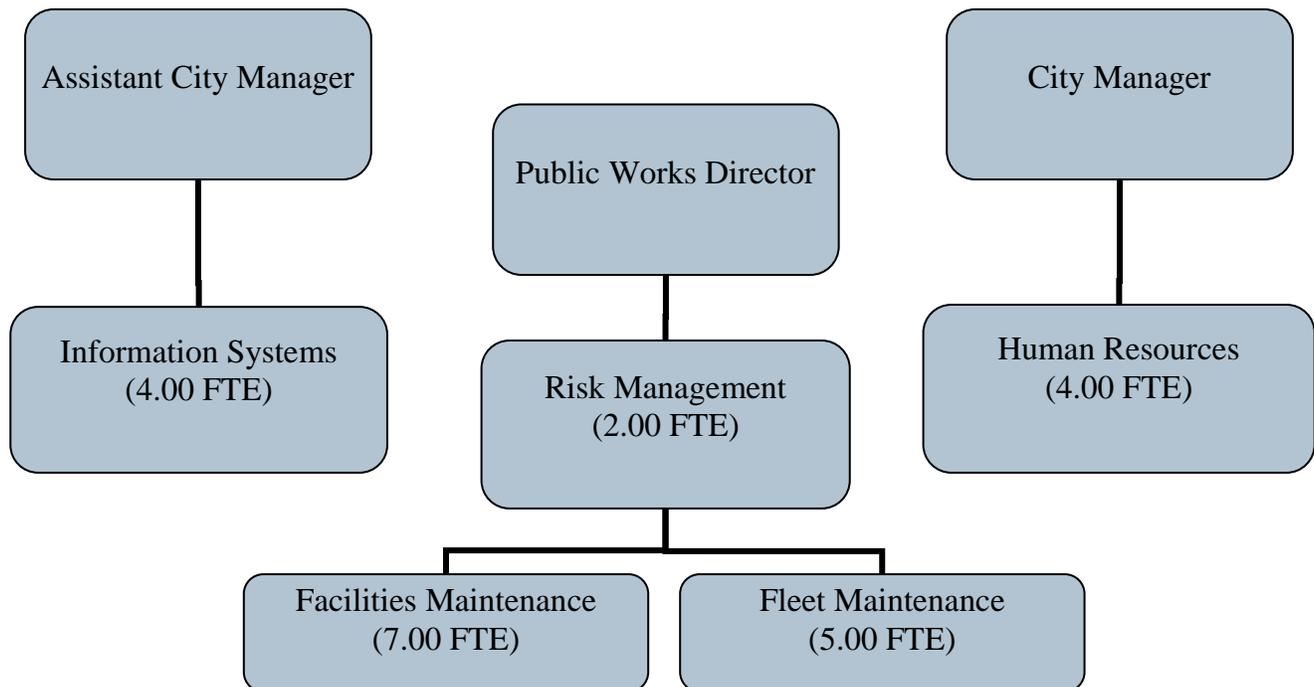




SUPPORT SERVICES



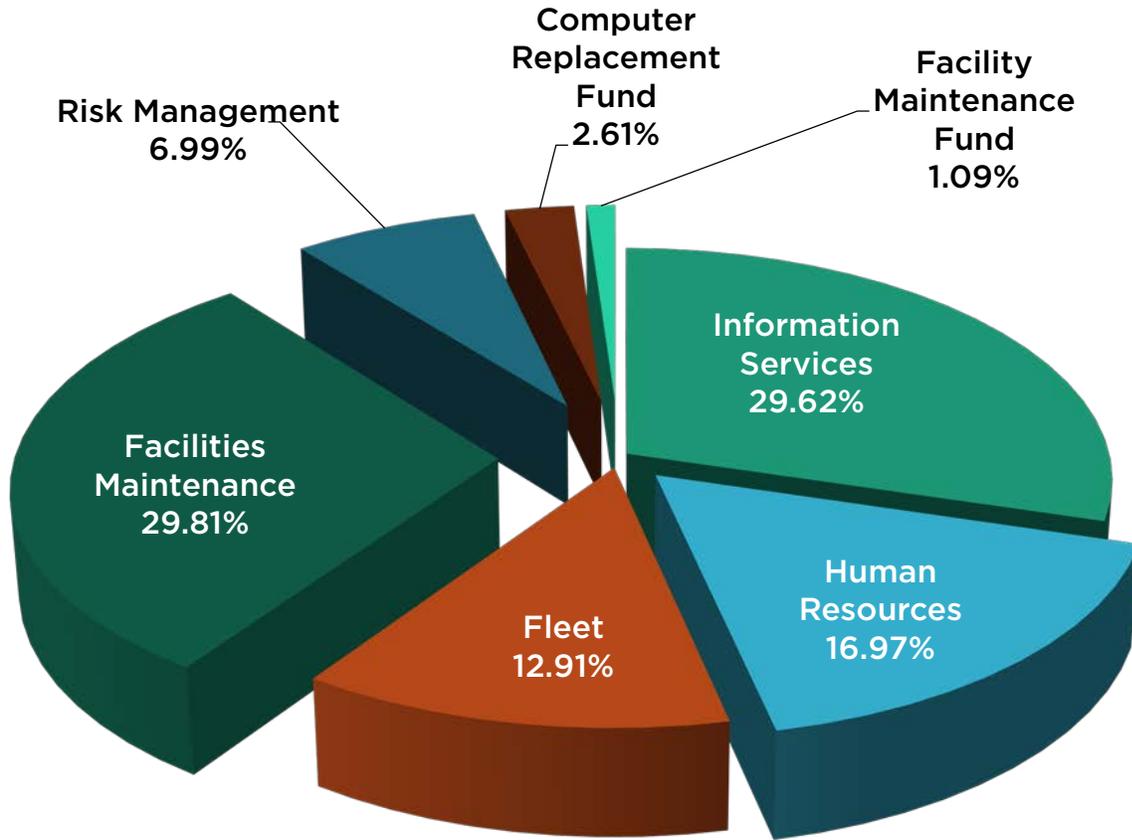
**City of Bedford
Support Services Organization Chart
FY 2015 – 2016**



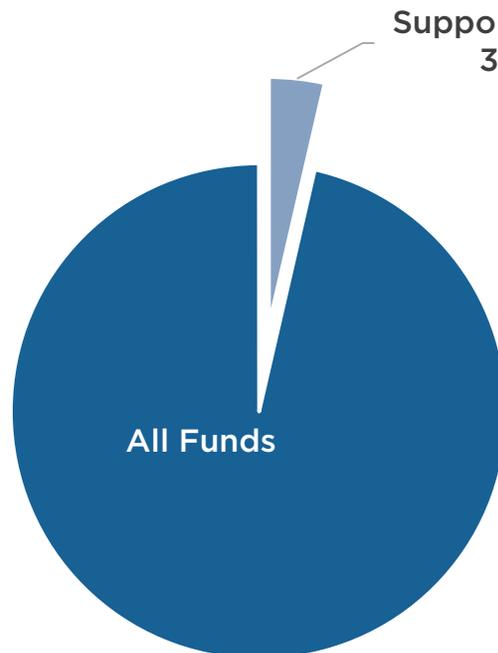
SUPPORT SERVICES

Total Expenditures

\$2,365,681



Support Services
6.89%



Support Services
3.60%

SUPPORT SERVICES

TOTAL EXPENDITURES

\$2,365,681

DIVISION/FUND	ACTUAL 13-14	BUDGET 14-15	BASE 15-16	REQUESTS 15-16	BUDGET 15-16
Information Technology	681,377	774,626	700,705	-	700,705
Human Resources	306,895	333,114	401,369	-	401,369
Fleet	-	-	242,192	63,295	305,487
Facilities Maintenance	501,121	575,610	680,665	24,535	705,200
Risk Management	89,705	140,503	165,462	-	165,462
Computer Replacement Fund	66,253	98,300	-	61,638	61,638
Facility Maintenance Fund	135,160	56,710	-	25,820	25,820
TOTAL	\$1,780,511	\$1,978,863	\$2,190,393	\$ 175,288	\$2,365,681

