

**Administrative Services
Personnel Costs
FY 2012/2013**

| | Number of Positions | Annual Salary 2012/13 | Annual Benefits 2012/13 |
|--|------------------------|-----------------------------|-------------------------------|
| Administrative Services Director* | 1 | 183,716 | 73,180 |
| Information Tech. and System Administrator | 1 | 96,869 | 32,957 |
| Financial Services Manager | 1 | 109,883 | 44,482 |
| Senior Accounting Assistant | 2 | 122,528 | 66,457 |
| Senior Analyst (Human Resources/Special Projects) | 1 | 94,009 | 48,636 |
| Office Specialist (Human Resources) | 0.14 | 8,952 | 685 |
| Management Analyst | 1 | 84,406 | 38,624 |
| Overtime | | 1,000 | 0 |
| Total Salaries and Benefits | | 701,363 | 305,021 |

* City provides Housing Assistance through a Housing Loan Program approved by City Council

| Department/Division: Total Administrative Services--All Program Budgets | | | | | | | General Fund |
|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---|----------------------------------|
| | | | | | | | Fund 100 |
| Account and Title: | 2007/08 Actual Expended | 2008/09 Actual Expended | 2009/10 Actual Expended | 2010/11 Actual Expended | 2011/12 Approved Budget | 2011/12 Finance Department Projections | 2012/13 Recommended Budget |
| SALARIES | | | | | | | |
| 51101 Salaries | 594,600 | 681,771 | 690,813 | 690,868 | 702,315 | 676,000 | 691,411 |
| 51201 Part-time Salaries | 47,622 | 29,021 | 34,985 | 30,751 | 9,135 | 6,220 | 8,952 |
| 51301 Overtime | 0 | 348 | 539 | 1,112 | 500 | 7,300 | 1,000 |
| Total Salaries | 642,222 | 711,140 | 726,337 | 722,730 | 711,950 | 689,520 | 701,363 |
| BENEFITS | | | | | | | |
| 51502 City Pers Contribution | 60,082 | 99,868 | 102,013 | 98,165 | 117,989 | 109,153 | 143,336 |
| 51503 Employee Paid Pers Contribution | 11,524 | 0 | 0 | 0 | 0 | 0 | 0 |
| 51506 Life Insurance | 1,764 | 1,978 | 1,738 | 1,751 | 2,703 | 1,764 | 2,687 |
| 51507 Medicare Tax | 9,314 | 10,280 | 10,522 | 10,553 | 10,316 | 10,200 | 10,155 |
| 51508 Social Security Tax | 353 | 23 | 5 | 144 | 566 | 450 | 555 |
| 51509 Flexible Benefits | 77,400 | 83,444 | 90,082 | 101,837 | 109,148 | 116,000 | 121,171 |
| 51510 Retiree Health | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 51511 Long-Term Disability | 3,833 | 4,276 | 3,749 | 3,742 | 5,717 | 3,860 | 5,628 |
| 51602 Dental Insurance | 7,031 | 7,928 | 8,004 | 8,004 | 7,980 | 7,980 | 7,980 |
| 51603 Vision Insurance | 2,598 | 2,964 | 2,957 | 3,274 | 3,763 | 3,220 | 3,951 |
| 51605 Employee Assistance Program | 262 | 317 | 261 | 272 | 280 | 380 | 274 |
| 51704 Auto Allowance | 3,628 | 3,578 | 3,610 | 3,610 | 3,600 | 3,600 | 3,600 |
| 51705 Housing Allowance | 3,023 | 2,982 | 3,008 | 3,008 | 3,000 | 3,000 | 3,000 |
| 51706 Phone Allowance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 51710 Deferred Compensation | 0 | 0 | 0 | 0 | 0 | 11,600 | 2,684 |
| Total Benefits | 180,811 | 217,638 | 225,948 | 234,360 | 265,062 | 271,207 | 305,022 |
| INSURANCE | | | | | | | |
| 51800 Liability Insurance | 27,564 | 32,884 | 36,775 | 40,756 | 46,155 | 46,154 | 50,095 |
| 51810 Worker's Compensation | 23,642 | 28,206 | 31,543 | 34,958 | 41,192 | 41,192 | 44,708 |
| Total Insurance | 51,206 | 61,090 | 68,318 | 75,714 | 87,346 | 87,346 | 94,803 |
| SERVICES AND SUPPLIES | | | | | | | |
| 52221 Communications | 161 | 177 | 155 | 172 | 150 | 170 | 150 |
| 52231 Equipment Maintenance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 52233 Memberships | 1,355 | 1,705 | 740 | 975 | 2,145 | 1,200 | 2,170 |
| 52234 Office Expense | 12,968 | 11,583 | 9,306 | 11,149 | 14,200 | 15,400 | 13,400 |
| 52235 Professional Services | 146,381 | 154,819 | 110,768 | 97,110 | 128,200 | 95,000 | 83,700 |
| 52241 Special Department Expense | 1,603 | 1,545 | 450 | 1,093 | 400 | 800 | 400 |
| 52243 Travel & Training | 15,722 | 17,094 | 16,793 | 22,581 | 22,110 | 17,000 | 8,000 |
| Total Services & Supplies | 178,190 | 186,923 | 138,211 | 133,080 | 167,205 | 129,570 | 107,820 |
| FIXED ASSETS | | | | | | | |
| 53300 Equipment | 678 | 433 | 109 | 0 | 0 | 0 | 0 |
| Total Fixed Assets | 678 | 433 | 109 | 0 | 0 | 0 | 0 |
| TOTAL BUDGET | 1,053,107 | 1,177,223 | 1,158,924 | 1,165,884 | 1,231,563 | 1,177,643 | 1,209,009 |

