

MEMORANDUM

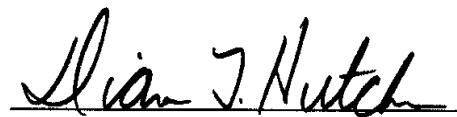
DATE: October 23, 2007
TO: The Board of Supervisors
FROM: Diana F. Hutchens, Director of Social Services
SUBJECT: Virginia Public Assistance Fund – Division of Social Services, Renovations of Restrooms

Social Services have designated \$57,700 in the Virginia Public Assistance Fund to be used for the renovation of four rest rooms in the Human Services Center. We are requesting the appropriation of the funds at this time. Proposals for the contract and scope of work have been reviewed by the James City County Purchasing Department.

Two rest rooms are located in the lobby that is shared with Olde Towne Medical Center, and two are located in Social Services. In an effort to have the rest rooms free of injurious matter and maintained in good repair, we are replacing wall tiles and flooring as well as painting all walls and installing new fixtures. The rest rooms have not previously been renovated, and the building was built in 1985. The improvements will enhance our ability to maintain appropriate facilities for the health and well-being of citizens and employees.

The Social Services lobby receptionist logged more than 10,200 visitors last year who came in to apply for financial assistance through programs such as Food Stamps and Medicaid, as well as those who received supportive services such as Child Protection and Adult Services. In addition, rooms in common areas are used by other community agencies and organizations. Furthermore, the Olde Towne Medical Center provides services to those in need of medical assistance which greatly adds to our number of visitors who utilize the lobby rest rooms.

Staff recommends the adoption of the attached resolution authorizing the appropriation of \$57,700 from the Virginia Public Assistance fund to the contractual line item budget in order to execute the contract to be awarded to W.L. Padden, General Contractor, for renovation of four rest rooms.



Diana F. Hutchens

CONCUR:



Doug Powell

DFH/nb
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Attachment