

# **OFFICE OF GENERAL SERVICES**

## **MISSION**

The Office of General Services (OGS) mission is to manage and lease real property, design, build and operate facilities, and deliver a wide array of support services, enabling the State of New York to function optimally. The unifying goal throughout all of the Office's varied operations is to assure the efficient use of State resources for all of their customers, whether they are other State agencies, local governments, non-governmental organizations, or the public. As OGS influences the spending of approximately \$7 billion in public funds, it is essential that they continually strive to increase efficiencies and overall effectiveness.

## **ORGANIZATION AND STAFFING**

OGS is headed by a Commissioner, appointed by the Governor, with a central executive staff and is structured around customer-focused business enterprises: Real Property Management and Development; Technology and Asset Management; and Design and Construction.

## **BUDGET HIGHLIGHTS**

The 2009-10 Executive Budget recommends **\$889.6 million All Funds** (\$148.5 million General Fund; \$610 million Internal Service Funds; \$131.1 million Other Funds) to support ongoing agency activities. This is an increase of **\$378.6 million All Funds** (a decrease of \$15.1 million General Fund; an increase of \$380.3 million Internal Service Funds and an increase of \$13.4 million Other Funds) from the 2008-09 Budget. The decrease in the General Fund reflects continued efforts to achieve savings through reductions in energy consumption as well as reductions in lower priority services. In addition, this decrease reflects the transfer of \$7.6 million to a newly established Office of Procurement Services.

The largest increase reflects the addition of a new \$400 million appropriation to permit the consolidation of lease payments under OGS. From this central vantage point, OGS expects to recapture \$15 million in savings for the State, resulting from audits of leases, relocations from leased to State space, and negotiations of improved rental rates and terms.

The Budget also reflects a \$13.3 million investment in the design and development of sustainability projects (e.g., green roofs, energy saving lighting, and climate control devices). OGS plans to make the generation of renewable energy and the application of sustainability concepts to both new construction and rehabilitation projects a centerpiece of their capital program.

The Executive Budget recommends **staff of 1,498** for the Office of General Services in 2009-10, a decrease of 103 from the prior year, which is entirely attributable to the transfer of functions to the new Office for Procurement Services.

## **GENERAL SERVICES**

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### **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 54 major and 76 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 \$6.2 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.

#### **TECHNOLOGY AND ASSET MANAGEMENT**

With the transfer of the Procurement Services Group to the new Office for Procurement Services, the "Procurement Services" program has been renamed as the "Technology and Asset Management" program. This program will be responsible for managing Information Technology, the Central Printing and Copy Center, seized assets, the interagency mail service, visitor parking, Federal and State surplus property.

#### **DESIGN AND CONSTRUCTION**

This group provides architectural, engineering, planning, and design and construction management services to State agencies (including OGS) that operate State-owned facilities, and has projects valued at approximately \$1.3 billion in design and \$900 million under construction. The program will be focusing on enhancing energy efficiency, the use of renewable energy sources wherever feasible, and the utilization of environmentally friendly material in all the new construction and rehabilitation projects it undertakes for its State agency clients.

#### **ALL FUNDS APPROPRIATIONS (dollars)**

<b>Category</b>	<b>Available 2008-09</b>	<b>Appropriations Recommended 2009-10</b>	<b>Change</b>	<b>Reappropriations Recommended 2009-10</b>
State Operations	427,879,000	791,634,000	363,755,000	7,230,000
Aid To Localities	0	0	0	0
Capital Projects	83,140,000	98,000,000	14,860,000	281,610,000
Total	511,019,000	889,634,000	378,615,000	288,840,000

## GENERAL SERVICES

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

Full-Time Equivalent Positions (FTE)			
Program	2008-09 Estimated FTEs 03/31/09	2009-10 Estimated FTEs 03/31/10	FTE Change
Design and Construction			
Internal Service Funds	417	417	0
Executive Direction			
General Fund	95	84	(11)
Internal Service Funds	26	26	0
Technology and Asset Management			
Program			
General Fund	143	51	(92)
Special Revenue Funds - Other	17	17	0
Internal Service Funds	78	78	0
Real Property Management and			
Development			
General Fund	715	715	0
Special Revenue Funds - Other	50	50	0
Enterprise Funds	11	11	0
Internal Service Funds	49	49	0
Total	1,601	1,498	(103)

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

Fund Type	Available 2008-09	Recommended 2009-10	Change
General Fund	163,577,000	148,457,000	(15,120,000)
Special Revenue Funds - Federal	8,230,000	8,230,000	0
Special Revenue Funds - Other	23,532,000	22,127,000	(1,405,000)
Enterprise Funds	2,081,000	2,014,000	(67,000)
Internal Service Funds	229,709,000	610,056,000	380,347,000
Fiduciary Funds	750,000	750,000	0
Total	427,879,000	791,634,000	363,755,000

Adjustments:

