

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 2,914,383 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.

FISCAL YEAR 2020 SUMMARY

Annual Fiscal Plan

| Description | FY18 | FY19 | FY20 | Change |
|----------------------|----------------------|----------------------|----------------------|-------------|
| | Actual | Original | Proposed | 19 to 20 |
| Personnel | \$ 6,733,035 | \$ 7,379,345 | \$ 7,726,039 | 4.7% |
| Operation | 7,123,715 | 7,084,844 | 7,328,704 | 3.4% |
| Capital | 676,012 | 356,360 | 371,360 | 4.2% |
| Total | <u>\$ 14,532,762</u> | <u>\$ 14,820,549</u> | <u>\$ 15,426,103</u> | <u>4.1%</u> |
| 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 |

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.
- 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 FY2019-20 is \$15,426,103, which represents a net increase of \$605,554, or 4.1 percent when compared to the FY2018-19 approved budget. The personnel component net increase of \$346,694 or 4.7 percent reflects revised salary estimates as well as rising health care costs. The operating component is forecasted to increase by \$243,860 or 3.4 percent from the previous approved budget. This component includes an adjustment of \$183,300 to cover additional costs necessary to maintain the new Fairfield Library as well as funding of \$176,000 for the new Mental Health East Facility. In addition, funding of \$6,382 is included to cover the software costs for the newly implemented Energy Cap management system. The capital component increased by \$15,000 or 4.2 percent to reflect the equipment needed for the new Fairfield Library and the new Mental Health East Facility.

ADMINISTRATION

The General Services Administration budget totals \$1,882,848, representing an overall increase of \$112,675 or 6.4 percent from the prior fiscal year. This increase is due to an adjustment in personnel costs resulting from increasing health care costs as well as the new software costs to support Energy Cap management system. General Services Administration includes the department management; all business functions, budgetary oversight and fiscal management for the other divisions. It 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. 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.

BUILDING AND GROUNDS

Building and Grounds budget for FY2019-20 is \$10,937,607, representing an increase of \$442,613, or 4.2 percent from the FY2018-19 approved budget, due primarily to personnel cost increases and the costs associated with the new facilities, Fairfield Library and Mental Health East. The Buildings and Grounds Division provides building,

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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.

CAFÉ 1611

In FY2019-20, the budget for the Employee Cafeteria totals \$450,885, which reflects a decrease of \$509 when compared to the FY2018-19 budget. The entirety of this decrease is reflected in the personnel component of the budget due to the retirement of a tenured staff. This area operates the cafeteria at the Western Government Complex and provides catering for County events with six full-time positions.

SECURITY

The budget for the Security Division totals \$1,637,768 representing an increase of \$33,691, or 2.1 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 FY2019-20 budget of \$516,995 for the Records Management division represents an increase of \$17,084, or 3.4 percent when compared to the FY2018-19 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
FY2019-20
GENERAL SERVICES**

