

GENERAL SERVICES

DESCRIPTION

The Department of General Services is dedicated to providing 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 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 2,944,374 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 2023 SUMMARY

Annual Fiscal Plan

Description	FY21 Actual	FY22 Original	FY23 Proposed	Change 22 to 23
Personnel	\$ 7,084,507	\$ 7,970,563	\$ 8,476,635	6.3%
Operation	7,033,505	7,137,867	7,303,601	2.3%
Capital	430,061	310,320	309,820	(0.2%)
Total	<u>\$ 14,548,073</u>	<u>\$ 15,418,750</u>	<u>\$ 16,090,056</u>	<u>4.4%</u>
Personnel Complement	118	111	111	0

General Services

PERFORMANCE MEASURES

	Performance Measures			Change
	FY21	FY22	FY23	22 to 23
Workload Measures				
Preventive Mechanical Maint. Work Orders	8,916	10,250	10,250	0%
Corrective Maintenance Work Orders	14,081	15,000	15,000	0%
Square Feet Maintained	2,930,423	2,944,374	2,944,374	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 FY23 is \$16,090,056. This represents an increase of \$671,306, or 4.4% when compared to the FY22 approved budget. Personnel cost increases are reflecting increases in revised retirement and health care cost. The operating budget increased \$165,734, or 2.3%. This includes the purchase of a service vehicle to support a groundskeeping crew along with a merit-based salary increase. The capital budget decreased by \$500 or 0.2%.

ADMINISTRATION

The General Services Administration budget totals \$2,058,616 representing an increase of \$127,327, or 6.6%, from the prior fiscal year. This increase is due to personnel, 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 FY23 is \$11,369,607 representing an increase of \$345,766, or 3.1% percent, from the FY22 approved budget. Increase reflects changes in personnel, retirement, health care costs, janitorial costs and contracts along with a merit-based salary increase.

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

General Services

Maintenance Program, which supports painting, re-carpeting and fitness center equipment replacement throughout the County.

CAFÉ 1611

In FY23, the budget for the Employee Cafeteria totals \$514,473 which reflects an increase of \$34,888 or 7.3 %, when compared to the FY22 budget. The increase is attributable to personnel and benefit costs. 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 \$1,559,628, representing an increase of \$107,560, or 7.4 % from the prior year approved budget. The increase reflects the removal of the reimbursement from the Water and Sewer fund for a position that previously patrolled DPU facilities. Security safeguards county property by monitoring facilities through patrols and a 24-hour per day security console operation.

SUPPORT SERVICES

The FY23 budget of \$587,732 for the Support Services division represents an increase of \$55,765, or 10.5 %, when compared to the FY22 approved budget. Increase reflects changes in personnel cost (\$9,268), postage (\$20,000) uniforms for staff (\$3,000) and operating supplies (\$10,000).

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
FY2022-23
GENERAL SERVICES**

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50100 Full-Time Salaries and Wages - Regular	4,678,137	5,539,428	5,803,827	264,399	4.8%
50101 Full-Time Salaries and Wages - Overtime	403,984	141,232	141,232	0	0.0%
50104 Temporary Salaries and Wages - Regular	45,629	89,513	89,513	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	10,450	9,497	13,184	3,687	38.8%
50109 Vacancy Savings	0	-213,726	-208,639	5,087	2.4%
50110 FICA	367,959	440,652	461,140	20,488	4.6%
50111 Retirement VRS	667,048	775,727	959,372	183,645	23.7%
50112 Hospital/Medical Plans	842,606	1,111,776	1,135,752	23,976	2.2%
50113 Group Insurance - Life (VRS)	61,427	76,464	81,254	4,790	6.3%
50114 Unemployment Insurance	7,267	0	0	0	0.0%
50200 Medical Services	0	400	400	0	0.0%
50201 Legal Services	11,213	0	0	0	0.0%
50204 Engineering/Architectural Services	12,143	16,970	16,970	0	0.0%
50209 Other Professional Services	24,678	47,700	47,700	0	0.0%
50210 Maintenance and Repairs	1,523,403	1,294,248	1,318,379	24,131	1.9%
50211 Maintenance Service Contracts	514,776	590,761	742,978	152,217	25.8%
50212 Vehicle Repair	3,086	1,000	13,400	12,400	1,240.0%
50220 Lease/Rent Of Equipment	40,567	61,552	60,356	-1,196	-1.9%
50240 Printing and Binding	1,476	1,100	1,100	0	0.0%
50250 Advertising	156	100	100	0	0.0%
50260 Laundry and Dry Cleaning	0	500	500	0	0.0%
50270 Other Contractual Services	98,314	118,402	117,869	-533	-0.5%
50280 Janitorial	1,096,353	1,182,678	1,302,678	120,000	10.1%
50285 Landscaping	816,306	401,500	419,000	17,500	4.4%
50286 Weed and Pest Control	19,849	18,500	18,450	-50	-0.3%
50310 Automotive/Motor Pool	158,023	174,734	191,034	16,300	9.3%

