

# BUDGET

FISCAL YEAR 2023-2024

JOSH SHAPIRO  
GOVERNOR

REGGIE McNEIL  
ACTING SECRETARY



pennsylvania

DEPARTMENT OF GENERAL SERVICES



---

# DEPARTMENT OF GENERAL SERVICES

---

Fiscal Year 2023-2024 Budget

## Table of Contents

<b>Department Statement</b> .....	<b>1</b>
<b>Organization Chart</b> .....	<b>2</b>
<b>Section I – Executive Summary and SFA</b> .....	<b>3</b>
Executive Summary .....	4
Summary by Fund and Appropriation .....	6
<b>Section II – Summary of Appropriations</b> .....	<b>8</b>
<u>General Fund</u>	
General Government Operations .....	9
Capitol Police Operations .....	14
Rental and Municipal Charges .....	17
Utility Costs .....	20
Excess Insurance Coverage .....	24
Transfer – State Insurance Fund Solvency .....	27
Capitol Fire Protection .....	30
<u>Motor License Fund</u>	
Harristown Rental Charges .....	33
Harristown Utility and Municipal Charges .....	36
Tort Claims Payments .....	39
<u>Purchasing Fund</u>	
Warehouse .....	42
Publications .....	45
Auto Lease .....	48
Gas and Oil .....	51
<u>General Fund – Restricted</u>	
Temporary Fleet Vehicles .....	54

**Section III – Appropriations Committee Requests ..... 57**  
Roll-over Charges..... 58  
Supplemental Appropriations..... 58  
Cost Savings ..... 58

---

# DEPARTMENT BUDGET STATEMENT

---

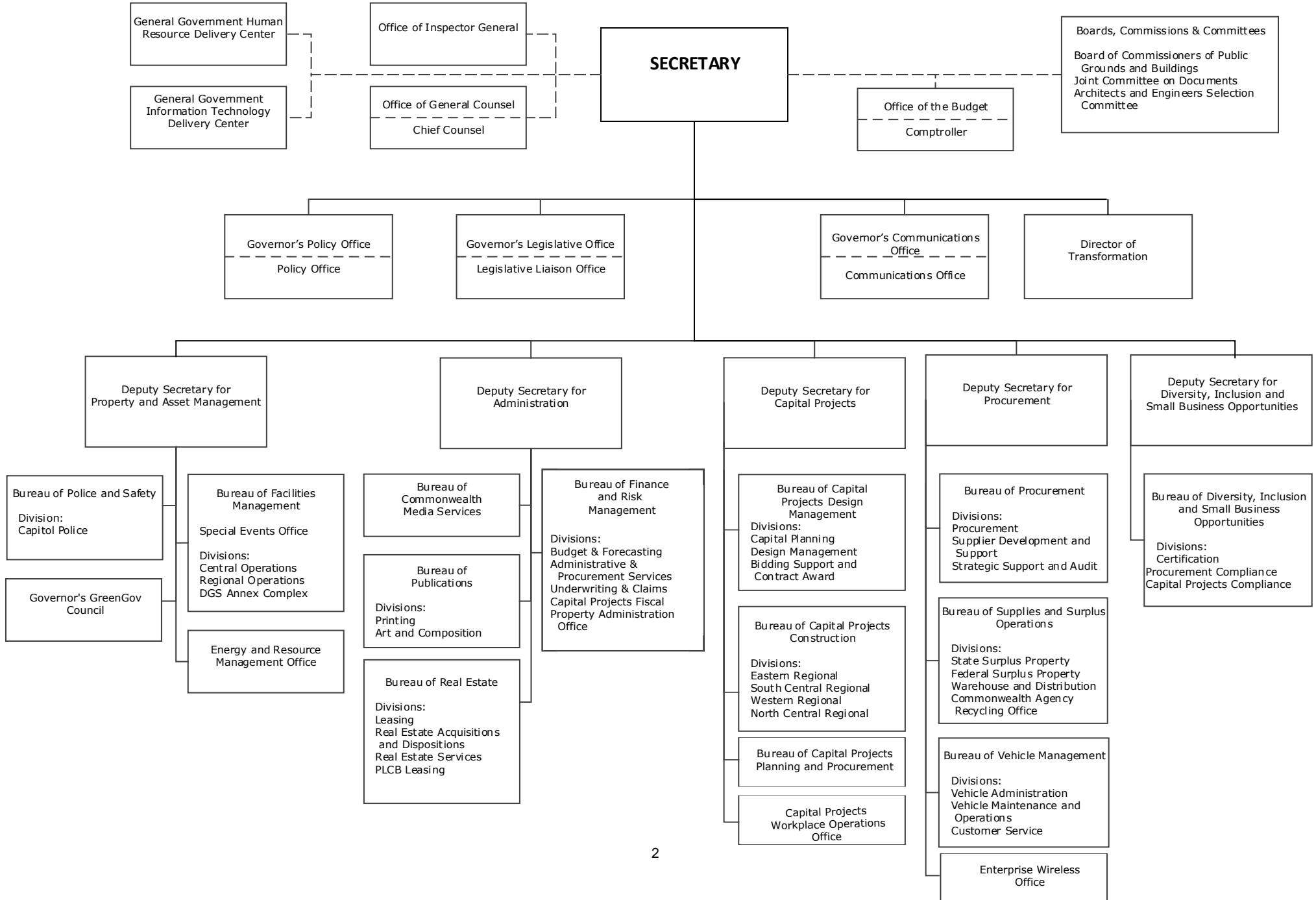
The mission of the Department of General Services (DGS) is to help government operate more efficiently, effectively, and safely, to deliver exceptional value for all Pennsylvanians. DGS strives to achieve this mission through the provision of essential functions directly and through careful oversight of essential functions in accordance with its statutory authority. These essential functions fall into four broad categories, comprising more than one hundred specific lines of business:

- Procurement, contracting, and materials and vehicle management
- Facilities and energy management, maintenance, and security
- Non-highway building design and construction
- Communications, financial and risk management, real estate, and administration
- Small and small diverse business support

The Department primarily serves other entities within Pennsylvania's state government but also counts local governments, school districts, and non-profits among its valued customers. DGS is responsible for ensuring effective stewardship of public resources and for achieving critical Commonwealth enterprise goals, such as improving the participation of small and small diverse businesses in Commonwealth contracts.

The proposed budget for 2023-24 reflects an integrated approach to the Department's core business operations. The Department's current multi-year effort is to set bureau-specific performance objectives for all lines of business and to use lean principles, tools, and methods to achieve process improvements specific to those objectives. The intended result is an agency transformed, with clarity of purpose and mature processes, management systems, capabilities, and culture necessary to deliver sustainable value well into the future.

