

SUPPORT SERVICES

TOTAL EXPENDITURES

\$1,869,363

DIVISION/FUND	ACTUAL 12-13	BUDGET 13-14	BASE 14-15	REQUESTS 14-15	BUDGET 14-15
Information Services	660,611	394,314	696,126	4,000	700,126
Human Resources	319,770	321,364	326,314	6,800	333,114
Code Enforcement/Inspections	462,772	-	-	-	-
Facilities Maintenance	472,389	589,903	575,610	-	575,610
Risk Management	78,263	90,272	93,873	46,630	140,503
Computer Replacement Fund	51,868	-	-	63,300	63,300
Facility Maintenance Fund	74,278	109,950	-	56,710	56,710
TOTAL	\$2,119,951	\$1,505,803	\$1,691,923	\$ 177,440	\$1,869,363

Future Budget Considerations

Information Services - 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. The City Hall and Public Services servers' hardware and software will reach their five year service time and will be operating at maximum capacity. The IBM message switch computer, for Public Safety software, is fourteen years old.

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, which will result in the need for additional financial resources to meet these obligations.

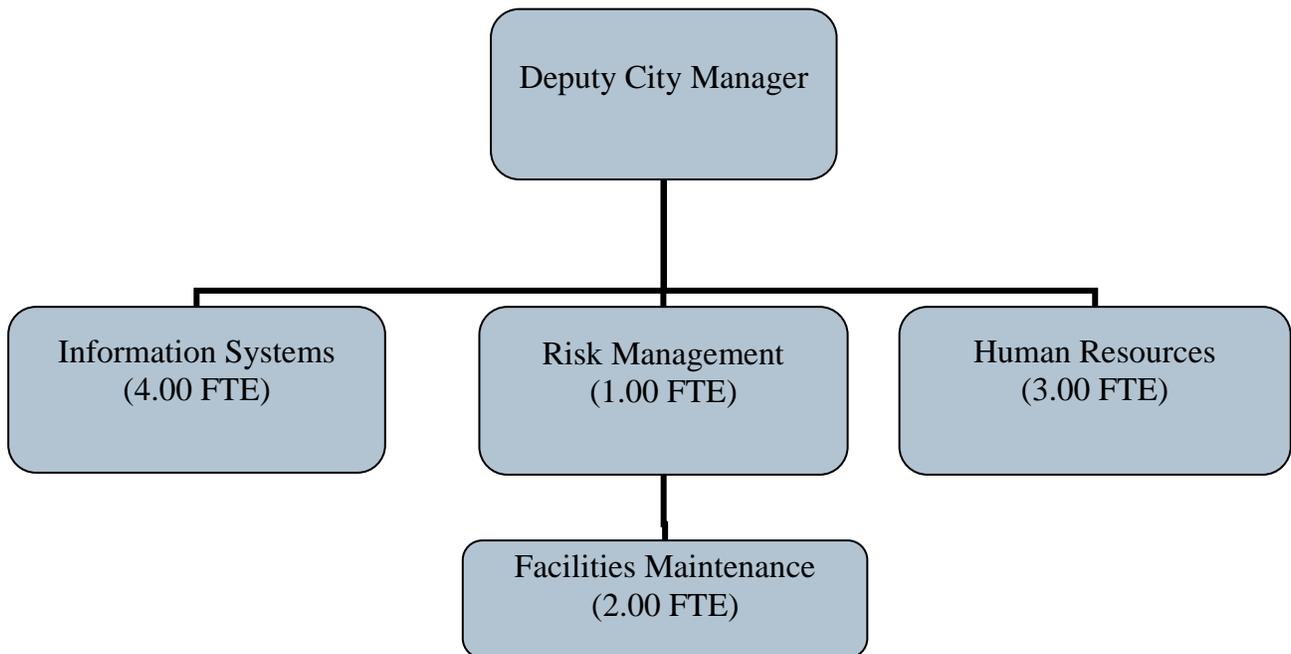
Human Resources - The healthcare laws focused around the Patient Protection and Affordable Care Act (PPACA) will change and challenge the way businesses, across all sectors, plan for and administer employee benefits.

Policies pertaining to diversity and inclusion will continue to be scrutinized by governmental bodies when agencies apply for grants or enter into contractual agreements with a government entity. Therefore, employee training and development will become a primary focus to ensure the City meets these requirements.

As the workforce continues to age, succession planning and employee training and development will be important to guide and develop the next generation of leaders and the next generation of the workforce.



**City of Bedford
Support Services Organization Chart
FY 2014 – 2015**





City of Bedford
Program Summary
FY 2014-2015

Fund: General

Department: Support Services

Division: Information Services

PROGRAM DESCRIPTION

The Information Services Division serves other City departments through a series of services that includes integrating computer systems, coordinating, negotiating and managing information technology related contracts, and technology assistance and support. The Division creates the technological environment that enables City employees to quickly access vital information using the most efficient and cost effective system hardware and software. The Information Services Division assists City departments in responding to the needs of the citizens by enabling City employees to quickly access vital information. Staff is dedicated to providing quality service through teamwork, partnerships, and developing team and individual strengths.

FY 2013-2014 HIGHLIGHTS

- * Replaced 142 staff desktop computers.
- * Replaced 39 Public Safety laptops for field use.
- * Install and configure New World servers for new Finance software.
- * Performed software operating system update for Library book sorter.
- * Performed software operating system update for Library public computers.

