

# **OFFICE OF GENERAL SERVICES**

## **MISSION**

The mission of the Office of General Services (OGS) is to manage and lease real property, design and build facilities, contract for goods and services, and deliver a wide array of essential support services. In its effort to support cost-effective operations and responsible public stewardship, the Office seeks to provide State agencies, local governments and nonprofit organizations with innovative solutions, integrated service, and best values. As OGS influences the spending of approximately \$6 billion in public funds, the Office continually strives to increase efficiencies and improve service.

## **ORGANIZATION AND STAFFING**

OGS is headed by a Commissioner, who is appointed by the Governor subject to Senate confirmation. The agency is organized into four major business units: Real Property Management and Development; Design and Construction; Procurement Services; and Administration. These units are under the direction of an Executive group which includes the Commissioner's Office, Public Information, Legal Services, Organizational Effectiveness, and Internal Audit.

## **BUDGET HIGHLIGHTS**

The 2011-12 Executive Budget recommends **\$546.2 million** in All Funds spending (\$128.9 million General Fund; \$300.7 million Internal Service Fund; \$84 million Capital Projects; and \$32.6 million Other Funds) to support ongoing agency activities. This is a decrease of **\$31.4 million (-5.4 percent)** All Funds (\$14.3 million General Fund; \$14 million Capital Projects; and \$3.1 million Other Funds) from the 2010-11 Enacted Budget. The Executive Budget reduces each agency's General Fund State Operations budget by 10 percent. These savings are intended to be achieved through administrative efficiencies in non-personal service and negotiated workforce savings that minimize layoffs to the extent possible.

## **PROGRAM HIGHLIGHTS**

### **EXECUTIVE DIRECTION**

This program provides the day-to-day management of the Office, assists State agencies with acquisition of vehicle insurance, administers financing for the State equipment purchasing program, coordinates the centralized purchase of electricity from the Power Authority of the State of New York, manages a donated foods program for local school districts and food pantries, and provides administrative services to several other State agencies.

### **REAL PROPERTY MANAGEMENT AND DEVELOPMENT**

This program is responsible for the safe and efficient operation of approximately 53 major and 79 ancillary State-owned and operated buildings. Services provided by this program include building management, operation, maintenance, cleaning, security, and renovation projects for facilities encompassing approximately 20.8 million interior gross

## **GENERAL SERVICES**

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square feet with a replacement value estimated at nearly \$ 7 billion. This program also manages food services, parking lots and garages, and cultural events at various State facilities.

Real Estate Planning and Development is responsible for negotiating leased space and determining space requirements for State agencies, the disposition of real property, and other real estate services and analysis.

### **PROCUREMENT SERVICES**

The Procurement Services program maintains more than 2,500 centralized contracts available to State agencies as well as other public and nonprofit entities. Other programmatic responsibilities include administering New York State Preferred Source contracts, providing technical assistance in public procurement mechanisms and offering best values.

### **DESIGN AND CONSTRUCTION**

The design and construction program provides architectural, engineering, planning, and design and construction management services to State agencies operating State-owned facilities. The program has turned its focus to enhancing green technology practices, including energy efficiency, the use of renewable energy sources wherever feasible, and the utilization of environmentally friendly material in all new construction and rehabilitation projects it undertakes for its State agency clients.

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

<b>Category</b>	<b>Available 2010-11</b>	<b>Appropriations Recommended 2011-12</b>	<b>Change</b>	<b>Reappropriations Recommended 2011-12</b>
State Operations	479,582,000	462,212,000	(17,370,000)	16,967,000
Aid To Localities	0	0	0	0
Capital Projects	98,000,000	84,000,000	(14,000,000)	334,346,000
Total	<u>577,582,000</u>	<u>546,212,000</u>	<u>(31,370,000)</u>	<u>351,313,000</u>

# GENERAL SERVICES

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

Full-Time Equivalent Positions (FTE)			
Program	2010-11 Estimated FTEs 03/31/11	2011-12 Estimated FTEs 03/31/12	FTE Change
Design and Construction			
Internal Service Funds	384	384	0
Executive Direction			
General Fund	89	89	0
Internal Service Funds	21	21	0
Procurement Program			
General Fund	128	128	0
Special Revenue Funds - Other	14	14	0
Internal Service Funds	42	45	3
Real Property Management and Development			
General Fund	604	604	0
Special Revenue Funds - Other	50	50	0
Enterprise Funds	10	10	0
Internal Service Funds	29	29	0
Total	1,371	1,374	3

The above table does not reflect layoffs that may be necessary in the absence of negotiated workforce savings.

