



Legislature of the Virgin Islands

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POST AUDIT DIVISION

July 6, 2023

COMMITTEE ON BUDGET, APPROPRIATIONS & FINANCE FISCAL YEAR 2024 BUDGET HEARING

DEPARTMENT OF PROPERTY & PROCUREMENT

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BACKGROUND AND HISTORY

The Department of Property and Procurement (P&P) was established as an Executive Department of the Government of the Virgin Islands under Title 3, V.I. Code Chapter 13, as amended by Act 5265, Executive Order No. 293-1987.

The Department has jurisdiction, as set out in Title 31, V.I. Code, Chapter 23, for the provision of support services to all other Government agencies relative to procurement and supply of all property and non-personal services such as:

- Construction and professional contracts
- Operations of the Government's printing office
- Management of rental properties owned or controlled by the Government
- Transportation and maintenance of vehicles
- Disposition of real and government property and inventory

The Department of Property and Procurement also exercises general control and enforcement of the laws and regulations governing the procurement and acquisition of:

- Government property
- Real and personal property
- Construction and professional services contracts
- V.I. Government's vehicle fleet
- Supplies to other departments
- Inventory and warehousing activities
- Supplies for the operation of the Government's Printing Office

Under the Performance Management Program, the Department's responsibilities in the areas of Property Management and Print Production, Warehousing and Supply Distribution, and Transportation Services were redeveloped to realize efficiency, accuracy and transparency of service. As a result, the Department is experiencing measurable improvements in performance and realignment with our strategic goals and objectives.

The Department is comprised of the following Offices and Divisions: Office of the Commissioner, which is comprised of two small units, Fiscal and Personnel Services and Management Information Systems; the Division of Procurement and Central Stores & Warehousing; the Division of Property and Printing; and the Division of Transportation. The Department is widely recognized as the local Government's General Service Administration (GSA); each unit is responsible for continuously raising the quality and efficiency of service. The Office of the Commissioner provides leadership, administers policy, and oversees the duties of the following Units:

- Fiscal and Personnel Services is responsible for ensuring that the financial obligations, budgetary and personnel issues of the Department are efficiently and accurately supervised and maintained. This includes revenue collections and record-keeping, payroll services, and hiring and termination processing.

- Management Information Systems is charged with obtaining and making operational a comprehensive information management system that integrates all aspects of the Department's services. This Office seeks to continually enhance and improve the technological operation of the Department by providing technical support to the ERP and the modules that pertain to the Department.
- The Division of Property and Printing has authority to provide management control, disposition and use of government real property and related functions, managing rental properties owned or rented by the Government, and operating the Government Printing Office.
- The Division of Procurement facilitates and provides an efficient system for the best value in the procurement and supply of all goods and services. The Division of Central Stores and Warehousing provides office, household and cleaning supplies for sale to government departments and agencies. The Division's goal is to be the first choice for quality goods and supplies.
- The Division of Transportation is responsible for all motor vehicles in the central government motor vehicles fleet. Responsibilities include, but are not limited to, purchasing government motor vehicles competitively through standardization; ensuring safety, reliability, and economical motor vehicles; registering and inspecting vehicles; supplying fuel for the fleet; and disposing of vehicles from the fleet at the end of the life cycle.

MISSION STATEMENT

The mission of the Department of Property and Procurement is to administer a sustainable and value-based system of procurement and property management focused on fostering stakeholder relationships, incentivizing technology, furthering process improvement and building public trust. This manner of business extends to ensure operations are conducted efficiently, transparently, and fairly.

BUDGET OVERVIEW

Exhibits I display the revised General Fund appropriation received by the Department of Property and Procurement in the amount of **\$13,375,741** for FY 2023 and the Governor's FY 2024 recommendation of **\$13,759,828** which is **\$384,087** more than FY 2023. According to Act 8617, the Department was appropriated **\$13,759,829** which is **\$384,088** more than reported in the Fiscal Year 2024 Budget Book for FY 2023. The Department's Utilities of **\$450,000** was removed and placed in the Single Payer Utilities Fund. Per the allotment log an additional **\$81,334.42** was added to Personnel Services and **\$25,334.12** to Fringe Benefits which should have brought the Department's revised FY 2023 Budget to **\$13,203,160.46**. However, as of May 31, 2023, the Department's allotment to date totals **\$8,872,864.24**, which leaves an unallotted balance of **\$4,436,964.76** for FY 2023.

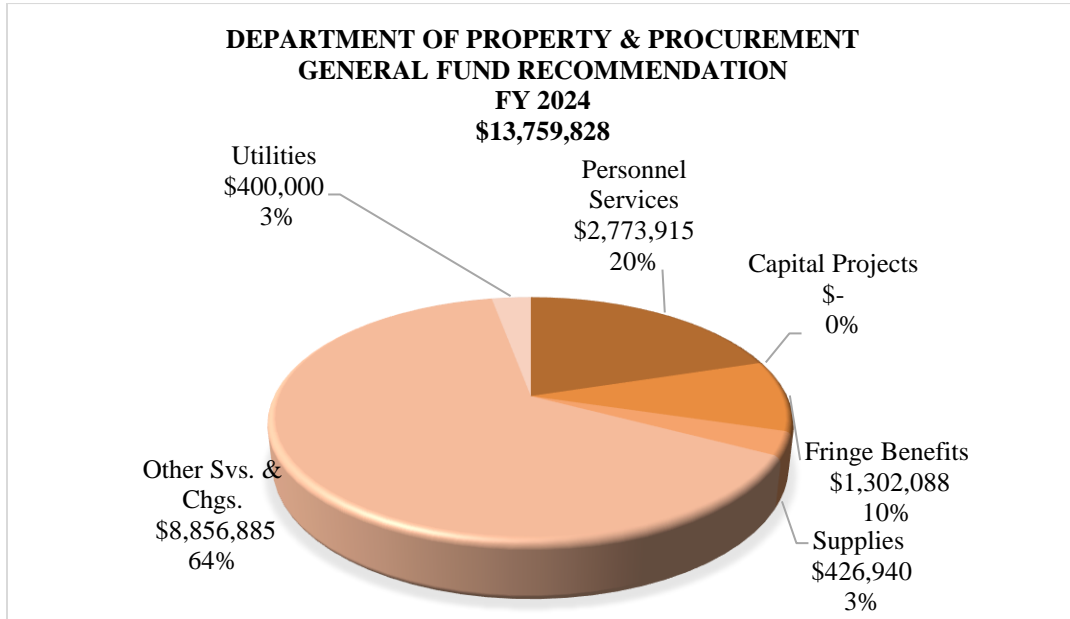


Exhibit I

FISCAL YEAR 2024 BUDGET SUMMARY

The Governor has recommended a General Fund appropriation of **\$13,759,828** for Fiscal Year 2024. The Department is expected to receive additional funds in the amount of **\$8,704,130**, totaling **\$22,463,958**. *Exhibit II* compares a three-year Financial Summary for the Department of Property & Procurement.

Description	FY2022 Actuals	FY 2023 Revised Budget	FY 2023 Expenditures to Date	FY 2024 Recommendation	Variance	% Chg
Appropriated Funds:						
General Fund						
Personnel Services	\$ 1,888,190	\$ 2,809,257	\$ 1,206,647	\$ 2,773,915	\$ 26,342	1%
Fringe Benefits	\$ 862,027	\$ 1,253,155	\$ 523,427	\$ 1,302,088	\$ 48,933	4%
Supplies	\$ 583,672	\$ 895,029	\$ 98,818	\$ 426,940	\$ 468,089	52%
Other Services & Charges	\$ 7,295,060	\$ 8,427,300	\$ 45,854	\$ 8,856,885*	\$ 429,585	5%
Utility Services	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	100%
Total General Fund	\$ 10,628,949	\$ 13,375,741	\$ 1,874,747	\$ 13,759,828	\$ 384,087	3%
Indirect Cost Fund						
Supplies	\$ 34,014	\$ -	\$ 31,490	\$ -	\$ -	0%
Other Services & Charges	\$ 60,820	\$ 185,000	\$ 16,982	\$ 185,000	\$ -	0%
Total Indirect Cost Fund	\$ 94,834	\$ 185,000	\$ 48,472	\$ 185,000	\$ -	0%
Bus. & Commer. Prop. Fund						
Personnel Services	\$ 2,679,424	\$ 3,098,344	\$ 1,245,634	\$ 2,680,885	\$ 417,459	13%
Fringe Benefits	\$ 1,232,881	\$ 800,785	\$ 554,540	\$ 1,205,363	\$ 404,578	51%
Supplies	\$ 403,166	\$ -	\$ 6,040	\$ 173,000	\$ 173,000	100%
Other Services & Charges	\$ 1,279,297	\$ 890,000	\$ 521,593	\$ 679,882	\$ 210,118	24%
Utilities	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	100%
Capital Outlays	\$ 419,825	\$ 50,000	\$ 273,850	\$ -	\$ 50,000	100%
Total Bus. & Commer. Prop. Fund	\$ 6,014,593	\$ 4,839,129	\$ 2,601,656	\$ 4,839,130	\$ 1	0%
Prop & Proc Print Job Fund:						
Supplies	\$ 70,737	\$ 209,000	\$ 7,562	\$ 200,000	\$ 9,000	4%
Other Services & Charges	\$ 420,525	\$ 502,000	\$ 286,875	\$ 300,000	\$ 202,000	40%
Total Prop & Proc Print Job Fund	\$ 491,262	\$ 711,000	\$ 294,437	\$ 500,000	\$ 211,000	30%
Central Warehouse Fund:						
Supplies	\$ 684,866	\$ 703,000	\$ 264,226	\$ 920,000	\$ 217,000	31%
Total Central Warehouse Fund	\$ 684,866	\$ 703,000	\$ 264,226	\$ 920,000	\$ 217,000	31%

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Central Motor Pool Fund:							
Supplies	\$ 732,985	\$ 860,767	\$ 258,239	\$ 760,000	\$ 100,767	12%	
Other Services & Charges	\$ 129,659	\$ -	\$ 92,767	\$ -	\$ -	0%	
Capital Outlays	\$ 38,795	\$ 59,439	\$ -	\$ -	\$ 59,439	100%	
Total Central Motor Pool Fund	\$ 901,439	\$ 920,206	\$ 351,007	\$ 760,000	\$ 160,206	17%	
Gasoline Coupon Program							
Supplies	\$ 2,804,643	\$ 2,017,779	\$ 2,088,038	\$ 1,500,000	\$ 517,779	26%	
Total Central Motor Pool Fund	\$ 2,804,643	\$ 2,017,779	\$ 2,088,038	\$ 1,500,000	\$ 517,779	26%	
Grand Total Funds	\$ 21,620,586	\$ 22,751,855	\$ 7,522,583	\$ 22,463,958	\$ 287,897	1%	

*\$7,357,300 of this amount is broken down in the miscellaneous section of this analysis.

Exhibit II

BUDGET BY ACTIVITY CENTER

The Post Audit analysis will include a presentation of the following fifteen (15) functional and one (1) non-functional areas within the Department as submitted.

ORGANIZATION TYPE: Service

Activity 60000 Commissioner’s Office

Functional Statement:

The Commissioner’s Office supervises all programs and ensures performance according to the Department’s mandates.

No KPI’s were submitted for this office in the FY 2024 Budget Book.

The Commissioner’s Office is expected to receive thirty-three percent (33%) of the departments General Fund budget in the sum of **\$4,507,625** for Fiscal Year 2024. This is **\$545,943** more than the total allocated for Fiscal Year 2023, due to an increase in Personnel Services, Fringe Benefits, Other Services & Charges and Utilities. This Division is slated to receive additional funds in the amount of **\$2,933,521** from the Business & Commercial Property Fund.

