

Department/Division: 6001 Central Services							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 Actual Expended	2012/13 Approved Budget	2013/14 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	29,698	51,000	40,000	
52231 Equipment Maintenance	13,334	30,755	40,101	39,974	44,419	37,250	37,250	
52232 Maint. Structures/Improvement.Grounds	20,195	27,255	24,895	40,522	29,436	28,500	28,500	
52233 Memberships	42,588	44,223	38,345	37,266	37,195	45,911	48,369	
52234 Office Expense	36,292	50,334	16,629	24,052	27,735	11,800	11,800	
52235 Professional Services	97,576	85,337	96,001	83,428	78,840	105,300	95,800	
52236 Equipment Rental	39,818	42,972	701	267	40,462	47,900	47,900	
52240 Rent-Real Property	0	0	-	-				
52241 Special Department Expense	13,181	3,914	4,294	8,493	30,884	18,120	46,120	
52242 Small Tools & Supplies	313	28	-	21				
52243 Travel & Training	0	0	850	-	9	0	0	
52244 Utilities	62,244	36,095	52,091	82,192	57,123	66,000	66,000	
52804 Non-Departmental	36							
Total Services & Supplies	373,277	372,409	313,546	350,369	375,800	411,781	421,739	
FIXED ASSETS								
53100 Improvements		108						
53200 Land								
53300 Equipment	22,357	49,187	49,315	72,942	21,076	48,000	51,000	
Total Fixed Assets	22,357	49,187	49,315	72,942	21,076	48,000	51,000	
OTHER								
52900 Contributions	20,400	22,100	20,400	20,400	18,700	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	18,700	20,400	20,400	
EXPENDITURE TRANSFERS								
54400 Insurance Costs								
Total Expenditure Transfers	0	0	-	-	-	-	-	
TOTAL BUDGET	416,034	443,804	384,370	455,159	415,576	480,181	483,139	

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

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Reflected here is the cost of the majority of the city telephone lines	51,000	51,000	51,000	40,000

52231 Equipment Maintenance

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
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	1,000
Office machine repairs	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>
Total	37,250	37,250	37,250	37,250

52232 Maintenance—Structures, Improvements & Grounds

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Janitorial Services	23,000	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	28,500	28,500	28,500	28,500

52233 Memberships

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
City/County Association of Governments (C/CAG)	25,256	25,256	25,256	25,256
CCAG – Housing Element				5,000
Senior Ombudsmen Program	5,000	0	0	0
San Mateo County Telecommunication Authority	2,525	2,525	2,525	2,525
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	2,344
Peninsula Conflict Resolution Center	1,550	1,550	1,550	1,950
Sustainable San Mateo County	1,500	1,500	1,500	3,000
San Mateo County Transit Shuttle Program (City share)	1,500	1,250	1,250	1,250
Airport Roundtable Committee	1,500	1,500	1,500	750
LAFCO Expenses-City Share (AB2838)	1,000	1,000	1,000	1,389
Association of Bay Area Governments (ABAG)	750	750	750	1,400
Bay Bio	500	500	500	500
San Mateo County Youth Summer Job	500	500	300	500
Bay Area Open Space Council	300	300	0	0
Council of Cities	100	100	100	0
Costco	75	75	75	100
Increases	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>
Total	51,661	46,411	45,911	48,369

52234 Office Expense

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Network monthly access fees	9,000	9,000	9,000	9,000
Postage Brisbane Star and News	2,500	2,500	2,500	2,500
Deering's California Codes	1,500	0	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	11,800	11,800	11,800

52235 Professional Services

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Cable Programming	17,300	17,300	17,300	20,000
Council Programming	21,000	21,000	21,000	15,000
Live Streaming of Channel 27	1,000	1,000	10,000	2,000
Network Support (8 hours a week)	45,000	45,000	45,000	45,000
Brisbane Star/City News	6,000	6,000	6,000	6,000
Planning Commission Programming	11,500	0	0	0
Web Support	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>7,800</u>
Total	107,800	96,300	105,300	95,800

52236 Equipment Rent

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Copier Rental		47,000	47,000	47,000
Postage Meter	<u>900</u>	<u>900</u>	<u>900</u>	<u>900</u>
Total	900	47,900	47,900	47,900

52241 Special Department Expense

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
City Share of Crocker Park Shuttle	5,000	5,000	5,000	5,000
50 th Anniversary Party		15,000	0	0
Consultant for 50 th anniversary history project	28,000	20,000	0	0
Printing Cost for History Book		0	10,000	38,000
Holiday Luncheon		2,000	2,000	2,000
City Hall hospitality supplies	0	120	120	120
Non-chargeable filing fees	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	34,000	43,120	18,120	46,120

52243 Travel and Training

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Computer related training	1,000	1,000	0	0

52244 Utilities

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Gas and Electric (City Hall)	73,000	50,000	52,500	52,500
Water and Sewer Service	<u>11,000</u>	<u>10,000</u>	<u>13,500</u>	<u>13,500</u>
Total	84,000	60,000	66,000	66,000

53300 Equipment

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Equipment replacement contingency	10,000	10,000	10,000	10,000
Copier Rental	47,000	0	0	0
Tablets replacements and repairs		12,000	0	3,000
Computer contingency	10,000	10,000	10,000	10,000
Workstation replacement	15,000	15,000	15,000	15,000
Server	10,000	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	95,000	60,000	48,000	51,000

52900 Contributions

	Budgets			
	2010/2011	2011/2012	2012/2013	2013/14
Reflects the annual contribution by the City to the Brisbane Chamber of Commerce	20,400	20,400	20,400	20,400