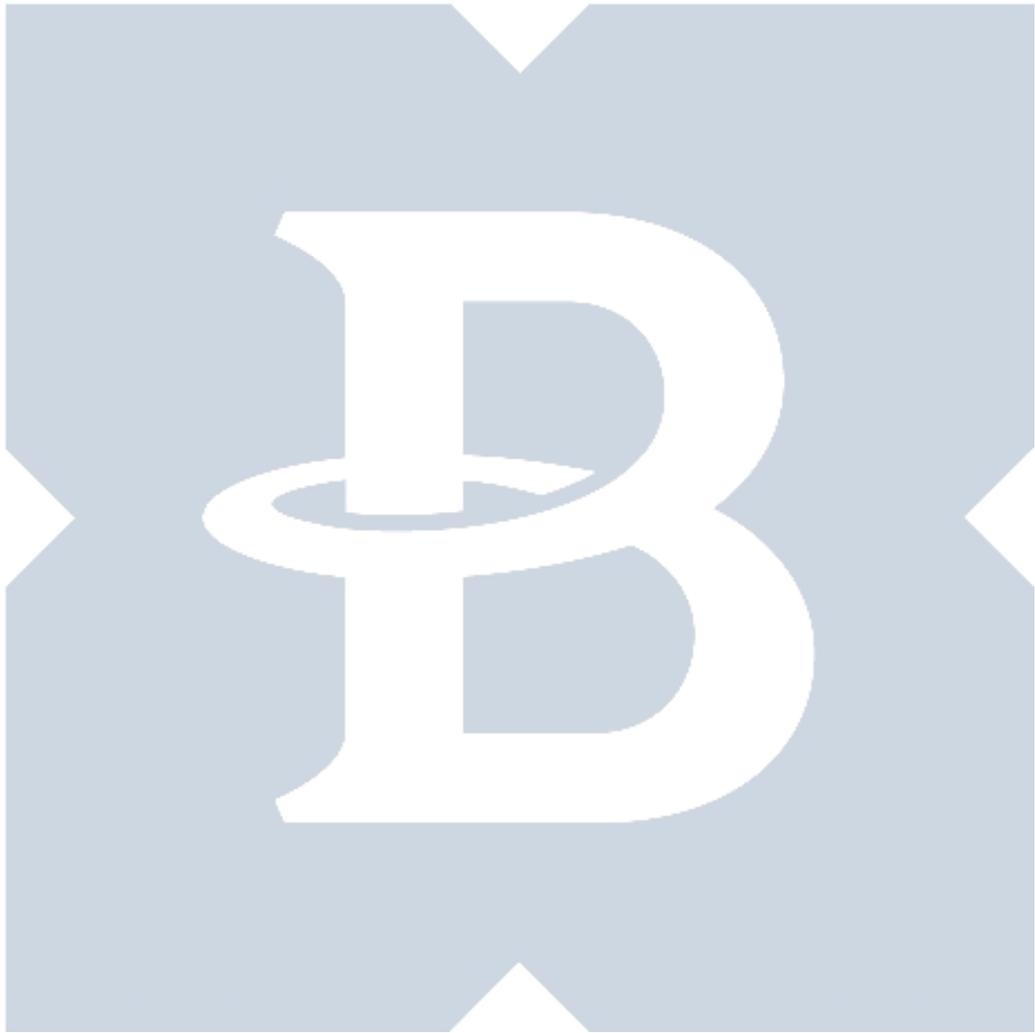
Future Budget Considerations

Information Technology - Technology used by staff should optimally be replaced every three to five years. In the past, limited resources have forced IT to extend the lifespan of mission critical hardware and staff PCs to seven years. Going forward it will be more difficult to do this as the Microsoft "End of Life" date for all operating systems (Servers and Workstations) creates a concrete barrier to pushing this lifespan out further. Additionally, the IBM Message Switch computer is over 14 years old. IT maintains several maintenance contracts for hardware and software to ensure that these systems remain in good working order, but as these systems age, the cost of the maintenance contracts increase each year. This results in the need for additional financial resources to meet these obligations.

Human Resources-The Patient Protection and Affordable Care Act (PPACA) continues to challenge the way that all entities in business across all sectors plan for and administer employee health care benefits. New mandated reporting guidelines for health insurance are in place by the government under this Act.