General Fund

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 1,539,874	\$ 641,226	\$ 426,940	\$ 1,499,585	\$ 400,000	\$ -	\$ 4,507,625	14%
FY 23	\$ 1,441,712	\$ 554,941	\$ 895,029	\$ 1,070,000	\$ -	\$ -	\$ 3,961,682	
Variance	\$ 98,162	\$ 86,285	\$ 468,089	\$ 429,585	\$ 400,000	\$ -	\$ 545,943	

Business and Commercial Property Revolving Fund

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 1,407,393	\$ 573,246	\$ 173,000	\$ 679,882	\$ 100,000	\$ -	\$ 2,933,521	11%
FY 23	\$ 1,703,893	\$ 699,154	\$ -	\$ 890,000	\$ -	\$ -	\$ 3,293,047	
Variance	\$ 296,500	\$ 125,908	\$ 173,000	\$ 210,118	\$ 100,000	\$ -	\$ 359,526	

Personnel Services cost for the Commissioner’s Office in Fiscal Year 2024 will cover approximately twenty-three (22.5) positions under the General Fund while the Budget Book states approximately forty-five (44.5); there is one (1) vacant position funded at fifty percent (50%). **The**

additional twenty-two (22) positions will be covered by the Business and Commercial Property Fund. The Division will see a General Fund increase in Personnel Services and Fringe Benefits in the amount of \$184,447.

	Total Positions	Total Personal Services Cost
Unclassified Filled	19	\$ 1,295,000
Unclassified Vacant	2.5	\$ 182,000
Classified Filled	1	\$ 62,874
Adjustment		\$ -
Total Fund 100 – Commissioner’s Office	22.5	\$ 1,539,874

	Total Positions	Total Personal Services Cost
Unclassified Filled	18	\$ 1,184,500
Unclassified Vacant	2	\$ 166,000
Classified Filled	2	\$ 56,893
Adjustment		\$ -
Total Fund 6028 – Commissioner’s Office	22	\$ 1,407,393

Activity 60001 Non-Operational Miscellaneous

No Functional Statement, KPI’s or Personnel Cost were submitted for this office in the FY 2024 Budget Book.

The Non-Operational Miscellaneous is expected to receive fifty-three percent (53%) of the departments General Fund budget in the sum of \$7,357,300 for Fiscal Year 2024. This is the same as the total allocated for Fiscal Year 2023.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ -	\$ -	\$ -	\$ 7,357,300	\$ -	\$ -	\$ 7,357,300	0%
FY 23	\$ -	\$ -	\$ -	\$ 7,357,300	\$ -	\$ -	\$ 7,357,300	
Variance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Activity 60003 Legal

Functional Statement:

The Legal Office provides all internal legal services to the Department including; (1) review of contracts and leases for the executive branch; (2) providing legal advice to the Commissioner and management team; and (3) preparation of various legal instruments.

Key Performance Indicators	Trending Goal	Target	Result
Percentage of leases approved for legal sufficiency by DOJ on first submission	Increase	100%	No submission
Average cycle time for completion of review on professional service contracts	Decrease	5	No submission
Percentage of contracts approved for legal sufficiency by DOJ on first submission	Increase	100%	No submission

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The Legal Office is expected to receive approximately one percent (1%) of the departments General Fund budget in the sum of **\$191,604** for Fiscal Year 2024. This is **\$1,486** more than the total allocated for Fiscal Year 2023, due to an increase in Fringe Benefits.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 131,350	\$ 60,254	\$ -	\$ -	\$ -	\$ -	\$ 191,604	1%
FY 23	\$ 131,350	\$ 58,768	\$ -	\$ -	\$ -	\$ -	\$ 190,118	
Variance	\$ -	\$ 1,486	\$ -	\$ -	\$ -	\$ -	\$ 1,486	

Personnel Services cost for the Legal Office in Fiscal Year 2024 will cover two (2) position under the General Fund. The Division will see a General Fund increase in Fringe Benefits in the amount of **\$1,486**.

	Total Positions	Total Personal Services Cost
Unclassified Filled	2	\$ 131,350
Adjustment		\$ -
Total Fund 100 – Legal	2	\$ 131,350

Activity 60004 Vendor Maintenance

Functional Statement:

The Vendor Management Division is responsible for the collection, management, creation of vendor records and relationship, and creating efficiencies in contract management and payment processes to ensure that vendor documents are current and in good standing to receive government contracts.

No KPI’s were submitted for this division in the FY 2024 Budget Book.

The Vendor Management Division is expected to receive less than one percent (1%) of the departments General Fund budget in the sum of **\$74,298** for Fiscal Year 2024. This is **\$541** more than the total allocated for Fiscal Year 2023, due to an increase in Fringe Benefits.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 50,000	\$ 24,298	\$ -	\$ -	\$ -	\$ -	\$ 74,298	<1%
FY 23	\$ 50,000	\$ 23,757	\$ -	\$ -	\$ -	\$ -	\$ 73,757	
Variance	\$ -	\$ 541	\$ -	\$ -	\$ -	\$ -	\$ 541	

Personnel Services cost for the Vendor Management Division in Fiscal Year 2024 will cover one (1) position under the General Fund. The Division will see a General Fund increase in Fringe Benefits in the amount of **\$541**.

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	Total Positions	Total Personal Services Cost
Unclassified Filled	1	\$ 50,000
Adjustment		\$ -
Total Fund 100 – Vendor Maintenance	1	\$ 50,000

Activity 60005 Leasing Management

Functional Statement:

The Leasing Management Division manages all lease administration and negotiation activities relative to space management, space occupancy, commercial leasing and concession agreements on behalf of the Government.

No KPI’s were submitted for this division in the FY 2024 Budget Book.

The Leasing Management Division is expected to receive less than one percent (0%) of the departments General Fund budget in the sum of **\$67,741** for Fiscal Year 2024. This is **\$542** more than the total allocated for Fiscal Year 2023, due to an increase in Fringe Benefits.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 45,000	\$ 22,741	\$ -	\$ -	\$ -	\$ -	\$ 67,741	<1%
FY 23	\$ 45,000	\$ 22,199	\$ -	\$ -	\$ -	\$ -	\$ 67,199	
Variance	\$ -	\$ 542	\$ -	\$ -	\$ -	\$ -	\$ 542	

Personnel Services cost for the Leasing Management Division in Fiscal Year 2024 will cover one (1) position under the General Fund. The Division will see a General Fund increase in Fringe Benefits in the amount of **\$542**.

	Total Positions	Total Personal Services Cost
Unclassified Filled	1	\$ 45,000
Adjustment		\$ -
Total Fund 100 – Leasing Management	1	\$ 45,000

Activity 60010 Fiscal and Personnel Services

Functional Statement:

The Division of Fiscal and Personnel Services serves as the guide in the areas of finance and personnel management to all activity centers.

Key Performance Indicators	Trending Goal	Target	Result
Revenue from collections	Increase	\$ 7,000,000	No submission

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The Fiscal and Personnel Services division is expected to receive approximately two percent (2%) of the departments General Fund budget in the sum of **\$283,540** for Fiscal Year 2024. This is **\$4,583** less than the total allocated for Fiscal Year 2023, due to a decrease in Personnel Services.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 194,799	\$ 88,741	\$ -	\$ -	\$ -	\$ -	\$ 283,540	2%
FY 23	\$ 199,839	\$ 88,284	\$ -	\$ -	\$ -	\$ -	\$ 288,123	
Variance	\$ 5,040	\$ 457	\$ -	\$ -	\$ -	\$ -	\$ 4,583	

Personnel Services cost for the Fiscal and Personnel Services division in Fiscal Year 2024 will cover three (3) positions under the General Fund. The Division will see a decrease in Personnel Services and Fringe Benefits in the amount of **\$4,583**.

	Total Positions	Total Personal Services Cost
Unclassified Filled	2	\$ 150,000
Classified Filled	1	\$ 44,799
Adjustment		\$ -
Total Fund 100 – Fiscal & Personnel	3	\$ 194,799

Activity 60100 Acquisition, Evaluation & Awards

Functional Statement:

The Acquisition, Evaluation & Awards Division contracts for the acquisition of materials, supplies, equipment, and services through the most economical methods.

Key Performance Indicators	Trending Goal	Target	Result
Average cycle time for processing invitation for bids (IFBs)	Decrease	50	No Submission
Average cycle time creating vendor profiles and responses in vendor maintenance	Decrease	2	No Submission
Average cycle time for requisition processing	Decrease	3	No Submission
Volume of requisitions processed/converted to purchase orders (POs)	Increase	21,064	No Submission
Average cycle time for processing requests for proposals (RFPs)/requests for quotes (RFQs)	Decrease	60	No Submission

The Acquisition, Evaluation & Awards Division is expected to receive less than one percent (0%) of the departments General Fund budget in the sum of **\$61,097** for Fiscal Year 2024. This is **\$5,647** less than the total allocated for Fiscal Year 2023, due to a decrease in Personnel Services and Fringe Benefits.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 34,908	\$ 26,189	\$ -	\$ -	\$ -	\$ -	\$ 61,097	8%
FY 23	\$ 39,172	\$ 27,572	\$ -	\$ -	\$ -	\$ -	\$ 66,744	
Variance	\$ 4,264	\$ 1,383	\$ -	\$ -	\$ -	\$ -	\$ 5,647	

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Personnel Services cost for the Acquisition, Evaluation & Awards Division in Fiscal Year 2024 will cover one (1) position under the General Fund. The Division will see a decrease in Personnel Services and Fringe Benefits in the amount of **\$5,647**.

	Total Positions	Total Personal Services Cost
Classified Filled	1	\$ 34,908
Adjustment		\$ -
Total Fund 100 – Acquisition, Evaluation & Awards	1	\$ 34,908

Activity 60120 Contract Administration

Functional Statement:

The Contract Administration Division oversees the contracting process; from the formation of a properly negotiated and executed contract to project completion. All discrepancies, claims, and contractual disputes are resolved in this division.

Key Performance Indicators	Trending Goal	Target	Result
Average cycle time for processing construction contracts	Decrease	40	No submission
Volume of contracts processed	Increase	110%	No submission
Average cycle time for processing the department's professional services contracts	Decrease	5	No submission
Average cycle time for processing professional services contracts developed by DPP	Increase	60	No submission

The Contract Administration division is not expected to receive any of the departments General Fund budget. This is **\$73,388** less than the total allocated for Fiscal Year 2023, due to a decrease in Personnel Services and Fringe Benefits. This Division is slated to receive additional funds in the amount of **\$185,000** from the Indirect Cost Fund.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100%
FY 23	\$ 45,000	\$ 28,388	\$ -	\$ -	\$ -	\$ -	\$ 73,388	
Variance	\$ 45,000	\$ 28,388	\$ -	\$ -	\$ -	\$ -	\$ 73,388	

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ -	\$ -	\$ -	\$ 185,000	\$ -	\$ -	\$ 185,000	0%
FY 23	\$ -	\$ -	\$ -	\$ 185,000	\$ -	\$ -	\$ 185,000	
Variance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

No personnel cost is associated with this division for FY 2024. The Division will see a General Fund decrease in Personnel Services and Fringe Benefits in the amount of **\$73,388**.

Activity 60230 Warehousing and Distribution

Functional Statement:

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The Warehouse and Distribution Division safeguards supplies, materials and equipment.

Key Performance Indicator	Trending Goal	Target	Result
Average time to process vendor payments	Decrease	5	No Submission
Distribution rate/order processing time from receipt of orders (in-house)	Decrease	1	No Submission

The Warehouse and Distribution unit is expected to receive three percent (3%) of the departments General Fund budget in the sum of **\$453,426** for Fiscal Year 2024. This is **\$26,275** less than the total allocated for Fiscal Year 2023, due to a decrease in Personnel Services and Fringe Benefits. This Division is slated to receive additional funds in the amount of **\$920,000** from Local Funds.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 290,676	\$ 162,750	\$ -	\$ -	\$ -	\$ -	\$ 453,426	5%
FY 23	\$ 310,373	\$ 169,328	\$ -	\$ -	\$ -	\$ -	\$ 479,701	
Variance	\$ 19,697	\$ 6,578	\$ -	\$ -	\$ -	\$ -	\$ 26,275	

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ -	\$ -	\$ 920,000	\$ -	\$ -	\$ -	\$ 920,000	31%
FY 23	\$ -	\$ -	\$ 703,000	\$ -	\$ -	\$ -	\$ 703,000	
Variance	\$ -	\$ -	\$ 217,000	\$ -	\$ -	\$ -	\$ 217,000	

Personnel Services cost for the Warehouse and Distribution unit in Fiscal Year 2024 will cover seven (7) positions under the General Fund. The Division will see a decrease in Personnel Services and Fringe Benefits in the amount of **\$26,275**.

