

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.

The Building and Grounds Division provides a safe and clean environment for citizens and employees to conduct business by maintaining over 2,821,706 square feet of County buildings.

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

The 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	FY17 Actual	FY18 Original	FY19 Proposed	Change 18 to 19
Personnel	\$ 7,067,494	\$ 7,195,038	\$ 7,379,345	2.6%
Operation	6,471,124	7,068,944	7,084,844	0.2%
Capital	493,784	368,160	356,360	(3.2%)
Total	\$ 14,032,402	\$ 14,632,142	\$ 14,820,549	1.3%

Personnel Complement	118	118	118	0
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Performance Measures

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>Change 18 to 19</u>
Workload Measures				
Preventive Mechanical Maint. Work Orders	9,117	9,250	9,250	0
Corrective Maintenance Work Orders	11,665	12,500	12,500	0
Square Feet Maintained	2,808,956	2,821,706	2,830,426	8,720

- 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 FY2018-19 is \$14,820,549. This represents a net increase of \$188,407, or 1.3 percent when compared to the FY2017-18 approved budget. The personnel component net increase of \$184,307 or 2.6 percent is driven by revised salary estimates and a salary increase for FY2018-19 as well as rising health care costs. The operating component net increase of \$15,900 or 0.2 percent is due to additional costs necessary to maintain the new Fire Training facility. The capital component net decrease of \$11,800, or 3.2 percent is due to one-time capital costs that were budgeted in FY2017-18 to support radio equipment for the addition of temporary security officers.

Administration

The General Services Administration budget totals \$1,770,173, representing an increase of \$72,330, or 4.3 percent from the prior fiscal year. This increase is primarily due to increases in personnel costs resulting from the addition of two temporary part time positions who serve as Lobby Ambassadors. General Services Administration includes all business functions, budgetary oversight and fiscal management for the other divisions. It also includes the Capital Projects group that works with other departments to develop CIP requests, and manages the design and construction of all habitable buildings for the County. Accomplishments in this area include completion of Junior Achievement Central Virginia, Fire House 19, Recreation and Parks Main

Office and refreshing the Courthouse with new floors, walls and lighting. 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. This area recently completed converting Jail East to natural gas which will provide annual savings and developed a map of all LEED projects and information about each project for the County's website.

Building and Grounds

The Building and Grounds budget for FY2018-19 is \$10,494,994, representing an increase of \$88,139, or 0.8 percent from the FY2017-18 budget. This is primarily due to personnel cost increases and the costs of the new Fire Training facility.

The Buildings and Grounds Division provides building, custodial, and grounds maintenance at numerous County facilities, and coordination of the Training Center. The \$160,000 allocation remains dedicated for the Division's Building Maintenance Program, which supports painting, re-carpeting and fitness center equipment replacement. This area has expanded the recycling program to 12 County buildings and is available to 1,650 employees. On average five tons of waste is being recycled per month. These efforts have achieved a cost avoidance of \$6,000 annually.

Café 1611

In FY2018-19, the budget for the Employee Cafeteria totals \$451,394, which reflects an increase of \$9,306, or 2.1 percent when compared to the FY2017-18 budget. The entirety of this increase is reflected in the personnel component of the budget. This area operates the cafeteria at the Western Government

General Services (cont'd)

Complex and provides catering for County events with six full-time positions.

Security

The budget for the Security Division totals \$1,604,077, representing an increase of \$5,509, or 0.3 percent from the prior year approved budget. Personnel costs account for 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.

Support Services

The FY2018-19 budget of \$499,911 for the Records Management division represents an increase of \$13,123, or 2.7 percent when compared to the

FY2017-18 approved budget. The increase is attributable to cost increases within the personnel component of the budget. 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.