| Department/Division: 400 Finance | | | | | | General Fund Fund 100 | |
|---------------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---|----------------------------------|
| Account and Title: | 2007/08 Actual Expended | 2008/09 Actual Expended | 2009/10 Actual Expended | 2010/11 Actual Expended | 2011/12 Approved Budget | 2011/12 Finance Department Projections | 2012/13 Recommended Budget |
| SALARIES | | | | | | | |
| 51101 Salaries | 507,251 | 589,277 | 597,804 | 594,867 | 606,166 | 580,000 | 597,402 |
| 51201 Part-time Salaries | 18,248 | 367 | 73 | 897 | - | 220 | |
| 51301 Overtime | 0 | 348 | 539 | 1,112 | 500 | 7,300 | 1,000 |
| Total Salaries | 525,499 | 589,993 | 598,416 | 596,875 | 606,666 | 587,520 | 598,402 |
| BENEFITS | | | | | | | |
| 51502 City Pers Contribution | 49,718 | 83,152 | 84,032 | 81,611 | 101,836 | 93,000 | 123,847 |
| 51503 Employee Paid Pers Contribution | 11,524 | 0 | - | - | - | - | - |
| 51506 Life Insurance | 1,454 | 1,677 | 1,474 | 1,487 | 2,298 | 1,500 | 2,282 |
| 51507 Medicare Tax | 7,675 | 8,583 | 8,704 | 8,735 | 8,789 | 8,500 | 8,662 |
| 51508 Social Security Tax | 0 | 23 | 5 | 56 | - | 50 | |
| 51509 Flexible Benefits | 61,245 | 66,404 | 72,307 | 81,939 | 87,649 | 94,000 | 98,985 |
| 51510 Retiree Health | 0 | 0 | - | - | - | - | - |
| 51511 Long-Term Disability | 3,218 | 3,634 | 3,188 | 3,181 | 4,934 | 3,300 | 4,863 |
| 51602 Dental Insurance | 5,882 | 6,795 | 6,860 | 6,860 | 6,840 | 6,840 | 6,840 |
| 51603 Vision Insurance | 2,173 | 2,546 | 2,535 | 2,806 | 3,225 | 2,800 | 3,387 |
| 51605 Employee Assistance Program | 219 | 270 | 222 | 233 | 240 | 340 | 235 |
| 51704 Auto Allowance | 3,628 | 3,578 | 3,610 | 3,610 | 3,600 | 3,600 | 3,600 |
| 51705 Housing Allowance | 3,023 | 2,982 | 3,008 | 3,008 | 3,000 | 3,000 | 3,000 |
| 51706 Phone Allowance | 0 | 0 | - | - | - | - | - |
| Total Benefits | 149,757 | 179,644 | 185,945 | 193,527 | 222,411 | 216,930 | 255,701 |
| INSURANCE | | | | | | | |
| 51800 Liability Insurance | 22,567 | 27,633 | 30,766 | 34,126 | 39,324 | 39,324 | 42,730 |
| 51810 Worker's Compensation | 19,356 | 23,702 | 26,389 | 29,271 | 35,096 | 35,096 | 38,136 |
| Total Insurance | 41,923 | 51,335 | 57,155 | 63,397 | 74,420 | 74,420 | 80,866 |
| SERVICES AND SUPPLIES | | | | | | | |
| 52221 Communications | 161 | 177 | 155 | 172 | 150 | 170 | 150 |
| 52231 Equipment Maintenance | 0 | 0 | 0 | 0 | - | - | - |
| 52232 Maintenance-Structures | | | | | | | |
| 52233 Memberships | 750 | 1,225 | 595 | 590 | 1,450 | 800 | 1,450 |
| 52234 Office Expense | 9,557 | 9,411 | 7,502 | 8,287 | 7,400 | 8,600 | 7,400 |
| 52235 Professional Services | 70,162 | 92,280 | 64,368 | 52,561 | 68,000 | 50,000 | 47,500 |
| 52241 Special Department Expense | 627 | 821 | 450 | 1,018 | 400 | 800 | 400 |
| 52242 Small Tools | | 6 | | | | | |
| 52243 Travel & Training | 10,564 | 6,973 | 7,279 | 6,756 | 10,310 | 7,000 | - |
| Total Services & Supplies | 91,821 | 110,893 | 80,348 | 69,383 | 87,710 | 67,370 | 56,900 |
| FIXED ASSETS | | | | | | | |
| 53300 Equipment | 678 | 433 | 108.97 | | | | |
| Total Fixed Assets | 678 | 433 | 109 | 0 | 0 | 0 | 0 |
| TOTAL BUDGET | 809,678 | 932,298 | 921,973 | 923,182 | 991,208 | 948,240 | 991,870 |

