



Government of the United States Virgin Islands
Department of Property & Procurement

FY2018

BUDGET HEARING

Lloyd T. Bough Jr., Commissioner

August 2, 2017



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**DEPARTMENT OF PROPERTY AND PROCUREMENT
FY2018 OPERATING BUDGET**

**Committee On Finance, United States Virgin Islands Legislature
FRITZ E. LAWAETZ LEGISLATIVE CONFERENCE ROOM
ST. CROIX, US VIRGIN ISLANDS**

**LLOYD T. BOUGH, JR., COMMISSIONER
August 2, 2017**

Good Morning to the Honorable Senator Kurt A. Violet, Chairman of the Committee on Finance, to all other Committee members, all other Senators present, legislative staff, and to the listening and viewing audience.

I am Lloyd T. Bough, Jr. Commissioner of the Department of Property and Procurement. In the well with me today are Deputy Commissioner of Property for the St. Croix District, Laverne Bailey, Deputy Commissioner of Property and Printing in the St. Thomas District, Vincent Richards, Deputy Commissioner of Transportation Eldine Sterling, and Ladee Shanna Martin, Administrator of Fiscal and Personnel Services. Other members of the Department's executive staff including Assistant Commissioner Timothy L. Lake, Assistant Commissioner Rafael Nieves, and Magdalene Morancie, Esq., Legal Policy Director are also present in the chamber and will be available to answer any questions.

Thank you for the opportunity to be here today to offer testimony in support of the Governor's recommended FY2018 operating budget for the Department of Property and Procurement.

DEPARTMENTAL OVERVIEW

The Department of Property and Procurement is an administrative and support agency within the Executive Branch. Pursuant to the provisions in Title 3, Sections 211-221, and Title 31 Sections 151-169, Sections 201-205, Sections 231-251, and Sections 281-283, of the Virgin Islands Code and the associated rules and regulations this Department has the immense responsibility of (i) acquiring all goods and services, managing the government's central stores and warehouse, and processing all contracts for Executive

Branch departments, agencies, boards, and commissions, (ii) acquiring and managing the executive branch's fleet of vehicles, (iii) acquiring and disposing of government real estate, (iv) leasing office space for departments and agencies, (v) managing the government's commercial real estate operations, and (vi) managing the government's print shop. We have five (5) divisions: (i) the Commissioner's Office, (ii) Division of Fiscal and Personnel Services, (iii) Division of Procurement & Central Stores and Warehousing, (iv) Division of Property & Printing, and (v) Division of Transportation.

The Department fulfills these responsibilities with only sixty-four (64) employees territory-wide. We currently have fourteen (14) vacant positions.

FY2018 BUDGET REQUEST

We are pleased to be here to further discuss our FY2018 operating budget request which totals \$14,570,130.00, of which \$2,733,458.00 would be appropriated from the General Fund; \$2,536,293.00 from the Business and Commercial Properties Revolving Fund; \$169,694.00 from the Indirect Cost Fund; \$2,324,385.00 from the local non-appropriated funds; and \$6,806,300.00 from a miscellaneous appropriation from the Office of Management and Budget to cover various insurance policies for all properties under the Government of the Virgin Islands.

The department's budget request covers salaries for a total of sixty-four (64) employees/filled positions (29-St. Croix/35-St. Thomas). Personnel services are recommended at \$3,127,044.00 and fringe benefits are projected at \$258,519.00. Thirty-seven (37) employees are paid from the General Fund; three (3) from the Indirect Cost Fund and twenty-four (24) from the Business and Commercial Fund. The Department of Property and Procurement has been able to reduce its budget requests from the General Fund due to its revenue generating capacities. Also, the department has been able to support the reduction in the Fiscal Year 2017 General Fund appropriation by shifting some of its General Fund requests into the Business and Commercial Fund (6028) as well as through our non-appropriated revolving funds. The request in the Indirect Cost Fund (2098) was increased from \$138,746.00 for Fiscal Year 2017 to \$169,694.00 for Fiscal Year 2018 due to additional staffing needs.

FY 2017 ACCOMPLISHMENTS AS OF JULY 25, 2017

As we close the 10th month of FY2017, we are happy to report the following accomplishments and set the stage for an outstanding FY2018.

DIVISION OF FISCAL AND PERSONNEL SERVICES

- We placed all employees under the United Steelworkers Bargaining Unit at the correct pay scale based on the 2010 tentative agreement and pay plan signed by the Chief Negotiator, United Steelworkers and the previous administration. As such, all employees hired, promoted or transferred in the bargaining unit received a 2.5% fiscal year increase and all incremental step increases within said period. The total dollar amount for union step increase retroactive pay totaled \$178,293.44.
- We collected all revenues from leases, the sale of gasoline coupons, maintenance and repair of government vehicles, purchase of materials and supplies by government departments and agencies from the Government's Central Stores, vehicle auctions, printing requests and sales of plans and specs.
- We processed NOPA's for the fiscal year thus far.

DIVISION OF PROCUREMENT & CENTRAL STORES AND WAREHOUSING

- We successfully transitioned to the email transmittal of purchase orders via the ERP system. Thus enabling greater efficiency in the acquisition of goods and services as agencies have quicker access to authorizations to purchase.
- We filled the vacant Evaluation Supervisor position on St. Thomas.
- We filled the vacant Contract Payment Facilitator position on St. Croix, thus enabling the Contract Administrators to focus on reviewing and approving contracts.
- We secured all emergency contracts for hurricane season, including emergency roadside

cleanup, debris removal, roof repairs, generator and maintenance services and other supplies such as water and ice.

- We completed revisions to the Procurement Manual for the Executive Branch, which is undergoing final review.
- We drafted proposed revisions to the Title 31, Section 236a to provide additional forms of security for preferred bidders in lieu of bonds and submitted same for legal sufficiency review and further vetting.
- We processed 90 professional services contracts, 52 general contracts, 28 construction contracts, 66 supply contracts, 20,691 purchase orders amounting to \$171,378,334.18 and 75 contract payments totaling \$19,300,229.85.

CENTRAL STORES AND WAREHOUSING

- We filled 1128 orders thus far, totaling sales of **\$677,725.49** as opposed to last year's sales of **\$412,131.81**, which equates to a **39% increase**;
- Our collections thus far are **\$691,070.46**, collections include current year's sales, and payments on outstanding invoices
- The Division of Central Stores, St. Croix was relocated to No. 3272 Estate Richmond from the former HOVENSA training facilities. The layout of the Richmond facility is better suited for managing the equipment and supplies. Thus, we are able to service our customers more efficiently and effectively.
- Both locations successfully conducted an inventory on February 3, 2017.
- We updated the Invitation for Bids for FY 2018 for Office Supplies.

DIVISION OF PROPERTY & PRINTING

- We managed 118 Space Management leases, which represents approximately 890,477.08 sq. ft. of office and warehouse space at an approximate annual rent of \$9,551,295.00.
- We managed approximately **One Hundred and Forty-eight (148)** Business and Commercial leases with annual revenues of **\$4,411,743.20**
- The Department of Property and Procurement renewed the Government's insurance at a total cost of \$6,575,106.25, down from \$6,866,311.59 in 2016/2017 covering buildings and contents, hull and machinery/protection & indemnity/pollution coverage, boiler and machinery breakdown renewal. The brokerage service fees were \$257,206.00. Insured assets totaled approximately \$1,107,390,764.00.
- We successfully uploaded all tenant data into our new cloud-based property management program (AppFolio). This will enable the Department to improve its rent collection efforts. This system will generate automatic invoices and automatic delinquency notices and provide tenants with real time access to account balances.
- Executed a new lease with Cruzan Group, LLC for the Oscar Henry Customs House in Frederiksted—initial monthly lease is \$1,500.00 for the first year and \$3,000.00 monthly after the first year.
- We executed a new lease for 41 homes at Estate Blessing (formerly HOVENSA) at an annual rent of \$512,500.00.
- We saw a rental increase for the 80 homes at Estate Cottage (formerly HOVENSA) from \$1,152,000.00/year to \$1,440,000.00/year.
- We completed Dynamic Inventory of all Government assets.
- We renovated the St. Croix Motor Pool office and restrooms; replaced the roof of the garage and painted the garage walls.

- We executed a lease with Island Green Building Association on St. John to develop a Recycle Depot that will drastically assist in reducing the waste stream on that island, and what is eventually transported to St. Thomas.
- We provided printing services to numerous agencies and departments thus increasing sales at the Print Shop while enabling savings to the Central Government. Jobs included the Bureau of Motor Vehicles' Automobile Title and Registration forms, VI Lottery Tickets, Centennial Commemoration booklet, and the rededication of Fort Christian booklet just to name a few.

DIVISION OF TRANSPORTATION

- We achieved a reduction in gas consumption.
- We successfully conducted one (1) vehicle auction on St. Thomas, and two (2) on St. Croix. Auctioned a total of 163 vehicles and two (2) boats with an overall revenue of \$281,248.00.
- We donated two (2) vehicles to United Way of the Virgin Islands; one (1) in each District and two (2) vehicles to Dion Parson, President of the United Jazz Foundation.
- We reduced the overall fleet by 139 vehicles.
- We successfully transitioned one of the largest Agencies, the Department of Human Services, from gas coupons to the new Gas Card Program.

FY2018 BUDGET OBJECTIVES/ PRIORITIES

With our requested budget for FY2018, the Department of Property and Procurement stands ready to accomplish the following priorities:

DIVISION OF FISCAL AND PERSONNEL SERVICES

1. Improve revenue generating for all revolving funds.
2. Maintain employee retention above 80%.
3. Administer financial and human resource programs effectively and efficiently, while maintaining government and public satisfaction while still operating under budgetary constraints.
4. Fill the following vacancies to assist the Division of Procurement in ensuring efficient, and transparent acquisition of goods and services: Deputy Commissioner of Procurement, Chief of Procurement and Contracts, one (1) Contract Payment Facilitator on St. Thomas; one (1) Contract Technician on St. Croix; and one (1) Paralegal on St. Croix

DIVISION OF PROCUREMENT & CENTRAL STORES AND WAREHOUSING

1. Launch a Contract Management Software, to allow for the electronic management of contract requests, contract review and approval, authorization for digital signatures, post-execution tracking and commitments management. We are in discussions with the Bureau of Information Technology to use SharePoint® to facilitate the electronic contract process.
2. Training of GVI employees and contractors on standard government procedures, requirements and expectations to ensure consistency, efficiency, compliance with rules and minimization of instances of errors in contract and supporting documents.
3. Updating procurement procedures and regulations to provide clear direction to the government Agencies and the public.
4. Release the Revised Procurement Manual no later than October 2017.
5. Re-implement the Pick Ticket module in the Tyler Munis Enterprise Resource (ERP) System that will make it easier for users to order and to keep track of the inventory.
6. Tracking of Inventory by using ERP Inventory module.

DIVISION OF PROPERTY & PRINTING

1. The department will improve its rent collection efforts with our new cloud-based property management system, Appfolio.
2. The department will increase the number of active leaseholds, thus increasing rent revenues and reducing our reliance on the General Fund. With plans to increase active leaseholds, the Department needs to maintain its existing inventory of land so that we do not limit or exhaust our ability to lease these properties to increase revenues in the future. As such, I must mention that this Department will continue to oppose any proposed legislation to encumber the Government's real estate or dispose of such real estate for short-term goals. We believe in the long-run, the government properties should remain clear and unencumbered and should be used for the development of local businesses and the generation of income as originally intended.
3. The Department will work with the office of Management and Budget to achieve quicker access to special funds to allow funds for renovation of buildings to maximize leasehold interests, proposed projects include, landscaping at Old Estate Richmond Penitentiary, demolition of Maisonette Apartments, renovation of the USO building in Frederiksted, and land clearing at Bonne Esperance and Old Penitentiary.
4. Host another series of conferences titled "How to do Business with the Department of Property and Procurement".
5. Continue our aggressive collection and lease agreement enforcement efforts.
6. Create a publication that features and markets our portfolio of properties to public and private interests.
7. Invest in more professional training of our staff in the fields of Loss & Risk Prevention, Fixed Assets Management, and Real Management.