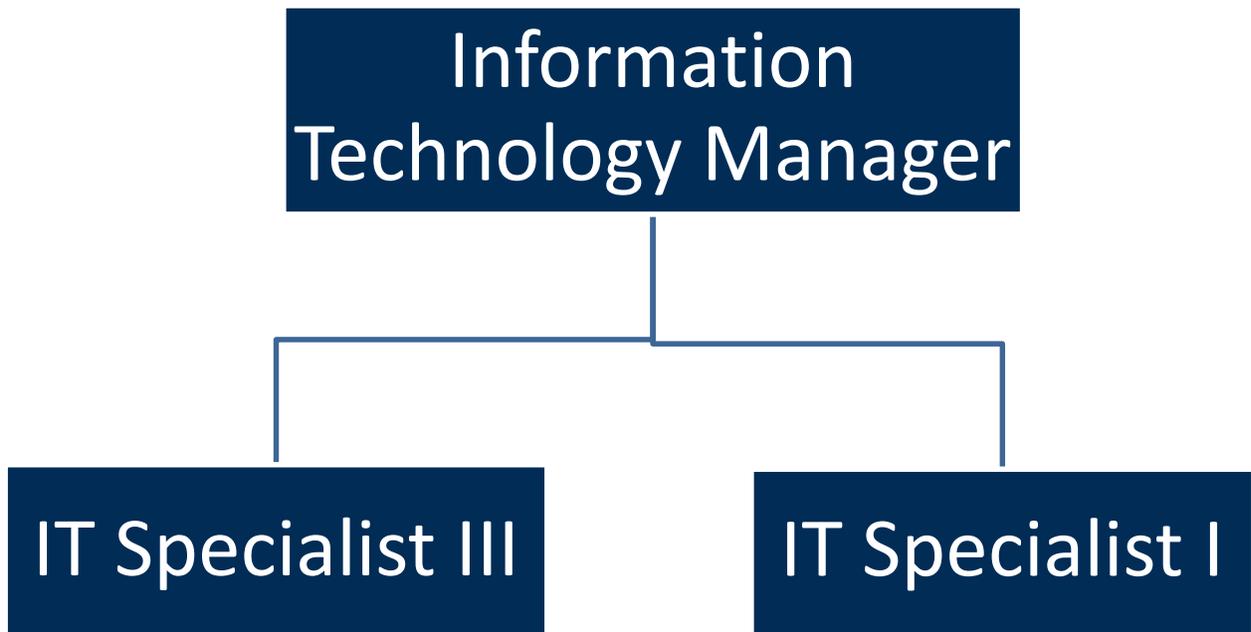
As our City workforce continues to age, benefit costs will increase and succession planning will become a critical focus for the organization as key talent retires. It will become necessary to ensure that institutional knowledge is captured and new leadership is developed in the pipeline to ensure continuity of services to Citizens and to ensure that leadership talent is in place to guide the organization forward. In order to accomplish this, employee training and development will need to be a primary focus.

Facilities Maintenance – As the City's infrastructure continues to age, future staffing levels need to be adjusted to handle increased workload. The heating, ventilation and air conditioning (HVAC) equipment continues to age, requiring continued repair and/or replacement. The Siemens contract is coming up for renewal, the City should consider a comprehensive maintenance contract that includes parts and labor. While all buildings continue to require general maintenance, future improvements need to be planned for City Hall Buildings A & B, such as carpet replacement and other cosmetic updates.





**City of Bedford
Information Technology Division
FY 2015 – 2016**





City of Bedford
Program Summary
FY 2015-2016

Fund: General

Department: Support Services

Division: Information Technology

PROGRAM DESCRIPTION

The Information Technology (IT) 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 IT 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 2014-2015 HIGHLIGHTS

- * Continued to rapidly deploy new Windows 7 workstations, replacing older legacy XP Pro workstations.
- * Deployed and Migrated to the new enterprise level CFA system for Fleet Maintenance.
- * Successfully decommissioned CoB Exchange Server and successfully migrated to MS Office 365 Exchange environment.
- * Brought the new Repeat Victimization Unit offices onto the CoB network.
- * Developed and implemented new Help Desk business model for CoB computer users.
- * Migrated Court MCRC System away from Legacy Foxpro to new MS SQL Server.
- * Implement New LaserFiche System for City Secretary's Office.

FY 2015-2016 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 Technology

EXPENDITURE SUMMARY

	ACTUAL 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Personnel Services	\$359,952	\$368,232	\$375,055	\$351,704	\$358,005
Supplies	10,043	9,069	9,480	9,762	23,180
Maintenance	258,269	255,598	264,101	267,841	217,390
Contractual Services	32,347	48,478	125,990	119,718	102,130
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	780	-
TOTAL:	\$660,611	\$681,377	\$774,626	\$749,805	\$700,705

PERSONNEL SUMMARY

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

	ACTUAL 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Deputy Director of Information Services	1.00	1.00	1.00	0.00	0.00
Information Technology Manager	0.00	0.00	0.00	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	0.00	0.00
IT Specialist I	1.00	1.00	1.00	2.00	2.00
*TOTAL:	4.00	4.00	4.00	4.00	4.00

SIGNIFICANT CHANGES

Change in employee benefit costs	(\$17,050)
One-time supplemental for Microsoft Office Licenses	(\$74,500)
Funding for routine equipment failures	\$10,000



