

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.

In 2005-06, OGS will further expand its role as centralized service provider for State agencies and localities by offering these entities the opportunity to combine requirements into bulk procurement of basic information technology equipment at prices appreciably below existing State contracts. OGS will also make more efficient use of office space; serve as the central purchasing agent for automated external defibrillators for State facilities; and directly purchase electricity in bulk for State agencies. These efforts are expected to generate General Fund savings of approximately \$10.6 million.

The Office supports the operations of State agencies by providing 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. OGS also provides a number of smaller agencies with various centralized administrative and information processing services. 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 1,709 positions for 2005-06.

FISCAL BACKGROUND AND BUDGET HIGHLIGHTS

The Executive Budget recommends \$593 million for the Office, which includes support of \$129.1 million in State tax dollars from the General Fund. This recommendation also includes \$354.3 million in user fees charged to State agencies and other governmental entities that utilize OGS central and other support services, and \$7.7 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 \$100.3 million for the Capital Projects Budget allows the Office to maintain its ongoing upkeep and preservation efforts at 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 57 major and 71 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 \$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 recently 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 \$3 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 \$754 million in design and \$636 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 2004-05	Appropriations Recommended 2005-06	Change	Reappropriations Recommended 2005-06
State Operations	334,205,200	492,767,000	158,561,800	33,580,000
Aid To Localities	0	0	0	0
Capital Projects	43,450,000	100,250,000	56,800,000	251,299,000
Total	<u>377,655,200</u>	<u>593,017,000</u>	<u>215,361,800</u>	<u>284,879,000</u>

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

Full-Time Equivalent Positions (FTE)

Program	2004-05 Estimated FTEs 03/31/05	2005-06 Estimated FTEs 03/31/06	FTE Change
Design and Construction			
Internal Service Funds	364	425	61
Executive Direction			
General Fund	106	106	0
Internal Service Funds	16	16	0
Procurement Services			
General Fund	146	146	0
Special Revenue Funds - Other	13	18	5
Internal Service Funds	73	73	0
Real Property Management and Development			
General Fund	800	810	10
Special Revenue Funds - Other	55	55	0
Enterprise Funds	12	12	0
Internal Service Funds	48	48	0
Total	<u>1,633</u>	<u>1,709</u>	<u>76</u>

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

Fund Type	Available 2004-05	Recommended 2005-06	Change
General Fund	144,382,000	129,123,000	(15,259,000)
Special Revenue Funds - Federal	7,600,000	7,700,000	100,000
Special Revenue Funds - Other	16,238,000	18,910,000	2,672,000
Enterprise Funds	1,217,000	1,371,000	154,000
Internal Service Funds	164,518,200	335,413,000	170,894,800
Fiduciary Funds	250,000	250,000	0
Total	<u>334,205,200</u>	<u>492,767,000</u>	<u>158,561,800</u>

Adjustments:

Recommended Deficiency	
General Services, Office of General Fund	(20,500,000)
Transfer(s) From	
Special Pay Bill	
General Fund	(2,175,000)
Special Revenue Funds - Other	(211,000)
Enterprise Funds	(45,000)
Internal Service Funds	(1,826,200)
Appropriated 2004-05	<u>309,448,000</u>

GENERAL SERVICES

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

Program	Available 2004-05	Recommended 2005-06	Change
Design and Construction			
Internal Service Funds	44,197,200	47,027,000	2,829,800
Executive Direction			
General Fund	11,497,000	11,997,000	500,000
Special Revenue Funds - Other	1,069,000	1,248,000	179,000
Enterprise Funds	34,000	34,000	0
Internal Service Funds	73,679,000	189,293,000	115,614,000
Procurement Services			
General Fund	9,254,000	9,898,000	644,000
Special Revenue Funds - Federal	7,600,000	7,700,000	100,000
Special Revenue Funds - Other	4,734,000	6,534,000	1,800,000
Internal Service Funds	31,162,000	31,945,000	783,000
Real Property Management and Development			
General Fund	123,631,000	107,228,000	(16,403,000)
Special Revenue Funds - Other	10,435,000	11,128,000	693,000
Enterprise Funds	1,183,000	1,337,000	154,000
Internal Service Funds	15,480,000	67,148,000	51,668,000
Fiduciary Funds	250,000	250,000	0
Total	<u>334,205,200</u>	<u>492,767,000</u>	<u>158,561,800</u>