	Total Positions	Total Personal Services Cost
Classified Filled	6	\$ 247,676
Classified Vacant	1	\$ 43,000
Adjustment		\$ -
Total Fund 100 – Warehousing & Distribution	7	\$ 290,676

Activity 60300 Administration

No Functional Statement or KPI's were submitted for this division in the FY 2024 Budget Book.

The Administration unit is expected to receive one percent (1%) of the departments General Fund budget in the sum of **\$75,872** for Fiscal Year 2024. This is **\$541** more than the total allocated for last Fiscal Year 2023, due to an increase in Fringe Benefits.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 51,200	\$ 24,672	\$ -	\$ -	\$ -	\$ -	\$ 75,872	1%
FY 23	\$ 51,200	\$ 24,131	\$ -	\$ -	\$ -	\$ -	\$ 75,331	
Variance	\$ -	\$ 541	\$ -	\$ -	\$ -	\$ -	\$ 541	

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Personnel Services cost for the Administration division in Fiscal Year 2023 will cover one (1) position under the General Fund. The Division will see an increase in Fringe Benefits in the amount of \$541.

	Total Positions	Total Personal Services Cost
Unclassified Filled	1	\$ 51,200
Adjustment		\$ -
Total Fund 100 – Administration	1	\$ 51,200

Activity 60310 Central Motor Pool

Functional Statement:

The Central Motor Pool oversees the automotive functions of the V.I. Government’s motor pool, which includes repairing, maintaining, storing and refueling all motor vehicles.

Key Performance Indicator	Trending Goal	Target	Result
Volume of maintenance work orders	Decrease	5%	No submission
Total monthly fuel consumption for fleet based on GPS monitoring	Decrease	18,500	No submission

The Central Motor Pool unit is expected to receive two percent (2%) of the departments General Fund budget in the sum of \$223,993 for Fiscal Year 2024. This is \$15,202 less than the total allocated for Fiscal Year 2023, due to a decrease in Personnel Services and Fringe Benefits. This Division is slated to receive additional funds in the amount of \$760,000 from Local Funds.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 140,785	\$ 83,208	\$ -	\$ -	\$ -	\$ -	\$ 223,993	6%
FY 23	\$ 154,230	\$ 84,965	\$ -	\$ -	\$ -	\$ -	\$ 239,195	
Variance	\$ 13,445	\$ 1,757	\$ -	\$ -	\$ -	\$ -	\$ 15,202	

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ -	\$ -	\$ 760,000	\$ -	\$ -	\$ -	\$ 760,000	17%
FY 23	\$ -	\$ -	\$ 860,767	\$ -	\$ -	\$ 59,439	\$ 920,206	
Variance	\$ -	\$ -	\$ 100,767	\$ -	\$ -	\$ 59,439	\$ 160,206	

Personnel Services cost for the Central Motor Pool unit in Fiscal Year 2024 will cover three (3) positions under the General Fund. The Division will see a decrease in Personnel Services and Fringe Benefits in the amount of \$15,202.

	Total Positions	Total Personal Services Cost
Classified Filled	3	\$ 140,785
Adjustment		\$ -
Total Fund 100 – Central Motor Pool	3	\$ 140,785

Activity 60320 Central Mail Services

No Functional Statement or KPI’s were received in the Governor’s FY 2024 Budget Book for this division.

The Central Mail Services unit is expected to receive approximately less than one percent (1%) of the departments General Fund budget in the sum of **\$114,907** for Fiscal Year 2024. This is **\$1,890** more than the total allocated for Fiscal Year 2023, due to an increase in all budgeted categories.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 64,260	\$ 50,647	\$ -	\$ -	\$ -	\$ -	\$ 114,907	2%
FY 23	\$ 64,260	\$ 48,757	\$ -	\$ -	\$ -	\$ -	\$ 113,017	
Variance	\$ -	\$ 1,890	\$ -	\$ -	\$ -	\$ -	\$ 1,890	

Personnel Services cost for the Central Mail Services unit in Fiscal Year 2024 will cover two (2) position under the General Fund. The Division will see an increase in Personnel Services and Fringe Benefits in the amount of **\$1,890**.

	Total Positions	Total Personal Services Cost
Classified Filled	2	\$ 64,260
Adjustment		\$ -
Total Fund 100 – Central Mail Services	2	\$ 64,260

Activity 60400 Printing Production & Duplication

The Printing Production Office provides the central printing, duplication services and designing of prescribed forms, stationary, reports and other materials.

Key Performance Indicators	Trending Goal	Target	Result
Volume of print job impressions	Increase	1,431,788	No Submission

The Printing Production Office is not expected to receive any of the departments General Fund budget. The division is expected to receive funds in the sum of **\$500,000** for Fiscal Year 2024 from the Property & Procurement Print Job Fund. This is **\$211,000** less than the total allocated for Fiscal Year 2023, due to a decrease in Supplies and Other Services & Charges.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ -	\$ -	\$ 200,000	\$ 300,000	\$ -	\$ -	\$ 500,000	30%
FY 23	\$ -	\$ -	\$ 209,000	\$ 502,000	\$ -	\$ -	\$ 711,000	
Variance	\$ -	\$ -	\$ 9,000	\$ 202,000	\$ -	\$ -	\$ 211,000	

No personnel cost is associated with this division for FY 2024.

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Activity 60410 Printing Production

No Functional Statement or KPI’s were submitted for this division in the FY 2024 Budget Book.

The Printing Production division is expected to receive approximately three percent (3%) of the departments General Fund budget in the sum of **\$348,427** for Fiscal Year 2024. This is **\$41,758** less than the total allocated for Fiscal Year 2023, due to a decrease in Personnel Services and Fringe Benefits.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 231,063	\$ 117,364	\$ -	\$ -	\$ -	\$ -	\$ 348,427	11%
FY 23	\$ 268,120	\$ 122,065	\$ -	\$ -	\$ -	\$ -	\$ 390,185	
Variance	\$ 37,057	\$ 4,701	\$ -	\$ -	\$ -	\$ -	\$ 41,758	

Personnel Services cost for the Printing Production unit in Fiscal Year 2024 will cover approximately five (4.5) positions under the General Fund. The Division will see a decrease in Personnel Services and Fringe Benefits in the amount of **\$41,758**.

	Total Positions	Total Personal Services Cost
Unclassified Filled	2	\$ 116,950
Unclassified Vacant	1.5	\$ 73,700
Classified Filled	1	\$ 40,413
Adjustment		\$ -
Total Fund 100 – Printing Production	4.5	\$ 231,063

Activity 60540 Property Management

Functional Statement:

The Property Management Division manages all property leased by the Government of the Virgin Islands to non-government tenants; this Unit administers the Comprehensive Risk Management Program.

Key Performance Indicators	Trending Goal	Target	Result
Number of business and commercial properties regularly inspected every 30 days	Increase	1,728	No Submission
Average number of days to execute a lease	Decrease	30	No Submission

This Property Management Division is not expected to receive any of the departments General Fund budget. The division is slated to receive funds in the amount of **\$1,905,608** from the Business & Commercial Property Fund. This is **\$359,526** more than the total allocated for Fiscal Year 2023, due to an increase in Fringe Benefits.

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	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ 1,273,492	\$ 632,116	\$ -	\$ -	\$ -	\$ -	\$ 1,905,608	23%
FY 23	\$ 1,394,451	\$ 101,631	\$ -	\$ -	\$ -	\$ 50,000	\$ 1,546,082	
Variance	\$ 120,959	\$ 530,485	\$ -	\$ -	\$ -	\$ 50,000	\$ 359,526	

Personnel Services cost for the Property Management division in Fiscal Year 2024 will cover approximately twenty-five (24.5) positions. The Division will see a decrease in Personnel Services in the amount of **\$120,959** while there is an increase in Fringe Benefits in the amount of **\$530,485**.

	Total Positions	Total Personal Services Cost
Unclassified Filled	14	\$ 800,800
Unclassified Vacant	2.5	\$ 122,500
Classified Filled	6	\$ 275,542
Classified Vacant	2	\$ 74,650
Adjustment		\$ -
Total Fund 6028 – Property Management	24.5	\$ 1,273,492

Activity 60613 Property and Procurement

No Functional Statement, KPI or Personnel Cost were submitted for this division in the FY 2024 Budget Book.

The Property and Procurement Division is not expected to receive any of the departments General Fund budget. The division is expected to receive funds in the sum of **\$1,500,000** for Fiscal Year 2024 from the Gasoline Coupon Program Fund. This is **\$517,779** less than the total allocated for Fiscal Year 2023, due to a decrease in Supplies.

	Personnel Services	Fringe Benefits	Supplies	Other Svcs. & Chgs.	Utilities	Capital Outlay	Total	% Change
FY 24	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	26%
FY 23	\$ -	\$ -	\$ 2,017,779	\$ -	\$ -	\$ -	\$ 2,017,779	
Variance	\$ -	\$ -	\$ 517,779	\$ -	\$ -	\$ -	\$ 517,779	

PERSONNEL SERVICES - DEPARTMENTAL

A General Fund appropriation of **\$2,773,915** has been recommended by the Governor for Fiscal Year 2024. The Governor’s recommendation indicates a decrease of **\$26,342** less than Fiscal Year 2023 General Fund appropriation of **\$2,800,257**. A breakdown of positions for all funds submitted by the Office of Management and Budget is shown as *Exhibit III*, whereas *Appendix I* depicts the entire personnel listing for the Department of Property and Procurement.

Personnel Listing - All Positions			Position Classification				
Fund Name	Pos #	FY 2024 Total Budget	Pos #	Unclass.	Pos #	Class.	Adjustments
General Fund	48	\$ 2,773,915	32.0	\$ 2,095,200	16.0	\$ 678,715	\$ -
Business & Commercial Property Fund	46.5	\$ 2,680,885	37.5	\$ 2,273,800	9.0	\$ 407,085	\$ -
Total	94.5	\$ 5,454,800	69.5	\$ 4,369,000	25.0	\$ 1,085,800	\$ -

Exhibit III

RENTAL PROPERTY

No rental property was submitted by the Department for Fiscal Year 2024.

VEHICLES

Appendix II provides a listing of the P&P’s vehicles for FY 2023. Gasoline cost for the St. Thomas fleet totaled **\$6,666.00** while maintenance cost totaled **\$594.30**. Gasoline cost for the St. Croix fleet totaled **\$7,430.00** while maintenance cost totaled **\$6,951.51**.

COMMERCIAL LEASES MANAGED BY PROPERTY & PROCUREMENT

Appendix III provides a listing for FY 2023 Virgin Islands Government monthly receivables for leased properties managed by the Department of Property and Procurement was submitted.

VI GOVERNMENT LEASES

No updated details for the Virgin Islands Government leases for properties managed by the Department of Property and Procurement was submitted for FY 2024.

MISCELLANEOUS SECTION APPROPRIATION

In addition, the Governor has recommended the following from the **Miscellaneous Section** of the budget for Fiscal Year 2024. However, this is captured in the departments General Fund appropriation.

\$7,257,300	Insurance Gov't Bldg./Properties
\$ 100,000	Property & Procurement Appraisals
\$7,357,300	FY 2024 Total Miscellaneous Section Appropriation

FEDERAL GRANTS

The Department of Property and Procurement is not slated to receive any Federal Funds for FY 2024.

