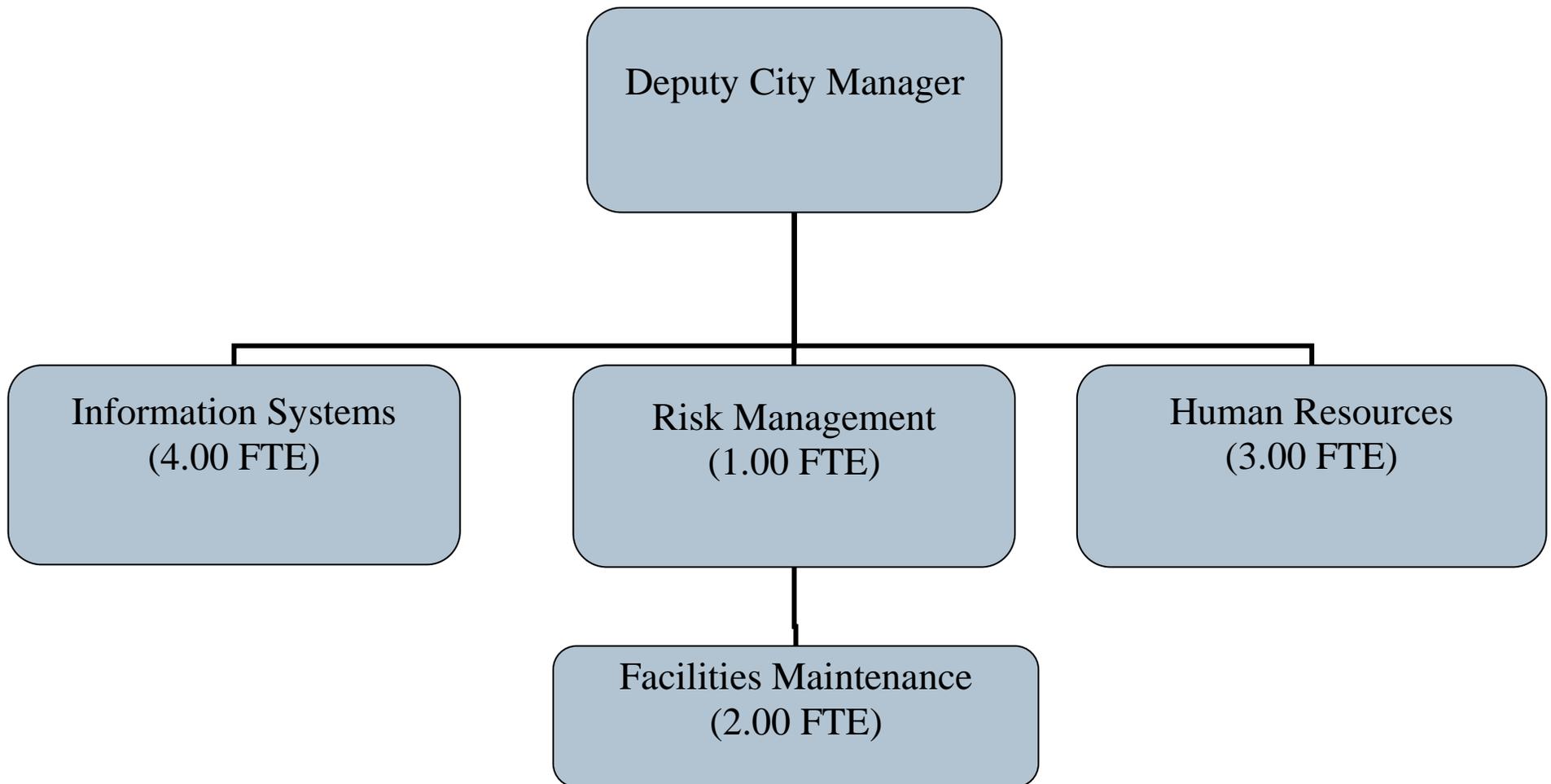




**City of Bedford
Support Services Organization Chart
FY 2013 – 2014**





City of Bedford
Program Summary
FY 2013-2014

Fund: General

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.

FY 2012-2013 HIGHLIGHTS

- Updated internet connectivity from 3 Mbps to 50 Mbps (Mbps = mega byte per second)

FY 2013-2014 GOALS & 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 through 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 CONSIDERATIONS

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. These servers will reach their five year service time and will be operating at maximum capacity.

