

# SUPPORT SERVICES

## TOTAL EXPENDITURES

**\$2,448,921**

DIVISION/FUND	ACTUAL 14-15	BUDGET 15-16	BASE 16-17	REQUESTS 16-17	BUDGET 16-17
Information Technology	738,281	700,705	708,342	-	708,342
Human Resources	314,309	401,369	427,181	-	427,181
Fleet Services	31	305,487	339,011	-	339,011
Facilities Maintenance	501,360	705,200	752,614	-	752,614
Risk Management	153,372	165,462	174,941	37,332	212,273
Computer Replacement Fund	113,230	61,638	-	9,500	9,500
Facility Maintenance Fund	59,952	25,820	-	-	-
<b>TOTAL</b>	<b>\$1,880,535</b>	<b>\$2,365,681</b>	<b>\$2,402,089</b>	<b>\$ 46,832</b>	<b>\$2,448,921</b>

### Future Budget Considerations

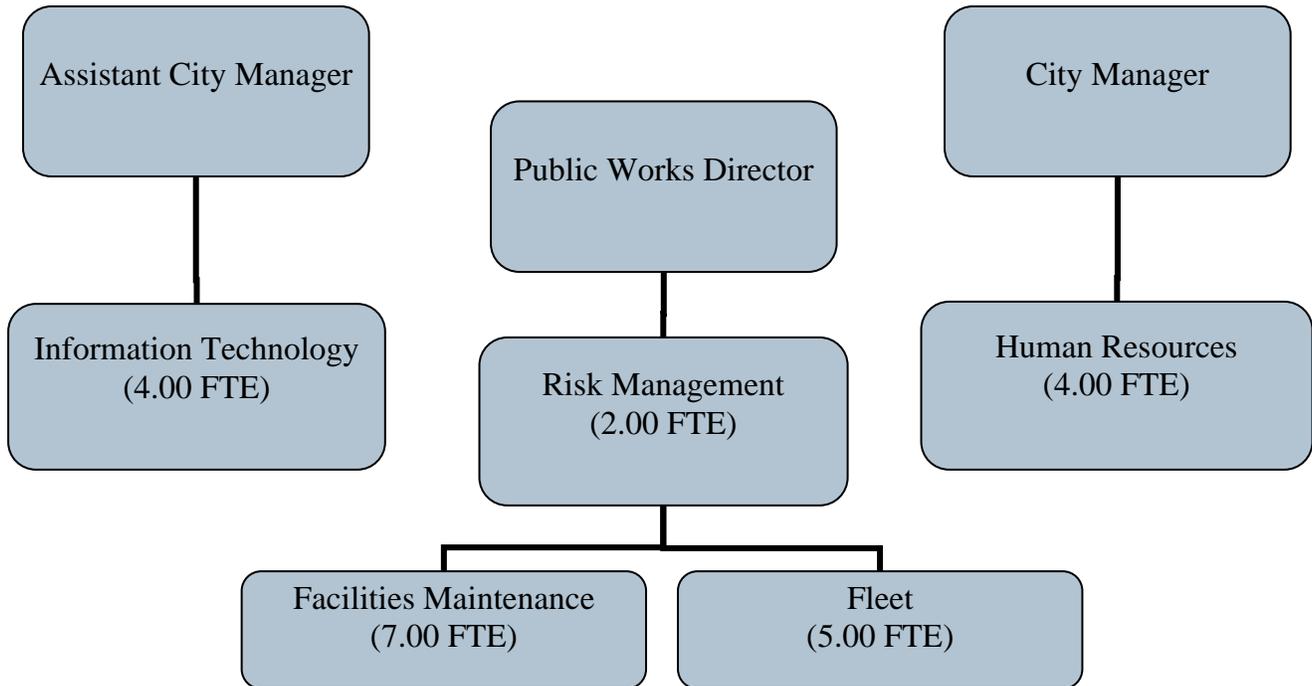
Moving forward, IT is taking a proactive approach whereby equipment will be inspected and replaced on a routine basis that follows industry standards. Computers, Servers, Printers and Networking hardware will be replaced on a rolling schedule to ensure that over time, the entire network gets a refresh. In addition to this, IT plans to formulate partnerships with IT providers, such as Lantana Communications, so that we have specialized expertise available on more complicated projects.

Human Resources-The Patient Protection and Affordable Care Act (PPACA) will continue to be in the forefront as organizations determine how they want to spend employee insurance benefit dollars and will continue to play a key factor in the way employee benefits are administered. The focus of PPACA in 2017 into 2018 will be in compliance with health care models which translates for businesses into managing costs while maximizing insurance dollars. In addition, there will be a stronger emphasis placed on IRS reporting of individual coverage for employees. This places an additional burden on employers to meet these reporting deadlines.

As our City workforce continues to age, benefit costs will continue to rise, there will become a need for succession planning and capturing institutional knowledge and retaining and engaging the workforce currently in place to ensure continuity of services to the citizens of Bedford.



**City of Bedford  
Support Services Organization Chart  
FY 2016 – 2017**





City of Bedford  
Program Summary  
FY 2016-2017

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 include 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 2015-2016 HIGHLIGHTS

- \* Finished deploying new Windows 7 workstations, all older legacy staff XP Pro workstations have been decommissioned.

FY 2016-2017 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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$368,232	\$350,318	\$358,005	\$360,983	\$385,142
Supplies	9,069	12,016	23,180	19,971	23,180
Maintenance	255,598	272,246	217,390	218,943	182,890
Contractual Services	48,478	103,700	102,130	119,529	117,130
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL:</b>	<b>\$681,377</b>	<b>\$738,281</b>	<b>\$700,705</b>	<b>\$719,426</b>	<b>\$708,342</b>

**PERSONNEL SUMMARY**

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

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Deputy Director of Information Services	1.00	0.00	0.00	0.00	0.00
Information Technology Manager	0.00	1.00	1.00	1.00	1.00
IT Specialist III (Lead IT Specialist)	1.00	1.00	1.00	1.00	1.00
IT Specialist II	1.00	1.00	0.00	0.00	0.00
IT Specialist I	1.00	1.00	2.00	2.00	2.00
<b>*TOTAL:</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**SIGNIFICANT CHANGES**



Fund: General  
Department: Support Services  
Division: Information Technology

## PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
<b>INPUTS</b>			
# of Network Servers	6	7	8
# of PCs	482	483	490
# of IP Office (Telephone Computers)	600	600	600
# of Network Printers	58	57	55
<b>OUTPUTS</b>			
# of Critical Requests	48	50	50
# of Non-Critical Requests	1,551	1,775	1,775
# of Service Requests	1,599	2,000	2,000
<b>EFFICIENCY</b>			
% Critical Calls Cleared in 4 Hours	99%	99%	99%
% Non-Critical Calls Cleared in 24 Hours	99%	99%	99%
Division Budget as a % of the General Fund	2.48%	2.34%	2.18%
<b>EFFECTIVENESS &amp; OUTCOMES</b>			
% of Network Uptime	93%	94%	95%
% of Telephone Uptime	98%	96%	98%
% of Viruses Blocked at the Workstation	100%	100%	100%
% of Viruses Blocked at the Firewall	100%	100%	100%
% of Successful Backup/Restore Requests	100%	100%	100%