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

Be responsive to the needs of the community.

- * Continue to align departmental services with PRIDE core values.
- * Increase public access to information and City services through the Internet.

Demonstrate excellent customer service in an efficient manner.

- * Provide quality, cost effective telecommunication services to all City departments.
- * Provide and maintain a secure, reliable, and effective Information Technology Infrastructure.



Fund: General

Department: Support Services

Division: Information Services

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$355,221	\$359,952	\$367,769	\$366,901	\$375,055
Supplies	9,113	10,043	9,475	9,706	9,480
Maintenance	146,861	258,269	260,980	274,196	260,101
Contractual Services	35,638	32,347	56,090	51,640	51,490
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$546,834	\$660,611	\$694,314	\$702,443	\$696,126

PERSONNEL SUMMARY

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

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



Fund: General
Department: Support Services
Division: Information Services

PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
INPUTS			
# of Network Servers	N/A	N/A	7
# of PCs	N/A	N/A	482
# of IP Office (Telephone Computers)	N/A	N/A	10
# of Hand Sets	N/A	N/A	600
# of Network Printers	N/A	N/A	58
# of Items Purchased to Replace Failed or Damaged Hardware	N/A	N/A	200
OUTPUTS			
# of Critical Requests	N/A	N/A	12
# of Non-Critical Requests	N/A	N/A	1300
# of Replaced Items	N/A	N/A	150
# of Service Requests	N/A	N/A	1300
EFFICIENCY			
% Critical Calls Cleared in 4 Hours.	N/A	N/A	99%
% Non-Critical Calls Cleared in 24 Hours	N/A	N/A	99%
Division Budget as a % of the General Fund	2.43%	2.40%	2.39%
EFFECTIVENESS			
% of Network Uptime	100%	100%	100%
% of Telephone Uptime	100%	100%	100%
OUTCOMES			
% of Viruses Blocked at the Workstation	N/A	N/A	99%
% of Viruses Blocked at the Firewall	N/A	N/A	99%
% of Successful Backup/Restore Requests	N/A	N/A	99%

City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-20-14

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7200	Personnel Services					
01-20-14-8001	SALARIES					
Salaries		296,765	244,096.35	288,382	285,985.07	283,374.60
	Account Total	296,765				
01-20-14-8001-00003	INCENTIVE PAY					
Incentive Pay		3,003	2,489.13	3,003	3,008.38	3,016.35
	Account Total	3,003				
01-20-14-8001-00099	COLA INCREASE BUDGET					
TMRS COLA Increase		4,705	0.00	0	4,000.00	0.00
	Account Total	4,705				
01-20-14-8003	LONGEVITY					
Longevity		4,991	3,798.05	4,751	4,367.73	4,137.99
	Account Total	4,991				
01-20-14-8004	OVERTIME					
Overtime		3,000	2,700.63	3,000	4,841.72	1,709.43
	Account Total	3,000				
01-20-14-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		646	549.82	634	678.34	671.50
	Account Total	646				
01-20-14-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		1,956	1,495.45	1,835	1,661.74	1,343.65
	Account Total	1,956				
01-20-14-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		23,735	16,831.62	20,640	19,847.19	24,036.59
	Account Total	23,735				
01-20-14-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		960	753.50	960	1,145.45	1,504.05
	Account Total	960				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2015
 Department 01-20-14**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7200	Personnel Services					
01-20-14-8006-00001	PENSION - TMRS					
	TMRS - Employer Contribution	23,271	13,175.57	15,408	14,497.73	14,776.38
	Account Total	23,271				
01-20-14-8008	WORKER'S COMPENSATION INS					
	Workers Compensation	483	283.26	408	220.17	274.52
	Account Total	483				
01-20-14-8009	UNEMPLOYMENT INS.					
	State Unemployment Insurance	648	828.00	648	36.00	1,044.00
	Account Total	648				
01-20-14-8010	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	4,575	3,580.48	4,296	4,257.61	4,092.23
	Account Total	4,575				
01-20-14-8015	DISABILITY INSURANCE					
	Disability Insurance	567	443.95	533	520.17	628.64
	Account Total	567				
01-20-14-8030	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	5,750	3,000.00	4,750	3,000.00	3,000.00
	Account Total	5,750				
	Classification Total	375,055				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2015
 Department 01-20-14**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7300	Supplies					
	01-20-14-8101 OFFICE					
	Printer cartridges for all City networked printers	9,030	6,318.44	9,025	9,611.25	8,582.47
	Account Total	9,030				
	01-20-14-8105 FUEL AND OIL					
	Fuel Costs	450	131.12	450	431.34	430.64
	One Car, One Truck					
	Account Total	450				
	Classification Total	9,480				

**City of Bedford
Departmental Budget Entry
Fiscal Year 2015
Department 01-20-14**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7400	Maintenance					

