

The Agency

Department of Administration

Agency Operations

The Department of Administration provides supportive services to all Rhode Island departments and agencies for effective coordination and direction of state programs within the framework of a changing administrative and fiscal environment. The department also provides policy direction for executive leadership in a variety of financial and administrative matters and is responsible for the statewide implementation of policy decisions affecting the organization and delivery of services administered and supported by the state.

The department, headed by the Director of Administration, has eighteen programmatic functions in the FY 2008 Budget. These include Central Management, Legal Services, Accounts and Control, Budgeting, Purchasing, Auditing, Human Resources, Personnel Appeal Board, Facilities Management, Capital Projects and Property Management, Information Technology, Library and Information Services, Planning, Security Services, General Appropriations, Debt Service Payments, Energy Resources and various Internal Services Programs.

Agency Objectives

To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates.

To ensure that programs of the department are efficiently organized and implemented.

Statutory History

The Department of Administration was created in 1951 to consolidate central finance, purchasing and management functions of state government. R.I.G.L. 42-11 establishes and provides for the organization and functions of the Department of Administration.

Agency Measures

Minorities as a Percentage of the Workforce	10.5%	9.9%	9.9%	9.9%
Females as a Percentage of the Workforce	48.5%	37.9%	37.9%	37.9%
Persons with Disabilities as a Percentage of the Workforce	2.1%	2.3%	2.3%	2.3%

The Budget

Department of Administration

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Program				
Central Management	5,868,786	2,204,825	1,904,999	1,957,953
Legal Services	-	2,803,937	2,796,673	2,701,613
Accounts and Control	3,888,822	4,522,344	3,352,471	3,292,968
Budgeting	2,207,544	2,264,131	2,373,845	2,195,476
Municipal Affairs	7,097,251	-	-	-
Purchasing	1,907,192	2,223,942	2,226,403	2,423,789
Auditing	1,499,365	1,613,485	1,846,692	1,889,339
Human Resources	6,304,011	6,302,871	13,422,473	13,767,954
Personnel Appeal Board	86,459	80,253	94,187	96,793
Child Support Enforcement	9,709,572	134	-	-
Central Services	32,950,339	487,608	-	-
Facilities Management	-	32,944,638	69,889,009	45,015,359
Capital Projects and Property Management	-	3,200,806	3,126,074	3,806,680
Office of Library & Information Services	5,681,182	7,080	-	-
Information Technology	-	4,761,564	28,556,045	28,162,492
Library Program	-	2,145,848	2,178,119	2,187,228
Planning	884,077	12,306,397	15,927,007	14,236,445
Sheriffs	13,785,833	-	-	-
Security Services	-	18,585,313	19,518,378	20,424,360
Energy Resources	-	-	-	29,725,344
General	242,313,868	261,439,589	277,552,353	298,940,561
Debt Service Payments	153,369,766	144,919,868	157,087,646	173,594,621
Personnel Reform	-	-	-	-
Internal Service Programs	[78,299,831]	[86,292,705]	[73,686,265]	[73,406,933]
Salary/Benefit Adjustments	-	-	(14,600,791)	(19,324,752)
Total Expenditures	\$487,554,067	\$502,814,633	\$587,251,583	\$625,094,223
Expenditures By Object				
Personnel	56,289,823	51,153,768	79,243,557	75,540,409
Operating Supplies and Expenses	24,417,366	20,155,022	32,424,552	36,543,408
Aid To Local Units Of Government	206,116,025	238,055,963	261,088,270	264,861,368
Assistance, Grants and Benefits	38,247,098	37,649,575	39,705,228	38,728,969
Subtotal: Operating Expenditures	\$325,070,312	\$347,014,328	\$412,461,607	\$415,674,154
Capital Purchases and Equipment	3,994,454	8,958,199	10,074,715	27,252,833
Debt Service	144,639,111	124,979,141	157,460,254	174,082,229
Operating Transfers	13,850,190	21,862,965	7,255,007	8,085,007
Total Expenditures	\$487,554,067	\$502,814,633	\$587,251,583	\$625,094,223
Expenditures By Funds				
General Revenue	382,458,648	393,743,816	451,453,511	504,432,741
Federal Funds	31,726,143	28,843,068	47,810,379	46,083,583
Restricted Receipts	7,544,690	1,374,500	6,536,747	12,342,311
Other Funds	65,824,586	78,853,249	81,450,946	62,235,588
Total Expenditures	\$487,554,067	\$502,814,633	\$587,251,583	\$625,094,223
FTE Authorization	877.7	777.9	1,065.2	882.2

The Program

Department of Administration Central Management

Program Operations

Central Management is comprised of three major functions: the Director's Office, the Central Business Office, and the Judicial Nominating Commission.