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 14 - INFORMATION SYSTEMS								
<i>PERSONNEL SERVICES</i>								
8001	SALARIES	285,985.07	295,528.15	268,243.86	265,558.00	278,266.00	276,508.00	10,950.00
8001.0003	SALARIES INCENTIVE PAY	3,008.38	3,008.38	2,985.31	3,604.00	3,016.00	3,002.00	(602.00)
8001.0007	SALARIES CELL PHONE ALLOWANCE	.00	.00	341.67	842.00	1,050.00	1,263.00	421.00
8001.0099	SALARIES COLA INCREASE BUDGET	4,000.00	.00	.00	10,622.00	.00	11,060.00	438.00
8003	LONGEVITY	4,367.73	4,609.20	3,529.59	4,268.00	4,795.00	4,743.00	475.00
8004	OVERTIME	4,841.72	3,741.71	5,367.85	3,000.00	4,998.00	5,000.00	2,000.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	678.34	676.18	541.56	624.00	498.00	635.00	11.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	1,661.74	1,839.29	1,563.39	2,454.00	1,468.00	1,529.00	(925.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	19,847.19	20,701.66	32,375.23	33,018.00	32,232.00	43,370.00	10,352.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	1,145.45	926.75	1,185.68	1,272.00	1,207.00	1,272.00	.00
8006	PENSION	11,884.65	12,116.11	5,466.21	.00	.00	.00	.00
8006.0001	PENSION TMRS	14,497.73	15,989.46	19,475.72	22,836.00	23,399.00	26,269.00	3,433.00
8007	PHYSICALS	.00	26.00	.00	.00	.00	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	220.17	358.53	540.54	433.00	442.00	547.00	114.00
8009	UNEMPLOYMENT INSURANCE	36.00	828.00	36.00	828.00	684.00	108.00	(720.00)
8010	FICA/MEDICARE	4,257.61	4,326.47	3,957.95	4,134.00	4,098.00	4,302.00	168.00
8015	DISABILITY INSURANCE	520.17	537.49	510.13	512.00	513.00	534.00	22.00
8026	BACKGROUND CHECK	.00	18.95	.00	.00	.00	.00	.00
8030	RETIREE HEALTH SAVINGS	3,000.00	3,000.00	4,000.00	4,000.00	4,000.00	5,000.00	1,000.00
8035	RETIREE HEALTH-GASB	.00	.00	197.77	.00	317.00	.00	.00
<i>PERSONNEL SERVICES Totals</i>		<b>\$359,951.95</b>	<b>\$368,232.33</b>	<b>\$350,318.46</b>	<b>\$358,005.00</b>	<b>\$360,983.00</b>	<b>\$385,142.00</b>	<b>\$27,137.00</b>
<i>SUPPLIES</i>								
8101	OFFICE	9,611.25	8,807.85	10,629.46	9,330.00	8,142.00	9,330.00	.00
Budget Transactions								
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>		
Final City Manager Proposed		Printer cartridges for all City BW Networked Printers		1.00	9,030.00	9,030.00		
Final City Manager Proposed		Various Office Supplies		1.00	300.00	300.00		
		Final City Manager Proposed Totals				<b>\$9,330.00</b>		
8103	WEARING APPAREL	.00	.00	.00	300.00	.00	300.00	.00
Budget Transactions								
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>		
Final City Manager Proposed		Staff Shirts		1.00	300.00	300.00		
		Final City Manager Proposed Totals				<b>\$300.00</b>		





# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 14 - INFORMATION SYSTEMS MAINTENANCE								
8203.0001	MAINTENANCE HARDWARE AND SOFTWARE OTHER DEPTS	.00	.00	.00	182,790.00	174,823.00	143,290.00	(39,500.00)
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Animal Control: ARMS Software Maintenance					1.00	1,050.00	1,050.00
	Final City Manager Proposed							
	BRAC: Class Recreation Software Maintenance					1.00	2,900.00	2,900.00
	Final City Manager Proposed							
	Finance: IBM iSeries Hardware Maintenance					1.00	10,000.00	10,000.00
	Final City Manager Proposed							
	Finance: IBM iSeries Software Maintenance					1.00	8,390.00	8,390.00
	Final City Manager Proposed							
	Fire: Firehouse Software Maintenance					1.00	6,500.00	6,500.00
	Final City Manager Proposed							
	Garage: Computerized Fleet Analysis Maintenance					1.00	1,200.00	1,200.00
	Final City Manager Proposed							
	GIS: ESRI ArcGIS Maintenance					1.00	7,050.00	7,050.00
	Final City Manager Proposed							
	Police: Government Capital Corporation (Lease)					1.00	64,700.00	64,700.00
	Final City Manager Proposed							
	Police: New World Systems Software Maintenance					1.00	41,500.00	41,500.00
							Final City Manager Proposed Totals	\$143,290.00
8212	MAINTENANCE MOTOR VEHICLES	747.74	275.23	378.02	.00	.00	.00	.00
	<i>MAINTENANCE Totals</i>	\$258,269.44	\$255,598.03	\$272,246.12	\$217,390.00	\$218,943.00	\$182,890.00	(\$34,500.00)
<i>CONTRACTUAL SERVICES</i>								
8302	DATA COMMUNICATIONS	440.00	.00	.00	.00	.00	.00	.00
8304	WIRELESS COMMUNICATIONS	23,641.05	25,665.14	21,548.37	28,000.00	28,000.00	28,000.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Staff Cell Phones					1.00	3,900.00	3,900.00
	Final City Manager Proposed							
	Wireless Service for Public Safety Laptops					1.00	24,100.00	24,100.00
							Final City Manager Proposed Totals	\$28,000.00
8310	CONTRACT LABOR	.00	.00	.00	48,000.00	66,231.00	48,000.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Brandon Technologies Inc. (Network Consulting)					1.00	3,000.00	3,000.00
	Final City Manager Proposed							
	Cable Connection Specialists					1.00	5,000.00	5,000.00
	Final City Manager Proposed							
	Integrated Innovations: Finance, Inspections, Code					1.00	30,000.00	30,000.00
	Final City Manager Proposed							
	Network Printer Maintenance					1.00	10,000.00	10,000.00
							Final City Manager Proposed Totals	\$48,000.00



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 14 - INFORMATION SYSTEMS								
	CONTRACTUAL SERVICES							
8311	SOFTWARE	8,216.23	22,762.70	81,741.20	23,500.00	21,983.00	23,500.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Microsoft 354 Licenses (Email)					1.00	14,000.00	14,000.00
	Final City Manager Proposed					1.00	4,500.00	4,500.00
	Microsoft License for Evaluation Software (MSDN)					1.00	5,000.00	5,000.00
	Final City Manager Proposed							
	Misc Software Applications							
	Final City Manager Proposed Totals							\$23,500.00
8320	TRAVEL EXPENSE	.00	.00	.00	1,830.00	2,415.00	1,830.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	TX Association of Gov Info Tech Managers Conf - San Antonio					2.00	915.00	1,830.00
	Final City Manager Proposed Totals							\$1,830.00
8323	SCHOOLS	.00	.00	.00	800.00	850.00	800.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	TX Association of Gov Info Tech Managers Conf - San Antonio					2.00	400.00	800.00
	Final City Manager Proposed Totals							\$800.00
8333	SUBSCRIPTIONS	.00	.00	.00	.00	.00	15,000.00	15,000.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Barracuda Email Security Subscription					1.00	3,000.00	3,000.00
	Final City Manager Proposed					1.00	5,000.00	5,000.00
	Barracude Web Filter Appliance Subscription					1.00	7,000.00	7,000.00
	Final City Manager Proposed							
	Malwarebytes Enterprise Endpoint Subscription							
	Final City Manager Proposed Totals							\$15,000.00
8341	SPECIAL EVENTS	50.00	50.00	410.73	.00	50.00	.00	.00
	CONTRACTUAL SERVICES Totals	\$32,347.28	\$48,477.84	\$103,700.30	\$102,130.00	\$119,529.00	\$117,130.00	\$15,000.00
	Division 14 - INFORMATION SYSTEMS Totals	\$660,611.26	\$681,377.32	\$738,281.33	\$700,705.00	\$719,426.00	\$708,342.00	\$7,637.00





City of Bedford  
Program Summary  
FY 2016-2017

Fund: General

Department: Support Services

Division: Human Resources

PROGRAM DESCRIPTION

The Human Resources division supports City departments by developing, executing and evaluating programs, processes and procedures to ensure workforce maximization and retention. The division is a business partner to the other City departments by providing services that include recruitment and on-boarding, benefits planning and administration, employee relations, policy development and oversight, management coaching, employee training and development and legal compliance. The Human Resources division's mission is: "To exemplify PRIDE values in every customer encounter."

FY 2015-2016 HIGHLIGHTS

\*

FY 2016-2017 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.
- \* Continue focus on employee wellness initiatives to ensure that the workforce is mentally and physically fit to serve the community.
- \* Ensure that quality employees are hired and brought into the organization in a timely manner.

***Demonstrate excellent customer service in an efficient manner.***

- \* Maintain structured approach to employee training and development through HR programs such as the Emerging Leaders Program, supervisory training series, external coaching, Employee In Service Training Day and the Relias Learning System in order to maximize employee engagement, knowledge and efficiency.
- \* Continue to be a resource and advocate for employees in all functional HR areas.
- \* Focus on staff training and development in order to better service the needs of our customers, as 75% of the HR staff is new.

