	-	57	-	-	0%
		183,263	102,703	138,442	182,346	917	99%
9101	BUILDINGS	-	-	29,488	-	-	0%



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
		-	-	29,488	-	-	0%
	<u>SUPPORT SRVCS - FACILITIES MAINTENANCE</u>	637,419	312,347	550,748	546,221	91,198	86%
		<u>1,577,495</u>	<u>1,337,396</u>	<u>1,976,783</u>	<u>2,140,101</u>	<u>(15,151)</u>	136%



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Service

DIVISION

Risk Management

PROGRAM DESCRIPTION

The purpose of this program is to oversee the City's risk management and safety programs, along with the contractual services programs as related to City facilities. This includes monitoring the City's insurance program for adequacy of coverage, self insurance, loss prevention, and overseeing all aspects of contractual services related to the management of City facilities. Work with Texas Municipal League to identify and react to trends that negatively impact the City's experience modifier, i.e. an increase in vehicle accidents in a specific area with similar circumstances.

GOALS AND OBJECTIVES

- Continue to work with employees to ensure a safe work environment.
 - Maintain a strong working relationship with physicians and continue to promote the City's Return to Work Light Duty Program.
 - Develop and implement safe work practices.
 - Develop strong specifications and Requests for Proposals for contracted services to ensure the best service at the best price.
 - Monitor vendors and contactors to ensure work is completed to specification.
- Work with Texas Municipal League (TML) to assess and manage risks

FUTURE BUDGET ISSUES

Increased insurance premiums for property coverage due to the increased frequency of strong storms in the North Texas Region.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Service

DIVISION

Risk Management

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Personnel Services	\$ -	\$ -	\$ 67,431	\$ 66,107	\$ 70,266
Supplies	-	-	500	450	500
Maintenance	-	-	-	61	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	5,900
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ 67,931	\$ 66,618	\$ 76,666

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Budget/Risk Manager	1.00	0.00	0.00	0.00	0.00
Risk Manager/Contract Specialist	0.00	1.00	1.00	1.00	1.00
TOTAL	1.00	1.00	1.00	1.00	1.00

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO PROPOSED 12/13

Risk Management (Newly created Division for FY12)	\$ 67,931
Previously reported in the Department of Administrative Services	-



City of Bedford
Personnel Cost Summary
FY 2012-2013

FUND: Water/Sewer Fund

DEPARTMENT: Support Services

DIVISION: Risk Management

Personnel Category	FY 09-10 Actual	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Projections	FY 12-13 Proposed
Salaries	\$ -	\$ -	\$ 54,760	\$ 54,760	\$ 57,498
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
Physicals	\$ -	\$ -	\$ -	\$ -	\$ -
Retirement Contributions	\$ -	\$ -	\$ 5,151	\$ 3,727	\$ 5,233
Insurance Benefits	\$ -	\$ -	\$ 4,688	\$ 4,508	\$ 3,480
Mandated Expenses	\$ -	\$ -	\$ 967	\$ 951	\$ 1,069
Longevity	\$ -	\$ -	\$ 545	\$ 545	\$ 665
Post-Employment Benefits	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Other	\$ -	\$ -	\$ 1,320	\$ 1,616	\$ 1,321
Total Personnel	\$ -	\$ -	\$ 67,431	\$ 66,107	\$ 70,266

*Mandated Expenses include Worker's Compensation, State Unemployment Insurance, and Social Security/Medicare.

*Other Expenses includes all additional compensation, such as allowances, incentive pay, and temporary assignment pay.



City of Bedford

Exception Report

As of

Jun-12

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8001	SALARIES	54,760	42,005	-	54,760	-	100%
8001	INCENTIVE PAY	900	415	-	900	-	100%
8001	CELL PHONE ALLOWANCE	420	598	-	716	(296)	171% Error in Payroll system led to multiple bookings of the same entry. Will be corrected before year's end.
8002	EXTRA HELP	-	-	-	-	-	0%
8003	LONGEVITY	545	803	-	545	-	100%
8004	OVERTIME	-	-	-	-	-	0%
8005	HOSPITALIZATION & LIFE IN	-	-	-	-	-	0%
8005	LIFE INSURANCE	158	73	-	112	46	71%
8005	DENTAL INSURANCE	336	145	-	224	112	67%
8005	HEALTH INSURANCE	3,924	1,006	-	3,924	-	100%
8005	EMPLOYEE CLINIC	150	138	-	150	-	100%
8006	PENSION	2,265	1,078	-	1,739	526	77%
8006	PENSION - TMRS	2,886	1,233	-	1,988	898	69%
8007	PHYSICALS	-	-	-	-	-	0%
8008	WORKER'S COMPENSATION INS	56	26	-	56	-	100%
8009	UNEMPLOYMENT INS.	90	261	-	261	(171)	290% 2.9% SUI is significantly higher than 0.8% PY
8010	FICA/MEDICARE	821	393	-	634	187	77%
8015	DISABILITY INSURANCE	120	60	-	96	24	80%
8026	BACKGROUND CHECK	-	-	-	-	-	0%
8030	RETIREE HEALTH SAVINGS	-	-	-	-	-	0%
8035	RETIREE HEALTH - GASB	-	-	-	-	-	0%
		67,431	48,232	-	66,107	1,324	98%
8101	OFFICE	500	145	-	450	50	90%
8103	WEARING APPAREL	-	-	-	-	-	0%
8105	FUEL AND OIL	-	-	-	-	-	0%
8106	MINOR APPARATUS	-	-	-	-	-	0%
8107	LAUND. & CLEAN.	-	-	-	-	-	0%
8108	CHEM.,MED.,SURG.	-	-	-	-	-	0%
8109	MECHANICAL	-	-	-	-	-	0%
8110	FURNITURE & FIXTURES	-	-	-	-	-	0%
8114	POSTAGE	-	-	-	-	-	0%
8115	CLEANING SUPPLIES	-	-	-	-	-	0%
8118	GIS-OPNS & SUPPLIES	-	-	-	-	-	0%
8125	BOOKS & A/V MEDIA	-	-	-	-	-	0%



