

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 Approved Budget	2011/12 Recommended Budget	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	51,000	51,000	51,000	
52231 Equipment Maintenance	13,334	30,755	40,101	37,250	37,250	37,250	
52232 Maint. Structures/Improvement,Grounds	20,195	27,255	24,895	28,500	28,500	28,500	
52233 Memberships	42,588	44,223	38,345	46,161	46,411	46,411	
52234 Office Expense	38,292	50,334	16,629	10,800	10,800	10,800	
52235 Professional Services	97,576	85,337	96,001	90,300	101,800	101,800	
52236 Equipment Rental	39,818	42,972	701	900	47,900	47,900	
52240 Rent-Real Property	0	0	-	-			
52241 Special Department Expense	13,181	3,914	4,294	6,000	43,120	18,120	
52242 Small Tools & Supplies	313	28	-	-			
52243 Travel & Training	0	0	850	1,000	1,000	1,000	
52244 Utilities	62,244	36,095	52,091	84,000	60,000	66,000	
52804 Non-Departmental	36						
Total Services & Supplies	373,277	372,409	313,546	355,911	427,781	408,781	
FIXED ASSETS							
53100 Improvements		108					
53200 Land							
53300 Equipment	22,357	49,187	49,315	95,000	48,000	48,000	
Total Fixed Assets	22,357	49,187	49,315	95,000	48,000	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				
56200 Loans							
Total Other	20,400	22,100	21,509	20,400	20,400	20,400	
EXPENDITURE TRANSFERS							
54400 Insurance Costs							
Total Expenditure Transfers	0	0	-	-	-	-	
TOTAL BUDGET	416,034	443,804	384,370	471,311	496,181	477,181	

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	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
SAMCEDA Economic Vitality Partnership	0	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	2,500
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	1,550
Sustainable San Mateo County	1,500	1,500	1,500	1,500
San Mateo County Transit Shuttle Program (City share)	1,500	1,500	1,250	1,250
Airport Roundtable Committee	1,500	1,500	1,500	1,500
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	500
San Mateo County Youth Summer Job	500	500	500	500
Bay Area Open Space Council	300	300	300	300
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	46,411

52234 Office Expense

	2009/10	2010/2011	2011/2012	2012/2013
Network monthly access fees	9,000	9,000	9,000	9,000
Deering's California Codes	1,500	1,500	1,500	1,500
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	10,800	10,800	10,800	10,800

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	21,000
Live Streaming of Channel 27	1,500	1,000	1,000	1,000
Network Support (8 hours a week)	45,000	45,000	45,000	45,000
Planning Commission Programming	11,500	11,500	11,500	11,500

Web Support	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total	102,300	101,800	101,800	101,800

52236 Equipment Rent

	2009/10	2010/2011	2011/2012	2012/2013
Postage Meter	900	900	900	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	10,000
Holiday Luncheon			2,000	2,000
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	18,120

52243 Travel and Training

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

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
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	48,000	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	20,400