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 2013-2014

Fund: General

Department: Support Services

Division: Information Services

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$360,780	\$355,221	\$365,082	\$362,328	\$360,784
Supplies	10,400	9,113	9,475	9,475	9,475
Maintenance	234,141	146,861	252,114	252,900	250,980
Contractual Services	32,839	35,638	37,500	37,990	37,500
Utilities					
Sundry					
Capital Outlay					
TOTAL:	\$638,160	\$546,833	\$664,171	\$662,693	\$658,739

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Deputy Director of Information Services	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

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 01-20-14

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
01-20-14-8001	SALARIES					
Salaries		288,382	236,865.54	281,829	283,374.60	282,601.36
	Account Total	288,382				
01-20-14-8001-00003	INCENTIVE PAY					
Incentive Pay		3,003	2,497.37	3,003	3,016.35	3,009.14
	Account Total	3,003				
01-20-14-8003	LONGEVITY					
Longevity		4,751	3,610.52	4,511	4,137.99	3,886.66
	Account Total	4,751				
01-20-14-8004	OVERTIME					
Overtime		3,000	3,034.26	3,000	1,709.43	3,523.66
	Account Total	3,000				
01-20-14-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		634	553.54	620	671.50	669.44
	Account Total	634				
01-20-14-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		1,835	1,353.39	1,656	1,343.65	1,562.04
	Account Total	1,835				
01-20-14-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		20,640	16,188.21	27,018	24,036.59	26,084.84
	Account Total	20,640				
01-20-14-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		960	937.95	1,500	1,504.05	1,057.00
	Account Total	960				
01-20-14-8006	PENSION					
ICMA - Employer Contribution		11,536	9,899.40	11,968	11,610.79	11,569.78
	Account Total	11,536				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-14**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
	01-20-14-8006-00001 PENSION - TMRS					
	TMRS - Employer Contribution	15,408	11,987.53	14,348	14,776.38	19,445.12
	Account Total	15,408				
	01-20-14-8008 WORKER'S COMPENSATION INS					
	Workers Compensation	408	182.15	222	274.52	378.22
	Account Total	408				
	01-20-14-8009 UNEMPLOYMENT INS.					
	State Unemployment Insurance	648	36.00	648	1,044.00	288.00
	Account Total	648				
	01-20-14-8010 FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	4,296	3,533.98	4,341	4,092.23	4,076.33
	Account Total	4,296				
	01-20-14-8015 DISABILITY INSURANCE					
	Disability Insurance	533	430.85	600	628.64	628.60
	Account Total	533				
	01-20-14-8030 RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	4,750	3,000.00	3,000	3,000.00	2,000.00
	Account Total	4,750				
	Classification Total	360,784				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-14**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
	01-20-14-8101 OFFICE					
	Printer cartridges for all City networked printers	9,025	7,323.24	9,025	8,582.47	10,075.85
	Account Total	9,025				
	01-20-14-8105 FUEL AND OIL					
	Fuel Costs	450	290.78	450	430.64	324.20
	One Car, One Truck					
	Account Total	450				
	Classification Total	9,475				

**City of Bedford
Departmental Budget Entry
Fiscal Year 2014
Department 01-20-14**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7400	Maintenance					

City of Bedford
Departmental Budget Entry
Fiscal Year 2014
Department 01-20-14

	Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7400 Maintenance					
01-20-14-8203 MAINT - HARDWARE/SOFT					
Animal Control Software	1,050	231,923.80	252,114	146,500.53	234,101.61
Police					
Batteries - Public Safety laptops	2,280				
Class: Boys Ranch Recreational Software	2,900				
Communication equipment maintenance	10,000				
City-wide					
Computerized Fleet Analysis: Garage	1,200				
Public Works					
Cornerstone: virus protection AS400	1,820				
City-wide					
ESRI - GIS software provider	8,220				
Firehouse - Fire Department Software	6,000				
Government Capital Corporation (lease)	64,700				
Police; Software Maintenance					
IBM i520 Servers	8,390				
Police, Finance; Software Maintenance					
IBM Maintenance Hardware	10,000				
City-wide					
Innovative Interfaces	38,120				
Library; Software Maintenance					
Integrated Innovations	30,000				
Finance, Inspections, Code Enforcement; Software Maintenance					
McAfee: PC virus protection	1,400				
City-wide					
Network server maintenance	10,000				
City-wide					
New World:SSMA - software maintenance	41,500				
Police; Software Maintenance					