400 -- FINANCE

Mission Statement

The Finance Department delivers reliable financial and information technology services. We are responsible for facilitating the planning, organization, implementation, control, coordination, and direction of the financial and technological policies and programs of the City, as established by the City Council and the City Manager. The Department also prepares and publishes the Comprehensive Annual Financial Report, and the Operating and Capital Budget for the City and the Agency.

Department Description

Finance consists of the following areas of responsibility: Accounting, Investments, Business License billing and collection, capital projects accounting, information services, payroll, purchasing, self-insurance, and utility billing

Budget Line Item Descriptions

52221 Communications

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--|---------|-----------|-----------|-----------|
| Includes a pager for the IT System Administrator | 120 | 120 | 150 | 150 |

52231 Equipment Maintenance

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--------------------------|---------|-----------|-----------|-----------|
| Office equipment repairs | 300 | 300 | 0 | 0 |

52233 Memberships

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---|--------------|--------------|--------------|--------------|
| Technet | 300 | 300 | 300 | 300 |
| Government Finance Officers Association (GFOA) (2) | 250 | 250 | 250 | 250 |
| California Society of Municipal Finance Officers (CSMFO) (3) | 450 | 450 | 450 | 450 |
| Municipal Management Association of Northern California (MMANC) (3) | 300 | 300 | 300 | 300 |
| California Municipal Treasurer's Association | | | | |
| | <u>150</u> | <u>150</u> | <u>150</u> | <u>150</u> |
| Total | 1,450 | 1,450 | 1,450 | 1,450 |

52234 Office Expense

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|------------------------------------|--------------|--------------|--------------|--------------|
| Postage and a bulk mailing permit, | 2,700 | 2,700 | 2,700 | 2,700 |
| Envelopes | 1,500 | 1,500 | 1,500 | 1,500 |
| Other forms | 1,100 | 1,100 | 1,100 | 1,100 |
| Computer supplies and forms | 400 | 400 | 400 | 400 |
| Payroll forms | 500 | 500 | 500 | 500 |
| Office supplies | 500 | 500 | 500 | 500 |
| Books and publications | 300 | 300 | 300 | 300 |
| Checks | <u>400</u> | <u>400</u> | <u>400</u> | <u>400</u> |
| Total | 7,400 | 7,400 | 7,400 | 7,400 |