The Director's Office oversees the overall operation of the department and also provides administrative assistance to the Office of the Governor.

The Central Business Office provides financial management support in the areas of budgeting, financial management, accounting, and reporting to divisions within the department to ensure maximum use of state and federal resources. This unit also provides services to the Department of Administration's employees with personnel actions, payroll, employee orientation and other related employee relations functions.

The Judicial Nominating Commission was created by statute to recommend highly qualified candidates to the Governor to fill vacancies in the Rhode Island judiciary. The commission is required by statute to advertise for each judicial vacancy and to actively seek and encourage applications from qualified individuals who will reflect the diversity of the community they will serve.

Program Objectives

To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates.

To ensure that programs of the department are efficiently organized and implemented.

Statutory History

The central management and legal mandates of the Department of Administration are outlined in R.I.G.L. 42-11-2. The Judicial Nominating Commission was created by R.I.G.L. 8-16.1, which also outlines the criteria for the selection of qualified judicial nominees. The Legal and Adjudication Services subprogram was moved to the new Legal Services program as part of the FY 2006 enacted budget.

The Budget

Department of Administration Central Management

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Director's Office	2,473,362	758,343	827,239	812,609
Financial Management	1,288,956	1,446,478	1,057,760	1,125,344
Legal and Adjudication Services	2,099,773	-	-	-
Judicial Nominating Committee	6,695	4	20,000	20,000
Total Expenditures	\$5,868,786	\$2,204,825	\$1,904,999	\$1,957,953
Expenditures By Object				
Personnel	5,617,970	2,091,569	1,791,586	1,885,477
Operating Supplies and Expenses	199,970	104,724	108,413	67,976
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	1,011	121	-	-
Subtotal: Operating Expenditures	\$5,818,951	\$2,196,414	\$1,899,999	\$1,953,453
Capital Purchases and Equipment	15,991	8,411	5,000	4,500
Debt Service	-	-	-	-
Operating Transfers	33,844	-	-	-
Total Expenditures	\$5,868,786	\$2,204,825	\$1,904,999	\$1,957,953
Expenditures By Funds				
General Revenue	5,606,075	1,746,712	1,501,906	1,719,780
Federal Funds	255,679	289,776	278,201	238,173
Restricted Receipts	7,032	168,337	124,892	-
Total Expenditures	\$5,868,786	\$2,204,825	\$1,904,999	\$1,957,953

Program Measures

The Program

Department of Administration Legal Services

Program Operations

Legal Services is responsible for providing legal services to the departments and agencies within the Executive Branch. The mission of the Division is to provide proactive legal assistance so the departments and agencies can achieve their statutory goals and objectives. The Division is comprised of five central practice groups including Administrative Law, Corporate Law, Labor/Employment, Legislative and Legal Support, Child Support and Administrative Adjudication. In addition, the Division manages attorneys resident at the departments and agencies that service specific programmatic areas.

Program Objectives

To provide in-house legal services to Executive Branch departments and agencies.

To provide legal risk management services.

To provide legislative and legal support services.

Statutory History

On August 24, 2004 Governor Carcieri issued Executive Order 04-09 creating a Division of Legal Services within the Department of Administration. In addition, several of the departments and agencies have independent statutory authority to establish and maintain legal resources.

The Budget

Department of Administration Legal Services

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	-	2,695,118	2,731,040	2,636,681
Operating Supplies and Expenses	-	104,277	62,122	61,421
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	1,011	1,011	1,011
Subtotal: Operating Expenditures	\$0	\$2,800,406	\$2,794,173	\$2,699,113
Capital Purchases and Equipment	-	3,531	2,500	2,500
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$0	\$2,803,937	\$2,796,673	\$2,701,613
Expenditures By Funds				
General Revenue	-	2,803,937	2,682,169	2,579,556
Operating Transfers	-	-	114,504	122,057
Total Expenditures	\$0	\$2,803,937	\$2,796,673	\$2,701,613

Program Measures

The Program

Department of Administration Accounts and Control

Program Operations

The primary mission of the Office of Accounts and Control is to promote the financial integrity and accountability of state government through sound administrative and accounting controls and procedures.