| Account Description | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|---|----------------------|--------------------|--------------------|-------------------|--------------------|
| 50100 Full-Time Salaries and Wages - Regular | 4,689,355 | 5,242,018 | 5,349,523 | 107,505 | 2.1% |
| 50101 Full-Time Salaries and Wages - Overtime | 266,912 | 141,232 | 141,232 | 0 | 0.0% |
| 50104 Temporary Salaries and Wages - Regular | 41,222 | 89,513 | 89,513 | 0 | 0.0% |
| 50108 Hybrid Disability Prgm (Prev Wage Adj) | 5,566 | 6,900 | 9,769 | 2,869 | 41.6% |
| 50109 Vacancy Savings | 0 | -125,669 | -124,129 | 1,540 | 1.2% |
| 50110 FICA | 362,718 | 418,352 | 426,654 | 8,302 | 2.0% |
| 50111 Retirement VRS | 607,264 | 696,664 | 710,954 | 14,290 | 2.1% |
| 50112 Hospital/Medical Plans | 779,722 | 959,694 | 1,052,442 | 92,748 | 9.7% |
| 50113 Group Insurance - Life (VRS) | 60,954 | 68,671 | 70,081 | 1,410 | 2.1% |
| 50114 Unemployment Insurance | 370 | 0 | 0 | 0 | 0.0% |
| 50200 Medical Services | 0 | 400 | 400 | 0 | 0.0% |
| 50204 Engineering/Architectural Services | 11,933 | 18,864 | 18,864 | 0 | 0.0% |
| 50209 Other Professional Services | 19,117 | 6,176 | 16,700 | 10,524 | 170.4% |
| 50210 Maintenance and Repairs | 1,470,449 | 1,244,708 | 1,295,708 | 51,000 | 4.1% |
| 50211 Maintenance Service Contracts | 426,121 | 462,099 | 480,599 | 18,500 | 4.0% |
| 50212 Vehicle Repair | 1,475 | 2,050 | 2,050 | 0 | 0.0% |
| 50220 Lease/Rent Of Equipment | 29,887 | 53,392 | 44,667 | -8,725 | -16.3% |
| 50230 Temporary Help Service Fees | 5,565 | 7,500 | 8,500 | 1,000 | 13.3% |
| 50240 Printing and Binding | 853 | 2,800 | 2,800 | 0 | 0.0% |
| 50250 Advertising | 0 | 496 | 496 | 0 | 0.0% |
| 50260 Laundry and Dry Cleaning | 187 | 500 | 500 | 0 | 0.0% |
| 50270 Other Contractual Services | 101,743 | 130,194 | 108,220 | -21,974 | -16.9% |
| 50280 Janitorial | 738,948 | 775,550 | 888,750 | 113,200 | 14.6% |
| 50285 Landscaping | 673,713 | 419,134 | 489,134 | 70,000 | 16.7% |
| 50286 Weed and Pest Control | 19,798 | 17,524 | 23,524 | 6,000 | 34.2% |
| 50310 Automotive/Motor Pool | 176,332 | 182,326 | 188,551 | 6,225 | 3.4% |

| Account Description | | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|----------------------------|--|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50400 | Electric Services | 1,828,344 | 2,248,051 | 2,255,683 | 7,632 | 0.3% |
| 50401 | Heating Services | 325,514 | 383,284 | 380,284 | -3,000 | -0.8% |
| 50402 | Water Service | 108,016 | 100,525 | 104,025 | 3,500 | 3.5% |
| 50403 | Sewer Service | 73,894 | 83,722 | 87,222 | 3,500 | 4.2% |
| 50404 | Refuse Service | 35,972 | 46,101 | 47,601 | 1,500 | 3.3% |
| 50410 | Postal Services | 502,802 | 529,445 | 529,445 | 0 | 0.0% |
| 50411 | Messenger Services | 0 | 150 | 150 | 0 | 0.0% |
| 50412 | Telecommunications | 61,490 | 67,188 | 66,188 | -1,000 | -1.5% |
| 50430 | Mileage | 0 | 400 | 100 | -300 | -75.0% |
| 50431 | Education and Training | 7,715 | 11,596 | 11,596 | 0 | 0.0% |
| 50450 | Dues And Association Memberships | 5,791 | 10,940 | 8,210 | -2,730 | -25.0% |
| 50453 | Freight Charges | 8,830 | 7,194 | 7,194 | 0 | 0.0% |
| 50455 | Tuition | 7,395 | 7,110 | 7,110 | 0 | 0.0% |
| 50459 | Other Charges Miscellaneous | 6,413 | 5,450 | 5,000 | -450 | -8.3% |
| 50500 | Office Supplies | 10,768 | 20,951 | 20,451 | -500 | -2.4% |
| 50501 | Food Supplies and Food Service Supplies | 92,192 | 119,350 | 118,709 | -641 | -0.5% |
| 50502 | Agricultural Supplies | 31,230 | 20,077 | 34,577 | 14,500 | 72.2% |
| 50504 | Laundry, Housekeeping, and Janitorial Supplies | 151,308 | 173,291 | 180,382 | 7,091 | 4.1% |
| 50506 | Repair and Maintenance Supplies | 486,419 | 442,552 | 481,812 | 39,260 | 8.9% |
| 50509 | Vehicle and Powered Equipment Supplies | 10,138 | 1,550 | 11,550 | 10,000 | 645.2% |
| 50510 | Police And Fire Supplies/ITEMS | 8,925 | 7,560 | 5,560 | -2,000 | -26.5% |
| 50511 | Uniforms/Wearing Apparel/ITEMS | 34,406 | 29,921 | 39,161 | 9,240 | 30.9% |
| 50512 | Books and Subscriptions | 820 | 1,175 | 1,275 | 100 | 8.5% |
| 50514 | Other Operating Supplies | 72,512 | 68,507 | 78,855 | 10,348 | 15.1% |
| 50516 | Chemicals | 156,315 | 25,791 | 43,291 | 17,500 | 67.9% |
| 50517 | Small Tools | 11,656 | 11,500 | 11,500 | 0 | 0.0% |
| 50521 | Computer Software | 6,683 | 13,600 | 19,982 | 6,382 | 46.9% |
| 50801 | Machinery and Equipment-New \$5000 and Over | 23,952 | 5,000 | 5,000 | 0 | 0.0% |
| 50803 | Telecommunications Equipment-New \$5000 and Over | 6,800 | 0 | 0 | 0 | 0.0% |