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-14**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7400	Maintenance					
	01-20-14-8203 MAINT - HARDWARE/SOFT					
	PC and Printer maintenance	10,000	231,923.80	252,114	146,500.53	234,101.61
	City-wide					
	Unitrends: backup system	3,400				
	Police Records & City-wide					
	Account Total	250,980				
	Classification Total	250,980				
7500	Contractual Services					
	01-20-14-8304 WIRELESS COMMUNICATIONS					
	Cell phone	3,900	16,426.48	28,000	29,780.10	28,073.91
	Deputy Director & IT Specialist (3)					
	Wireless Service - Public Safety (39)	24,100				
	Account Total	28,000				
	01-20-14-8311 SOFTWARE LICENSE					
	Microsoft License for evaluation Software	4,500	3,737.19	9,500	5,858.16	4,765.28
	Software	5,000				
	General Purpose, Department Dependent					
	Account Total	9,500				
	Classification Total	37,500				
	Report Total	658,739				



City of Bedford
Program Summary
FY 2013-2014

Fund: General

Department: Support Services

Division: Human Resources

PROGRAM DESCRIPTION

With a commitment to accuracy of information, customer service and timely responses, the Human Resources Division provides programs and services reflective of the organization's vision and values and the City Council's goals and expectations. HR strives, with PRIDE, to ensure that employee benefits, personnel policies and procedures, and programs attract and retain a qualified workforce to serve the Bedford community.

FY 2012-2013 HIGHLIGHTS

- Developed and Launched Emerging Leaders Program
- Branded and Rolled out Vision and Values Statement for Employees
- Successfully negotiated contracts and/or contract renewal for insurance and employee health and wellness clinic.

FY 2013-2014 GOALS & OBJECTIVES

- Increased focus on employee training and development to maximize employee commitment to, knowledge of and efficiency within the organization and to prepare for future vacancies in the workforce.
- Ensure that all federal and state laws and regulations along with the City's personnel policies are equally, fairly & accurately applied to all employees.
- To provide timely and accurate service to all internal and external customers
- Continue to align employee programs and departmental services with PRIDE

FUTURE BUDGET CONSIDERATIONS

- Although this law is ever changing, the Patient Protection and Affordable Care Act (PPACA) will change the way businesses (across all sectors) will fund and administer employee benefits.
- Antiquated (18 years old) payroll and Human Resources Information System (HRIS) will need to be updated.
- Hiring a Recruiting/Volunteer Coordinator to coordinate the increased usage of volunteers across the City and the shift in government focus to hiring practices.



City of Bedford
Program Summary
FY 2013-2014

Fund: General

Department: Support Services

Division: Human Resources

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$233,525	\$231,746	\$239,699	\$246,714	\$248,131
Supplies	10,534	6,483	17,910	24,240	17,610
Maintenance					
Contractual Services	41,190	39,918	42,870	41,467	43,123
Utilities					
Sundry					
Capital Outlay					
TOTAL:	\$285,249	\$278,147	\$300,479	\$312,421	\$308,864

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Director of Human Resources	1.00	1.00	1.00	1.00	1.00
Human Resources Coordinator	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
*TOTAL:	3.00	3.00	3.00	3.00	3.00

SIGNIFICANT CHANGES

City of Bedford
Travel & Training Request Form
FY 2013-2014

Fund: General
 Department: Support Services
 Division: Human Resources

Name of Event or School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Texas Municipal Human Resources Mid Year Conference	Galveston, TX	1	Yes	\$400	\$150	\$500	\$1,050	\$200	\$1,250
TOTAL:				\$400	\$150	\$500	\$1,050	\$200	\$1,250

The total for the columns for the Hotel, Meals, and Travel (Account #8320) and Registration (Account #8323) should equal the amounts shown on the line item detail for those accounts.

