

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. General Services is a diversified operation that consists of two divisions: Facilities Management and Support Services.

The Facilities Management Division is responsible for capital improvement projects, energy management, maintenance of the buildings and grounds, custodial services, food services, and security. Building and Grounds Maintenance provides a safe and clean environment for citizens and employees to conduct business by maintaining over 2,810,500 square feet of County buildings. Building Security safeguards County property and monitors the security of facilities through patrols and 24 hour per day security console operations. Capital Construction Administration is responsible for administering capital projects in various stages of design and construction. Employee Food Services operates the cafeteria at the Western Government Complex and provides catering services to functions within the County complex and the Training Center.

Support Services is comprised of Records Management and Central Automotive Maintenance. Records Management includes the copy center, mail delivery, and record retention functions. Central Automotive Maintenance (CAM) provides fleet management and automotive maintenance 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 support in the areas of food service, automotive maintenance and office support services so departments and agencies can effectively carry out their assigned functions.
- To provide facilities planning, design and construction, grounds maintenance services for general government agencies, food services and 24/7 security services to enhance the use and quality of County facilities.
- 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 FY2016-17 is \$14,312,260. This represents an increase of \$200,873, or 1.4 percent when compared to the FY2015-16 approved budget. The personnel component increase of \$57,477 or 0.8 percent is due to the full-year recognition of the raise that became effective in October 2015 as well as a 2.372 percent salary increase in FY2016-17. The operating component increase of \$135,302 or 2.0 percent is mostly due to additional costs necessary to maintain the new Libbie Mill and Varina Area libraries as well as the new Police Central Station and Purchasing and Risk Management facilities.

Annual Fiscal Plan

Description	FY15 Actual	FY16 Original	FY17 Proposed	Change 16 to 17
Personnel	\$ 6,612,229	\$ 6,907,363	\$ 6,964,840	0.8%
Operation	6,778,824	6,859,058	6,994,360	2.0%
Capital	675,011	344,966	353,060	2.3%
Total	<u>\$ 14,066,064</u>	<u>\$ 14,111,387</u>	<u>\$ 14,312,260</u>	<u>1.4%</u>

Personnel Complement	120	119 ⁽¹⁾	119	0
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⁽¹⁾One position was transferred to Information Technology.

General Services (cont'd)

Performance Measures				
	FY15	FY16	FY17	Change 16 to 17
Workload Measures				
Preventive Mechanical Maint. Work Orders	9,117	9,200	9,250	50
Corrective Maintenance Work Orders	12,136	1,200	12,500	11,300
Square Feet Maintained	2,672,477	2,810,706	2,810,639	(67)

central reserve. The capital component increase of \$8,094 or 2.3 percent is due to increased costs of machinery and equipment rehabilitation.

Division of Facilities Management

Maintenance & Custodial

In the Maintenance and Custodial section of Facilities Management, the budget for FY2016-17 is \$10,260,716, representing an increase of \$331,683, or 3.3 percent from the FY2015-16 approved budget, due primarily to the costs of new facilities.

Security

The budget for the Security section of Facilities Management totals \$1,465,726, representing an increase of \$16,138, or 1.1 percent from the prior year approved budget. Personnel costs account for the entirety of the increase. Security safeguards County property with a complement of 28 employees by monitoring the security of facilities through patrols and a 24-hour per day security console operation.

Administration

The General Services Administration budget totals \$1,672,747, representing a decrease of \$152,459, or 8.4 percent from the prior fiscal year. This decrease is primarily due to the elimination of the North Run office complex lease as well as related janitorial, electric, and heating services. General Services Administration provides budgetary oversight and fiscal management to the three divisions and is responsible for the administration, planning, design, and construction contracts for habitable buildings for General Government. The Administration division is also responsible for the County's energy management and has been tasked with promoting an environment that generates conservation across all activities within the County. There are currently nineteen employees that comprise the Administration division.

Employee Cafeteria

In FY2016-17, the budget for the Employee Cafeteria totals \$440,174, which reflects a decrease of \$3,966, or 0.9 percent when compared to the FY2015-16 budget. The entirety of this decrease is reflected in the personnel component of the budget. There is no change to either the operating or capital components of the budget relative to the prior year approved budget. This area operates the cafeteria at the Western Government Complex with six full-time positions.

