



Jeffrey A. Belles,
Director

General Services provides a broad spectrum of assistance to other City departments. With its headquarters at the Municipal Service Center on Lafayette St., it has 118 employees and oversees an operating budget in excess of \$25 million. The Building Maintenance Division maintains the City's buildings, providing maintenance and repair to over 1.3 million square feet of working space in 94 buildings.

The Fleet Services Division is responsible for the City vehicle fleet, providing maintenance and repair to over 2,300 vehicles. They also provide over 2.5 million gallons of fuel to these vehicles. The Copy Center runs approximately 6,200,000 copies per year and coordinates for outside printing work. Mailing Services mails out over 400,000 items per year and is also responsible for the City's inner office mail distribution. The Copy Center, Mailing Services and Fleet Services are all internal service funds.

DIVISIONS / CORE SERVICES:

- Fleet Services
- Building Maintenance
- ADA Coordination
- Energy Management and Utilities
- Copy Center
- Mailing Services

ACHIEVEMENTS FY05

2005 was the first year of existence for the General Services Department. The Department completed the consolidation of all the different functions.

- Installed a new Xerox Docutec copier in the copy center to automate and streamline copy requests
- Reduced the size of the vehicle fleet by processing 136 new vehicles in to the fleet and removing 247 old vehicles from the fleet
- Installed new Pitney Bowes mailing machine to reduce registered, return receipt and certified mail costs
- Upgraded 25 cooling units in 12 different buildings to increase cooling efficiency and reduce energy costs
- Formed departmental ADA coordination team to draft the City ADA Transition Plan