8. Partnering with Virgin Islands Housing Finance Authority (VIHFA) in the demolition and redevelopment of the long derelict Michelle Motel site.
9. St. Thomas Motor Pool roof repair.
10. Repaint Warehouse #26 Building.
11. Franklin Building—Roof and HVAC electrical repair.
12. Market our Graphic Design services, to assist in attracting new customers and print jobs.
13. Continue to increase both government and private sales.

DIVISION OF TRANSPORTATION

1. Reduce the Government's vehicle fleet per Governor Mapp's mandate to reduce the fleet by half.
2. Provide training for mechanic personnel in both Districts.
3. Hire additional personnel in the St. Croix District to improve the delivery of service more effectively.
4. Repair/resurface the Motor Pool parking lots in both Districts.
5. Install a surveillance monitoring system at the Motor Pool on St. Croix.
6. Equip both Motor Pools with state of the art tools and equipment.
7. Reduce the number of fossil fuel operated vehicles and replace them with solar powered and hybrid vehicles.
8. Promote the installation of solar powered charging port stations which will be used for the renewable energy operated vehicles.
9. Implement a preventative maintenance program to improve vehicle safety and reduction of maintenance costs.

10. Continue to evaluate the current Executive Branch fleet vehicles to determine those that are eligible for disposal.
11. Continue the process of transitioning all Executive Branch fleet vehicles from gas coupons to the new Gas Card System to streamline administrative functions, accountability and cost reduction.

CONCLUSION

The Department of Property and Procurement respectfully requests legislative approval of the Governor's recommended budget of \$14,570,130.00. This funding level will enable us to continue our work at the Department and enable us to achieve the priorities we have outlined for FY2018. We are focused and on a mission to streamline the contracting process, reduce and maintain the government's fleet of vehicles, increase rent revenues through aggressive collections and new leases, and refurbishing of government buildings.

I want to take this opportunity to thank Governor Kenneth E. Mapp, Lieutenant Governor Osbert E. Potter and the entire team of this administration for their support, guidance, and direction. I also want to thank this body for its interest in the Department and the support you have provided us. And last but not least, I want to take this opportunity to thank my team at the Department of Property and Procurement for all of your hard work, professionalism, and dedication in doing the people's work. You continue to amaze me with what we are able to accomplish with our limited resources.

Thank you again for the opportunity to provide testimony in support of the Department's budget request and we are ready to answer any questions you may have.

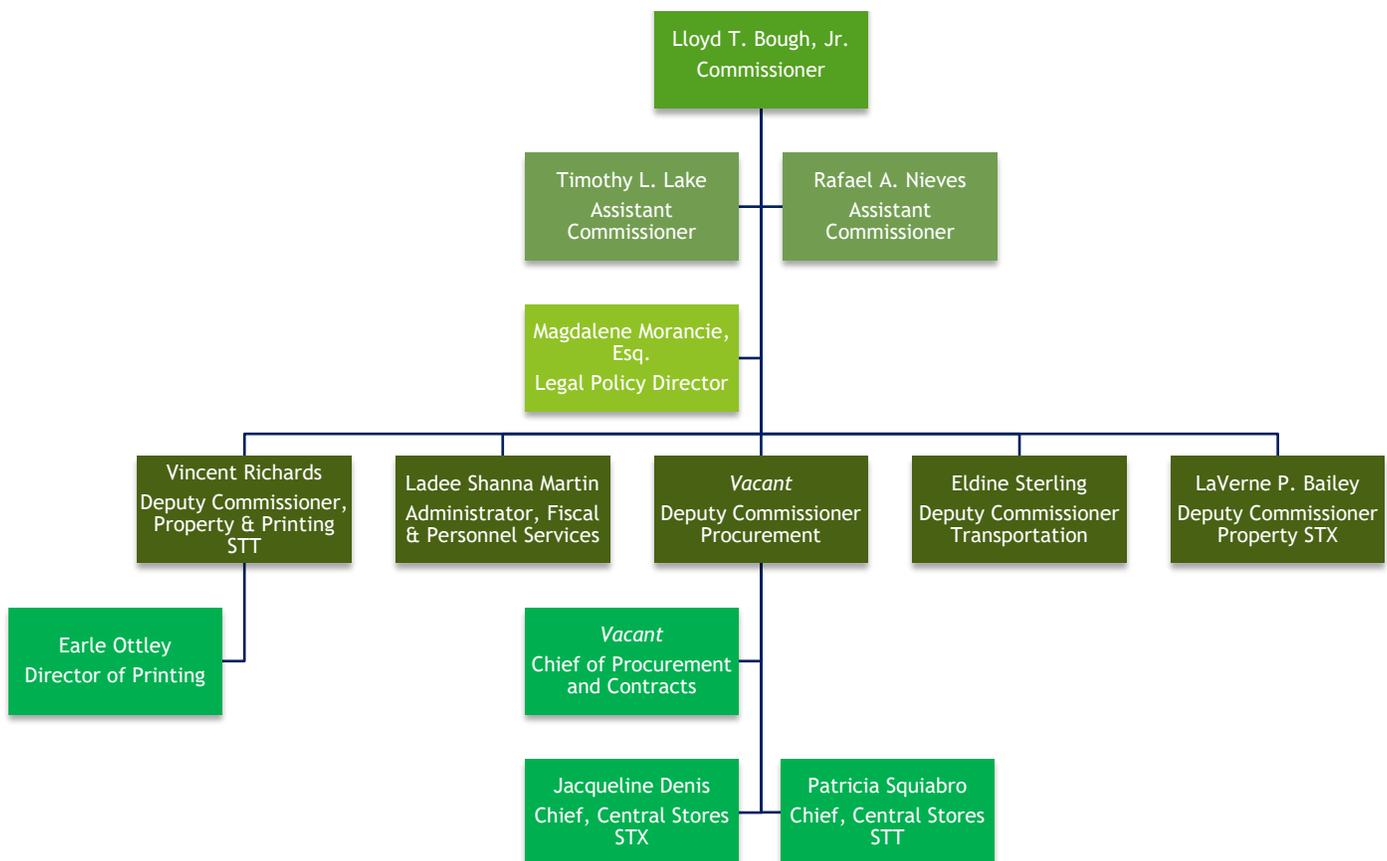
DEPARTMENT OF PROPERTY AND PROCUREMENT ORGANIZATIONAL STRUCTURE

The Department of Property and Procurement operates pursuant to Title 3, Sections 211-221, and Title 31, Sections 151-169, Section 201-205, Sections 231-251 and Section 281-283 of the Virgin Islands Code.

The Department is made up of the following divisions and offices:

- The Commissioner's Office
- Division of Fiscal and Personnel Services
- Division of Procurement
- Central Stores and Warehousing
- Division of Property and Printing
- Division of Transportation

EXECUTIVE MANAGEMENT ORGANIZATIONAL CHART



DIVISION OF FISCAL & PERSONNEL SERVICES

ADMINISTRATOR'S MESSAGE:

The Fiscal Year 2018 Budget provides for a financial plan for the Department of Property and Procurement and totals \$14,570,130.00 which is \$2,733,458.00 appropriated from the General Fund; \$2,536,293.00 from the Business and Commercial Properties and Revolving Fund; \$169,694.00 from the Indirect Cost Fund; \$2,324,385.00 from the local non-appropriated funds; and \$6,806,300.00 from a miscellaneous appropriation from the Office of Management and Budget to cover various insurance policies for all properties under the Government of the Virgin Islands.

Currently the department has a total of sixty-four (64) employees/filled positions (29 in St. Croix and 35 in St. Thomas), and fourteen (14) vacancies. The vacancies are outlined within this budget presentation. Personnel services are recommended at \$3,127,044.00 and fringe benefits are projected at \$258,519.00. Thirty-seven (37) employees are paid from the General Fund; three (3) from the Indirect Cost Fund and twenty-four (24) from the Business and Commercial Fund. The Department of Property and Procurement has been able to reduce its budget requests from the General Fund due to its revenue generating capacities.

Also, the department has been able to support the reduction in the Fiscal Year 2017 General Fund appropriation by shifting some of its General Fund requests into the Business and Commercial Fund (6028) as well as through our non-appropriated revolving funds. The request in the Indirect Cost Fund (2098) was increased from \$138,746.00 for Fiscal Year 2017 to \$169,694.00 for Fiscal Year 2018 due to additional staffing needs.

In an effort by the Honorable Governor Kenneth Mapp and his financial management team, the department was able to place all employees under the United Steelworkers Bargaining Unit at the correct pay scale based on the 2010 tentative agreement and pay plan signed by the Chief Negotiator, United Steelworkers and the previous administration. As such, all employees hired, promoted or transferred in the bargaining unit received a 2.5% fiscal year increase and all incremental step increases within said period. The total dollar amount for union step increase retroactive pay totaled \$178,293.44.

The collection of revenues and expenditure activities represent 60% of the division's overall performance. Revenues collected and deposited are generated from leases, the sale of gasoline coupons, maintenance and repair of government vehicles, purchase of materials and supplies by government departments and agencies from the Government's Central Stores, vehicle auctions, printing requests and sales of plans and specs.

Other major functions of the division include the handling of all personnel and payroll issues and concerns. Approximately 40% of the division’s performance consists of the preparation of the department’s bi-weekly payroll, processing of NOPA’s, processing and resolution of personnel disputes, union matters, labor laws and other related issues.

The Department of Property and Procurement is prepared to focus on the strategic and financial challenges that will define the future of the Virgin Islands where we can embrace new technologies, new businesses and economic growth and sustainability.

MISSION:

Under the auspices of the Office of the Commissioner, the Division of Fiscal and Personnel Services serves as the Department of Property and Procurement’s guide in the areas of financial and human resource management. This Activity Center acts as a support arm to all other divisions within the department to ensure that all financial and personnel needs and services are met in accordance with its mandates and the Government of the Virgin Islands. It maintains close communications with the Division of Personnel, Office of Collective Bargaining, the Public Employees Relations Board, the Office of Management and Budget and the Department of Finance.

STAFF COMPOSITION

The Division of Fiscal & Personnel Services is currently comprised of **three (3)** employees:

- St. Croix—One (1) employee
- St. Thomas—Two (2) employees

There is a total of 4 budgeted positions for this division. The division supervises a clerical staff.

Positions within the Division of Fiscal Personnel Services	Filled	Vacant	Status of filling position
Administrator (territorial) – Ladee Shanna Martin	✓		
Departmental Budget Control Officer		✓	FY 2017 Hiring Freeze
Administrative Assistant (STT) – Priscilla Joseph	✓		
Administrative Assistant (STX) – Sarita Malone	✓		

OVERVIEW OF THE DIVISION OF FISCAL & PERSONNEL SERVICES:

- Responsible for preparing all financial reports in collaboration with the Office of the Commissioner, Office of Management and Budget, and the Department of Finance.
- Responsible for preparing the department’s annual budget in collaboration with the Commissioner’s Office and all other divisions within the department.
- Responsible for all funding received from the Office of Management and Budget and the Department of Finance and the collection and deposits of all revenue-generated funds.
- Administers funds derived for personnel services under the General Fund, Business and Commercial Fund and the Indirect Cost Fund.
- Application and interpretation of the departments of the GVT’s rules and regulations.
- Collects, sorts and assembles departmental wide information, and prepares reports for budget estimates, annual or other periodic reports and recommendations.
- Ensures that proper accounting management and related functions such as personnel administration, procurement, printing, storekeeping and all other aspects of the department are performed efficiently and effectively.
- Labor and Personnel Relations (i.e. United Steelworkers, Office of Collective Bargaining, Department of Labor, Public Employees Relations Board).