Fund: General
Department: Support Services
Division: Information Technology

PERFORMANCE MEASURES

Indicator	2013-14 ACTUAL	2014-15 PROJECTED	2015-16 TARGET
INPUTS			
# of Network Servers	N/A	6	6
# of PCs	N/A	482	490
# of IP Office (Telephone Computers)	N/A	10	10
# of Hand Sets	N/A	600	600
# of Network Printers	N/A	58	55
OUTPUTS			
# of Critical Requests	N/A	48	10
# of Non-Critical Requests	N/A	1,551	500
# of Service Requests	N/A	1,599	1,500
EFFICIENCY			
% Critical Calls Cleared in 4 Hours	N/A	99%	99%
% Non-Critical Calls Cleared in 24 Hours	N/A	99%	99%
Division Budget as a % of the General Fund	2.40%	2.49%	2.34%
EFFECTIVENESS & OUTCOMES			
% of Network Uptime	N/A	95%	99%
% of Telephone Uptime	N/A	98%	99%
% of Viruses Blocked at the Workstation	N/A	100%	100%
% of Viruses Blocked at the Firewall	N/A	100%	100%
% of Successful Backup/Restore Requests	N/A	100%	100%



**City of Bedford
Human Resources Division
FY 2015 – 2016**





City of Bedford
Program Summary
FY 2015-2016

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 and retention. The division is a strategic partner that provides management expertise in benefits planning and administration, employee relations issues, policy oversight and development, management coaching, legal compliance and employee training and development. The Human Resources division's mission is: "To exemplify PRIDE values in every customer encounter."

FY 2014-2015 HIGHLIGHTS

- * Class II participants successfully completed the Emerging Leaders Program.
- * Rewrote all job descriptions for all positions within the City in cooperation with the various Departments.
- * Successfully planned and executed the inaugural "Employee In-Service Training Day."
- * Successfully managed dissolving the 401(a) pension program and the full migration to the Texas Municipal Retirement System.
- * Completed the software update to the New World HRIS system.
- * Successfully bid health, dental and life insurance for employee benefits.
- * Conducted Supervisor training on Innovation and Team Dynamics; coordinated a senior leadership retreat.
- * Received the corporate "Fit Friendly" designation from the American Heart Association for the fourth year in a row.
- * Implemented an employee Weight Loss Wellness Program through the Employee Clinic.

FY 2015-2016 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

Be responsive to the needs of the community.

- * Continue to align employee programs and departmental services with the PRIDE core values.
- * Implement electronic time keeping system .

Demonstrate excellent customer service in an efficient manner.

- * Continue focus on employee training and development through HR programs such as the Emerging Leaders Program, Supervisory Development Program and other HR sponsored training in order to maximize employee engagement, knowledge and efficiency.
- * To provide responsive service to internal and external customers.

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 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Personnel Services	\$256,359	\$241,437	\$252,124	\$254,039	\$314,637
Supplies	24,302	27,397	36,710	36,856	41,560
Maintenance	-	-	-	-	-
Contractual Services	39,109	38,062	44,280	44,330	45,172
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$319,770	\$306,895	\$333,114	\$335,225	\$401,369

PERSONNEL SUMMARY

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

	ACTUAL 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
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
Staffing & Development Coordinator	0.00	0.00	0.00	0.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
*TOTAL:	3.00	3.00	3.00	3.00	4.00

SIGNIFICANT CHANGES

Reclassification of Record Technician to Staffing & Development Coordinator	\$55,380
Change in employee benefit costs	\$7,100
Funding for Employee Training Module	\$4,550



