

OFFICE OF GENERAL SERVICES

MISSION

The Office of General Services (OGS) was established to consolidate into a single agency the cost-efficient support services required to operate a changing and increasingly complex State government. These include telecommunications and computer systems, building design and construction, leasing, facility maintenance, purchasing of goods and services, and other basic support services, including mail, parking, printing and surplus property.

In recent years, these activities have continued and evolved to meet State government's changing needs. Many additional responsibilities have been added to make the Office the centralized service provider agency for the State. Among these more recent responsibilities are the purchasing of new technologies, participating in the statewide financing of various types of equipment, and overseeing the distribution of surplus Federal food to public and private organizations.

The Office supports the operations of State agencies by providing voice and data communications; centralized information processing; space planning and leasing; real property management and maintenance; centralized contracting for commodities, services and printing; employee and visitor parking management; and interagency mail and courier assistance. The Office also helps local governments reduce their operating costs by distributing federally donated foods and surplus equipment to them, and by offering them the use of its centralized commodity and service contracts.

ORGANIZATION AND STAFFING

The Office is headed by a Commissioner, who is appointed by the Governor, with a central executive staff and is structured around customer-focused business enterprises: Real Property Management and Development; Information Technology and Procurement Services; Design and Construction; and Support Services. The Office will have a workforce of 1,998 positions for 2002-03.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

The Executive Budget recommends \$592.8 million for the Office, which includes support of \$124.8 million in State tax dollars from the General Fund. This recommendation also includes \$230.1 million in user fees charged to State agencies and other governmental entities that utilize OGS central and other support services, and \$7.6 million in Federal funding. Most of this funding supports the operation of State office buildings, rehabilitation and other projects aimed at preserving or extending the useful life of office buildings, and the provision of centralized services to State agencies.

Recommended funding of \$214 million for the Capital Projects Budget includes the funding required to start the rehabilitation of the Alfred E. Smith Office Building and the construction of the new Elk Street garage while allowing the Office to also maintain its ongoing upkeep and preservation efforts at the other office buildings throughout the State.

PROGRAM HIGHLIGHTS

EXECUTIVE DIRECTION

This program provides the day-to-day management of the agency, helps State agencies to acquire vehicle insurance, administers financing for the State equipment purchasing program and coordinates the centralized purchase of electricity from the Power Authority of the State of New York.

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REAL PROPERTY MANAGEMENT AND DEVELOPMENT

This program is responsible for providing for the safe and efficient operation of approximately 46 major and 84 ancillary State-owned and operated buildings across the State. Services provided by this program include building management, operation, maintenance, cleaning and security for facilities encompassing 17.8 million interior gross square feet with a replacement value estimated at \$4.6 billion. Employees assigned to this program also manage building renovation projects, administer service contracts for the maintenance and operation of certain heating, ventilation and air conditioning systems, and negotiate agreements as needed for leased space.

The Office is also making a major capital investment in office facilities in downtown Albany. This program includes new office buildings for the Department of Environmental Conservation and the Office of the State Comptroller, a new parking garage in downtown Albany, the modernization of the Alfred E. Smith State Office Building. These projects, combined with other reconfigurations of office space, will facilitate the redevelopment of the Harriman State Office Campus.

TECHNOLOGY AND PROCUREMENT SERVICES

This group provides State agencies with state-of-the-art voice and data communications services, and manages the statewide procurement of goods, services and commodities having an annual value of \$1.7 billion. In carrying out these responsibilities, this group provides centralized telecommunication and data services and establishes standards for each commodity purchased by the Office by developing detailed specifications, evaluating bids, and monitoring vendor performance and quality control. Eligible local governments, schools and not-for-profit organizations may use these centralized contracts, which generally offer the best prices because of the State's purchasing power, to reduce their own operating costs.

DESIGN AND CONSTRUCTION

This group provides architectural, engineering, planning, and design and construction management services to State agencies operating State-owned facilities, and has projects valued at approximately \$400 million underway in design and \$500 million underway in construction.

SUPPORT SERVICES

Employees in this group provide and manage the delivery of interagency mail, employee and visitor parking and transfer of Federal and State surplus property. These employees also warehouse federally donated food and distribute it to school districts and food pantries.

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available 2001-02	Appropriations Recommended 2002-03	Change	Reappropriations Recommended 2002-03
State Operations	364,870,900	378,838,000	13,967,100	9,425,000
Aid To Localities	0	0	0	0
Capital Projects	39,000,000	214,000,000	175,000,000	90,030,000
Total	403,870,900	592,838,000	188,967,100	99,455,000

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ALL FUND TYPES PROJECTED LEVELS OF EMPLOYMENT BY PROGRAM FILLED ANNUAL SALARIED POSITIONS

Program	Full-Time Equivalent Positions (FTE)		
	2001-02	2002-03	FTE Change
	Estimated FTEs 03/31/02	Estimated FTEs 03/31/03	
Design and Construction			
Internal Service Funds	446	446	0
Executive Direction			
General Fund	110	110	0
Internal Service Funds	23	23	0
Information Technology and Procurement			
General Fund	179	179	0
Special Revenue Funds - Other	18	18	0
Internal Service Funds	193	193	0
Real Property Management and Development			
General Fund	860	860	0
Special Revenue Funds - Other	63	63	0
Enterprise Funds	14	14	0
Internal Service Funds	80	80	0
Fiduciary Funds	12	12	0
Total	1,998	1,998	0

STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE APPROPRIATIONS (dollars)

Fund Type	Available 2001-02	Recommended 2002-03	Change
General Fund	124,947,800	124,752,000	(195,800)
Special Revenue Funds - Federal	6,400,000	7,600,000	1,200,000
Special Revenue Funds - Other	13,590,400	13,723,000	132,600
Enterprise Funds	1,308,700	1,475,000	166,300
Internal Service Funds	217,531,800	230,169,000	12,637,200
Fiduciary Funds	1,092,200	1,119,000	26,800
Total	364,870,900	378,838,000	13,967,100

STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS (dollars)

Program	Available 2001-02	Recommended 2002-03	Change
Design and Construction			
Internal Service Funds	44,948,800	51,382,000	6,433,200
Executive Direction			
General Fund	12,260,300	12,262,000	1,700
Enterprise Funds	57,700	60,000	2,300
Internal Service Funds	41,071,800	46,308,000	5,236,200
Fiduciary Funds	842,200	869,000	26,800
Information Technology and Procurement			
General Fund	11,091,200	11,093,000	1,800
Special Revenue Funds - Federal	6,400,000	7,600,000	1,200,000
Special Revenue Funds - Other	3,429,600	4,452,000	1,022,400
Internal Service Funds	119,952,900	113,622,000	(6,330,900)
Real Property Management and Development			
General Fund	101,596,300	101,397,000	(199,300)
Special Revenue Funds - Other	10,160,800	9,271,000	(889,800)
Enterprise Funds	1,251,000	1,415,000	164,000
Internal Service Funds	11,558,300	18,857,000	7,298,700
Agency Trust Funds	250,000	250,000	0
Total	364,870,900	378,838,000	13,967,100

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STATE OPERATIONS - GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2002-03 RECOMMENDED (dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	5,739,000	(103,100)	5,531,000	(111,100)
Information Technology and Procurement	9,778,000	(123,400)	9,725,000	(137,400)
Real Property Management and Development	35,829,000	(930,500)	34,956,000	(931,400)
Total	51,346,000	(1,157,000)	50,212,000	(1,179,900)

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	156,000	6,000	52,000	2,000
Information Technology and Procurement	0	0	53,000	14,000
Real Property Management and Development	0	0	873,000	900
Total	156,000	6,000	978,000	16,900

STATE OPERATIONS - GENERAL FUND SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED APPROPRIATIONS AND CHANGES 2002-03 RECOMMENDED (dollars)

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	6,523,000	104,800	198,000	600
Information Technology and Procurement	1,315,000	125,200	97,000	(2,700)
Real Property Management and Development	65,568,000	731,200	4,000,000	0
Total	73,406,000	961,200	4,295,000	(2,100)

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	91,000	800	2,059,000	103,400
Information Technology and Procurement	57,000	(1,400)	1,140,000	129,500
Real Property Management and Development	275,000	0	59,793,000	1,131,200
Total	423,000	(600)	62,992,000	1,364,100

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction	0	0	4,175,000	0
Information Technology and Procurement	21,000	(200)	0	0
Real Property Management and Development	1,500,000	(200,000)	0	(200,000)
Total	1,521,000	(200,200)	4,175,000	(200,000)

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STATE OPERATIONS - OTHER THAN GENERAL FUND SUMMARY OF APPROPRIATIONS AND CHANGES 2002-03 RECOMMENDED (dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Design and Construction	51,382,000	6,433,200	26,334,000	946,800
Executive Direction	47,237,000	5,265,300	1,221,000	443,400
Information Technology and Procurement	125,674,000	(4,108,500)	10,295,000	(626,300)
Real Property Management and Development	29,793,000	6,572,900	6,876,000	465,900
Total	<u>254,086,000</u>	<u>14,162,900</u>	<u>44,726,000</u>	<u>1,229,800</u>

Program	Nonpersonal Service		Maintenance	Undistributed
	Amount	Change	Amount	Change
Design and Construction	25,048,000	5,486,400	0	0
Executive Direction	46,016,000	4,821,900	0	0
Information Technology and Procurement	115,379,000	(3,482,200)	0	0
Real Property Management and Development	22,667,000	6,107,000	250,000	0
Total	<u>209,110,000</u>	<u>12,933,100</u>	<u>250,000</u>	<u>0</u>

CAPITAL PROJECTS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS (dollars)

Comprehensive Construction Program	Available 2001-02	Recommended 2002-03	Change	Reappropriations 2002-03
Design and Construction Supervision				
Capital Projects Fund	6,500,000	8,000,000	1,500,000	19,821,000
Petroleum Storage Tank				
Capital Projects Fund	0	0	0	500,000
Flood Disaster Restoration Program				
Capital Projects Fund	0	0	0	3,000,000
Maintenance and Improvement of Real Property Facilities				
Capital Projects Fund	32,500,000	206,000,000	173,500,000	61,230,000
Capital Projects Fund - Advances	0	0	0	5,479,000
Total	<u>39,000,000</u>	<u>214,000,000</u>	<u>175,000,000</u>	<u>90,030,000</u>