52235 Professional Services

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--|---------------|---------------|---------------|---------------|
| Covers the total cost of the audit | 30,050 | 30,050 | 30,000 | 30,000 |
| Consulting Services related to Federal Requests | 5,000 | 0 | 1,000 | 0 |
| Actuarial Study for GASB 45 | 12,000 | 0 | 20,000 | 0 |
| Software maintenance for the Corbin Willits (M.O.M.) financial software @ \$838 per month, | 11,000 | 11,500 | 12,000 | 12,500 |
| Investment custodial services with Bank of New York | <u>5,000</u> | <u>5,000</u> | <u>5,000</u> | <u>5,000</u> |
| Total | 63,050 | 46,550 | 68,000 | 47,500 |

52241 Special Departmental Expense

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---------------------------------|------------|------------|------------|------------|
| California Municipal Statistics | 400 | 400 | 400 | 400 |
| Total | 400 | 400 | 400 | 400 |

52243 Travel and Training

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---|---------------|---------------|---------------|-----------|
| CDIAC Debt Issuance and Securities Regulations workshops | | | | |
| Registration | 250 | 250 | 0 | 0 |
| League of California Cities Financial Management Seminar Scheduled for December | | | | |
| Lodging | 400 | 400 | 400 | 0 |
| Registration | 250 | 250 | 250 | 0 |
| Travel, parking, meals | 100 | 100 | 100 | 0 |
| California Society of Municipal Finance Officers Annual Conference | | | | |
| Lodging (Anaheim/Peninsula) | 0 | 1,000 | 1,000 | 0 |
| Registration (2) | 1,050 | 1,050 | 750 | 0 |
| Meals, parking, etc. (2) | 0 | 0 | 100 | 0 |
| Travel (Anaheim/Peninsula) (2) | 750 | 0 | 750 | 0 |
| GFOA Finance Institute | 6,000 | 6,000 | 0 | 0 |
| GFOA Training (6) | 1,000 | 1,000 | 1,000 | 0 |
| Lodging and Travel (6) | 2,000 | 2,000 | 1,000 | 0 |
| GFOA Conference | 0 | 0 | 0 | 0 |
| MMANC | 0 | 0 | 1,500 | 0 |
| Chamber of Commerce monthly meetings | 360 | 360 | 360 | 0 |
| Staff training—unspecified one-day training sessions | 1,000 | 1,000 | 1,000 | 0 |
| Specialized training for IT staff | 1,500 | 1,500 | 1,000 | 0 |
| MOM annual 3-day workshop (includes mileage, meals, workshop) | 1,000 | 1,000 | 1,000 | 0 |
| Other local training and participation in meetings involving meals and/or travel, parking or bridge tolls | <u>100</u> | <u>100</u> | <u>100</u> | <u>0</u> |
| Total | 15,760 | 16,010 | 10,310 | 0 |

