

GENERAL SERVICES

Description

The Department of General Services is dedicated to providing quality support services for all County operations. The Department provides services in an effective, economical, and efficient manner, with pride and concern for those served. All activities are conducted in accordance with the Department's four core values: safety in the work place; outstanding customer service; stewardship; and respecting and valuing others. General Services is a diversified operation that consists of six divisions: Administration, Building and Grounds, Café 1611, Security, Support Services and Central Automotive Maintenance.

The Administration Division consists of four groups. The Director's office handles the management and administrative functions for the Department. The Financial group handles financial transactions for the Department as well as taking the lead role in budget preparation. The Capital Projects group manages the CIP request process for all County Agencies (except DPU and DPW). They also manage the design and construction of all habitable buildings as well as refresh and repurpose projects for existing facilities. Energy Management is responsible for reducing the County's energy consumption as well as promoting conservation in all County activities.

Building and Grounds Division provides a safe and clean environment for citizens and employees to conduct business by maintaining over 2,810,500 square feet of County buildings.

Café 1611 operates the cafeteria at the Western Government Complex and provides catering services for County functions.

Security Division safeguards County property and monitors the security of facilities through patrols and 24 hours per day security console operations.

Support Services includes the copy center, print shop, mail delivery, clerical storeroom and record retention functions.

Central Automotive Maintenance (CAM) provides fleet management, automotive maintenance and fueling operations for the County. Details of CAM's budget can be found in the Internal Service Fund section of this book.

Objectives

- To provide County departments and agencies with effective office support services so departments and agencies can effectively carry out their assigned functions.
- To provide facilities planning, design, construction, building and grounds maintenance, food services and 24/7 security services to enhance the use and quality of County facilities.

Annual Fiscal Plan

Description	FY16 Actual	FY17 Original	FY18 Proposed	Change 17 to 18
Personnel	\$ 6,676,092	\$ 6,964,840	\$ 7,195,038	3.3%
Operation	6,739,986	6,994,360	7,068,944	1.1%
Capital	342,014	353,060	368,160	4.3%
Total	\$ 13,758,092	\$ 14,312,260	\$ 14,632,142	2.2%
 Personnel Complement*	 118	 119	 118	 (1)

* One position was transferred to Information Technology in May 2016.

General Services (cont'd)

Performance Measures				
	FY16	FY17	FY18	Change 17 to 18
Workload Measures				
Preventive Mechanical Maint. Work Orders	9,117	9,250	9,250	0
Corrective Maintenance Work Orders	11,559	12,500	12,500	0
Square Feet Maintained	2,810,706	2,810,706	2,821,706	11,000

Objectives (cont'd)

- To exercise sound financial management and accountability of public funds used toward departmental and County-wide objectives through a uniform system of accounting, financial reporting and internal control.

Budget Highlights

The Department's budget for FY2017-18 is \$14,632,142. This represents an increase of \$319,882, or 2.2 percent when compared to the FY2016-17 approved budget. The personnel component net increase of \$230,198 or 3.3 percent is driven primarily by updated estimates including a 2.5 percent salary increase for FY2017-18 as well as rising health care costs. In addition, this component reflects salaries and associated FICA for three new temporary Security Officer positions totaling \$62,192. The personnel increase was partially offset by the transfer of one position to Information Technology in May 2016.

The operating component net increase of \$74,584 or 1.1 percent is due primarily to additional costs necessary to maintain the repurposed Dumbarton Library, Fire House #19, Junior Achievement, and the Varina Area Library. In addition, funding is included to provide uniforms and various security supplies for the three new temporary positions and to cover the costs associated with the upgrade of three compact sedans to small SUVs. It is important to note that the overall increase was offset by \$46,831, which was transferred to Police to support radio tower maintenance and Information Technology related to an organizational change. The capital component net increase of \$15,100 or 4.3 percent is driven primarily by the budget adjustment to cover the cost of three radios for the new Security Officers.