| Account Description | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|---|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50811 Machinery and Equipment-New Less Than \$5000 | 16,958 | 0 | 0 | 0 | 0.0% |
| 50815 Computer Equipment-New Less Than \$5000 | 285 | 2,500 | 2,500 | 0 | 0.0% |
| 50821 Machinery and Equipment-Replacement \$5000 and Over | 214,122 | 20,031 | 20,031 | 0 | 0.0% |
| 50822 Furniture and Fixtures-Replacement \$5000 and Over | 108,878 | 80,440 | 80,440 | 0 | 0.0% |
| 50831 Machinery and Equipment-Replacement Less Than \$5000 | 44,214 | 49,871 | 49,871 | 0 | 0.0% |
| 50832 Furniture and Fixtures-Replacement Less Than \$5000 | 11,577 | 25,000 | 25,000 | 0 | 0.0% |
| 50833 Telecommunications Equipment-Replacement Less Than \$5000 | 5,465 | 500 | 500 | 0 | 0.0% |
| 50835 Computer Equipment-Replacement Less Than \$5000 | 238 | 2,500 | 2,500 | 0 | 0.0% |
| 50841 Machinery and Equipment-Rehabilitation | 243,523 | 170,518 | 185,518 | 15,000 | 8.8% |
| 50911 Interdepartmental Billings | -679,002 | -793,880 | -797,672 | -3,792 | -0.5% |
| Total Department | 14,532,762 | 14,820,549 | 15,426,103 | 605,554 | 4.1% |



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2019-20
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 | 296,851 | 303,932 | 312,918 | 8,986 | 3.0% |
| 50101 Full-Time Salaries and Wages - Overtime | 295 | 1,357 | 1,357 | 0 | 0.0% |
| 50109 Vacancy Savings | 0 | -7,286 | -7,474 | -188 | -2.6% |
| 50110 FICA | 21,941 | 23,355 | 24,042 | 687 | 2.9% |
| 50111 Retirement VRS | 38,625 | 40,393 | 41,587 | 1,194 | 3.0% |
| 50112 Hospital/Medical Plans | 55,771 | 65,064 | 71,352 | 6,288 | 9.7% |
| 50113 Group Insurance - Life (VRS) | 3,889 | 3,982 | 4,099 | 117 | 2.9% |
| 50209 Other Professional Services | 2,650 | 0 | 0 | 0 | 0.0% |
| 50210 Maintenance and Repairs | 7,606 | 3,000 | 10,000 | 7,000 | 233.3% |
| 50211 Maintenance Service Contracts | 13,292 | 20,000 | 20,000 | 0 | 0.0% |
| 50220 Lease/Rent Of Equipment | 23,817 | 45,000 | 36,275 | -8,725 | -19.4% |
| 50230 Temporary Help Service Fees | 0 | 2,500 | 2,500 | 0 | 0.0% |
| 50240 Printing and Binding | 853 | 1,000 | 1,000 | 0 | 0.0% |
| 50270 Other Contractual Services | 83,837 | 85,000 | 85,000 | 0 | 0.0% |
| 50310 Automotive/Motor Pool | 16,530 | 15,305 | 17,030 | 1,725 | 11.3% |
| 50410 Postal Services | 502,489 | 528,549 | 528,549 | 0 | 0.0% |
| 50412 Telecommunications | 1,977 | 2,075 | 2,075 | 0 | 0.0% |
| 50450 Dues And Association Memberships | 50 | 50 | 50 | 0 | 0.0% |
| 50453 Freight Charges | 269 | 130 | 130 | 0 | 0.0% |
| 50500 Office Supplies | 709 | 700 | 700 | 0 | 0.0% |
| 50511 Uniforms/Wearing Apparel/ITEMS | 492 | 500 | 500 | 0 | 0.0% |
| 50514 Other Operating Supplies | 40,227 | 39,155 | 39,155 | 0 | 0.0% |