OUTSTANDING VENDOR PAYMENTS

The Department of Property and Procurement has reported one (1) outstanding vendor payment to Noah’s Electronic for \$250,000 due to insufficient funds.

VI CARES ACT PAYMENTS

The Department of Property and Procurement received funding in the amount of \$2,196,202 from the VI Care Act. These funds were earmarked to cover the eProcurement Solution software. To date, the Department has expended \$1,981,959.13 towards this project. The remaining balance is \$214,242.87. *Appendix IV* provides a listing of the transactions.

CONTRACTS

Exhibit IV displays a listing of P&P’s contracts for FY24.

Vendor Name	Contract No.	Funding Source	Type of Service	Purpose	Period	Amount
Periscope Holdings	P100DPPT22	Federal/Local	Professional	To provide an Electronic Procurement System (“E-Procurement”) to augment aspects of its existing Enterprise Resource Planning (“ERP”) System with a cloud-based Software-as-a-Service (“SaaS”) eProcurement and contract management solution (“Solution” or “Platform”) that supports and complies with all GVI’s Procurement laws, regulations, and processes	FY 2024	\$ 333,446
Smartnet, LLC	S014DPPC21	Local	Professional	To supply VOIP telephone system for the DPP in the USVI	FY 2024	\$ -
Smartnet, LLC	To Be Assigned	Local	Professional	To provide internet services to its offices in the St. Thomas/St. John and St. Croix districts	FY 2024	\$ 75,848
Marshall & Sterling STX	P111DPPT21	Local	Professional	Territorial Insurance Brokerage Services	FY 2024	\$ 225,000
Crucian Point, LLC	P084DPPT21	Local	Professional	Website Maintenance for DPP	FY 2024	\$ 62,400
NOT YET IDENTIFIED		Local	Supply	Landscaping Services at the DPP in the STX District	FY 2024	
NOT YET IDENTIFIED	PO-22-001-00101-338	Local	Supply	Janitorial Services in the STTJ District	FY 2024	
The Market, STT	PO-22-001-00101-234	Local	Supply	The Purchase and Delivery of Household and Cleaning Supplies to various agencies of the GVI in the STTJ District	10/1/2023-9/30/2024	
Dyer and Payne, Inc. dba National Parts Plus	PO-22-001-00101-232	Local	Supply	Purchase and Delivery of Household and Cleaning Supplies to various agencies of the GVI in the STTJ District	10/1/2023-9/30/2024	
NOT YET IDENTIFIED		Local	Supply	Purchase and Delivery of Oil and Lubricants to the DPP in the STTJ District	FY 2024	
NOT YET IDENTIFIED		Local	Supply	The purchase and delivery of Oils and Lubricants to various Department in the GVI in the STX District	FY 2024	
Proven Group, LLC	PO-22-001-00101-233	Local	Supply	Purchase and Delivery of Household and Cleaning Supplies to various agencies of the GVI in the STTJ District	10/1/2023-9/30/2024	
NOT YET IDENTIFIED		Local	Supply	The purchase and Delivery of Tires and Batteries in the STTJ District	FY 2024	
Leather VI-TTZ, LLC dba Business World	PO-22-001-00101-233	Local	Supply	Purchase and Delivery of Household and Cleaning Supplies to various agencies of the GVI in the STTJ District	10/1/2023-9/30/2024	
Oliver Exterminating of St. Thomas, Inc.	PO-22-600-6001-300	Local	Supply	To provide Exterminating Services to the DPP in the STTJ District	10/1/2023-9/30/2024	
NOT YET IDENTIFIED		Local	Supply	Purchase and Delivery of Exterminating Services to the various department in the STX District	FY 2024	
NOT YET IDENTIFIED		Local	Supply	The purchase and delivery of Tires and Batteries for the DPP in the STX District	FY 2024	
NOT YET IDENTIFIED		Local	Supply	The purchase and delivery of Oils and Lubricants to the DPP in the STTJ District	FY 2024	
NOT YET IDENTIFIED		Local	Supply	The purchase and delivery of Tires and Batteries for the DPP in the STX District	FY 2024	

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NOT YET IDENTIFIED		Local	Supply	The purchase and delivery of Oils and Lubricants to various Department in the GVI in the STX District	FY 2024	
Dyer and Payne, Inc. dba National Parts Plus	PO-22-600-6001-300	Local	Supply	The purchase and delivery of Office and School Supplies in the STTJ District	10/1/2023 - 9/30/2024	
Leather VI-TTZ, LLC dba Business World	PO-22-001-00102-394	Local	Supply	The purchase and delivery of Household & Cleaning Supplies in the St. Croix District	10/1/2023 - 9/30/2024	
Westbay Wholesale	PO-22-001-00102-396	Local	Supply	The purchase and delivery of Household & Cleaning Supplies in the St. Croix District	10/1/2023 - 9/30/2024	
KAC 357 Inc. dba Plaza Extra West	PO-22-001-00102-395	Local	Supply	The purchase and delivery of Household & Cleaning Supplies in the St. Croix District	10/1/2023 - 9/30/2024	
NOT YET IDENTIFIED		Local	Supply	To provide the Generator Maintenance in the STTJ District	FY 2024	
NOT YET IDENTIFIED		Local	Supply	To provide the Generator Maintenance in the STX District	FY 2024	
NOT YET IDENTIFIED		Local	Supply	Purchase and installation of a new generator	FY 2024	\$ 350
NOT YET IDENTIFIED		Local	Supply	To provide security services to the new Vendor's Plaza	FY 2024	

Exhibit IV

PROFESSIONAL SERVICES LISTING

Exhibit V displays a listing of P&P’s professional services for FY24.

Vendor Name	Amount
Crucian Point	\$ 100,000
Periscope Holdings, Inc.	\$ 779,585
Appraisals	\$ 100,000
Fibernet	\$ 75,000
Smartnet	\$ 75,000
Vendor Pending	\$ 300,000
GRAND TOTAL	\$ 1,429,585

Exhibit V

POST AUDIT COMMENTS

FY 2023 Revised Budget	FY 2024 Recommended Budget	Variance	
\$ 13,375,741	\$ 13,759,828	\$ 384,087	General Fund
\$ 185,000	\$ 185,000	\$ -	Indirect Cost Fund
\$ 4,839,129	\$ 4,839,130	\$ 1	Business and Commercial Property Revolving Fund
\$ 18,399,870	\$ 18,783,958	\$ 384,088	Total Appropriated Funds
\$ 711,000	\$ 500,000	\$ 211,000	Property and Procurement Print Job Fund
\$ 2,017,779	\$ 1,500,000	\$ 517,779	Gasoline Coupon Program Fund
\$ 703,000	\$ 920,000	\$ 217,000	Central Warehouse Fund
\$ 920,206	\$ 760,000	\$ 160,206	Central Motor Pool Fund
\$ 4,351,985	\$ 3,680,000	\$ 671,985	Total Non-Appropriated Funds
\$ 22,751,855	\$ 22,463,958	\$ 287,897	Total Property and Procurement Budget

The challenge with the Governor’s recommendation is centered around appropriating from the Business and Commercial Property Fund which currently according to the FY 2024 Budget book has a negative fund balance of \$1,787,596.29. The Governor’s recommendation is further deleting the fund by an additional \$4,839,130.



Vincent Samuel
 Post Auditor

APPENDIX I

LEGISLATURE OF THE VIRGIN ISLANDS
 POST AUDIT DIVISION

COMMITTEE ON BUDGET, APPROPRIATIONS & FINANCE
 BUDGET HEARINGS FISCAL YEAR 2024
 DEPARTMENT OF PROPERTY & PROCUREMENT
 PERSONNEL LISTINGS

POSITION TITLE	2023 SALARY		STATUS
600 - PROPERTY AND PROCUREMENT			
600001 - ADMINISTRATION			
60000 - ADMINISTRATION			
UNCLASSIFIED			
CHIEF COORDINATOR SPECIAL SERVICES	\$ 70,000		FILLED
SENIOR CONTRACT ADMINISTRATOR	\$ 75,000		FILLED
SENIOR CONTRACT ADMINISTRATOR	\$ 75,000		FILLED
CERTIFIED LEAD AUTOMOBILE MASTER TECHNICIAN	\$ 60,000		FILLED
CONTRACT SPECIALIST	\$ 45,000		FILLED
CHIEF OF PROCUREMENT & CONTRACTS	\$ 83,000		FILLED
SENIOR CONTRACT ADMINISTRATOR	\$ 75,000		FILLED
SPECIAL ASSISTANT	\$ 35,000		FILLED
DIRECTOR OF INFORMATION SYSTEM	\$ 90,000		FILLED
LEASING SPECIALIST	\$ 45,000		VACANT
EVALUATION SUPERVISOR	\$ 60,000		FILLED
EXECUTIVE SECRETARY	\$ 60,000		FILLED
LEGAL POLICY DIRECTOR	\$ 90,000		FILLED
ASSISTANT COMMISSIONER	\$ 97,000		VACANT
COMMISSIONER	\$ 105,000		FILLED
EVALUATION SUPERVISOR	\$ 60,000		FILLED
ASSET & RISK LOSS ACCOUNTANT	\$ 45,000		FILLED
CONTRACT SPECIALIST	\$ 45,000		FILLED
DEPUTY COMMISSIONER PROCUREMENT	\$ 87,000		FILLED
SENIOR CONTRACT ADMINISTRATOR	\$ 75,000		FILLED
CHIEF OF PROCUREMENT & CONTRACTS	\$ 40,000		VACANT
EXECUTIVE SECRETARY	\$ 60,000		FILLED
SUB-TOTAL	\$ 1,477,000	21.5	
CLASSIFIED			
DIRECTOR OF TRANSPORTATION	\$ 62,874		FILLED
SUB-TOTAL	\$ 62,874	1	
6000 FUND 100 TOTAL	\$ 1,539,874	22.5	
60000 ACTIVITY	\$ 1,539,874	22.5	
600 - PROPERTY AND PROCUREMENT			
6000 - LEGAL			

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60003 - LEGAL			
UNCLASSIFIED			
SPECIAL ASSISTANT TO CHIEF LEGAL COUNSEL	\$ 85,000		FILLED
LEGAL ANALYST	\$ 46,350		FILLED
SUB-TOTAL	\$ 131,350	2	
6000 FUND 100 TOTAL	\$ 131,350	2	
60003 ACTIVITY	\$ 131,350	2	
600 - PROPERTY AND PROCUREMENT			
6010 - VENDOR MAINTENANCE			
60004 - VENDOR MAINTENANCE			
UNCLASSIFIED			
VENDOR MANAGEMENT ASSISTANT	\$ 50,000		FILLED
SUB-TOTAL	\$ 50,000	1	
6000 FUND 100 TOTAL	\$ 50,000	1	
60004 ACTIVITY	\$ 50,000	1	
600 - PROPERTY AND PROCUREMENT			
6050 - LEASING MANAGEMENT			
60005 - LEASING MANAGEMENT			
UNCLASSIFIED			
LEASING SPECIALIST	\$ 45,000		FILLED
SUB-TOTAL	\$ 45,000	1	
6000 FUND 100 TOTAL	\$ 45,000	1	
60004 ACTIVITY	\$ 45,000	1	
600 - PROPERTY AND PROCUREMENT			
6000 - FISCAL & PERSONNEL			
60010 - FISCAL & PERSONNEL			
UNCLASSIFIED			
ADMINISTRATOR OF FISCAL & PERSONNEL SERVICES	\$ 85,000		FILLED
FINANCIAL CONTROL OFFICER	\$ 65,000		FILLED
SUB-TOTAL	\$ 150,000	2	
CLASSIFIED			
ADMINISTRATIVE ASSISTANT	\$ 44,799		FILLED
SUB-TOTAL	\$ 44,799	1	
6000 FUND 100 TOTAL	\$ 194,799	3	
60010 ACTIVITY	\$ 194,799	3	