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

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 01-20-22

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
01-20-22-8001	SALARIES					
Salaries		195,551	160,518.59	188,778	189,995.94	189,296.28
	Account Total	195,551				
01-20-22-8001-00007	CELL PHONE ALLOWANCE					
Cell Phone Allowance		421	349.75	421	409.77	0.00
	Account Total	421				
01-20-22-8003	LONGEVITY					
Longevity		3,420	2,537.44	3,240	2,895.10	2,708.88
	Account Total	3,420				
01-20-22-8004	OVERTIME					
Overtime		1,000	258.85	1,000	199.07	301.23
	Account Total	1,000				
01-20-22-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		402	370.86	392	472.18	470.44
	Account Total	402				
01-20-22-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		1,493	1,094.50	1,255	1,258.70	1,228.12
	Account Total	1,493				
01-20-22-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		16,751	13,063.22	13,179	12,055.81	12,589.97
	Account Total	16,751				
01-20-22-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		840	902.43	900	906.82	905.00
	Account Total	840				
01-20-22-8006	PENSION					
ICMA - Employer Contribution		7,823	6,656.00	7,934	7,708.18	7,672.99
	Account Total	7,823				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-22**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
01-20-22-8006-00001	PENSION - TMRS					
	TMRS - Employer Contribution	10,375	7,988.85	9,511	9,780.72	12,786.41
	Account Total	10,375				
01-20-22-8008	WORKER'S COMPENSATION INS					
	Workers Compensation	276	121.45	148	181.04	248.19
	Account Total	276				
01-20-22-8009	UNEMPLOYMENT INS.					
	State Unemployment Insurance	486	27.00	486	783.00	216.00
	Account Total	486				
01-20-22-8010	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	2,893	2,293.96	2,878	2,681.31	2,683.97
	Account Total	2,893				
01-20-22-8015	DISABILITY INSURANCE					
	Disability Insurance	359	289.41	398	418.33	417.26
	Account Total	359				
01-20-22-8030	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	4,250	0.00	2,500	2,000.00	2,000.00
	Account Total	4,250				
01-20-22-8035	RETIREE HEALTH - GASB					
	Retiree Health Insurance	1,791	2,500.00	1,791	0.00	0.00
	Account Total	1,791				
	Classification Total	248,131				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-22**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
01-20-22-8101	OFFICE					
Office Supplies		810	596.93	810	719.10	896.58
	Account Total	810				
01-20-22-8114	POSTAGE					
Postage		900	287.62	900	750.89	624.57
	Account Total	900				
01-20-22-8135	PROMOTIONAL & EDUCATIONAL					
Bedford Employee Commitment Award (BECA)		1,900	8,429.62	2,660	10,046.04	8,786.26
Benefits Fair		760				
	Account Total	2,660				
01-20-22-8140	PUBLICATIONS & PROGRAMMIN					
Texas Municipal Salaries and Benefits on the web		240	414.08	240	0.00	408.96
One year subscription						
	Account Total	240				
01-20-22-8195	TRAINING					
City Wide Training		4,000	20,255.56	13,300	3,940.05	6,605.06
PRIDE						
Emerging Leaders Program		9,000				
	Account Total	13,000				
	Classification Total	17,610				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-22**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	01-20-22-8310 CONTRACT LABOR					
	Affirmative Action Plan	2,535	26,522.48	36,700	35,150.11	35,075.90
	Benefits Seminars Plus	24,000				
	CDL Compliance Program	1,348				
	Employee Assistance Program (EAP)	8,665				
	Account Total	36,548				
	01-20-22-8320 TRAVEL EXPENSE					
	See Travel & Training Request Form	1,250	578.88	750	954.10	850.58
	Account Total	1,250				
	01-20-22-8322 DUES					
	Society of Human Resources Management (SHRM)	180	175.00	355	255.00	255.00
	Annual membership fees for one					
	Texas Municipal Human Resources Association (TMHRA)	75				
	Annual membership fees for one					
	Account Total	255				
	01-20-22-8323 SCHOOLS					
	See Travel & Training Request Form	200	200.00	195	175.00	50.00
	Account Total	200				
	01-20-22-8336 TUITION REIMBURSEMENT					
	Employee Tuition Reimbursement Program	2,770	1,961.56	2,770	1,391.99	2,500.00
	Account Total	2,770				
	01-20-22-8360 COPY MACHINES					
	Copy Machine Lease	2,100	1,659.47	2,100	1,928.45	1,917.13
	Account Total	2,100				
	Classification Total	43,123				
	Report Total	308,864				



City of Bedford
Program Summary
FY 2013-2014

Fund: General

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.