| Cost Center | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|--|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50801 Machinery and Equipment-New \$5000 and Over | 13,950 | 0 | 0 | 0 | 0.0% |
| 50811 Machinery and Equipment-New Less Than \$5000 | 2,745 | 0 | 0 | 0 | 0.0% |
| 50831 Machinery and Equipment-Replacement Less Than \$5000 | 0 | 2,000 | 2,000 | 0 | 0.0% |
| 50832 Furniture and Fixtures-Replacement Less Than \$5000 | 3,017 | 0 | 0 | 0 | 0.0% |
| 50911 Interdepartmental Billings | -597,954 | -675,850 | -675,850 | 0 | 0.0% |
| Total Cost Center | 533,928 | 499,911 | 516,995 | 17,084 | 3.4% |
| 16201 Administration | | | | | |
| 50100 Full-Time Salaries and Wages - Regular | 1,195,492 | 1,292,081 | 1,368,251 | 76,170 | 5.9% |
| 50101 Full-Time Salaries and Wages - Overtime | 4,401 | 500 | 500 | 0 | 0.0% |
| 50104 Temporary Salaries and Wages - Regular | 23,784 | 31,741 | 31,741 | 0 | 0.0% |
| 50108 Hybrid Disability Prgm (Prev Wage Adj) | 2,029 | 2,383 | 2,916 | 533 | 22.4% |
| 50109 Vacancy Savings | 0 | -30,976 | -29,709 | 1,267 | 4.1% |
| 50110 FICA | 90,274 | 100,996 | 106,893 | 5,897 | 5.8% |
| 50111 Retirement VRS | 153,537 | 171,718 | 181,841 | 10,123 | 5.9% |
| 50112 Hospital/Medical Plans | 121,517 | 138,261 | 151,623 | 13,362 | 9.7% |
| 50113 Group Insurance - Life (VRS) | 15,392 | 16,926 | 17,925 | 999 | 5.9% |
| 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 | 1,903 | 3,896 | 3,896 | 0 | 0.0% |
| 50240 Printing and Binding | 0 | 500 | 500 | 0 | 0.0% |
| 50250 Advertising | 0 | 100 | 100 | 0 | 0.0% |
| 50270 Other Contractual Services | 6,043 | 5,000 | 6,050 | 1,050 | 21.0% |
| 50310 Automotive/Motor Pool | 9,487 | 11,439 | 11,939 | 500 | 4.4% |
| 50410 Postal Services | 313 | 850 | 850 | 0 | 0.0% |
| 50411 Messenger Services | 0 | 150 | 150 | 0 | 0.0% |

| Cost Center | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|---|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50412 Telecommunications | 12,320 | 13,912 | 13,912 | 0 | 0.0% |
| 50430 Mileage | 0 | 100 | 100 | 0 | 0.0% |
| 50431 Education and Training | 7,715 | 11,596 | 11,596 | 0 | 0.0% |
| 50450 Dues And Association Memberships | 5,541 | 7,915 | 7,915 | 0 | 0.0% |
| 50453 Freight Charges | 69 | 475 | 475 | 0 | 0.0% |
| 50455 Tuition | 7,395 | 7,110 | 7,110 | 0 | 0.0% |
| 50500 Office Supplies | 3,933 | 8,051 | 8,051 | 0 | 0.0% |
| 50501 Food Supplies and Food Service Supplies | 669 | 500 | 859 | 359 | 71.8% |
| 50504 Laundry, Housekeeping, and Janitorial Supplies | 0 | 2,009 | 0 | -2,009 | -100.0% |
| 50506 Repair and Maintenance Supplies | 0 | 300 | 300 | 0 | 0.0% |
| 50511 Uniforms/Wearing Apparel/ITEMS | 506 | 652 | 652 | 0 | 0.0% |
| 50512 Books and Subscriptions | 630 | 600 | 700 | 100 | 16.7% |
| 50514 Other Operating Supplies | 2,931 | 8,800 | 8,800 | 0 | 0.0% |
| 50517 Small Tools | 0 | 500 | 500 | 0 | 0.0% |
| 50521 Computer Software | 4,333 | 13,600 | 19,982 | 6,382 | 46.9% |
| 50811 Machinery and Equipment-New Less Than \$5000 | 225 | 0 | 0 | 0 | 0.0% |
| 50815 Computer Equipment-New Less Than \$5000 | 285 | 2,500 | 2,500 | 0 | 0.0% |
| 50832 Furniture and Fixtures-Replacement Less Than \$5000 | 399 | 0 | 0 | 0 | 0.0% |
| 50833 Telecommunications Equipment-Replacement Less Than \$5000 | 300 | 0 | 0 | 0 | 0.0% |
| 50835 Computer Equipment-Replacement Less Than \$5000 | 238 | 2,500 | 2,500 | 0 | 0.0% |
| 50841 Machinery and Equipment-Rehabilitation | 50,000 | 0 | 0 | 0 | 0.0% |
| 50911 Interdepartmental Billings | -67,173 | -70,094 | -72,152 | -2,058 | -2.9% |
| Total Cost Center | 1,656,728 | 1,770,173 | 1,882,848 | 112,675 | 6.4% |
| 16211 Maintenance and Custodial | | | | | |
| 50100 Full-Time Salaries and Wages - Regular | 2,182,219 | 2,440,423 | 2,457,913 | 17,490 | 0.7% |