Division of Support Services

Records Management

The FY2016-17 budget of \$472,897 for the Records Management division represents an increase of \$9,477, or 2.0 percent when compared to the FY2015-16 approved budget. The increase is attributable to cost increases within the personnel component of the budget. Records Management has eight employees to operate the County's internal mail system, copy center, print shop, and the County's offsite record storage.

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 area within the Department of General Services 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
FY2016-17
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	4,683,680	4,966,974	5,271,982	305,008	6.1%
50101 Full-Time Salaries and Wages - Overtime	192,851	138,232	138,232	0	0.0%
50104 Temporary Salaries and Wages - Regular	18,535	4,040	4,000	-40	-1.0%
50107 27th Pay Adjustment	0	0	-232,677	-232,677	-100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,331	0	0	0	0.0%
50109 Vacancy Savings	0	-122,099	-121,711	388	0.3%
50110 FICA	356,888	396,015	412,972	16,957	4.3%
50111 Retirement VRS	701,167	752,988	685,884	-67,104	-8.9%
50112 Hospital/Medical Plans	728,052	829,906	861,455	31,549	3.8%
50113 Group Insurance - Life (VRS)	55,228	66,061	70,117	4,056	6.1%
50114 Unemployment Insurance	-491	0	0	0	0.0%
50200 Medical Services	45	400	400	0	0.0%
50204 Engineering/Architectural Services	8,581	15,594	18,864	3,270	21.0%
50209 Other Professional Services	24,968	4,976	6,176	1,200	24.1%
50210 Maintenance and Repairs	1,174,439	1,096,067	1,132,339	36,272	3.3%
50211 Maintenance Service Contracts	395,053	418,614	439,167	20,553	4.9%
50212 Vehicle Repair	487	2,050	2,050	0	0.0%
50220 Lease/Rent Of Equipment	98,968	55,364	55,364	0	0.0%
50221 Lease/Rent Of Buildings	321,947	77,100	0	-77,100	-100.0%
50230 Temporary Help Service Fees	112	3,500	3,500	0	0.0%
50240 Printing and Binding	480	2,800	2,800	0	0.0%
50250 Advertising	44	396	496	100	25.3%
50260 Laundry and Dry Cleaning	192	500	500	0	0.0%
50270 Other Contractual Services	109,299	113,247	114,394	1,147	1.0%
50280 Janitorial	568,619	634,584	670,114	35,530	5.6%
50285 Landscaping	473,617	378,602	422,181	43,579	11.5%