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600 - PROPERTY AND PROCUREMENT			
6010 - PURCHASING			
60100 - PURCHASING			
<u>CLASSIFIED</u>			
PROCUREMENT OFFICER I	\$ 34,908		FILLED
SUB-TOTAL	\$ 34,908	1	
6010 FUND 100 TOTAL	\$ 34,908	1	
60100 ACTIVITY	\$ 34,908	1	
600 - PROPERTY AND PROCUREMENT			
6020 - WAREHOUSING & DISTRIBUTION			
60230 - WAREHOUSING & DISTRIBUTION			
<u>CLASSIFIED</u>			
STORE KEEPER II	\$ 43,000		VACANT
LABORER	\$ 27,040		FILLED
CHIEF OF CENTRAL STORES	\$ 62,874		FILLED
STORE KEEPER II	\$ 31,945		FILLED
CHIEF OF CENTRAL STORES	\$ 62,874		FILLED
LABORER II	\$ 30,600		FILLED
PBX OPERATOR AND RECEPTIONIST	\$ 32,343		FILLED
SUB-TOTAL	\$ 290,676	7	
6020 FUND 100 TOTAL	\$ 290,676	7	
60230 ACTIVITY	\$ 290,676	7	
600 - PROPERTY AND PROCUREMENT			
6030 - TRANSPORTATION - ADMINISTRATION			
60300 - TRANSPORTATION - ADMINISTRATION			
<u>UNCLASSIFIED</u>			
EXECUTIVE CHAUFFEUR	\$ 51,200		FILLED
SUB-TOTAL	\$ 51,200	1	
6030 FUND 100 TOTAL	\$ 51,200	1	
60300 ACTIVITY	\$ 51,200	1	
600 - PROPERTY & PROCUREMENT			
6030 - CENTRAL MOTOR POOL			
60310 - CENTRAL MOTOR POOL			
<u>CLASSIFIED</u>			
ADMINISTRATIVE ASSISTANT	\$ 48,949		FILLED
AUTO MECHANIC	\$ 41,836		FILLED
COORD OF TRANSPOTATION	\$ 50,000		FILLED
SUB-TOTAL	\$ 140,785	3	

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6030 FUND 100 TOTAL	\$	140,785	3	
60310 ACTIVITY	\$	140,785	3	
600 - PROPERTY AND PROCUREMENT				
6030 - CENTRAL MAIL SERVICES				
60320 - CENTRAL MAIL SERVICES				
CLASSIFIED				
ADMIN ASSISTANT	\$	37,220		FILLED
CHAUFFEUR	\$	27,040		FILLED
SUB-TOTAL	\$	64,260	2	
60320 FUND 100 TOTAL	\$	64,260	2	
60320 ACTIVITY	\$	64,260	2	
600 - PROPERTY AND PROCUREMENT				
6040 - PRINTING PRODUCTION				
60410 - PRINTING PRODUCTION				
UNCLASSIFIED				
ASSISTANT PRODUCTION MANAGER	\$	50,000		FILLED
AUTO MECHANIC	\$	41,200		VACANT
DIRECTOR PRINTING OFFICE	\$	66,950		FILLED
EVALUATION SUPERVISOR	\$	32,500		VACANT
SUB-TOTAL	\$	190,650	3.5	
CLASSIFIED				
OFFSET TECHNICIAN II	\$	40,413		FILLED
SUB-TOTAL	\$	40,413	1	
60410 FUND 100 TOTAL	\$	231,063	4.5	
60410 ACTIVITY	\$	231,063	4.5	
600 FUND 100 TOTAL	\$	2,773,915	48	
600 - PROPERTY AND PROCUREMENT				
6000 - ADMINISTRATION				
60000 - ADMINISTRATION				
UNCLASSIFIED				
LEGAL ADVISOR	\$	84,000		FILLED
FIXED ASSET MANAGER	\$	59,000		FILLED
DIRECTOR OF ASSET MANAGEMENT	\$	80,000		FILLED
CONTRACT SPECIALIST	\$	45,000		FILLED
MOTORPOOL FLEET SUPERVISOR	\$	60,000		FILLED
SPECIAL ASSISTANT	\$	65,000		FILLED
SPECIAL ASSISTANT	\$	80,000		VACANT
DIRECTOR OF HUMAN RESOURCES	\$	65,000		FILLED
PROPERTY MANAGER	\$	60,000		FILLED

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DEPUTY OF PROPERTY & PRINTING	\$	87,500		FILLED
LEASING SPECIALIST	\$	45,000		FILLED
FIXED ASSET MANAGER	\$	59,000		FILLED
LEGAL ADVISOR	\$	86,000		VACANT
SPECIAL ASSISTANT	\$	55,000		FILLED
CONTRACT SPECIALIST	\$	45,000		FILLED
CONTRACT SPECIALIST	\$	45,000		FILLED
ASSISTANT COMMISSIONER	\$	90,000		FILLED
CONTRACT ADMSTRATOR	\$	65,000		FILLED
CHIEF LEGAL COUNSEL	\$	110,000		FILLED
CONTRACT ADMSTRATOR	\$	65,000		FILLED
SUB-TOTAL	\$	1,350,500	20	
CLASSIFIED				
LABORER II	\$	29,853		FILLED
PBX OPERATOR/RECEPTIONIST	\$	27,040		FILLED
SUB-TOTAL	\$	56,893	2	
6000 FUND 6028 TOTAL	\$	1,407,393	22	
60000 ACTIVITY	\$	1,407,393	22	
600 - PROPERTY AND PROCUREMENT				
6050 - PROPERTY MANAGEMENT				
60540 - PROPERTY MANAGEMENT				
UNCLASSIFIED				
EVALUATION SUPERVISOR	\$	65,000		FILLED
PARALEGAL	\$	60,000		FILLED
EVALUATION SUPERVISOR	\$	65,000		FILLED
FINANCIAL CONTROL OFFICER	\$	67,500		FILLED
DIRECTOR OF VENDOR MANAGEMENT	\$	60,000		FILLED
INFO TECH SPECIALIST	\$	32,500		VACANT
PERSONAL PROPERTY INVENTORY ASSISTANT	\$	40,900		FILLED
CREATIVE DIRECTOR	\$	80,000		FILLED
DEPUTY COMMISSIONER	\$	80,000		FILLED
CONTRACT SPECIALIST	\$	45,000		FILLED
PROGRAM MANAGER	\$	41,200		FILLED
EXECUTIVE SECRETARY	\$	35,000		FILLED
FACILITIES MAINTENANCE MANAGER	\$	51,200		FILLED
CONTRACT SPECIALIST	\$	45,000		VACANT
CONTRACT SPECIALIST	\$	45,000		FILLED
EVALUATION SUPERVISOR	\$	65,000		FILLED
FACILITIES MAINTENANCE MANAGER	\$	45,000		FILLED
SUB-TOTAL	\$	923,300	16.5	
CLASSIFIED				
CONTRACT TECH	\$	46,400		VACANT
RECORDS & PROPERTY MANAGEMENT OFFICER	\$	59,294		FILLED
RECORDS & PROPERTY MANAGEMENT OFFICER	\$	49,882		FILLED
PROPERTY INSPECTOR	\$	31,541		FILLED
PROPERTY INSPECTOR	\$	37,740		FILLED

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CUSTODIAL WORKER	\$ 28,250		VACANT
PROPERTY INSPECTOR	\$ 59,345		FILLED
PROPERTY INSPECTOR	\$ 37,740		FILLED
SUB-TOTAL	\$ 350,192	8	
6050 FUND 6028 TOTAL	\$ 1,273,492	23.5	
60540 ACTIVITY	\$ 1,273,492	23.5	
600 FUND 6028 TOTAL	\$ 2,680,885	45.5	
600 DEPARTMENT TOTAL	\$ 5,454,800	94	
GENERAL FUND - 100			
UNCLASSIFIED FILLED	\$ 1,839,500	28	
UNCLASSIFIED VACANT	\$ 255,700	4	
CLASSIFIED FILLED	\$ 635,715	15	
CLASSIFIED VACANT	\$ 43,000	1	
ADJUSTMENTS	\$ -		
SUB-TOTAL FUND 100	\$ 2,773,915	48	
FUND - 6028			
UNCLASSIFIED FILLED	\$ 1,985,300	32	
UNCLASSIFIED VACANT	\$ 288,500	4.5	
CLASSIFIED FILLED	\$ 332,435	8	
CLASSIFIED VACANT	\$ 74,650	2	
ADJUSTMENTS	\$ -		
SUB-TOTAL FUND 6028	\$ 2,680,885	46.5	
GRAND TOTAL	\$ 5,454,800	94.5	

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APPENDIX II
LEGISLATURE OF THE VIRGIN ISLANDS
POST AUDIT DIVISION
COMMITTEE ON BUDGET, APPROPRIATIONS & FINANCE
BUDGET HEARINGS FISCAL YEAR 2024
DEPARTMENT OF PROPERTY & PROCUREMENT
VEHICLE LISTING

Plate No.	Year	Make	Model	Condition	Office	Division	Maintenance	Gasoline
P&P -1	2020	Chevrolet	Traverse	Good	STT	Commissioner Anthony Thomas	\$ -	\$ 780.00
P&P - 3	2015	Chevrolet	Equinox	Fair	STT	Henrique Foy-Transportation	\$ 44.30	\$ 720.00
P&P - 7	2008	Chevrolet	TrailBlazer	Fair	STT	Larry Ottley-Printing	\$ -	\$ -
P&P - 18	2018	Chevrolet	Colorado	Good	STT	Division of Property	\$ -	\$ 751.00
P&P - 20	2015	Chevrolet	Cruz	Fair	STT	Division of Transportation	\$ -	\$ 935.00
P&P - 21	2007	Chevrolet	Stake Body Truck	Fair	STT	Central Stores	\$ -	\$ -
P&P - 22	2018	Chevrolet	Colorado	Good	STT	Division of Property	\$ -	\$ 470.00
P&P - 25	2007	Chevrolet	Silverado	Poor	STT	Central Stores	\$ -	\$ -
P&P - 27	2008	Chevrolet	Stake Body Truck	Fair	STT	Division of Transportation	\$ -	\$ 85.00
P&P - 28	2009	Chevrolet	Dump Truck	Fair	STT	Division of Transportation	\$ -	\$ -
P&P - 30	2009	Chevrolet	Flat Bed Tow Truck	Fair	STT	Division of Transportation	\$ -	\$ -
P&P - 56	2008	Chevrolet	Colorado	Fair	STT	Maintenance	\$ -	\$ -
P&P - 57	2019	Chevrolet	Express Van	Good	STT	Division of Transportation	\$ 78.00	\$ 135.00
P&P - 58	2019	Ford	Transit	Good	STT	Division of Transportation	\$ 123.00	\$ -
P&P - 60	2020	Chevrolet	Equinox	Good	STT	Asst Commissioner Alejandro	\$ -	\$ 235.00
P&P - 62	2019	Ford	Transit	Good	STT	Division of Transportation	\$ 161.00	\$ 220.00
P&P - 63	2021	Chevrolet	Cargo Van	Good	STT	Central Stores	\$ -	\$ 480.00
P&P - 64	2020	Chevrolet	Equinox	Good	STT	Deputy Commissioner Christian	\$ 83.00	\$ 1,200.00
P&P - 68	2019	Chevrolet	Express Van	Good	STT	Division of Transportation	\$ 105.00	\$ -
P&P -79	2019	Ford	Escape	Good	STT	Deputy Commissioner Richards	\$ -	\$ 655.00
GVI-11	2019	Ford	Transit	Good	STX	Property & Procurement	\$ -	\$ 200.00
GVI-13	2019	Ford	Transit	Good	STX	Property and Procurement	\$ -	\$ 175.00
GVI-17	2019	Ford	Escape	Good	STX	Office of Gun Violence (Loaner)	\$ 202.00	\$ 40.00
GVI-19	2019	Chevrolet	Express	Good	STX	National Guard (Loaner)	\$ -	\$ -
GVI-27	2014	Chevrolet	Equinox	Good	STX	Property & Procurement (NW)	\$ -	\$ -
GVI-29	2019	Chevrolet	Equinox	Good	STX	Transportation	\$ 560.08	\$ 100.00
P&P-10	2019	EZ-GO	EZ-GO Express S4	Good	STX	Property Division	\$ -	\$ -
P&P-16	2007	Chevrolet	Colorado	Good	STX	Property Division	\$ 140.00	\$ 610.00
P&P-2	2018	Chevrolet	Traverse	Good	STX	Commissioner's Office	\$ 1,331.72	\$ 585.00
P&P-37	2007	Chevrolet	Silverado	Fair	STX	Property and Procurement (NW)	\$ -	\$ -
P&P-4	2011	Chevrolet	Equinox	Good	STX	Property & Procurement (Finance)	\$ -	\$ -
P&P-40	2012	Chevrolet	Cruz	Fair	STX	Property and Procurement	\$ -	\$ 1,100.00
P&P-41	2012	Chevrolet	Express / Cargo Van	Good	STX	Property and Procurement (NW)	\$ -	\$ -
P&P-42	2009	Chevrolet	C5500	Fair	STX	Property and Procurement	\$ 700.00	\$ 250.00
P&P-44	2009	Chevrolet	Silverado Stakebody	Good	STX	Central Stores	\$ -	\$ 265.00
P&P-45	2019	EZ-GO	EZ-GO Express L6	Good	STX	Property and Procurement	\$ -	\$ -
P&P-46	2018	Chevrolet	Colorado	Good	STX	Property Division	\$ 499.28	\$ 1,250.00
P&P-47	2009	Chevrolet	Express	Good	STX	Public Works (Loaner)	\$ -	\$ -
P&P-48	2018	Chevrolet	Colorado	Good	STX	Property Division	\$ 3,168.43	\$ 805.00
P&P-54	2007	Chevrolet	Colorado	Good	STX	Transportation	\$ 350.00	\$ 150.00
P&P-71	2015	Chevrolet	Colorado	Good	STX	Assistant Commissioner	\$ -	\$ 1,300.00