# DEPARTMENT OF GENERAL SERVICES



---

# SECTION I

---

Executive Summary  
&  
Summary by Fund and Appropriation

---

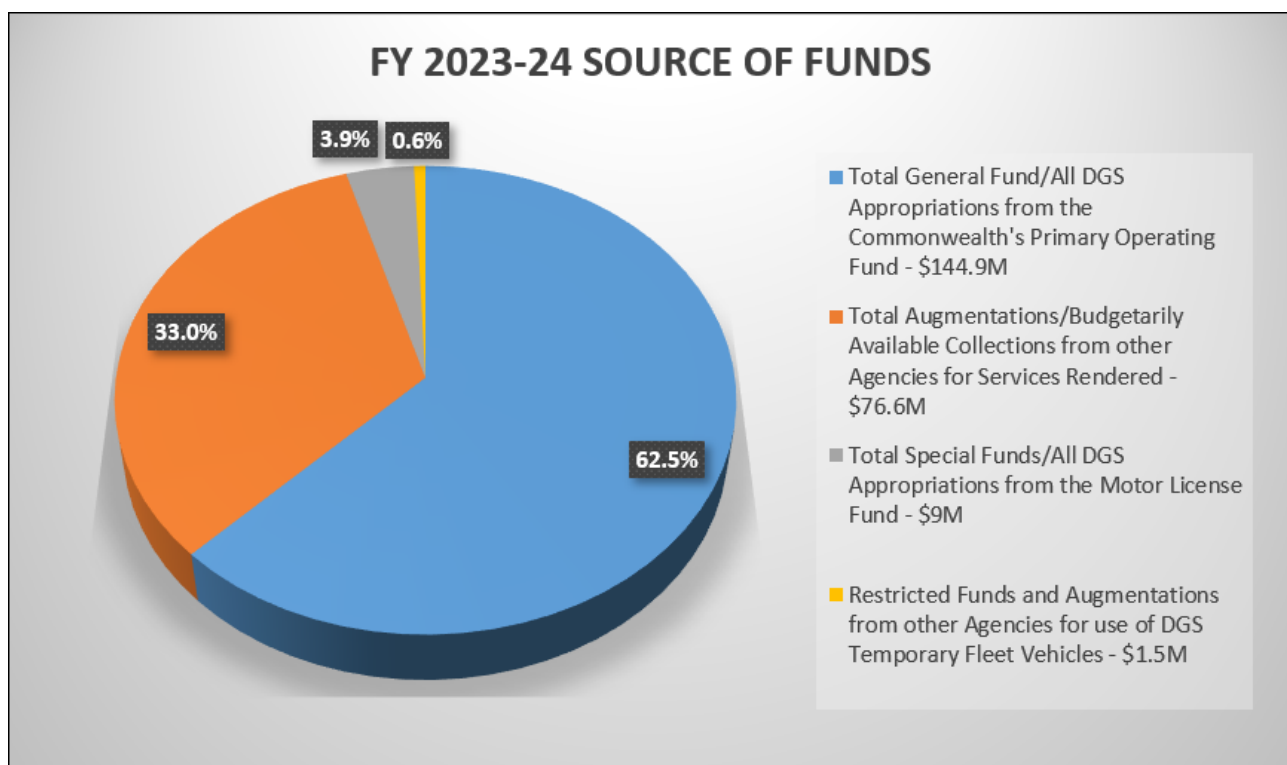
# EXECUTIVE SUMMARY

---

The Department of General Services' (DGS) mission is to help government operate more efficiently, effectively, and safely – delivering exceptional value for all Pennsylvanians.

The Department provides shared services to support the business operations of all agencies of the Commonwealth of Pennsylvania. With DGS assistance and oversight, our customers procure necessary goods and services; obtain new and renovated facilities; consume print, mail, and media services; manage fleet vehicles efficiently; and work in clean, safe and comfortable workplaces. The Department also serves local governments, non-profit organizations, and the public by handling insurance claims, distributing surplus property, and providing police and security services.

DGS leads the Commonwealth's Diversity, Inclusion and Small Business Opportunities programs and serves as the home to the Governor's Green Gov Council. DGS, through its Office of Transformation, supports leadership development across the agency and assists in the implementation of lean principles/tools and continuous improvement efforts.



General operating costs of the Department are funded by the General Government Operations Appropriation, consisting of \$63.298 million in state appropriations and \$45.645 million in augmentations. Approximately 77% of the budget allocation is for personnel expenses including the payment of salaries, benefits, and other related staffing costs.

Specific appropriations totaling \$90.56 million are dedicated directly for the following purposes:

Capitol Police Operations	\$16,360,000
Rental and Municipal Charges	\$27,794,000
Utility Costs/All DGS Facilities	\$27,272,000
Excess Property Insurance (for losses >\$1M, DGS portion)	\$3,637,000
Capitol Fire Protection by the City of Harrisburg	\$5,000,000
Payment of Tort Claims for Motor License Fund	\$9,000,000
Transfer to State Insurance Fund (for losses <\$1M)	\$1,500,000
<b>Total</b>	<b>\$90,563,000</b>

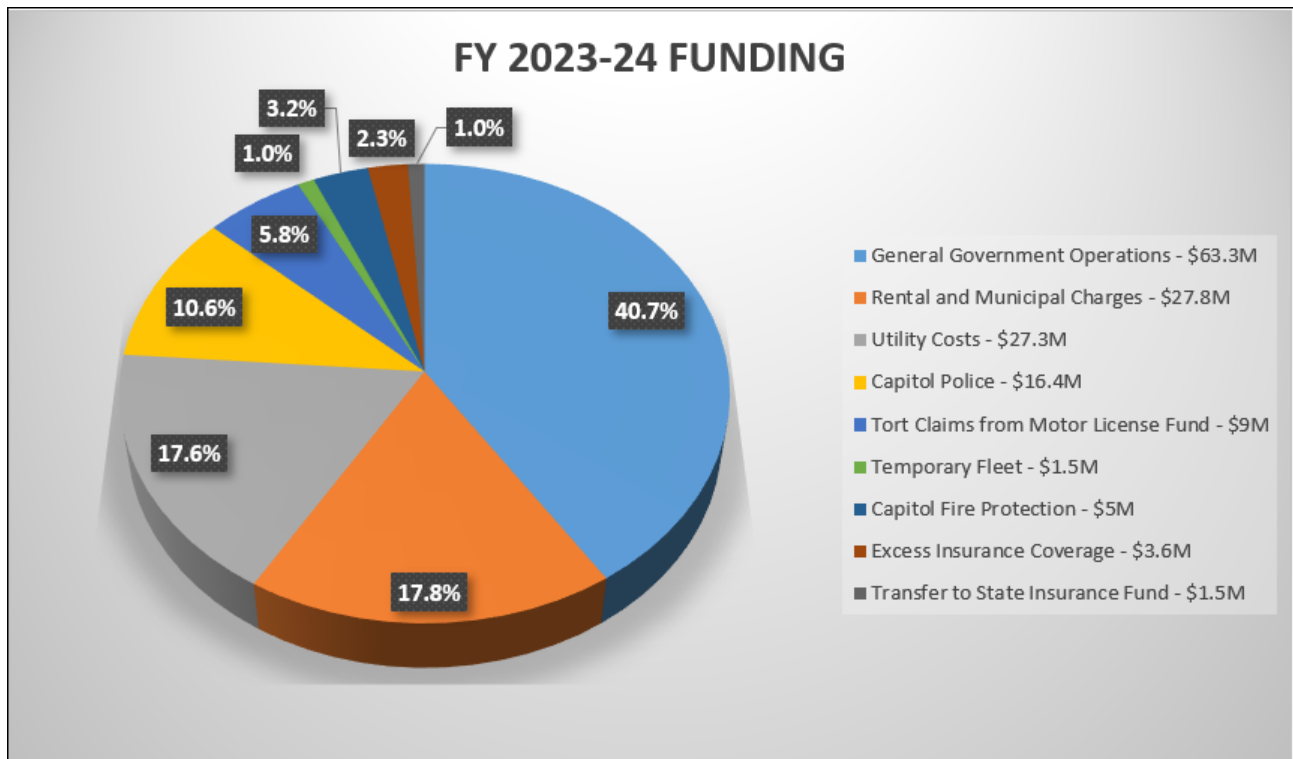
### DGS' VISION

To create a sustainable, human-centered approach to working that builds our employees' capabilities and delivers increasing value to our customers for generations to come.

### DGS' VALUES

Our Team; Customer Care; and Quality and Innovation.

By demonstrating this vision and living these values, DGS aims to improve our services and build our employee capabilities to better serve our customers and to deliver cost savings.