Account Description		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50286	Weed and Pest Control	18,271	16,730	17,154	424	2.5%
50310	Automotive/Motor Pool	161,855	174,565	174,567	2	0.0%
50400	Electric Services	1,968,601	2,395,558	2,429,558	34,000	1.4%
50401	Heating Services	346,667	409,247	404,747	-4,500	-1.1%
50402	Water Service	89,570	97,225	100,525	3,300	3.4%
50403	Sewer Service	71,629	80,422	83,722	3,300	4.1%
50404	Refuse Service	29,257	46,001	46,101	100	0.2%
50410	Postal Services	483,328	529,445	529,445	0	0.0%
50411	Messenger Services	0	150	150	0	0.0%
50412	Telecommunications	63,589	65,076	65,160	84	0.1%
50430	Mileage	0	400	400	0	0.0%
50431	Education and Training	5,187	0	11,596	11,596	100.0%
50450	Dues And Association Memberships	4,393	8,240	10,940	2,700	32.8%
50453	Freight Charges	6,076	7,078	7,078	0	0.0%
50455	Tuition	0	0	4,110	4,110	100.0%
50459	Other Charges Miscellaneous	4,310	5,450	5,450	0	0.0%
50500	Office Supplies	11,446	19,811	20,191	380	1.9%
50501	Food Supplies and Food Service Supplies	79,452	120,950	121,100	150	0.1%
50502	Agricultural Supplies	25,471	20,077	20,077	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	148,934	165,672	170,182	4,510	2.7%
50506	Repair and Maintenance Supplies	509,498	426,294	438,089	11,795	2.8%
50509	Vehicle and Powered Equipment Supplies	2,923	1,550	1,550	0	0.0%
50510	Police And Fire Supplies/ITEMS	9,216	6,000	6,000	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	32,403	24,941	24,941	0	0.0%
50512	Books and Subscriptions	336	934	934	0	0.0%
50514	Other Operating Supplies	63,953	68,407	67,207	-1,200	-1.8%
50516	Chemicals	30,603	15,791	15,791	0	0.0%
50517	Small Tools	8,834	11,500	11,500	0	0.0%
50521	Computer Software	8,470	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%
50811	Machinery and Equipment-New Less Than \$5000	9,884	0	0	0	0.0%
50812	Furniture and Fixtures-New Less Than \$5000	6,071	0	0	0	0.0%
50813	Telecommunications Equipment-New Less Than \$5000	526	0	0	0	0.0%
50815	Computer Equipment-New Less Than \$5000	0	2,500	2,500	0	0.0%
50821	Machinery and Equipment-Replacement \$5000 and Over	57,119	19,431	19,431	0	0.0%
50822	Furniture and Fixtures-Replacement \$5000 and Over	195,658	80,440	80,440	0	0.0%
50823	Telecommunications Equipment-Replacement \$5000 and Over	6,317	0	0	0	0.0%
50831	Machinery and Equipment-Replacement Less Than \$5000	69,935	49,771	51,271	1,500	3.0%
50832	Furniture and Fixtures-Replacement Less Than \$5000	60,196	25,000	25,000	0	0.0%
50833	Telecommunications Equipment-Replacement Less Than \$5000	651	0	0	0	0.0%
50835	Computer Equipment-Replacement Less Than \$5000	943	2,500	2,500	0	0.0%
50841	Machinery and Equipment-Rehabilitation	267,711	160,324	166,918	6,594	4.1%
50911	Interdepartmental Billings	-707,311	-800,604	-801,264	-660	-0.1%
Total Department		14,066,064	14,111,387	14,312,260	200,873	1.4%