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APPENDIX III
LEGISLATURE OF THE VIRGIN ISLANDS
POST AUDIT DIVISION
COMMITTEE ON BUDGET, APPROPRIATIONS & FINANCE
BUDGET HEARINGS FISCAL YEAR 2024
DEPARTMENT OF PROPERTY & PROCUREMENT
COMMERCIAL LEASES LISTING

Lease ID Nos.	Business/Company Name	St. Thomas	District	Monthly Value	Annual Value	Term/Options	Status
BC 001	ABC Sales & Services	110 & 111 Sub Base	STT	\$ 3,767.06	\$ 45,204.72	20 years/2 x 5 years	Current Tenant
BC 005	Floor Factory, Inc.	6A Sub Base	STT	\$ 760.03	\$ 9,120.36	25 years	Acquiring Documents
BC 018	Central Air, Inc.	11B Sub Base	STT	\$ 1,055.65	\$ 126,657.80	20 years/1 x 5 years	Under Negotiation
BC 025	Courtesy Garage	67 Sub Base	STT	\$ 583.80	\$ 7,005.60	Month-to-Month	Under Negotiation
BC 047	Commercial Security	70B-1 Sub Base	STT	\$ 1,512.00	\$ 18,144.00	20 years/2 x 5 years	Eviction Phase
BC 053	Heavy Materials	115 Sub Base	STT	\$12,336.00	\$ 148,032.00	10 years/2 x 5 years	Under Negotiation
BC 059	Arian's Restaurant & Bar	22 Sub Base	STT	\$ 666.40	\$ 7,996.80	Month-to-Month	Under Negotiation
BC 065	Island Laundries	116-164 Sub Base	STT	\$ 943.70	\$ 11,324.40	Month-to-Month	Eviction Phase
BC 069	PC Puerto Rico d/b/a USVI Fuel Services	Pier 89 Sub Base	STT	\$27,965.74	\$ 355,588.88	5 years	Under Negotiation
BC 084	Ottley Communications	121, 167, 171 Subbase	STT	\$ 1,078.82	\$ 12,945.84	20 years/1 x 5 years	Under Negotiation
BC 092	Verdell Turnbull d/b/a Turnbull Welding	99A Subbase	STT	\$ 400.00	\$ 4,800.00	Month-to-Month	Acquiring Documents
BC 113	Island Roads Corporation	1A Estate Bovoni	STT	\$ 7,500.00	\$ 90,000.00	20 years/2 x 10 years	Current Tenant
BC 123	Sanitary Trashmoval Services, Inc.	130-A-1 Subbase	STT	\$ 1,200.00	\$ 14,400.00	10 years/2 x 5 years	Ratification Phase
BC 134	VI Resources Center for the Disabled, Inc.	74B Kronprindens Gade	STT	\$ 100.00	\$ 1,200.00	20 years/2 x 10 years	Current Tenant
BC 152	U. S. Coast Guard	Parcel A	STT	\$ 0.08	\$ 0.96	Yearly	Current Tenant
BC 168	Micro Max, LLC	70B2 Subbase	STT	\$ 442.10	\$ 5,305.20	20 years/1 x 5 years	Eviction Phase
BC 175	Industrious Auto Repair	37 Subbase	STT	\$ 579.54	\$ 6,954.48	Month-to-Month	Under Negotiation
BC 176	Suntech Group, Inc. d/b/a St. Thomas Gas	4 Subbase	STT	\$ 3,004.06	\$ 36,048.72	20 years/1 x 5 years	Ratification Phase
BC 202	Lew Henley's Sewage Disposal	17A-3 Estate Bovoni	STT	\$ 1,927.08	\$ 23,124.96	20 years/2 x 5 years	Current Tenant
BC 203	Courtesy Garage	67 Subbase	STT	\$ 75.00	\$ 900.00	Month-to-Month	Under Negotiation
BC 204	Island Tri. Corp.	181 Subbase	STT	\$ 1,325.98	\$ 15,911.76	40 years/2 x 5 years	Current Tenant
BC 222	Fine Woodworking Shop/Caribe Craft	106 Subbase	STT	\$ 904.64	\$ 10,855.68	5 years/4 x 5 years	OOG Review
BC 229	Antilles Gas Corporation	3 & 19 Subbase	STT	\$10,000.00	\$ 120,000.00	20 years/1 x 5 year	Current Tenant
BC 225	St. Thomas Properties, LLC	17-2 Subbase	STT	\$ 764.58	\$ 9,174.96	Month-to-Month	Current Tenant
BC 239	Cash Muffler	21 Subbase	STT	\$ 1,171.78	\$ 14,061.36	20 years/2 x 5 years	Current Tenant
BC 242	J. B. Head & Machine Shop	5B Subbase	STT	\$ 669.04	\$ 8,028.48	20 years/2 x 5 years	Current Tenant
BC 257	Victor's New Hideout	179 Subbase	STT	\$ 4,338.00	\$ 52,056.00	20 years/2 x 10 years	Current Tenant
BC 287	Bryan Electrical Contracting	70A Subbase	STT	\$ 5,965.00	\$ 71,580.00	20 years/1 x 15 years	Current Tenant
BC 288	On the Level, Inc. d/b/a OTL Mechanical	69 Subbase	STT	\$1,495.31 (1&2 yr)	\$ 12,943.72	20 years/2 x 5 years	Current Tenant
BC 308	Fortress Electric Corporation	114 Subbase	STT	\$ 510.40	\$ 6,128.80	Month-to-Month	Under Negotiation
BC 310	Veteran Resources & Development	2, 14, 24 John Dunkoe	STT	\$ 0.08	\$ 0.96	50 years	Current Tenant
BC 320	Joes Hot Spot	70-B-3 Subbase	STT	\$ 200.00	\$ 2,400.00	15 years	Current Tenant
BC 326	St. Thomas Properties, LLC	7A, 6E New Quarter	STT	\$ 8.33	\$ 99.96	25 years	Current Tenant
BC 330	World Fresh Market	42 Subbase	STT	\$19,500.00	\$ 234,000.00	25 years/5 x 5 years	Current Tenant
BC 362	MLC Holdings	86 Subbase	STT	\$ 3,446.41	\$ 41,356.92	20 years/2 x 5 years	Current Tenant
BCT 044	Catholic Charities of the VI (old Bethlehem House)	No. 410 Hospital Ground	STT	\$ 100.00	\$ 1,200.00	20 years/2 x 10 years	Current Tenant
BCT 081	Brooks Upholstery/Auto Repair	101 Subbase	STT	\$ 1,000.00	\$12,000.00	20 years	Current Tenant