**SUMMARY BY FUND & APPROPRIATION**

**Department of General Services**

Fund/Appropriation	2021-22 Actual	2022-23 Available	2023-24 Budget	% Change
<b>GENERAL FUND:</b>				
General Government Operations	<b>55,275</b>	<b>56,329</b>	<b>63,298</b>	12.37%
Personnel	39,140	39,585	45,796	15.69%
Operating	14,480	15,266	16,847	10.36%
Fixed Assets	1,655	1,478	655	-55.68%
Transfer	-	-	-	
Budgetary Reserve	-	-	-	
Lapse	-	-	-	
Capitol Police Operations	<b>14,286</b>	<b>15,396</b>	<b>16,360</b>	6.26%
Personnel	12,127	12,324	13,421	8.90%
Operating	1,839	2,597	2,664	2.58%
Fixed Assets	320	475	275	-42.11%
Budgetary Reserve	-	-	-	
Lapse	-	-	-	
Rental and Municipal Charges <sup>a</sup>	26,150	26,701	27,794	4.09%
Utility Costs <sup>b</sup>	24,626	25,393	27,272	7.40%
Excess Insurance Coverage	3,477	3,477	3,637	4.60%
Transfer to State Insurance Fund	1,500	1,500	1,500	0.00%
Capitol Fire Protection	5,000	5,000	5,000	0.00%
	<b>130,314</b>	<b>133,796</b>	<b>144,861</b>	8.27%
<b>MOTOR LICENSE FUND</b>				
Harristown Rental Charges <sup>a</sup>	105	105	-	-100.00%
Harristown Utility and Municipal Charges <sup>b</sup>	278	276	-	-100.00%
Tort Claims Payments	9,000	9,000	9,000	0.00%
	<b>9,383</b>	<b>9,381</b>	<b>9,000</b>	-4.06%
<b>FEDERAL</b>				
	-	-	-	
<b>AUGMENTATIONS</b>				
	<b>62,839</b>	<b>71,574</b>	<b>76,549</b>	6.95%
<b>RESTRICTED</b>				
	<b>768</b>	<b>1,500</b>	<b>1,500</b>	0.00%

## SUMMARY BY FUND & APPROPRIATION

### Department of General Services

Fund/Appropriation	2021-22 Actual	2022-23 Available	2023-24 Budget	% Change
<b>DEPARTMENT TOTALS</b>				
General Fund	130,314	133,796	144,861	8.27%
Motor License Fund	9,383	9,381	9,000	-4.06%
Federal Funds	-	-	-	
Augmentations	62,839	71,574	76,549	6.95%
Restricted	768	1,500	1,500	0.00%
<b>TOTAL ALL FUNDS</b>	<b>203,304</b>	<b>216,251</b>	<b>231,910</b>	<b>7.24%</b>

<sup>a</sup>Harristown Rental Charges funding moved from the Motor License Fund to the General Fund.

<sup>b</sup>Harristown Utility and Municipal Charges funding moved from the Motor License Fund to the General Fund.

---

# SECTION II

---

## Summary of Appropriations

**DEPARTMENT OF GENERAL SERVICES  
GENERAL FUND  
GENERAL GOVERNMENT OPERATIONS**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	55,275	56,329	63,298	6,969	12.37%
Federal Funds	0	0	0	0	0.00%
Other Funds	32,315	40,025	45,645	5,620	14.04%
Total	87,590	96,354	108,943	12,589	13.07%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	39,140	39,585	45,796	6,211	15.69%
Federal Funds	0	0	0	0	0.00%
Other Funds	25,035	31,187	37,801	6,614	21.21%
Total	64,175	70,772	83,597	12,825	18.12%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	14,480	15,266	16,847	1,581	10.36%
Federal Funds	0	0	0	0	0.00%
Other Funds	6,904	8,409	7,444	(965)	-11.48%
Total	21,384	23,675	24,291	616	2.60%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	1,655	1,478	655	(823)	-55.68%
Federal Funds	0	0	0	0	0.00%
Other Funds	376	429	400	(29)	-6.76%
Total	2,031	1,907	1,055	(852)	-44.68%



**GENERAL FUND  
GENERAL GOVERNMENT OPERATIONS  
(continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

(a) " <u>Positions</u> "	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u> Budgeted
State Funds				
Authorized	441	447	481	481
Filled	396	393	393	393
Federal Funds				
Authorized	0	0	0	0
Filled	0	0	0	0
Other Funds				
Authorized <sup>a</sup>	216	242	278	278
Filled <sup>b</sup>	185	205	206	206
Total				
Authorized	<u>657</u>	<u>689</u>	<u>759</u>	<u>759</u>
Filled	<u>581</u>	<u>598</u>	<u>599</u>	<u>599</u>
(b) " <u>Agency Benefit Factor</u> "	<u>78.60%</u>	<u>70.60%</u>	<u>70.60%</u>	<u>76.60%</u>

<sup>a</sup> 278 authorized positions for 2023/24 are funded through augmentations.

<sup>b</sup> 206 filled positions for 2023/24 are funded through augmentations.

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	10074 – General Government Operations	001 – General Fund	2023

## Program Narrative

This Appropriation provides funding for property and facilities management, space acquisition and utilization, procurement, customer service, public works, and administrative support operations of the Department of General Services (DGS).

## Program Performance

The General Government Operations Appropriation (GGO) provides resources to support and maintain the wide variety of programs, functions, and responsibilities of DGS. The Department supports numerous functions for executive branch agencies. Activities and initiatives are summarized below:

### Procurement

The Bureau of Procurement (BOP) is focused on the promotion of an effective, efficient purchasing process for goods, services, and information technology. The Bureau has saved the Commonwealth and its taxpayers \$682 million since July of 2015. BOP's solicitations and subsequent contracts, in concert with the Bureau of Diversity, Inclusion, and Small Business Opportunities, directs hundreds of millions of dollars to small and disadvantaged businesses. BOP's focus for the coming year will be to lead the Shapiro Administration's goals of expanding the participation of non-profit businesses in COSTARS; increasing agency tactical spend through the Small Business Reserve Program; and bolstering small and veteran-owned business participation in federally funded infrastructure projects.

### Bureau of Supplies and Surplus Operations

The Bureau of Supplies and Surplus Operations will continue to deliver value and full lifecycle return on public assets through its federal and state surplus property operations. Reutilization, federal property donations, and private municipal and public auctions ensure that taxpayers receive the greatest possible return on their investments. The Recycling Division will partner with BOP to attempt to secure a fourth straight, annual EPEAT award for electronics recycling and procurement of goods with recycled content.

### Capital Programs

Capital Programs manages the capital planning, design, and construction of a \$3.7 billion capital project portfolio. Capital Programs is responsible for creating draft legislation for appropriation acts, providing five-year capital project budget book projections, and overseeing the hiring of all design professionals and construction contractors for capital projects. The deputate oversees the administration of the Job Order Contracting (JOC) program which is a procurement method state agencies leverage to quickly complete small construction projects with a total value between \$10,000 to \$400,000.

### Property and Asset Management

DGS continues to deliver a variety of services to care for the Capitol Complex as well as other DGS-managed facilities. Facilities Management has accomplished approximately 15 various building improvement projects throughout this past year, including energy savings projects of various types. They also continue to work with Capital Programs on 18 large scale Capital projects involving repairs and renovations to various facilities. The continued effort to implement the EnergyCAP utility program will eventually allow the commonwealth to monitor their utility usage and payments closely at an enterprise level. DGS and commonwealth agencies continue to be on track with the energy consumption reductions stipulated in Executive Order 2019-01. DGS continues to engage commonwealth agencies through the GreenGov Council and the DGS GESA program. These efforts promote the incorporation of environmentally sustainable practices into government's policy, planning, operations, procurement, and other key essential functions to achieve energy reduction and sustainability goals. DGS Special Events staff assisted PEMA and Facilities Management during the COVID pandemic. DGS's Facilities/Maintenance personnel also assist with design, access, and liaison services to the

occupying agencies through the completion of all Capital and JOC projects throughout the state-owned facilities that DGS manages.

