

**DESCRIPTION OF SERVICES**

The Department of General Services is to be created as of July 1, 2004, and is charged with overseeing the operations of the County’s Facilities, Grounds and Fleet Maintenance programs as well as Solid Waste, Capital Projects Administration, and the management of the County’s streetlight and street sign programs. The Department also oversees support services partnering agreements with the Williamsburg-James City County Schools.

**BUDGET SUMMARY**

	FY 04 Budget	FY 05 Adopted	FY 06 Adopted
Personnel	\$ 0	\$ 252,951	\$ 261,347
Operating	0	2,100	2,100
Utility Charges	0	276,101	283,466
Capital Outlay	0	6,000	6,000
Total	\$ <u>0</u>	\$ <u>537,152</u>	\$ <u>552,913</u>

**PERSONNEL**

Full-time Personnel	0	2.5	2.5
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**BUDGET COMMENTS**

This budget provides for the creation of a new department to consolidate general services operations and to provide coordinated service delivery for field personnel both in general operations and in response to declared emergencies, such as that recently demonstrated in the aftermath of Hurricane Isabel. One new position, the General Services Department Manager, is proposed. One-half of an existing Facilities position in the Williamsburg-James City County Public Schools is being relocated to General Services. This move is designed to promote additional partnering in basic maintenance support services between the Schools and the County. Also, a full-time Capital Projects Administrator position is being moved from the Office of County Administrator. Monthly utility charges for streetlights and the replacement and management of the streetlight and street sign programs are being moved to this budget from Environmental Services. The capital outlay included in the budget is for street signs and streetlights.