***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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$241,437	\$259,514	\$314,637	\$290,817	\$340,471
Supplies	27,397	17,716	41,560	29,720	44,095
Maintenance	-	-	-	-	-
Contractual Services	38,062	37,079	45,172	42,305	42,615
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL:</b>	<b>\$306,895</b>	<b>\$314,309</b>	<b>\$401,369</b>	<b>\$362,842</b>	<b>\$427,181</b>

**PERSONNEL SUMMARY**

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

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Director of Human Resources	1.00	1.00	1.00	1.00	1.00
Benefits Administrator	1.00	1.00	1.00	1.00	1.00
Staffing & Development Coordinator	0.00	0.00	1.00	1.00	1.00
Human Resources Coordinator	1.00	1.00	1.00	1.00	1.00
<b>*TOTAL:</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

**SIGNIFICANT CHANGES**



Fund: General  
Department: Support Services  
Division: Human Resources

## PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
<b>INPUTS</b>			
# of HR FTEs	3	4	4
# of Regular FTEs	352.57	365.68	365.68
# of Seasonal FTEs	20.22	20.41	20.41
# of Payrolls Processed	31	30	30
<b>OUTPUTS</b>			
% of Eligible Employees Completing the Health Risk Assessment (HRA)	77%	75%	75%
# of Background Checks Processed (Pre-employment and Volunteers over age 18)	144	110	113
# of Physicals Processed (Pre-employment, Fit for Duty, and CDL)	111	90	128
# of Job Postings Produced	82	110	115
# of Payroll Processing Errors	42	<13	<20
# of Employees Attending Training	526	425	428
<b>EFFICIENCY</b>			
Employee Benefits as a % of Total Wages	32%	35%	37%
Employee Benefit Cost as a % of Revenue	1%	14%	15%
Employee Compensation as a % of Revenue	25%	44%	44%
Training Cost per FTE	\$207	\$108	\$115
Ratio of Human Resources FTE to 100 FTEs	1:110	1:110	1:113
Division budget as a % of General Fund	1.05%	1.18%	1.31%
<b>EFFECTIVENESS &amp; OUTCOMES</b>			
% 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	13%	8%	10%
Unavoidable Turnover Rate	1%	3.5%	5%
% of Training Evaluations Receiving an Overall Score of "Good" or "Excellent"	75%	85%	80%



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	<b>101 - GENERAL FUND</b>							
	Department	<b>20 - SUPPORT SERVICES</b>						
	Division	<b>22 - HUMAN RESOURCES</b>						
	<i>PERSONNEL SERVICES</i>							
8001	SALARIES	204,768.95	189,919.84	209,913.92	242,288.00	244,206.00	261,157.00	18,869.00
8001.0003	SALARIES INCENTIVE PAY	158.23	1,203.19	2,324.07	3,000.00	1,810.00	1,800.00	(1,200.00)
8001.0007	SALARIES CELL PHONE ALLOWANCE	421.32	421.31	421.31	421.00	422.00	421.00	.00
8001.0099	SALARIES COLA INCREASE BUDGET	3,000.00	.00	.00	9,732.00	.00	10,446.00	714.00
8003	LONGEVITY	2,935.35	2,233.90	1,660.38	1,865.00	1,625.00	2,109.00	244.00
8004	OVERTIME	1,118.48	306.13	681.77	1,000.00	414.00	1,000.00	.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	450.87	453.49	367.92	497.00	368.00	529.00	32.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	1,331.65	1,392.77	1,054.35	1,611.00	862.00	931.00	(680.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	16,243.98	20,283.23	16,495.38	15,888.00	14,510.00	19,626.00	3,738.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	1,111.39	908.04	663.18	720.00	586.00	720.00	.00
8006	PENSION	8,478.87	7,726.92	3,884.86	.00	.00	.00	.00
8006.0001	PENSION TMRS	10,222.60	10,115.09	14,663.39	20,706.00	19,018.00	24,124.00	3,418.00
8007	PHYSICALS	200.00	.00	345.00	7,150.00	260.00	7,150.00	.00
8008	WORKER'S COMPENSATION INSURANCE	155.30	227.74	416.09	392.00	373.00	509.00	117.00
8009	UNEMPLOYMENT INSURANCE	27.00	621.00	27.00	829.00	634.00	108.00	(721.00)
8010	FICA/MEDICARE	2,863.52	2,502.58	2,909.23	3,733.00	3,471.00	4,003.00	270.00
8015	DISABILITY INSURANCE	371.55	339.18	381.56	464.00	392.00	497.00	33.00
8026	BACKGROUND CHECK	.00	.00	8.00	1,050.00	49.00	1,050.00	.00
8030	RETIREE HEALTH SAVINGS	.00	2,500.00	3,000.00	1,500.00	1,500.00	2,500.00	1,000.00
8035	RETIREE HEALTH-GASB	2,500.00	282.60	296.65	1,791.00	317.00	1,791.00	.00
	<i>PERSONNEL SERVICES Totals</i>	\$256,359.06	\$241,437.01	\$259,514.06	\$314,637.00	\$290,817.00	\$340,471.00	\$25,834.00
	<i>SUPPLIES</i>							
8101	OFFICE	846.50	812.31	1,102.94	910.00	1,055.00	910.00	.00
	Budget Transactions							
	<i>Level</i>	<i>Transaction</i>			<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
	Final City Manager Proposed	General Office Supplies			1.00	910.00	910.00	
					Final City Manager Proposed Totals		\$910.00	
8110	FURNITURE AND FIXTURES	.00	.00	.00	.00	795.00	.00	.00
8114	POSTAGE	428.68	743.26	873.94	900.00	482.00	900.00	.00
	Budget Transactions							
	<i>Level</i>	<i>Transaction</i>			<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>	
	Final City Manager Proposed	Postage			1.00	900.00	900.00	
					Final City Manager Proposed Totals		\$900.00	



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 22 - HUMAN RESOURCES								
SUPPLIES								
8135	PROMOTIONAL AND EDUCATIONAL	8,887.33	7,488.59	9,822.78	9,460.00	11,327.00	9,460.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	760.00	760.00
	Final City Manager Proposed					1.00	1,900.00	1,900.00
	Final City Manager Proposed					1.00	6,800.00	6,800.00
						Final City Manager Proposed Totals		\$9,460.00
8135.0001	PROMOTIONAL AND EDUCATIONAL CIGNA DONATION	(7,171.21)	(6,353.01)	(7,438.52)	.00	(4,803.00)	.00	.00
8140	PUBLICATIONS AND PROGRAMMING	654.08	240.00	.00	240.00	.00	240.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	240.00	240.00
						Final City Manager Proposed Totals		\$240.00
8195	TRAINING-HUMAN RESOURCE USE	20,656.99	24,465.71	13,354.59	30,050.00	20,864.00	32,585.00	2,535.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	6,535.00	6,535.00
	Final City Manager Proposed					1.00	9,000.00	9,000.00
	Final City Manager Proposed					1.00	12,500.00	12,500.00
	Final City Manager Proposed					1.00	4,550.00	4,550.00
						Final City Manager Proposed Totals		\$32,585.00
	<i>SUPPLIES Totals</i>	\$24,302.37	\$27,396.86	\$17,715.73	\$41,560.00	\$29,720.00	\$44,095.00	\$2,535.00
	<i>CONTRACTUAL SERVICES</i>							
8310	CONTRACT LABOR	33,724.32	33,686.31	30,162.18	36,550.00	34,521.00	34,015.00	(2,535.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	24,000.00	24,000.00
	Final City Manager Proposed					1.00	1,350.00	1,350.00
	Final City Manager Proposed					1.00	8,665.00	8,665.00
						Final City Manager Proposed Totals		\$34,015.00