The major activities of this office include the administration of a comprehensive accounting and recording system which classifies transactions of the departments and agencies in accordance with the budget plan; the maintenance of control accounts of assets for all departments and agencies; the operation of financial, accounting and cost systems for all departments and agencies; the preaudit of state receipts and expenditures; the approval of vouchers drawn on the General Treasurer; and the preparation of financial statements required by departments and agencies, the Governor or the General Assembly.

This office is also responsible for the preparation and/or coordination of several publications, including the Comprehensive Annual Financial Report, Condensed State Financial Report, State Payroll Manual, Procedural Handbook of the Department of Administration, and the Consolidated Statewide Cost Allocation Plan.

Program Objectives

To design, implement, and maintain a statewide accounting system in order to ensure that state funds are spent according to legislative intent, leading to the promotion of the fiscal integrity of the state.

To provide management on a timely basis with basic data required to measure and evaluate productivity and accountability of state government in order to make and/or revise strategic or operating plans.

Statutory History

R.I.G.L. 35-6 establishes the statutory basis for this program. Other legal references are provided in Titles 9, 10, 11, 12, 16, 20, 24, 28, 30, 35, 39, 43, 44, 45, and 46 of the Rhode Island General Laws.

The Budget

Department of Administration Accounts and Control

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	2,371,961	2,943,390	3,106,198	3,216,550
Operating Supplies and Expenses	1,507,209	1,543,184	235,356	71,001
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	417	417	417	417
Subtotal: Operating Expenditures	\$3,879,587	\$4,486,991	\$3,341,971	\$3,287,968
Capital Purchases and Equipment	9,235	35,353	10,500	5,000
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$3,888,822	\$4,522,344	\$3,352,471	\$3,292,968
Expenditures By Funds				
General Revenue	3,888,822	4,522,344	3,352,471	3,292,968
Total Expenditures	\$3,888,822	\$4,522,344	\$3,352,471	\$3,292,968
Program Measures				
Percentage of Invoices Processed Within 30 Days	98.0%	95.0%	96.0%	98.0%
Number of Days after Fiscal Year End to Publication of CAFR	231	182	182	182
Number of Days to Fiscal Close	49	33	37	37

The Program

Department of Administration Budgeting

Program Operations

The Budget Office provides staff advice to the Governor relating to the financial management of state government, including evaluation of necessary resources, analysis of state programs, priorities, and alternatives, and the optimum allocation of resources to meet policy and management goals.

The Budget Office performs four key functions, of which the first is the formulation, preparation, and execution of the state budget. Included in this function is the analysis of departmental requests for financing, incorporation of priorities, and presentation and testimony on the executive budget before the General Assembly. During the legislative session, the Budget Office also prepares fiscal notes on legislation with fiscal impacts upon request.

The Budget Office is responsible for economic analysis and revenue estimating, including participation in the Revenue and Caseload Estimating Conferences and reporting on actual versus estimated receipts. The Budget Office also performs capital development program analysis and develops financing plans for execution. This includes presentations to bond rating agencies, preparation of debt offering circulars, tracking of expenditures against authorizations and debt management.

The FY 2007 Appropriations Act changed the Municipal Affairs subprogram into the Division of Property Valuation within the new Department of Revenue.

Program Objectives

To ensure that the performance of state programs and activities reflects accurately and effectively the policies of the Governor and the acts and appropriations established by the General Assembly; to ensure that the Governor and the General Assembly have the best possible information and analysis available in carrying out their respective constitutional duties; to use performance measures to strengthen program and financial management and accountability within departments and agencies.

Statutory History

R.I.G.L. 35-3 establishes Budget Office responsibility for the executive budget, including the preparation and submission of the Governor's budget to the state legislature; the execution and management of the enacted budget plan throughout the fiscal year; and development of long-term financial programs, particularly relating to capital improvement programs. R.I.G.L. 35-16 requires the Budget Officer to participate in the Revenue Estimating Conference, which reviews and revises both the economic forecast and the estimated general revenues for the state. R.I.G.L. 22-12 requires that a fiscal note accompany bills and resolutions that may impact state or municipal revenues or expenditures. R.I.G.L. 42-11-12 provides the authorization for the Municipal Affairs subprogram which became, with the passage of the FY 2007 Budget, the Division of Property Valuation within the Department of Revenue.