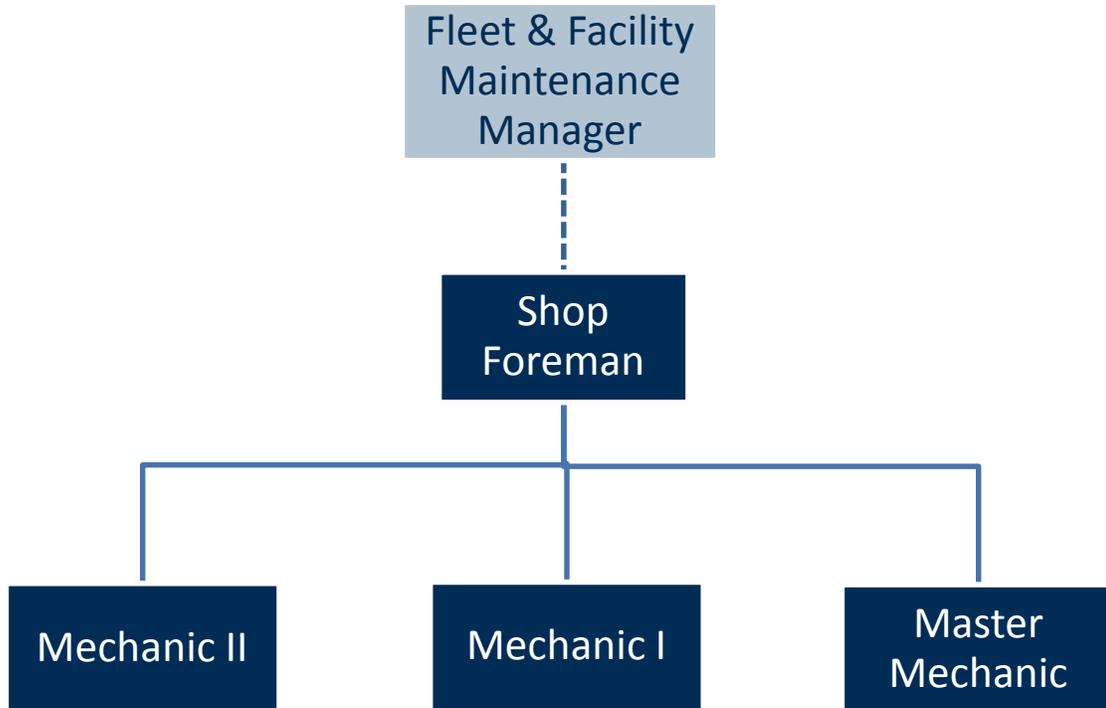
Fund: General
 Department: Support Services
 Division: Human Resources

PERFORMANCE MEASURES

Indicator	2013-14 ACTUAL	2014-15 PROJECTED	2015-16 TARGET
INPUTS			
# of HR FTEs	3	3	4
# of Regular FTEs	352.57	352.57	365.68
# of Seasonal FTEs	20.22	20.22	20.41
# of Payrolls Processed	31	31	30
OUTPUTS			
% of Eligible Employees Completing the Health Risk Assessment (HRA)	74%	75%	75%
# of Background Checks Processed (Pre-employment and Volunteers over age 18)	104	110	110
# of Physicals Processed (Pre-employment, Fit for Duty and CDL)	75	81	90
# of Drug Screens Processed (Pre-employment, Volunteer and For Cause)	187	194	202
# of Job Postings Produced	100	100	110
# of Payroll Processing Errors	N/A	<25	<13
# of Employees Attending Training	N/A	202	425
EFFICIENCY			
Employee Benefits as a % of Total Wages	32.9%	34%	35%
Employee Benefit Cost as a % of Revenue	11%	11%	14%
Employee Compensation as a % of Revenue	42%	43%	44%
Training Cost per FTE	N/A	\$10	\$108
Ratio of Human Resources FTEs to 100 FTEs	1:110	1:110	1:113
Division Budget as a % of General Fund	1.08%	1.11%	1.33%
EFFECTIVENESS & OUTCOMES			
% of 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	98%	98%	98%
Avoidable Turnover Rate	7%	7%	8%
Unavoidable Turnover Rate	3%	3%	3.5%
% of Training Evaluations Receiving an Overall Score of "Good" or "Excellent"	N/A	75%	85%



City of Bedford
Fleet Maintenance Services Division
FY 2015 – 2016





City of Bedford
Program Summary
FY 2015-2016

Fund: General

Department: Support Services

Division: Fleet

PROGRAM DESCRIPTION

The Fleet Maintenance Division is responsible for the preventive maintenance and unscheduled repairs on City owned vehicles and equipment. The Division's activities include fuel card management, staff training on safe operation of vehicles and equipment, vehicle registration, and maintaining inventory of stocked parts. The Division is also responsible for maintaining the City's compliance with the North Central Texas Council of Governments Clean Fleet Program.

FY 2014-2015 HIGHLIGHTS

- * Adopted a more comprehensive Clean Fleet Policy
- * Submitted the 2013 Clean Fleet annual report to North Central Texas Council of Governments

FY 2015-2016 DIVISIONAL GOALS (AS RELATED TO COUNCIL MISSION)

Be responsive to the needs of the community.

- * Continue the preventive maintenance program of City owned vehicles/equipment to assist in the reduction of unit down time.

Demonstrate excellent customer service in an efficient manner.

- * Coordinate with user departments to ensure customer satisfaction.
- * Continue employee training to develop the skills needed for reduction of vehicle/equipment down-time.

Provide for a safe and friendly community environment.

- * Remain in compliance with State and Federal regulations for vehicle maintenance and repairs.

