

# GENERAL SERVICES

## DESCRIPTION

The Department of General Services provides quality support services for all county operations. General Services does this 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 workplace; 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 2,944,374 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 2024 SUMMARY

### Annual Fiscal Plan

Description	FY22	FY23	FY24	Change
	Actual	Original	Proposed	23 to 24
Personnel	\$ 6,843,838	\$ 8,399,239	\$ 8,690,418	3.5%
Operation	7,819,309	7,380,997	7,690,996	4.2%
Capital	382,252	309,820	309,820	0.0%
Total	<u>\$ 15,045,399</u>	<u>\$ 16,090,056</u>	<u>\$ 16,691,234</u>	<u>3.7%</u>
Personnel Complement	111	105 *	105	0

\* 6 vacant positions were transferred in FY23 to Police for School Resource Officers.

**PERFORMANCE MEASURES**

	Performance Measures			Change
	FY22	FY23	FY24	23 to 24
<b>Workload Measures</b>				
Preventive Mechanical Maint. Work Orders	8,768	10,250	10,250	0%
Corrective Maintenance Work Orders	15,125	15,000	15,000	0%
Square Feet Maintained	2,914,760	2,971,027	2,971,027	0%

**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 FY24 is \$16,691,234. This represents an increase of \$601,178, or 3.7% when compared to the previous fiscal year. Personnel cost include pay increases for all employees, increase for health care cost, and retirement. The department’s personnel complement reflects a reduction of six positions from the Security Operation and Café 1611 to support the addition of ten Police Officers to increase the number of School Resource Officers. The operating budget increased \$309,999 or 4.2%. Funding is provided for the following: Police Athletic League Facility to cover maintenance repairs, electric services, heating service, water service, sewer service, refuse service, and janitorial supplies. Capital funding is consistent with previous fiscal year.

**ADMINISTRATION**

The General Services Administration budget totals \$2,287,419 representing an increase of \$228,803 or 11.1%, when compared to the previous fiscal year. This increase reflects a pay increase for all employees, retirement, and health care costs.

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 manages 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 FY24 is \$12,116,549 representing an increase of \$746,942, or 6.6% percent, when compared to the previous fiscal year. This increase reflects a pay increase for all employees, retirement, health care

### *General Services*

costs, maintenance and repairs, utilities services, janitorial supplies, repair and maintenance supplies and telecommunications.

The Buildings and Grounds Division provides building, custodial, and grounds maintenance at numerous County facilities, and coordination of the Training Center. New allocations are dedicated for the Division's Building Maintenance Program, which supports painting, re-carpeting, and fitness center equipment replacement throughout the County.

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#### CAFÉ 1611

In FY24, the budget for the Employee Cafeteria totals \$425,537 which reflects a decrease of \$88,936 or 17.3%, when compared to the previous fiscal year. The decrease reflects a reduction in personnel cost, retirement, health care, group life and computer software. This area operates the cafeteria at the Western Government Complex and provides catering for County events.

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#### SECURITY

The budget for the Security Division totals \$1,232,818, representing a decrease of \$326,810, or 21.0 % when compared to the previous fiscal year. The decrease reflects a reduction in personnel cost, retirement, health care, group life cost. Security safeguards county property by monitoring facilities through patrols and a 24-hour per day security console operation.

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#### SUPPORT SERVICES

The FY24 budget of \$628,911 for the Support Services division represents an increase of \$41,179, or 7.0%, when compared to the previous fiscal year. This increase reflects a pay increase for all employees, retirement, healthcare, automotive/motor pool, and operating supplies.