### **Administration**

GGO funding supports three functions within the Administration Deputate: Finance and Risk Management, Real Estate, and Commonwealth Media Services. Each of these entities functions as internal service providers to all agencies of the commonwealth, and in some cases, external taxpayer customers. Most recently, the work of the Finance and Risk Management team has been focused in three broad areas: financial transactions (A/R, A/P), procurement transactions, and insurance claim and policy management. Over the course of the last calendar year, this team's accomplishments include the implementation of new risk management software; continued reduction of paper processes and cycle times associated in insurance claim review, negotiations, and settlement; completion of hundreds of essential department-wide purchase orders and FF&E (furniture, fixtures, and equipment) procurements on behalf of the State System of Higher Education; and the processing of millions of dollars of construction and design payment transactions. The Bureau of Real Estate aggressively focuses on consulting with our agency customers to identify ways to "right size" their real estate portfolios, whether consolidating lease locations, reconfiguring existing space, or selling surplus property. This team manages over 15 million square feet of owned and leased space, administers more than 1,000 leases for 11.8 million square feet valued at \$259 million annually, and has sold eight surplus properties valued at \$2.75 million in calendar year 2022. Commonwealth Media Services delivers creative in-house communications solutions for news, multi-media, marketing, and special events. This team has delivered over 900 service requests for broadcast news, photos, streaming or video productions in addition to executing 85 marketing campaigns realizing over \$8.5 million in added value to agency customers.

### **Diversity, Inclusion, and Small Business Opportunities**

The Bureau of Diversity, Inclusion, and Small Business Opportunities (BDISBO) coordinates a consistent effort and collaborative approach to ensure diversity and inclusion in all contracting opportunities for small, small diverse, and veteran-owned businesses throughout agencies under the Governor's jurisdiction. BDISBO enthusiastically implements sound policies and oversees commonwealth small business programs to better prepare all small businesses to compete and succeed in Pennsylvania's economy. In fiscal year 2021-22, the commonwealth awarded nearly \$1 billion dollars to small and small diverse companies. Small businesses received \$393 million or 8% and small diverse businesses received \$543 million or 11% of total commonwealth spend for goods and services. These contract awards had a tremendous economic impact at the federal, state, and local levels. BDISBO's fiscal year 2021-22 annual report included our first ever Economic Impact Analysis. This analysis estimates the direct economic contributions of commonwealth-funded projects consisting of small and small diverse business participation, as well as the associated multiplier or "ripple" effect that could be generated through demand on suppliers of goods and services and spending within the state's economy. The total projected federal tax generated from these contract awards was \$140 million and the total state and local tax generated was \$76 million. The nearly \$1 billion dollars in contracts awarded to small and small diverse businesses potentially generated 10,000 new jobs during the last fiscal year.

### **Personnel Services**

1. Personnel costs for 18 positions within the Department of General Services are prorated according to position responsibilities across the General Government Operations (GGO) appropriation, the Capitol Police Operations appropriation, the Federal Surplus GGO sub-fund (312), the PLCB Leasing GGO sub-fund (374), the Capital Programs GGO sub-fund (600), the Bureau of Procurement GGO sub-fund (700), the Bureau of Supplies and Surplus Operations, Warehouse Division Purchasing Fund, the Bureau of Publications Purchasing Fund, and the Bureau of Vehicle Management Purchasing Fund.
2. For FY 2023-24, DGS is funding a percentage of personnel costs for three positions within the Governor's Office.
3. An MOU between the PLCB and DGS provides DGS with positions responsible for managing PLCB retail store leasing functions, which the PLCB had previously performed on behalf of DGS. These positions reside on the DGS complement. Sub-fund 1007400374 was created for the PLCB and is fully funded by augmentations.

4. Personnel costs have increased due to salary and benefit increases for FY 2023-24 and 160 vacant positions that were approved to be filled and funded for an average of 20 pay periods: 88 in GGO, three in the Federal Surplus GGO sub-fund (312), 49 in the Capital Projects GGO sub-fund (600), and 20 in the Bureau of Procurement GGO sub-fund (700).

#### Operating Expenses

1. Operating expenses have increased by a net \$616,000 for FY 2023-24. Major category changes include the following:
  - a. Increases to support:
    - i. HR and IT Shared Services costs
    - ii. Contracted maintenance costs for Bureau of Facilities Management and the Energy and Resource Management Office
  - b. Decreases for:
    - i. IT Contracted Management Services – Software as a Service
    - ii. General IT Consulting
    - iii. Specialized Services
2. Fixed Asset expenses have decreased by a net \$852,000 for FY 2023-24 as a result of one-time costs incurred during FY 2022-23 for IT network and storage hardware and peripherals.



**DEPARTMENT OF GENERAL SERVICES  
GENERAL FUND  
CAPITOL POLICE OPERATIONS**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	14,286	15,396	16,360	964	6.26%
Federal Funds	0	0	0	0	0.00%
Other Funds	844	1,200	1,000	(200)	-16.67%
Total	15,130	16,596	17,360	764	4.60%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	12,127	12,324	13,421	1,097	8.90%
Federal Funds	0	0	0	0	0.00%
Other Funds	837	1,182	982	(200)	-16.92%
Total	12,964	13,506	14,403	897	6.64%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	1,839	2,597	2,664	67	2.58%
Federal Funds	0	0	0	0	0.00%
Other Funds	7	18	18	0	0.00%
Total	1,846	2,615	2,682	67	2.56%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	320	475	275	(200)	-42.11%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	320	475	275	(200)	-42.11%

**GENERAL FUND  
CAPITOL POLICE OPERATIONS  
(continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

(a) " <u>Positions</u> "	<u>FY 2020/21</u>	<u>FY 2021/22</u>	<u>FY 2022/23</u>	<u>2023/24 Budgeted</u>
State Funds				
Authorized	101	104	104	104
Filled	98	91	86	89
Federal Funds				
Authorized	0	0	0	0
Filled	0	0	0	0
Other Funds				
Authorized	10	10	10	10
Filled	9	10	10	10
Total				
Authorized	111	114	114	114
Filled	107	101	96	99
(b) " <u>Agency Benefit Factor</u> "	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
	75.50%	64.10%	63.80%	67.80%

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	10067 – Capitol Police Operations	001 – General Fund	2023

## Program Narrative

Funding is used to support activities of the Bureau of Police and Safety in the Harrisburg Capitol Complex as well as Scranton. Responsibilities are assigned to the Department of General Services in the Administrative Code of 1929. Statutory citation: 71 P.S. § 2416.

## Program Performance

The Bureau of Police and Safety provides protective police and security services on a 24-hour basis for state employees, public officials, and visitors to the Capitol Complex and outlying buildings as well as the Scranton State Office Building.

- Enforces traffic regulations, directs street traffic, manages parking enforcement, and provides crowd control for large-scale demonstrations or rallies.
- Enforces criminal laws; investigates all reported crimes and exercises power of arrest.
- Protects Commonwealth property against theft, vandalism, loss, or damage by patrolling the buildings and grounds on foot, bicycle, or in a police cruiser and provides specialized security escort for Commonwealth employees, public officials, and other dignitaries.
- Provides security screening at six visitor checkpoints within the Capitol Complex utilizing x-ray and metal detection systems; utilizes teams of explosives detection canines for suspicious or unusual items left unattended. Canine teams screen areas of the Legislature and AOPC Judicial Center prior to meetings or court sessions.
- Staffs a fully functional dispatch center that handles telecommunication systems and video surveillance systems; monitors fire alarms, building security door, and panic alarms within the Capitol Complex and Scranton Office.
- Manages the Commonwealth's identification card credentialing system and monitors the Commonwealth's security maintenance contract.
- Coordinates the Crime Prevention and Active Shooter Threat Programs; provides training on personal security and safety, CPR, First Aid, bomb threat management, and bomb recognition for mailroom personnel, and provides building and office security assessment.

