

# **OFFICE OF GENERAL SERVICES**

## **MISSION**

The Office of General Services (OGS) was established in 1960 to consolidate into a single agency state-of-the-art, cost efficient support services required to operate a changing and increasingly complex State government. These included telecommunications and computer systems, 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 central "housekeeping" 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 voice and data communication; centralized information processing; space planning and leasing; real property management and maintenance; centralized contracting for commodities, services and printing; 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; Information Technology and Procurement; Design and Construction; and Interagency Services. The Office will have a workforce of 2,172 positions for 1999-2000.

## **FISCAL BACKGROUND AND BUDGET HIGHLIGHTS**

The Executive Budget recommends \$446.3 million for the Office, which includes support of \$207.8 million in State tax dollars from the General Fund. This recommendation also includes \$232.5 million in user fees charged to State agencies and other governmental entities that utilize OGS central and other support services, and \$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. The change in General Fund support reflects normal salary adjustments offset by reduced requirements for contractual services. The additional Internal Services funding is attributable to increased usage of the EmpireNet by several agencies.

Recommended funding for the Capital Projects Budget includes support for critical projects at the State Capitol and for the modernization of State office buildings in the Capital District. Most of the increase in the Capital Projects Budget results from the Office completing its program for replacing petroleum storage tanks at State facilities. To meet the Federal requirement for New York and other states to replace their storage tanks by December 22, 1998, the Office moved appropriations in 1998-99 from its office building program to the petroleum storage tank program. Recommended funding for 1999-2000 will ensure that the Office maintains its current spending for the upkeep and preservation of office buildings.

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### **PROGRAM HIGHLIGHTS**

#### **EXECUTIVE DIRECTION**

Employees in this group provide the day-to-day leadership of the agency, and assure that Administration policies are reflected in the Office's programs and services. In addition, this group helps State agencies acquire vehicle insurance, administers financing the State equipment purchasing program and coordinates the centralized purchasing of electricity.

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

This program is responsible for providing for the safe and efficient operation of approximately 50 major and 70 ancillary State-owned and operated buildings across the State. Services provided by this program include building management, operation, maintenance, cleaning and security for facilities encompassing 17.7 million interior gross square feet with a replacement value estimated at \$4.4 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 stepped up its effort in 1996-97 to improve the upkeep of the State Capitol and, in cooperation with the Commission on the Restoration of the Capitol, undertook a study of critical rehabilitation needs that is guiding ongoing improvements.

The Office is also making a major capital investment in office facilities in the Albany area. The need for this effort results from years of under-investment, and the related need for State offices to accommodate modern technological and other requirements. This program includes new office buildings for the Department of Environmental Conservation and the Office of the State Comptroller, a new parking garage in downtown Albany, and the modernization of the Alfred E. Smith Office Building and selected buildings at the Harriman State Office Campus.

#### **TECHNOLOGY AND PROCUREMENT**

This group provides State agencies with state-of-the-art voice and data communications services, and manages the statewide procurement of goods, services and commodities having an annual value of \$1.5 billion. In carrying out these responsibilities, this group provides centralized information processing services and establishes standards for each commodity purchased by the Office 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.

#### **DESIGN AND CONSTRUCTION**

This group provides architectural, engineering, planning, design and construction management services to State agencies operating State-owned facilities. This group provides these services to over 20 agencies, and has projects valued at approximately \$300 million underway in design and \$500 million underway in construction.

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## INTERAGENCY SERVICES

Employees in this group provide and manage the delivery of interagency mail, employee and visitor parking, and the State's fleet of vehicles, and 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

Category	Available 1998-99	Appropriations Recommended 1999-00	Change	Reappropriations Recommended 1999-00
State Operations . . . . .	\$330,499,000	\$350,450,300	+ \$19,951,300	\$3,250,000
Aid To Localities . . . . .	. . . . .	. . . . .	. . . . .	. . . . .
Capital Projects . . . . .	53,500,000	95,800,000	+ 42,300,000	95,728,000
<b>Total . . . . .</b>	<b>\$383,999,000</b>	<b>\$446,250,300</b>	<b>+ \$62,251,300</b>	<b>\$98,978,000</b>