Administration

The General Services Administration budget totals \$1,697,843, representing an increase of \$25,096 or 1.5 percent from the prior fiscal year. This increase is

primarily due to increases in personnel costs. General Services Administration includes the Department management; all business functions, budgetary oversight and fiscal management for the other divisions. During the past year, this area worked with Information Technology to gain efficiencies on accounting processes in ORACLE for vendors paid by contract and on implementation of a VOIP system which has reduced switchboard call volume. The Administration area also includes the Capital Projects group which works with other departments to develop CIP requests, and manage the design and construction of all habitable buildings for the County. This area worked to enhance stakeholder communication by providing project updates to the end user agencies involved in the project. The Administration division is responsible for the County's energy management program and has been tasked with promoting an environment that generates conservation across all activities within the County. Energy management received first place in local government Energy Leadership award from the Virginia Energy Efficiency Council. This award was an initiative of the Governor's Executive Committee on Energy Efficiency. This area continues to reach out to Schools and Public Utilities to assist them in energy conversation initiatives and is working with Libraries on a public presentation on Green Building as part of the Schools adult education program.

Building and Grounds

Building and Grounds budget for FY2017-18 is \$10,406,855, representing an increase of \$146,139, or 1.4 percent from the FY2016-17 approved budget, due primarily to personnel cost increases and the costs of new facilities including the repurposed Dumbarton Library, Fire House #19, Junior Achievement, and the Varina Area Library.

The Buildings and Grounds Division provides building, custodial, and grounds maintenance at numerous County facilities, and coordination of the Training Center and measures feedback from customers through the KACE work order system. The

General Services (cont'd)

\$160,000 allocation remains dedicated for the Division's Building Maintenance Program, which supports painting, re-carpeting and fitness center equipment replacement. A continued partnership with the Sheriff on utilizing inmate labor exists for landscaping and painting activities and aids to reduce outside contractual costs. Additionally, this area expanded the recycling program to Mental Health and Staples Mill Road Properties.

Café 1611

In FY2017-18, the budget for the Employee Cafeteria totals \$442,088, which reflects an increase of \$1,914, or 0.4 percent when compared to the FY2016-17 budget. The entirety of this increase is reflected in the personnel component of the budget. This area operates the cafeteria at the Western Government Complex and provides catering for County events with six full-time positions. In June 2016, received the NBC 12 Restaurant Report Hall of Fame Award for obtaining perfect scores on ten health inspections during the past three years.

Security

The budget for the Security Division totals \$1,598,568, representing an increase of \$132,842, or 9.1 percent from the prior year approved budget. This increase was driven primarily by a budget adjustment of \$82,232 which includes all personnel, operating, and capital costs associated with the three new temporary Security Officer positions. Outside of these adjustments, operating costs are increasing to support additional card access maintenance, lease vehicle rates and ability to do security reports remotely. This area

partnered with Information Technology during the past year to develop an on-line process for security card access authorizations. Security safeguards County property with a complement of twenty-eight employees by monitoring the security of facilities through patrols and a 24-hour per day security console operation.

Support Services

The FY2017-18 budget of \$486,788 for the Records Management division represents an increase of \$13,891, or 2.9 percent when compared to the FY2016-17 approved budget. The increase is attributable to cost increases within the personnel component of the budget. This area Records Management has eight employees that operate the County's internal mail system, copy center, print shop, clerical storeroom, and the County's offsite record storage. During the past year this area has experienced growth in the copy center and printing operation by producing W-2's, 1095's, and doing more to support Recreation and Parks and Schools.

Central Automotive Maintenance

The budget for this area is captured in the Internal Service Fund as opposed to the General Fund since funding for operations are provided primarily through inter-departmental billings. Central Automotive Maintenance (CAM) is the division that maintains all County motorized equipment; operates eight self-service fueling facilities throughout the County; and leases vehicles to departments on a monthly or daily basis.