FY 2012-2013 HIGHLIGHTS

- Implemented card access system at Central Fire Station.
- Replaced the aging roof and siding at the Bedford Boys Ranch.
- Implemented a work order system to better track and maintain building infrastructure at no initial cost to the City.
- Completed renovations at 1725 Bedford Road, "Grey House," and relocated the Old Bedford School staff to said facility.

FY 2013-2014 GOALS & 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 by responding to all service request in a timely, efficient, and professional manner.

FUTURE BUDGET CONSIDERATIONS

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.



City of Bedford
Program Summary
FY 2013-2014

Fund: General

Department: Support Services

Division: Facilities Maintenance

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services	\$159,028	\$117,109	\$95,754	\$95,787	\$96,718
Supplies	33,595	35,465	40,360	39,860	40,360
Maintenance	190,581	134,148	230,990	202,943	231,050
Contractual Services	138,442	151,475	184,945	184,745	189,555
Utilities			29,100	25,280	29,100
Sundry					
Capital Outlay	29,488				
TOTAL:	\$551,134	\$438,197	\$581,149	\$548,615	\$586,783

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Facility Maintenance Manager	1.00	1.00	0.00	0.00	0.00
Crew Leader - Facilities Maintenance	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Tech II	1.00	1.00	1.00	1.00	1.00
*TOTAL:	3.00	3.00	2.00	2.00	2.00

SIGNIFICANT CHANGES

City of Bedford
Travel & Training Request Form
FY 2013-2014

Fund: General
 Department: Support Services
 Division: Facilities Maintenance

Name of Event or School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
HVAC Automation Training	Dallas, TX	1	No	\$0	\$0	\$0	\$0	\$1,995	\$1,995
Building Maintenance Training	Local	2	No	\$0	\$0	\$0	\$0	\$700	\$700
TOTAL:				\$0	\$0	\$0	\$0	\$2,695	\$2,695

The total for the columns for the Hotel, Meals, and Travel (Account #8320) and Registration (Account #8323) should equal the amounts shown on the line item detail for those accounts.

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

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 01-20-39

			Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services						
01-20-39-8001	SALARIES						
Salaries			73,979	60,971.95	72,728	95,711.34	0.00
	Account Total		73,979				
01-20-39-8003	LONGEVITY						
Longevity			1,209	852.18	1,089	959.54	0.00
	Account Total		1,209				
01-20-39-8004	OVERTIME						
Overtime			2,000	873.73	0	129.99	0.00
	Account Total		2,000				
01-20-39-8005-00005	LIFE INSURANCE						
Life Insurance - Employer Contribution			179	142.80	176	225.32	0.00
	Account Total		179				
01-20-39-8005-00010	DENTAL INSURANCE						
Dental Insurance - Employer Contribution			684	517.79	634	745.11	0.00
	Account Total		684				
01-20-39-8005-00015	HEALTH INSURANCE						
Health Insurance - Employer Contribution			7,775	6,091.25	7,443	6,670.95	0.00
	Account Total		7,775				
01-20-39-8005-00025	EMPLOYEE CLINIC						
Kaner Clinic			312	324.11	396	397.89	0.00
	Account Total		312				
01-20-39-8006	PENSION						
ICMA - Employer Contribution			2,960	2,555.55	2,978	3,870.69	0.00
	Account Total		2,960				
01-20-39-8006-00001	PENSION - TMRS						
TMRS - Employer Contribution			3,913	3,095.63	3,569	5,290.78	0.00
	Account Total		3,913				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-39**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
01-20-39-8008	WORKER'S COMPENSATION INS					
	Workers Compensation	1,155	527.67	634	1,022.77	0.00
	Account Total	1,155				
01-20-39-8009	UNEMPLOYMENT INS.					
	State Unemployment Insurance	324	18.00	324	522.00	0.00
	Account Total	324				
01-20-39-8010	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	1,092	911.24	1,111	1,379.17	0.00
	Account Total	1,092				
01-20-39-8015	DISABILITY INSURANCE					
	Disability Insurance	136	109.67	154	183.24	0.00
	Account Total	136				
01-20-39-8030	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	1,000	0.00	0	0.00	0.00
	Account Total	1,000				
	Classification Total	96,718				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-39**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7300	Supplies					
	01-20-39-8101					
	OFFICE					
	Office Supplies	660	288.73	660	568.26	0.00
		Account Total	660			
	01-20-39-8103					
	WEARING APPAREL					
	Uniforms	800	550.91	800	455.79	0.00
	Facilities Maintenance Crew Leader & Facilities Maintenance Technician II					
		Account Total	800			
	01-20-39-8105					
	FUEL AND OIL					
	Fuel costs	4,500	2,870.52	4,500	4,164.39	0.00
	Two Facility Maintenance Trucks & Seven generators					
		Account Total	4,500			
	01-20-39-8106					
	MINOR APPARATUS					
	Purchase and/or replace drill bits, hand tools, tool boxes, power tools	1,000	504.85	1,000	957.85	0.00
		Account Total	1,000			
	01-20-39-8115					
	CLEANING SUPPLIES					
	Chemicals	7,000	19,817.99	33,400	29,318.38	0.00
	Cleaning Supplies	26,400				
	14 Facilities					
		Account Total	33,400			
		Classification Total	40,360			