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#### 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



**Department Operating Budget  
Henrico County, Virginia  
FY2023-24  
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	4,650,917	5,803,827	6,056,550	252,723	4.4%
50101 Full-Time Salaries and Wages - Overtime	311,337	141,232	141,232	0	0.0%
50104 Temporary Salaries and Wages - Regular	60,203	89,513	89,513	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	12,780	13,184	11,270	-1,914	-14.5%
50109 Vacancy Savings	0	-208,639	-214,740	-6,101	-2.9%
50110 FICA	359,660	461,140	478,042	16,902	3.7%
50111 Retirement VRS	664,731	959,372	1,001,149	41,777	4.4%
50112 Hospital/Medical Plans	788,868	1,135,752	1,128,435	-7,317	-0.6%
50113 Group Insurance - Life (VRS)	61,335	81,254	84,792	3,538	4.4%
50114 Unemployment Insurance	9,360	0	0	0	0.0%
50200 Medical Services	0	400	400	0	0.0%
50201 Legal Services	8,808	0	0	0	0.0%
50204 Engineering/Architectural Services	4,170	16,970	16,970	0	0.0%
50209 Other Professional Services	43,969	47,700	47,700	0	0.0%
50210 Maintenance and Repairs	1,697,403	1,318,379	1,391,879	73,500	5.6%
50211 Maintenance Service Contracts	516,194	742,978	792,978	50,000	6.7%
50212 Vehicle Repair	926	13,400	13,400	0	0.0%
50220 Lease/Rent Of Equipment	70,953	60,356	60,356	0	0.0%
50240 Printing and Binding	481	1,100	850	-250	-22.7%
50250 Advertising	0	100	100	0	0.0%
50260 Laundry and Dry Cleaning	0	500	0	-500	-100.0%
50270 Other Contractual Services	98,287	117,869	115,869	-2,000	-1.7%
50280 Janitorial	1,116,302	1,302,678	1,352,678	50,000	3.8%
50285 Landscaping	837,872	419,000	469,000	50,000	11.9%
50286 Weed and Pest Control	14,478	18,450	18,450	0	0.0%
50310 Automotive/Motor Pool	171,910	191,034	190,534	-500	-0.3%

<b>Account Description</b>		<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50400	Electric Services	1,535,565	1,566,532	1,630,575	64,043	4.1%
50401	Heating Services	399,540	330,300	330,300	0	0.0%
50402	Water Service	126,229	94,002	96,452	2,450	2.6%
50403	Sewer Service	89,013	70,200	73,150	2,950	4.2%
50404	Refuse Service	29,503	48,901	51,301	2,400	4.9%
50410	Postal Services	528,258	549,399	549,399	0	0.0%
50411	Messenger Services	0	150	150	0	0.0%
50412	Telecommunications	62,954	97,536	101,136	3,600	3.7%
50430	Mileage	690	600	600	0	0.0%
50431	Education and Training	351	11,596	11,596	0	0.0%
50450	Dues And Association Memberships	4,568	8,015	8,070	55	0.7%
50453	Freight Charges	6,431	6,993	6,938	-55	-0.8%
50455	Tuition	0	10,110	10,110	0	0.0%
50459	Other Charges Miscellaneous	315	5,000	10,000	5,000	100.0%
50500	Office Supplies	6,942	11,351	11,851	500	4.4%
50501	Food Supplies and Food Service Supplies	7,522	113,709	106,709	-7,000	-6.2%
50502	Agricultural Supplies	18,915	36,500	36,500	0	0.0%
50504	Laundry, Housekeeping, and Janitorial Supplies	163,460	165,900	170,756	4,856	2.9%
50506	Repair and Maintenance Supplies	470,900	495,510	501,310	5,800	1.2%
50509	Vehicle and Powered Equipment Supplies	13,750	10,000	10,000	0	0.0%
50511	Uniforms/Wearing Apparel/ITEMS	24,089	24,934	24,934	0	0.0%
50512	Books and Subscriptions	803	700	700	0	0.0%
50514	Other Operating Supplies	83,803	77,300	79,165	1,865	2.4%
50516	Chemicals	202,717	28,445	28,445	0	0.0%
50517	Small Tools	11,572	11,200	11,200	0	0.0%
50521	Computer Software	11,355	21,050	24,335	3,285	15.6%
50801	Machinery and Equipment-New \$10,000 and Over	6,830	5,000	5,000	0	0.0%
50811	Machinery and Equipment-New Less Than \$10,000	1,400	0	0	0	0.0%
50812	Furniture and Fixtures-New Less Than \$10,000	29,281	0	0	0	0.0%