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u> 500	<u>CURRENT YTD ACTUAL</u> 145	<u>LAST YEAR TOTAL ACTUAL</u> -	<u>FY12 PROJECTION</u> 450	<u>BUDGET VARIANCE</u> 50	
							90%
8202	MAINT - BUILDINGS	-	-	-	-	-	0%
8210	MAINT - EQUIPMENT	-	-	-	-	-	0%
8212	MAINT - MOTOR VEHICLES	-	-	-	-	-	0%
8217	TRUNK RADIOS	-	-	-	-	-	0%
8221	MAINT-HEATING & COOLING	-	-	-	-	-	0%
							0%
8301	COMMUNICATIONS	-	-	-	-	-	0%
8304	WIRELESS COMMUNICATIONS	-	-	-	-	-	0%
8307	CONTRACTUAL SERVICES	-	-	-	-	-	0%
8310	CONTRACT LABOR	-	15	-	15	(15)	0%
8311	SOFTWARE	-	-	-	-	-	0%
8319	ADVERTISING	-	-	-	-	-	0%
8320	TRAVEL EXPENSE	-	45	-	45	(45)	0%
8321	RENTALS	-	-	-	-	-	0%
8322	DUES	-	-	-	-	-	0%
8323	SCHOOLS	-	-	-	-	-	0%
8326	BUILDING SECURITY	-	-	-	-	-	0%
8327	ELECTRICITY	-	-	-	-	-	0%
8328	WATER	-	-	-	-	-	0%
8329	GAS	-	-	-	-	-	0%
8331	EMERGENCY SERVICES	-	-	-	-	-	0%
8341	SPECIAL EVENTS	-	-	-	-	-	0%
8345	PAGERS	-	-	-	-	-	0%
8355	LEGAL FILING FEES	-	-	-	-	-	0%
8360	COPY MACHINES	-	-	-	-	-	0%
			60	-	60	(60)	0%
8498	OPERATING TRANSFERS	-	-	-	-	-	0%
							0%
9108	FURN.,FIX.,FURNISH.	-	-	-	-	-	0%
9109	MACHINERY	-	-	-	-	-	0%
9110	INSTR. & APPARATUS	-	-	-	-	-	0%
9111	MOTOR VEHICLES	-	-	-	-	-	0%
							0%
RISK MANAGEMENT		67,931	48,438	-	66,618	1,313	98%



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Computer Replacement

PROGRAM DESCRIPTION

The Computer Replacement Fund was set up to provide for the replacement of computers as needed.

GOALS AND OBJECTIVES

FUTURE BUDGET ISSUES

The age of the City's computer fleet will cause more machines to fail and require increasing number of replacements in the next few years.



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Computer Replacement

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	141,690	-	-	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	25,614	-	24,000	59,292	42,500
TOTAL	\$ 25,614	\$ 141,690	\$ 24,000	\$ 59,292	\$ 42,500

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
TOTAL	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO PROPOSED 12/13

\$ -



City of Bedford
Line Item Detail
FY 2012-2013

<u>FUND</u>		<u>DEPARTMENT</u>		<u>DIVISION</u>	
Computer Replacement		Support Services		Information Services	
<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
73-65-45-8202	Machinery	\$ -	\$ -	\$ -	\$ 52,337
DESCRIPTION					BASE
Desktop Computers					\$ 33,500
Monitors					4,000
Printers					5,000
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ 42,500

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
		\$ -	\$ -	\$ 24,000	\$ -
DESCRIPTION					BASE
Intentionally left blank					\$ -
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ -

<u>ACCOUNT #</u>	<u>ACCOUNT NAME</u>	<u>ACTUAL 09/10</u>	<u>ACTUAL 10/11</u>	<u>CURRENT BUDGET 11/12</u>	<u>CURRENT YTD 06/30/2012</u>
		\$ -	\$ -	\$ -	\$ -
DESCRIPTION					BASE
Intentionally left blank					\$ -
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
					-
TOTAL					\$ -



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Facilities Maintenance

PROGRAM DESCRIPTION

The Facilities Maintenance Fund was established to have a pay-as-you-go maintenance fund.