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 22 - HUMAN RESOURCES								
CONTRACTUAL SERVICES								
8319	ADVERTISING	107.28	215.04	199.95	200.00	319.00	200.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	200.00	200.00
	Legal Advertisement for Insurance Benefit Request for Proposals							
						Final City Manager Proposed Totals		\$200.00
8320	TRAVEL EXPENSE	596.96	1,488.99	2,110.91	2,050.00	2,810.00	2,050.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	1,050.00	1,050.00
	TX Municipal H.R. Association Annual Conference - Lubbock, TX							
	Final City Manager Proposed					1.00	1,000.00	1,000.00
	TX Municipal Retirement System Correspondent's Cert - Austin, TX							
						Final City Manager Proposed Totals		\$2,050.00
8322	DUES	430.00	335.00	1,345.00	1,152.00	672.00	1,130.00	(22.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	125.00	125.00
	International Public Management Association for HR Director							
	Final City Manager Proposed					1.00	750.00	750.00
	Rotary membership for HR Director							
	Final City Manager Proposed					1.00	180.00	180.00
	Society of Human Resources Management (SHRM)							
	Final City Manager Proposed					1.00	75.00	75.00
	Texas Municipal Human Resources Association (TMHRA)							
						Final City Manager Proposed Totals		\$1,130.00
8323	SCHOOLS	200.00	200.00	.00	350.00	525.00	350.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	200.00	200.00
	TX Municipal H. R. Association Annual Conference - Lubbock, TX							
	Final City Manager Proposed					1.00	150.00	150.00
	TX Municipal Retirement System Correspondent's Cert - Austin, TX							
						Final City Manager Proposed Totals		\$350.00
8336	TUITION REIMBURSEMENT	1,961.56	165.00	1,160.54	2,770.00	1,500.00	2,770.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	2,770.00	2,770.00
	Employee Tuition Reimbursement Program							
						Final City Manager Proposed Totals		\$2,770.00
8341	SPECIAL EVENTS	121.30	50.00	50.00	.00	50.00	.00	.00



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	<b>101 - GENERAL FUND</b>							
	Department <b>20 - SUPPORT SERVICES</b>							
	Division <b>22 - HUMAN RESOURCES</b>							
	<i>CONTRACTUAL SERVICES</i>							
8360	COPY MACHINES	1,967.34	1,921.19	2,050.34	2,100.00	1,908.00	2,100.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	2,100.00	2,100.00
	Transaction							
	Copy Machine Annual Lease							
						Final City Manager Proposed Totals		\$2,100.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$39,108.76	\$38,061.53	\$37,078.92	\$45,172.00	\$42,305.00	\$42,615.00	(\$2,557.00)
Division	<b>22 - HUMAN RESOURCES Totals</b>	\$319,770.19	\$306,895.40	\$314,308.71	\$401,369.00	\$362,842.00	\$427,181.00	\$25,812.00





City of Bedford  
Program Summary  
FY 2016-2017

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 2015-2016 HIGHLIGHTS

\*

FY 2016-2017 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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	-	-	\$263,007	\$233,504	\$297,381
Supplies	-	-	30,350	29,682	30,350
Maintenance	-	-	4,420	4,720	4,820
Contractual Services	-	31	7,710	7,585	6,460
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL:</b>	-	\$31	\$305,487	\$275,491	\$339,011

**PERSONNEL SUMMARY**

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

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Fleet Services Manager	1.00	1.00	0.00	0.00	0.00
Shop Foreman	0.00	0.00	1.00	1.00	1.00
Master Mechanic	0.00	0.00	1.00	1.00	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
<b>*TOTAL:</b>	4.00	4.00	5.00	5.00	5.00

**SIGNIFICANT CHANGES**



Fund: General  
Department: Support Services  
Division: Fleet

## PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
<b>INPUTS</b>			
# of Mechanics	4	4	4
# of Staff Training Sessions Planned	5	5	5
<b>OUTPUTS</b>			
# of Vehicles and Equipment Maintained	515	500	500
# of Work Orders Generated	1,262	1,250	1,300
# of Preventive Maintenance Work Orders Generated	369	450	520
# of Unscheduled Work Orders Generated	866	800	780
<b>EFFICIENCY</b>			
# of Staff Hours Involved for Training Courses Attended	100	100	100
Avg Time In Hours To Complete A Level A Preventive Maintenance Service	1.04	1	1
Avg Time In Hours To Complete A Level B Preventive Maintenance Service	1.44	2	2
Avg Time In Hours To Complete A Level D Preventive Maintenance Service	2.25	3	3
Division budget as a % of General Fund	0.84%	0.90%	1.04%
<b>EFFECTIVENESS &amp; OUTCOMES</b>			
% of Planned Training Sessions Attended	100%	100%	100%
% of Preventive Maintenance Work Orders	32%	36%	40%
% of Unscheduled Work Orders	68%	64%	60%



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 28 - FLEET SERVICES								
<i>PERSONNEL SERVICES</i>								
8001	SALARIES	.00	.00	.00	193,336.00	166,900.00	201,075.00	7,739.00
8001.0003	SALARIES INCENTIVE PAY	.00	.00	.00	3,601.00	3,921.00	3,903.00	302.00
8001.0099	SALARIES COLA INCREASE BUDGET	.00	.00	.00	6,174.00	.00	8,043.00	1,869.00
8003	LONGEVITY	.00	.00	.00	2,525.00	2,370.00	2,830.00	305.00
8004	OVERTIME	.00	.00	.00	2,000.00	2,000.00	2,000.00	.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	.00	.00	.00	467.00	287.00	486.00	19.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	.00	.00	.00	2,294.00	1,308.00	1,684.00	(610.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	.00	.00	.00	24,873.00	27,062.00	43,370.00	18,497.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	.00	.00	.00	1,032.00	972.00	1,272.00	240.00
8006.0001	PENSION TMRS	.00	.00	.00	16,290.00	13,929.00	18,979.00	2,689.00
8007	PHYSICALS	.00	.00	.00	.00	70.00	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	.00	.00	.00	4,321.00	3,674.00	6,334.00	2,013.00
8009	UNEMPLOYMENT INSURANCE	.00	.00	.00	992.00	668.00	135.00	(857.00)
8010	FICA/MEDICARE	.00	.00	.00	2,982.00	2,414.00	3,132.00	150.00
8015	DISABILITY INSURANCE	.00	.00	.00	370.00	327.00	388.00	18.00
8026	BACKGROUND CHECK	.00	.00	.00	.00	19.00	.00	.00
8030	RETIREE HEALTH SAVINGS	.00	.00	.00	1,750.00	1,750.00	3,750.00	2,000.00
8035	RETIREE HEALTH-GASB	.00	.00	.00	.00	5,833.00	.00	.00
<i>PERSONNEL SERVICES Totals</i>		\$0.00	\$0.00	\$0.00	\$263,007.00	\$233,504.00	\$297,381.00	\$34,374.00
<i>SUPPLIES</i>								
8101	OFFICE	.00	.00	.00	250.00	307.00	250.00	.00
Budget Transactions								
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>	<i>Total Amount</i>	
Final City Manager Proposed		Office Supplies		1.00		250.00	250.00	
						Final City Manager Proposed Totals		\$250.00
8103	WEARING APPAREL	.00	.00	.00	1,950.00	1,950.00	1,950.00	.00
Budget Transactions								
<i>Level</i>		<i>Transaction</i>		<i>Number of Units</i>		<i>Cost Per Unit</i>	<i>Total Amount</i>	
Final City Manager Proposed		Boots, Work Shirts, etc...		4.00		375.00	1,500.00	
Final City Manager Proposed		Master Mechanic		1.00		450.00	450.00	
						Final City Manager Proposed Totals		\$1,950.00



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 28 - FLEET SERVICES								
SUPPLIES								
8105	FUEL AND OIL	.00	.00	.00	2,600.00	2,000.00	2,600.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Fuel - Fleet Vehicles					2.00	1,300.00	2,600.00
						Final City Manager Proposed Totals		\$2,600.00
8106	MINOR APPARATUS	.00	.00	.00	14,320.00	14,320.00	14,320.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Hand Tools, Power Tools, & Misc. Shop Supplies					1.00	4,520.00	4,520.00
	Final City Manager Proposed Tools for Master Mechanic					1.00	9,800.00	9,800.00
						Final City Manager Proposed Totals		\$14,320.00
8107	LAUNDRY AND CLEANING	.00	.00	.00	1,400.00	1,275.00	1,400.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed Master Mechanic					1.00	300.00	300.00
	Final City Manager Proposed Uniform Cleaning					4.00	275.00	1,100.00
						Final City Manager Proposed Totals		\$1,400.00
8109	MECHANICAL	.00	.00	.00	9,830.00	9,830.00	9,830.00	.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed A/C Freon					1.00	550.00	550.00
	Final City Manager Proposed Chemicals					1.00	2,200.00	2,200.00
	Final City Manager Proposed Lube/Grease					1.00	850.00	850.00
	Final City Manager Proposed Misc. Shop Supplies					1.00	4,380.00	4,380.00
	Final City Manager Proposed Tire Repair Supplies					1.00	700.00	700.00
	Final City Manager Proposed Welding Supplies					1.00	1,150.00	1,150.00
						Final City Manager Proposed Totals		\$9,830.00
	<i>SUPPLIES Totals</i>	\$0.00	\$0.00	\$0.00	\$30,350.00	\$29,682.00	\$30,350.00	\$0.00
	MAINTENANCE							
8210	MAINTENANCE EQUIPMENT	.00	.00	.00	2,420.00	2,420.00	2,820.00	400.00
	Budget Transactions							
	Level Transaction					Number of Units	Cost Per Unit	Total Amount
	Final City Manager Proposed CFAWin8 Software updates					1.00	400.00	400.00
	Final City Manager Proposed Repairs to Service Center Equipment					1.00	1,470.00	1,470.00





# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	<b>101 - GENERAL FUND</b>							
	Department <b>20 - SUPPORT SERVICES</b>							
	Division <b>28 - FLEET SERVICES</b>							
	<i>CONTRACTUAL SERVICES</i>							
8323	SCHOOLS	.00	.00	.00	2,380.00	2,380.00	2,130.00	(250.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	ASE Certifications Registration & Testing					3.00	210.00	630.00
	Final City Manager Proposed							
	Emergency Vehicle Training					1.00	900.00	900.00
	Final City Manager Proposed							
	Texas Public Works Association Short Course					1.00	200.00	200.00
	Final City Manager Proposed							
	Various Vehicle Maintenance Training					1.00	400.00	400.00
						Final City Manager Proposed Totals		\$2,130.00
8333	SUBSCRIPTIONS	.00	.00	.00	900.00	900.00	900.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed							
	Auto Repair Manual Updates					1.00	900.00	900.00
						Final City Manager Proposed Totals		\$900.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$0.00	\$0.00	\$30.80	\$7,710.00	\$7,585.00	\$6,460.00	(\$1,250.00)
	Division <b>28 - FLEET SERVICES Totals</b>	\$0.00	\$0.00	\$30.80	\$305,487.00	\$275,491.00	\$339,011.00	\$33,524.00



City of Bedford  
Program Summary  
FY 2016-2017

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 2015-2016 HIGHLIGHTS

\*

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

***Be responsive to the needs of the community.***

- \* Utilize resources in a fiscally responsible manner.
- \* Provide outstanding support to all departments.

***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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$98,605	\$102,922	\$285,310	\$272,177	\$326,974
Supplies	34,949	34,297	45,160	45,160	45,160
Maintenance	187,202	161,396	231,050	224,000	230,740
Contractual Services	182,532	182,154	133,780	133,780	135,140
Utilities	-2,167	20,590	9,900	33,777	14,600
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL:</b>	<b>\$501,121</b>	<b>\$501,360</b>	<b>\$705,200</b>	<b>\$708,894</b>	<b>\$752,614</b>

**PERSONNEL SUMMARY**

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

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Crew Leader	1.00	1.00	0.00	0.00	0.00
Maintenance Supervisor	0.00	0.00	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	1.00	1.00	1.00
Custodian I	0.00	0.00	4.00	4.00	4.00
<b>*TOTAL:</b>	<b>2.00</b>	<b>2.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

**SIGNIFICANT CHANGES**



Fund: General  
Department: Support Services  
Division: Facilities Maintenance

## PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
<b>INPUTS</b>			
# of FTEs	2	2	2
# of General Maintenance Work Orders Generated	855	800	850
# of High Priority Work Orders Generated	133	95	100
<b>OUTPUTS</b>			
% of General Maintenance Work Orders Completed	97%	97%	100%
% of After Hour Calls vs Calls During Normal Business Hours	5%	3%	5%
% of Emergency Calls vs General Maintenance Calls	5%	3%	5%
<b>EFFICIENCY</b>			
Division Budget as a % of the General Fund	1.68%	2.31%	2.32%
% of General Maintenance Work Orders Responded to Within 24 Hours	85%	83%	90%
<b>EFFECTIVENESS &amp; OUTCOMES</b>			
% of General Maintenance Work Orders Completed Within 72 hours	90%	95%	100%
Average Customer Satisfaction With All Maintenance Services	95%	97%	100%



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 39 - FACILITIES MAINTENANCE								
<i>PERSONNEL SERVICES</i>								
8001	SALARIES	73,572.58	77,317.92	75,569.29	195,434.00	202,767.00	225,268.00	29,834.00
8001.0003	SALARIES INCENTIVE PAY	.00	.00	.00	2,400.00	2,096.00	2,400.00	.00
8001.0099	SALARIES COLA INCREASE BUDGET	2,000.00	.00	.00	5,727.00	.00	9,011.00	3,284.00
8003	LONGEVITY	1,036.14	1,156.78	1,788.47	2,414.00	510.00	1,689.00	(725.00)
8004	OVERTIME	968.23	1,168.88	828.66	2,000.00	2,530.00	3,000.00	1,000.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	175.00	173.49	181.56	532.00	339.00	544.00	12.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	635.44	686.04	456.82	2,693.00	1,415.00	1,807.00	(886.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	7,470.49	7,797.93	14,059.11	44,233.00	33,532.00	51,028.00	6,795.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	395.68	312.93	312.93	1,512.00	1,425.00	1,752.00	240.00
8006	PENSION	3,059.57	3,134.29	1,584.65	.00	.00	.00	.00
8006.0001	PENSION TMRS	3,715.17	4,149.57	5,370.88	17,989.00	16,745.00	21,026.00	3,037.00
8007	PHYSICALS	.00	.00	.00	.00	1,099.00	.00	.00
8008	WORKER'S COMPENSATION INSURANCE	632.59	1,038.44	1,527.54	4,290.00	4,477.00	5,372.00	1,082.00
8009	UNEMPLOYMENT INSURANCE	18.00	414.00	18.00	1,316.00	979.00	189.00	(1,127.00)
8010	FICA/MEDICARE	1,088.28	1,115.97	1,079.09	3,352.00	2,972.00	3,460.00	108.00
8015	DISABILITY INSURANCE	132.34	139.21	144.88	418.00	404.00	428.00	10.00
8026	BACKGROUND CHECK	.00	.00	.00	.00	99.00	.00	.00
8030	RETIREE HEALTH SAVINGS	.00	.00	.00	1,000.00	.00	.00	(1,000.00)
8035	RETIREE HEALTH-GASB	.00	.00	.00	.00	788.00	.00	.00
<i>PERSONNEL SERVICES Totals</i>		<b>\$94,899.51</b>	<b>\$98,605.45</b>	<b>\$102,921.88</b>	<b>\$285,310.00</b>	<b>\$272,177.00</b>	<b>\$326,974.00</b>	<b>\$41,664.00</b>
<i>SUPPLIES</i>								
8101	OFFICE	898.22	1,462.05	588.57	660.00	660.00	660.00	.00
Budget Transactions								
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
Final City Manager Proposed	General Office Supplies					1.00	660.00	660.00
Final City Manager Proposed Totals								<b>\$660.00</b>
8103	WEARING APPAREL	550.91	521.82	656.38	1,600.00	1,600.00	1,600.00	.00
Budget Transactions								
<i>Level</i>	<i>Transaction</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
Final City Manager Proposed	Custodial Crew Uniforms					1.00	800.00	800.00
Final City Manager Proposed	Uniforms					2.00	400.00	800.00
Final City Manager Proposed Totals								<b>\$1,600.00</b>