Key Performance Indicators of the Division of Fiscal & Personnel Services	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 TARGET
Average number of turnaround days for processing of vendor payments / financial departmental obligations	2	2-3	3-4	2-3	2-3
Timely submission of financial statements as required by various agencies	95%	95%	90%	85%	90%
Average turnaround time for filling vacancies/NOPA processing (in months)	1-2	1-2	3-4	1	1 -2 weeks

The Division of Fiscal & Personnel Services manages the following appropriated and non-appropriated funds:

Fund Name	Fund No.	Appropriated	Non-Appropriated	Revenue Generating	Activity
Business & Commercial	6028	✓		✓	Property Management
Central Motor Pool	6052		✓	✓	Inspection, Repairs & Maintenance, Auctions of GVI Fleet
Central Warehouse	6046		✓	✓	Sale of Supplies
Gasoline Coupon	6056		✓	✓	GVI Gasoline Coupon Distribution Program
Printing	6016		✓	✓	Printing Production Services
General	0100	✓		✓	Sales of Plans & Specs / Contract Administration
Indirect Cost	2098	✓			Salaries & Fringe Benefits

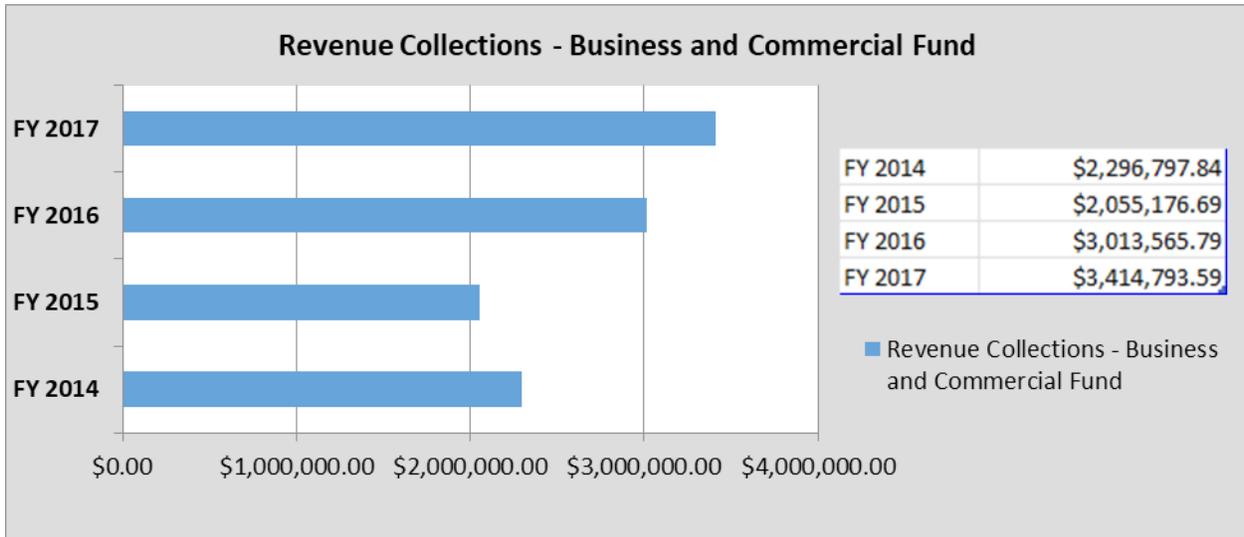
Virgin Islands Code Title 3 § 218 clearly indicate the powers and duties of the Department of Property and Procurement. As such, the department has never received funding in order to exercise its control over the enforcement of the laws. “By this section, Department of Property and Procurement of Government of the Virgin Islands is empowered to manage, control, dispose of and use government real estate, including rental properties of all kinds owned or controlled by Government.”

FISCAL/FINANCIAL MANAGEMENT:

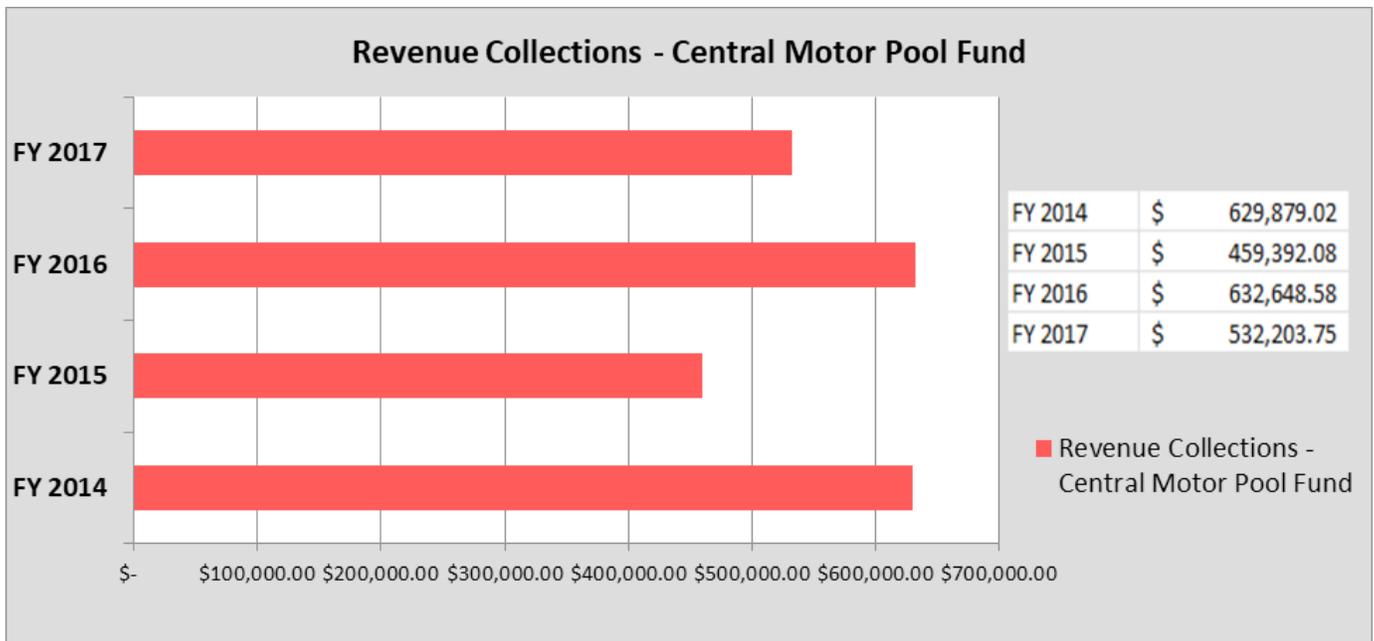
- Close network with financial management entities within the Government of the Virgin Islands such as the Department of Finance and the Office of Management and Budget.
- Management of Revenues and Expenditures.
- Cashier Center.
- Management of all appropriated and non-appropriated funds.
- Budgetary requests for operating purposes (allotments, re-allocations, releases, etc).
- Fiscal Year Budget Preparation.
- Fiscal Year close-out process.
- Financial reporting as required and on an as-needed basis by the Department of Property and Procurement, Department of Finance and the Office of Management and Budget.
- Utilization of all ERP financial management modules.
- GVI Gasoline Coupon Distribution Program.

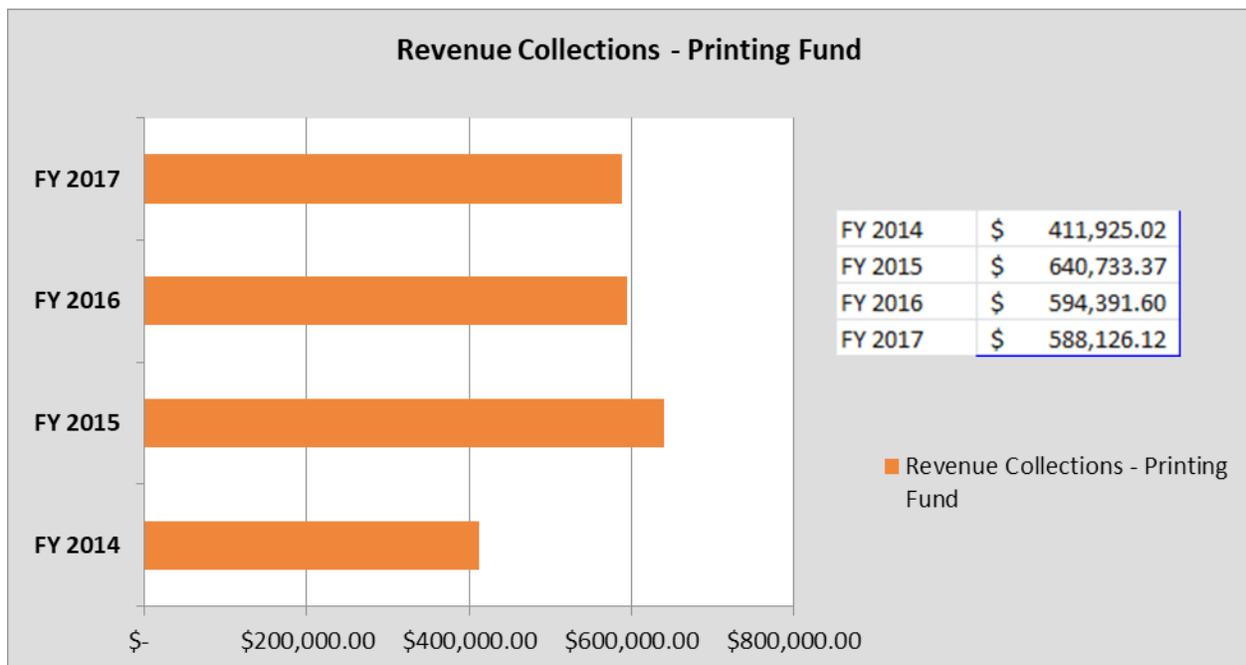
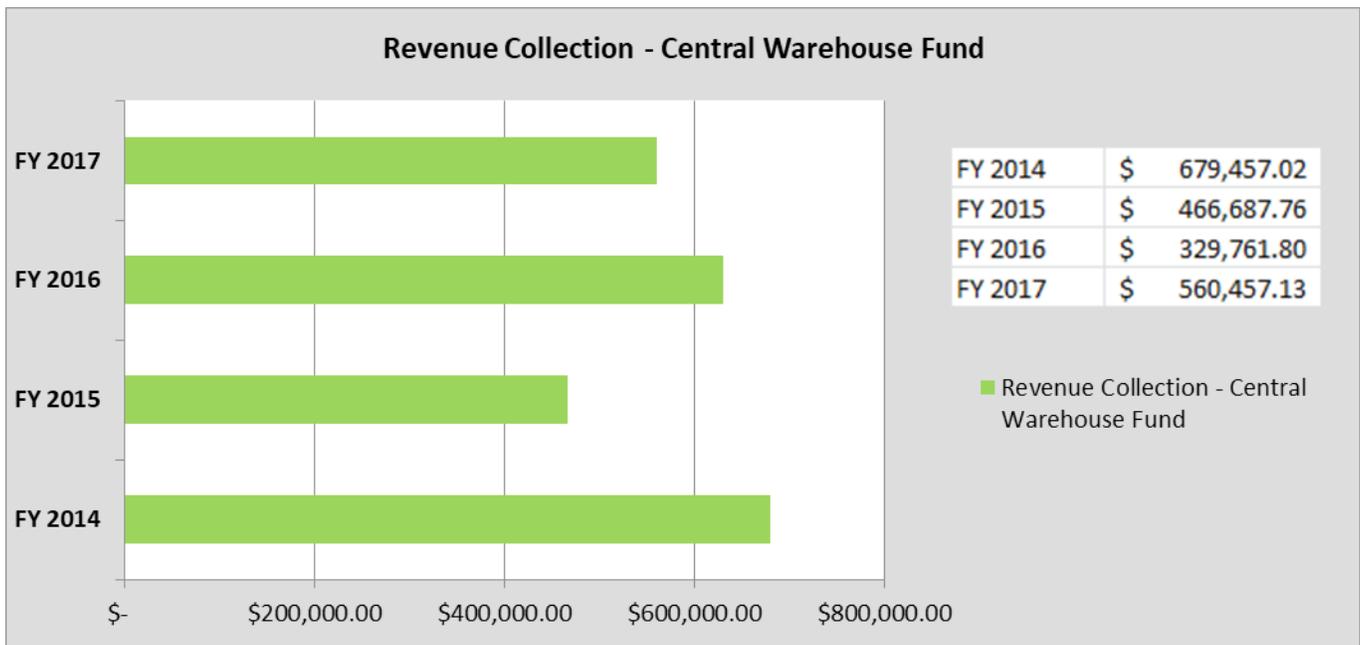
- Vendor Payments.
- Accounts Payables and Accounts Receivables.
- Accounts Manager for all Business and Commercial properties.

