

Department/Division: 6001 Central Services						General Fund Fund 100	
Account and Title:	2009/10 Actual Expended	2010/11 Actual Expended	2011/12 Actual Expended	2012/13 Actual Expended	2013/14 Approved Budget	2014/15 Requested Budget	

SALARIES						
51201 Part-time Salaries						
Total Salaries						
SERVICES AND SUPPLIES						
52221 Communications	39,636	34,154	29,698	29,855	40,000	40,000
52231 Equipment Maintenance	40,101	39,974	44,419	26,466	37,250	37,250
52232 Maint. Structures/Improvement Grounds	24,895	40,522	29,436	38,480	28,500	28,500
52233 Memberships	38,345	37,266	37,195	44,755	48,669	52,436
52234 Office Expense	16,629	24,052	27,735	24,053	11,800	12,000
52235 Professional Services	96,001	83,428	78,840	81,455	95,800	96,000
52236 Equipment Rental	701	267	40,462	38,038	47,900	47,900
52240 Rent-Real Property	-	-	-	-	-	-
52241 Special Department Expense	4,294	8,493	30,884	10,592	46,120	8,120
52242 Small Tools & Supplies	-	21	-	-	-	-
52243 Travel & Training	850	-	9	686	0	0
52244 Utilities	52,091	82,192	57,123	66,785	66,000	66,000
52804 Non-Departmental						
Total Services & Supplies	313,546	350,368	375,800	361,166	422,039	386,206
FIXED ASSETS						
53100 Improvements						
53200 Land						
53300 Equipment	49,315	72,942	21,076	19,211	51,000	63,900
Total Fixed Assets	49,315	72,942	21,076	19,211	51,000	63,900
OTHER						
52900 Contributions	20,400	20,400	18,700	97,147	20,400	20,400
55900 Other Financing Uses						
55950 Miscellaneous Expense	1,109	11,448		631		
56200 Loans						
Total Other	21,509	31,848	18,700	97,778	20,400	20,400
EXPENDITURE TRANSFERS						
54400 Insurance Costs						
Total Expenditure Transfers	-	-	-	-	-	-
TOTAL BUDGET	384,370	455,159	415,576	478,154	493,439	472,506

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			
	2011/2012	2012/2013	2013/14	2014/15
Reflected here is the cost of the majority of the city telephone lines	51,000	51,000	40,000	40,000

52231 Equipment Maintenance

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
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			
	2011/2012	2012/2013	2013/14	2014/15
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			
	2011/2012	2012/2013	2013/14	2014/15
City/County Association of Governments (C/CAG)	25,256	25,256	25,256	25,256
CCAG – Housing Element			5,000	5,000
Senior Ombudsmen Program	0	0	0	-
San Mateo County Telecommunication Authority	2,525	2,525	2,525	2,525
Skyline Community College	2,500	2,500	0	2,500
PEG	2,405	2,405	2,405	2,405
League of California Cities	1,700	1,700	2,344	2,500
Peninsula Conflict Resolution Center	1,550	1,550	1,950	1,950
Sustainable San Mateo County	1,500	1,500	3,000	3,000
San Mateo County Transit Shuttle Program (City share)	1,250	1,250	1,250	1,250
Airport Roundtable Committee	1,500	1,500	750	750
LAFCO Expenses-City Share (AB2838)	1,000	1,000	1,389	1,500
Association of Bay Area Governments (ABAG)	750	750	1,400	1,400
Silicon Valley Joint Ventures Network				1,000
Bay Bio	500	500	500	500
San Mateo County Youth Summer Job	500	300	500	500
Bay Area Open Space Council	300	0	300	300
Council of Cities	100	100	0	
Costco	75	75	100	100
Increases	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
Total	46,411	45,911	48,669	52,436

52234 Office Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Network monthly access fees	9,000	9,000	9,000	9,000
Postage Brisbane Star and News	2,500	2,500	2,500	2,700
Deering's California Codes	0	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	11,800	11,800	11,800	12,000

52235 Professional Services

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Cable Programming	17,300	17,300	20,000	20,000
Council Programming	21,000	21,000	15,000	15,000
Live Streaming of Channel 27	1,000	10,000	2,000	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	0	0	0	0
Web Support	<u>6,000</u>	<u>6,000</u>	<u>7,800</u>	<u>8,000</u>
Total	96,300	105,300	95,800	96,000

52236 Equipment Rent

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Copier Rental	47,000	47,000	47,000	47,000
Postage Meter	<u>900</u>	<u>900</u>	<u>900</u>	<u>900</u>
Total	47,900	47,900	47,900	47,900

52241 Special Department Expense

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
City Share of Crocker Park Shuttle	5,000	5,000	5,000	5,000
50 th Anniversary Party	15,000	0	0	0
Consultant for 50 th anniversary history project	20,000	0	0	0
Printing Cost for History Book	0	10,000	38,000	0
Holiday Luncheon	2,000	2,000	2,000	2,000
City Hall hospitality supplies	120	120	120	120
Non-chargeable filing fees	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	43,120	18,120	46,120	8,120

52243 Travel and Training

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Computer related training	1,000	0	0	0

52244 Utilities

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Gas and Electric (City Hall)	50,000	52,500	52,500	52,500
Water and Sewer Service	<u>10,000</u>	<u>13,500</u>	<u>13,500</u>	<u>13,500</u>
Total	60,000	66,000	66,000	66,000

53300 Equipment

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Equipment replacement contingency	10,000	10,000	10,000	10,000
Alarm System for City Hall				12,900
Tablets replacements and repairs	12,000	0	3,000	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	60,000	48,000	51,000	63,900

52900 Contributions

	Budgets			
	2011/2012	2012/2013	2013/14	2014/15
Reflects the annual contribution by the City to the Brisbane Chamber of Commerce	20,400	20,400	20,400	20,400