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
FY2018-19
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	5,057,828	5,173,759	5,242,018	68,259	1.3%
50101 Full-Time Salaries and Wages - Overtime	221,544	141,232	141,232	0	0.0%
50104 Temporary Salaries and Wages - Regular	4,054	61,772	89,513	27,741	44.9%
50108 Hybrid Disability Prgm (Prev Wage Adj)	4,762	0	6,900	6,900	100.0%
50109 Vacancy Savings	0	-123,138	-125,669	-2,531	-2.1%
50110 FICA	385,574	410,314	418,352	8,038	2.0%
50111 Retirement VRS	625,856	673,105	696,664	23,559	3.5%
50112 Hospital/Medical Plans	770,573	901,284	959,694	58,410	6.5%
50113 Group Insurance - Life (VRS)	62,901	68,811	68,671	-140	-0.2%
50200 Medical Services	0	400	400	0	0.0%
50204 Engineering/Architectural Services	18,208	18,864	18,864	0	0.0%
50209 Other Professional Services	9,556	6,176	6,176	0	0.0%
50210 Maintenance and Repairs	1,277,337	1,162,208	1,244,708	82,500	7.1%
50211 Maintenance Service Contracts	464,636	441,099	462,099	21,000	4.8%
50212 Vehicle Repair	7,384	2,050	2,050	0	0.0%
50220 Lease/Rent Of Equipment	48,208	53,392	53,392	0	0.0%
50230 Temporary Help Service Fees	9,027	4,500	7,500	3,000	66.7%
50240 Printing and Binding	168	2,800	2,800	0	0.0%
50250 Advertising	43	496	496	0	0.0%
50260 Laundry and Dry Cleaning	150	500	500	0	0.0%
50270 Other Contractual Services	137,136	114,394	130,194	15,800	13.8%
50280 Janitorial	715,257	755,550	775,550	20,000	2.6%
50285 Landscaping	463,831	417,934	419,134	1,200	0.3%
50286 Weed and Pest Control	16,500	17,374	17,524	150	0.9%
50310 Automotive/Motor Pool	163,573	183,849	182,326	-1,523	-0.8%
50400 Electric Services	1,793,876	2,363,051	2,248,051	-115,000	-4.9%