City of Bedford

Departmental Budget Entry

Fiscal Year 2015

Department 01-20-14

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7400	Maintenance					
	01-20-14-8203					
	MAINT - HARDWARE/SOFT					
	Animal Control Software	1,050	240,666.63	260,980	257,521.70	146,500.53
	Police					
	Batteries - Public Safety laptops	1,841				
	Class: Boys Ranch Recreational Software	2,900				
	Communication equipment maintenance	10,000				
	City-wide					
	Computerized Fleet Analysis: Garage	1,200				
	Public Works					
	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	39,500				
	Library; Software Maintenance					
	Integrated Innovations	30,000				
	Finance, Inspections, Code Enforcement; Software Maintenance					
	Library Software Upgrade to Windows 7	10,000				
	Approved Supplemental					
	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 2015
 Department 01-20-14**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7400	Maintenance					
	01-20-14-8203 MAINT - HARDWARE/SOFT					
	PC and Printer maintenance	10,000	240,666.63	260,980	257,521.70	146,500.53
	City-wide					
	Unitrends: backup system	3,400				
	Police Records & City-wide					
	Account Total	260,101				
	Classification Total	260,101				
7500	Contractual Services					
	01-20-14-8304 WIRELESS COMMUNICATIONS					
	Cell phone	3,900	12,992.90	28,000	23,641.05	29,780.10
	Deputy Director & IT Specialist (3)					
	Wireless Service - Public Safety (39)	24,100				
	Account Total	28,000				
	01-20-14-8311 SOFTWARE LICENSE					
	Microsoft 365 License (Email)	13,990	15,817.20	9,500	8,216.23	5,858.16
	Microsoft License for evaluation Software	4,500				
	Software	5,000				
	General Purpose, Department Dependent					
	Account Total	23,490				
	Classification Total	51,490				
	Report Total	696,126				



City of Bedford
Program Summary
FY 2014-2015

Fund: General

Department: Support Services

Division: Human Resources

PROGRAM DESCRIPTION

The Human Resources Division supports City departments by designing, developing, executing and evaluating programs, processes and procedures to ensure workforce maximization. The Division is a strategic partner that provides management expertise in: benefits planning and administration, employee relations issues, policy oversight and development, management coaching, diversity, and employee training and development. The Human Resources Division's mission is: "To exemplify PRIDE values in every customer encounter."

FY 2013-2014 HIGHLIGHTS

- * Recipient of the Texas Municipal Human Resources Association Innovation Award (for the Emerging Leaders Program).
- * Participants successfully completed the first Emerging Leaders Program.
- * Redeveloped the Employee Performance Evaluation system to incorporate the PRIDE core values.
- * All city employees completed "Active Shooter" training coordinated through the Bedford Police Department.
- * Successfully bid consultant/broker services contract and employee health, dental and vision insurances.
- * Created a prescription drug benefit enhancement program for employees with no cost involved.
- * Received the corporate "Fit-Friendly" designation from the American Heart Association for the third year in a row.
- * Implemented Anonymous Ethics Reporting hot line.
- * Supervisors completed "Facilitating Effective Feedback" training.

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

Be responsive to the needs of the community.

- * Continue to align employee programs and departmental services with PRIDE core values.

Demonstrate excellent customer service in an efficient manner.

- Continue to focus on employee training and development through the Emerging Leaders Program and other HR sponsored
- * training in order to maximize employee commitment to, knowledge of, and efficiency within the organization and to prepare for workforce succession planning.
 - * To provide responsive service to internal and external customers.
 - * Successfully transition electronic records and payroll system to the new software.
 - * Review, modify and streamline the employee on-boarding and off-boarding processes.

Provide for a safe and friendly community environment.

- * Ensure that all laws, regulations and personnel policies are fairly and consistently applied to all employees.



Fund: General
Department: Support Services
Division: Human Resources

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$231,746	\$256,359	\$248,131	\$241,637	\$252,124
Supplies	6,483	24,302	30,110	30,141	29,910
Maintenance	-	-	-	-	-
Contractual Services	39,918	39,109	43,123	39,631	44,280
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$278,146	\$319,770	\$321,364	\$311,409	\$326,314

PERSONNEL SUMMARY

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

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Director of Human Resources	1.00	1.00	1.00	1.00	1.00
Payroll/Benefits Administrator	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



Fund: General
Department: Support Services
Division: Human Resources

PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
INPUTS			
# of HR FTEs	3	3	3
# of Regular FTEs	352.47	352.57	352.57
# of Seasonal FTEs	18.93	20.22	20.22
# of Payrolls Processed	30	31	29
OUTPUTS			
% of Eligible Employees Completing the Health Risk Assessment (HRA)	81%	74%	75%
# of Background Checks Processed (Pre-employment and Volunteers over age 18)	83	104	110
# of Physicals Processed (Pre-employment, Fit for Duty and CDL)	55	76	90
# of Drug Screens Processed (Pre-employment, Volunteer and For Cause)	154	187	202
# of Job Postings Produced	96	100	110
# of Payroll Processing Errors	N/A	N/A	<13
# of Employees Attending Training	N/A	N/A	425
EFFICIENCY			
Employee Benefits as a % of Total Wages	32.9%	32.9%	35%
Employee Benefit Cost as a % of Revenue	9.8%	11%	14%
Employee Compensation as a % of Revenue	32%	42%	44%
Training Cost per FTE	N/A	N/A	\$108
Ratio of Human Resources FTEs to 100 FTEs	1:110	1:110	1:113
Division Budget as a % of General Fund	1.18%	1.11%	1.12%
EFFECTIVENESS			
% of Employee Disciplinary Actions Escalating to a Grievance	1%	1%	1%
% of Eligible Employees Obtaining an Annual Physical	99%	99%	99%
% of Eligible Spouses Obtaining an Annual Physical	N/A	98%	98%
OUTCOMES			
"Avoidable" Turnover Rate	6.74%	7%	8%
"Unavoidable" Turnover Rate	2.23%	3%	3.5%
% of Training Evaluations Receiving an Overall Score of "Good" or "Excellent"	N/A	N/A	85%

