

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 \$7 billion in public funds, the Office continually strives to increase efficiencies and improve service.

ORGANIZATION AND STAFFING

OGS 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 2010-11 Executive Budget recommends **\$577.5 million All Funds** (\$143.1 million General Fund; \$300.7 million Internal Service Funds; and \$35.7 million Other Funds) to support ongoing agency activities. This is a net decrease of **\$329 million All Funds** (a decrease of \$12.9 million General Fund; a decrease of \$309.3 million Internal Service Funds; and a decrease of \$6.8 million Other Funds) from the 2009-10 budget. The decrease in the General Fund reflects reduced energy costs and consumption, as well as reductions in lower priority services. The decrease in Internal Service Funds reflects the elimination of a \$400 million appropriation intended to facilitate centralized lease management, which proved to be unnecessary as part of the agency's effort to achieve \$10 million in leased cost savings. In addition, \$90 million is added to enable OGS to purchase electricity directly, rather than through a power company, pursuant to legislation passed last year.

The Executive Budget projects a staffing level of **1,500** for the Office of General Services in 2010-11, a decrease of **48** from the prior year.

PROGRAM HIGHLIGHTS

EXECUTIVE DIRECTION

This program provides the day-to-day management of the Office, helps State agencies to acquire 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.

GENERAL SERVICES

REAL PROPERTY MANAGEMENT AND DEVELOPMENT

This program is responsible for providing 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 million interior gross square feet with a replacement value estimated at \$6.2 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 2,600 centralized contracts with an estimated annual value of more than \$5 billion. These competitive contracts are 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 best values.

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 \$1.2 billion in design and \$841 million under construction. The group 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 the new construction and rehabilitation projects it undertakes for its State agency clients.

ALL FUNDS APPROPRIATIONS (dollars)

Category	Available 2009-10	Appropriations Recommended 2010-11	Change	Reappropriations Recommended 2010-11
State Operations	808,508,000	479,516,000	(328,992,000)	16,447,000
Aid To Localities	0	0	0	0
Capital Projects	98,000,000	98,000,000	0	313,479,000
Total	<u>906,508,000</u>	<u>577,516,000</u>	<u>(328,992,000)</u>	<u>329,926,000</u>

GENERAL SERVICES

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

Full-Time Equivalent Positions (FTE)			
Program	2009-10 Estimated FTEs 03/31/10	2010-11 Estimated FTEs 03/31/11	FTE Change
Design and Construction			
Internal Service Funds	410	399	(11)
Executive Direction			
General Fund	102	98	(4)
Internal Service Funds	21	21	0
Procurement Program			
General Fund	146	141	(5)
Special Revenue Funds - Other	17	15	(2)
Internal Service Funds	49	49	0
Real Property Management and Development			
General Fund	708	684	(24)
Special Revenue Funds - Other	50	49	(1)
Enterprise Funds	11	10	(1)
Internal Service Funds	34	34	0
Total	1,548	1,500	(48)

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

Fund Type	Available 2009-10	Recommended 2010-11	Change
General Fund	156,021,000	143,106,000	(12,915,000)
Special Revenue Funds - Federal	17,540,000	11,340,000	(6,200,000)
Special Revenue Funds - Other	22,127,000	21,591,000	(536,000)
Enterprise Funds	2,014,000	2,009,000	(5,000)
Internal Service Funds	610,056,000	300,720,000	(309,336,000)
Fiduciary Funds	750,000	750,000	0
Total	808,508,000	479,516,000	(328,992,000)

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

Program	Available 2009-10	Recommended 2010-11	Change
Curatorial Services Program			
Fiduciary Funds	750,000	750,000	0
Design and Construction			
Internal Service Funds	64,158,000	64,548,000	390,000
Executive Direction			
General Fund	13,567,000	13,065,000	(502,000)
Special Revenue Funds - Other	849,000	818,000	(31,000)
Enterprise Funds	89,000	89,000	0
Internal Service Funds	98,382,000	188,440,000	90,058,000
Procurement Program			
General Fund	11,375,000	11,447,000	72,000
Special Revenue Funds - Federal	17,540,000	11,340,000	(6,200,000)
Special Revenue Funds - Other	4,903,000	4,903,000	0
Internal Service Funds	24,555,000	24,669,000	114,000
Real Property Management and Development			
General Fund	131,079,000	118,594,000	(12,485,000)
Special Revenue Funds - Other	16,375,000	15,870,000	(505,000)
Enterprise Funds	1,925,000	1,920,000	(5,000)
Internal Service Funds	422,961,000	23,063,000	(399,898,000)
Total	808,508,000	479,516,000	(328,992,000)