Account Description		Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50401	Heating Services	265,160	403,284	383,284	-20,000	-5.0%
50402	Water Service	87,061	100,525	100,525	0	0.0%
50403	Sewer Service	67,205	83,722	83,722	0	0.0%
50404	Refuse Service	35,815	46,101	46,101	0	0.0%
50410	Postal Services	535,088	529,445	529,445	0	0.0%
50411	Messenger Services	0	150	150	0	0.0%
50412	Telecommunications	57,360	67,641	67,188	-453	-0.7%
50430	Mileage	0	400	400	0	0.0%
50431	Education and Training	11,579	11,596	11,596	0	0.0%
50450	Dues And Association Memberships	5,357	10,940	10,940	0	0.0%
50453	Freight Charges	7,185	7,078	7,194	116	1.6%
50455	Tuition	4,908	7,110	7,110	0	0.0%
50459	Other Charges Miscellaneous	6,136	5,450	5,450	0	0.0%
50500	Office Supplies	12,096	20,191	20,951	760	3.8%
50501	Food Supplies and Food Service Supplies	85,230	122,350	119,350	-3,000	-2.5%
50502	Agricultural Supplies	21,712	20,077	20,077	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	152,177	173,291	173,291	0	0.0%
50506	Repair and Maintenance Supplies	418,754	442,302	442,552	250	0.1%
50509	Vehicle and Powered Equipment Supplies	6,724	1,550	1,550	0	0.0%
50510	Police And Fire Supplies/ITEMS	5,556	7,560	7,560	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	34,786	29,921	29,921	0	0.0%
50512	Books and Subscriptions	685	1,175	1,175	0	0.0%
50514	Other Operating Supplies	70,537	67,407	68,507	1,100	1.6%
50516	Chemicals	75,348	15,791	25,791	10,000	63.3%
50517	Small Tools	9,561	11,500	11,500	0	0.0%
50521	Computer Software	6,083	13,600	13,600	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	3,072	0	0	0	0.0%
50812	Furniture and Fixtures-New Less Than \$5000	968	0	0	0	0.0%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50813 Telecommunications Equipment-New Less Than \$5000	2,731	13,500	0	-13,500	-100.0%
50815 Computer Equipment-New Less Than \$5000	456	2,500	2,500	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	97,577	20,031	20,031	0	0.0%
50822 Furniture and Fixtures-Replacement \$5000 and Over	113,264	80,440	80,440	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	61,204	49,871	49,871	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	44,877	25,000	25,000	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	380	0	500	500	100.0%
50835 Computer Equipment-Replacement Less Than \$5000	4,087	2,500	2,500	0	0.0%
50841 Machinery and Equipment-Rehabilitation	165,168	169,318	170,518	1,200	0.7%
50911 Interdepartmental Billings	-701,467	-787,951	-793,880	-5,929	-0.8%
Total Department	14,032,402	14,632,142	14,820,549	188,407	1.3%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2018-19
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	300,797	296,890	303,932	7,042	2.4%
50101 Full-Time Salaries and Wages - Overtime	419	1,357	1,357	0	0.0%
50109 Vacancy Savings	0	-7,067	-7,286	-219	-3.1%
50110 FICA	22,355	22,816	23,355	539	2.4%
50111 Retirement VRS	37,683	38,625	40,393	1,768	4.6%
50112 Hospital/Medical Plans	53,366	61,104	65,064	3,960	6.5%
50113 Group Insurance - Life (VRS)	3,795	3,949	3,982	33	0.8%
50210 Maintenance and Repairs	6,895	3,000	3,000	0	0.0%
50211 Maintenance Service Contracts	2,457	20,000	20,000	0	0.0%
50220 Lease/Rent Of Equipment	38,664	45,000	45,000	0	0.0%
50230 Temporary Help Service Fees	0	2,500	2,500	0	0.0%
50240 Printing and Binding	168	1,000	1,000	0	0.0%
50270 Other Contractual Services	92,505	85,000	85,000	0	0.0%
50310 Automotive/Motor Pool	15,305	15,305	15,305	0	0.0%
50410 Postal Services	534,781	528,549	528,549	0	0.0%
50412 Telecommunications	1,877	2,075	2,075	0	0.0%
50450 Dues And Association Memberships	50	50	50	0	0.0%
50453 Freight Charges	207	130	130	0	0.0%
50500 Office Supplies	706	700	700	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	490	500	500	0	0.0%
50514 Other Operating Supplies	37,528	39,155	39,155	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	1,460	0	0	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50821 Machinery and Equipment-Replacement \$5000 and Over	77,896	0	0	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	0	2,000	2,000	0	0.0%
50911 Interdepartmental Billings	-635,869	-675,850	-675,850	0	0.0%
Total Cost Center	593,535	486,788	499,911	13,123	2.7%
16201 Administration					
50100 Full-Time Salaries and Wages - Regular	1,263,697	1,267,302	1,292,081	24,779	2.0%
50101 Full-Time Salaries and Wages - Overtime	162	500	500	0	0.0%
50104 Temporary Salaries and Wages - Regular	0	4,000	31,741	27,741	693.5%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,706	0	2,383	2,383	100.0%
50109 Vacancy Savings	0	-30,153	-30,976	-823	-2.7%
50110 FICA	93,724	96,284	100,996	4,712	4.9%
50111 Retirement VRS	158,407	164,876	171,718	6,842	4.1%
50112 Hospital/Medical Plans	123,171	129,846	138,261	8,415	6.5%
50113 Group Insurance - Life (VRS)	15,950	16,855	16,926	71	0.4%
50204 Engineering/Architectural Services	2,240	9,970	9,970	0	0.0%
50210 Maintenance and Repairs	0	3,612	3,612	0	0.0%
50220 Lease/Rent Of Equipment	2,196	2,196	3,896	1,700	77.4%
50240 Printing and Binding	0	500	500	0	0.0%
50250 Advertising	43	100	100	0	0.0%
50270 Other Contractual Services	4,226	5,000	5,000	0	0.0%
50310 Automotive/Motor Pool	7,887	11,439	11,439	0	0.0%
50410 Postal Services	307	850	850	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	10,194	13,912	13,912	0	0.0%
50430 Mileage	0	100	100	0	0.0%
50431 Education and Training	11,579	11,596	11,596	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50450 Dues And Association Memberships	5,212	7,915	7,915	0	0.0%
50453 Freight Charges	169	475	475	0	0.0%
50455 Tuition	4,908	7,110	7,110	0	0.0%
50500 Office Supplies	4,571	8,051	8,051	0	0.0%
50501 Food Supplies and Food Service Supplies	964	500	500	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	0	2,009	2,009	0	0.0%