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-39**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7400	Maintenance					
	01-20-39-8202					
	MAINT - BUILDINGS					
	Alarm System Maintenance	8,000	72,845.35	178,000	85,026.49	0.00
	18 Facilities					
	Appliance Repairs	1,500				
	18 Facilities					
	Door Repairs	4,000				
	18 Facilities					
	Electrical	12,000				
	18 Facilities					
	General Maintenance	133,000				
	18 Facilities					
	Generator Repairs	4,500				
	18 Facilities					
	Plumbing	15,000				
	18 Facilities					
	Account Total	178,000				
	01-20-39-8212					
	MAINT - MOTOR VEHICLES					
	Vehicle Maintenance costs	550	565.62	490	590.55	0.00
	Two Facility Maintenance Trucks					
	Account Total	550				
	01-20-39-8221					
	MAINT-HEATING & COOLING					
	HVAC repairs	52,500	36,046.94	52,500	48,531.13	0.00
	18 Facilities					
	Account Total	52,500				
	Classification Total	231,050				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-39**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	01-20-39-8304 WIRELESS COMMUNICATIONS					
	Cell Phone	720	627.51	720	565.37	0.00
	Facility Maintenance Crew Leader & Maintenance II					
	Account Total	720				
	01-20-39-8310 CONTRACT LABOR					
	Almighty Cleaning	32,680	106,647.11	181,530	150,876.65	0.00
	New Library					
	Aramark	3,000				
	Entryway mats & shop rags					
	Cummins	7,860				
	Generator					
	FacilityDude MaintenanceEdge	2,750				
	Annual License Renewal					
	Member's Building Maintenance	39,600				
	Mid-Cities Pest Control	11,000				
	Otis Elevator Company	7,080				
	Overhead Door	3,170				
	Siemens	61,600				
	HVAC Maintenance					
	Simplex Grinnell	17,400				
	Fire & Burglar Alarms					
	Account Total	186,140				
	01-20-39-8323 SCHOOLS					
	See Travel and Training	2,695	1,795.00	2,695	33.00	0.00
	Account Total	2,695				
	Classification Total	189,555				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 01-20-39**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7550	UTILITIES					
	01-20-39-8327					
	Electricity	24,500	17,631.35	24,500	0.00	0.00
	Old Library					
		Account Total				
		24,500				
	01-20-39-8328					
	Water	4,600	3,622.08	4,600	0.00	0.00
	Old Library					
		Account Total				
		4,600				
		Classification Total				
		29,100				
		Report Total				
		586,783				



City of Bedford
Program Summary
FY 2013-2014

Fund: Water & Sewer

Department: Support Services

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 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. This division also works with the 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.

FY 2012-2013 HIGHLIGHTS

Costs for Property and General Liability coverage continues to decrease from year to year.

FY 2013-2014 GOALS & 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.
- Work with Texas Municipal League (TML) to assess and manage risks.
- Revise and update the City's Safety Manual.
- Develop strong specifications and Requests for Proposals for contracted services to ensure the best service at the best price.
- Monitor vendors and contractors to ensure work is completed to specification.

FUTURE BUDGET CONSIDERATIONS

- Increased insurance premiums for property coverage due to increase frequency of strong storms in the North Texas Region.
- Increase in Workers' Comp premiums due to an increase in number/severity of injuries.