Protect the vitality of neighborhoods.

- * Remain in compliance with the North Central Texas Council of Governments Clean Fleet program.



Fund: General
 Department: Support Services
 Division: Fleet

EXPENDITURE SUMMARY

	ACTUAL 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Personnel Services	\$218,545	\$220,624	\$233,166	\$193,368	\$263,007
Supplies	14,464	20,004	19,640	19,798	30,350
Maintenance	2,034	5,785	4,420	4,420	4,420
Contractual Services	3,093	3,150	31,620	31,037	7,710
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	16,752	-	8,000	8,000	-
TOTAL:	\$254,888	\$249,564	\$296,846	\$256,623	\$305,487

PERSONNEL SUMMARY

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

	ACTUAL 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Fleet Services Manager	1.00	1.00	1.00	1.00	0.00
Shop Foreman	0.00	0.00	0.00	0.00	1.00
Master Mechanic	0.00	0.00	0.00	0.00	1.00
Mechanic II	1.00	1.00	1.00	1.00	1.00
Mechanic I	2.00	2.00	2.00	2.00	2.00
*TOTAL:	4.00	4.00	4.00	4.00	5.00

SIGNIFICANT CHANGES

Supplemental for Master Mechanic position	\$63,295
Change in employee benefit costs	(\$33,454)
One-time supplemental for Fleet Software	(\$34,200)



Fund: General

Department: Support Services

Division: Fleet

PERFORMANCE MEASURES

Indicator	2013-14 ACTUAL	2014-15 PROJECTED	2015-16 TARGET
INPUTS			
# of Mechanics	3	2	4
# of Support Staff	1	2	2
# of Staff Training Sessions Planned	6	10	10
OUTPUTS			
# of Vehicles and Equipment Maintained	450	500	500
# of Automotive Service Excellence (ASE) Certifications within Division	0	0	3
# of Field Service Calls	40	55	50
# of Work Orders Generated	1,430	1,500	1,500
# of Preventive Maintenance Work Orders Generated	549	600	600
# of Unscheduled Work Orders Generated	881	900	900
EFFICIENCY			
# of Work Orders per Mechanic	476	750	500
# of Staff Hours Involved for Training Courses Attended	30	50	50
# of Staff Hours Involved for Field Service Calls	80	110	100
Average # of Staff Hours per Field Service Call	2	2	2
EFFECTIVENESS & OUTCOMES			
% of Planned Training Sessions Attended	100%	100%	100%
% of Field Service Calls Responded to by Staff	80%	80%	80%
% of Field Service Calls Responded to by Third Party Vendor	20%	20%	20%
% of Preventive Maintenance Work Orders	40%	40%	40%
% of Unscheduled Work Orders	60%	60%	60%
% of Vehicles/Equipment Returned for the Same Repair Problem	5%	5%	5%
% of Staff Holding Automotive Service Excellence (ASE) Certification	0%	0%	3%
% of Customers Satisfied with the Service Received	80%	95%	100%



**City of Bedford
Facilities Maintenance Division
FY 2015 – 2016**





City of Bedford
Program Summary
FY 2015-2016

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 2014-2015 HIGHLIGHTS

- * Replaced Old Bedford School east windows.
- * Repaired mortar and sealed brick at Old Bedford School.
- * Replaced all overhead door operators at Public Works.
- * Remodeled the Public Works kitchen.
- * Replaced front windows at Fire Station 1.
- * Refurbished the Old Bedford School flag pole.
- * Replaced Senior Center kitchen countertops.

FY 2015-2016 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 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Personnel Services	\$94,900	\$98,605	\$102,600	\$109,667	\$285,310
Supplies	32,961	34,949	40,360	37,960	45,160
Maintenance	166,602	187,202	231,050	230,550	231,050
Contractual Services	150,792	182,532	191,700	192,446	133,780
Utilities	27,135	-2,167	9,900	6,437	9,900
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$472,389	\$501,121	\$575,610	\$577,060	\$705,200

PERSONNEL SUMMARY

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

	ACTUAL 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Crew Leader	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	1.00	1.00	1.00	1.00	1.00
Custodian II	0.00	0.00	0.00	0.00	1.00
Custodian I	0.00	0.00	0.00	0.00	4.00
*TOTAL:	2.00	2.00	2.00	2.00	7.00

SIGNIFICANT CHANGES

Supplemental & Reallocation of current positions for Custodial Crew for City Facilities	\$192,269
Decrease in contract cleaning services	(\$49,980)