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BCT 085	Peter Prof. Body Repair	99A-6 Subbase	STT	\$ 412.38	\$ 4,948.56	20 years/2 x 5 years	Current Tenant
BCT 143	Dadlie's Trucking Service	32A & 33 Subbase	STT	\$ 2,000.00	\$ 24,000.00	20 years/2 x 5 years	Current Tenant
BCT 150	Subbase Station, LLC (fka: Texas Pit, Inc.)	127 Subbase	STT	\$ 1,991.00	\$ 23,892.00	10 years/2 x 5 years	Under Negotiation
BCT 232	Pookie Body Shop & Repairs	99A-3 Subbase	STT	\$ 625.00	\$ 7,500.00	20 years/2 x 5 years	Current Tenant
BCT 235	Twin Auto Body	21 Subbase	STT	\$ 1,540.00	\$ 18,480.00	10 years/4 x 5 years	Under Negotiation
BCT 236	Island Gas Inc.	21-B Subbase	STT	\$ 764.74	\$ 9,176.88	20 years/4 x 5 years	Current Tenant
BCT 252	Palace Interior	25-A Subbase	STT	\$ 1,581.71	\$ 18,980.52	20 years	Current Tenant
BCT 275	Texas Pit, Inc.	23A Subbase	STT	\$ 416.67	\$ 5,000.04	15 years/2 x 5 years	Current Tenant
BCT 279	Hustler & Sons, Inc.	34 Estate Nisky	STT	\$ 3,000.00	\$ 36,000.00	20 years/1 x 10 years	Current Tenant
BCT 299	K-Unique Plus, Inc. d/b/a K'Unique Plus Lounge	142A Anna's Retreat	STT	\$ 592.08	\$ 7,104.96	10 years/2 x 5 years	Under Negotiation
BCT 301	Castillo Auto Repairs	5A Subbase	STT	\$ 1,226.79	\$ 14,721.48	20 years/2 x 5 years	Current Tenant
BCT 311	Otto's Glass Works	99B-2 Subbase	STT	\$ 550.00	\$ 6,600.00	20 years/2 x 5 yrs	Current Tenant
BCT 319	Jackson Crane Service	134-C Subbase	STT	\$ 1,367.33	\$ 16,407.96	20 years/2 x 5 years	Current Tenant
BCT 322	DM Woodworking	5B Subbase	STT	\$ 534.04	\$ 6,408.48	20 years/2x 5 years	Current Tenant
BCT 327	Virgin Islands Tel. Corp. d/b/a VIYA* Choice Communications	1A-A Estate Bovoni	STT	\$ 1,540.50	\$ 18,486.00	20 years/1 x5 years	Current Tenant
BCT 341	Reliable Auto Tech	97 Subbase	STT	\$ 500.00	\$ 6,000.00	20 years/2 x 5 years	Current Tenant
BCT 346	Mandahl Bay Holdings	33 Estate Mandahl	STT	\$ 41.67	\$ 500.04	Yearly	Current Tenant
BCT 347	A-9 Trucking Enterprises, Inc.	1-20-1 Estate Bovoni	STT	\$ 3,000.00	\$ 36,000.00	20 years/2 x 10 years	Current Tenant
BCT 349	Tropical Marine Inc.	37-1 and 22-1 Estate Nadir	STT	\$ 102.70	\$ 1,232.40	20 years/1 x 5 years	Current Tenant
BCT 350	Kent Corporation	39 Subbase	STT	\$ 5,295.31	\$ 63,543.72	20 years/2 x 5 years	Current Tenant
BCT 351	Grade All Heavy Equipment	32 Subbase	STT	\$ 1,112.58	\$ 13,350.96	25 years/5 x 5 years	Current Tenant
BCT 352	KOPS	180-1 Subbase	STT	\$ 1,767.22	\$ 21,206.64	10 years/4 x 5 years	Current Tenant
BCT 355	VI Recycling Company	19, 19A, 19E Bovoni	STT	\$ 1,447.59	\$ 17,371.08	10 years/4 x 5 years	Ratification Phase
BCT 356	Girls Scout of the VI	103 Estate Bordeaux	STT	\$ 25.40	\$ 304.80	50 years	Current Tenant
BCT 357	Longpath/Garden Street Assoc.	7 and 8 Store Gronne Gade	STT	\$ 62.28	\$ 747.36	25 years/1 x 25 years	Current Tenant
BCT 358	Cardow, Inc. 39 Dronningens Gade	39 Dronningens Gade	STT	\$ 100.00	\$ 1,200.00	10 years/4 x 10 years	Current Tenant
BCT 364	Metro Motors VI Inc.	142-C Annas Retreat	STT	\$ 1,705.44	\$ 20,465.28	20 years/2 x 5 years	Current Tenant
BCT 366	St. Thomas Properties, LLC	17-3A Nisky Center	STT	\$ 2,304.46	\$ 27,653.52	10 years/2 x 5 years	Current Tenant
BCT 374	Western Rx	23 Subbase	STT	\$ 1,580.62	\$ 18,967.44	25 years	Under Negotiation
BCT 384	Budget Super Service Center	150 Subbase	STT	\$ 3,331.98	\$ 39,983.76	10 years/2 x 5 years	Current Tenant
BCT 387	Jonah Julien d/b/a Julien's Welding	99B-1 & 99B-3 Subbase	STT	\$ 1,500.00	\$ 18,000.00	20 years/2 x 5 years	Current Tenant
BCT 386	Ortalis Properties, LLC	148A-1 Subbase	STT	\$ 4,280.54	\$ 51,366.48	5 years/1 x 5 years	Property Review
BCT 389	Lance D. Bryan d/b/a Bryan's Welding	Parcel 51A Subbase	STT	\$ 1,000.00	\$ 1,200.00	Month-to-Month	Under Negotiation
BCT 398	Charles Electrical Services, LLC	Parcel No. 100 Submarine Base	STT	\$ 845.25	\$ 10,143.00	20 years/2 x 10 years	Current Tenant
BCT 399	ERK CORPORATION	Parcel No. 48 Estate Nadir	STT	\$ 1,046.06	\$ 12,552.72	30 years/1 x 10 years	Current Tenant
BCT 400	Quality Paving, LLC	Parcel No. 149 Rem. Submarine Base	STT	\$ 4,000.00	\$ 48,000.00	20y 2x5yrs	Current Tenant
BCT 402	Thaw LLC DBA #1 Gophe	Parcel No. 5A Subbase	STT	\$ 1,000.00	\$ 12,000.00	10 years/2 x 5 years	Current Tenant
BCT 404	Fabien's Trucking, LLC	149C Submarine Base	STT	\$ 2,500.00	\$ 30,000.00	20 years/2 x 5 years	Current Tenant
BCT 405	Total Auto Package, LLC	Parcel No. 128A Sub Base	STT	\$ 2,500.00	\$ 30,000.00	20 years/2 x 10 years	Current Tenant
BCT 406	FIBERNET, INC	Parcel Nos. 95 and 95A Submarine Base	STT	\$ 1,500.00	\$ 18,000.00	20 years/2 x 10 years	Current Tenant
BCT 407	Commercial Property Management, LLC	Remainder Parcel No. 40 Estate	STT	\$ 1,700.00	\$ 20,400.00	20 years/2 x 10 years	Current Tenant
BCT 408	Universal Concrete, LLC	Parcel No. 149B Submarine Base	STT	\$ 6,000.00	\$ 72,000.00	20 years/1 x 10 years	Current Tenant
BCT 409	Panyard People, Inc.	No. 92 Remainder Submarine Base	STT	\$ 100.00	\$ 1,200.00	10 years/2 x 5 years	Current Tenant
BCT 413	Petrus Properties, LLC	Parcel No. 47D-1 Kronprindsens Gade	STT	\$ 1,000.00	\$ 12,000.00	1 Year	Current Tenant
BCT 415	NOAA	Telecommunications Tower at Parcel D	STT	\$ 100.00	\$ 1,200.00	1 Year	Under Negotiation
BCT 416	Storage on Site, LLC	Portion of Parcel C Estate Nazareth	STT	\$ 4,000.00	\$ 48,000.00	1 Year	Current Tenant
BCT 417	Lovango Island Holdings. Db. The Lovango Resort and Beach	Parcel No. 100-1 Estate Nazareth	STT	\$ 1,000.00	\$ 1,200.00	1 Year	Current Tenant
BCT 418	E & C Development LLC	Parcel No.2 Bovoni Remainder	STT	\$ 6,000.00	\$ 72,000.00	30 years/6 x 10 years	Current Tenant

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BCT 419	Hearts in Service Association Inc.	Parcel 175C Estate Anna's Retreat	STT	\$ 1,000.00	\$ 12,000.00	15 years/2 x 5 years	Current Tenant
BCT 420	Kobaz Enterprises, LLC	Parcel No. 35A-2 and 35F Estate Nisky	STT	\$ 1,500.00	\$ 18,000.00	1 Year	Current Tenant
BCT 421	Inter Island Auto Group LLC d/b/a VIP Quick Lube	Parcel No. 70 Submarine Base	STT	\$ 3,000.00	#36,000.00	1 Year	Current Tenant
BCT 422	BNP Partners, Inc. d/b/a DG Gas	Parcel No. 171 Submarine Base	STT	\$ 4,000.00	\$ 48,000.00	1 Year	Current Tenant
BCT 423	Anthony Isaac d/b/a Ace Trucking & Trash Removal	Parcel No. 124 Submarine Base, No. 6	STT	\$ 1,000.00	\$ 12,000.00	1 Year	Current Tenant
BCT 424	41 Subbase, LLC	Parcel No. 41 Subbase, Southside	STT	\$ 1,000.00	\$ 12,000.00	1 Year	Current Tenant
BCT 425	Love City Car Ferries Inc d/b/a Loveco Petroleum	Portion of C Estate Nazareth(T00095)	STT	\$ 400.00	\$ 4,800.00	1 Year	Current Tenant
BCT 426	Caribe Tradewinds Lodge # 17, Inc., District #8	Lot No. 1 Veterans Drive Kings Quarter	STT	\$ 400.00	\$ 4,800.00	20 years/2 x 10 years	Current Tenant
BCT 427	Haughland Virgin Islands, Inc.	Parcel G of Tract 1 Estate Nazareth	STT	\$10,000.00	\$ 120,000.00	1 Year	Current Tenant
BCT 428	Star Time Technology Center, Inc.	Parcel No. 2A Crystal Gade, Queens	STT	\$ 100.00	\$ 1,200.00	10 years/2 x 5 years	Current Tenant
BCT 431	Virgin Islands Waste Management Authority	Parcel C Est Nazareth STT	STT	\$ 100.00	\$ 1,200.00	25 years/3 x 25 years	Current Tenant
T16 416	Choice Communications, LLC	Telecommunications Tower Parcel D	STT	\$ 3,600.00	\$ 43,200.00	1 Year	Current Tenant
T32 397	Virgin Islands Retired Police Organization Inc.	Parcel Nos. 74B & 75 Kronprindsens	STT	\$ 200.00	\$ 2,400.00	10 years/2 x 5 years	Current Tenant
LA 501	Leroy Washington Enterprises	146 Subbase	STT	\$ 400.00	\$ 4,800.00	Month-to-Month	Eviction Phase
LA 614	St. Thomas Cargo & Ship Services, Inc.	Parcel No. 133 Submarine Base	STT	\$11,649.00	\$ 139,788.00	Month-to-Month	Acquiring Documents
LA 615	Black & Green LLC	Parcel No. 51 Subbase	STT	\$ 800.00	\$ 9,600.00	Month-to-Month	OOG Review
LA 619	Euston David	Parcel No 92A Subbase	STT	\$ 1,500.00	\$ 18,000.00	Month-to-Month	Under Negotiation
LA 584	Pro Mar Services, Inc.	Parcel No. 159A Submarine Base	STT	\$ 2,000.00	\$ 24,000.00	Month-to-Month	Acquiring Documents
TEMP	4LR#C Tack & Building Supplies	Recombined No. 12 Subbase	STT	\$ 2,000.00	\$ 24,000.00	Month-to-Month	Eviction Phase
TRLA	Virgin Islands Cricket Board, Inc.	H Tract 1 Estate Nazareth	STT	\$ 100.00	\$ 1,200.00	1 Year	Current Tenant
TAW	PG Enterprises Inc.	Parcel No. 1 Submarine Base	STT	\$ 1,500.00	\$ 18,000.00	Month-to-Month	Property Review

Lease ID Nos.	Business/Company Name	St. Croix	District	Monthly Value	Annual Value	Term/Options	Status
BC 093	Associated Universities	32 Longpoint & Cotton Garden	STX	\$ 3,548.40	\$ 42,580.80	10 years/2 x 5 years	Current Tenant
BC 127B	Emerald Point, Inc.	Protestant Cay	STX	\$ 328.00	\$ 3,936.00	Month-to-Month	Eviction Phase
BC 226	VI Telephone Corporation d/b/a VIYA	Parcel No. 6 Recovery Hill	STX	\$ 200.00	\$ 2,400.00	Month-to-Month	Ratification Phase
BC 251	St. Croix Majorettes, Inc.	Parcel No. 1 Estate Peter's Rest	STX	\$ 100.00	\$ 1,200.00	5 years/2 x 5 years	Current Tenant
BC 298	St. Croix Landmark Society, Inc.	52 & 54 Estate Whim	STX	\$ 0.08	\$ 0.96	Yearly	Current Tenant
BC 317	Calvin Belle	113 Cane Bay	STX	\$ 314.70	\$ 3,776.40	Month-to-Month	Under Negotiation
BC 371	Lion's Club of St. Croix	110D Annas Hope	STX	\$ 0.08	\$ 0.96	25 years	Current Tenant
BC 372	Innovative Telephone Corp	9 & 10 King Street	STX	\$ 7,175.67	\$ 86,108.04	25 years/5 x 5 years	Current Tenant
BC 373	Frederiksted Health Care	45,47,48 & 49 Strand Street	STX	\$ 1.00	\$ 12.00	50 years	Current Tenant
BCX 381	USVI Soccer Federation	23-1 Upper Bethlehem	STX	\$ 800.00	\$ 9,600.00	30 years/4 x 5 years	Current Tenant
BCX 391	Cruzan Group, LLC	Plot No. 71 Strand Street	STX	\$ 3,001.10	\$ 36,013.20	5 years/3 x 5 years	Current Tenant
BCX 392	Water & Power Authority	Rem.Matr.24C Recovery Hill	STX	\$ 1,000.00	\$ 12,000.00	5 years/3 x 5 years	Current Tenant
BCX 394	Caledonia Comm. Corp.	Rem. Matricular 24C Recovery Hill,	STX	\$ 500.00	\$ 6,000.00	1 years	Current Tenant
BCX 396	Marco St. Croix, Inc.	Plot No.4BA Est. Blessing	STX	\$ 5,683.79	\$ 68,205.48	20 years	Property Review
BCX 397	JKC Media Ventures, LLC d/b/a Isle 95	Plot No. 6 Est. Recovery Hill, bldg. 2	STX	\$ 1,300.00	\$ 15,600.00	1 year	Eviction Phase
BCX 401	Virgin Islands Housing Finance Authority	Parcel B, Building 2 Lagoon Street	STX	\$ 0.08	\$ 0.96	6 years	DPP Legal Review
BCX 410	Marco St. Croix, Inc.	182 Anna's Hope	STX	\$ 370.00	\$ 4,440.00	20 years/2 x 5 years	Current Tenant
BCX 411	Alliance Data Services	6 Estate Recovery Bldg 1 Sect. B	STX	\$ 1,000.00	\$ 12,000.00	5 years/1 year	Acquiring Documents
BCX 429	Roncan, Inc. dba Sand Castle on the Beach	Por. Rd. Plots 128-B & 129 Two	STX	\$ 300.00	\$ 3,600.00	1 year	Current Tenant
BCX 432	Virgin Islands Waste Management Authority	73-C Estate Concordia, 10 Vicorp, 57	STX	\$ 300.00	\$ 3,600.00	25 years/3 x 25 years	Current Tenant
BCX 433	VI Center For Architecture, Crafts & Build Heritage, STX Inc.	Nos 8 Church, 21, 22 & 23 Hospital	STX	\$ 100.00	\$ 1,200.00	1 year	Current Tenant
BCX 435	Charnel Tyson d/b/a Sea Sports St. Croix	Portion of Plot No. 2 Lagoon Street	STX	\$ 250.00	\$ 3,000.00	1 year	Current Tenant
BCX 436	Twin City Cricket Association, Inc.	Rem. Parcel No. 23 Estate VICORP	STX	\$ 1,000.00	\$ 12,000.00	10 years/2 x 10 years	Current Tenant