<b>Account Description</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50813 Telecommunications Equipment-New Less Than \$10,000	32,155	3,000	0	-3,000	-100.0%
50815 Computer Equipment-New Less Than \$10,000	0	2,500	2,500	0	0.0%
50821 Machinery and Equipment-Replacement \$10,000 and Over	145,393	19,880	19,880	0	0.0%
50822 Furniture and Fixtures-Replacement \$10,000 and Over	100,760	80,440	80,440	0	0.0%
50823 Telecommunications Equipment-Replacement \$10,000 and Over	18,345	0	0	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$10,000	10,950	22,500	22,500	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$10,000	20,892	25,000	25,000	0	0.0%
50833 Telecommunications Equipment – Replacement Less Than \$10,000	3,731	500	3,500	3,000	600.0%
50835 Computer Equipment-Replacement Less Than \$10,000	1,115	2,500	2,500	0	0.0%
50841 Machinery and Equipment-Rehabilitation	11,400	148,500	148,500	0	0.0%
50911 Interdepartmental Billings	-637,042	-743,246	-751,675	-8,429	-1.1%
<b>Total Department</b>	<b>15,045,399</b>	<b>16,090,056</b>	<b>16,691,234</b>	<b>601,178</b>	<b>3.7%</b>



**Operating Line Item Budget By Cost Center**  
**Henrico County, Virginia**  
**FY2023-24**  
**GENERAL SERVICES**

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
<b>16102 Records Management</b>					
50100 Full-Time Salaries and Wages - Regular	270,376	317,871	347,069	29,198	9.2%
50101 Full-Time Salaries and Wages - Overtime	484	1,357	1,357	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	36	210	255	45	21.4%
50109 Vacancy Savings	0	-11,427	-12,197	-770	-6.7%
50110 FICA	19,584	24,421	26,655	2,234	9.1%
50111 Retirement VRS	39,098	52,544	57,371	4,827	9.2%
50112 Hospital/Medical Plans	56,807	81,856	85,976	4,120	5.0%
50113 Group Insurance - Life (VRS)	3,613	4,450	4,859	409	9.2%
50210 Maintenance and Repairs	1,420	9,540	9,540	0	0.0%
50211 Maintenance Service Contracts	4,052	9,761	9,761	0	0.0%
50220 Lease/Rent Of Equipment	50,528	52,656	52,656	0	0.0%
50240 Printing and Binding	147	500	250	-250	-50.0%
50270 Other Contractual Services	86,394	96,852	94,852	-2,000	-2.1%
50310 Automotive/Motor Pool	18,600	17,537	18,653	1,116	6.4%
50410 Postal Services	528,135	548,549	548,549	0	0.0%
50412 Telecommunications	1,512	2,075	2,175	100	4.8%
50453 Freight Charges	1,098	130	130	0	0.0%
50500 Office Supplies	1,177	1,200	1,200	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	1,303	800	800	0	0.0%
50514 Other Operating Supplies	47,897	40,700	42,565	1,865	4.6%
50521 Computer Software	142	0	285	285	100.0%
50801 Machinery and Equipment-New \$10,000 and Over	6,830	0	0	0	0.0%