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

Fund: General
 Department: Support Services
 Division: Human Resources

Name of Event/School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
Texas Municipal Human Resources Association Annual Conference	Marble Falls, TX	1	Yes	\$400	\$150	\$500	\$1,050	\$200	\$1,250
Texas Municipal Retirement System Correspondent's Certification Course	Austin, TX	1	No	\$500	\$150	\$350	\$1,000	\$150	\$1,150
TOTAL				\$900	\$300	\$850	\$2,050	\$350	\$2,400

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

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

City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-20-22

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7200	Personnel Services					
01-20-22-8001	SALARIES					
Salaries		194,120	157,207.31	195,551	204,768.95	189,995.94
	Account Total	194,120				
01-20-22-8001-00003	INCENTIVE PAY					
Incentive Pay		1,200	995.52	0	158.23	0.00
	Account Total	1,200				
01-20-22-8001-00007	CELL PHONE ALLOWANCE					
Cell Phone Allowance		421	348.59	421	421.32	409.77
	Account Total	421				
01-20-22-8001-00099	COLA INCREASE BUDGET					
TMRS COLA Increase		3,048	0.00	0	3,000.00	0.00
	Account Total	3,048				
01-20-22-8003	LONGEVITY					
Longevity		2,581	1,838.14	3,420	2,935.35	2,895.10
	Account Total	2,581				
01-20-22-8004	OVERTIME					
Overtime		1,000	242.09	1,000	1,118.48	199.07
	Account Total	1,000				
01-20-22-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		391	368.17	402	450.87	472.18
	Account Total	391				
01-20-22-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		1,482	1,132.40	1,493	1,331.65	1,258.70
	Account Total	1,482				
01-20-22-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		22,955	16,480.37	16,751	16,243.98	12,055.81
	Account Total	22,955				

City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-20-22

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7200	Personnel Services					
01-20-22-8005-00025	EMPLOYEE CLINIC					
	Kaner Clinic	912	734.79	840	1,111.39	906.82
	Account Total	912				
01-20-22-8006-00001	PENSION - TMRS					
	TMRS - Employer Contribution	15,075	8,359.75	10,375	10,222.60	9,780.72
	Account Total	15,075				
01-20-22-8008	WORKER'S COMPENSATION INS					
	Workers Compensation	316	180.82	276	155.30	181.04
	Account Total	316				
01-20-22-8009	UNEMPLOYMENT INS.					
	State Unemployment Insurance	486	621.00	486	27.00	783.00
	Account Total	486				
01-20-22-8010	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	2,977	2,096.27	2,893	2,863.52	2,681.31
	Account Total	2,977				
01-20-22-8015	DISABILITY INSURANCE					
	Disability Insurance	369	279.83	359	371.55	418.33
	Account Total	369				
01-20-22-8030	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	3,000	2,500.00	4,250	0.00	2,000.00
	Account Total	3,000				
01-20-22-8035	RETIREE HEALTH - GASB					
	Retiree Health Insurance	1,791	235.50	1,791	2,500.00	0.00
	Account Total	1,791				
	Classification Total	252,124				

City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-20-22

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7300	Supplies					
01-20-22-8101	OFFICE					
Office Supplies		610	687.34	810	846.50	719.10
	Account Total	610				
01-20-22-8114	POSTAGE					
Postage		900	618.99	900	428.68	750.89
	Account Total	900				
01-20-22-8135	PROMOTIONAL & EDUCATIONAL					
Bedford Employee Commitment Award (BECA)		1,900	7,330.47	2,660	8,887.33	10,046.04
Benefits Fair		760				
	Account Total	2,660				
01-20-22-8140	PUBLICATIONS & PROGRAMMIN					
Texas Municipal Salaries and Benefits on the web		240	0.00	240	654.08	0.00
One year subscription						
	Account Total	240				
01-20-22-8195	TRAINING					
City Wide Training		4,000	10,217.86	25,500	20,656.99	3,940.05
PRIDE						
Emerging Leaders Program		9,000				
Employee In-Service Training Day		12,500				
Instructors & Supplies						
	Account Total	25,500				
	Classification Total	29,910				

City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-20-22

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7500	Contractual Services					
01-20-22-8310	CONTRACT LABOR					
	Affirmative Action Plan	2,535	27,089.01	36,548	33,724.32	35,150.11
	Benefits Seminars Plus	24,000				
	CDL Compliance Program	1,350				
	Employee Assistance Program (EAP)	8,665				
	Account Total	36,550				
01-20-22-8319	ADVERTISING					
	Newspaper advertisement for Insurance benefit Request for Proposals	200	215.04	0	107.28	0.00
	Account Total	200				
01-20-22-8320	TRAVEL EXPENSE					
	See Travel & Training Request Form	2,050	1,488.99	1,250	596.96	954.10
	Account Total	2,050				
01-20-22-8322	DUES					
	Society of Human Resources Management (SHRM)	180	0.00	255	430.00	255.00
	Annual membership fees for one					
	Texas Municipal Human Resources Association (TMHRA)	80				
	Annual membership fees for one					
	Account Total	260				
01-20-22-8323	SCHOOLS					
	See Travel & Training Request Form	350	200.00	200	200.00	175.00
	Account Total	350				
01-20-22-8336	TUITION REIMBURSEMENT					
	Employee Tuition Reimbursement Program	2,770	165.00	2,770	1,961.56	1,391.99
	Account Total	2,770				
01-20-22-8360	COPY MACHINES					
	Copy Machine Lease	2,100	1,617.64	2,100	1,967.34	1,928.45
	Account Total	2,100				