City of Bedford
Program Summary
FY 2013-2014

Fund: Water & Sewer

Department: Support Services

Division: Risk Management

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services		\$67,235	\$72,008	\$72,845	\$72,767
Supplies		338	500	500	1,000
Maintenance					
Contractual Services		60		62	1,300
Utilities			5,900	5,790	5,900
Sundry					
Capital Outlay					
TOTAL:		\$67,633	\$78,408	\$79,197	\$80,967

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Risk/Contractual Services Manager	1.00	1.00	1.00	1.00	1.00
*TOTAL:	1.00	1.00	1.00	1.00	1.00

SIGNIFICANT CHANGES

City of Bedford Departmental Budget Entry Fiscal Year 2014 Department 03-20-02

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services					
03-20-02-8001	SALARIES					
Salaries		58,936	48,359.85	57,498	58,274.58	0.00
	Account Total	58,936				
03-20-02-8001-00003	INCENTIVE PAY					
Incentive Pay		901	749.28	901	670.14	0.00
	Account Total	901				
03-20-02-8003	LONGEVITY					
Longevity		725	534.02	665	972.92	0.00
	Account Total	725				
03-20-02-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		142	112.95	138	114.25	0.00
	Account Total	142				
03-20-02-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		342	258.89	317	228.77	0.00
	Account Total	342				
03-20-02-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		3,738	1,811.34	2,448	1,587.31	0.00
	Account Total	3,738				
03-20-02-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		240	245.54	300	216.96	0.00
	Account Total	240				
03-20-02-8006	PENSION					
ICMA - Employer Contribution		2,358	2,027.73	2,443	1,739.05	0.00
	Account Total	2,358				
03-20-02-8006-00001	PENSION - TMRS					
TMRS - Employer Contribution		3,151	2,455.48	2,928	1,988.16	0.00
	Account Total	3,151				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-20-02**

			Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7200	Personnel Services						
	03-20-02-8008	WORKER'S COMPENSATION INS					
	Workers Compensation		84	37.47	46	41.64	0.00
		Account Total	84				
	03-20-02-8009	UNEMPLOYMENT INS.					
	State Unemployment Insurance		162	9.00	162	261.00	0.00
		Account Total	162				
	03-20-02-8010	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution		879	739.45	886	634.15	0.00
		Account Total	879				
	03-20-02-8015	DISABILITY INSURANCE					
	Disability Insurance		109	88.57	123	96.07	0.00
		Account Total	109				
	03-20-02-8030	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution		1,000	1,000.00	1,000	0.00	0.00
		Account Total	1,000				
		Classification Total	72,767				
7300	Supplies						
	03-20-02-8101	OFFICE					
	Office Supplies		500	247.21	500	337.90	0.00
		Account Total	500				
	03-20-02-8106	MINOR APPARATUS					
	iPad 3		500	0.00	0	0.00	0.00
	iPad 3						
		Account Total	500				
		Classification Total	1,000				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2014
 Department 03-20-02**

		Current Budget 2014	Current Actual 2013	Current Budget 2013	Last Yr Actual 2012	2 Yr Ago Actual 2011
7500	Contractual Services					
	03-20-02-8304					
	WIRELESS COMMUNICATIONS					
	Data plan for iPad	470	187.59	0	0.00	0.00
	Wireless Plan	830				
	Cell phone and data plan for Risk/Contractual Services Manager					
	Account Total	1,300				
	Classification Total	1,300				
7550	UTILITIES					
	03-20-02-8327					
	ELECTRICITY					
	Electricity	4,400	2,897.01	4,400	0.00	0.00
	Facility Maintenance Building					
	Account Total	4,400				
	03-20-02-8329					
	GAS					
	Natural Gas	1,500	1,088.15	1,500	0.00	0.00
	Facility Maintenance Building					
	Account Total	1,500				
	Classification Total	5,900				
	Report Total	80,967				



City of Bedford
Program Summary
FY 2013-2014

Fund: Facility Maintenance

Department: Support Services

Division: Administration

PROGRAM DESCRIPTION

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

FY 2012-2013 HIGHLIGHTS

FY 2013-2014 GOALS & OBJECTIVES

FUTURE BUDGET CONSIDERATIONS



City of Bedford
Program Summary
FY 2013-2014

Fund: Facility Maintenance

Department: Support Services

Division: Administration

EXPENDITURE SUMMARY

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
Personnel Services					
Supplies					
Maintenance	141,690			9,099	
Contractual Services					
Utilities					
Sundry					
Capital Outlay		29,569	32,119	30,720	
TOTAL:	\$141,690	\$29,569	\$32,119	\$39,819	