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50831 Machinery and Equipment- Replacement Less Than \$10,000	0	2,000	2,000	0	0.0%
50911 Interdepartmental Billings	-561,689	-665,850	-665,850	0	0.0%
<b>Total Cost Center</b>	<b>577,544</b>	<b>587,732</b>	<b>628,911</b>	<b>41,179</b>	<b>7.0%</b>
<b>16201 Administration</b>					
50100 Full-Time Salaries and Wages - Regular	1,385,929	1,476,916	1,657,287	180,371	12.2%
50101 Full-Time Salaries and Wages - Overtime	8,730	500	500	0	0.0%
50104 Temporary Salaries and Wages - Regular	27,259	31,741	31,741	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	2,841	3,229	2,964	-265	-8.2%
50109 Vacancy Savings	0	-53,093	-58,243	-5,150	-9.7%
50110 FICA	104,836	114,945	124,665	9,720	8.5%
50111 Retirement VRS	198,225	244,134	273,950	29,816	12.2%
50112 Hospital/Medical Plans	170,590	173,944	193,446	19,502	11.2%
50113 Group Insurance - Life (VRS)	18,300	20,677	23,202	2,525	12.2%
50201 Legal Services	8,808	0	0	0	0.0%
50204 Engineering/Architectural Services	3,520	9,470	9,470	0	0.0%
50210 Maintenance and Repairs	0	2,612	2,612	0	0.0%
50220 Lease/Rent Of Equipment	3,098	4,396	4,396	0	0.0%
50240 Printing and Binding	53	500	500	0	0.0%
50250 Advertising	0	100	100	0	0.0%
50270 Other Contractual Services	6,491	6,550	6,550	0	0.0%
50310 Automotive/Motor Pool	13,368	11,939	12,652	713	6.0%
50410 Postal Services	123	850	850	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	12,665	13,912	13,912	0	0.0%
50430 Mileage	690	600	600	0	0.0%



<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50431 Education and Training	351	11,596	11,596	0	0.0%
50450 Dues And Association Memberships	4,428	7,915	7,915	0	0.0%
50453 Freight Charges	59	475	475	0	0.0%
50455 Tuition	0	10,110	10,110	0	0.0%
50500 Office Supplies	921	5,051	5,051	0	0.0%
50501 Food Supplies and Food Service Supplies	71	859	859	0	0.0%
50506 Repair and Maintenance Supplies	0	300	300	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	59	652	652	0	0.0%
50512 Books and Subscriptions	803	700	700	0	0.0%
50514 Other Operating Supplies	938	8,800	8,800	0	0.0%
50517 Small Tools	0	500	500	0	0.0%
50521 Computer Software	14,622	19,982	19,982	0	0.0%
50815 Computer Equipment-New Less Than \$10,000	0	2,500	2,500	0	0.0%
50833 Telecommunications Equipment – Replacement Less Than \$10,000	50	0	0	0	0.0%
50835 Computer Equipment-Replacement Less Than \$10,000	0	2,500	2,500	0	0.0%
50911 Interdepartmental Billings	-75,353	-77,396	-85,825	-8,429	-10.9%
<b>Total Cost Center</b>	<b>1,912,475</b>	<b>2,058,616</b>	<b>2,287,419</b>	<b>228,803</b>	<b>11.1%</b>
<b>16202 Employee Cafeteria</b>					
50501 Food Supplies and Food Service Supplies	79	0	0	0	0.0%
<b>Total Cost Center</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>16211 Maintenance and Custodial</b>					
50100 Full-Time Salaries and Wages - Regular	2,393,871	2,830,822	3,153,499	322,677	11.4%
50101 Full-Time Salaries and Wages - Overtime	222,682	88,650	88,650	0	0.0%
50104 Temporary Salaries and Wages - Regular	5,606	0	0	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	2,440	4,581	4,511	-70	-1.5%