**City of Bedford
Departmental Budget Entry
Fiscal Year 2015
Department 01-20-22**

	Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
Classification Total	44,280				
Report Total	326,314				



City of Bedford
Program Summary
FY 2014-2015

Fund: General

Department: Support Services

Division: Facilities Maintenance

PROGRAM DESCRIPTION

The purpose of the Facility Maintenance Division is to manage building operations and maintenance activities in order to maintain and improve the City's infrastructure. Facility Maintenance provides general maintenance, custodial services, heating and air conditioning (HVAC) control, security and fire system monitoring, and outstanding customer service to twelve facilities spread throughout Bedford. Staff also coordinates annual elevator inspections, window cleaning, pest control, carpet cleaning, boiler inspections, fire alarm system inspections, fire extinguisher inspection and fire sprinkler system inspections.

FY 2013-2014 HIGHLIGHTS

- * Implemented card access control systems at Fire Stations 2 and 3 to provide increased security.
- * Installed new flooring at Senior Center.
- * Replaced the Facility Maintenance building roof with durable, energy efficient system.
- * Painted interior of City Hall building A and B.
- * Replace ceramic flooring in Fire Administration with maintenance free vinyl planks.
- * Replaced cardio room flooring at the BRAC.
- * Replaced the day room carpet at Fire Station 1 with maintenance free vinyl planks.
- * Replaced the door control panels in the jail.

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

Be responsive to the needs of the community.

- * Utilize resources in a fiscally responsible manner.

Demonstrate excellent customer service in an efficient manner.

- * Provide clean, well maintained facilities for our employees and the general public.
- * Provide a model customer service experience to all internal and external customers by responding to all service requests in a timely, efficient and professional manner.

Provide for a safe and friendly community environment.

- * Ensure all facilities are neat, clean and maintained to the highest standards possible.



Fund: General

Department: Support Services

Division: Facilities Maintenance

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$117,109	\$94,900	\$99,838	\$98,831	\$102,600
Supplies	35,465	32,961	40,360	36,888	40,360
Maintenance	134,148	166,602	231,050	223,050	231,050
Contractual Services	151,475	150,792	189,555	189,555	191,700
Utilities	-	27,135	29,100	7,783	9,900
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$438,197	\$472,389	\$589,903	\$556,106	\$575,610

PERSONNEL SUMMARY

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

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Facility Maintenance Manager	1.00	0.00	0.00	0.00	0.00
Facility Maintenance Crew Leader	1.00	1.00	1.00	1.00	1.00
Facility Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
*TOTAL:	3.00	2.00	2.00	2.00	2.00

SIGNIFICANT CHANGES



Fund: General
Department: Support Services
Division: Facilities Maintenance

PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
INPUTS			
# of FTEs	2.0	2.0	2.0
# of General Maintenance Work Orders Generated	N/A	600	1,000
# of Emergency Work Orders Generated	N/A	N/A	50
OUTPUTS			
% of General Maintenance Work Orders Completed	N/A	92%	90%
% of After Hour Calls vs Calls During Normal Business Hours	N/A	N/A	10%
% of Emergency Calls vs General Maintenance Calls	N/A	N/A	5%
EFFICIENCY			
Division Budget as a % of the General Fund	1.74%	2.04%	1.98%
# of General Maintenance Work Orders Responded to Within 24 Hours	N/A	N/A	950
EFFECTIVENESS			
# of General Maintenance Work Orders Completed Within 48 hours	N/A	N/A	900
OUTCOMES			
Average Customer Satisfaction With All Maintenance Services	N/A	N/A	100%
Average Cost per Work Order Completed	N/A	N/A	\$500

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

Fund: General
 Department: Support Services
 Division: Facilities Maintenance

Name of Event/School	Location	# Attend	Required?	Hotel	Meals	Travel	8320 Travel	8323 Registration	Total Amount
HVAC APPOGEE Training	Dallas, TX	1	No	\$0	\$0	\$0	\$0	\$2,000	\$2,000
Building Maintenance Training	Local	2	No	\$0	\$0	\$0	\$0	\$700	\$700
TOTAL				\$0	\$0	\$0	\$0	\$2,700	\$2,700