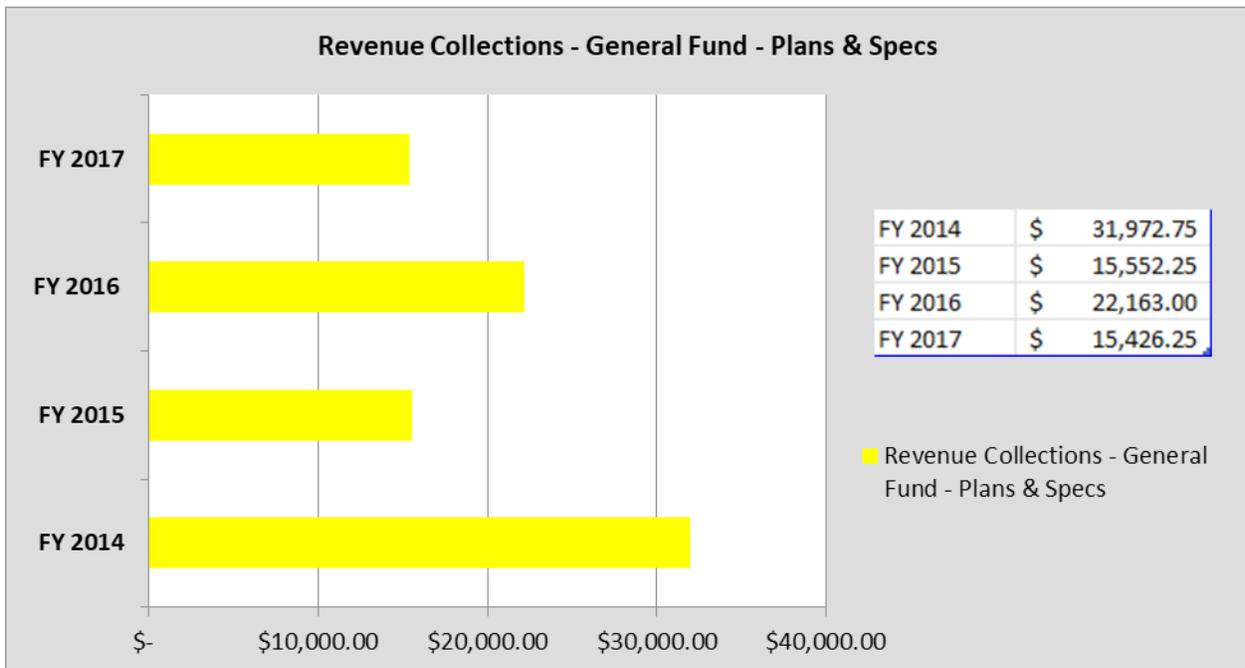
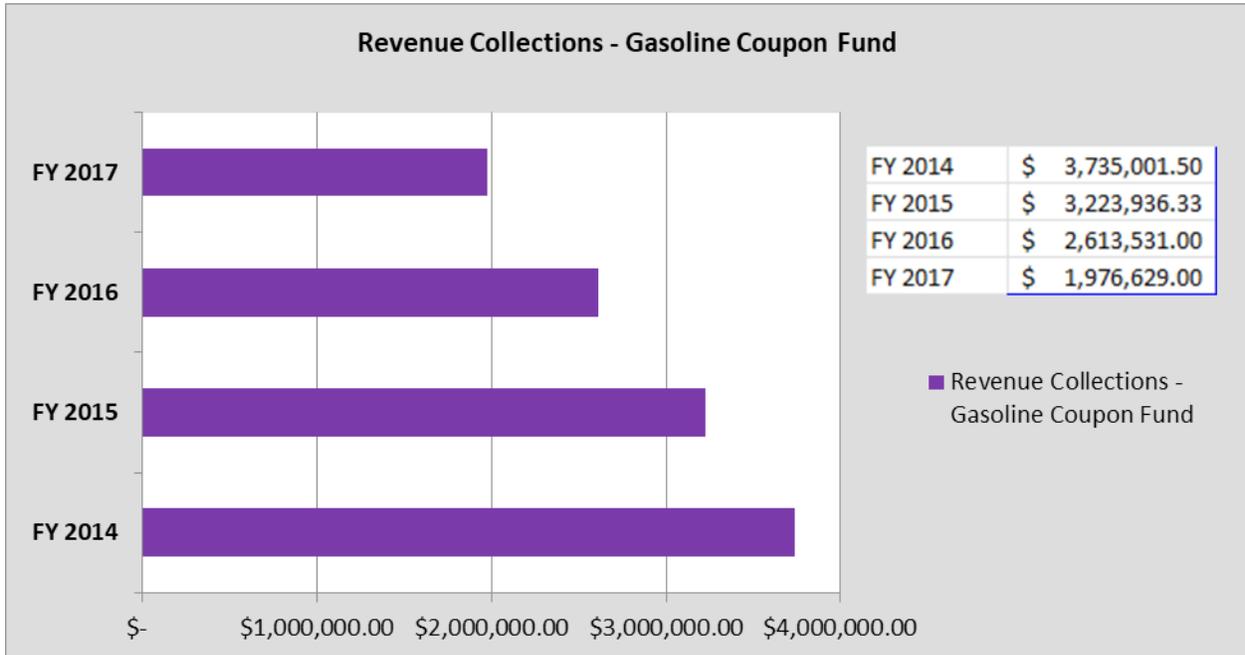
REVENUE COLLECTIONS AND EXPENDITURES FOR ALL FUNDS FOR FISCAL YEARS 2014-2017
COLLECTIONS:

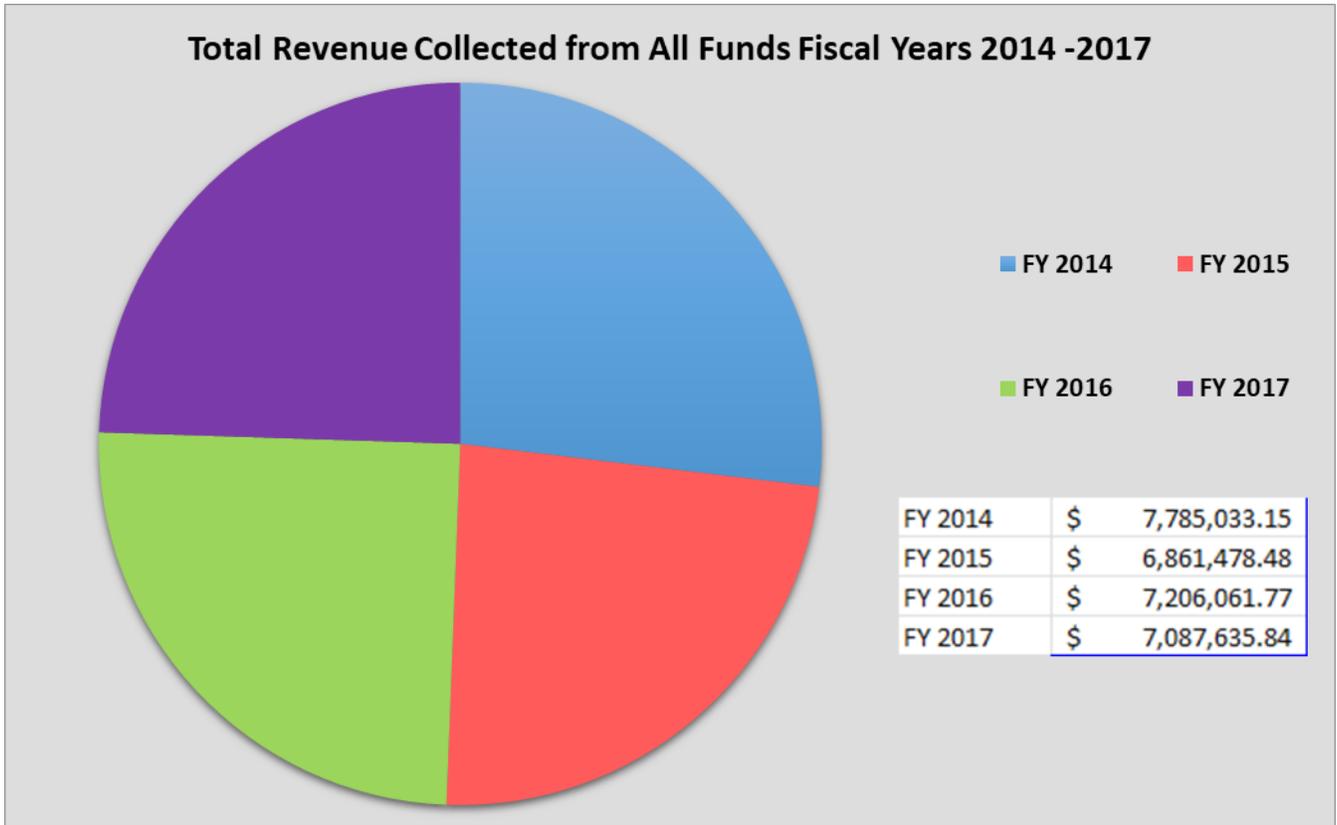


The Business and Commercial Fund is slated to earn \$4,639,198.28 by the end of FY 2017 in rental income based on all properties currently leased by the Department of Property and Procurement. This, of course, will increase as we continue to execute new leases.