Operating Line Item Budget By Cost Center

Henrico County, Virginia

FY2016-17

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	272,139	278,922	300,789	21,867	7.8%
50101	Full-Time Salaries and Wages - Overtime	0	1,357	1,357	0	0.0%
50107	27th Pay Adjustment	0	0	-13,275	-13,275	-100.0%
50109	Vacancy Savings	0	-6,856	-6,903	-47	-0.7%
50110	FICA	20,087	21,441	23,114	1,673	7.8%
50111	Retirement VRS	41,448	42,285	39,133	-3,152	-7.5%
50112	Hospital/Medical Plans	51,129	55,792	57,913	2,121	3.8%
50113	Group Insurance - Life (VRS)	3,261	3,710	4,000	290	7.8%
50114	Unemployment Insurance	-909	0	0	0	0.0%
50209	Other Professional Services	200	0	0	0	0.0%
50210	Maintenance and Repairs	1,789	3,000	3,000	0	0.0%
50211	Maintenance Service Contracts	15,559	20,000	20,000	0	0.0%
50220	Lease/Rent Of Equipment	35,313	45,000	45,000	0	0.0%
50230	Temporary Help Service Fees	0	2,500	2,500	0	0.0%
50240	Printing and Binding	480	1,000	1,000	0	0.0%
50270	Other Contractual Services	80,591	85,000	85,000	0	0.0%
50310	Automotive/Motor Pool	12,960	12,960	12,960	0	0.0%
50410	Postal Services	482,986	528,549	528,549	0	0.0%
50412	Telecommunications	2,043	2,075	2,075	0	0.0%
50450	Dues And Association Memberships	50	50	50	0	0.0%
50453	Freight Charges	171	130	130	0	0.0%
50500	Office Supplies	634	700	700	0	0.0%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50511	Uniforms/Wearing Apparel/ITEMS	360	500	500	0	0.0%
50514	Other Operating Supplies	33,521	39,155	39,155	0	0.0%
50521	Computer Software	1,029	0	0	0	0.0%
50831	Machinery and Equipment-Replacement Less Than \$5000	820	2,000	2,000	0	0.0%
50911	Interdepartmental Billings	-582,299	-675,850	-675,850	0	0.0%
Total Cost Center		473,362	463,420	472,897	9,477	2.0%
16201 Administration						
50100	Full-Time Salaries and Wages - Regular	1,238,941	1,277,797	1,306,683	28,886	2.3%
50101	Full-Time Salaries and Wages - Overtime	4	500	500	0	0.0%
50104	Temporary Salaries and Wages - Regular	12,576	4,040	4,000	-40	-1.0%
50107	27th Pay Adjustment	0	0	-57,670	-57,670	-100.0%
50108	Hybrid Disability Prgm (Prev Wage Adj)	274	0	0	0	0.0%
50109	Vacancy Savings	0	-31,412	-29,989	1,423	4.5%
50110	FICA	91,451	103,256	99,091	-4,165	-4.0%
50111	Retirement VRS	181,884	193,714	169,999	-23,715	-12.2%
50112	Hospital/Medical Plans	143,617	132,506	130,304	-2,202	-1.7%
50113	Group Insurance - Life (VRS)	14,343	16,995	17,379	384	2.3%
50204	Engineering/Architectural Services	2,181	6,700	9,970	3,270	48.8%
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	321,947	77,100	0	-77,100	-100.0%
50240	Printing and Binding	0	500	500	0	0.0%
50250	Advertising	44	0	100	100	100.0%
50270	Other Contractual Services	4,228	5,000	5,000	0	0.0%
50280	Janitorial	11,989	12,000	0	-12,000	-100.0%
50310	Automotive/Motor Pool	11,542	12,280	12,280	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50400 Electric Services	19,689	22,000	0	-22,000	-100.0%
50401 Heating Services	6,788	6,000	0	-6,000	-100.0%
50410 Postal Services	342	850	850	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	11,929	14,800	14,800	0	0.0%
50430 Mileage	0	100	100	0	0.0%
50431 Education and Training	5,187	0	11,596	11,596	100.0%
50450 Dues And Association Memberships	4,298	5,215	7,915	2,700	51.8%
50453 Freight Charges	239	475	475	0	0.0%
50455 Tuition	0	0	4,110	4,110	100.0%
50500 Office Supplies	4,980	7,671	8,051	380	5.0%
50501 Food Supplies and Food Service Supplies	161	100	250	150	150.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	2,211	2,000	2,500	500	25.0%
50506 Repair and Maintenance Supplies	254	300	300	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	0	652	652	0	0.0%
50512 Books and Subscriptions	336	359	359	0	0.0%
50514 Other Operating Supplies	4,217	8,800	8,800	0	0.0%
50517 Small Tools	0	500	500	0	0.0%
50521 Computer Software	5,041	13,600	13,600	0	0.0%
50815 Computer Equipment-New Less Than \$5000	0	2,500	2,500	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	445	0	0	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	350	0	0	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	943	2,500	2,500	0	0.0%
50911 Interdepartmental Billings	-82,924	-80,150	-81,216	-1,066	-1.3%
Total Cost Center	2,021,703	1,825,206	1,672,747	-152,459	-8.4%