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

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

City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 01-20-39

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7200	Personnel Services					
01-20-39-8001	SALARIES					
Salaries		77,678	63,531.15	73,979	73,572.58	95,711.34
	Account Total	77,678				
01-20-39-8001-00099	COLA INCREASE BUDGET					
TMRS COLA Increase		1,238	0.00	0	2,000.00	0.00
	Account Total	1,238				
01-20-39-8003	LONGEVITY					
Longevity		1,329	949.11	1,209	1,036.14	959.54
	Account Total	1,329				
01-20-39-8004	OVERTIME					
Overtime		2,000	915.53	2,000	968.23	129.99
	Account Total	2,000				
01-20-39-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		187	141.09	179	175.00	225.32
	Account Total	187				
01-20-39-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		720	557.79	684	635.44	745.11
	Account Total	720				
01-20-39-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		8,941	6,340.16	7,775	7,470.49	6,670.95
	Account Total	8,941				
01-20-39-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		312	254.43	312	395.68	397.89
	Account Total	312				
01-20-39-8006-00001	PENSION - TMRS					
TMRS - Employer Contribution		6,126	3,404.04	3,913	3,715.17	5,290.78
	Account Total	6,126				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2015
 Department 01-20-39**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7200	Personnel Services					
01-20-39-8008	WORKER'S COMPENSATION INS					
Workers Compensation		1,411	817.43	1,155	632.59	1,022.77
	Account Total	1,411				
01-20-39-8009	UNEMPLOYMENT INS.					
State Unemployment Insurance		324	414.00	324	18.00	522.00
	Account Total	324				
01-20-39-8010	FICA/MEDICARE					
FICA/Medicare - Employer Contribution		1,187	919.32	1,092	1,088.28	1,379.17
	Account Total	1,187				
01-20-39-8015	DISABILITY INSURANCE					
Disability Insurance		147	114.39	136	132.34	183.24
	Account Total	147				
01-20-39-8030	RETIREE HEALTH SAVINGS					
Retiree Health Savings Account Contribution		1,000	0.00	1,000	0.00	0.00
	Account Total	1,000				
	Classification Total	102,600				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2015
 Department 01-20-39**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7300	Supplies					
	01-20-39-8101					
	OFFICE					
	Office Supplies	660	1,272.88	660	898.22	568.26
	General Office Supplies					
	Pen					
	Paper Goods					
	Printer Supplies					
		Account Total				
		660				
	01-20-39-8103					
	WEARING APPAREL					
	Uniforms	800	521.82	800	550.91	455.79
	Facilities Maintenance Crew Leader & Facilities Maintenance Technician II					
		Account Total				
		800				
	01-20-39-8105					
	FUEL AND OIL					
	Fuel costs	4,500	1,630.36	4,500	3,351.59	4,164.39
	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	958.35	1,000	934.88	957.85
		Account Total				
		1,000				
	01-20-39-8115					
	CLEANING SUPPLIES					
	Chemicals	7,000	15,505.74	33,400	27,225.17	29,318.38
	Cleaning Supplies	26,400				
	14 Facilities					
		Account Total				
		33,400				
		Classification Total				
		40,360				

**City of Bedford
Departmental Budget Entry
Fiscal Year 2015
Department 01-20-39**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7400	Maintenance					
	01-20-39-8202					
	MAINT - BUILDINGS					
	Alarm System Maintenance	8,000	79,927.02	178,000	112,404.29	85,026.49
	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	109.50	550	565.62	590.55
	Two Facility Maintenance Trucks					
	Account Total	550				
	01-20-39-8221					
	MAINT-HEATING & COOLING					
	HVAC repairs	52,500	17,739.39	52,500	53,632.12	48,531.13
	18 Facilities					
	Account Total	52,500				
	Classification Total	231,050				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2015
 Department 01-20-39**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7500	Contractual Services					
	01-20-39-8304 WIRELESS COMMUNICATIONS					
	Cell Phone	720	412.79	720	807.77	565.37
	Facility Maintenance Crew Leader & Maintenance II					
	Account Total	720				
	01-20-39-8310 CONTRACT LABOR					
	Almighty Cleaning	32,680	123,124.14	186,140	147,289.46	150,876.65
	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	3,200				
	Siemens	63,710				
	HVAC Maintenance					
	Simplex Grinnell	17,400				
	Fire & Burglar Alarms					
	Account Total	188,280				
	01-20-39-8323 SCHOOLS					
	See Travel and Training	2,700	0.00	2,695	2,695.00	33.00
	Account Total	2,700				
	Classification Total	191,700				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2015
 Department 01-20-39**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7550	UTILITIES					
	01-20-39-8327					
	ELECTRICITY					
	Electricity	5,300	-3,794.87	24,500	22,769.72	0.00
	Meeting Room at TXI Building					
	Account Total	5,300				
	01-20-39-8328					
	WATER					
	Water	4,600	2,389.07	4,600	4,365.13	0.00
	Old Library					
	Account Total	4,600				
	Classification Total	9,900				
	Report Total	575,610				



City of Bedford
Program Summary
FY 2014-2015

Fund: Water & Sewer

Department: Support Services

Division: Risk Management

PROGRAM DESCRIPTION

The Risk Management Division is responsible for overseeing the City's risk management and safety programs, as well as contractual services programs related to City facilities. This includes monitoring the City's insurance program for adequacy of coverage, loss prevention, rates, and overseeing all aspects of facility related contractual services. This Division also works closely with the Texas Municipal League to identify and react to trends that negatively impact the City insurance rates, i.e. increases in work related injuries with similar circumstances.

FY 2013-2014 HIGHLIGHTS

- * Workers' Compensation Claims are trending down for 2013-2014.
- * Return to Work Light Duty program continuous to be utilized, helping to lower costs associated with Workers' Compensation claims.