Account Description	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50400 Electric Services	1,529,302	1,890,000	1,566,532	-323,468	-17.1%
50401 Heating Services	284,283	330,300	330,300	0	0.0%
50402 Water Service	91,802	94,002	94,002	0	0.0%
50403 Sewer Service	58,475	70,200	70,200	0	0.0%
50404 Refuse Service	24,562	49,401	48,901	-500	-1.0%
50410 Postal Services	551,209	529,399	549,399	20,000	3.8%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	69,569	68,188	97,536	29,348	43.0%
50430 Mileage	427	100	600	500	500.0%
50431 Education and Training	1,210	11,596	11,596	0	0.0%
50450 Dues And Association Memberships	4,192	8,015	8,015	0	0.0%
50453 Freight Charges	5,867	7,044	6,993	-51	-0.7%
50455 Tuition	0	10,110	10,110	0	0.0%
50459 Other Charges Miscellaneous	281	5,000	5,000	0	0.0%
50500 Office Supplies	6,017	10,851	11,351	500	4.6%
50501 Food Supplies and Food Service Supplies	7,726	113,709	113,709	0	0.0%
50502 Agricultural Supplies	6,846	21,500	36,500	15,000	69.8%
50503 Medical and Laboratory Supplies	-1,178	0	0	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	138,973	166,900	165,900	-1,000	-0.6%
50506 Repair and Maintenance Supplies	371,503	466,010	495,510	29,500	6.3%
50507 Gasoline	16	0	0	0	0.0%
50509 Vehicle and Powered Equipment Supplies	8,250	10,000	10,000	0	0.0%
50510 Police And Fire Supplies/ITEMS	0	4,480	0	-4,480	-100.0%
50511 Uniforms/Wearing Apparel/ITEMS	16,919	30,654	24,934	-5,720	-18.7%
50512 Books and Subscriptions	0	700	700	0	0.0%
50514 Other Operating Supplies	94,426	71,400	77,300	5,900	8.3%
50516 Chemicals	154,001	28,445	28,445	0	0.0%
50517 Small Tools	1,724	11,200	11,200	0	0.0%
50521 Computer Software	14,030	21,050	21,050	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	7,641	0	0	0	0.0%
50812 Furniture and Fixtures-New Less Than \$5000	100,034	0	0	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	11,369	0	3,000	3,000	100.0%
50815 Computer Equipment-New Less Than \$5000	0	2,500	2,500	0	0.0%
50821 Machinery and Equipment-Replacement \$5000 and Over	206,916	19,880	19,880	0	0.0%
50822 Furniture and Fixtures-Replacement \$5000 and Over	17,865	80,440	80,440	0	0.0%
50823 Telecommunications Equipment-Replacement \$5000 and Over	-10,146	0	0	0	0.0%
50831 Machinery and Equipment-Replacement Less Than \$5000	15,830	22,000	22,500	500	2.3%
50832 Furniture and Fixtures-Replacement Less Than \$5000	9,231	25,000	25,000	0	0.0%
50833 Telecommunications Equipment-Replacement Less Than \$5000	2,786	500	500	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	0	2,500	2,500	0	0.0%
50841 Machinery and Equipment-Rehabilitation	68,535	152,500	148,500	-4,000	-2.6%
50911 Interdepartmental Billings	-727,270	-802,682	-743,246	59,436	7.4%
Total Department	14,548,073	15,418,750	16,090,056	671,306	4.4%