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50109 Vacancy Savings	0	-101,764	-110,918	-9,154	-9.0%
50110 FICA	182,820	223,340	249,672	26,332	11.8%
50111 Retirement VRS	342,681	467,935	521,273	53,338	11.4%
50112 Hospital/Medical Plans	464,849	603,688	644,820	41,132	6.8%
50113 Group Insurance - Life (VRS)	31,645	39,632	44,149	4,517	11.4%
50114 Unemployment Insurance	4,998	0	0	0	0.0%
50200 Medical Services	0	400	400	0	0.0%
50204 Engineering/Architectural Services	650	7,500	7,500	0	0.0%
50209 Other Professional Services	43,669	46,500	46,500	0	0.0%
50210 Maintenance and Repairs	1,685,957	1,280,554	1,354,554	74,000	5.8%
50211 Maintenance Service Contracts	512,142	733,217	783,217	50,000	6.8%
50212 Vehicle Repair	926	13,400	13,400	0	0.0%
50220 Lease/Rent Of Equipment	17,327	3,304	3,304	0	0.0%
50240 Printing and Binding	281	0	0	0	0.0%
50270 Other Contractual Services	5,402	14,467	14,467	0	0.0%
50280 Janitorial	1,116,302	1,302,678	1,352,678	50,000	3.8%
50285 Landscaping	837,872	419,000	469,000	50,000	11.9%
50286 Weed and Pest Control	14,478	18,450	18,450	0	0.0%
50310 Automotive/Motor Pool	118,723	130,058	128,229	-1,829	-1.4%
50400 Electric Services	1,535,565	1,566,532	1,630,575	64,043	4.1%
50401 Heating Services	399,540	330,300	330,300	0	0.0%
50402 Water Service	126,229	94,002	96,452	2,450	2.6%
50403 Sewer Service	89,013	70,200	73,150	2,950	4.2%
50404 Refuse Service	29,503	48,901	51,301	2,400	4.9%
50412 Telecommunications	43,154	71,307	74,807	3,500	4.9%
50453 Freight Charges	5,118	6,033	6,033	0	0.0%

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50500 Office Supplies	2,227	2,500	2,500	0	0.0%
50502 Agricultural Supplies	18,915	36,500	36,500	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	163,423	146,900	151,756	4,856	3.3%
50506 Repair and Maintenance Supplies	470,856	494,000	499,800	5,800	1.2%
50509 Vehicle and Powered Equipment Supplies	13,750	10,000	10,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	13,846	12,000	12,000	0	0.0%
50514 Other Operating Supplies	25,575	15,000	15,000	0	0.0%
50516 Chemicals	202,717	25,500	25,500	0	0.0%
50517 Small Tools	11,572	10,700	10,700	0	0.0%
50521 Computer Software	1,858	0	0	0	0.0%
50801 Machinery and Equipment-New \$10,000 and Over	0	5,000	5,000	0	0.0%
50811 Machinery and Equipment-New Less Than \$10,000	1,400	0	0	0	0.0%
50812 Furniture and Fixtures-New Less Than \$10,000	29,281	0	0	0	0.0%
50813 Telecommunications Equipment-New Less Than \$10,000	32,055	3,000	0	-3,000	-100.0%
50821 Machinery and Equipment- Replacement \$10,000 and Over	145,393	19,880	19,880	0	0.0%
50822 Furniture and Fixtures-Replacement \$10,000 and Over	100,760	80,440	80,440	0	0.0%
50823 Telecommunications Equipment- Replacement \$10,000 and Over	18,345	0	0	0	0.0%
50831 Machinery and Equipment- Replacement Less Than \$10,000	10,950	20,500	20,500	0	0.0%
50832 Furniture and Fixtures-Replacement Less Than \$10,000	20,892	25,000	25,000	0	0.0%
50833 Telecommunications Equipment – Replacement Less Than \$10,000	3,681	500	3,500	3,000	600.0%
50835 Computer Equipment-Replacement Less Than \$10,000	223	0	0	0	0.0%
50841 Machinery and Equipment- Rehabilitation	11,400	148,500	148,500	0	0.0%