50506 Repair and Maintenance Supplies	0	300	300	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	158	652	652	0	0.0%
50512 Books and Subscriptions	685	600	600	0	0.0%
50514 Other Operating Supplies	2,160	8,800	8,800	0	0.0%
50517 Small Tools	0	500	500	0	0.0%
50521 Computer Software	6,083	13,600	13,600	0	0.0%
50815 Computer Equipment-New Less Than \$5000	456	2,500	2,500	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	80	0	0	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	787	2,500	2,500	0	0.0%
50911 Interdepartmental Billings	-50,621	-66,604	-70,094	-3,490	-5.2%
Total Cost Center	1,671,101	1,697,843	1,770,173	72,330	4.3%
16211 Maintenance and Custodial					
50100 Full-Time Salaries and Wages - Regular	2,343,129	2,411,141	2,440,423	29,282	1.2%
50101 Full-Time Salaries and Wages - Overtime	113,306	88,650	88,650	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,314	0	2,080	2,080	100.0%
50109 Vacancy Savings	0	-57,392	-58,505	-1,113	-1.9%
50110 FICA	176,517	191,234	193,474	2,240	1.2%
50111 Retirement VRS	290,440	313,689	324,332	10,643	3.4%
50112 Hospital/Medical Plans	393,287	450,642	479,847	29,205	6.5%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50113 Group Insurance - Life (VRS)	29,207	32,068	31,970	-98	-0.3%
50200 Medical Services	0	400	400	0	0.0%
50204 Engineering/Architectural Services	8,629	8,894	8,894	0	0.0%
50209 Other Professional Services	8,556	4,976	4,976	0	0.0%
50210 Maintenance and Repairs	1,251,868	1,128,124	1,210,624	82,500	7.3%
50211 Maintenance Service Contracts	462,179	421,099	442,099	21,000	5.0%
50212 Vehicle Repair	7,384	2,050	2,050	0	0.0%
50220 Lease/Rent Of Equipment	6,916	6,196	4,496	-1,700	-27.4%
50240 Printing and Binding	0	1,200	1,200	0	0.0%
50250 Advertising	0	396	396	0	0.0%
50270 Other Contractual Services	40,405	24,394	40,194	15,800	64.8%
50280 Janitorial	715,257	755,550	775,550	20,000	2.6%
50285 Landscaping	463,831	417,934	419,134	1,200	0.3%
50286 Weed and Pest Control	16,500	17,374	17,524	150	0.9%
50310 Automotive/Motor Pool	113,093	123,082	123,082	0	0.0%
50400 Electric Services	1,793,876	2,363,051	2,248,051	-115,000	-4.9%
50401 Heating Services	265,160	403,284	383,284	-20,000	-5.0%
50402 Water Service	87,061	100,525	100,525	0	0.0%
50403 Sewer Service	67,205	83,722	83,722	0	0.0%
50404 Refuse Service	35,815	46,101	46,101	0	0.0%
50410 Postal Services	0	46	46	0	0.0%
50412 Telecommunications	38,934	37,459	37,459	0	0.0%
50430 Mileage	0	300	300	0	0.0%
50450 Dues And Association Memberships	50	2,730	2,730	0	0.0%
50453 Freight Charges	6,534	6,183	6,183	0	0.0%
50459 Other Charges Miscellaneous	0	450	450	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50500 Office Supplies	4,013	9,100	9,100	0	0.0%
50501 Food Supplies and Food Service Supplies	587	0	0	0	0.0%
50502 Agricultural Supplies	21,712	20,077	20,077	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	138,292	152,282	152,282	0	0.0%
50506 Repair and Maintenance Supplies	418,738	440,052	440,302	250	0.1%
50509 Vehicle and Powered Equipment Supplies	6,724	1,550	1,550	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	19,925	13,239	13,239	0	0.0%
50512 Books and Subscriptions	0	200	200	0	0.0%
50514 Other Operating Supplies	23,784	10,652	10,652	0	0.0%
50516 Chemicals	75,348	15,791	25,791	10,000	63.3%
50517 Small Tools	9,561	10,700	10,700	0	0.0%
50801 Machinery and Equipment-New \$5000 and Over	0	5,000	5,000	0	0.0%
50812 Furniture and Fixtures-New Less Than \$5000	968	0	0	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	19,681	20,031	20,031	0	0.0%
50822 Furniture and Fixtures-Replacement \$5000 and Over	113,264	80,440	80,440	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	61,042	47,871	47,871	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$5000	44,877	25,000	25,000	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	300	0	500	500	100.0%
50841 Machinery and Equipment-Rehabilitation	165,168	169,318	170,518	1,200	0.7%
Total Cost Center	9,860,437	10,406,855	10,494,994	88,139	0.8%
16212 Security					
50100 Full-Time Salaries and Wages - Regular	953,084	1,001,506	1,003,991	2,485	0.2%
50101 Full-Time Salaries and Wages - Overtime	105,956	45,725	45,725	0	0.0%
50104 Temporary Salaries and Wages - Regular	4,054	57,772	57,772	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,505	0	2,177	2,177	100.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50109 Vacancy Savings	0	-23,839	-24,069	-230	-1.0%
50110 FICA	77,983	84,533	84,723	190	0.2%
50111 Retirement VRS	114,556	130,296	133,430	3,134	2.4%
50112 Hospital/Medical Plans	167,023	213,864	227,724	13,860	6.5%
50113 Group Insurance - Life (VRS)	11,455	13,320	13,152	-168	-1.3%
50209 Other Professional Services	1,000	1,200	1,200	0	0.0%
50210 Maintenance and Repairs	18,484	26,972	26,972	0	0.0%
50220 Lease/Rent Of Equipment	432	0	0	0	0.0%
50310 Automotive/Motor Pool	27,288	34,023	32,500	-1,523	-4.5%
50412 Telecommunications	5,851	13,453	13,000	-453	-3.4%
50450 Dues And Association Memberships	0	200	200	0	0.0%
50453 Freight Charges	242	135	251	116	85.9%
50500 Office Supplies	2,548	1,740	2,500	760	43.7%
50506 Repair and Maintenance Supplies	16	1,950	1,950	0	0.0%
50510 Police And Fire Supplies/ITEMS	5,556	7,560	7,560	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	12,630	13,480	13,480	0	0.0%
50512 Books and Subscriptions	0	375	375	0	0.0%
50514 Other Operating Supplies	7,065	6,000	7,100	1,100	18.3%
50517 Small Tools	0	300	300	0	0.0%
50811 Machinery and Equipment-New Less Than \$5000	1,612	0	0	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	2,731	13,500	0	-13,500	-100.0%
50911 Interdepartmental Billings	-14,977	-45,497	-47,936	-2,439	-5.4%
Total Cost Center	1,506,094	1,598,568	1,604,077	5,509	0.3%