**Department Operating Budget
Henrico County, Virginia
FY2017-18
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	4,702,972	5,271,982	5,173,759	-98,223	-1.9%
50101 Full-Time Salaries and Wages - Overtime	211,491	138,232	141,232	3,000	2.2%
50104 Temporary Salaries and Wages - Regular	17,332	4,000	61,772	57,772	1,444.3%
50107 27th Pay Adjustment	0	-232,677	0	232,677	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	2,432	0	0	0	0.0%
50109 Vacancy Savings	0	-121,711	-123,138	-1,427	-1.2%
50110 FICA	359,235	412,972	410,314	-2,658	-0.6%
50111 Retirement VRS	698,665	685,884	673,105	-12,779	-1.9%
50112 Hospital/Medical Plans	737,321	861,455	901,284	39,829	4.6%
50113 Group Insurance - Life (VRS)	54,714	70,117	68,811	-1,306	-1.9%
50114 Unemployment Insurance	-114	0	0	0	0.0%
50200 Medical Services	0	400	400	0	0.0%
50204 Engineering/Architectural Services	3,506	18,864	18,864	0	0.0%
50209 Other Professional Services	39,484	6,176	6,176	0	0.0%
50210 Maintenance and Repairs	1,295,976	1,132,339	1,162,208	29,869	2.6%
50211 Maintenance Service Contracts	405,984	439,167	441,099	1,932	0.4%
50212 Vehicle Repair	1,655	2,050	2,050	0	0.0%
50220 Lease/Rent Of Equipment	60,225	55,364	53,392	-1,972	-3.6%
50221 Lease/Rent Of Buildings	29,503	0	0	0	0.0%
50230 Temporary Help Service Fees	1,313	3,500	4,500	1,000	28.6%
50240 Printing and Binding	898	2,800	2,800	0	0.0%
50250 Advertising	137	496	496	0	0.0%
50260 Laundry and Dry Cleaning	114	500	500	0	0.0%
50270 Other Contractual Services	96,974	114,394	114,394	0	0.0%
50280 Janitorial	642,444	670,114	755,550	85,436	12.7%
50285 Landscaping	731,330	422,181	417,934	-4,247	-1.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50286 Weed and Pest Control	13,512	17,154	17,374	220	1.3%
50310 Automotive/Motor Pool	164,172	174,567	183,849	9,282	5.3%
50400 Electric Services	1,848,108	2,429,558	2,363,051	-66,507	-2.7%
50401 Heating Services	271,665	404,747	403,284	-1,463	-0.4%
50402 Water Service	86,932	100,525	100,525	0	0.0%
50403 Sewer Service	70,051	83,722	83,722	0	0.0%
50404 Refuse Service	31,683	46,101	46,101	0	0.0%
50410 Postal Services	558,611	529,445	529,445	0	0.0%
50411 Messenger Services	31	150	150	0	0.0%
50412 Telecommunications	62,640	65,160	67,641	2,481	3.8%
50430 Mileage	0	400	400	0	0.0%
50431 Education and Training	3,339	11,596	11,596	0	0.0%
50450 Dues And Association Memberships	5,050	10,940	10,940	0	0.0%
50453 Freight Charges	5,730	7,078	7,078	0	0.0%
50455 Tuition	4,607	4,110	7,110	3,000	73.0%
50459 Other Charges Miscellaneous	4,979	5,450	5,450	0	0.0%
50500 Office Supplies	12,689	20,191	20,191	0	0.0%
50501 Food Supplies and Food Service Supplies	78,318	121,100	122,350	1,250	1.0%
50502 Agricultural Supplies	10,119	20,077	20,077	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	149,603	170,182	173,291	3,109	1.8%
50506 Repair and Maintenance Supplies	470,271	438,089	442,302	4,213	1.0%
50509 Vehicle and Powered Equipment Supplies	5,220	1,550	1,550	0	0.0%
50510 Police And Fire Supplies/ITEMS	1,227	6,000	7,560	1,560	26.0%
50511 Uniforms/Wearing Apparel/ITEMS	48,300	24,941	29,921	4,980	20.0%
50512 Books and Subscriptions	0	934	1,175	241	25.8%
50514 Other Operating Supplies	58,786	67,207	67,407	200	0.3%
50516 Chemicals	84,610	15,791	15,791	0	0.0%
50517 Small Tools	10,245	11,500	11,500	0	0.0%
50521 Computer Software	7,015	13,600	13,600	0	0.0%