Transfer(s) From

Special Pay Bill	
General Fund	(4,311,000)
Special Revenue Funds - Other	(429,000)
Enterprise Funds	(75,000)
Internal Service Funds	(4,595,000)
Appropriated 2008-09	418,469,000

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

Program	Available 2008-09	Recommended 2009-10	Change
Curatorial Services Program			
Fiduciary Funds	750,000	750,000	0
Design and Construction			
Internal Service Funds	64,155,000	64,158,000	3,000
Executive Direction			
General Fund	14,531,000	12,443,000	(2,088,000)
Special Revenue Funds - Other	1,240,000	849,000	(391,000)
Enterprise Funds	89,000	89,000	0
Internal Service Funds	98,274,000	98,382,000	108,000
Technology and Asset Management Program			
General Fund	12,681,000	4,935,000	(7,746,000)
Special Revenue Funds - Federal	8,230,000	8,230,000	0
Special Revenue Funds - Other	5,336,000	4,903,000	(433,000)
Internal Service Funds	44,493,000	24,555,000	(19,938,000)
Real Property Management and Development			
General Fund	136,365,000	131,079,000	(5,286,000)
Special Revenue Funds - Other	16,956,000	16,375,000	(581,000)
Enterprise Funds	1,992,000	1,925,000	(67,000)
Internal Service Funds	22,787,000	422,961,000	400,174,000
Total	427,879,000	791,634,000	363,755,000

### STATE OPERATIONS - GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2009-10 RECOMMENDED (dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	4,998,000	(3,017,000)	4,967,000	(3,017,000)
Technology and Asset Management Program	4,086,000	(6,778,000)	4,056,000	(6,778,000)
Real Property Management and Development	38,766,000	(3,555,000)	34,832,000	(3,555,000)
Total	47,850,000	(13,350,000)	43,855,000	(13,350,000)
Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
Executive Direction	0	0	31,000	0
Technology and Asset Management Program	0	0	30,000	0
Real Property Management and Development	2,468,000	0	1,466,000	0
Total	2,468,000	0	1,527,000	0

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### STATE OPERATIONS - GENERAL FUND SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED APPROPRIATIONS AND CHANGES 2009-10 RECOMMENDED (dollars)

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	7,445,000	929,000	83,000	(20,000)
Technology and Asset Management Program	849,000	(968,000)	14,000	(21,000)
Real Property Management and Development	92,313,000	(1,731,000)	7,966,000	0
Total	100,607,000	(1,770,000)	8,063,000	(41,000)

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	65,000	(7,000)	6,052,000	963,000
Technology and Asset Management Program	29,000	(43,000)	775,000	(858,000)
Real Property Management and Development	204,000	0	83,505,000	(1,731,000)
Total	298,000	(50,000)	90,332,000	(1,626,000)

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction	70,000	(7,000)	1,175,000	0
Technology and Asset Management Program	31,000	(46,000)	0	0
Real Property Management and Development	638,000	0	0	0
Total	739,000	(53,000)	1,175,000	0

### STATE OPERATIONS - OTHER THAN GENERAL FUND SUMMARY OF APPROPRIATIONS AND CHANGES 2009-10 RECOMMENDED (dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Curatorial Services Program	750,000	0	0	0
Design and Construction	64,158,000	3,000	29,420,000	255,869
Executive Direction	99,320,000	(283,000)	2,221,000	73,925
Technology and Asset Management Program	37,688,000	(20,371,000)	4,526,000	(234,730)
Real Property Management and Development	441,261,000	399,526,000	6,582,000	(236,064)
Total	643,177,000	378,875,000	42,749,000	(141,000)

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Curatorial Services Program	750,000	0	0	0
Design and Construction	34,738,000	(252,869)	0	0
Executive Direction	97,099,000	(356,925)	0	0
Technology and Asset Management Program	33,162,000	(20,136,270)	0	0
Real Property Management and Development	34,679,000	(237,936)	400,000,000	400,000,000
Total	200,428,000	(20,984,000)	400,000,000	400,000,000

## ***GENERAL SERVICES***

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

<b>Comprehensive Construction Program</b>	<b>Available 2008-09</b>	<b>Recommended 2009-10</b>	<b>Change</b>	<b>Reappropriations 2009-10</b>
Design and Construction Supervision				
Capital Projects Fund	12,600,000	13,000,000	400,000	24,862,000
Maintenance and Improvement of Real Property				
Facilities				
Capital Projects Fund	57,400,000	61,700,000	4,300,000	215,875,000
Capital Projects Fund - Advances	0	0	0	5,347,000
Capital Projects Fund - Authority Bonds	13,140,000	10,000,000	(3,140,000)	35,526,000
Sustainability				
Capital Projects Fund - Authority Bonds	0	13,300,000	13,300,000	0
Total	<u>83,140,000</u>	<u>98,000,000</u>	<u>14,860,000</u>	<u>281,610,000</u>