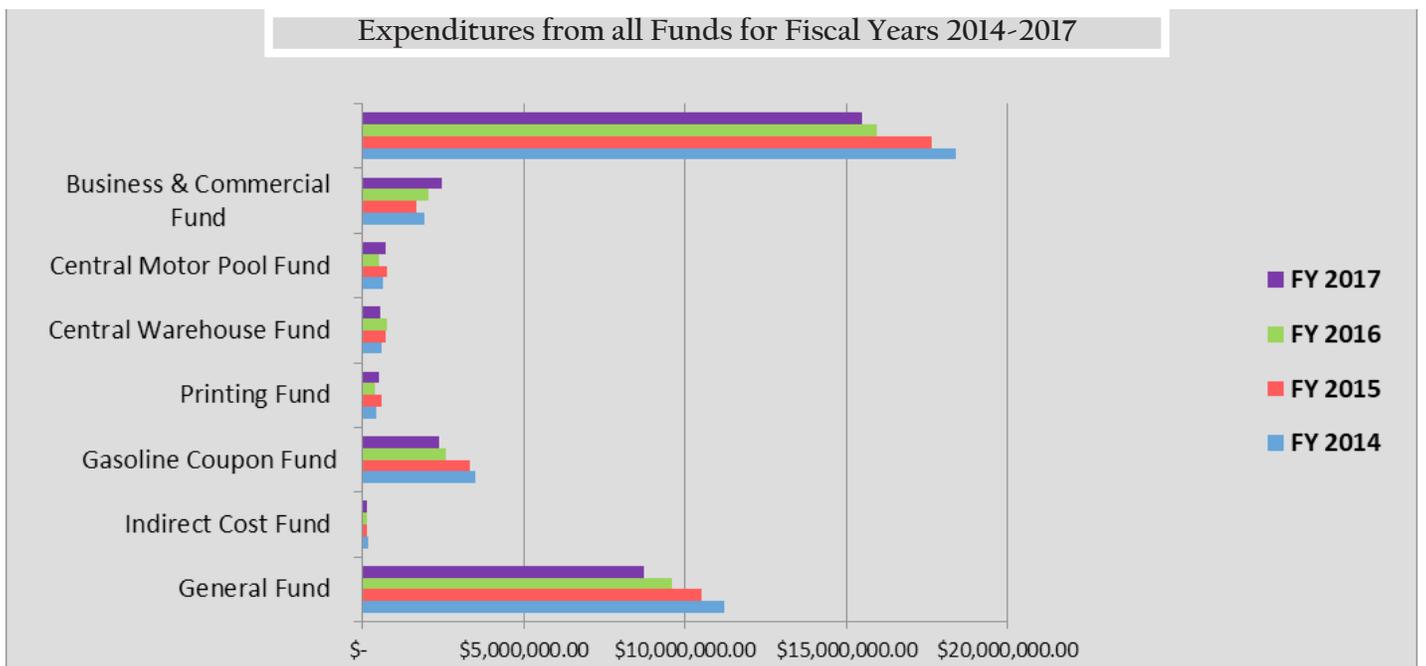




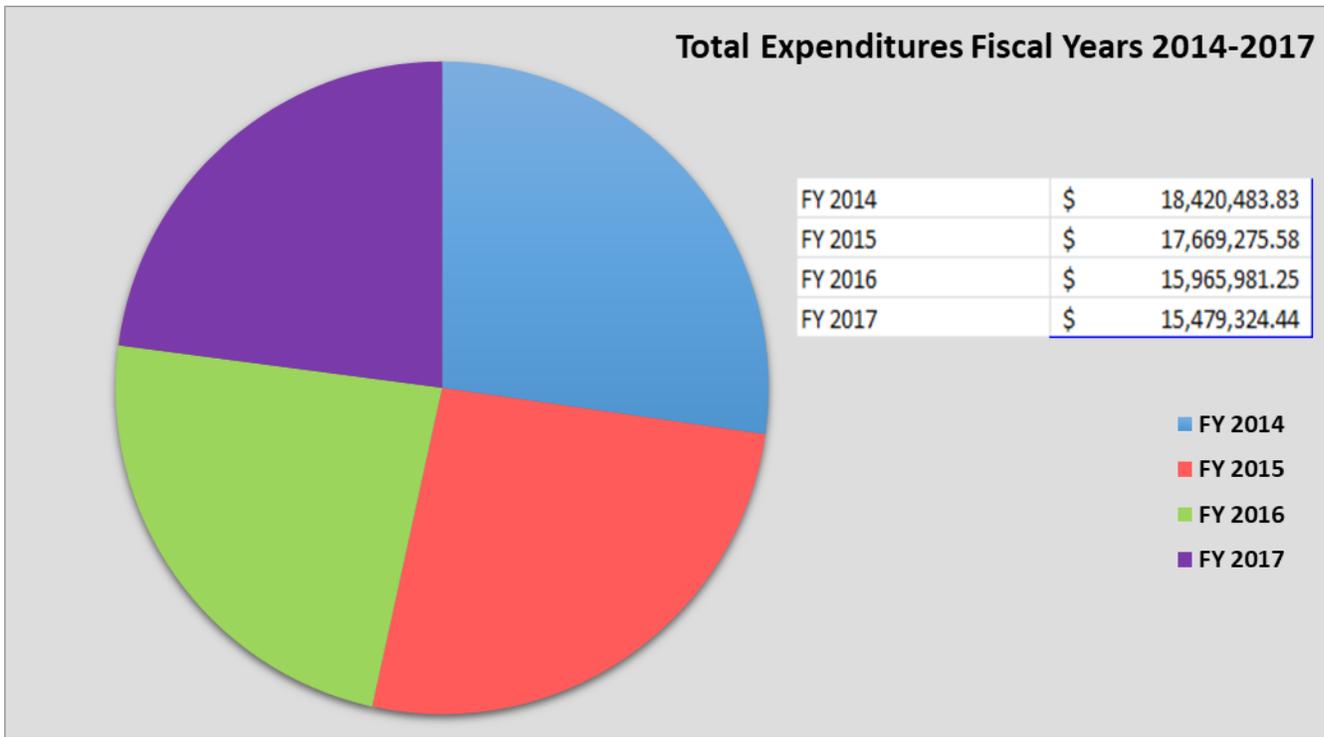




EXPENDITURES:

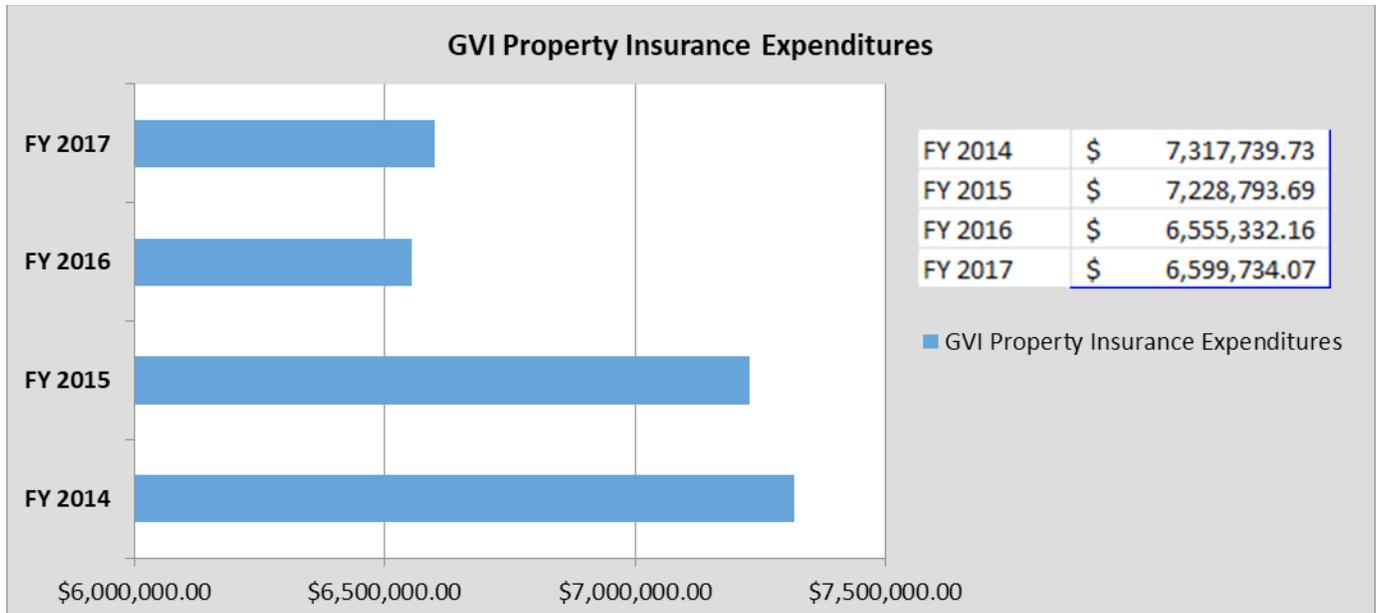


<i>Actual Expenditures In Dollar Amounts</i>	FY 2014	FY 2015	FY 2016	FY 2017
General Fund	\$ 11,229,655.20	\$ 10,507,766.48	\$ 9,580,572.55	\$ 8,733,849.60
Indirect Cost Fund	\$ 150,136.90	\$ 146,838.03	\$ 141,129.22	\$ 137,198.90
Gasoline Coupon Fund	\$ 3,482,324.22	\$ 3,322,913.57	\$ 2,588,018.42	\$ 2,370,953.16
Printing Fund	\$ 412,974.37	\$ 568,208.93	\$ 374,684.87	\$ 509,504.00
Central Warehouse Fund	\$ 593,259.08	\$ 703,951.85	\$ 730,813.15	\$ 553,118.22
Central Motor Pool Fund	\$ 626,673.65	\$ 769,151.12	\$ 513,833.70	\$ 724,964.73
Business and Commercial Fund	\$ 1,925,460.41	\$ 1,650,449.60	\$ 2,036,929.34	\$ 2,449,735.83
TOTAL EXPENDITURES BY FY	\$ 18,420,483.83	\$ 17,669,275.58	\$15,965,981.25	\$ 15,479,324.44



PROPERTY INSURANCE EXPENDITURES:

The Department of Property and Procurement is responsible for providing insurance coverage for all government buildings and properties, policies include Hull and Machinery/Pollution Protection Coverage, Ambulance Boat coverage, Boiler and Machinery Breakdown coverage, annual brokerage services fees and Property Insurance for all Government of the Virgin Islands buildings and properties. This miscellaneous budget request is appropriated accordingly by the Office of Management and Budget.



PERSONNEL SERVICES/HUMAN RESOURCE MANAGEMENT:

- Relays instructions to divisional heads and department head; explains policies, laws and regulations to promote compliance regarding personnel administration including recommending disciplinary action.
- Directs and coordinates staff activities of the agency and reviews proposed programs.
- Planning, development and coordination of personnel policies within the department.
- Administration of employee evaluation programs and in the development of standards for work performance within the department.
- Provides comprehensive personnel management services including labor management relations.
- Provides guidance, advice and interpretation on human resource issues as it relates to collective bargaining agreements, performance management, classification, job descriptions, recruitment, employee relations and labor laws.
- Utilization of all ERP Human Resource Management Modules.
- Union negotiation preparation, analysis and administration.
- Government of the Virgin Islands Health and Wellness Initiative Advocate.

FY 2017 VACANCIES TERRITORY-WIDE, ALL DIVISIONS:

Position	Division	District	Salary	Funding Source	Classification
Deputy Commissioner	Procurement	STT	\$72,000	General Fund	Exempt
Deputy Commissioner	Transportation	STX	\$72,000	Business & Commercial Fund	Exempt
Contract Payment Facilitator	Procurement	STT	\$35,000	General Fund	Exempt
Evaluations Officer	Procurement	STT	\$40,000	General Fund	Exempt
Departmental Budget Control Officer	Fiscal & Personnel	STT	\$47,395	General Fund	Classified
Archives & Records Officer	Property	STT	\$33,176	Business & Commercial Fund	Classified
Records & Property Mgmt. Officer	Property	STX	\$39,455	Business & Commercial Fund	Classified
Property Inspector	Property	STX	\$31,541	Business & Commercial Fund	Classified
Chief of Procurement & Contracts	Procurement	STX	\$65,000	General Fund	Exempt
Administrative Officer II	Transportation	STX	\$24,460	General Fund	Classified
Supervisor, Motor Pool	Transportation	STX	\$31,867	General Fund	Classified
General Maintenance	Property	STT	\$40,000	Business & Commercial Fund	Classified
Laborer II	Property	STX	\$20,527	Business & Commercial Fund	Classified
Printer III	Printing	STT	\$22,411	General Fund	Classified

Notice of Personnel Actions (NOPAs) Processed October 1, 2016 – Present:

New Hire NOPAs- 10	Retirement NOPAs -	0
Resignation NOPAs - 1	Termination NOPAs -	2

DIVISION GOALS AND OBJECTIVES:

- Performance development activities and trainings, visioning, goal-setting, building of action plans as a team, conflict awareness and resolution as well as stress management.
- Boost employee morale through compensation and incentives due to work-overload.
- Improvement or upgrades to in-house management systems as we strive to become 90% automated throughout the department.

- Ensure that performance and compensation processes are designed and executed to maximize our employees' performance with the goals of the organization.
- Maintain a positive and culturally-valued work environment.
- Lack of funding for procurement operations as we aim to stay current with all procurement standards to promote fairness and transparency across the board.
- Enforcement by managers of improvement of employee time and attendance.
- Improve revenue generating for all revolving funds.
- Fill all current vacancies before the targeted deadline of September 30, 2017.
- Maintain employee retention above 80%.
- Promote operational effectiveness.
- Assist the department in reaching its overall goals.
- Identify and satisfy the needs of all employees of the department.
- Administer financial and human resource programs effectively and efficiently, while maintaining government and public satisfaction while still operating under budgetary constraints.

DIVISION OF PROCUREMENT CENTRAL STORES & WAREHOUSING

DIVISION OF PROCUREMENT

The Division of Procurement is responsible for providing an economic and efficient system of procurement for the Government of the Virgin Islands through open market purchases, competitive bidding, and contract negotiations. The Division oversees the contracting process from the preparation, advertising, bid opening, evaluation and awards of Construction, Supply and Professional Services Contracts, pursuant to Title 31, Chapter 23, Sections 231-251 of the Virgin Islands Code and the rules and regulations promulgated thereunder. The Division has a firm commitment to provide the Government of the Virgin Islands (GVI) with a procurement system that provides quality services within a reasonable time frame to all departments and agencies. The Division also strives to ensure that ethical standards are upheld and integrity of the process is maintained.