GENERAL SERVICES

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES
2010-11 RECOMMENDED
(dollars)**

Program	Total		Personal Service Regular (Annual Salaried)	
	Amount	Change	Amount	Change
Executive Direction	6,262,000	174,000	6,231,000	174,000
Procurement Program	9,909,000	276,000	9,879,000	276,000
Real Property Management and Development	39,768,000	1,002,000	35,834,000	1,002,000
Total	<u>55,939,000</u>	<u>1,452,000</u>	<u>51,944,000</u>	<u>1,452,000</u>

Program	Temporary Service (Nonannual Salaried)		Holiday/Overtime Pay	
	Amount	Change	Amount	Change
Executive Direction	0	0	31,000	0
Procurement Program	0	0	30,000	0
Real Property Management and Development	2,468,000	0	1,466,000	0
Total	<u>2,468,000</u>	<u>0</u>	<u>1,527,000</u>	<u>0</u>

**STATE OPERATIONS - GENERAL FUND
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED
APPROPRIATIONS AND CHANGES
2010-11 RECOMMENDED
(dollars)**

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction	6,803,000	(676,000)	94,000	(9,000)
Procurement Program	1,538,000	(204,000)	32,000	(3,000)
Real Property Management and Development	78,826,000	(13,487,000)	7,307,000	(659,000)
Total	<u>87,167,000</u>	<u>(14,367,000)</u>	<u>7,433,000</u>	<u>(671,000)</u>

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction	43,000	(29,000)	5,425,000	(627,000)
Procurement Program	43,000	(29,000)	1,397,000	(161,000)
Real Property Management and Development	122,000	(82,000)	70,853,000	(12,652,000)
Total	<u>208,000</u>	<u>(140,000)</u>	<u>77,675,000</u>	<u>(13,440,000)</u>

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction	66,000	(11,000)	1,175,000	0
Procurement Program	66,000	(11,000)	0	0
Real Property Management and Development	544,000	(94,000)	0	0
Total	<u>676,000</u>	<u>(116,000)</u>	<u>1,175,000</u>	<u>0</u>

GENERAL SERVICES

STATE OPERATIONS - OTHER THAN GENERAL FUND SUMMARY OF APPROPRIATIONS AND CHANGES 2010-11 RECOMMENDED (dollars)

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Curatorial Services Program	750,000	0	0	0
Design and Construction	64,548,000	390,000	28,628,000	(792,000)
Executive Direction	189,347,000	90,027,000	2,201,000	(20,000)
Procurement Program	40,912,000	(6,086,000)	4,499,000	(27,000)
Real Property Management and Development	40,853,000	(400,408,000)	6,596,000	14,000
Total	<u>336,410,000</u>	<u>(316,077,000)</u>	<u>41,924,000</u>	<u>(825,000)</u>

Program	Nonpersonal Service		Maintenance	Undistributed
	Amount	Change	Amount	Change
Curatorial Services Program	750,000	0	0	0
Design and Construction	35,920,000	1,182,000	0	0
Executive Direction	97,146,000	47,000	90,000,000	90,000,000
Procurement Program	33,303,000	141,000	3,110,000	(6,200,000)
Real Property Management and Development	34,257,000	(422,000)	0	(400,000,000)
Total	<u>201,376,000</u>	<u>948,000</u>	<u>93,110,000</u>	<u>(316,200,000)</u>

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

	Available 2009-10	Recommended 2010-11	Change	Reappropriations 2010-11
Comprehensive Construction Program				
Design and Construction Supervision				
Capital Projects Fund	13,000,000	12,766,000	(234,000)	26,032,000
Maintenance and Improvement of Real Property Facilities				
Capital Projects Fund	61,700,000	58,284,000	(3,416,000)	239,750,000
Capital Projects Fund - Advances	0	0	0	3,465,000
Capital Projects Fund - Authority Bonds	10,000,000	16,000,000	6,000,000	30,965,000
Sustainability				
Capital Projects Fund - Authority Bonds	13,300,000	10,950,000	(2,350,000)	13,267,000
Total	<u>98,000,000</u>	<u>98,000,000</u>	<u>0</u>	<u>313,479,000</u>