| Department/Division: 402 Human Resources | | | | | | General Fund Fund 100 | |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------------|-----------------------|
| Account and Title: | 2007/08 | 2008/09 | 2009/10 | 2010/11 | 2011/12 | 2011/12 | 2012/13 |
| | Actual Expended | Actual Expended | Actual Expended | Actual Expended | Approved Budget | Finance Department Projections | Recommended Budget |
| SALARIES | | | | | | | |
| 51101 Salaries | 87,349 | 92,494 | 93,010 | 96,001 | 96,149 | 96,000 | 94,009 |
| 51201 Part-time Salaries | 29,373 | 28,653 | 34,912 | 29,854 | 9,135 | 6,000 | 8,952 |
| Total Salaries | 116,723 | 121,147 | 127,921 | 125,855 | 105,284 | 102,000 | 102,961 |
| BENEFITS | | | | | | | |
| 51502 City Pers Contribution | 10,364 | 16,717 | 17,982 | 16,554 | 16,153 | 16,153 | 19,489 |
| 51506 Life Insurance | 310 | 301 | 264 | 264 | 405 | 264 | 405 |
| 51507 Medicare Tax | 1,639 | 1,697 | 1,818 | 1,818 | 1,527 | 1,700 | 1,493 |
| 51508 Social Security Tax | 353 | 0 | - | 88 | 566 | 400 | 555 |
| 51509 Flexible Benefits | 16,155 | 17,040 | 17,775 | 19,898 | 21,499 | 22,000 | 22,186 |
| 51510 Retiree Health | 0 | 0 | - | - | - | - | - |
| 51511 Long-Term Disability | 615 | 642 | 561 | 561 | 783 | 560 | 765 |
| 51602 Dental Insurance | 1,150 | 1,133 | 1,143 | 1,143 | 1,140 | 1,140 | 1,140 |
| 51603 Vision Insurance | 425 | 418 | 422 | 468 | 538 | 420 | 564 |
| 51605 Employee Assistance Program | 43 | 47 | 39 | 39 | 40 | 40 | 39 |
| 51704 Auto Allowance | 0 | 0 | - | - | - | - | - |
| 51705 Housing Allowance | 0 | 0 | - | - | - | - | - |
| 51706 Phone Allowance | 0 | 0 | - | - | - | - | - |
| 51710 Deferred Compensation | | | | | | 11,600 | 2,684 |
| Total Benefits | 31,054 | 37,994 | 40,004 | 40,833 | 42,850 | 54,277 | 49,321 |
| INSURANCE | | | | | | | |
| 51800 Liability Insurance | 4,997 | 5,251 | 6,009 | 6,630 | 6,830 | 6,830 | 7,364 |
| 51810 Worker's Compensation | 4,286 | 4,504 | 5,154 | 5,687 | 6,096 | 6,096 | 6,573 |
| Total Insurance | 9,283 | 9,755 | 11,163 | 12,317 | 12,926 | 12,926 | 13,937 |
| SERVICES AND SUPPLIES | | | | | | | |
| 52221 Communications | 0 | 0 | - | - | - | - | - |
| 52231 Equipment Maintenance | 0 | 0 | - | - | - | - | - |
| 52232 Maintenance Structures | 1,450 | 0 | 32 | - | - | - | - |
| 52233 Memberships | 605 | 480 | 146 | 365 | 696 | 400 | 720 |
| 52234 Office Expense | 3,411 | 2,171 | 1,805 | 2,862 | 6,800 | 6,800 | 6,000 |
| 52235 Professional Services | 76,220 | 62,539 | 46,400 | 44,549 | 60,200 | 45,000 | 36,200 |
| 52241 Special Department Expense | 975 | 724 | - | 75 | - | - | - |
| 52243 Travel & Training | 5,158 | 10,121 | 9,513 | 15,825 | 11,800 | 10,000 | 5,000 |
| Total Services & Supplies | 87,819 | 76,036 | 57,895 | 63,697 | 79,495 | 62,200 | 50,920 |
| FIXED ASSETS | | | | | | | |
| 53300 Equipment | 0 | 0 | - | - | - | - | - |
| Total Fixed Assets | 0 | 0 | - | - | - | - | - |
| TOTAL BUDGET | 244,879 | 244,932 | 236,983 | 242,702 | 240,355 | 231,403 | 217,139 |

402 – HUMAN RESOURCES

Mission Statement

The Human Resources Department recognizes the value and importance of human resources management and employees to the organization and is committed to providing high quality human resource services. We are a resource and advisor to all City departments and employees and to deliver cost effective, results-oriented services.

Program Description

The Human Resources Department provides resources and advice to all City departments in the following areas of service: recruitment and staffing, training and development, policy development and implementation, grievance and discipline, salary and benefits administration, job classification and analysis, workers' compensation, risk management and safety programs, labor relations and negotiations, maintenance of personnel records, and employee recognition.

Budget Line Item Descriptions

52231 Equipment Maintenance

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--|---------|-----------|-----------|-----------|
| Miscellaneous repairs to office machines and computer equipment minor upgrades | 150 | 150 | 0 | 0 |

52233 Memberships

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|----------|------------|------------|------------|------------|
| CALPELRA | 290 | 290 | 350 | 350 |
| SHRM | 0 | 0 | 65 | 65 |
| IPMA | 150 | 150 | 105 | 105 |
| NCHRA | <u>150</u> | <u>150</u> | <u>175</u> | <u>200</u> |
| Total | 590 | 590 | 695 | 720 |