STAFF COMPOSITION

The Division of Procurement is currently comprised of **eight (8)** employees:

- St. Croix—Five (5) employees; one (1) vacant position
- St. Thomas—Three (3) employees; one (1) vacant position

We are currently transitioning to a new Deputy Commissioner for the Division, and expect to have that position filled within a few weeks.

FY 2017 OBJECTIVES INCLUDED:

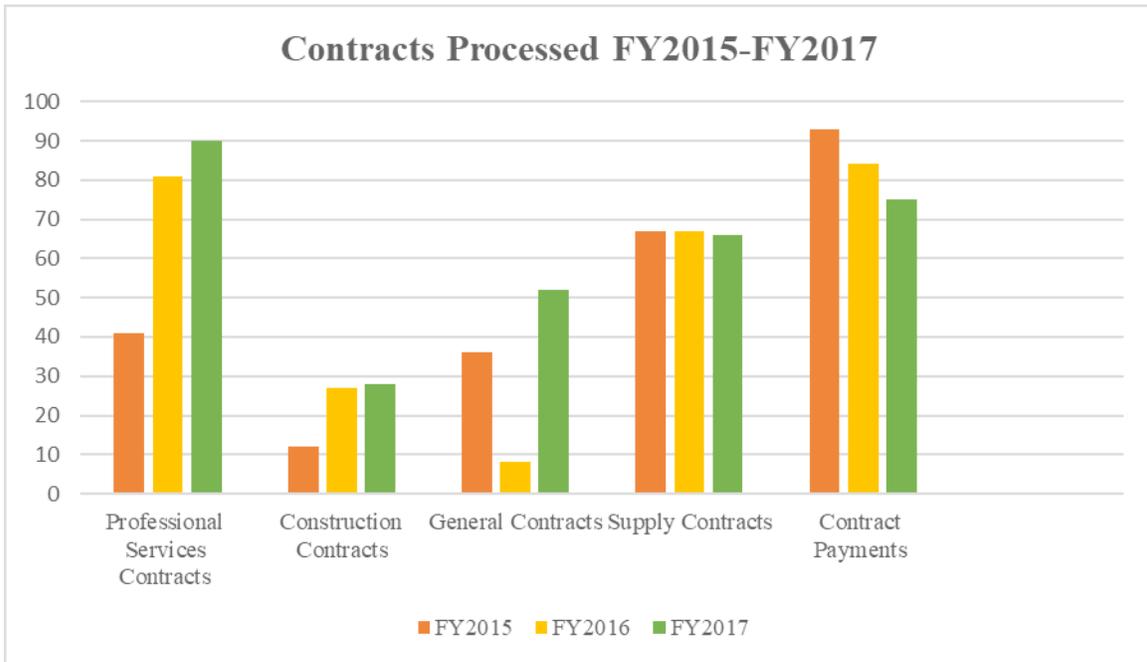
- Updating the Procurement Policy and Manual;
- Streamlining the contracts process with a contract management software;
- Training government employees and contractors on standard government procedures and requirements; and
- Updating procurement procedures and regulations to mirror federal procurement rules and regulations.

DIVISION ACCOMPLISHMENTS THUS FAR FOR FY 2017:

- Purchase orders are automatically emailed to the initiator of the requisition at each User Agency. This new feature allows the Division to produce more purchase orders, eliminating the need to print, sort and email purchase orders. This allows Government agencies to receive their purchase orders on a timelier basis.
- Vacant Evaluation Supervisor position on St. Thomas has been filled.
- Vacant Contract Payment Facilitator position on St. Croix has been filled, thus enabling the Contract Administrators to focus on reviewing and approving contracts.
- All advertisements and solicitations continue to be made available online at dpp.vi.gov.
- All emergency contracts for Hurricane Season have been secured to include emergency roadside cleanup, debris removal, roof repairs, generator and maintenance services and other supplies such as water and ice.
- Finalized revisions of the Procurement Manual for the Executive Branch, which is undergoing final review and further vetting.
- Drafted proposed revisions to the Title 31, Section 236a to provide additional forms of security for preferred bidders in lieu of bonds and submitted same for legal sufficiency review and further vetting.
- In addition to the above, the Division processed the following as of July 25, 2017:

Document Type	Number Processed (Territory-Wide)
Professional Services Contracts	90
General Contracts	52
Construction Contracts	28
Supply Contracts	66
Purchase Orders	20,691 (totaling \$171,378,334.18)
Contract Payments	75 (totaling \$19,300,229.85)

The total number of contracts processed thus far for FY 2017 compares to previous Fiscal Years as follows:



The total number of Purchase Orders processed thus far for FY 2017 compares to previous Fiscal Years as follows:



DIVISION OBJECTIVES FOR FY 2018:

- Streamlining the procurement process for the timelier acquisition of goods and services.
- Launching a Contract Management Software, to allow for the electronic management of contract requests, contract review and approval, authorization for digital signatures, post-execution tracking and commitments management.
- Training of GVI employees and contractors on standard government procedures, requirements and expectations to ensure consistency, efficiency, compliance with rules and minimization of instances of errors in contracts and supporting documents.
- Updating procurement procedures and regulations to provide clear direction to the government Agencies and the public.

DIVISION NEEDS:

- Industrial shredder on St. Croix;
- One (1) Contract Payment Facilitator on St. Thomas;
- One (1) Contract Technician on St. Croix; and
- One (1) Paralegal on St. Croix.

CENTRAL STORES & WAREHOUSING

Central Stores and Warehousing falls under the Division of Procurement and oversees all warehousing operations of the Government of the Virgin Islands in accordance with Title 31, Section 244 of the Virgin Islands Code. This unit is responsible for the purchasing and storing of equipment and supplies for the resale to other Government departments, agencies, and also serves semi-autonomous agencies. As a warehousing unit, we provide for the warehousing and maintenance of all supplies, materials and equipment for the Government of the Virgin Islands.

STAFF COMPOSITION

Central Stores and Warehouse is currently comprised of seven (7) employees:

- St. Croix—Four (4) employees
- St. Thomas—Three (3) employees

FY 2017 OBJECTIVES INCLUDED:

- Re-implement the Pick Ticket module in the Tyler Munis Enterprise Resource Planning (ERP) System, which will allow for easier ordering and inventory maintenance.
- Install a new Bar Code inventory software and new Point of Sale software to allow for better accountability of products.
- Relocate the St. Croix Central Stores to a permanent location with new store shelving.
- Acquisition of an electric forklift.

DIVISION ACCOMPLISHMENTS THUS FAR FOR FY 2017:

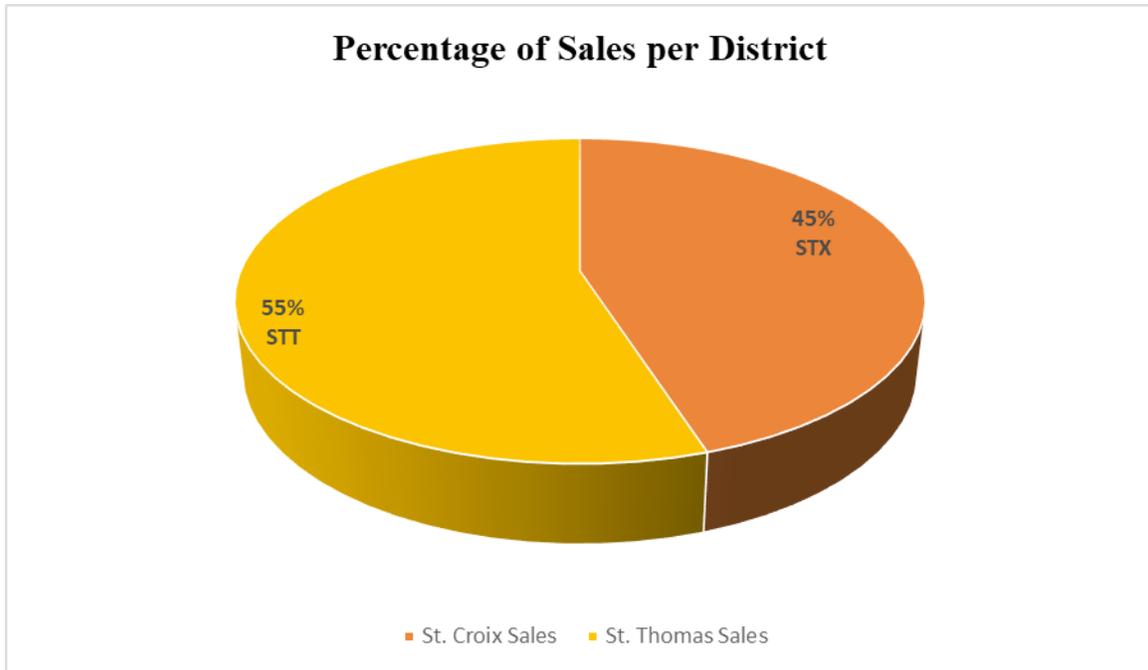
In Fiscal Year 2017, the Division of Central Stores and Warehousing performed efficiently. Sales rose from the previous year by 39%. This was possible because of the availability of funds to stock the necessary supplies needed to adequately service the various Departments and Agencies.

Thus far, the Division has realized sales of **\$677,725.49** as opposed to last year's sales of **\$412,131.81**, which equates to a **39% increase**.

It is anticipated that we will realize another **\$100,000.00** in sales by the end of this Fiscal Year.

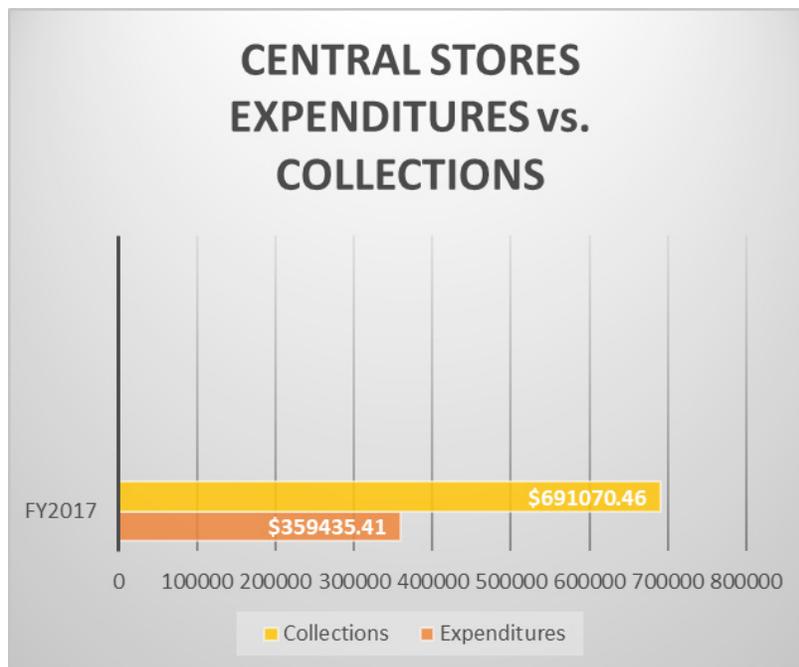
The breakdown by store sales are as follows:

St. Croix Store Sales:	\$301,406.26
St. Thomas Store Sales:	<u>\$376,319.23</u>
Total Sales:	<u>\$677,725.49</u>



Collections to date are \$691,070.46 as opposed to last year's collections of \$540,129.69 for the same time period, which is a net cash flow gain of 22%.

A comparison of revenues vs. expenditures thus far for FY 2017 follows:



ADDITIONAL ACCOMPLISHMENTS FOR FY 2017:

- Division of Central Stores, St. Croix was relocated to No. 3272 Estate Richmond from the former HOVENSA training facilities. The layout of the Richmond facility is better suited for managing the equipment and supplies. Thus, we are able to service our customers more efficiently and effectively.
- Both locations successfully conducted an inventory on February 3, 2017.
- Updated the Invitation for Bids for FY 2018 for Office Supplies.
- Procured an electric forklift for the St. Thomas location.