## Personnel Services

1. The salary for the Deputy Secretary of Property and Asset Management is prorated between the GGO and Capitol Police Operations appropriations.
2. MOUs for Capitol Police staffing services exist between the Department of General Services (DGS) and the following entities. Positions reside on the DGS complement, and personnel costs are reimbursed through augmentations.
  - a. PA Department of Agriculture (PDA) – One full-time officer and one part-time officer
  - b. PA Department of Labor & Industry – Two full-time officers and one part-time officer
  - c. PA Turnpike Commission (PTC) – One full-time officer and one part-time officer
  - d. PA Department of Corrections (DOC) – Two full-time officers
  - e. PA Department of State (DOS) – One full-time officer and one part-time officer
3. Personnel costs have increased due to salary and benefit increases projected for FY 2023-24 and 15 vacancies have been approved and funded at an average of 22 pay periods.

## Operating Expenses

1. Operating expenses have increased related to the following items:
  - a. A net \$67,000 due to projected HR and IT Shared Services billings.
  - b. \$200,000 reduction to fixed asset expenses to offset a corresponding reduction in anticipated revenues.

**DEPARTMENT OF GENERAL SERVICES  
GENERAL FUND  
RENTAL AND MUNICIPAL CHARGES**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. <u>Available</u>	<u>Percent Change</u>
State Funds	26,150	26,701	27,794 <sup>a</sup>	1,093	4.09%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>30,243</u>	<u>30,695</u>	<u>30,962</u>	<u>267</u>	<u>0.87%</u>
Total	56,393	57,396	58,756	1,360	2.37%

<sup>a</sup>Harristown Rental Charges funding moved from the Motor License Fund to the General Fund.

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. <u>Available</u>	<u>Percent Change</u>
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total	0	0	0	0	0.00%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. <u>Available</u>	<u>Percent Change</u>
State Funds	26,150	26,701	27,794	1,093	4.09%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>30,243</u>	<u>30,695</u>	<u>30,962</u>	<u>267</u>	<u>0.87%</u>
Total	56,393	57,396	58,756	1,360	2.37%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. <u>Available</u>	<u>Percent Change</u>
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total	0	0	0	0	0.00%



**GENERAL FUND  
RENTAL AND MUNICIPAL CHARGES  
(continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	10070 – Rental and Municipal Charges	001 – General Fund	2023

## Program Narrative

The Rental and Municipal Charges Appropriation provides funding for the Commonwealth's lease obligations, operating costs, and tax commitments.

Statutory Citation: 71 P.S. §2402.

## Program Performance

The department, through its Bureau of Real Estate (BRE) and Bureau of Finance and Risk Management (FARM), carefully monitors both the building performance and associated costs for all leases funded in this appropriation. Vacant space is tracked, and leases are carefully monitored to ensure vacant space is minimized and occupancy is maximized.

Additionally, escalations, which differ by lease agreement, are monitored and tracked to ensure payments are processed in accordance with lease terms and conditions.

## Operating Expenses

1. Funding requirements for these appropriations are based upon lease agreements, projected operating costs, and required tax obligations.
2. \$105,000 in funding has been transferred to the General Fund from the Motor License Fund for Harristown Rental Charges.
3. The following buildings are fully subsidized by billings to tenants:
  - a. Pittsburgh Chamber of Commerce
  - b. Pittsburgh Stanwix Street
  - c. Forum Place Garage
  - d. Verizon/Commonwealth Tower

**DEPARTMENT OF GENERAL SERVICES  
GENERAL FUND  
UTILITY COSTS**

**1. SUMMARY FINANCIAL DATA**

(Dollars in Thousands)

	2021/22	2022/23	2023/24	Budgeted vs. Available	Percent Change
State Funds	24,626	25,393	27,272 <sup>a</sup>	1,879	7.40%
Federal Funds	0	0	0	0	0.00%
Other Funds	205	1,154	442	(712)	-61.70%
<b>Total</b>	<b>24,831</b>	<b>26,547</b>	<b>27,714</b>	<b>1,167</b>	<b>4.40%</b>

<sup>a</sup>Harristown Utility and Municipal Charges funding moved from the Motor License Fund to the General Fund.

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

(Dollars in Thousands)

	2021/22	2022/23	2023/24	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

**OPERATING**

(Dollars in Thousands)

	2021/22	2022/23	2023/24	Budgeted vs. Available	Percent Change
State Funds	24,521	25,393	27,272	1,879	7.40%
Federal Funds	0	0	0	0	0.00%
Other Funds	205	999	442	(557)	-55.76%
<b>Total</b>	<b>24,726</b>	<b>26,392</b>	<b>27,714</b>	<b>1,322</b>	<b>5.01%</b>

**FIXED ASSETS**

(Dollars in Thousands)

	2021/22	2022/23	2023/24	Budgeted vs. Available	Percent Change
State Funds	105	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	155	0	(155)	-100.00%
<b>Total</b>	<b>105</b>	<b>155</b>	<b>0</b>	<b>(155)</b>	<b>-100.00%</b>

**GENERAL FUND  
UTILITY COSTS  
(continued)**

**OTHER/BUDGETARY RESERVE**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

(Dollars in Thousands)

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b> 15 – General Services	<b>APPROPRIATION:</b> 10075 – Utility Costs	<b>FUND TYPE:</b> 001 – General Fund	<b>BUDGET YEAR:</b> 2023
--	--	---	-----------------------------

## Program Narrative

This program provides payment for enterprise security, water, sewerage, trash service, cable television, electricity and heating fuel costs, including implementation of third-party shared savings programs in Commonwealth-owned buildings maintained by the Department of General Services (DGS).

## Program Performance

Program activity in the General Fund Utility Costs Appropriation reflects the combined impact of severity of weather conditions, increases in utility costs, energy efficiency of facilities, opening of new facilities and operating decisions of tenant agencies. DGS is striving to improve overall building conditions through implementation of building upgrades, building automation systems, utility monitoring systems and protocols, and effective facility management to promote the efficient use of energy resources.

## Operating Expenses

1. Funding requirements for the request year are based upon data provided by Penn State Facilities Engineering Institute (PSFEI) Energy Management Consultants. Estimates were derived by analyzing billing data, information provided by utility companies and historical escalation trends.
2. Costs that fall under this appropriation have increased for FY 2023-24 due to the anticipated cost for a new RFP for the security maintenance contract for the entire Capitol Complex coming due in FY 2023.
3. New Guaranteed Energy Savings Act (GESA 2019-2) to support energy conservation building improvements at Reading State Office Building, Scranton State Office Building, Northwest Office Building, and Maintenance Building (55) at the DGS Annex.
4. Transfer of \$276,000 from the Harristown Motor License Fund (MLF) to the Utility Costs Fund.
5. The remaining increase is due to projected utility cost increases.
6. Funding calculations are detailed below:

<b>Commitment Item</b>	<b>FY 2023-24 Estimated Costs</b>
6331100 – Telecommunications	\$190,000
6332100 – Heating Fuel	\$5,480,000
6332200 – Water and Sewerage	\$2,700,000
6332300 – Electricity	\$8,500,000
6343100 – Specialized Services	\$15,000
6343117 – Other Specialized Services	\$5,200,000
6344400 – Contracted Maintenance	\$1,503,000
6344600 – Contracted Repairs	\$2,250,000
6351200 – Real Estate	\$97,000
6391120 – Insurance Bonds	\$1,000
6399999 – Other Operating Expenses	\$1,778,000
<b>TOTAL</b>	<b>\$27,714,000</b>

7. This appropriation does not provide funding for General Government Operations.

## Augmentations

1. DGS Annex utility augmentations in the amount of \$142,000 are anticipated in the request year.
2. DGS EnergyCap augmentations in the amount of \$300,000 are anticipated in the request year.