52234 Office Expense

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--|--------------|--------------|--------------|--------------|
| General office supplies | 2,000 | 2,000 | 1,900 | 1,900 |
| Postage and express mailing, | 300 | 300 | 300 | 300 |
| On-line telephone software support service (Corbin Willits Personnel Module) | 3,700 | 3,800 | 3,800 | 3,800 |
| Recruitments | <u>1,000</u> | <u>1,000</u> | <u>800</u> | <u>0</u> |
| Total | 7,000 | 7,100 | 6,800 | 6,000 |

52235 Professional Services

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--|---------------|---------------|---------------|---------------|
| Personnel related legal services | 12,000 | 12,000 | 12,000 | 12,000 |
| Safety Program | 18,500 | 18,500 | 20,500 | 20,500 |
| IEDA for Labor Relations services | 17,700 | 18,500 | 19,300 | 0 |
| Website access related to compensation and benefit information | 0 | 0 | 1,900 | 0 |
| Calopps | 2,500 | 2,500 | 1,500 | 1,500 |
| Liebert, Cassidy & Whitmore Consortium training | 4,400 | 4,700 | 4,800 | 0 |
| Drug/Alcohol Testing | <u>2,100</u> | <u>2,200</u> | <u>2,200</u> | <u>2,200</u> |
| Total | 57,200 | 58,400 | 60,200 | 36,200 |

52241 Special Departmental Expense

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|------------------------------|---------|-----------|-----------|-----------|
| Employee Recognition Program | 0 | 0 | 150 | 0 |

52243 Travel & Training

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--|---------------|---------------|---------------|--------------|
| City-wide policy and skill training | 8,000 | 8,000 | 8,000 | 8,000 |
| Attendance at miscellaneous training seminars and/or conferences | 8,000 | 8,000 | 3,500 | 0 |
| Meetings | <u>300</u> | <u>300</u> | <u>300</u> | <u>0</u> |
| Total | 16,300 | 16,300 | 11,800 | 8,000 |

| Department/Division: 6001 Central Services | | | | | | | General Fund Fund 100 | |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---|----------------------------------|--|
| Account and Title: | 2007/08 Actual Expended | 2008/08 Actual Expended | 2009/10 Actual Expended | 2010/11 Actual Expended | 2011/12 Approved Budget | 2011/12 Finance Department Projections | 2012/13 Recommended Budget | |
| SALARIES | | | | | | | | |
| 51201 Part-time Salaries | 0 | 0 | | | | | | |
| Total Salaries | 0 | 0 | | | | | | |
| SERVICES AND SUPPLIES | | | | | | | | |
| 52221 Communications | 45,698 | 51,497 | 39,636 | 34,154 | 51,000 | 40,000 | 51,000 | |
| 52231 Equipment Maintenance | 13,334 | 30,755 | 40,101 | 39,974 | 37,250 | 43,000 | 37,260 | |
| 52232 Maint Structures/Improvement Grounds | 20,195 | 27,255 | 24,895 | 40,522 | 28,500 | 29,000 | 28,500 | |
| 52233 Memberships | 42,558 | 44,223 | 38,345 | 37,266 | 46,411 | 40,000 | 34,286 | |
| 52234 Office Expense | 38,292 | 50,334 | 16,629 | 24,652 | 11,800 | 27,000 | 9,360 | |
| 52236 Professional Services | 97,576 | 85,337 | 96,001 | 83,428 | 96,300 | 78,000 | 76,300 | |
| 52236 Equipment Rental | 39,618 | 42,972 | 701 | 267 | 47,900 | 1,000 | 47,900 | |
| 52240 Rent-Real Property | 0 | 0 | - | - | | | | |
| 52241 Special Department Expense | 13,181 | 3,914 | 4,294 | 6,483 | 43,120 | 43,120 | 6,120 | |
| 52242 Small Tools & Supplies | 313 | 28 | - | 21 | | | | |
| 52243 Travel & Training | 0 | 0 | 850 | - | 1,000 | 300 | 0 | |
| 52244 Utilities | 62,244 | 36,095 | 52,091 | 82,192 | 60,000 | 72,600 | 66,000 | |
| 52804 Non-Departmental | 36 | | | | | | | |
| Total Services & Supplies | 373,277 | 372,409 | 313,546 | 350,369 | 423,281 | 373,420 | 356,656 | |
| FIXED ASSETS | | | | | | | | |
| 53100 Improvements | | 108 | | | | | | |
| 53200 Land | | | | | | | | |
| 53300 Equipment | 22,357 | 49,187 | 49,315 | 72,942 | 60,000 | 50,000 | 48,000 | |
| Total Fixed Assets | 22,357 | 49,187 | 49,315 | 72,942 | 60,000 | 50,000 | 48,000 | |
| OTHER | | | | | | | | |
| 52900 Contributions | 20,400 | 22,100 | 20,400 | 20,400 | 20,400 | 20,400 | - | |
| 55900 Other Financing Uses | | | | | | | | |
| 55950 Miscellaneous Expense | | | 1,109 | 11,448 | | | | |
| 56200 Loans | | | | | | | | |
| Total Other | 20,400 | 22,100 | 21,509 | 31,848 | 20,400 | 20,400 | - | |
| EXPENDITURE TRANSFERS | | | | | | | | |
| 54400 Insurance Costs | | | | | | | | |
| Total Expenditure Transfers | 0 | 0 | | | | | | |
| TOTAL BUDGET | 416,034 | 443,804 | 384,370 | 455,159 | 503,681 | 443,820 | 406,656 | |