| Cost Center | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|---|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50101 Full-Time Salaries and Wages - Overtime | 147,098 | 88,650 | 88,650 | 0 | 0.0% |
| 50108 Hybrid Disability Prgm (Prev Wage Adj) | 1,291 | 2,080 | 2,892 | 812 | 39.0% |
| 50109 Vacancy Savings | 0 | -58,505 | -58,760 | -255 | -0.4% |
| 50110 FICA | 166,289 | 193,474 | 194,812 | 1,338 | 0.7% |
| 50111 Retirement VRS | 283,949 | 324,332 | 326,657 | 2,325 | 0.7% |
| 50112 Hospital/Medical Plans | 405,576 | 479,847 | 526,221 | 46,374 | 9.7% |
| 50113 Group Insurance - Life (VRS) | 28,470 | 31,970 | 32,199 | 229 | 0.7% |
| 50114 Unemployment Insurance | -600 | 0 | 0 | 0 | 0.0% |
| 50200 Medical Services | 0 | 400 | 400 | 0 | 0.0% |
| 50204 Engineering/Architectural Services | 5,943 | 8,894 | 8,894 | 0 | 0.0% |
| 50209 Other Professional Services | 15,267 | 4,976 | 15,500 | 10,524 | 211.5% |
| 50210 Maintenance and Repairs | 1,438,671 | 1,210,624 | 1,254,624 | 44,000 | 3.6% |
| 50211 Maintenance Service Contracts | 412,829 | 442,099 | 460,599 | 18,500 | 4.2% |
| 50212 Vehicle Repair | 1,475 | 2,050 | 2,050 | 0 | 0.0% |
| 50220 Lease/Rent Of Equipment | 4,167 | 4,496 | 4,496 | 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 | 11,128 | 40,194 | 17,170 | -23,024 | -57.3% |
| 50280 Janitorial | 738,948 | 775,550 | 888,750 | 113,200 | 14.6% |
| 50285 Landscaping | 673,713 | 419,134 | 489,134 | 70,000 | 16.7% |
| 50286 Weed and Pest Control | 19,798 | 17,524 | 23,524 | 6,000 | 34.2% |
| 50310 Automotive/Motor Pool | 121,066 | 123,082 | 127,082 | 4,000 | 3.2% |
| 50400 Electric Services | 1,828,344 | 2,248,051 | 2,255,683 | 7,632 | 0.3% |
| 50401 Heating Services | 325,514 | 383,284 | 380,284 | -3,000 | -0.8% |
| 50402 Water Service | 108,016 | 100,525 | 104,025 | 3,500 | 3.5% |
| 50403 Sewer Service | 73,894 | 83,722 | 87,222 | 3,500 | 4.2% |