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

Be responsive to the needs of the community.

- * Work with and monitor vendors and contractors to ensure work is completed to specification.

Demonstrate excellent customer service in an efficient manner.

- * Work with physicians and continue to promote the City's Return to Work Light Duty program.

Provide for a safe and friendly community environment.

- * Work with employees to ensure safe work environments.

Foster economic growth.

- * Work with Texas Municipal League to assess and manage risk.



Fund: Water & Sewer
Department: Support Services
Division: Risk Management

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services	\$67,235	\$72,144	\$82,072	\$81,640	\$85,873
Supplies	338	339	1,000	1,000	1,000
Maintenance	-	-	-	-	-
Contractual Services	60	517	1,300	1,247	1,300
Utilities	-	5,263	5,900	7,011	5,700
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$67,633	\$78,263	\$90,272	\$90,898	\$93,873

PERSONNEL SUMMARY

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

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



Fund: Water & Sewer
Department: Support Services
Division: Risk Management

PERFORMANCE MEASURES

Indicator	2012-13 ACTUAL	2013-14 PROJECTED	2014-15 TARGET
INPUTS			
# of FTEs	1	2	2
# of Workers' Compensation Claims Filed	34	27	20
# of Property Claims Filed	18	6	5
# of General Liability Claims Filed	6	6	4
OUTPUTS			
# of Lost Time Injuries	8	6	3
# of Safety Trainings per Quarter	N/A	N/A	4
EFFICIENCY			
Average Cost of All Claims	\$3,204	\$2,050	\$2,000
Average % of Change to Premium for Workers' Compensation	100%	1.41%	-2%
Division Budget as a % of Water & Sewer Fund	0.44%	0.46%	0.44%
EFFECTIVENESS			
% of Claims Filed Within 72 hours	95%	97%	100%
# of Fines Levied by Texas Workers' Compensation Commission	0	0	0
% of Lost Time Injuries Returned to Work Light Duty	100%	100%	100%
OUTCOMES			
# of Injuries That Result in No Lost Time Due To Light Duty Program	N/A	N/A	16

City of Bedford Departmental Budget Entry Fiscal Year 2015 Department 03-20-02

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7200	Personnel Services					
03-20-02-8001	SALARIES					
Salaries		70,105	55,846.43	58,936	58,511.61	58,274.58
	Account Total	70,105				
03-20-02-8001-00003	INCENTIVE PAY					
Incentive Pay		901	746.80	901	902.60	670.14
	Account Total	901				
03-20-02-8001-00099	COLA INCREASE BUDGET					
TMRS COLA Increase		1,098	0.00	0	1,000.00	0.00
	Account Total	1,098				
03-20-02-8003	LONGEVITY					
Longevity		785	582.13	725	646.42	972.92
	Account Total	785				
03-20-02-8005-00005	LIFE INSURANCE					
Life Insurance - Employer Contribution		169	135.15	142	138.41	114.25
	Account Total	169				
03-20-02-8005-00010	DENTAL INSURANCE					
Dental Insurance - Employer Contribution		360	278.89	342	317.72	228.77
	Account Total	360				
03-20-02-8005-00015	HEALTH INSURANCE					
Health Insurance - Employer Contribution		4,298	1,747.50	3,738	2,258.64	1,587.31
	Account Total	4,298				
03-20-02-8005-00025	EMPLOYEE CLINIC					
Kaner Clinic		240	195.71	240	299.83	216.96
	Account Total	240				
03-20-02-8006-00001	PENSION - TMRS					
TMRS - Employer Contribution		5,430	3,000.25	3,151	2,958.38	1,988.16
	Account Total	5,430				

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2015
 Department 03-20-02**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7200	Personnel Services					
	03-20-02-8008					
	WORKER'S COMPENSATION INS					
	Workers Compensation	113	65.71	84	45.08	41.64
		Account Total	113			
	03-20-02-8009					
	UNEMPLOYMENT INS.					
	State Unemployment Insurance	162	207.00	162	9.00	261.00
		Account Total	162			
	03-20-02-8010					
	FICA/MEDICARE					
	FICA/Medicare - Employer Contribution	1,078	830.43	879	887.82	634.15
		Account Total	1,078			
	03-20-02-8015					
	DISABILITY INSURANCE					
	Disability Insurance	134	101.91	109	107.11	96.07
		Account Total	134			
	03-20-02-8030					
	RETIREE HEALTH SAVINGS					
	Retiree Health Savings Account Contribution	1,000	1,000.00	1,000	1,000.00	0.00
		Account Total	1,000			
		Classification Total	85,873			
7300	Supplies					
	03-20-02-8101					
	OFFICE					
	Office Supplies	1,000	262.08	500	339.29	337.90
		Account Total	1,000			
		Classification Total	1,000			

**City of Bedford
 Departmental Budget Entry
 Fiscal Year 2015
 Department 03-20-02**

		Current Budget 2015	Current Actual 2014	Current Budget 2014	Last Yr Actual 2013	2 Yr Ago Actual 2012
7500	Contractual Services					
	03-20-02-8304					
	WIRELESS COMMUNICATIONS					
	Data plan for iPad	470	465.88	1,300	436.68	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	4,200	2,993.84	4,400	3,946.44	0.00
	Facility Maintenance Building					
	Account Total	4,200				
	03-20-02-8329					
	GAS					
	Natural Gas	1,500	1,509.57	1,500	1,316.76	0.00
	Facility Maintenance Building					
	Account Total	1,500				
	Classification Total	5,700				
	Report Total	93,873				



City of Bedford
Program Summary
FY 2014-2015

Fund: Computer Replacement

Department: Support Services

Division: Administration

PROGRAM DESCRIPTION

The Computer Replacement Fund was established to have a pay-as-you-go fund for computer and server replacement. Funding is provided through an operating transfer from the General Fund. This allows the accumulation of funds for larger capital purchases that cannot be absorbed in the operating budget.