6001 – CENTRAL SERVICES

Mission Statement

The Central Services Department mission is to provide an accounting mechanism for charging costs, which provide citywide benefit and are not necessarily attributable to any single department(s).

Department Description

Central Services accounts for memberships of city wide benefit, for operating costs and for maintenance of the physical plant facilities which house the City's legislative and administrative offices, as well as upkeep and maintenance of equipment utilized by all city departments.

Budget Line Item Descriptions

52221 Communications

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--|---------|-----------|-----------|-----------|
| Reflected here is the cost of the majority of the city telephone lines | 50,000 | 51,000 | 51,000 | 51,000 |

52231 Equipment Maintenance

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---------------------------|---------------|---------------|---------------|---------------|
| Copier maintenance | \$32,000 | 32,000 | 32,000 | 32,000 |
| Network maintenance | 2,500 | 2,500 | 2,500 | 2,500 |
| Telephone reprogramming | 1,000 | 1,000 | 1,000 | 1,000 |
| Postage Machine and Scale | 1,000 | 1,000 | | 1,000 |
| Office machine repairs | 750 | 750 | <u>750</u> | <u>750</u> |
| Total | 37,250 | 37,250 | 37,250 | 37,250 |

52232 Maintenance—Structures, Improvements & Grounds

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---|---------------|---------------|---------------|---------------|
| Janitorial Services | 22,000 | 23,000 | 23,000 | 23,000 |
| Janitorial Supplies | 3,000 | 3,000 | 3,000 | 3,000 |
| Window washing, floor waxing, and carpet cleaning | 2,000 | 2,000 | 2,000 | 2,000 |
| Small repairs | <u>500</u> | <u>500</u> | <u>500</u> | <u>500</u> |
| Total | 27,500 | 28,500 | 28,500 | 28,500 |

52233 Memberships

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---|---------------|---------------|---------------|---------------|
| City/County Association of Governments (C/CAG) | 25,256 | 25,256 | 25,256 | 25,256 |
| Senior Ombudsmen Program | 5,000 | 5,000 | 0 | 0 |
| San Mateo County Telecommunication Authority | 2,525 | 2,525 | 2,525 | 0 |
| Skyline Community College | 2,500 | 2,500 | 2,500 | 0 |
| PEG | 2,405 | 2,405 | 2,405 | 2,405 |
| League of California Cities | 1,700 | 1,700 | 1,700 | 1,700 |
| Peninsula Conflict Resolution Center | 1,550 | 1,550 | 1,550 | 0 |
| Sustainable San Mateo County | 1,500 | 1,500 | 1,500 | 0 |
| San Mateo County Transit Shuttle Program (City share) | 1,500 | 1,500 | 1,250 | 0 |
| Airport Roundtable Committee | 1,500 | 1,500 | 1,500 | 0 |
| LAFCO Expenses-City Share (AB2838) | 1,000 | 1,000 | 1,000 | 1,000 |
| Association of Bay Area Governments (ABAG) | 750 | 750 | 750 | 750 |
| Bay Bio | 500 | 500 | 500 | 0 |
| San Mateo County Youth Summer Job | 500 | 500 | 500 | 0 |
| Bay Area Open Space Council | 300 | 300 | 300 | 0 |
| Council of Cities | 100 | 100 | 100 | 100 |
| Costco | 75 | 75 | 75 | 75 |
| Increases | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> |
| Total | 51,661 | 51,661 | 46,411 | 34,286 |