Fund: General
Department: Support Services
Division: Facilities Maintenance

PERFORMANCE MEASURES

Indicator	2013-14 ACTUAL	2014-15 PROJECTED	2015-16 TARGET
INPUTS			
# of FTEs	2	2	7
# of General Maintenance Work Orders Generated	N/A	650	700
# of Emergency Work Orders Generated	N/A	5	10
OUTPUTS			
% of General Maintenance Work Orders Completed	N/A	95%	97%
% of After Hour Calls vs Calls During Normal Business Hours	N/A	5%	5%
% of Emergency Calls vs General Maintenance Calls	N/A	1%	1%
EFFICIENCY			
Division Budget as a % of the General Fund	1.76%	1.92%	1.98%
% of General Maintenance Work Orders Responded to Within 24 Hours	N/A	95%	95%
EFFECTIVENESS & OUTCOMES			
% of General Maintenance Work Orders Completed Within 48 hours	N/A	80%	90%
Average Customer Satisfaction With All Maintenance Services	N/A	95%	100%
Average Cost per Work Order Completed	N/A	\$200	\$150



**City of Bedford
Risk Management Division
FY 2015 – 2016**





City of Bedford
Program Summary
FY 2015-2016

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 2014-2015 HIGHLIGHTS

- * Return to Work Light Duty program continues to be utilized, helping to lower costs associated with Workers' Compensation claims.
- * Reduced number of general liability claims.

FY 2015-2016 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 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Personnel Services	\$72,144	\$81,709	\$132,503	\$142,125	\$154,102
Supplies	339	499	1,000	800	1,000
Maintenance	-	-	-	-	-
Contractual Services	517	1,697	1,300	5,019	4,660
Utilities	5,263	5,800	5,700	5,093	5,700
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
TOTAL:	\$78,263	\$89,705	\$140,503	\$153,037	\$165,462

PERSONNEL SUMMARY

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

	ACTUAL 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Risk/Contractual Services Manager	1.00	1.00	1.00	1.00	0.00
Fleet & Facility Maintenance Manager	0.00	0.00	0.00	0.00	1.00
Administrative Coordinator	0.00	0.00	1.00	1.00	1.00
*TOTAL:	1.00	1.00	2.00	2.00	2.00

SIGNIFICANT CHANGES

Change in employee benefit costs	\$21,599
----------------------------------	----------



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

PERFORMANCE MEASURES

Indicator	2013-14 ACTUAL	2014-15 PROJECTED	2015-16 TARGET
INPUTS			
# of FTEs	2	2	2
# of Workers' Compensation Claims Filed	30	25	20
# of Property Claims Filed	15	10	10
# of General Liability Claims Filed	6	2	2
OUTPUTS			
# of Lost Time Injuries	8	6	3
# of Safety Trainings per Quarter	N/A	4	4
EFFICIENCY			
Average Cost of All Claims	\$2,050	\$2,000	\$2,000
Average % of Change to Premium for Workers' Compensation	19%	6%	-2%
Division Budget as a % of Water & Sewer Fund	0.44%	0.75%	0.79%
EFFECTIVENESS & OUTCOMES			
% of Claims Filed Within 72 hours	97%	100%	100%
# of Fines Levied by Texas Workers' Compensation Commission	0	0	0
% of Lost Time Injuries Returned to Work Light Duty	100%	100%	100%
# of Injuries that Result in No Lost Time Due to Light Duty Program	N/A	16	18



City of Bedford
 Program Summary
 FY 2015-2016

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 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Personnel Services*	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	-	-	-	-	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	51,868	66,253	98,300	98,300	61,638
TOTAL:	\$51,868	\$66,253	\$98,300	\$98,300	\$61,638

*This area does not have any personnel assigned.

SIGNIFICANT CHANGES

One-time capital purchases in FY 2014-2015	(\$98,300)
Supplemental for phone system upgrade	\$61,638



City of Bedford
 Program Summary
 FY 2015-2016

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 12/13	ACTUAL 13/14	BUDGET 14/15	PROJECTED 14/15	BUDGET 15/16
Personnel Services*	-	-	-	-	-
Supplies	-	-	-	-	-
Maintenance	9,099	58,487	-	331	25,820
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	65,179	76,673	56,710	56,710	-
TOTAL:	\$74,278	\$135,160	\$56,710	\$57,041	\$25,820

*This area does not have any personnel assigned.

SIGNIFICANT CHANGES

One-time Supplementals for FY 2014-2015 Projects	(\$56,710)
Supplemental for Senior Center Multi-Purpose Room Partitions	\$25,820