The Budget

Department of Administration Budgeting

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Budget Office	1,957,381	2,264,131	2,373,845	2,195,476
Strategic Planning	250,163	-	-	-
Total Expenditures	\$2,207,544	\$2,264,131	\$2,373,845	\$2,195,476
Expenditures By Object				
Personnel	2,027,548	2,050,725	2,263,631	2,099,079
Operating Supplies and Expenses	158,481	206,350	86,970	90,397
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$2,186,029	\$2,257,075	\$2,350,601	\$2,189,476
Capital Purchases and Equipment	18,377	7,056	23,244	6,000
Debt Service	3,138	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$2,207,544	\$2,264,131	\$2,373,845	\$2,195,476
Expenditures By Funds				
General Revenue	2,207,544	2,264,131	2,373,845	2,195,476
Total Expenditures	\$2,207,544	\$2,264,131	\$2,373,845	\$2,195,476

Program Measures

Budget Presentation Index	12	10	12	12
Bond Rating Index	11	11	10	10
Performance Measures Developed				

The Program

Department of Administration Municipal Affairs

Program Operations

Municipal Affairs responsibilities include the provision of technical support to municipalities and supervision of selected financial operations, distribution of state aid, and determination of community wealth for use in school aid formulas. Additionally, Municipal Affairs provides planning assistance in the areas of comprehensive planning, land use regulation, capital projects, and compliance with state law and the State Guide Plan.

As part of the FY 2006 Budget, the various units of the Municipal Affairs program were transferred to other programs in the Department. The Municipal Finance section was moved to the Budgeting program. The Community Development and Local Government Assistance units were moved to the new Planning program. As part of the FY 2007 Budget, the Municipal Finance section became the Division of Property Valuation with the Department of Revenue.

Program Objectives

To maintain and compute financial and equalized property value information for the benefit of municipalities and public policy decision-makers.

To encourage and assure compliance with state laws and policies relating to municipalities especially in the areas of public disclosure, tax levies, and financial reporting.

To encourage cooperation between municipalities and the state by distributing information and by providing technical assistance to municipalities.

To provide guidance to public policy decision-makers on the equitable distribution of state aid to municipalities.

Statutory History

The Office of Municipal Affairs is established under R.I.G.L. 42-11-12. In the FY 2007 Budget, the office became the Division of Property Valuation within the Department of Revenue.

The Budget

Department of Administration Municipal Affairs

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	1,113,658	-	-	-
Operating Supplies and Expenses	95,464	-	-	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	2,415,386	-	-	-
Subtotal: Operating Expenditures	\$3,624,508	\$0	\$0	\$0
Capital Purchases and Equipment	3,250	-	-	-
Debt Service	3,469,493	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$7,097,251	\$0	\$0	\$0
Expenditures By Funds				
General Revenue	1,007,654	-	-	-
Federal Funds	6,089,597	-	-	-
Total Expenditures	\$7,097,251	\$0	\$0	\$0

The Program

Department of Administration Purchasing

Program Operations

The Purchasing program is composed of five major functions: procurement, operational support services, standards and specifications development and management, vendor information and minority business. Procurement solicits bids or requests for proposal for services and supplies as well as price negotiations, and carries out affirmative action programs. Operational support services includes purchase order production and record keeping, bid preparation and opening, requisition tracking, and vendor files. The standards and specifications staff work with agency representatives to develop statewide standard specifications for goods and services to be solicited. The Vendor Information Program is an electronic system for registering potential bidders and providing bid and other information to vendors and the general public.

Program Objectives

To obtain goods and services for public purposes in the most cost-effective manner possible and ensure that all procurements are made with care, integrity and a sense of responsibility to the taxpayers of Rhode Island. To assure that user agencies obtain goods and services in a quick and cost-effective manner, without sacrificing necessary quality and standards.

To establish and enforce rules, regulations, policies and procedures for the implementation of all laws and ethical standards relating to purchasing activities.

To improve, through ongoing evaluation, the effectiveness and efficiency of the procurement system.

To ensure public access to appropriate information by expanding the applications of the Rhode Island Vendor Information Program.