| Cost Center | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|--|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50404 Refuse Service | 35,972 | 46,101 | 47,601 | 1,500 | 3.3% |
| 50410 Postal Services | 0 | 46 | 46 | 0 | 0.0% |
| 50412 Telecommunications | 39,649 | 37,459 | 38,959 | 1,500 | 4.0% |
| 50430 Mileage | 0 | 300 | 0 | -300 | -100.0% |
| 50450 Dues And Association Memberships | 0 | 2,730 | 0 | -2,730 | -100.0% |
| 50453 Freight Charges | 7,855 | 6,183 | 6,183 | 0 | 0.0% |
| 50459 Other Charges Miscellaneous | 0 | 450 | 0 | -450 | -100.0% |
| 50500 Office Supplies | 3,480 | 9,100 | 9,100 | 0 | 0.0% |
| 50502 Agricultural Supplies | 31,230 | 20,077 | 34,577 | 14,500 | 72.2% |
| 50504 Laundry, Housekeeping, and Janitorial Supplies | 134,968 | 152,282 | 161,382 | 9,100 | 6.0% |
| 50506 Repair and Maintenance Supplies | 486,419 | 440,302 | 479,802 | 39,500 | 9.0% |
| 50509 Vehicle and Powered Equipment Supplies | 10,138 | 1,550 | 11,550 | 10,000 | 645.2% |
| 50511 Uniforms/Wearing Apparel/ITEMS | 16,682 | 13,239 | 17,239 | 4,000 | 30.2% |
| 50512 Books and Subscriptions | 190 | 200 | 200 | 0 | 0.0% |
| 50514 Other Operating Supplies | 20,919 | 10,652 | 21,000 | 10,348 | 97.1% |
| 50516 Chemicals | 156,315 | 25,791 | 43,291 | 17,500 | 67.9% |
| 50517 Small Tools | 11,656 | 10,700 | 10,700 | 0 | 0.0% |
| 50801 Machinery and Equipment-New \$5000 and Over | 10,002 | 5,000 | 5,000 | 0 | 0.0% |
| 50803 Telecommunications Equipment-New \$5000 and Over | 6,800 | 0 | 0 | 0 | 0.0% |
| 50811 Machinery and Equipment-New Less Than \$5000 | 12,337 | 0 | 0 | 0 | 0.0% |
| 50821 Machinery and Equipment-Replacement \$5000 and Over | 214,122 | 20,031 | 20,031 | 0 | 0.0% |
| 50822 Furniture and Fixtures-Replacement \$5000 and Over | 108,878 | 80,440 | 80,440 | 0 | 0.0% |
| 50831 Machinery and Equipment-Replacement Less Than \$5000 | 44,214 | 47,871 | 47,871 | 0 | 0.0% |
| 50832 Furniture and Fixtures-Replacement Less Than \$5000 | 8,082 | 25,000 | 25,000 | 0 | 0.0% |

| Cost Center | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|---|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50833 Telecommunications Equipment- Replacement Less Than \$5000 | 4,325 | 500 | 500 | 0 | 0.0% |
| 50841 Machinery and Equipment-Rehabilitation | 150,121 | 170,518 | 185,518 | 15,000 | 8.8% |
| Total Cost Center | 10,507,419 | 10,494,994 | 10,937,607 | 442,613 | 4.2% |
| 16212 Security | | | | | |
| 50100 Full-Time Salaries and Wages - Regular | 817,863 | 1,003,991 | 1,013,372 | 9,381 | 0.9% |
| 50101 Full-Time Salaries and Wages - Overtime | 109,596 | 45,725 | 45,725 | 0 | 0.0% |
| 50104 Temporary Salaries and Wages - Regular | 17,438 | 57,772 | 57,772 | 0 | 0.0% |
| 50108 Hybrid Disability Prgm (Prev Wage Adj) | 1,992 | 2,177 | 3,527 | 1,350 | 62.0% |
| 50109 Vacancy Savings | 0 | -24,069 | -23,472 | 597 | 2.5% |
| 50110 FICA | 69,179 | 84,723 | 85,440 | 717 | 0.8% |
| 50111 Retirement VRS | 105,534 | 133,430 | 134,678 | 1,248 | 0.9% |
| 50112 Hospital/Medical Plans | 161,047 | 227,724 | 249,732 | 22,008 | 9.7% |
| 50113 Group Insurance - Life (VRS) | 10,623 | 13,152 | 13,276 | 124 | 0.9% |
| 50114 Unemployment Insurance | 970 | 0 | 0 | 0 | 0.0% |
| 50209 Other Professional Services | 1,200 | 1,200 | 1,200 | 0 | 0.0% |
| 50210 Maintenance and Repairs | 24,172 | 26,972 | 26,972 | 0 | 0.0% |
| 50270 Other Contractual Services | 735 | 0 | 0 | 0 | 0.0% |
| 50310 Automotive/Motor Pool | 29,249 | 32,500 | 32,500 | 0 | 0.0% |
| 50412 Telecommunications | 7,040 | 13,000 | 10,500 | -2,500 | -19.2% |
| 50450 Dues And Association Memberships | 155 | 200 | 200 | 0 | 0.0% |
| 50453 Freight Charges | 258 | 251 | 251 | 0 | 0.0% |
| 50500 Office Supplies | 2,058 | 2,500 | 2,000 | -500 | -20.0% |
| 50506 Repair and Maintenance Supplies | 0 | 1,950 | 1,710 | -240 | -12.3% |
| 50510 Police And Fire Supplies/ITEMS | 8,925 | 7,560 | 5,560 | -2,000 | -26.5% |
| 50511 Uniforms/Wearing Apparel/ITEMS | 15,343 | 13,480 | 18,720 | 5,240 | 38.9% |
| 50512 Books and Subscriptions | 0 | 375 | 375 | 0 | 0.0% |