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
<b>Total Cost Center</b>	<b>11,532,562</b>	<b>11,369,607</b>	<b>12,116,549</b>	<b>746,942</b>	<b>6.6%</b>
<b>16212 Security</b>					
50100 Full-Time Salaries and Wages - Regular	401,849	932,780	711,056	-221,724	-23.8%
50101 Full-Time Salaries and Wages - Overtime	78,544	45,725	45,725	0	0.0%
50104 Temporary Salaries and Wages - Regular	27,338	57,772	57,772	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	6,771	4,206	2,759	-1,447	-34.4%
50109 Vacancy Savings	0	-33,532	-26,788	6,744	20.1%
50110 FICA	37,799	79,275	62,313	-16,962	-21.4%
50111 Retirement VRS	55,935	154,188	117,538	-36,650	-23.8%
50112 Hospital/Medical Plans	65,290	214,872	161,205	-53,667	-25.0%
50113 Group Insurance - Life (VRS)	5,131	13,059	9,955	-3,104	-23.8%
50114 Unemployment Insurance	4,362	0	0	0	0.0%
50209 Other Professional Services	300	1,200	1,200	0	0.0%
50210 Maintenance and Repairs	10,026	25,173	25,173	0	0.0%
50310 Automotive/Motor Pool	21,219	31,500	31,000	-500	-1.6%
50412 Telecommunications	4,704	9,500	9,500	0	0.0%
50453 Freight Charges	156	200	200	0	0.0%
50500 Office Supplies	2,337	2,000	2,500	500	25.0%
50506 Repair and Maintenance Supplies	44	1,210	1,210	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	8,881	9,432	9,432	0	0.0%
50514 Other Operating Supplies	9,350	10,000	10,000	0	0.0%
50521 Computer Software	-5,267	1,068	1,068	0	0.0%
50813 Telecommunications Equipment-New Less Than \$10,000	100	0	0	0	0.0%
50835 Computer Equipment-Replacement Less Than \$10,000	892	0	0	0	0.0%
<b>Total Cost Center</b>	<b>735,761</b>	<b>1,559,628</b>	<b>1,232,818</b>	<b>-326,810</b>	<b>-21.0%</b>



**Operating Line Item Budget By Cost Center  
Henrico County, Virginia  
FY2023-24  
GENERAL SERVICES**

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
<b>16202 Employee Cafeteria</b>					
50100 Full-Time Salaries and Wages - Regular	198,892	245,438	187,639	-57,799	-23.5%
50101 Full-Time Salaries and Wages - Overtime	897	5,000	5,000	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	692	958	781	-177	-18.5%
50109 Vacancy Savings	0	-8,823	-6,594	2,229	25.3%
50110 FICA	14,621	19,159	14,737	-4,422	-23.1%
50111 Retirement VRS	28,792	40,571	31,017	-9,554	-23.5%
50112 Hospital/Medical Plans	31,332	61,392	42,988	-18,404	-30.0%
50113 Group Insurance - Life (VRS)	2,646	3,436	2,627	-809	-23.5%
50210 Maintenance and Repairs	0	500	0	-500	-100.0%
50240 Printing and Binding	0	100	100	0	0.0%
50260 Laundry and Dry Cleaning	0	500	0	-500	-100.0%
50412 Telecommunications	919	742	742	0	0.0%
50450 Dues And Association Memberships	140	100	155	55	55.0%
50453 Freight Charges	0	155	100	-55	-35.5%
50459 Other Charges Miscellaneous	315	5,000	10,000	5,000	100.0%
50500 Office Supplies	280	600	600	0	0.0%
50501 Food Supplies and Food Service Supplies	7,372	112,850	105,850	-7,000	-6.2%
50504 Laundry, Housekeeping, and Janitorial Supplies	37	19,000	19,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	0	2,050	2,050	0	0.0%
50514 Other Operating Supplies	43	2,800	2,800	0	0.0%
50516 Chemicals	0	2,945	2,945	0	0.0%

<b>Cost Center</b>	<b>Prior Year Actual</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	<b>Dollar Inc/Dec</b>	<b>Percent Inc/Dec</b>
50521 Computer Software	0	0	3,000	3,000	100.0%
<b>Total Cost Center</b>	<b>286,978</b>	<b>514,473</b>	<b>425,537</b>	<b>-88,936</b>	<b>-17.3%</b>