A comparison of FY 2017 activities as compared to previous Fiscal Years follows:

	FY 2015	FY 2016	FY 2017
Orders Filled	466	724	1128
Requisitions Prepared	28	42	79
Invoices processed from Vendors	18	44	60
Invoices processed for Depts./ Agencies	352	724	1128
Price quotes prepared	460	816	1054
Driving assignments	16	8	10

NEW INITIATIVES/OBJECTIVES FOR FY 2018:

- Re-implement the Pick Ticket module in the Tyler Munis Enterprise Resource (ERP) System that will make it easier for users to order and to keep track of the inventory.
- Tracking of Inventory by using ERP Inventory module.
- Implementing Warehousing and Inventory Management processes to include product cycle time, par levels and warehouse/inventory management practices.
- Install new Bar Code Inventory software and new Point of Sale software that would enable better accountability of the products coming in and out.

DIVISION NEEDS:

- Bar Code Inventory Software

DIVISION OF PROPERTY & PRINTING

DIVISION OF PROPERTY

The Department of Property and Procurement is authorized pursuant to Title 31, Sections 3021, 232, 236 and 261 to manage and control all Government Real and Personal Properties to include acquisitions, dispositions, commercial leasing and property distribution. The department manages all government leasehold contracts and government agencies requests for office space. The department is responsible for relative activities that involve all aspects of real estate negotiation, including, but not limited to, lease preparation, property inspection, appraisal and survey evaluation.

STAFF COMPOSITION

- The Division of Property is currently comprised of **nineteen (19)** employees:
- St. Croix—**Nine (9)** employees; including a Deputy Commissioner, a Lease Manager, two (2) in Fixed Asset and Loss Management, three (3) Property Inspectors, one (1) Custodial Worker, and an IT Analyst. There are three (3) vacant positions in St. Croix: a Property Inspector, a Records and Property Management Officer and a Laborer II.
- St. Thomas—**Ten (10)** employees: including a Deputy Commissioner, two (2) Lease Managers, five (5) employees in Fixed Asset and Loss Management, and two (2) Custodial and Maintenance workers; of which one (1) is contracted. There are two (2) vacant positions in St. Thomas: an Archives and Records Officer, and a General Maintenance employee.

BUSINESS AND COMMERCIAL

The Division of Property manages approximately **One Hundred and Forty-eight (148)** Business and Commercial leases with annual revenues of **\$4,411,743.20**.

Island	# of Leases	Annual Rent
St. Croix	20	\$2,182,374.80
St. Thomas	108	\$2,060,775.96
St. John	19	\$156,592.44
Water Island	1	\$12,000.00
Territorial TOTALS	148	\$4,411,743.20

SPACE MANAGEMENT

In Fiscal Year 2017, the division managed 118 Space Management leases, which represents approximately 890,477.08 sq. ft. of office and warehouse space at an approximate annual rent of \$9,551,295.00. The division endeavors to take a more assertive role in assisting all departments and agencies in reducing their leasehold costs, by negotiating more equitable rates in new or existing leases.

ST. CROIX

	2014	2015	2016	2017
Leases	Sixty (60)	Fifty-six (56)	Fifty-one (51)	Fifty-four (54)
Annual Rent	\$3,838,021.23	\$4,127,914.41	\$3,826,512.76	\$4,861,914.66

ST. THOMAS

	2014	2015	2016	2017
Leases	Sixty-five (65)	Sixty-one (61)	Fifty-six (56)	Fifty-eight (58)
Annual Rent	\$4,564,165.16	\$4,459,584.16	\$4,358,466.38	\$4,497,454.64

ST. JOHN

	2014	2015	2016	2017
Leases	Four (4)	Four (4)	Five (5)	Six (6)
Annual Rent	\$149,057.00	\$149,057.00	\$165,312.75	\$191,925.70

TERRITORIAL DISTRICT TOTALS

- Total Leases: 118
- Total Annual Rent: \$9,551,295.00

LOSS PREVENTION AND FIXED ASSETS MANAGEMENT

INVENTORY MANAGEMENT AND TRACKING SYSTEM

To complete cycle counts throughout the Territory for the Central Government and semi-autonomous agencies, where necessary and practical.

INSURANCE

- The insurance brokerage firm of Nausch, Hogan and Murray (VI) continues to provide the Government of the Virgin Islands with insurance coverage for all risks of direct physical loss or damage including earthquake, windstorm, volcanic action, flood, sea wave and storm surge. The 2017-2018 policy was renewed on June 10, 2017 and runs until June 10, 2018.
- The Department of Property and Procurement renewed the Government's insurance at a total cost of \$6,575,106.25, down from \$6,866,311.59 in 2016/2017 covering buildings and contents, hull and machinery/protection & indemnity/pollution coverage, boiler and machinery breakdown renewal. The brokerage service fees were \$257,206.00. Insured assets totaled \$1,107,390,764.00.

DIVISION OF PROPERTY FY 2017 ACCOMPLISHMENTS:

ST. CROIX

- New lease with Cruzan Group, LLC for the Oscar Henry Customs House in Frederiksted—initial monthly lease is \$1,500.00 for the first year and \$3,000.00 monthly after the first year.
- New lease for 41 homes at Estate Blessing (formerly HOVENSA) at an annual rent of \$512,500.00.
- Rental increase for the 80 homes at Estate Cottage (formerly HOVENSA) from \$1,152,000.00/year to \$1,440,000.00/year.
- Central Stores build out is complete and the Division of Central Stores and Warehouse is in full operation at Estate Richmond.
- Completed Dynamic Inventory of all Government assets.
- Renovated the Motor Pool office and restrooms; replaced the roof of the garage and painted the garage walls.
- Paved the parking lot at the main office in Estate Richmond.
- USO Building—Scope of Work is complete and we are awaiting the release of funding.

ST. THOMAS

- Legal Advisor has aided with more efficient collection operation.
- Executed a lease with Island Green Building Association on St. John to develop a Recycle Depot that will drastically assist in reducing the waste stream on that island, and what is eventually transported to St. Thomas.

DIVISION OF PROPERTY FY 2018 GOALS:

- Uploaded all tenant data into our new cloud-based property management program (AppFolio).
- Host another series of conferences titled “How to do business with the Department of Property and Procurement”.
- Continue our aggressive collection and lease agreement enforcement efforts.
- Create a publication that will feature and market our portfolio of properties to the public and private interests.
- Continue the inventory process of all government departments/agencies.
- The division has several potential new tenants in the pipeline that brought online in the coming months will increase rental revenues.
- We have strengthened our application screening process of potential tenants, to make it more open, fair and rigorous. We are mirroring industry standards, and requesting more supporting documentation from applicants to prove project viability. We have and will continue to tighten the terms of lease agreements, to protect the interest of the VI Government from potential loss.
- More vigorous enforcement of terms in our lease agreements, collection of late fees and CPI annual increases. Increase site inspections of the managed properties, insuring compliance with lease agreements.
- Continue to aggressively pursue Delinquent Tenants for collection. The Department of Justice has assigned a couple specific Assistant Attorney Generals in their office to assist with expediting reviews of procurement contracts, leases and “Landlord-Tenant” legal actions.
- Invest in more professional training of our staff in the fields of Loss and Risk Prevention, Fixed Asset Management and Real Property Management.

- Continue to aggressively market our portfolio of properties to the general public and private interests, to identify and secure new prospective tenants, thus increase revenue for the department with new lease agreements.
- Fully deploy and utilize our new cloud-based property management software platform, to realize greater efficiencies. Host a series of three open houses with tenants, to familiarize them with the system and its features.
- Upload all the Fixed Assets from SAGE over into the MUNIS system.
- Hire or Contract an Archivist or Curator.
- Hire a Paralegal to bolster our Legal Policy Advisor.

DIVISION OF PROPERTY FY 2018 SPECIAL PROJECTS:

ST. CROIX

- Motor Pool—Install new lifts, install new windows and screens and paint floor.
- Old Estate Richmond Penitentiary—Landscaping
- Maisonette Apartments, Hill Street—Demolition
- Bonne Esperance—Land Clearance
- Old Penitentiary—Land Clearance
- Renovate the USO Building in Frederiksted—Place it on market in order to generate revenue.

ST. THOMAS

- Jointly with the EPA, begin the mitigation and removal of the derelict Asphalt Tank located in downtown Cruz Bay, St. John.
- Partnering with Virgin Islands Housing Finance Authority in the demolition and redevelopment of the long derelict Michelle Motel site.
- Motor Pool roof repair.
- Repaint Warehouse #26 Building.
- Franklin Building—Roof and HVAC electrical repair.

DIVISION OF PRINTING

The Print Shop serves as the official print facility for Central Government's Departments and Agencies, and also offers support services to Semi-autonomous Agencies, and other branches of Government. Over the past few years, the Print Shop has improved its digitized printing services that is virtually unmatched within the Territory. The Division through the years, has upgraded to almost all digital printing equipment, and still has one of the best, and most state of the art equipment in the industry.

- The Print Shop continues to seek out ways to improve and enhance the services provided to Departments and Agencies across the Government and on a limited basis, the private sector.
- We continue to find an equitable balance & synergy with other printing operations in the local market. The Print Shop continues to offer commercial and discreet document shredding services for various Departments and Agencies. It's our plan to further expand the Client Agencies that utilize this service.
- Improvement will continue to be our goal for 2018, not only through equipment upgrades, employee training and increasing sales and services.

STAFF COMPOSITION

The Print Shop currently has a working staff of five (5) employees -including the Director, and two fully trained digital printer operators. All employees are located in the St. Thomas District, as there is not a Division of Printing on the island of St. Croix.

With our added Graphics Design Coordinator -in 2014- and very recently a Computer Production & Graphic Designer, the Print Shop has a vastly improved capability of producing exemplary print jobs from inception to production. We now have an effective printing process that ensures job quality from the ordering of services to the completion of the job.

UPGRADES

In collaboration with Xerox, we upgraded to state of the art equipment including a Nuvera 100 MCR Digital Printer, a Versant 80 Press, a Xerox 1000i Color Press, and our “workhorse” the Xerox IGEN 4. The Print Shop is now able to offer metallic and clear ink printing and can now offer printing on a variety of paper sizes and stocks.

We also added a Xante Envelope Printer and an industrial grade plate writer to improve the efficiency of our offset printing services.

REVENUES

The Print Shop continues to capture the vast majority of the Central Government’s printing needs, and continues to increase its sales and production year after year.

The Print Shop currently provides very limited service to the general public, but we continue to seek ways to capture public revenues -including the possibility of providing a “wholesale” specialized printing service to local private printers.

The Print Shop in the past has provided discounted or complimentary services to families for funerals and to non-profit organizations for their monthly and annual publications, this practice is being significantly rolled back.

DIVISION ACCOMPLISHMENTS THUS FAR FOR FY 2017:

- GVI departments and agencies increasingly adhering to the procurement rules drastically increased sales at the Print Shop—and savings to the Central Government.
- Bureau of Motor Vehicles’ Automobile Title and Registration forms.

DIVISION FY 2018 GOALS:

- Market our Graphic Design services, to assist in attracting new customers and print jobs.
- Continue to increase both government and private sales.

- Host an open house event at our Print Shop so departments and agencies, and the community can become more aware of the vast services and capabilities that we have available.
- Obtain advanced training for our current operators. This additional training will allow operators to address technical issues, thus avoiding the need to make frequent calls to-and wait time for-the Xerox Service Technicians.
- Attend Print Industry trade shows, as needed.

DIVISION OF TRANSPORTATION

The Division of Transportation oversees the automotive functions of the Government Motor Pool which includes the acquisition, auctioning, assignment, disposal, identification, maintenance, repair, storage, and refueling of all motor vehicles within the Executive Branch, pursuant to Title 31, Chapter 20, Sections 151-169 of the Virgin Islands Code.