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services*	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	66,586	51,868	-	52,711	-
TOTAL:	\$66,586	\$51,868	-	\$52,711	-

*This area does not have any personnel assigned.

SIGNIFICANT CHANGES



City of Bedford
Program Summary
FY 2014-2015

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. Funding is provided through an operating transfer from the General Fund. This allows the accumulation of funds for larger maintenance efforts that cannot be absorbed in the operating budget.

EXPENDITURE SUMMARY

	ACTUAL 11/12	ACTUAL 12/13	BUDGET 13/14	PROJECTED 13/14	BUDGET 14/15
Personnel Services*	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	9,099	50,055	50,055	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	29,569	64,179	59,895	59,855	-
TOTAL:	\$29,569	\$73,278	\$109,950	\$109,910	-

*This area does not have any personnel assigned.

SIGNIFICANT CHANGES



City of Bedford Exception Report As of June 2014

DESCRIPTION	LAST YEAR TOTAL ACTUAL	CURRENT YTD ACTUAL	CURRENT BUDGET	FY 14 PROJECTION	FY 15 CM PROPOSED	PROJECTED VS. BUDGET	
PERSONNEL	359,952	262,619	367,769	366,901	375,055	(868)	100%
SUPPLIES	10,043	6,450	9,475	9,706	9,480	231	102%
MAINTENANCE	258,269	227,054	260,980	274,196	260,101	13,216	105%
CONTRACTUAL SERVICES	32,347	13,043	56,090	51,640	51,490	(4,450)	92%
TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
<u>INFORMATION SERVICES</u>	<u>660,611</u>	<u>509,166</u>	<u>694,314</u>	<u>702,443</u>	<u>696,126</u>	<u>8,129</u>	101%
PERSONNEL	256,359	173,416	248,131	241,637	252,124	(6,494)	97%
SUPPLIES	24,302	12,362	30,110	30,141	29,910	31	100%
MAINTENANCE	-	-	-	-	-	-	0%
CONTRACTUAL SERVICES	39,109	28,074	43,123	39,631	44,280	(3,492)	92%
TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
<u>HUMAN RESOURCES</u>	<u>319,770</u>	<u>213,852</u>	<u>321,364</u>	<u>311,409</u>	<u>326,314</u>	<u>(9,955)</u>	97%
<u>INACTIVE - CODE ENFORCEMENT</u>	<u>462,772</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	0%
PERSONNEL	94,900	69,978	99,838	98,831	102,600	(1,007)	99%
SUPPLIES	32,961	19,786	40,360	36,888	40,360	(3,472)	91%
MAINTENANCE	166,602	93,303	231,050	223,050	231,050	(8,000)	97%
CONTRACTUAL SERVICES	150,792	118,705	189,555	189,555	191,700	-	100%
UTILITIES	27,135	(4,178)	29,100	7,783	9,900	(21,317)	27%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
<u>FACILITIES MAINTENANCE</u>	<u>472,389</u>	<u>297,594</u>	<u>589,903</u>	<u>556,106</u>	<u>575,610</u>	<u>(33,797)</u>	94%
<u>SUPPORT SERVICES</u>	<u>1,915,543</u>	<u>1,020,612</u>	<u>1,605,581</u>	<u>1,569,958</u>	<u>1,598,050</u>	<u>(35,623)</u>	98%

Additional consulting fees for New World Conversion.



City of Bedford Exception Report As of June 2014

DESCRIPTION	LAST YEAR TOTAL ACTUAL	CURRENT YTD ACTUAL	CURRENT BUDGET	FY 14 PROJECTION	FY 15 CM PROPOSED	PROJECTED VS. BUDGET	
PERSONNEL	72,144	57,953	82,072	81,640	85,873	(432)	99%
SUPPLIES	339	262	1,000	1,000	1,000	-	100%
MAINTENANCE	-	-	-	-	-	-	0%
CONTRACTUAL SERVICES	517	513	1,300	1,247	1,300	(53)	96%
UTILITIES	5,263	4,082	5,900	7,011	5,700	1,111	119% Increased utility usage.
TRANSFERS OUT/DEBT SERVICE	-	-	-	-	-	-	0%
CAPITAL OUTLAY	-	-	-	-	-	-	0%
<u>RISK MANAGEMENT</u>	<u>78,263</u>	<u>62,809</u>	<u>90,272</u>	<u>90,898</u>	<u>93,873</u>	<u>626</u>	<u>101%</u>
<u>SUPPORT SERVICES</u>	<u>78,263</u>	<u>62,809</u>	<u>90,272</u>	<u>90,898</u>	<u>93,873</u>	<u>626</u>	<u>101%</u>