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 39 - FACILITIES MAINTENANCE								
SUPPLIES								
8105	FUEL AND OIL	3,351.59	3,771.80	2,135.80	5,500.00	5,500.00	5,500.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	1,000.00	1,000.00
	Final City Manager Proposed					1.00	3,500.00	3,500.00
	Final City Manager Proposed					1.00	1,000.00	1,000.00
						Final City Manager Proposed Totals		\$5,500.00
8106	MINOR APPARATUS	934.88	958.35	690.07	4,000.00	4,000.00	4,000.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	4,000.00	4,000.00
						Final City Manager Proposed Totals		\$4,000.00
8107	LAUNDRY AND CLEANING	.00	64.80	.00	.00	.00	.00	.00
8115	CLEANING SUPPLIES	27,225.17	28,170.08	30,226.58	33,400.00	33,400.00	33,400.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	7,000.00	7,000.00
	Final City Manager Proposed					1.00	26,400.00	26,400.00
						Final City Manager Proposed Totals		\$33,400.00
	<i>SUPPLIES Totals</i>	\$32,960.77	\$34,948.90	\$34,297.40	\$45,160.00	\$45,160.00	\$45,160.00	\$0.00
MAINTENANCE								
8202	MAINTENANCE BUILDINGS	112,404.29	141,469.94	121,857.18	178,000.00	170,000.00	176,640.00	(1,360.00)
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	4,000.00	4,000.00
	Final City Manager Proposed					1.00	3,000.00	3,000.00
	Final City Manager Proposed					1.00	5,000.00	5,000.00
	Final City Manager Proposed					1.00	13,000.00	13,000.00
	Final City Manager Proposed					1.00	131,640.00	131,640.00
	Final City Manager Proposed					1.00	6,000.00	6,000.00
	Final City Manager Proposed					1.00	14,000.00	14,000.00
						Final City Manager Proposed Totals		\$176,640.00



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund 101 - GENERAL FUND								
Department 20 - SUPPORT SERVICES								
Division 39 - FACILITIES MAINTENANCE MAINTENANCE								
8212	MAINTENANCE MOTOR VEHICLES	565.62	140.13	416.18	550.00	2,000.00	1,600.00	1,050.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					Two Facility Maintenance Trucks	4.00	400.00
								1,600.00
						Final City Manager Proposed Totals		\$1,600.00
8221	MAINTENANCE HEATING AND COOLING	53,632.12	45,591.95	39,122.81	52,500.00	52,000.00	52,500.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					HVAC Maintenance/Repair 18 Locations	1.00	52,500.00
								52,500.00
						Final City Manager Proposed Totals		\$52,500.00
	<i>MAINTENANCE Totals</i>	\$166,602.03	\$187,202.02	\$161,396.17	\$231,050.00	\$224,000.00	\$230,740.00	(\$310.00)
	<i>CONTRACTUAL SERVICES</i>							
8304	WIRELESS COMMUNICATIONS	807.77	1,164.92	2,494.96	1,600.00	1,600.00	1,600.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					Cell Phone	2.00	400.00
								800.00
	Final City Manager Proposed					iPad	2.00	400.00
								800.00
						Final City Manager Proposed Totals		\$1,600.00
8310	CONTRACT LABOR	147,289.46	181,366.64	179,659.32	129,480.00	129,480.00	129,480.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					Generator Maintenance Agreement	1.00	7,860.00
								7,860.00
	Final City Manager Proposed					Additional Cleaning Services	1.00	10,710.00
								10,710.00
	Final City Manager Proposed					Aramark	1.00	3,000.00
								3,000.00
	Final City Manager Proposed					FacilityDude MaintenanceEdge	1.00	3,300.00
								3,300.00
	Final City Manager Proposed					LifeProtection Fire & Alarm Inspection/Monitoring	1.00	17,400.00
								17,400.00
	Final City Manager Proposed					Mid-Cities Pest Control	1.00	11,000.00
								11,000.00
	Final City Manager Proposed					Otis Elevator Company	1.00	7,100.00
								7,100.00
	Final City Manager Proposed					Overhead Door	1.00	3,200.00
								3,200.00
	Final City Manager Proposed					Siemens HVAC Maintenance	1.00	65,910.00
								65,910.00
						Final City Manager Proposed Totals		\$129,480.00



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	<b>101 - GENERAL FUND</b>							
	Department <b>20 - SUPPORT SERVICES</b>							
	Division <b>39 - FACILITIES MAINTENANCE</b>							
	<i>CONTRACTUAL SERVICES</i>							
8323	SCHOOLS	2,695.00	.00	.00	2,700.00	2,700.00	4,060.00	1,360.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	2,040.00	2,040.00
	Final City Manager Proposed					1.00	2,020.00	2,020.00
						Final City Manager Proposed Totals		<b>\$4,060.00</b>
	<i>CONTRACTUAL SERVICES Totals</i>	\$150,792.23	\$182,531.56	\$182,154.28	\$133,780.00	\$133,780.00	\$135,140.00	\$1,360.00
	<i>UTILITIES</i>							
8327	ELECTRICITY	22,769.72	(4,977.94)	18,041.71	5,300.00	31,216.00	10,000.00	4,700.00
8328	WATER	4,365.13	2,811.39	2,548.37	4,600.00	2,561.00	4,600.00	.00
	<i>UTILITIES Totals</i>	\$27,134.85	(\$2,166.55)	\$20,590.08	\$9,900.00	\$33,777.00	\$14,600.00	\$4,700.00
	Division <b>39 - FACILITIES MAINTENANCE Totals</b>	\$472,389.39	\$501,121.38	\$501,359.81	\$705,200.00	\$708,894.00	\$752,614.00	\$47,414.00
	Department <b>20 - SUPPORT SERVICES Totals</b>	\$1,452,770.84	\$1,489,394.10	\$1,553,980.65	\$2,112,761.00	\$2,066,653.00	\$2,227,148.00	\$114,387.00
	Fund <b>101 - GENERAL FUND Totals</b>	\$1,452,770.84	\$1,489,394.10	\$1,553,980.65	\$2,112,761.00	\$2,066,653.00	\$2,227,148.00	\$114,387.00



City of Bedford  
Program Summary  
FY 2016-2017

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 2015-2016 HIGHLIGHTS

\*

FY 2016-2017 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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services	\$81,709	\$141,983	\$154,102	\$152,504	\$163,081
Supplies	499	378	1,000	1,281	1,000
Maintenance	-	-	-	-	-
Contractual Services	1,697	4,777	4,660	4,675	4,660
Utilities	5,800	6,235	5,700	6,524	6,200
Sundry	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL:</b>	<b>\$89,705</b>	<b>\$153,372</b>	<b>\$165,462</b>	<b>\$164,984</b>	<b>\$174,941</b>

**PERSONNEL SUMMARY**

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

	ACTUAL 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Risk/Contractual Services Manager	1.00	1.00	0.00	0.00	0.00
Fleet & Facility Maintenance Manager	0.00	0.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00	1.00
<b>*TOTAL:</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**SIGNIFICANT CHANGES**



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

## PERFORMANCE MEASURES

Indicator	2014-15 ACTUAL	2015-16 PROJECTED	2016-17 TARGET
<b>INPUTS</b>			
# of FTEs	2	2	2
# of Workers' Compensation Claims Filed	49	35	0
# of Property Claims Filed	3	5	0
# of General Liability Claims Filed	10	5	0
# of Auto Liability Claims Filed	9	10	0
<b>OUTPUTS</b>			
# of Lost Time Injuries	16	5	0
# of Safety Trainings per Quarter	2	1	4
<b>EFFICIENCY</b>			
Average % of Change to Premium for Workers' Compensation	-0.01%	22%	-5%
Division Budget as a % of Water & Sewer Fund	0.80%	0.83%	0.82%
<b>EFFECTIVENESS &amp; OUTCOMES</b>			
% of Claims Filed Within 72 hours	95%	95%	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	33	33	0