**DEPARTMENT OF GENERAL SERVICES  
GENERAL FUND  
EXCESS INSURANCE COVERAGE**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	3,477	3,477	3,637	160	4.60%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	3,477	3,477	3,637	160	4.60%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	3,477	3,477	3,637	160	4.60%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	3,477	3,477	3,637	160	4.60%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**GENERAL FUND  
EXCESS INSURANCE COVERAGE  
(continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

N/A



# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b> 15 – General Services	<b>APPROPRIATION:</b> 10073 – Excess Insurance Coverage	<b>FUND TYPE:</b> 001 – General Fund	<b>BUDGET YEAR:</b> 2023
--	--	---	-----------------------------

## Program Narrative

The Excess Property Insurance Coverage appropriation resources provide casualty insurance against catastrophic losses for commonwealth-owned buildings and contents. Losses valued under \$1 million are self-insured under the State Insurance Fund and through contributions from the agency or entity of the loss.

## Program Performance

The Excess Property/Boiler & Machinery Policy has successfully been renewed for coverage year 2022-23 with policy limits for property of \$1 billion and terrorism coverage limits of \$500 million. Through significant market changes and intensive negotiations, the commonwealth was able to attain a minimal premium increase of \$799,532.00 over last year's policy term. The commonwealth was also able to maintain the policy deductible for claims at \$1 million for the new policy period. Lastly, the current premium rate increased from 0.0262 cents per \$100 to 0.027 cents per \$100 of property coverage for the new policy term.

## Operating Expenses

Premium costs for the Boiler & Machinery portion of the premium are allocated among independent agencies voluntarily participating in the program and are based upon reported property values.

Agency	2022-23 Insured Values (in thousands)	2022-23 Premium Distribution	2021-22 Insured Values (in thousands)	2021-22 Premium Distribution
General Services	\$10,791,051	\$3,161,448	\$10,910,489	\$2,920,213
PA State System of Higher Education Locations	\$12,339,320	\$3,615,043	\$11,089,901	\$3,140,032
Public School Employees Retirement System	\$19,847	\$5,814	\$19,636	\$5,422
Legislative Services Building	\$30,597	\$8,964	\$30,120	\$8,847
Agriculture	\$47,762	\$13,992	\$28,430	\$12,269
Transportation	\$245,689	\$71,979	\$146,245	\$63,109
Corrections	\$719,706	\$210,851	\$428,401	\$184,866
Labor & Industry	\$35,766	\$10,478	\$21,289	\$9,187
Military and Veterans Affairs	\$284,786	\$83,433	\$169,517	\$73,151
State Police	\$51,116	\$14,975	\$30,426	\$13,130
Human Services	\$588,006	\$172,267	\$350,007	\$151,037
Fish & Boat Commission	\$4,667	\$1,367	\$2,778	\$1,199
Game Commission	\$3,500	\$1,025	\$2,084	\$899
Liquor Control Board	\$1,557	\$456	\$927	\$400
Historical & Museum Commission	\$35,766	\$10,478	\$21,290	\$9,187
Conservation and Natural Resources	\$128,865	\$37,753	\$76,706	\$33,101
General Services – GSA Projects	\$136,862	\$40,096	\$81,467	\$35,155
Thaddeus Stevens College	\$8,554	\$2,506	\$5,092	\$2,197
<b>TOTAL</b>	<b>\$25,473,422</b>	<b>\$7,462,933</b>	<b>\$23,414,805</b>	<b>\$6,663,401</b>

**DEPARTMENT OF GENERAL SERVICES  
GENERAL FUND  
TRANSFER TO STATE INSURANCE FUND**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	1,500	1,500	1,500	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	1,500	1,500	1,500	0	0.00%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	1,500	1,500	1,500	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	1,500	1,500	1,500	0	0.00%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**GENERAL FUND  
TRANSFER TO STATE INSURANCE FUND  
(continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	11190 – Transfer-SIF Solvency	001 – General Fund	2023

## Program Narrative

General Fund transfer to the State Insurance Fund for solvency.

**DEPARTMENT OF GENERAL SERVICES  
GENERAL FUND  
CAPITOL FIRE PROTECTION**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	5,000	5,000	5,000	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	5,000	5,000	5,000	0	0.00%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	5,000	5,000	5,000	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	5,000	5,000	5,000	0	0.00%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**GENERAL FUND  
CAPITOL FIRE PROTECTION  
(continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	10072 – Capitol Fire Protection	001 – General Fund	2023

## Program Narrative

Funding provides payment to the City of Harrisburg, in lieu of taxes, for fire protection for Commonwealth-owned buildings located within the city.

## Program Performance

Program funding provides fire protection services to state facilities located within the City of Harrisburg.

## Operating Expenses

1. Future funding requirements remain level.
2. This appropriation does not provide funding for General Government Operations.

**DEPARTMENT OF GENERAL SERVICES  
MOTOR LICENSE FUND  
HARRISTOWN RENTAL CHARGES**

**1. SUMMARY FINANCIAL DATA**

	(Dollars in Thousands)			Budgeted vs. Available	Percent Change
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>		
State Funds	105	105	0 <sup>a</sup>	(105)	-100.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>105</b>	<b>105</b>	<b>0</b>	<b>(105)</b>	<b>-100.00%</b>

<sup>a</sup>Harristown Rental Charges funding moved from the Motor License Fund to the General Fund.

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	(Dollars in Thousands)			Budgeted vs. Available	Percent Change
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>		
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

**OPERATING**

	(Dollars in Thousands)			Budgeted vs. Available	Percent Change
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>		
State Funds	105	105	0	(105)	-100.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>105</b>	<b>105</b>	<b>0</b>	<b>(105)</b>	<b>-100.00%</b>

**FIXED ASSETS**

	(Dollars in Thousands)			Budgeted vs. Available	Percent Change
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>		
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>



**MOTOR LICENSE FUND  
HARRISTOWN RENTAL CHARGES  
(continued)**

**OTHER/BUDGETARY RESERVE**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	1	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	20008 – Harristown Rental Charges	010 – Motor License Fund	2023

## Program Narrative

The Harristown Rental Charges Appropriation provides funding for the commonwealth's share of debt service obligations under the terms of the leases with the Harristown Development Corporation (HDC) and the SP Plus parking lease that replaced the former lease with the Harrisburg Parking Authority. The current request recognizes usage of the Harristown I facility for Motor License Fund functions of the Department of Revenue. Costs are prorated among funds, based upon building occupancy.

## Program Performance

The Harristown Rental Charges Appropriation is utilized to pay the commonwealth's lease obligations under agreements with HDC. Known costs are prorated among funds, based upon building occupancy.

## Operating Expenses

1. Harristown Rental Charges funding has been transferred from the Motor License Fund to the General Fund.

**DEPARTMENT OF GENERAL SERVICES  
MOTOR LICENSE FUND  
HARRISTOWN UTILITY AND MUNICIPAL CHARGES**

**1. SUMMARY FINANCIAL DATA**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	278	276	0 <sup>a</sup>	(276)	-100.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	278	276	0	(276)	-100.00%

<sup>a</sup>Harristown Utility and Municipal Charges funding moved from the Motor License Fund to the General Fund.

