

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 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 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; Procurement Services; Design and Construction; and Support Services. The Office will have a workforce of 1,631 positions for 2003-04.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

The Executive Budget recommends \$416.3 million for the Office, which includes support of \$117 million in State tax dollars from the General Fund. This recommendation also includes \$150 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. The 2003-04 Executive Budget proposes that OGS now provide administrative support (human resources, payroll and procurement services) to the Consumer Protection Board, the Division of Alcoholic Beverage Control, the Division of Veterans' Affairs, the Office of Public Security, the State Board of Elections and the State Emergency Management Office.

Agency savings will be achieved through workforce reductions generated by attrition and early retirements, energy conservation measures, restrictive travel practices and decreased equipment purchases.

Recommended funding of \$125.5 million for the Capital Projects Budget includes the funding required for construction of the new Elk Street garage in Albany, while allowing the Office to also maintain its ongoing upkeep and preservation efforts at the other office buildings throughout the State.

GENERAL SERVICES

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.

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. 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, known as the “Albany Plan”, includes the recently completed new office buildings for the Department of Environmental Conservation and the Office of the State Comptroller, new parking garages in downtown Albany and 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.

PROCUREMENT SERVICES

The procurement Services Group manages the state-wide procurement of commodities and services, which have an annual value of \$2 billion. This group establishes standards for each purchase item 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. Also included in this program is the Agency’s internal Information Resource Management, providing day-to-day computer data support & data management to all programs within the Agency.

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 \$576 million in design and \$570 million under construction.

SUPPORT SERVICES

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

GENERAL SERVICES

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available 2002-03	Appropriations Recommended 2003-04	Change	Reappropriations Recommended 2003-04
State Operations	388,788,000	290,847,600	(97,940,400)	6,400,000
Aid To Localities	0	0	0	0
Capital Projects	194,500,000	125,500,000	(69,000,000)	229,302,000
Total	<u>583,288,000</u>	<u>416,347,600</u>	<u>(166,940,400)</u>	<u>235,702,000</u>

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

Full-Time Equivalent Positions (FTE)

Program	2002-03 Estimated FTEs 03/31/03	2003-04 Estimated FTEs 03/31/04	FTE Change
Design and Construction			
Internal Service Funds	385	385	0
Executive Direction			
General Fund	118	98	(20)
Internal Service Funds	18	18	0
Procurement Services			
General Fund	184	128	(56)
Special Revenue Funds - Other	13	13	0
Internal Service Funds	78	78	0
Real Property Management and Development			
General Fund	844	774	(70)
Special Revenue Funds - Other	55	55	0
Enterprise Funds	13	13	0
Internal Service Funds	69	69	0
Total	<u>1,777</u>	<u>1,631</u>	<u>(146)</u>

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

Fund Type	Available 2002-03	Recommended 2003-04	Change
General Fund	124,952,000	117,031,000	(7,921,000)
Special Revenue Funds - Federal	7,600,000	7,600,000	0
Special Revenue Funds - Other	14,073,000	13,923,000	(150,000)
Enterprise Funds	1,475,000	1,091,000	(384,000)
Internal Service Funds	239,569,000	150,083,600	(89,485,400)
Fiduciary Funds	1,119,000	1,119,000	0
Total	<u>388,788,000</u>	<u>290,847,600</u>	<u>(97,940,400)</u>