52234 Office Expense

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--------------------------------|---------------|---------------|---------------|--------------|
| Network monthly access fees | 9,000 | 9,000 | 9,000 | 9,000 |
| Postage Brisbane Star and News | 2,500 | 2,500 | 2,500 | 0 |
| Deering's California Codes | 1,500 | 1,500 | 0 | 0 |
| Sales Tax on copier toner | 200 | 200 | 200 | 200 |
| Postage tape and ink | <u>100</u> | <u>100</u> | <u>100</u> | <u>100</u> |
| Total | 13,300 | 13,300 | 11,800 | 9,300 |

52235 Professional Services

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|----------------------------------|----------------|----------------|---------------|---------------|
| Cable Programming | 17,300 | 17,300 | 17,300 | 17,300 |
| Council Programming | 21,000 | 21,000 | 21,000 | 00 |
| Live Streaming of Channel 27 | 1,500 | 1,000 | 1,000 | 10,000 |
| Network Support (8 hours a week) | 45,000 | 45,000 | 45,000 | 45,000 |
| Brisbane Star/City News | 6,000 | 6,000 | 6,000 | 0 |
| Planning Commission Programming | 11,500 | 11,500 | 0 | 0 |
| Web Support | <u>6,000</u> | <u>6,000</u> | <u>6,000</u> | <u>6,000</u> |
| Total | 108,300 | 107,800 | 96,300 | 78,300 |

52236 Equipment Rent

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---------------|------------|------------|---------------|---------------|
| Copier Rental | | | 47,000 | 47,000 |
| Postage Meter | <u>900</u> | <u>900</u> | <u>900</u> | <u>900</u> |
| Total | 900 | 900 | 47,900 | 47,900 |

52241 Special Department Expense

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---|--------------|--------------|---------------|--------------|
| City Share of Crocker Park Shuttle | 5,000 | 5,000 | 5,000 | 5,000 |
| 50 th Anniversary Party | | | 15,000 | 0 |
| Consultant for 50 th anniversary history project | 0 | 28,000 | 20,000 | 0 |
| Printing Cost for History Book | | | 0 | 0 |
| Holiday Luncheon | | | 2,000 | 0 |
| City Hall hospitality supplies | 0 | 0 | 120 | 120 |
| Non-chargeable filing fees | <u>1,000</u> | <u>1,000</u> | <u>1,000</u> | <u>1,000</u> |
| Total | 6,000 | 6,000 | 43,120 | 6,120 |

52243 Travel and Training

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|---------------------------|---------|-----------|-----------|-----------|
| Computer related training | 1,000 | 1,000 | 1,000 | 0 |

52244 Utilities

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|------------------------------|---------------|---------------|---------------|---------------|
| Gas and Electric (City Hall) | 70,000 | 73,000 | 50,000 | 52,500 |
| Water and Sewer Service | <u>10,500</u> | <u>11,000</u> | <u>10,000</u> | <u>13,500</u> |
| Total | 80,500 | 84,000 | 60,000 | 66,000 |

53300 Equipment

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|-----------------------------------|---------------|---------------|---------------|---------------|
| Equipment replacement contingency | 10,000 | 10,000 | 10,000 | 10,000 |
| Copier Rental | 47,000 | 47,000 | 0 | 0 |
| Tablets for paperless agendas | | | 12,000 | 0 |
| Computer contingency | 10,000 | 10,000 | 10,000 | 10,000 |
| Workstation replacement | 5,000 | 15,000 | 15,000 | 15,000 |
| Server | 5,000 | 10,000 | 10,000 | 10,000 |
| Miscellaneous Computer parts | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> |
| Total | 80,000 | 95,000 | 60,000 | 48,000 |

52900 Contributions

| | 2009/10 | 2010/2011 | 2011/2012 | 2012/2013 |
|--|---------|-----------|-----------|-----------|
| Reflects the annual contribution by the City to the Brisbane Chamber of Commerce | 20,400 | 20,400 | 20,400 | 0 |