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BCX 437	The Village-Virgin Islands Partners In Recovery, Inc.	Parcel Nos. 1-H & 13-F Estate Sion Hill	STX	\$ 250.00	\$ 3,000.00	20 years/2 x 10 years	Current Tenant
BCX 438	Christiansted Harbor Resort Hotel and Marina, LLC	Plot 1 & 2 Protestant Cay	STX	\$ 12,500.00	\$ 150,000.00	60 years/3 x 10 years	Current Tenant
BCX 439	Enrique Romero Nieves American Legion Post 102	Parcel No. 1C Estate Peter's Rest	STX	\$ 100.00	\$ 1,200.00	5 years/2 x 5 years	Current Tenant
MOA001	V.I. Water & Power Authority	Remainder 2A Penitentiary Land	STX	\$ 500.00	\$ 6,000.00	Month-to-Month	Current Tenant
SX 001	Bronx Communication	Parcel No. 6 Recovery Hill	STX	\$ 250.00	\$ 3,000.00	5 years	Acquiring Documents
				\$40,872.90	\$ 490,474.80		

Lease ID Nos.	Business/Company Name	St. John	District	Monthly Value	Annual Value	Term/Options	Status
BC 041	Winella Hodge d/b/a Nella's Lounge	1A Cruz Bay	STJ	\$ 1,500.00	\$ 18,000.00	1 year	Current Tenant
BC 071	Denzil Clyne Jeep Rental, Inc.	1A Cruz Bay	STJ	\$ 1,000.00	\$ 12,000.00	1 year	Current Tenant
BC 098	VI WAPA	Rem. Est. Enighed No. 1	STJ	\$ 200.00	\$ 2,400.00	30 years	Under Negotiation
BC 147	Virgin Islands Tel. Corp. d/b/a VIYA	1AA Cruz Bay	STJ	\$ 3,565.00	\$ 42,780.00	10 years/2 x 5 years	Current Tenant
BC 151	U. S. Postal Service	6Aa-6Ab St. John	STJ	\$ 800.00	\$ 9,600.00	Month-to-Month	Current Tenant
BC 155	Role Enterprises, Inc. d/b/a Best Car Rental	294 Contant & Enighed	STJ	\$ 1,071.16	\$ 12,583.92	20 years/1 x 5 years	VIDOJ Review
BC 210	Elroy Connor d/b/a Nature's Tropics	1A Cruz Bay	STJ	\$ 400.00	\$ 4,800.00	Month-to-Month	VIDOJ Review
BCJ 075	Cool Breeze Sightseeing Tours	300-K Enighed & 1AB Cruz Bay	STJ	\$ 691.73	\$ 8,300.76	1 year	Current Tenant
BCJ 212	Hercules Pate Delight	1AE Cruz Bay	STJ	\$ 750.00	\$ 9,000.00	1 year	Current Tenant
BCJ 297	Marie's Place, LLC	300-C Cruz Bay Town	STJ	\$ 400.00	\$ 4,800.00	Month-to-Month	Property Review
BCJ 290	Charlie's Automotive/C & C	300-A Enighed	STJ	\$ 1,248.04	\$ 14,976.48	40 years/2 x 5 years	Current Tenant
BCJ 291	Sidonious Matthew d/b/a Our Market	1A Cruz Bay	STJ	\$ 400.00	\$ 4,800.00	Month-to-Month	Acquiring Documents
BCJ 292	VBP Leasing, LLC d/b/a Mr. Pipers Jeeps	Portion of Parcel 300 Enighed	STJ	\$ 559.97	\$ 6,719.64	40 years/2 x 5 years	Current Tenant
BCJ 306	Courtesy Car/Jeep Rental	300-1D Cruz Bay	STJ	\$ 707.95	\$ 8,495.40	40 years/2 x 5 years	Current Tenant
BCJ 309	St. John Animal Care Center, Inc.	300-1D Enighed	STJ	\$ 442.62	\$ 5,311.44	20 years/2 x 5 years	Current Tenant
BCJ 335	John Folley Learning Institute	Parcel No. 14C Estate John's Folly,	STJ	\$ 0.08	\$ 0.96	20 years/1 x 5 years	Current Tenant
BCJ 353	Hill's Plumbing	300-1H Enighed	STJ	\$ 768.16	\$ 9,217.92	50 years	Current Tenant
BCJ 378	Cool Breeze Sightseeing Tours	1Ac/300N Cruz Bay	STJ	\$ 975.44	\$ 11,705.28	20 years/2 x 5 years	Current Tenant
BCJ 379	O'Connor Rentals	300-L/300-P	STJ	\$ 1,147.44	\$ 13,769.28	15 years/2 x 5 years	Current Tenant
BCJ 393	Island Green Building Association, Inc	6-A Estate Sussannaberg	STJ	\$ 100.00	\$ 1,200.00	20 years/3 x 5 years	Current Tenant
BCJ 414	Janice Enterprises, LLC d/b/a Love City BBQ	Parcel No. 307 Cruz Bay Town	STJ	\$ 1,320.00	\$ 15,840.00	20 years/2 x 5 years	Current Tenant
BCJ 430	Our Lady of Mount Caramel Catholic Church Inc.	Parcel No. 300-G Cruz Bay Town, Cruz	STJ	\$ 100.00	\$ 1,200.00	20 years/2 x 10 years	Current Tenant
BCJ 434	Vitelcom Cellular, Inc. d/b/a Viya Wireless VIE-Cell	Portion of Rem. Parcel No. 3B Estate	STJ	\$ 3,565.00	\$ 42,780.00	10 years/2 x 5 years	Current Tenant
BCJ 440	Liberty Mobile USVI Inc.	Parcel No. 6-4-1 Estate Carolina, No.1	STJ	\$ 1,500.00	\$ 18,000.00	10 years/5 x 5 years	Current Tenant
BCJ 441	Courtesy Car Wash LLC	Parcel No. 300-B Cruz Bay Town, Cruz	STJ	\$ 2,000.00	\$ 24,000.00	30 years/2 x 10years	Current Tenant
BCJ 442	O Corp LLC d/b/a Owen's Jeep Rental	Parcel No. 1Ad Cruz Bay Town No. 1	STJ	\$ 1,000.00	\$ 12,000.00	20 years/2 x 5 years	Current Tenant
BCT 431	Virgin Islands Waste Management Authority	No. 6 Rem Susannaberg	STJ	\$ 100.00	\$ 1,200.00	25 years/3 x 25 years	Current Tenant
				\$26,312.59	\$ 315,481.08		

Lease ID Nos.	Business/Company Name	Water Island	District	Monthly Value	Annual Value	Term/Options	Status
BCT 383	Water Island Development	Tract B & C, Water Island	STT/WI	\$ 1,000.00	\$ 12,000.00	99 years	Current Tenant
BCT 412	Ocean and Coastal Observing VI Inc.	Portion of Track A Water Island	WI	\$ 100.00	\$ 1,200.00	1 year	Current Tenant
				\$ 1,100.00	\$ 13,200.00		

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APPENDIX IV

LEGISLATURE OF THE VIRGIN ISLANDS
POST AUDIT DIVISION

COMMITTEE ON BUDGET, APPROPRIATIONS & FINANCE
BUDGET HEARINGS FISCAL YEAR 2024
DEPARTMENT OF PROPERTY & PROCUREMENT
VI CARES ACT LISTING

INVOICE DATE	PO NO.	VENDOR NAME	DESCRIPTION OF PURCHASE	AMOUNT	REMAINING BALANCE
FY 2021 Budget					\$2,196,202.00
4/9/2021	10103	Periscope Holdings, Inc.	Saas Subscription 4/8/2021 to 04/02/2021	\$385,000.00	\$1,811,202.00
5/10/2021	12264	Periscope Holdings, Inc.	ePro Monthly Progress Billing for Project - April	\$15,342.66	\$1,795,859.34
6/4/2021	11213	Periscope Holdings, Inc.	Monthly Progress Billing for Project -May	\$15,342.66	\$1,780,516.68
7/16/2021	12967	Periscope Holdings, Inc.	Epro Monthly Implementation - Project & Phase I set up	\$165,342.66	\$1,615,174.02
08/04/201	14090	Periscope Holdings, Inc.	Epro Monthly Progress Billing for Services	\$15,342.66	\$1,599,831.36
10/4/2021	19418	Periscope Holdings, Inc.	Epro Implementation for Aug., Sept., & Phase II System Design Milestone	\$230,685.32	\$1,369,146.04
11/11/2021	778	Periscope Holdings, Inc.	Epro Implementation for Proj. Svcs. – October	\$15,342.66	\$1,353,803.38
12/16/2021	2938	Periscope Holdings, Inc.	Epro Implementation for Proj. Svcs. - November	\$15,342.66	\$1,338,460.72
1/5/2022	3548	Periscope Holdings, Inc.	Epro Implementation for Proj. Svcs - December	\$15,342.66	\$1,323,118.06
3/1/2022	6591	Periscope Holdings, Inc.	Saas Subscription 4/8/2022 to 04/02/2023	\$319,300.00	\$1,003,818.06
3/9/2022	7077	Periscope Holdings, Inc.	Monthly Progress Billing - Jan., Feb., &Phase III Configuration & UCT Milestone	\$280,685.32	\$723,132.74
Sub Total				\$ 1,473,069.26	
INVOICE DATE	PO NO.	VENDOR NAME	DESCRIPTION OF PURCHASE	AMOUNT	REMAINING BALANCE
5/9/2022	12702	Periscope Holdings, Inc.	Monthly Progress Billing - March	\$ 15,342.74	\$707,790.00
10/28/2022	115	Periscope Holdings, Inc.	Project Change Order Request in progress	\$79,562.96	\$628,227.04
1/30/2023	6288	Periscope Holdings, Inc.	Epro Implementation - Change Order!: Integration Design	\$ 29,108.40	\$599,118.64
2/28/2023		Periscope Holdings, Inc.	Saas Subscription year 3 - April 8, 2023 to April 7, 2024	\$ 333,446.50	\$265,672.14
3/22/2023		Periscope Holdings, Inc.	Contract Amendment No. 2 -Professional Services Contract	\$ 51,429.27	\$214,242.87
Sub Total				\$508,889.87	
Total Expenditures				\$1,981,959.13	