| Cost Center | Prior Year Actual | Approved Budget | Proposed Budget | Dollar Inc/Dec | Percent Inc/Dec |
|---|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50514 Other Operating Supplies | 8,435 | 7,100 | 7,100 | 0 | 0.0% |
| 50517 Small Tools | 0 | 300 | 300 | 0 | 0.0% |
| 50833 Telecommunications Equipment- Replacement Less Than \$5000 | 840 | 0 | 0 | 0 | 0.0% |
| 50911 Interdepartmental Billings | -13,875 | -47,936 | -49,670 | -1,734 | -3.6% |
| Total Cost Center | 1,378,777 | 1,604,077 | 1,637,768 | 33,691 | 2.1% |



Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2019-20
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 | 196,930 | 201,591 | 197,069 | -4,522 | -2.2% |
| 50101 Full-Time Salaries and Wages - Overtime | 5,522 | 5,000 | 5,000 | 0 | 0.0% |
| 50108 Hybrid Disability Prgm (Prev Wage Adj) | 254 | 260 | 434 | 174 | 66.9% |
| 50109 Vacancy Savings | 0 | -4,833 | -4,714 | 119 | 2.5% |
| 50110 FICA | 15,035 | 15,804 | 15,467 | -337 | -2.1% |
| 50111 Retirement VRS | 25,619 | 26,791 | 26,191 | -600 | -2.2% |
| 50112 Hospital/Medical Plans | 35,811 | 48,798 | 53,514 | 4,716 | 9.7% |
| 50113 Group Insurance - Life (VRS) | 2,580 | 2,641 | 2,582 | -59 | -2.2% |
| 50204 Engineering/Architectural Services | 3,750 | 0 | 0 | 0 | 0.0% |
| 50210 Maintenance and Repairs | 0 | 500 | 500 | 0 | 0.0% |
| 50230 Temporary Help Service Fees | 5,565 | 5,000 | 6,000 | 1,000 | 20.0% |
| 50240 Printing and Binding | 0 | 100 | 100 | 0 | 0.0% |
| 50260 Laundry and Dry Cleaning | 187 | 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 | 379 | 155 | 155 | 0 | 0.0% |
| 50459 Other Charges Miscellaneous | 6,413 | 5,000 | 5,000 | 0 | 0.0% |
| 50500 Office Supplies | 588 | 600 | 600 | 0 | 0.0% |
| 50501 Food Supplies and Food Service Supplies | 91,523 | 118,850 | 117,850 | -1,000 | -0.8% |
| 50504 Laundry, Housekeeping, and Janitorial Supplies | 16,340 | 19,000 | 19,000 | 0 | 0.0% |
| 50511 Uniforms/Wearing Apparel/ITEMS | 1,383 | 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 |
|---|--------------------------|------------------------|------------------------|-----------------------|------------------------|
| 50521 Computer Software | 2,350 | 0 | 0 | 0 | 0.0% |
| 50811 Machinery and Equipment-New Less Than \$5000 | 1,651 | 0 | 0 | 0 | 0.0% |
| 50832 Furniture and Fixtures-Replacement Less Than \$5000 | 79 | 0 | 0 | 0 | 0.0% |
| 50841 Machinery and Equipment-Rehabilitation | 43,402 | 0 | 0 | 0 | 0.0% |
| Total Cost Center | 455,910 | 451,394 | 450,885 | -509 | -0.1% |