STATE OPERATIONS - GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2005-06 RECOMMENDED (dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	5,654,000	235,000	5,444,000	235,000
Procurement Services	8,749,000	330,000	8,651,000	330,000
Real Property Management and Development	36,784,000	1,809,000	35,693,000	1,809,000
Total	<u>51,187,000</u>	<u>2,374,000</u>	<u>49,788,000</u>	<u>2,374,000</u>
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	<u>156,000</u>	<u>0</u>	<u>1,243,000</u>	<u>0</u>

GENERAL SERVICES

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2005-06 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	6,343,000	265,000	266,000	8,000
Procurement Services	1,149,000	314,000	100,000	3,000
Real Property Management and Development	70,444,000	(18,212,000)	8,808,000	1,064,000
Total	<u>77,936,000</u>	<u>(17,633,000)</u>	<u>9,174,000</u>	<u>1,075,000</u>

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	97,000	3,000	1,805,000	254,000
Procurement Services	61,000	2,000	965,000	308,000
Real Property Management and Development	213,000	6,000	60,755,000	1,198,000
Total	<u>371,000</u>	<u>11,000</u>	<u>63,525,000</u>	<u>1,760,000</u>

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction	0	0	4,175,000	0
Procurement Services	23,000	1,000	0	0
Real Property Management and Development	668,000	20,000	0	(20,500,000)
Total	<u>691,000</u>	<u>21,000</u>	<u>4,175,000</u>	<u>(20,500,000)</u>

**STATE OPERATIONS - OTHER THAN GENERAL FUND
SUMMARY OF APPROPRIATIONS AND CHANGES
2005-06 RECOMMENDED
(dollars)**

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Design and Construction	47,027,000	2,829,800	24,117,000	1,186,600
Executive Direction	190,575,000	115,793,000	1,955,000	564,000
Procurement Services	46,179,000	2,683,000	4,312,000	288,000
Real Property Management and Development	79,863,000	52,515,000	5,726,000	369,000
Total	<u>363,644,000</u>	<u>173,820,800</u>	<u>36,110,000</u>	<u>2,407,600</u>

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Design and Construction	22,910,000	1,643,200	0	0
Executive Direction	188,420,000	115,229,000	200,000	0
Procurement Services	41,867,000	2,395,000	0	0
Real Property Management and Development	28,887,000	7,146,000	45,250,000	45,000,000
Total	<u>282,084,000</u>	<u>126,413,200</u>	<u>45,450,000</u>	<u>45,000,000</u>

GENERAL SERVICES

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

Comprehensive Construction Program	Available 2004-05	Recommended 2005-06	Change	Reappropriations 2005-06
Design and Construction Supervision				
Capital Projects Fund	9,071,000	12,000,000	2,929,000	22,320,000
Flood Disaster Restoration Program				
Capital Projects Fund	0	0	0	3,000,000
Maintenance and Improvement of Real Property Facilities				
Capital Projects Fund	34,379,000	84,250,000	49,871,000	163,697,000
Capital Projects Fund - Advances	0	0	0	5,479,000
Cap Proj Fund - Alfred E. Smith Bldg. (Auth Bonds)	0	0	0	36,183,000
Cap Proj Fund - Elk Street Garage (Auth Bonds)	0	4,000,000	4,000,000	20,620,000
Total	<u>43,450,000</u>	<u>100,250,000</u>	<u>56,800,000</u>	<u>251,299,000</u>