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

Program	Available 1998-99	1999-00 Recommended Average Fill Level			Change
		Personal Service (Regular)	Maintenance Undistributed	Total Recommended 1999-00	
<b>Executive Direction</b>					
General Fund . . . . .	130	129	. . . .	129	-1
Internal Service Funds . . . . .	18	18	. . . .	18	. . . .
<b>Real Property Management and Development</b>					
General Fund . . . . .	976	974	. . . .	974	-2
Special Revenue Funds — Other . . . . .	49	49	. . . .	49	. . . .
Enterprise Funds . . . . .	14	14	. . . .	14	. . . .
Internal Service Funds . . . . .	106	106	. . . .	106	. . . .
<b>Design and Construction</b>					
Internal Service Funds . . . . .	491	491	. . . .	491	. . . .
<b>Information Technology and Procurement</b>					
General Fund . . . . .	133	132	. . . .	132	-1
Special Revenue Funds — Other . . . . .	15	15	. . . .	15	. . . .
Internal Service Funds . . . . .	243	243	. . . .	243	. . . .
<b>Capital Planning</b>					
Capital Project Funds . . . . .	1	1	. . . .	1	. . . .
<b>Total . . . . .</b>	<b>2,176</b>	<b>2,172</b>	<b>. . . .</b>	<b>2,172</b>	<b>-4</b>

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## STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE APPROPRIATIONS

Fund Type	Available 1998-99	Recommended 1999-00	Change
General Fund . . . . .	\$111,942,000	\$111,987,300	+ \$45,300
Special Revenue Funds — Federal . . . . .	6,050,000	6,050,000	. . . . .
Special Revenue Funds — Other . . . . .	11,183,000	16,648,000	+ 5,465,000
Enterprise Funds . . . . .	1,054,000	1,153,000	+ 99,000
Internal Service Funds . . . . .	198,916,000	213,658,000	+ 14,742,000
Fiduciary Funds . . . . .	1,354,000	954,000	-400,000
Total . . . . .	<u>\$330,499,000</u>	<u>\$350,450,300</u>	<u>+ \$19,951,300</u>
Adjustments:			
Transfer(s) From			
Debt Service			
Debt Service Funds . . . . .	<u>-3,000,000</u>		
Appropriated 1998-99 . . . . .	<u>\$327,499,000</u>		

## STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS

Program	Available 1998-99	Recommended 1999-00	Change
Executive Direction			
General Fund . . . . .	\$11,252,100	\$12,609,200	+ \$1,357,100
Enterprise Funds . . . . .	54,000	56,000	+ 2,000
Internal Service Funds . . . . .	42,523,000	40,186,000	-2,337,000
Fiduciary Funds . . . . .	504,000	704,000	+ 200,000
Real Property Management and Development			
General Fund . . . . .	93,870,700	92,778,400	-1,092,300
Special Revenue Funds — Other . . . . .	5,193,000	13,380,000	+ 8,187,000
Enterprise Funds . . . . .	1,000,000	1,097,000	+ 97,000
Internal Service Funds . . . . .	9,110,000	8,784,000	-326,000
Fiduciary Funds . . . . .	850,000	250,000	-600,000
Design and Construction			
General Fund . . . . .	325,000	. . . . .	-325,000
Internal Service Funds . . . . .	43,137,000	43,261,000	+ 124,000
Information Technology and Procurement			
General Fund . . . . .	6,494,200	6,599,700	+ 105,500
Special Revenue Funds — Federal . . . . .	6,050,000	6,050,000	. . . . .
Special Revenue Funds — Other . . . . .	5,990,000	3,268,000	-2,722,000
Internal Service Funds . . . . .	<u>104,146,000</u>	<u>121,427,000</u>	<u>+ 17,281,000</u>
Total . . . . .	<u>\$330,499,000</u>	<u>\$350,450,300</u>	<u>+ \$19,951,300</u>

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## STATE OPERATIONS — GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 1999-00 RECOMMENDED

Program	Total Personal Service		Personal Service Regular (Annual Salaried)		Temporary Service (Nonannual Salaried)	
	Amount	Change	Amount	Change	Amount	Change
Executive Direction . . . . .	\$6,026,900	+ \$182,100	\$5,891,700	+ \$179,800	\$116,000	+ \$2,000
Real Property Management and Development . . . . .	33,069,300	+ 807,700	32,369,300	+ 807,700	. . . .	. . . .
Information Technology and Procurement . . . . .	6,086,700	+ 105,500	6,048,500	+ 104,900	23,900	+ 400
Total . . . . .	\$45,182,900	+ \$1,095,300	\$44,309,500	+ \$1,092,400	\$139,900	+ \$2,400