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	<b>503 - WATERWORKS UTILITY FUND</b>							
Department	<b>20 - SUPPORT SERVICES</b>							
Division	<b>02 - ADMINISTRATION</b>							
	<i>PERSONNEL SERVICES</i>							
8001	SALARIES	58,511.61	67,979.96	119,960.04	124,842.00	130,443.00	129,836.00	4,994.00
8001.0003	SALARIES INCENTIVE PAY	902.60	902.59	902.59	901.00	905.00	901.00	.00
8001.0007	SALARIES CELL PHONE ALLOWANCE	123.43	.00	.00	.00	.00	.00	.00
8001.0099	SALARIES COLA INCREASE BUDGET	1,000.00	.00	.00	4,994.00	.00	5,193.00	199.00
8003	LONGEVITY	646.42	706.73	1,571.56	2,046.00	1,960.00	2,166.00	120.00
8004	OVERTIME	497.58	353.89	530.84	.00	30.00	.00	.00
8005.0005	HOSPITALIZATION & LIFE INSURANCE LIFE INSURANCE	138.41	167.01	258.54	281.00	196.00	284.00	3.00
8005.0010	HOSPITALIZATION & LIFE INSURANCE DENTAL INSURANCE	317.72	343.01	349.40	514.00	379.00	388.00	(126.00)
8005.0015	HOSPITALIZATION & LIFE INSURANCE HEALTH INSURANCE	2,258.64	2,159.02	2,524.74	4,360.00	2,464.00	6,734.00	2,374.00
8005.0025	HOSPITALIZATION & LIFE INSURANCE EMPLOYEE CLINIC	299.83	240.71	240.71	240.00	234.00	240.00	.00
8006	PENSION	2,439.92	2,781.13	2,287.99	.00	.00	.00	.00
8006.0001	PENSION TMRS	2,958.38	3,652.79	8,579.31	10,643.00	10,687.00	12,029.00	1,386.00
8008	WORKER'S COMPENSATION INSURANCE	45.08	83.14	238.80	202.00	203.00	255.00	53.00
8009	UNEMPLOYMENT INSURANCE	9.00	207.00	18.00	414.00	342.00	54.00	(360.00)
8010	FICA/MEDICARE	887.82	1,007.55	1,787.55	1,926.00	1,933.00	2,003.00	77.00
8015	DISABILITY INSURANCE	107.11	124.05	232.48	239.00	228.00	248.00	9.00
8030	RETIREE HEALTH SAVINGS	1,000.00	1,000.00	2,500.00	2,500.00	2,500.00	2,750.00	250.00
	<i>PERSONNEL SERVICES Totals</i>	\$72,143.55	\$81,708.58	\$141,982.55	\$154,102.00	\$152,504.00	\$163,081.00	\$8,979.00
	<i>SUPPLIES</i>							
8101	OFFICE	339.29	499.40	377.67	1,000.00	1,281.00	1,000.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	1,000.00	1,000.00
	Office Supplies							1,000.00
						Final City Manager Proposed Totals		\$1,000.00
	<i>SUPPLIES Totals</i>	\$339.29	\$499.40	\$377.67	\$1,000.00	\$1,281.00	\$1,000.00	\$0.00
	<i>CONTRACTUAL SERVICES</i>							
8304	WIRELESS COMMUNICATIONS	436.68	1,649.62	1,083.43	1,300.00	1,300.00	1,300.00	.00
	Budget Transactions							
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	830.00	830.00
	Cell Phone Fleet & Facility Maintenance Manager							830.00
	Final City Manager Proposed					1.00	470.00	470.00
	iPad Fleet & Facility Maintenance Manager							470.00
						Final City Manager Proposed Totals		\$1,300.00
8320	TRAVEL EXPENSE	.00	47.16	.00	.00	.00	.00	.00
8322	DUES	.00	.00	15.00	.00	15.00	.00	.00



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	<b>503 - WATERWORKS UTILITY FUND</b>							
Department	<b>20 - SUPPORT SERVICES</b>							
Division	<b>02 - ADMINISTRATION</b>							
	<i>CONTRACTUAL SERVICES</i>							
8323	SCHOOLS	80.00	.00	385.00	.00	.00	.00	.00
8360	COPY MACHINES	.00	.00	3,293.24	3,360.00	3,360.00	3,360.00	.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	3,360.00	3,360.00
								Final City Manager Proposed Totals
								\$3,360.00
	<i>CONTRACTUAL SERVICES Totals</i>	\$516.68	\$1,696.78	\$4,776.67	\$4,660.00	\$4,675.00	\$4,660.00	\$0.00
	<i>UTILITIES</i>							
8327	ELECTRICITY	3,946.44	4,140.70	4,286.64	4,200.00	5,245.00	4,200.00	.00
8329	GAS	1,316.76	1,659.40	1,948.76	1,500.00	1,279.00	2,000.00	500.00
Budget Transactions								
	<i>Level</i>					<i>Number of Units</i>	<i>Cost Per Unit</i>	<i>Total Amount</i>
	Final City Manager Proposed					1.00	2,000.00	2,000.00
								Final City Manager Proposed Totals
								\$2,000.00
	<i>UTILITIES Totals</i>	\$5,263.20	\$5,800.10	\$6,235.40	\$5,700.00	\$6,524.00	\$6,200.00	\$500.00
	Division <b>02 - ADMINISTRATION Totals</b>	\$78,262.72	\$89,704.86	\$153,372.29	\$165,462.00	\$164,984.00	\$174,941.00	\$9,479.00
	Department <b>20 - SUPPORT SERVICES Totals</b>	\$78,262.72	\$89,704.86	\$153,372.29	\$165,462.00	\$164,984.00	\$174,941.00	\$9,479.00
Fund	<b>503 - WATERWORKS UTILITY FUND Totals</b>	\$78,262.72	\$89,704.86	\$153,372.29	\$165,462.00	\$164,984.00	\$174,941.00	\$9,479.00
	Net Grand Totals	\$1,657,178.75	\$1,780,511.92	\$1,880,535.20	\$2,365,681.00	\$2,337,830.00	\$2,402,089.00	\$36,408.00



City of Bedford  
Program Summary  
FY 2016-2017

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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services*	-	-	-	-	-
Supplies	-	39,703	-	8,989	-
Maintenance	-	2,000	-	1,320	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	66,253	71,527	61,638	61,638	-
TOTAL:	\$66,253	\$113,230	\$61,638	\$71,947	-

\*This area does not have any personnel assigned.

SIGNIFICANT CHANGES



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	<b>172 - COMPUTER REPLACEMENT FUND</b>							
	Department <b>20 - SUPPORT SERVICES</b>							
	Division <b>14 - INFORMATION SYSTEMS</b>							
	<i>SUPPLIES</i>							
8106	MINOR APPARATUS	.00	.00	39,702.96	.00	8,989.00	.00	.00
	<i>SUPPLIES Totals</i>	\$0.00	\$0.00	\$39,702.96	\$0.00	\$8,989.00	\$0.00	\$0.00
	<i>MAINTENANCE</i>							
8202	MAINTENANCE BUILDINGS	.00	.00	2,000.00	.00	1,320.00	.00	.00
	<i>MAINTENANCE Totals</i>	\$0.00	\$0.00	\$2,000.00	\$0.00	\$1,320.00	\$0.00	\$0.00
	<i>CAPITAL OUTLAY</i>							
9109	MACHINERY	51,867.62	66,253.19	71,526.85	.00	.00	.00	.00
9110	INSTRUMENTS AND APPARATUS	.00	.00	.00	61,638.00	61,638.00	.00	(61,638.00)
	<i>CAPITAL OUTLAY Totals</i>	\$51,867.62	\$66,253.19	\$71,526.85	\$61,638.00	\$61,638.00	\$0.00	(\$61,638.00)
	Division <b>14 - INFORMATION SYSTEMS Totals</b>	\$51,867.62	\$66,253.19	\$113,229.81	\$61,638.00	\$71,947.00	\$0.00	(\$61,638.00)
	Department <b>20 - SUPPORT SERVICES Totals</b>	\$51,867.62	\$66,253.19	\$113,229.81	\$61,638.00	\$71,947.00	\$0.00	(\$61,638.00)
Fund	<b>172 - COMPUTER REPLACEMENT FUND Totals</b>	\$51,867.62	\$66,253.19	\$113,229.81	\$61,638.00	\$71,947.00	\$0.00	(\$61,638.00)



City of Bedford  
Program Summary  
FY 2016-2017

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 13/14	ACTUAL 14/15	BUDGET 15/16	PROJECTED 15/16	BUDGET 16/17
Personnel Services*	-	-	-	-	-
Supplies	-	27,119	-	11,774	-
Maintenance	58,487	4,573	25,820	6,600	-
Contractual Services	-	-	-	-	-
Utilities	-	-	-	-	-
Sundry	-	-	-	-	-
Capital Outlay	76,673	28,260	-	15,872	-
TOTAL:	\$135,160	\$59,952	\$25,820	\$34,246	-

\*This area does not have any personnel assigned.