GOALS AND OBJECTIVES

FUTURE BUDGET ISSUES



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Facilities Maintenance

EXPENDITURE SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	141,690	-	-	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	25,614	-	24,000	26,449	32,119
TOTAL	\$ 25,614	\$ 141,690	\$ 24,000	\$ 26,449	\$ 32,119

PERSONNEL SUMMARY

	ACTUAL 09/10	ACTUAL 10/11	BUDGET 11/12	PROJECTED 11/12	PROPOSED 12/13
TOTAL	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO PROPOSED 12/13

\$ -



City of Bedford

Exception Report

As of

Jun-12

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8202	MAINT - BUILDINGS	-	-	-	-	-	0%
8498	OPERATING TRANSFERS	-	-	-	-	-	0%
9101	BUILDINGS	16,519	7,693.00	-	16,519	-	100%
9104	IMPROVEMENTS O/T BUILDING	-	-	22,155.00	-	-	0%
9108	FURN.,FIX.,FURNISH.	-	-	18,680.64	9,930	(9,930)	0%
9109	MACHINERY	-	-	-	-	-	0%
9110	INSTR. & APPARATUS	-	-	3,003.86	-	-	0%
9123	LANDSCAPING	-	-	-	-	-	0%
	FACILITIES MAINTENANCE FUND	16,519	7,693	43,840	26,449	(9,930)	160%



**City of Bedford
Program Summary
FY 2012-2013**

DEPARTMENT

Support Services

DIVISION

Equipment Replacement

PROGRAM DESCRIPTION

The Equipment Maintenance Fund was established to provide funds to replace equipment as needed.

GOALS AND OBJECTIVES

FUTURE BUDGET ISSUES



City of Bedford
Program Summary
FY 2012-2013

DEPARTMENT

Support Services

DIVISION

Equipment Replacement

EXPENDITURE SUMMARY

	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>BUDGET</u> <u>11/12</u>	<u>PROJECTED</u> <u>11/12</u>	<u>PROPOSED</u> <u>12/13</u>
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	101,232	25,389	-	23,936	25,845
TOTAL	\$ 101,232	\$ 25,389	\$ -	\$ 23,936	\$ 25,845

PERSONNEL SUMMARY

	<u>ACTUAL</u> <u>09/10</u>	<u>ACTUAL</u> <u>10/11</u>	<u>BUDGET</u> <u>11/12</u>	<u>PROJECTED</u> <u>11/12</u>	<u>PROPOSED</u> <u>12/13</u>
TOTAL	0.00	0.00	0.00	0.00	0.00

SIGNIFICANT CHANGES FROM BUDGET 11/12 TO PROPOSED 12/13

\$ -



City of Bedford

Exception Report

As of **Jun-12**

<u>ACCT</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY12 PROJECTION</u>	<u>BUDGET VARIANCE</u>	
8498	OPERATING TRANSFERS	-	-	-	-	-	
9101	BUILDINGS	-	-	-	-	-	
9102	LAND ACQUISITION	-	-	-	-	-	
9103	SANITARY SEWERS	-	-	-	-	-	
9104	IMPROVEMENTS O/T BUILDING	-	-	-	-	-	
9108	FURN.,FIX.,FURNISH.	-	-	-	-	-	
9109	MACHINERY	-	-	-	-	-	
9110	INSTR. & APPARATUS	-	-	-	-	-	
9111	MOTOR VEHICLES	-	-	16,716.00	-	-	
9113	COLLECTION	-	-	-	-	-	
9115	WATERWORKS MAINS	-	-	-	-	-	
9116	METERS & SETTINGS	-	-	-	-	-	
9117	COMMUNICATION SYSTEMS	-	-	-	-	-	
<u>EQUIPMENT REPLACEMENT - ADMIN</u>		-	-	16,716	-	-	
9111	MOTOR VEHICLES	-	5,055.84	8,672.78	5,056	(5,056)	
<u>EQUIPMENT REPLACEMENT - POLICE</u>		-	5,056	8,673	5,056	(5,056)	
9111	MOTOR VEHICLES	-	-	-	-	-	
<u>EQUIPMENT REPLACEMENT - FIRE</u>		-	-	-	-	-	
9109	MACHINERY	-	-	-	-	-	
9111	MOTOR VEHICLES	-	-	-	-	-	
<u>EQUIPMENT REPLACEMENT - PARKS</u>		-	-	-	-	-	
<u>EQUIPMENT REPLACEMENT FUND</u>		-	5,056	25,389	5,056	(5,056)	