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	2,136,460	2,248,733	2,435,497	186,764	8.3%
50101	Full-Time Salaries and Wages - Overtime	125,361	88,650	88,650	0	0.0%
50104	Temporary Salaries and Wages - Regular	5,959	0	0	0	0.0%
50107	27th Pay Adjustment	0	0	-107,490	-107,490	-100.0%
50108	Hybrid Disability Prgm (Prev Wage Adj)	739	0	0	0	0.0%
50109	Vacancy Savings	0	-55,278	-55,894	-616	-1.1%
50110	FICA	163,238	178,810	193,097	14,287	8.0%
50111	Retirement VRS	320,345	340,908	316,858	-24,050	-7.1%
50112	Hospital/Medical Plans	358,644	404,492	427,108	22,616	5.6%
50113	Group Insurance - Life (VRS)	25,107	29,908	32,392	2,484	8.3%
50114	Unemployment Insurance	418	0	0	0	0.0%
50200	Medical Services	45	400	400	0	0.0%
50204	Engineering/Architectural Services	6,400	8,894	8,894	0	0.0%
50209	Other Professional Services	15,603	4,976	4,976	0	0.0%
50210	Maintenance and Repairs	1,157,927	1,073,955	1,110,227	36,272	3.4%
50211	Maintenance Service Contracts	379,494	398,614	419,167	20,553	5.2%
50212	Vehicle Repair	487	2,050	2,050	0	0.0%
50220	Lease/Rent Of Equipment	59,539	6,196	6,196	0	0.0%
50240	Printing and Binding	0	1,200	1,200	0	0.0%
50250	Advertising	0	396	396	0	0.0%
50270	Other Contractual Services	23,574	23,247	24,394	1,147	4.9%
50280	Janitorial	556,630	622,584	670,114	47,530	7.6%
50285	Landscaping	473,617	378,602	422,181	43,579	11.5%
50286	Weed and Pest Control	18,271	16,730	17,154	424	2.5%
50310	Automotive/Motor Pool	118,716	123,082	123,082	0	0.0%
50400	Electric Services	1,948,912	2,373,558	2,429,558	56,000	2.4%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50401	Heating Services	339,879	403,247	404,747	1,500	0.4%
50402	Water Service	89,570	97,225	100,525	3,300	3.4%
50403	Sewer Service	71,629	80,422	83,722	3,300	4.1%
50404	Refuse Service	29,257	46,001	46,101	100	0.2%
50410	Postal Services	0	46	46	0	0.0%
50412	Telecommunications	38,997	35,931	36,015	84	0.2%
50430	Mileage	0	300	300	0	0.0%
50450	Dues And Association Memberships	0	2,730	2,730	0	0.0%
50453	Freight Charges	5,618	6,183	6,183	0	0.0%
50459	Other Charges Miscellaneous	0	450	450	0	0.0%
50500	Office Supplies	4,498	9,100	9,100	0	0.0%
50501	Food Supplies and Food Service Supplies	28	0	0	0	0.0%
50502	Agricultural Supplies	25,471	20,077	20,077	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	134,883	144,672	148,682	4,010	2.8%
50506	Repair and Maintenance Supplies	509,236	424,044	435,839	11,795	2.8%
50509	Vehicle and Powered Equipment Supplies	2,923	1,550	1,550	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	25,388	13,239	13,239	0	0.0%
50512	Books and Subscriptions	0	200	200	0	0.0%
50514	Other Operating Supplies	25,043	10,452	10,452	0	0.0%
50516	Chemicals	30,603	15,791	15,791	0	0.0%
50517	Small Tools	8,834	10,700	10,700	0	0.0%
50521	Computer Software	2,400	0	0	0	0.0%
50801	Machinery and Equipment-New \$5000 and Over	0	5,000	5,000	0	0.0%
50811	Machinery and Equipment-New Less Than \$5000	9,849	0	0	0	0.0%
50812	Furniture and Fixtures-New Less Than \$5000	6,071	0	0	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50813 Telecommunications Equipment-New Less Than \$5000	526	0	0	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	21,166	19,431	19,431	0	0.0%
50822 Furniture and Fixtures-Replacement \$5000 and Over	195,658	80,440	80,440	0	0.0%
50823 Telecommunications Equipment-Replacement \$5000 and Over	6,317	0	0	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	68,270	45,771	47,271	1,500	3.3%
50832 Furniture and Fixtures-Replacement Less Than \$5000	59,751	25,000	25,000	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	301	0	0	0	0.0%
50841 Machinery and Equipment-Rehabilitation	267,711	160,324	166,918	6,594	4.1%
Total Cost Center	9,875,363	9,929,033	10,260,716	331,683	3.3%
16212 Security					
50100 Full-Time Salaries and Wages - Regular	856,135	962,995	1,024,283	61,288	6.4%
50101 Full-Time Salaries and Wages - Overtime	66,616	42,725	42,725	0	0.0%
50107 27th Pay Adjustment	0	0	-45,206	-45,206	-100.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	233	0	0	0	0.0%
50109 Vacancy Savings	0	-23,673	-24,226	-553	-2.3%
50110 FICA	68,528	76,938	81,626	4,688	6.1%
50111 Retirement VRS	130,268	145,984	133,259	-12,725	-8.7%
50112 Hospital/Medical Plans	144,697	195,272	202,695	7,423	3.8%
50113 Group Insurance - Life (VRS)	10,355	12,808	13,623	815	6.4%
50209 Other Professional Services	5,790	0	1,200	1,200	100.0%
50210 Maintenance and Repairs	9,803	15,000	15,000	0	0.0%
50220 Lease/Rent Of Equipment	1,920	1,972	1,972	0	0.0%
50270 Other Contractual Services	906	0	0	0	0.0%
50310 Automotive/Motor Pool	18,599	26,243	26,245	2	0.0%
50412 Telecommunications	9,935	11,528	11,528	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50450 Dues And Association Memberships	0	200	200	0	0.0%
50453 Freight Charges	0	135	135	0	0.0%
50500 Office Supplies	1,137	1,740	1,740	0	0.0%
50506 Repair and Maintenance Supplies	8	1,950	1,950	0	0.0%
50510 Police And Fire Supplies/ITEMS	9,216	6,000	6,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	5,200	8,500	8,500	0	0.0%
50512 Books and Subscriptions	0	375	375	0	0.0%
50514 Other Operating Supplies	1,151	7,200	6,000	-1,200	-16.7%
50517 Small Tools	0	300	300	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	35	0	0	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	486	0	0	0	0.0%
50911 Interdepartmental Billings	-42,088	-44,604	-44,198	406	0.9%
Total Cost Center	1,298,930	1,449,588	1,465,726	16,138	1.1%