Account Description		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50801	Machinery and Equipment-New \$5000 and Over	0	5,000	5,000	0	0.0%
50802	Furniture and Fixtures-New \$5000 and Over	6,218	0	0	0	0.0%
50803	Telecommunications Equipment-New \$5000 and Over	6,192	0	0	0	0.0%
50811	Machinery and Equipment-New Less Than \$5000	2,476	0	0	0	0.0%
50812	Furniture and Fixtures-New Less Than \$5000	5,929	0	0	0	0.0%
50813	Telecommunications Equipment-New Less Than \$5000	3,823	0	13,500	13,500	100.0%
50815	Computer Equipment-New Less Than \$5000	1,954	2,500	2,500	0	0.0%
50821	Machinery and Equipment-Replacement \$5000 and Over	20,801	19,431	20,031	600	3.1%
50822	Furniture and Fixtures-Replacement \$5000 and Over	80,289	80,440	80,440	0	0.0%
50831	Machinery and Equipment-Replacement Less Than \$5000	43,549	51,271	49,871	-1,400	-2.7%
50832	Furniture and Fixtures-Replacement Less Than \$5000	27,445	25,000	25,000	0	0.0%
50833	Telecommunications Equipment-Replacement Less Than \$5000	385	0	0	0	0.0%
50835	Computer Equipment-Replacement Less Than \$5000	0	2,500	2,500	0	0.0%
50841	Machinery and Equipment-Rehabilitation	142,953	166,918	169,318	2,400	1.4%
50911	Interdepartmental Billings	-745,026	-801,264	-787,951	13,313	1.7%
Total Department		13,758,092	14,312,260	14,632,142	319,882	2.2%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2017-18
GENERAL SERVICES

