

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, printing and equipment maintenance services; 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 1,634 positions for 2004-05.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

The Executive Budget recommends \$352.9 million for the Office, which includes support of \$121.7 million in State tax dollars from the General Fund. This recommendation also includes \$178.7 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 \$43.5 million for the Capital Projects Budget allows the Office to maintain its ongoing upkeep and preservation efforts at 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.

GENERAL SERVICES

REAL PROPERTY MANAGEMENT AND DEVELOPMENT

This program is responsible for providing for the safe and efficient operation of approximately 44 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 17.1 million interior gross square feet with a replacement value estimated at \$4.5 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 soon to be completed renovation of the Department of Transportation Building, a new parking garage 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 statewide procurement of commodities and services, which have an annual value exceeding \$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. The Procurement Services Group also includes the agency's internal Information Resource Management Office which provides 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 \$453 million in design and \$542 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.

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available 2003-04	Appropriations Recommended 2004-05	Change	Reappropriations Recommended 2004-05
State Operations	290,715,600	309,448,000	18,732,400	7,600,000
Aid To Localities	0	0	0	0
Capital Projects	125,500,000	43,450,000	(82,050,000)	282,969,000
Total	416,215,600	352,898,000	(63,317,600)	290,569,000

GENERAL SERVICES

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

Full-Time Equivalent Positions (FTE)

Program	2003-04 Estimated FTEs 03/31/04	2004-05 Estimated FTEs 03/31/05	FTE Change
Design and Construction			
Internal Service Funds	385	369	(16)
Executive Direction			
General Fund	98	101	3
Internal Service Funds	18	20	2
Procurement Services			
General Fund	128	147	19
Special Revenue Funds - Other	13	13	0
Internal Service Funds	78	70	(8)
Real Property Management and Development			
General Fund	774	790	16
Special Revenue Funds - Other	55	54	(1)
Enterprise Funds	13	12	(1)
Internal Service Funds	69	58	(11)
Total	1,631	1,634	3

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

Fund Type	Available 2003-04	Recommended 2004-05	Change
General Fund	116,899,000	121,707,000	4,808,000
Special Revenue Funds - Federal	7,600,000	7,600,000	0
Special Revenue Funds - Other	14,792,000	16,027,000	1,235,000
Enterprise Funds	1,091,000	1,172,000	81,000
Internal Service Funds	150,083,600	162,692,000	12,608,400
Fiduciary Funds	250,000	250,000	0
Total	290,715,600	309,448,000	18,732,400

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

Program	Available 2003-04	Recommended 2004-05	Change
Design and Construction			
Internal Service Funds	48,760,000	42,844,000	(5,916,000)
Executive Direction			
General Fund	11,730,000	11,282,000	(448,000)
Special Revenue Funds - Other	1,069,000	1,069,000	0
Enterprise Funds	33,000	34,000	1,000
Internal Service Funds	61,907,500	73,624,000	11,716,500
Procurement Services			
General Fund	8,404,000	8,952,000	548,000
Special Revenue Funds - Federal	7,600,000	7,600,000	0
Special Revenue Funds - Other	4,452,000	4,698,000	246,000
Internal Service Funds	20,320,100	30,910,000	10,589,900
Real Property Management and Development			
General Fund	96,765,000	101,473,000	4,708,000
Special Revenue Funds - Other	9,271,000	10,260,000	989,000
Enterprise Funds	1,058,000	1,138,000	80,000
Internal Service Funds	19,096,000	15,314,000	(3,782,000)
Fiduciary Funds	250,000	250,000	0
Total	290,715,600	309,448,000	18,732,400

GENERAL SERVICES

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
2004-05 RECOMMENDED
(dollars)**

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	5,204,000	(3,000)	4,994,000	(3,000)
Procurement Services	8,117,000	1,028,000	8,019,000	1,028,000
Real Property Management and Development	33,317,000	699,000	32,226,000	699,000
Total	46,638,000	1,724,000	45,239,000	1,724,000

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	156,000	0	54,000	0
Procurement Services	0	0	98,000	0
Real Property Management and Development	0	0	1,091,000	0
Total	156,000	0	1,243,000	0

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2004-05 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	6,078,000	(445,000)	258,000	8,000
Procurement Services	835,000	(480,000)	97,000	0
Real Property Management and Development	68,156,000	4,009,000	7,744,000	3,682,000
Total	75,069,000	3,084,000	8,099,000	3,690,000

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	94,000	3,000	1,551,000	(456,000)
Procurement Services	59,000	2,000	657,000	(483,000)
Real Property Management and Development	207,000	6,000	59,557,000	1,173,000
Total	360,000	11,000	61,765,000	234,000

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction	0	0	4,175,000	0
Procurement Services	22,000	1,000	0	0
Real Property Management and Development	648,000	(852,000)	0	0
Total	670,000	(851,000)	4,175,000	0

GENERAL SERVICES

STATE OPERATIONS - OTHER THAN GENERAL FUND SUMMARY OF APPROPRIATIONS AND CHANGES 2004-05 RECOMMENDED (dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Design and Construction	42,844,000	(5,916,000)	22,000,000	(2,039,000)
Executive Direction	74,727,000	11,717,500	1,353,000	138,000
Procurement Services	43,208,000	10,835,900	3,851,000	(1,138,000)
Real Property Management and Development	26,962,000	(2,713,000)	5,092,000	(894,000)
Total	187,741,000	13,924,400	32,296,000	(3,933,000)

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Design and Construction	20,844,000	(3,877,000)	0	0
Executive Direction	73,174,000	11,579,500	200,000	0
Procurement Services	39,357,000	11,973,900	0	0
Real Property Management and Development	21,620,000	(1,819,000)	250,000	0
Total	154,995,000	17,857,400	450,000	0

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

Comprehensive Construction Program	Available 2003-04	Recommended 2004-05	Change	Reappropriations 2004-05
Design and Construction Supervision				
Capital Projects Fund	13,000,000	9,071,000	(3,929,000)	18,000,000
Flood Disaster Restoration Program				
Capital Projects Fund	0	0	0	3,000,000
Maintenance and Improvement of Real Property Facilities				
Capital Projects Fund	93,000,000	34,379,000	(58,621,000)	159,506,000
Capital Projects Fund - Advances	0	0	0	5,479,000
Capital Projects Fund - Authority Bonds	19,500,000	0	(19,500,000)	96,984,000
Total	125,500,000	43,450,000	(82,050,000)	282,969,000