Operating Line Item Budget By Cost Center Henrico County, Virginia FY2022-23 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	248,578	309,143	317,871	8,728	2.8%
50101 Full-Time Salaries and Wages - Overtime	4,293	1,357	1,357	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	0	0	210	210	100.0%
50109 Vacancy Savings	0	-11,410	-11,427	-17	-0.1%
50110 FICA	18,310	23,753	24,421	668	2.8%
50111 Retirement VRS	34,980	43,280	52,544	9,264	21.4%
50112 Hospital/Medical Plans	51,661	80,128	81,856	1,728	2.2%
50113 Group Insurance - Life (VRS)	3,233	4,266	4,450	184	4.3%
50210 Maintenance and Repairs	570	9,540	9,540	0	0.0%
50211 Maintenance Service Contracts	9,086	9,761	9,761	0	0.0%
50220 Lease/Rent Of Equipment	37,255	52,656	52,656	0	0.0%
50240 Printing and Binding	38	500	500	0	0.0%
50250 Advertising	81	0	0	0	0.0%
50270 Other Contractual Services	73,550	96,852	96,852	0	0.0%
50310 Automotive/Motor Pool	17,536	17,537	17,537	0	0.0%
50410 Postal Services	551,096	528,549	548,549	20,000	3.8%
50412 Telecommunications	1,720	2,075	2,075	0	0.0%
50453 Freight Charges	88	130	130	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50500 Office Supplies	1,505	700	1,200	500	71.4%
50511 Uniforms/Wearing Apparel/ITEMS	78	0	800	800	100.0%
50514 Other Operating Supplies	35,050	37,000	40,700	3,700	10.0%
50831 Machinery and Equipment- Replacement Less Than \$5000	0	2,000	2,000	0	0.0%
50911 Interdepartmental Billings	-657,850	-675,850	-665,850	10,000	1.5%
Total Cost Center	430,858	531,967	587,732	55,765	10.5%
16201 Administration					
50100 Full-Time Salaries and Wages - Regular	1,295,076	1,408,754	1,476,916	68,162	4.8%
50101 Full-Time Salaries and Wages - Overtime	6,687	500	500	0	0.0%
50104 Temporary Salaries and Wages - Regular	28,365	31,741	31,741	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	5,613	3,025	3,229	204	6.7%
50109 Vacancy Savings	0	-54,996	-53,093	1,903	3.5%
50110 FICA	98,114	109,357	114,945	5,588	5.1%
50111 Retirement VRS	187,542	197,226	244,134	46,908	23.8%
50112 Hospital/Medical Plans	150,396	170,272	173,944	3,672	2.2%
50113 Group Insurance - Life (VRS)	17,238	19,441	20,677	1,236	6.4%
50114 Unemployment Insurance	1,063	0	0	0	0.0%
50201 Legal Services	11,213	0	0	0	0.0%
50204 Engineering/Architectural Services	6,968	9,470	9,470	0	0.0%
50210 Maintenance and Repairs	0	3,612	2,612	-1,000	-27.7%
50220 Lease/Rent Of Equipment	2,829	4,396	4,396	0	0.0%
50240 Printing and Binding	21	500	500	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50250 Advertising	0	100	100	0	0.0%
50270 Other Contractual Services	6,491	6,050	6,550	500	8.3%
50310 Automotive/Motor Pool	11,216	11,939	11,939	0	0.0%
50410 Postal Services	113	850	850	0	0.0%
50411 Messenger Services	0	150	150	0	0.0%
50412 Telecommunications	13,029	13,912	13,912	0	0.0%
50430 Mileage	427	100	600	500	500.0%
50431 Education and Training	1,210	11,596	11,596	0	0.0%
50450 Dues And Association Memberships	4,092	7,915	7,915	0	0.0%
50453 Freight Charges	0	475	475	0	0.0%
50455 Tuition	0	10,110	10,110	0	0.0%
50500 Office Supplies	578	5,051	5,051	0	0.0%
50501 Food Supplies and Food Service Supplies	0	859	859	0	0.0%
50506 Repair and Maintenance Supplies	0	300	300	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	26	652	652	0	0.0%
50512 Books and Subscriptions	0	700	700	0	0.0%
50514 Other Operating Supplies	464	8,800	8,800	0	0.0%
50517 Small Tools	0	500	500	0	0.0%
50521 Computer Software	12,751	19,982	19,982	0	0.0%
50815 Computer Equipment-New Less Than \$5000	0	2,500	2,500	0	0.0%
50835 Computer Equipment-Replacement Less Than \$5000	0	2,500	2,500	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
Interdepartmental Billings	-69,420	-77,050	-77,396	-346	-0.4%
50911					
Total Cost Center	1,792,102	1,931,289	2,058,616	127,327	6.6%
16211 Maintenance and Custodial					
Full-Time Salaries and Wages - Regular	2,230,789	2,694,854	2,830,822	135,968	5.0%
50100					
Full-Time Salaries and Wages - Overtime	285,344	88,650	88,650	0	0.0%
50101					
Hybrid Disability Prgm (Prev Wage Adj)	2,219	2,796	4,581	1,785	63.8%
50108					
Vacancy Savings	0	-102,735	-101,764	971	0.9%
50109					
FICA	176,515	212,938	223,340	10,402	4.9%
50110					
Retirement VRS	317,807	377,280	467,935	90,655	24.0%
50111					
Hospital/Medical Plans	469,332	590,944	603,688	12,744	2.2%
50112					
Group Insurance - Life (VRS)	29,282	37,189	39,632	2,443	6.6%
50113					
Unemployment Insurance	1,757	0	0	0	0.0%
50114					
Medical Services	0	400	400	0	0.0%
50200					
Engineering/Architectural Services	5,175	7,500	7,500	0	0.0%
50204					
Other Professional Services	23,125	46,500	46,500	0	0.0%
50209					
Maintenance and Repairs	1,503,862	1,255,124	1,280,554	25,430	2.0%
50210					
Maintenance Service Contracts	505,690	581,000	733,217	152,217	26.2%
50211					
Vehicle Repair	3,086	1,000	13,400	12,400	1,240.0%
50212					
Lease/Rent Of Equipment	483	4,500	3,304	-1,196	-26.6%
50220					
Printing and Binding	1,417	0	0	0	0.0%
50240					
Advertising	75	0	0	0	0.0%
50250					
Other Contractual Services	17,838	15,500	14,467	-1,033	-6.7%
50270					