SIGNIFICANT CHANGES



# Expense Budget Worksheet Report

Budget Year 2017

Account	Account Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Budget Amount Change
Fund	<b>175 - FACILITIES MAINT &amp; REPAIR</b>							
Department	<b>35 - DEVELOPMENT</b>							
Division	<b>02 - ADMINISTRATION</b>							
	<i>SUPPLIES</i>							
8106	MINOR APPARATUS	.00	.00	20,232.00	.00	11,774.00	.00	.00
8110	FURNITURE AND FIXTURES	.00	.00	6,887.26	.00	.00	.00	.00
	<i>SUPPLIES Totals</i>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$27,119.26</b>	<b>\$0.00</b>	<b>\$11,774.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<i>MAINTENANCE</i>							
8202	MAINTENANCE BUILDINGS	9,098.86	58,486.65	4,573.16	25,820.00	6,600.00	.00	(25,820.00)
	<i>MAINTENANCE Totals</i>	<b>\$9,098.86</b>	<b>\$58,486.65</b>	<b>\$4,573.16</b>	<b>\$25,820.00</b>	<b>\$6,600.00</b>	<b>\$0.00</b>	<b>(\$25,820.00)</b>
	<i>CAPITAL OUTLAY</i>							
9101	BUILDINGS	55,076.61	52,178.12	2,263.25	.00	7,872.00	.00	.00
9104	IMPROVEMENTS OTHER THAN BUILDINGS	.00	.00	25,996.78	.00	.00	.00	.00
9109	MACHINERY	10,102.10	.00	.00	.00	.00	.00	.00
9110	INSTRUMENTS AND APPARATUS	.00	24,495.00	.00	.00	8,000.00	.00	.00
	<i>CAPITAL OUTLAY Totals</i>	<b>\$65,178.71</b>	<b>\$76,673.12</b>	<b>\$28,260.03</b>	<b>\$0.00</b>	<b>\$15,872.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	Division <b>02 - ADMINISTRATION Totals</b>	<b>\$74,277.57</b>	<b>\$135,159.77</b>	<b>\$59,952.45</b>	<b>\$25,820.00</b>	<b>\$34,246.00</b>	<b>\$0.00</b>	<b>(\$25,820.00)</b>
	Department <b>35 - DEVELOPMENT Totals</b>	<b>\$74,277.57</b>	<b>\$135,159.77</b>	<b>\$59,952.45</b>	<b>\$25,820.00</b>	<b>\$34,246.00</b>	<b>\$0.00</b>	<b>(\$25,820.00)</b>
Fund	<b>175 - FACILITIES MAINT &amp; REPAIR Totals</b>	<b>\$74,277.57</b>	<b>\$135,159.77</b>	<b>\$59,952.45</b>	<b>\$25,820.00</b>	<b>\$34,246.00</b>	<b>\$0.00</b>	<b>(\$25,820.00)</b>

Account Number	Account Description	2015 Actual Amount	2016 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Projected vs. Budget	Comments
<b>Department: 20 - SUPPORT SERVICES</b>								
<b>Division: 14 - INFORMATION SYSTEMS</b>								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$350,318.46	\$271,504.77	\$358,005.00	\$360,983.00	\$387,022.00	\$2,978.00	<b>101%</b>
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$12,016.45	\$14,977.38	\$23,180.00	\$19,971.00	\$23,180.00	(\$3,209.00)	<b>86%</b>
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$272,246.12	\$199,250.87	\$217,390.00	\$218,943.00	\$182,890.00	\$1,553.00	<b>101%</b>
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$103,700.30	\$66,625.51	\$102,130.00	\$119,529.00	\$102,130.00	\$17,399.00	<b>117%</b> Consultant use for Logos Project and Kronos Time Clock Implementation.
<b>Division Total: 14 - INFORMATION SYSTEMS</b>		\$738,281.33	\$552,358.53	\$700,705.00	\$719,426.00	\$695,222.00	\$18,721.00	<b>103%</b>
<b>Division: 22 - HUMAN RESOURCES</b>								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$259,514.06	\$211,690.41	\$314,637.00	\$290,817.00	\$343,036.00	(\$23,820.00)	<b>92%</b>
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$17,715.73	\$27,897.64	\$41,560.00	\$29,720.00	\$44,095.00	(\$11,840.00)	<b>72%</b>
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$37,078.92	\$34,944.45	\$45,172.00	\$42,305.00	\$42,615.00	(\$2,867.00)	<b>94%</b>
<b>Division Total: 22 - HUMAN RESOURCES</b>		\$314,308.71	\$274,532.50	\$401,369.00	\$362,842.00	\$429,746.00	(\$38,527.00)	<b>90%</b>
<b>Division: 28 - FLEET SERVICES</b>								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$0.00	\$174,295.19	\$263,007.00	\$233,504.00	\$299,573.00	(\$29,503.00)	<b>89%</b>
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$0.00	\$9,978.18	\$30,350.00	\$29,682.00	\$30,350.00	(\$668.00)	<b>98%</b>
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$0.00	\$4,658.33	\$4,420.00	\$4,720.00	\$4,820.00	\$300.00	<b>107%</b> Actual maintenance cost for vehicles.
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$30.80	\$347.36	\$7,710.00	\$7,585.00	\$6,460.00	(\$125.00)	<b>98%</b>
<b>Division Total: 28 - FLEET SERVICES</b>		\$30.80	\$189,279.06	\$305,487.00	\$275,491.00	\$341,203.00	(\$29,996.00)	<b>90%</b>
<b>Division: 39 - FACILITIES MAINTENANCE</b>								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$102,921.88	\$195,511.42	\$285,310.00	\$272,177.00	\$331,970.00	(\$13,133.00)	<b>95%</b>
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$34,297.40	\$26,809.33	\$45,160.00	\$45,160.00	\$45,160.00	\$0.00	<b>100%</b>
<i>Account Classification Total: 7400 - MAINTENANCE</i>		\$161,396.17	\$100,619.44	\$231,050.00	\$224,000.00	\$230,740.00	(\$7,050.00)	<b>97%</b>
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$182,154.28	\$98,906.55	\$133,780.00	\$133,780.00	\$135,140.00	\$0.00	<b>100%</b>
<i>Account Classification Total: 7550 - UTILITIES</i>		\$20,590.08	\$25,511.47	\$9,900.00	\$33,777.00	\$14,600.00	\$23,877.00	<b>341%</b> Full cost of utilities expensed, revenue offset for payments from leaseholder.
<b>Division Total: 39 - FACILITIES MAINTENANCE</b>		\$501,359.81	\$447,358.21	\$705,200.00	\$708,894.00	\$757,610.00	\$3,694.00	<b>101%</b>
<b>Department Total: 20 - SUPPORT SERVICES</b>		\$1,553,980.65	\$1,463,528.30	\$2,112,761.00	\$2,066,653.00	\$2,223,781.00	(\$46,108.00)	<b>98%</b>

Account Number	Account Description	2015 Actual Amount	2016 Actual Amount	2016 Amended Budget	2016 Estimated Amount	2017 Final City Manager Proposed	Projected vs. Budget	Comments
<b>Fund: 503 - WATERWORKS UTILITY FUND</b>								
<b>Department: 20 - SUPPORT SERVICES</b>								
<b>Division: 02 - ADMINISTRATION</b>								
<i>Account Classification Total: 7200 - PERSONNEL SERVICES</i>		\$141,982.55	\$114,622.47	\$154,102.00	\$152,504.00	\$163,441.00	(\$1,598.00)	<b>99%</b>
<i>Account Classification Total: 7300 - SUPPLIES</i>		\$377.67	\$1,280.89	\$1,000.00	\$1,281.00	\$1,000.00	\$281.00	<b>128%</b> Charges from prior fiscal year were applied to current year.
<i>Account Classification Total: 7500 - CONTRACTUAL SERVICES</i>		\$4,776.67	\$3,131.73	\$4,660.00	\$4,675.00	\$4,660.00	\$15.00	<b>100%</b>
<i>Account Classification Total: 7550 - UTILITIES</i>		\$6,235.40	\$3,605.24	\$5,700.00	\$5,479.00	\$6,200.00	(\$221.00)	<b>96%</b>
<b>Division Total: 02 - ADMINISTRATION</b>		\$153,372.29	\$122,640.33	\$165,462.00	\$163,939.00	\$175,301.00	(\$1,523.00)	<b>99%</b>
<b>Department Total: 20 - SUPPORT SERVICES</b>		\$153,372.29	\$122,640.33	\$165,462.00	\$163,939.00	\$175,301.00	(\$1,523.00)	<b>99%</b>