Program	Holiday/Overtime Pay (Annual Salaried)	
	Amount	Change
Executive Direction . . . . .	\$19,200	+ \$300
Real Property Management and Development . . . . .	700,000	. . . .
Information Technology and Procurement . . . . .	14,300	+ 200
Total . . . . .	\$733,500	+ \$500

## STATE OPERATIONS — GENERAL FUND SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED APPROPRIATIONS AND CHANGES 1999-00 RECOMMENDED

Program	Total		Supplies and Materials	
	Amount	Change	Amount	Change
Executive Direction . . . . .	\$6,582,300	+ \$1,175,000	\$212,700	. . . .
Real Property Management and Development . . . . .	59,709,100	-1,200,000	6,663,100	. . . .
Information Technology and Procurement . . . . .	513,000	. . . .	43,500	. . . .
Total . . . . .	\$66,804,400	-\$25,000	\$6,919,300	. . . .

Program	Travel		Contractual Services	
	Amount	Change	Amount	Change
Executive Direction . . . . .	\$87,900	. . . .	\$2,058,900	. . . .
Real Property Management and Development . . . . .	262,200	. . . .	51,355,400	-\$1,200,000
Information Technology and Procurement . . . . .	23,300	. . . .	439,500	. . . .
Total . . . . .	\$373,400	. . . .	\$53,853,800	-\$1,200,000

Program	Equipment		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction . . . . .	\$47,800	. . . .	\$4,175,000	+ \$1,175,000
Real Property Management and Development . . . . .	1,428,400	. . . .	. . . .	. . . .
Information Technology and Procurement . . . . .	6,700	. . . .	. . . .	. . . .
Total . . . . .	\$1,482,900	. . . .	\$4,175,000	+ \$1,175,000

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## STATE OPERATIONS — OTHER THAN GENERAL FUND SUMMARY OF APPROPRIATIONS AND CHANGES 1999-00 RECOMMENDED

Program	Total		Personal Service	
	Amount	Change	Amount	Change
Executive Direction . . . . .	\$40,946,000	-\$2,135,000	\$935,000	+ \$48,000
Real Property Management and Development . . . . .	23,511,000	+ 7,358,000	5,182,000	-1,101,000
Design and Construction . . . . .	43,261,000	+ 124,000	24,678,000	-128,000
Information Technology and Procurement . . . . .	130,745,000	+ 14,559,000	11,358,000	-702,000
Total . . . . .	<u>\$238,463,000</u>	<u>+ \$19,906,000</u>	<u>\$42,153,000</u>	<u>-\$1,883,000</u>

Program	Nonpersonal Service		Maintenance Undistributed	
	Amount	Change	Amount	Change
Executive Direction . . . . .	\$40,011,000	-\$2,183,000	. . . .	. . . .
Real Property Management and Development . . . . .	18,079,000	+ 9,059,000	\$250,000	-\$600,000
Design and Construction . . . . .	18,583,000	+ 252,000	. . . .	. . . .
Information Technology and Procurement . . . . .	119,387,000	+ 15,261,000	. . . .	. . . .
Total . . . . .	<u>\$196,060,000</u>	<u>+ \$22,389,000</u>	<u>\$250,000</u>	<u>-\$600,000</u>

## CAPITAL PROJECTS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS

Comprehensive Construction Programs	Available 1998-99	Recommended 1999-00	Change	Reappropriations 1999-00
Flood Disaster Restoration Program Capital Projects Fund . . . . .	. . . .	. . . .	. . . .	\$3,000,000
Maintenance and Improvement of Real Property Facilities Capital Projects Fund . . . . .	\$31,500,000	\$73,800,000	+ \$42,300,000	42,027,000
Capital Projects Fund - Advances . . . . .	. . . .	. . . .	. . . .	5,902,000
Design and Construction Supervision Capital Projects Fund . . . . .	10,000,000	21,500,000	+ 11,500,000	17,398,000
Petroleum Storage Tank Capital Projects Fund . . . . .	12,000,000	500,000	-11,500,000	27,104,000
Federal Capital Projects Fund . . . . .	. . . .	. . . .	. . . .	297,000
Total . . . . .	<u>\$53,500,000</u>	<u>\$95,800,000</u>	<u>+ \$42,300,000</u>	<u>\$95,728,000</u>