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**OPERATING**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	278	276	0	(276)	-100.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	278	276	0	(276)	-100.00%

**FIXED ASSETS**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**MOTOR LICENSE FUND  
HARRISTOWN UTILITY AND MUNICIPAL CHARGES  
(continued)**

**OTHER/BUDGETARY RESERVE**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

(Dollars in Thousands)

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	14	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	20007 – Harristown Utility & Municipal Chrgs	010 – Motor License Fund	2023

## Program Narrative

The Harristown Utility and Municipal Charges Appropriation provides funding for the commonwealth's share of operating expenses and tax obligations under the terms of the leases with the Harristown Development Corporation (HDC). The current request recognizes usage of the Harristown I facility for Motor License Fund functions of the Department of Revenue. Costs are prorated among funds based upon building occupancy.

## Program Performance

The Harristown Utility and Municipal Charges Appropriation resources are utilized to pay the commonwealth's operating obligations under agreements with the HDC. Costs are estimated and prorated among funds based upon building occupancy.

## Operating Expenses

1. Harristown Utility and Municipal Charges funding has been transferred from the Motor License Fund to the General Fund.

**DEPARTMENT OF GENERAL SERVICES  
MOTOR LICENSE FUND  
TORTS CLAIMS PAYMENTS**

**1. SUMMARY FINANCIAL DATA**

	(Dollars in Thousands)				
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	9,000	9,000	9,000	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>0</b>	<b>0.00%</b>

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	(Dollars in Thousands)				
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

**OPERATING**

	(Dollars in Thousands)				
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	1,500	1,500	1,500	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0.00%</b>

**FIXED ASSETS**

	(Dollars in Thousands)				
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

**MOTOR LICENSE FUND  
TORTS CLAIMS PAYMENTS  
(continued)**

**NON-EXPENSE/INTERAGENCY**

	(Dollars in Thousands)				
	2021/22	2022/23	2023/24	Budgeted vs. Available	Percent Change
State Funds	7,500	7,500	7,500	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	7,500	7,500	7,500	0	0.00%

**OTHER/BUDGETARY RESERVE**

	(Dollars in Thousands)				
	2021/22	2022/23	2023/24	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	(Dollars in Thousands)			
	2018/19	2019/20	2020/21	2021/22
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	10076 – Tort Claims Payments	010 – Motor License Fund	2023

## Program Narrative

The Motor License Tort Claim Fund was established to respond to claims resulting from the nine categories of sovereign immunity waived by the legislature in Act 152 of 1978, as amended by Act 142 of 1980.

## Program Performance

Program activity in the Motor License Fund Tort Claims Payments Appropriation reflects the combined impact of the severity of weather conditions, operating decisions by the Department of Transportation, effectiveness of the Bureau of Finance and Risk Management in resolving claims prior to court action and results of litigation conducted by the Office of Attorney General, as well as court decisions and changes in law.

## Operating Expenses

1. The Motor License Fund is utilized to finance expenses of tort claims payments, such as settlements, expert witness fees and transcription services.
2. After consultation with the Department of Transportation, the Department of General Services, Bureau of Finance and Risk Management estimates that witness fees will not exceed \$1,500,000 for the request year.

## Non-Expense Items

1. Funding provides payments to claimants in amounts determined through litigation or through pre-litigation negotiation.
2. This appropriation does not provide funding for General Government Operations.



**DEPARTMENT OF GENERAL SERVICES  
PURCHASING FUND  
WAREHOUSE**

**1. SUMMARY FINANCIAL DATA**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	3,161	3,333	3,405	72	2.16%
Total	3,161	3,333	3,405	72	2.16%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	1,903	1,892	2,085	193	10.20%
Total	1,903	1,892	2,085	193	10.20%

**OPERATING**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	1,258	1,441	1,320	(121)	-8.40%
Total	1,258	1,441	1,320	(121)	-8.40%

**FIXED ASSETS**

(Dollars in Thousands)

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**PURCHASING FUND  
WAREHOUSE  
(continued)**

**OTHER/BUDGETARY RESERVE**

	(Dollars in Thousands)				
	2021/22	2022/23	2023/24	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	(Dollars in Thousands)			
	2018/19	2019/20	2020/21	2021/22
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

(a) "Positions"	2020/21	2021/22	2022/23	2023/24 Budgeted
State Funds				
Authorized	0	0	0	0
Filled	0	0	0	0
Federal Funds				
Authorized	0	0	0	0
Filled	0	0	0	0
Other Funds				
Authorized <sup>a</sup>	136	136	140	140
Filled	16	15	15	15
Total				
Authorized	136	136	140	140
Filled	16	15	15	15

<sup>a</sup>Total Authorized Complement provided is for the entire Purchasing Fund.

(b) "Agency Benefit Factor"	2020/21	2021/22	2022/23	2023/24
	88.60%	77.90%	78.60%	87.30%

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	5000900001 – Warehouse	032 – Purchasing Fund	2023

## Program Narrative

The Warehouse and Distribution Division operates multiple warehouses in the Harrisburg area. These facilities include bulk material storage, controlled access (secured), segregated excess property, records storage and retrieval, short-term/temporary storage and forms/publications storage and retrieval. Use of this space is made available to all commonwealth agencies under short or long-term agreements.

Expenditures and revenue for this appropriation are not included in the Summary by Fund and Appropriation.

## Program Performance

Revenue to fund this operation is generated from billings to using agencies based upon occupied space and administrative costs related to the operation of the program.

## Personnel Services

1. Personnel costs for 10 positions within the Department of General Services are prorated according to position responsibilities across the General Government Operations (GGO) appropriation and the Bureau of Supplies and Surplus Operations, Warehouse Division Purchasing Fund.
2. Personnel costs have increased due to salary and benefit increases for FY 2023-24 and 5 vacant positions that were approved to be filled and funded for an average of 18.2 pay periods.

## Revenue

1. Operating revenue is projected to decrease by \$121,000 for FY 2023-24 based on prior year actuals and bureau projections.
2. Warehouse Services revenue is projected to increase by \$193,000 for FY 2023-24 based on prior year actuals and bureau projections.

**DEPARTMENT OF GENERAL SERVICES  
PURCHASING FUND  
PUBLICATIONS**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	16,600	16,600	16,640	40	0.24%
Total	16,600	16,600	16,640	40	0.24%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	6,194	6,154	6,828	674	10.95%
Total	6,194	6,154	6,828	674	10.95%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	9,241	9,281	8,647	(634)	-6.83%
Total	9,241	9,281	8,647	(634)	-6.83%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	1,165	1,165	1,165	0	0.00%
Total	1,165	1,165	1,165	0	0.00%

**PURCHASING FUND  
PUBLICATIONS  
(continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

(a)	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24 Budgeted</u>
"Positions"				
State Funds				
Authorized	0	0	0	0
Filled	0	0	0	0
Federal Funds				
Authorized	0	0	0	0
Filled	0	0	0	0
Other Funds				
Authorized <sup>a</sup>	136	136	140	140
Filled	61	56	54	54
Total				
Authorized	136	136	140	140
Filled	61	56	54	54

<sup>a</sup>Total Authorized Complement provided is for the entire Purchasing Fund.

(b)	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
"Agency Benefit Factor"	79.70%	72.50%	72.70%	81.20%

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	5000900002 – Publications	032 – Purchasing Fund	2023

## Program Narrative

This fully augmented appropriation provides funding to the Bureau of Publications, which serves as the commonwealth's in-house document production provider. The bureau provides an array of services including digital and offset printing, mail cleansing, addressing and inserting, graphic design, web design, desktop publishing and sign shop production. In addition, the bureau produces the Commonwealth Telephone Directory. The Bureau of Publications continues to consolidate various agency print operations and services. Efforts to date have resulted in over a dozen agencies consolidating operations.

Expenditures and revenue for this appropriation are not included in the Summary by Fund and Appropriation.

## Program Performance

Revenue to fund this operation is generated from billings to using agencies based upon consumption of services provided.