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

Fund Type	Available 2010-11	Recommended 2011-12	Change
General Fund	143,172,000	128,912,000	(14,260,000)
Special Revenue Funds - Federal	11,340,000	8,230,000	(3,110,000)
Special Revenue Funds - Other	21,591,000	21,591,000	0
Enterprise Funds	2,009,000	2,009,000	0
Internal Service Funds	300,720,000	300,720,000	0
Fiduciary Funds	750,000	750,000	0
Total	479,582,000	462,212,000	(17,370,000)
Adjustments:			
Transfer(s) From			
Special Pay Bill			
General Fund	(66,000)		
Appropriated 2010-11	479,516,000		

# GENERAL SERVICES

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

Program	Available 2010-11	Recommended 2011-12	Change
Curatorial Services Program			
General Fund	66,000	0	(66,000)
Fiduciary Funds	750,000	750,000	0
Design and Construction			
Internal Service Funds	64,548,000	64,548,000	0
Executive Direction			
General Fund	13,065,000	11,876,000	(1,189,000)
Special Revenue Funds - Other	818,000	818,000	0
Enterprise Funds	89,000	89,000	0
Internal Service Funds	188,440,000	188,440,000	0
Procurement Program			
General Fund	11,447,000	10,302,000	(1,145,000)
Special Revenue Funds - Federal	11,340,000	8,230,000	(3,110,000)
Special Revenue Funds - Other	4,903,000	4,903,000	0
Internal Service Funds	24,669,000	24,669,000	0
Real Property Management and Development			
General Fund	118,594,000	106,734,000	(11,860,000)
Special Revenue Funds - Other	15,870,000	15,870,000	0
Enterprise Funds	1,920,000	1,920,000	0
Internal Service Funds	23,063,000	23,063,000	0
Total	<u>479,582,000</u>	<u>462,212,000</u>	<u>(17,370,000)</u>

## STATE OPERATIONS - GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2011-12 RECOMMENDED (dollars)

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Curatorial Services Program	0	(66,000)	0	(66,000)
Executive Direction	5,636,000	(626,000)	5,608,000	(623,000)
Procurement Program	8,918,000	(991,000)	8,891,000	(988,000)
Real Property Management and Development	35,791,000	(3,977,000)	32,251,000	(3,583,000)
Total	<u>50,345,000</u>	<u>(5,660,000)</u>	<u>46,750,000</u>	<u>(5,260,000)</u>

  

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
Curatorial Services Program	0	0	0	0
Executive Direction	0	0	28,000	(3,000)
Procurement Program	0	0	27,000	(3,000)
Real Property Management and Development	2,221,000	(247,000)	1,319,000	(147,000)
Total	<u>2,221,000</u>	<u>(247,000)</u>	<u>1,374,000</u>	<u>(153,000)</u>

# GENERAL SERVICES

## STATE OPERATIONS - GENERAL FUND SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED APPROPRIATIONS AND CHANGES 2011-12 RECOMMENDED (dollars)

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	6,240,000	(563,000)	85,000	(9,000)
Procurement Program	1,384,000	(154,000)	28,000	(4,000)
Real Property Management and Development	70,943,000	(7,883,000)	6,577,000	(730,000)
Total	<u>78,567,000</u>	<u>(8,600,000)</u>	<u>6,690,000</u>	<u>(743,000)</u>

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	39,000	(4,000)	6,057,000	632,000
Procurement Program	39,000	(4,000)	1,257,000	(140,000)
Real Property Management and Development	109,000	(13,000)	63,768,000	(7,085,000)
Total	<u>187,000</u>	<u>(21,000)</u>	<u>71,082,000</u>	<u>(6,593,000)</u>

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction	59,000	(7,000)	0	(1,175,000)
Procurement Program	60,000	(6,000)	0	0
Real Property Management and Development	489,000	(55,000)	0	0
Total	<u>608,000</u>	<u>(68,000)</u>	<u>0</u>	<u>(1,175,000)</u>

## STATE OPERATIONS - OTHER THAN GENERAL FUND SUMMARY OF APPROPRIATIONS AND CHANGES 2011-12 RECOMMENDED (dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Curatorial Services Program	750,000	0	0	0
Design and Construction	64,548,000	0	28,628,000	0
Executive Direction	189,347,000	0	2,201,000	0
Procurement Program	37,802,000	(3,110,000)	4,499,000	0
Real Property Management and Development	40,853,000	0	6,596,000	0
Total	<u>333,300,000</u>	<u>(3,110,000)</u>	<u>41,924,000</u>	<u>0</u>

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Curatorial Services Program	750,000	0	0	0
Design and Construction	35,920,000	0	0	0
Executive Direction	187,146,000	90,000,000	0	(90,000,000)
Procurement Program	33,303,000	0	0	(3,110,000)
Real Property Management and Development	34,257,000	0	0	0
Total	<u>291,376,000</u>	<u>90,000,000</u>	<u>0</u>	<u>(93,110,000)</u>

# GENERAL SERVICES

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

<b>Comprehensive Construction Program</b>	<b>Available 2010-11</b>	<b>Recommended 2011-12</b>	<b>Change</b>	<b>Reappropriations 2011-12</b>
Design and Construction Supervision				
Capital Projects Fund	12,766,000	13,166,000	400,000	34,003,000
Maintenance and Improvement of Real Property				
Facilities				
Capital Projects Fund	58,284,000	37,734,000	(20,550,000)	258,201,000
Capital Projects Fund - Advances	0	0	0	856,000
Capital Projects Fund - Authority Bonds	16,000,000	33,100,000	17,100,000	39,286,000
Sustainability				
Capital Projects Fund - Authority Bonds	10,950,000	0	(10,950,000)	2,000,000
Total	<u>98,000,000</u>	<u>84,000,000</u>	<u>(14,000,000)</u>	<u>334,346,000</u>