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50280 Janitorial	1,096,353	1,182,678	1,302,678	120,000	10.1%
50285 Landscaping	816,306	401,500	419,000	17,500	4.4%
50286 Weed and Pest Control	19,849	18,500	18,450	-50	-0.3%
50310 Automotive/Motor Pool	107,382	112,758	130,058	17,300	15.3%
50400 Electric Services	1,529,302	1,890,000	1,566,532	-323,468	-17.1%
50401 Heating Services	284,283	330,300	330,300	0	0.0%
50402 Water Service	91,802	94,002	94,002	0	0.0%
50403 Sewer Service	58,475	70,200	70,200	0	0.0%
50404 Refuse Service	24,562	49,401	48,901	-500	-1.0%
50412 Telecommunications	47,183	41,959	71,307	29,348	69.9%
50453 Freight Charges	5,647	6,183	6,033	-150	-2.4%
50500 Office Supplies	2,644	2,500	2,500	0	0.0%
50502 Agricultural Supplies	6,846	21,500	36,500	15,000	69.8%
50503 Medical and Laboratory Supplies	-1,178	0	0	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	139,047	147,900	146,900	-1,000	-0.7%
50506 Repair and Maintenance Supplies	371,503	464,500	494,000	29,500	6.4%
50507 Gasoline	16	0	0	0	0.0%
50509 Vehicle and Powered Equipment Supplies	8,250	10,000	10,000	0	0.0%
50511 Uniforms/Wearing Apparel/ITEMS	8,237	12,000	12,000	0	0.0%
50514 Other Operating Supplies	46,190	15,000	15,000	0	0.0%
50516 Chemicals	153,359	25,500	25,500	0	0.0%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50517 Small Tools	1,724	10,700	10,700	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	7,641	0	0	0	0.0%
50812 Furniture and Fixtures-New Less Than \$5000	95,491	0	0	0	0.0%
50813 Telecommunications Equipment-New Less Than \$5000	11,369	0	3,000	3,000	100.0%
50821 Machinery and Equipment- Replacement \$5000 and Over	206,916	19,880	19,880	0	0.0%
50822 Furniture and Fixtures-Replacement \$5000 and Over	17,865	80,440	80,440	0	0.0%
50823 Telecommunications Equipment- Replacement \$5000 and Over	-10,146	0	0	0	0.0%
50831 Machinery and Equipment- Replacement Less Than \$5000	15,830	20,000	20,500	500	2.5%
50832 Furniture and Fixtures-Replacement Less Than \$5000	9,231	25,000	25,000	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	200	500	500	0	0.0%
50841 Machinery and Equipment- Rehabilitation	68,535	152,500	148,500	-4,000	-2.6%
Total Cost Center	10,814,510	11,023,841	11,369,607	345,766	3.1%
16212 Security					
50100 Full-Time Salaries and Wages - Regular	706,882	903,891	932,780	28,889	3.2%
50101 Full-Time Salaries and Wages - Overtime	106,673	45,725	45,725	0	0.0%
50104 Temporary Salaries and Wages - Regular	17,264	57,772	57,772	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	1,899	2,782	4,206	1,424	51.2%
50109 Vacancy Savings	0	-36,362	-33,532	2,830	7.8%
50110 FICA	60,577	77,178	79,275	2,097	2.7%
50111 Retirement VRS	97,782	126,751	154,188	27,437	21.6%
50112 Hospital/Medical Plans	134,889	210,336	214,872	4,536	2.2%