GENERAL SERVICES

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

Program	Available 2002-03	Recommended 2003-04	Change
Design and Construction			
Internal Service Funds	51,382,000	48,760,000	(2,622,000)
Executive Direction			
General Fund	12,262,000	11,862,000	(400,000)
Special Revenue Funds - Other	350,000	200,000	(150,000)
Enterprise Funds	60,000	33,000	(27,000)
Internal Service Funds	55,708,000	61,907,500	6,199,500
Fiduciary Funds	869,000	869,000	0
Procurement Services			
General Fund	11,093,000	8,404,000	(2,689,000)
Special Revenue Funds - Federal	7,600,000	7,600,000	0
Special Revenue Funds - Other	4,452,000	4,452,000	0
Internal Service Funds	113,622,000	20,320,100	(93,301,900)
Real Property Management and Development			
General Fund	101,597,000	96,765,000	(4,832,000)
Special Revenue Funds - Other	9,271,000	9,271,000	0
Enterprise Funds	1,415,000	1,058,000	(357,000)
Internal Service Funds	18,857,000	19,096,000	239,000
Fiduciary Funds	250,000	250,000	0
Total	<u>388,788,000</u>	<u>290,847,600</u>	<u>(97,940,400)</u>

STATE OPERATIONS - GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2003-04 RECOMMENDED (dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	5,207,000	(532,000)	4,997,000	(534,000)
Procurement Services	7,089,000	(2,689,000)	6,991,000	(2,734,000)
Real Property Management and Development	32,618,000	(3,211,000)	31,527,000	(3,429,000)
Total	<u>44,914,000</u>	<u>(6,432,000)</u>	<u>43,515,000</u>	<u>(6,697,000)</u>
Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	156,000	0	54,000	2,000
Procurement Services	0	0	98,000	45,000
Real Property Management and Development	0	0	1,091,000	218,000
Total	<u>156,000</u>	<u>0</u>	<u>1,243,000</u>	<u>265,000</u>

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**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2003-04 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	6,655,000	132,000	250,000	52,000
Procurement Services	1,315,000	0	97,000	0
Real Property Management and Development	64,147,000	(1,621,000)	4,062,000	62,000
Total	<u>72,117,000</u>	<u>(1,489,000)</u>	<u>4,409,000</u>	<u>114,000</u>

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	91,000	0	2,139,000	80,000
Procurement Services	57,000	0	1,140,000	0
Real Property Management and Development	201,000	(74,000)	58,384,000	(1,409,000)
Total	<u>349,000</u>	<u>(74,000)</u>	<u>61,663,000</u>	<u>(1,329,000)</u>

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction	0	0	4,175,000	0
Procurement Services	21,000	0	0	0
Real Property Management and Development	1,500,000	0	0	(200,000)
Total	<u>1,521,000</u>	<u>0</u>	<u>4,175,000</u>	<u>(200,000)</u>

**STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
2003-04 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Design and Construction	48,760,000	(2,622,000)	24,039,000	(2,295,000)
Executive Direction	63,009,500	6,022,500	1,215,000	(6,000)
Procurement Services	32,372,100	(93,301,900)	4,989,000	(5,306,000)
Real Property Management and Development	29,675,000	(118,000)	5,986,000	(890,000)
Total	<u>173,816,600</u>	<u>(90,019,400)</u>	<u>36,229,000</u>	<u>(8,497,000)</u>

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Design and Construction	24,721,000	(327,000)	0	0
Executive Direction	61,594,500	6,178,500	200,000	(150,000)
Procurement Services	27,383,100	(87,995,900)	0	0
Real Property Management and Development	23,439,000	772,000	250,000	0
Total	<u>137,137,600</u>	<u>(81,372,400)</u>	<u>450,000</u>	<u>(150,000)</u>

GENERAL SERVICES

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

Comprehensive Construction Program	Available 2002-03	Recommended 2003-04	Change	Reappropriations 2003-04
Design and Construction Supervision				
Capital Projects Fund	8,000,000	13,000,000	5,000,000	20,322,000
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	96,300,000	93,000,000	(3,300,000)	109,801,000
Capital Projects Fund - Advances	0	0	0	5,479,000
Capital Projects Fund - Authority Bonds	90,200,000	19,500,000	(70,700,000)	90,200,000
Total	<u>194,500,000</u>	<u>125,500,000</u>	<u>(69,000,000)</u>	<u>229,302,000</u>