Operating Line Item Budget By Cost Center

Henrico County, Virginia

FY2016-17

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	180,005	198,527	204,730	6,203	3.1%
50101	Full-Time Salaries and Wages - Overtime	870	5,000	5,000	0	0.0%
50107	27th Pay Adjustment	0	0	-9,036	-9,036	-100.0%
50108	Hybrid Disability Prgm (Prev Wage Adj)	85	0	0	0	0.0%
50109	Vacancy Savings	0	-4,880	-4,699	181	3.7%
50110	FICA	13,584	15,570	16,044	474	3.0%
50111	Retirement VRS	27,222	30,097	26,635	-3,462	-11.5%
50112	Hospital/Medical Plans	29,965	41,844	43,435	1,591	3.8%
50113	Group Insurance - Life (VRS)	2,162	2,640	2,723	83	3.1%
50209	Other Professional Services	3,375	0	0	0	0.0%
50210	Maintenance and Repairs	4,920	500	500	0	0.0%
50230	Temporary Help Service Fees	112	1,000	1,000	0	0.0%
50240	Printing and Binding	0	100	100	0	0.0%
50260	Laundry and Dry Cleaning	192	500	500	0	0.0%
50310	Automotive/Motor Pool	38	0	0	0	0.0%
50412	Telecommunications	685	742	742	0	0.0%
50450	Dues And Association Memberships	45	45	45	0	0.0%
50453	Freight Charges	48	155	155	0	0.0%
50459	Other Charges Miscellaneous	4,310	5,000	5,000	0	0.0%
50500	Office Supplies	197	600	600	0	0.0%
50501	Food Supplies and Food Service Supplies	79,263	120,850	120,850	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	11,840	19,000	19,000	0	0.0%

Cost Center		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50511	Uniforms/Wearing Apparel/ITEMS	1,455	2,050	2,050	0	0.0%
50514	Other Operating Supplies	21	2,800	2,800	0	0.0%
50821	Machinery and Equipment-Replacement \$5000 and Over	35,953	0	0	0	0.0%
50831	Machinery and Equipment-Replacement Less Than \$5000	359	2,000	2,000	0	0.0%
Total Cost Center		396,706	444,140	440,174	-3,966	-0.9%