Cost Center	Prior Year Actual	Approved Budget	Proposed Budget	Dollar Inc/Dec	Percent Inc/Dec
50113 Group Insurance - Life (VRS)	9,000	12,494	13,059	565	4.5%
50114 Unemployment Insurance	4,447	0	0	0	0.0%
50209 Other Professional Services	1,553	1,200	1,200	0	0.0%
50210 Maintenance and Repairs	18,971	25,472	25,173	-299	-1.2%
50270 Other Contractual Services	435	0	0	0	0.0%
50310 Automotive/Motor Pool	21,889	32,500	31,500	-1,000	-3.1%
50412 Telecommunications	6,714	9,500	9,500	0	0.0%
50453 Freight Charges	132	101	200	99	98.0%
50500 Office Supplies	1,290	2,000	2,000	0	0.0%
50506 Repair and Maintenance Supplies	0	1,210	1,210	0	0.0%
50510 Police And Fire Supplies/ITEMS	0	4,480	0	-4,480	-100.0%
50511 Uniforms/Wearing Apparel/ITEMS	7,771	15,952	9,432	-6,520	-40.9%
50514 Other Operating Supplies	12,502	7,800	10,000	2,200	28.2%
50521 Computer Software	1,279	1,068	1,068	0	0.0%
50833 Telecommunications Equipment- Replacement Less Than \$5000	2,586	0	0	0	0.0%
50911 Interdepartmental Billings	0	-49,782	0	49,782	100.0%
Total Cost Center	1,214,535	1,452,068	1,559,628	107,560	7.4%



**Operating Line Item Budget By Cost Center
Henrico County, Virginia
FY2022-23
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	196,812	222,786	245,438	22,652	10.2%
50101 Full-Time Salaries and Wages - Overtime	987	5,000	5,000	0	0.0%
50108 Hybrid Disability Prgm (Prev Wage Adj)	719	894	958	64	7.2%
50109 Vacancy Savings	0	-8,223	-8,823	-600	-7.3%
50110 FICA	14,443	17,426	19,159	1,733	9.9%
50111 Retirement VRS	28,937	31,190	40,571	9,381	30.1%
50112 Hospital/Medical Plans	36,328	60,096	61,392	1,296	2.2%
50113 Group Insurance - Life (VRS)	2,674	3,074	3,436	362	11.8%
50210 Maintenance and Repairs	0	500	500	0	0.0%
50240 Printing and Binding	0	100	100	0	0.0%
50260 Laundry and Dry Cleaning	0	500	500	0	0.0%
50412 Telecommunications	923	742	742	0	0.0%
50450 Dues And Association Memberships	100	100	100	0	0.0%
50453 Freight Charges	0	155	155	0	0.0%
50459 Other Charges Miscellaneous	281	5,000	5,000	0	0.0%
50500 Office Supplies	0	600	600	0	0.0%
50501 Food Supplies and Food Service	7,726	112,850	112,850	0	0.0%
50504 Laundry, Housekeeping, and Janitorial Supplies	-74	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	807	2,050	2,050	0	0.0%
50514 Other Operating Supplies	220	2,800	2,800	0	0.0%
50516 Chemicals	642	2,945	2,945	0	0.0%
50812 Furniture and Fixtures-New Less Than \$5000	4,543	0	0	0	0.0%
Total Cost Center	296,068	479,585	514,473	34,888	7.3%