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2018-19
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	197,121	196,920	201,591	4,671	2.4%
50101 Full-Time Salaries and Wages - Overtime	1,701	5,000	5,000	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	237	0	260	260	100.0%
50109 Vacancy Savings	0	-4,687	-4,833	-146	-3.1%
50110 FICA	14,995	15,447	15,804	357	2.3%
50111 Retirement VRS	24,770	25,619	26,791	1,172	4.6%
50112 Hospital/Medical Plans	33,726	45,828	48,798	2,970	6.5%
50113 Group Insurance - Life (VRS)	2,494	2,619	2,641	22	0.8%
50204 Engineering/Architectural Services	7,339	0	0	0	0.0%
50210 Maintenance and Repairs	90	500	500	0	0.0%
50230 Temporary Help Service Fees	9,027	2,000	5,000	3,000	150.0%
50240 Printing and Binding	0	100	100	0	0.0%
50260 Laundry and Dry Cleaning	150	500	500	0	0.0%
50412 Telecommunications	504	742	742	0	0.0%
50450 Dues And Association Memberships	45	45	45	0	0.0%
50453 Freight Charges	33	155	155	0	0.0%
50459 Other Charges Miscellaneous	6,136	5,000	5,000	0	0.0%
50500 Office Supplies	258	600	600	0	0.0%
50501 Food Supplies and Food Service Supplies	83,679	121,850	118,850	-3,000	-2.5%
50504 Laundry, Housekeeping, and Janitorial Supplies	13,885	19,000	19,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,583	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	162	0	0	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	3,300	0	0	0	0.0%
Total Cost Center	401,235	442,088	451,394	9,306	2.1%