PERSONNEL SUMMARY

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

	ACTUAL 10/11	ACTUAL 11/12	BUDGET 12/13	PROJECTED 12/13	BUDGET 13/14
No personnel					

*TOTAL:

SIGNIFICANT CHANGES

<u>ACC/BAC/CLA</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY 13 PROJECTION</u>	<u>FY 14 CM PROPOSED</u>	<u>VARIANCE (\$UNDER)/\$OVER</u>		
	PERSONNEL	365,082	285,198	355,221	362,328	360,784	(2,754)	99%	
	SUPPLIES	9,475	7,614	9,113	9,475	9,475	-	100%	
	MAINTENANCE	252,114	231,291	146,861	252,900	250,980	786	100%	
	CONTRACTUAL SERVICES	37,500	20,654	35,638	37,990	37,500	490	101%	
	TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	<u>INFORMATION SERVICES</u>	664,171	544,757	546,834	662,692	658,739	(1,479)	100%	
	PERSONNEL	239,699	193,518	231,746	246,714	248,131	7,015	103%	Employee insurance election changes and salary increase for Administrative Coordinator for additional duties.
	SUPPLIES	17,910	23,126	6,483	24,240	17,610	6,330	135%	Authorized additional expenses for PRIDE program.
	MAINTENANCE	-	-	-	-	-	-	0%	
	CONTRACTUAL SERVICES	42,870	30,652	39,918	41,467	43,123	(1,403)	97%	
	TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	<u>HUMAN RESOURCES</u>	300,479	247,296	278,146	312,421	308,864	11,942	104%	Overage for above reasons.
	PERSONNEL	482,039	368,058	466,492	349,776	-	(132,263)	73%	
	SUPPLIES	18,070	16,229	16,728	14,495	-	(3,575)	80%	
	MAINTENANCE	2,175	1,832	2,842	1,188	-	(987)	55%	
	CONTRACTUAL SERVICES	112,490	75,606	79,069	73,768	-	(38,722)	66%	
	TRANSFERS OUT/DEBT SERVICE	86,000	601	-	86,000	-	-	100%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	<u>CODE ENFORCEMENT/INSPECTIONS</u>	700,774	462,325	565,131	525,227	-	(175,547)	75%	
	PERSONNEL	95,754	75,782	117,109	95,787	96,718	33	100%	
	SUPPLIES	40,360	23,918	35,465	39,860	40,360	(500)	99%	
	MAINTENANCE	230,990	109,458	134,148	202,943	231,050	(28,047)	88%	
	CONTRACTUAL SERVICES	184,945	109,070	151,475	184,745	189,555	(200)	100%	
	UTILITIES	29,100	21,253	-	25,280	29,100	(3,820)	87%	
	CONTRACTUAL SERVICES	-	-	-	-	-	-	0%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	<u>FACILITIES MAINTENANCE</u>	581,149	339,481	438,197	548,615	586,783	(32,534)	94%	
	<u>SUPPORT SERVICES</u>	2,246,573	1,593,858	1,828,308	2,048,956	1,554,386	(197,617)	91%	

<u>ACC/BAC CL#</u>	<u>DESCRIPTION</u>	<u>CURRENT BUDGET</u>	<u>CURRENT YTD ACTUAL</u>	<u>LAST YEAR TOTAL ACTUAL</u>	<u>FY 13 PROJECTION</u>	<u>FY 14 CM PROPOSED</u>	<u>VARIANCE (\$UNDER/\$OVER)</u>		
	<u>INACTIVE DIVISION</u>	-	-	-	-	-	-		
	PERSONNEL	72,008	57,480	67,235	72,845	72,767	837	101%	
	SUPPLIES	500	247	338	500	1,000	-	100%	
	MAINTENANCE	-	-	-	-	-	-	0%	
	CONTRACTUAL SERVICES	-	268	60	62	1,300	62	0%	
	UTILITIES	5,900	3,985	-	5,790	5,900	(110)	98%	
	CONTRACTUAL SERVICES	-	-	-	-	-	-	0%	
	TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%	
	CAPITAL OUTLAY	-	-	-	-	-	-	0%	
	<u>RISK MANAGEMENT</u>	78,408	61,980	67,633	79,198	80,967	790	101%	
	<u>SUPPORT SERVICES</u>	78,408	61,980	67,633	79,198	80,967	790	101%	