## Personnel Services

1. Personnel costs for 7 positions within the Department of General Services are prorated according to position responsibilities across the General Government Operations (GGO) appropriation and the Bureau of Publications Purchasing Fund.
2. Personnel costs have increased due to salary and benefit increases for FY 2023/24 and 11 vacant positions that were approved to be filled and funded for an average of 24.8 pay periods.

**DEPARTMENT OF GENERAL SERVICES  
PURCHASING FUND  
AUTO LEASE**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>22,196</u>	<u>28,300</u>	<u>27,250</u>	<u>(1,050)</u>	<u>-3.71%</u>
Total	22,196	28,300	27,250	(1,050)	-3.71%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>4,525</u>	<u>4,947</u>	<u>5,441</u>	<u>494</u>	<u>9.99%</u>
Total	4,525	4,947	5,441	494	9.99%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>4,461</u>	<u>9,637</u>	<u>9,234</u>	<u>(403)</u>	<u>-4.18%</u>
Total	4,461	9,637	9,234	(403)	-4.18%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>13,210</u>	<u>13,716</u>	<u>12,575</u>	<u>(1,141)</u>	<u>-8.32%</u>
Total	13,210	13,716	12,575	(1,141)	-8.32%

**PURCHASING FUND  
 AUTO LEASE  
 (continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

(a) " <u>Positions</u> "	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u> Budgeted
State Funds				
Authorized	0	0	0	0
Filled	0	0	0	0
Federal Funds				
Authorized	0	0	0	0
Filled	0	0	0	0
Other Funds				
Authorized	136	136	140	140
Filled	48	48	48	46
Total				
Authorized	136	136	140	140
Filled	48	48	48	46

\*Total Authorized Complement provided is for the entire Purchasing Fund.

(b) " <u>Agency Benefit Factor</u> "	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>
	84.80%	76.90%	76.70%	84.40%



# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b> 15 – General Services	<b>APPROPRIATION:</b> 5000900003 – Auto Lease	<b>FUND TYPE:</b> 032 – Purchasing Fund	<b>BUDGET YEAR:</b> 2023
--	--	--	-----------------------------

## Program Narrative

This fully augmented appropriation funds the department's comprehensive commonwealth vehicle leasing program which encompasses vehicle acquisition, asset management, maintenance, repair, and resale. Revenue is generated through monthly vehicle lease billings to using agencies and the sale of vehicles at auction.

Expenditures and revenue for this appropriation are not included in the Summary by Fund and Appropriation.

## Program Performance

Revenue to fund this operation is generated from billings to using agencies based upon services provided and the sale of vehicles at auction. In addition, the Commonwealth continues to guide agency customers in identifying the optimum operating size for its vehicle fleet.

## Personnel Services

1. Personnel costs for 7 positions within the Department of General Services are prorated according to position responsibilities across the General Government Operations (GGO) appropriation and the Bureau of Vehicle Management (Auto Lease) Purchasing Fund.
2. Personnel costs have increased due to salary and benefit increases for FY 2023-24 and 8 vacant positions that were approved to be filled and funded for an average of 24.4 pay periods.

## Operating Expenses

1. Operating expenses have decreased by \$403,000 based on prior year actuals and bureau projections.

**DEPARTMENT OF GENERAL SERVICES  
PURCHASING FUND  
GAS AND OIL**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>350</u>	<u>111</u>	<u>111</u>	<u>0</u>	<u>0.00%</u>
Total	350	111	111	0	0.00%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total	0	0	0	0	0.00%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>350</u>	<u>111</u>	<u>111</u>	<u>0</u>	<u>0.00%</u>
Total	350	111	111	0	0.00%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total	0	0	0	0	0.00%

**PURCHASING FUND  
GAS AND OIL  
(continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b>	<b>APPROPRIATION:</b>	<b>FUND TYPE:</b>	<b>BUDGET YEAR:</b>
15 – General Services	5000900004 – Gas and Oil	032 – Purchasing Fund	2023

This fully augmented appropriation funds bulk fuel and oil purchases. By leveraging the Commonwealth's procurement volume, bulk purchases offer substantial savings to state government.

Expenditures and revenue for this appropriation are not included in the Summary by Fund and Appropriation.

## Revenue

1. Revenue is projected to remain the same at \$111,000 for FY 2023-24 related to gas and oil billings.

**DEPARTMENT OF GENERAL SERVICES  
GENERAL FUND  
TEMPORARY FLEET VEHICLES**

**1. SUMMARY FINANCIAL DATA**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>768</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0.00%</u>
Total	768	1,500	1,500	0	0.00%

**2. DETAIL BY MAJOR OBJECT**

**PERSONNEL**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total	0	0	0	0	0.00%

**OPERATING**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>768</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>0.00%</u>
Total	768	1,500	1,500	0	0.00%

**FIXED ASSETS**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
Total	0	0	0	0	0.00%

**GENERAL FUND  
 TEMPORARY FLEET VEHICLES  
 (continued)**

**OTHER/BUDGETARY RESERVE**

	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	Budgeted vs. Available	Percent Change
State Funds	0	0	0	0	0.00%
Federal Funds	0	0	0	0	0.00%
Other Funds	0	0	0	0	0.00%
Total	0	0	0	0	0.00%

**3. HISTORY OF LAPSES**

	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>
State Funds	0	0	0	0

**4. COMPLEMENT INFORMATION**

N/A

# Narrative & Cost Assumptions

<b>BUSINESS AREA:</b> 15 – General Services	<b>APPROPRIATION:</b> 60017 – Temporary Fleet Vehicles	<b>FUND TYPE:</b> 001 – General Fund	<b>BUDGET YEAR:</b> 2023
--	---	---	-----------------------------

## Program Narrative

This appropriation was established to fund the management of the temporary fleet vehicle contract. Originally, vehicles were provided to individuals traveling on official commonwealth business for a short-term rental period. To reduce costs, an outsourcing agreement was established with Enterprise Rent-A-Car (Enterprise) to provide a comprehensive, government rental program for passenger vehicles, vans, and light-duty commercial vehicles. This agreement provides a high level of service which includes ease in making reservations, guaranteed availability, pick-up and drop-off service, roadside assistance, and flexible, detailed reporting to the commonwealth.

## Program Performance

1. The department serves as the liaison between the contracted vendor and using agencies. Payment for services is made by the department from this appropriation and reimbursement from using agencies is obtained through the cost allocation process and accounts receivable billings.
2. The contracted vendor provides the commonwealth with a \$100/month fee for the utilization of office space at the Commonwealth Garage.
3. This appropriation does not provide funding for General Government Operations.

## Operating Expenses

1. Future funding requirements remain level.

---

# SECTION III

---

## Appropriations Committee Requests



---

# SUPPLEMENTAL APPROPRIATION REQUEST

---

Fiscal Year 2023-2024

**Request**

Identify any Fiscal Year 2021-22 obligations (including dollar amounts) rolled forward to Fiscal Year 2022-23 and any Fiscal Year obligations (including dollar amounts) rolled forward to Fiscal Year 2023-24.

**Response**

<b>Appropriation</b>	<b>Costs Rolled from FY 2021-22 or FY 2022-23</b> <i>(Dollars in Thousands)</i>
N/A	N/A

---

**Request**

Identify any appropriations of which you are aware that a Fiscal Year 2022-23 supplemental appropriation is needed. Give the dollar amount and the date when the current appropriation will be exhausted.

**Response**

No supplemental appropriation is being requested.

---

**Request**

Identify cost savings included as part of the budget.

**Response**

- Anticipated energy reduction measures
- Reduction of unnecessary building expenses and maintenance contracts
- Anticipated lease cost savings to other agencies through maximizing state-owned space
- Quality management improvements in Capital Project design phases to reduce the need for change orders
- Continued recurring and new procurement savings for agencies