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
16102 Records Management					
50100 Full-Time Salaries and Wages - Regular	281,240	300,789	296,890	-3,899	-1.3%
50101 Full-Time Salaries and Wages - Overtime	473	1,357	1,357	0	0.0%
50107 27th Pay Adjustment	0	-13,275	0	13,275	100.0%
50109 Vacancy Savings	0	-6,903	-7,067	-164	-2.4%
50110 FICA	20,764	23,114	22,816	-298	-1.3%
50111 Retirement VRS	42,613	39,133	38,625	-508	-1.3%
50112 Hospital/Medical Plans	53,759	57,913	61,104	3,191	5.5%
50113 Group Insurance - Life (VRS)	3,345	4,000	3,949	-51	-1.3%
50210 Maintenance and Repairs	2,755	3,000	3,000	0	0.0%
50211 Maintenance Service Contracts	13,072	20,000	20,000	0	0.0%
50220 Lease/Rent Of Equipment	38,842	45,000	45,000	0	0.0%
50230 Temporary Help Service Fees	0	2,500	2,500	0	0.0%
50240 Printing and Binding	898	1,000	1,000	0	0.0%
50270 Other Contractual Services	74,485	85,000	85,000	0	0.0%
50310 Automotive/Motor Pool	13,006	12,960	15,305	2,345	18.1%
50410 Postal Services	558,067	528,549	528,549	0	0.0%
50412 Telecommunications	1,852	2,075	2,075	0	0.0%
50450 Dues And Association Memberships	50	50	50	0	0.0%
50453 Freight Charges	195	130	130	0	0.0%
50500 Office Supplies	966	700	700	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	360	500	500	0	0.0%
50514 Other Operating Supplies	37,299	39,155	39,155	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50815 Computer Equipment-New Less Than \$5000	1,650	0	0	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	432	2,000	2,000	0	0.0%
50911 Interdepartmental Billings	-637,070	-675,850	-675,850	0	0.0%
Total Cost Center	509,053	472,897	486,788	13,891	2.9%
16201 Administration					
50100 Full-Time Salaries and Wages - Regular	1,203,372	1,306,683	1,267,302	-39,381	-3.0%
50101 Full-Time Salaries and Wages - Overtime	4	500	500	0	0.0%
50104 Temporary Salaries and Wages - Regular	14,346	4,000	4,000	0	0.0%
50107 27th Pay Adjustment	0	-57,670	0	57,670	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	735	0	0	0	0.0%
50109 Vacancy Savings	0	-29,989	-30,153	-164	-0.5%
50110 FICA	89,680	99,091	96,284	-2,807	-2.8%
50111 Retirement VRS	176,266	169,999	164,876	-5,123	-3.0%
50112 Hospital/Medical Plans	129,838	130,304	129,846	-458	-0.4%
50113 Group Insurance - Life (VRS)	13,742	17,379	16,855	-524	-3.0%
50204 Engineering/Architectural Services	2,181	9,970	9,970	0	0.0%
50209 Other Professional Services	60	0	0	0	0.0%
50210 Maintenance and Repairs	0	3,612	3,612	0	0.0%
50220 Lease/Rent Of Equipment	2,196	2,196	2,196	0	0.0%
50221 Lease/Rent Of Buildings	29,503	0	0	0	0.0%
50240 Printing and Binding	0	500	500	0	0.0%
50250 Advertising	65	100	100	0	0.0%
50270 Other Contractual Services	4,208	5,000	5,000	0	0.0%
50280 Janitorial	1,918	0	0	0	0.0%
50310 Automotive/Motor Pool	11,636	12,280	11,439	-841	-6.8%
50400 Electric Services	3,852	0	0	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50401 Heating Services	91	0	0	0	0.0%
50410 Postal Services	544	850	850	0	0.0%
50411 Messenger Services	31	150	150	0	0.0%
50412 Telecommunications	11,364	14,800	13,912	-888	-6.0%
50430 Mileage	0	100	100	0	0.0%
50431 Education and Training	3,339	11,596	11,596	0	0.0%
50450 Dues And Association Memberships	4,900	7,915	7,915	0	0.0%
50453 Freight Charges	12	475	475	0	0.0%
50455 Tuition	4,607	4,110	7,110	3,000	73.0%
50500 Office Supplies	4,828	8,051	8,051	0	0.0%
50501 Food Supplies and Food Service Supplies	326	250	500	250	100.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	183	2,500	2,009	-491	-19.6%
50506 Repair and Maintenance Supplies	10	300	300	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	195	652	652	0	0.0%
50512 Books and Subscriptions	0	359	600	241	67.1%
50514 Other Operating Supplies	1,842	8,800	8,800	0	0.0%
50517 Small Tools	0	500	500	0	0.0%
50521 Computer Software	7,015	13,600	13,600	0	0.0%
50815 Computer Equipment-New Less Than \$5000	304	2,500	2,500	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	6,337	0	0	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	200	0	0	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	0	2,500	2,500	0	0.0%
50911 Interdepartmental Billings	-91,487	-81,216	-66,604	14,612	18.0%
Total Cost Center	1,638,243	1,672,747	1,697,843	25,096	1.5%