STAFF COMPOSITION

The Division of Transportation is currently comprised of **eight (8)** employees:

- St. Croix—Two (2) employees
- St. Thomas—Six (6) employees

We are in the process of hiring one additional employee on St. Croix. The St. Croix staffing level is a critical part of the strategic plan that will improve the function of the Motor Pool. This will dramatically enhance our accounts receivables and delivery of service to our customers.

PERFORMANCE GOALS:

- Improve our day-to-day operations such as communicating consistently with the agencies and vendors to better serve our customers.
- Increase effectiveness in the Division to ensure improvement for vehicle repairs and maintenance.
- Reduce unnecessary costs to all departments and agencies.
- Reduce the number of GVI vehicles in accordance with the Governor's directive.

STRATEGIC GOALS:

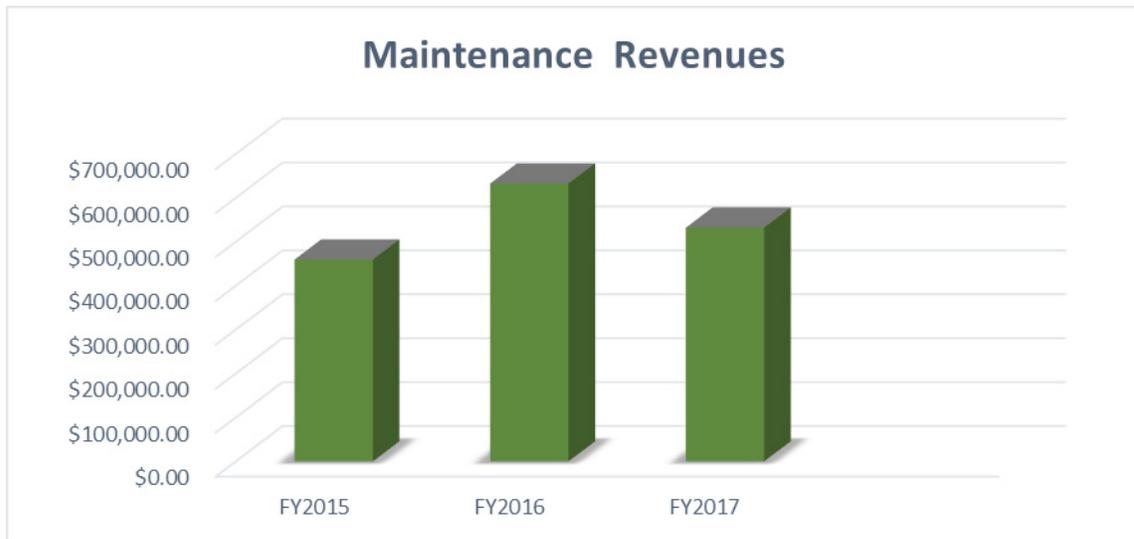
- Provide training for mechanic personnel in both Districts.
- Hire additional personnel in the St. Croix District to improve the delivery of service more effectively.
- Repair/resurface the Motor Pool parking lots in both Districts.

- Install a surveillance monitoring system at the Motor Pool on St. Croix.
- Equip both Motor Pools with state of the art tools and equipment.
- Reduce the number of fossil fuel operated vehicles and replace them with solar powered and hybrid vehicles.
- Promote the installation of solar powered charging port stations which will be used for the renewable energy operated vehicles.
- Implement a preventative maintenance program to improve vehicle safety and reduction of maintenance costs.
- Continue to evaluate the current Executive Branch fleet vehicles to determine those that are eligible for disposal.
- Continue the process of transitioning all Executive Branch fleet vehicles from gas coupons to the new Gas Card System to streamline administrative functions, accountability and cost reduction.

MAJOR DIVISION ACCOMPLISHMENTS FOR FY 2017:

- Reduction in gas consumption.
- During the past Fiscal Year, we have conducted several vehicle auctions; one (1) on St. Thomas, and two (2) on St. Croix.
- Auctioned a total of 163 vehicles and two (2) boats with an overall revenue of \$281,248.00.
- Donated two (2) vehicles to United Way of the Virgin Islands; one (1) in each District.
- Donated two (2) vehicles to Dion Parson, President of the United Jazz Foundation.
- Reduced the overall fleet by 139 vehicles.
- Transitioned one of the largest Agencies, the Department of Human Services, from gas coupons to the Gas Card Program.

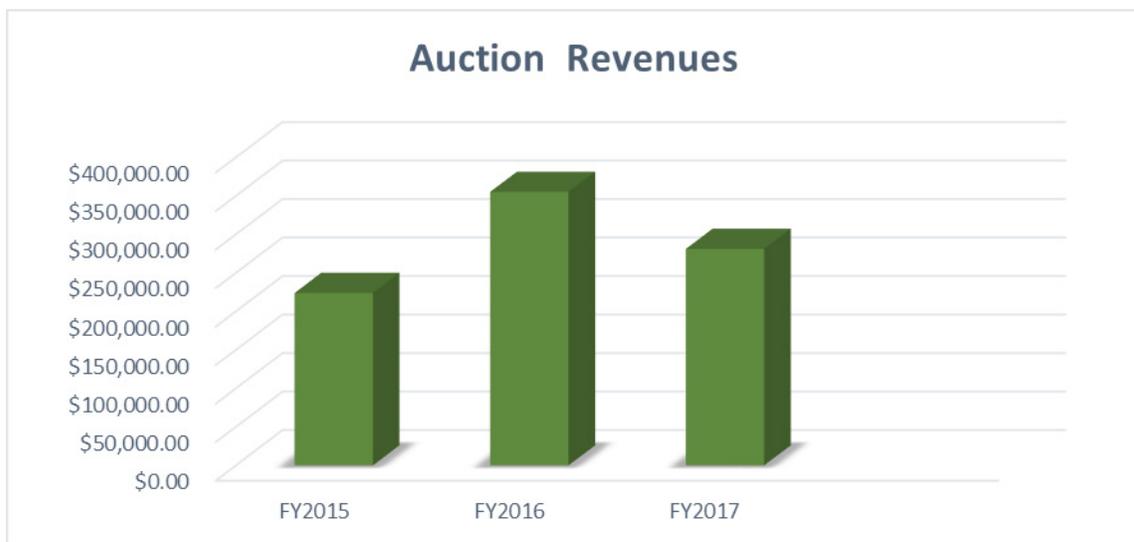
RECEIVABLES FOR FYS 2015, 2016 AND 2017



FY 2015 \$459,392.08

FY 2016 \$632,648.58

FY 2017 \$532,203.75

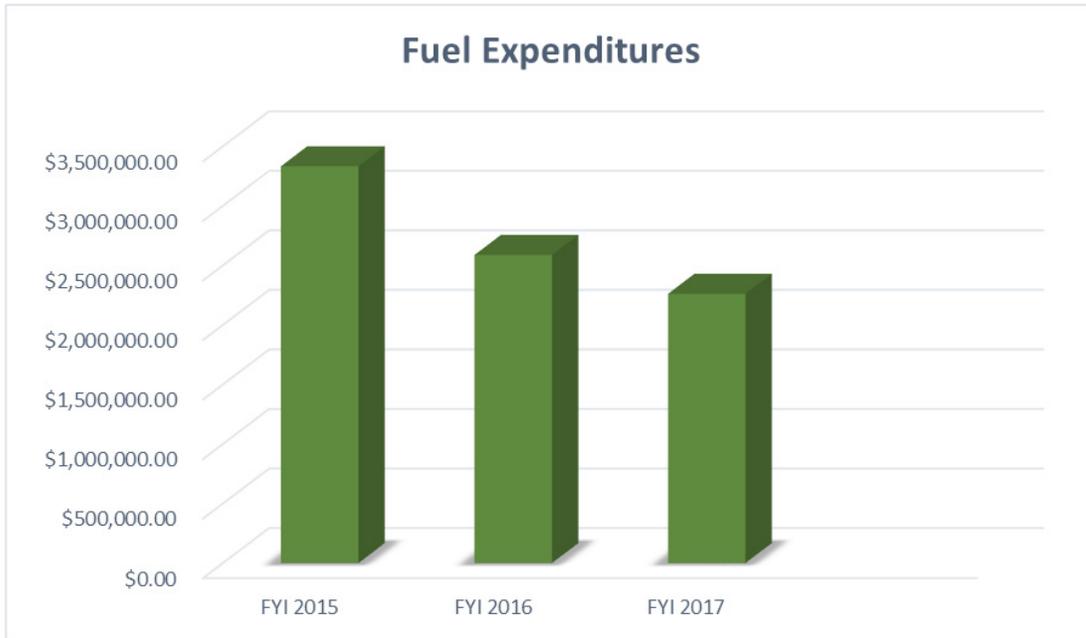


FY 2015 \$223,904.00

FY 2016 \$355,278.00

FY 2017 \$281,248.00

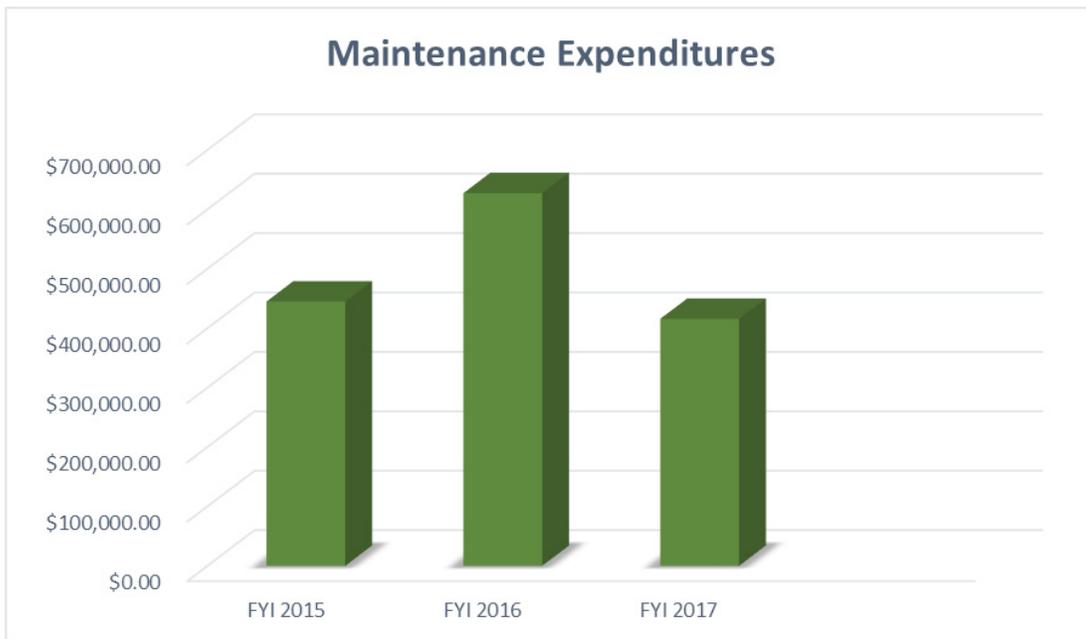
EXPENDITURES FOR FYS 2015, 2016 AND 2017



FY 2015 \$3,332,913.57

FY 2016 \$2,588,018.42

FY 2017 \$2,261,288.24



FY 2015 \$444,927.50

FY 2016 \$627,247.02

FY 2017 \$415,741.42

The Division of Transportation was tasked heavily with providing transportation services to and for government departments and agencies, including the Centennial Commemoration activities in both districts. In addition, we provided transportation for little League Baseball and Basketball tournaments.

- St. Croix District: 25 Departments/Agencies
- St. Thomas/St. John District: 37 Departments/Agencies

VEHICLE FLEET BREAKDOWN BY DISTRICT

- St. Croix District: 652
 - St. Thomas/St. John District: 772
- TOTAL 1,424

COLLECTIONS

The Division of Transportation continues our collections efforts for this Fiscal Year in cooperation with other departments and agencies. To date, the total receipt is \$532,203.75 territorially.

OUTSTANDING BALANCES

The Division of Transportation continues to address outstanding debts owed by the different departments and agencies. This includes frequent reminders via email, and phone calls. The following is a breakdown of outstanding balances by district:

- St. Croix District: \$ 80,370.78
- St. Thomas/St. John District: \$167,314.93



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