16211 Maintenance and Custodial

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	2,218,168	2,435,497	2,411,141	-24,356	-1.0%
50101 Full-Time Salaries and Wages - Overtime	114,506	88,650	88,650	0	0.0%
50104 Temporary Salaries and Wages - Regular	2,986	0	0	0	0.0%
50107 27th Pay Adjustment	0	-107,490	0	107,490	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,169	0	0	0	0.0%
50109 Vacancy Savings	0	-55,894	-57,392	-1,498	-2.7%
50110 FICA	168,109	193,097	191,234	-1,863	-1.0%
50111 Retirement VRS	329,063	316,858	313,689	-3,169	-1.0%
50112 Hospital/Medical Plans	369,821	427,108	450,642	23,534	5.5%
50113 Group Insurance - Life (VRS)	25,902	32,392	32,068	-324	-1.0%
50114 Unemployment Insurance	-114	0	0	0	0.0%
50200 Medical Services	0	400	400	0	0.0%
50204 Engineering/Architectural Services	1,325	8,894	8,894	0	0.0%
50209 Other Professional Services	12,117	4,976	4,976	0	0.0%
50210 Maintenance and Repairs	1,271,836	1,110,227	1,128,124	17,897	1.6%
50211 Maintenance Service Contracts	392,912	419,167	421,099	1,932	0.5%
50212 Vehicle Repair	1,655	2,050	2,050	0	0.0%
50220 Lease/Rent Of Equipment	17,267	6,196	6,196	0	0.0%
50240 Printing and Binding	0	1,200	1,200	0	0.0%
50250 Advertising	72	396	396	0	0.0%
50270 Other Contractual Services	18,281	24,394	24,394	0	0.0%
50280 Janitorial	640,526	670,114	755,550	85,436	12.7%
50285 Landscaping	731,330	422,181	417,934	-4,247	-1.0%
50286 Weed and Pest Control	13,512	17,154	17,374	220	1.3%
50310 Automotive/Motor Pool	116,917	123,082	123,082	0	0.0%
50400 Electric Services	1,844,256	2,429,558	2,363,051	-66,507	-2.7%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50401	Heating Services	271,574	404,747	403,284	-1,463	-0.4%
50402	Water Service	86,932	100,525	100,525	0	0.0%
50403	Sewer Service	70,051	83,722	83,722	0	0.0%
50404	Refuse Service	31,683	46,101	46,101	0	0.0%
50410	Postal Services	0	46	46	0	0.0%
50412	Telecommunications	38,771	36,015	37,459	1,444	4.0%
50430	Mileage	0	300	300	0	0.0%
50450	Dues And Association Memberships	0	2,730	2,730	0	0.0%
50453	Freight Charges	5,347	6,183	6,183	0	0.0%
50459	Other Charges Miscellaneous	0	450	450	0	0.0%
50500	Office Supplies	4,377	9,100	9,100	0	0.0%
50501	Food Supplies and Food Service Supplies	340	0	0	0	0.0%
50502	Agricultural Supplies	10,119	20,077	20,077	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	136,210	148,682	152,282	3,600	2.4%
50506	Repair and Maintenance Supplies	470,176	435,839	440,052	4,213	1.0%
50509	Vehicle and Powered Equipment Supplies	5,220	1,550	1,550	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	21,686	13,239	13,239	0	0.0%
50512	Books and Subscriptions	0	200	200	0	0.0%
50514	Other Operating Supplies	15,305	10,452	10,652	200	1.9%
50516	Chemicals	84,610	15,791	15,791	0	0.0%
50517	Small Tools	10,245	10,700	10,700	0	0.0%
50801	Machinery and Equipment-New \$5000 and Over	0	5,000	5,000	0	0.0%
50802	Furniture and Fixtures-New \$5000 and Over	6,218	0	0	0	0.0%
50803	Telecommunications Equipment-New \$5000 and Over	6,192	0	0	0	0.0%
50811	Machinery and Equipment-New Less Than \$5000	2,476	0	0	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50812 Furniture and Fixtures-New Less Than \$5000	5,929	0	0	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	3,823	0	0	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	20,801	19,431	20,031	600	3.1%
50822 Furniture and Fixtures-Replacement \$5000 and Over	80,289	80,440	80,440	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	42,398	47,271	47,871	600	1.3%
50832 Furniture and Fixtures-Replacement Less Than \$5000	21,108	25,000	25,000	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	185	0	0	0	0.0%
50841 Machinery and Equipment-Rehabilitation	142,953	166,918	169,318	2,400	1.4%
Total Cost Center	9,886,634	10,260,716	10,406,855	146,139	1.4%
16212 Security					
50100 Full-Time Salaries and Wages - Regular	809,824	1,024,283	1,001,506	-22,777	-2.2%
50101 Full-Time Salaries and Wages - Overtime	94,730	42,725	45,725	3,000	7.0%
50104 Temporary Salaries and Wages - Regular	0	0	57,772	57,772	100.0%
50107 27th Pay Adjustment	0	-45,206	0	45,206	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	406	0	0	0	0.0%
50109 Vacancy Savings	0	-24,226	-23,839	387	1.6%
50110 FICA	66,185	81,626	84,533	2,907	3.6%
50111 Retirement VRS	122,354	133,259	130,296	-2,963	-2.2%
50112 Hospital/Medical Plans	152,042	202,695	213,864	11,169	5.5%
50113 Group Insurance - Life (VRS)	9,498	13,623	13,320	-303	-2.2%
50209 Other Professional Services	27,307	1,200	1,200	0	0.0%
50210 Maintenance and Repairs	21,295	15,000	26,972	11,972	79.8%
50220 Lease/Rent Of Equipment	1,920	1,972	0	-1,972	-100.0%
50310 Automotive/Motor Pool	22,613	26,245	34,023	7,778	29.6%
50412 Telecommunications	9,969	11,528	13,453	1,925	16.7%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50450 Dues And Association Memberships	55	200	200	0	0.0%
50453 Freight Charges	54	135	135	0	0.0%
50500 Office Supplies	1,949	1,740	1,740	0	0.0%
50506 Repair and Maintenance Supplies	85	1,950	1,950	0	0.0%
50510 Police And Fire Supplies/ITEMS	1,227	6,000	7,560	1,560	26.0%
50511 Uniforms/Wearing Apparel/ITEMS	24,722	8,500	13,480	4,980	58.6%
50512 Books and Subscriptions	0	375	375	0	0.0%
50514 Other Operating Supplies	4,340	6,000	6,000	0	0.0%
50517 Small Tools	0	300	300	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	0	0	13,500	13,500	100.0%
50911 Interdepartmental Billings	-16,469	-44,198	-45,497	-1,299	-2.9%
Total Cost Center	1,354,106	1,465,726	1,598,568	132,842	9.1%



**Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2017-18
GENERAL SERVICES**

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
16202 Employee Cafeteria					
50100 Full-Time Salaries and Wages - Regular	190,368	204,730	196,920	-7,810	-3.8%
50101 Full-Time Salaries and Wages - Overtime	1,778	5,000	5,000	0	0.0%
50107 27th Pay Adjustment	0	-9,036	0	9,036	100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	122	0	0	0	0.0%
50109 Vacancy Savings	0	-4,699	-4,687	12	0.3%
50110 FICA	14,497	16,044	15,447	-597	-3.7%
50111 Retirement VRS	28,369	26,635	25,619	-1,016	-3.8%
50112 Hospital/Medical Plans	31,861	43,435	45,828	2,393	5.5%
50113 Group Insurance - Life (VRS)	2,227	2,723	2,619	-104	-3.8%
50210 Maintenance and Repairs	90	500	500	0	0.0%
50230 Temporary Help Service Fees	1,313	1,000	2,000	1,000	100.0%
50240 Printing and Binding	0	100	100	0	0.0%
50260 Laundry and Dry Cleaning	114	500	500	0	0.0%
50412 Telecommunications	684	742	742	0	0.0%
50450 Dues And Association Memberships	45	45	45	0	0.0%
50453 Freight Charges	122	155	155	0	0.0%
50459 Other Charges Miscellaneous	4,979	5,000	5,000	0	0.0%
50500 Office Supplies	569	600	600	0	0.0%
50501 Food Supplies and Food Service Supplies	77,652	120,850	121,850	1,000	0.8%
50504 Laundry, Housekeeping, and Janitorial Supplies	13,210	19,000	19,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,337	2,050	2,050	0	0.0%
50514 Other Operating Supplies	0	2,800	2,800	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50831 Machinery and Equipment-Replacement Less Than \$5000	719	2,000	0	-2,000	-100.0%
Total Cost Center	370,056	440,174	442,088	1,914	0.4%