The Minority Business Enterprise function is responsible for supporting Rhode Island laws and policies to ensure the fullest participation of minority business enterprises in state funded and directed construction programs and projects and state purchases of goods and services.

Statutory History

The Purchasing program was established under R.I.G.L. 42-11-2. Operation of the state-purchasing program is set forth in R.I.G.L. 37-2. This section was established by public law in 1939 until its repeal in 1989, when House Bill 89-H-5000 Substitute A, as amended (known as the "Lamb Legislation"), an Act Relating to State Purchases, was enacted. This act established new language to institute legal mandates based on the Model Procurement Act published by the American Bar Association. The major thrust of the legislation was the creation of a framework for enhanced opportunities for competitive procurement and increased accountability for state officials through the centralization of purchasing functions for state agencies. R.I.G.L. 32-2.17 requires the institution of an electronic Vendor Information Program.

The Budget

Department of Administration Purchasing

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Purchasing	1,907,192	2,060,224	2,035,588	2,220,287
Minority Business Enterprise	-	163,718	190,815	203,502
Total Expenditures	\$1,907,192	\$2,223,942	\$2,226,403	\$2,423,789
Expenditures By Object				
Personnel	1,793,665	2,119,466	2,157,934	2,362,964
Operating Supplies and Expenses	93,624	82,102	62,632	54,988
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	1,146	837	837	837
Subtotal: Operating Expenditures	\$1,888,435	\$2,202,405	\$2,221,403	\$2,418,789
Capital Purchases and Equipment	18,757	21,537	5,000	5,000
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$1,907,192	\$2,223,942	\$2,226,403	\$2,423,789
Expenditures By Funds				
General Revenue	1,907,192	2,223,942	2,226,403	2,423,789
Total Expenditures	\$1,907,192	\$2,223,942	\$2,226,403	\$2,423,789

Program Measures

The Program

Department of Administration Auditing

Program Operations

The Bureau of Audits performs the auditing function for the executive branch of state government and provides the Director of Administration with an independent appraisal and evaluation of the effectiveness of financial and operational controls. The Bureau of Audits is led by a chief who supervises all activities. Daily activities are concentrated in four areas: audits of state departments and agencies, audits of human service providers, statutory auditing and accounting services for the Judicial Department, and management services.

The Bureau of Audits is required to audit the financial records and accounts of all state departments and agencies on a biennial basis and report all findings and recommendations relative to the financial affairs, the economy, and the efficiency of operations.

The bureau also audits contracts between the providers of human services and the Departments of Mental Health, Retardation and Hospitals, Human Services, and Children, Youth and Families.

The bureau audits the activities of the Judicial Department and conducts special nonrecurring audits and provides management services.

Program Objectives

To evaluate and test the internal control systems of various state departments and agencies.

To report on the financial affairs, the economy, and the efficiency of programs operated by various state departments and agencies and private providers of human services.

To provide accounting and auditing services to state departments and agencies.

To ensure compliance with state laws and regulations.

Statutory History

R.I.G.L. 35-7 establishes a Bureau of Audits to conduct all audits required by any department. This chapter specifies that biennial audits of the financial affairs, the economy and efficiency of programs, and the books and accounts of all state departments and agencies are required; authorizes audits of the Judicial Department and requires the bureau to furnish auditors and accountants to other state agencies.

The Budget

Department of Administration Auditing

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	1,443,889	1,554,156	1,727,094	1,803,839
Operating Supplies and Expenses	40,521	44,097	109,598	80,500
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$1,484,410	\$1,598,253	\$1,836,692	\$1,884,339
Capital Purchases and Equipment	14,955	15,232	10,000	5,000
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$1,499,365	\$1,613,485	\$1,846,692	\$1,889,339
Expenditures By Funds				
General Revenue	1,499,365	1,613,485	1,846,692	1,889,339
Total Expenditures	\$1,499,365	\$1,613,485	\$1,846,692	\$1,889,339
Program Measures				
Audit Acceptance	100.0%	96.0%	98.0%	99.0%

The Program

Department of Administration Human Resources

Program Operations

The Human Resources program is composed of two major functions.

Personnel Administration is charged with the recruitment, retention, and motivation of qualified employees within state government, as well as providing all citizens with a fair and reasonable opportunity for public service.

Training and Development staff is responsible for the development and implementation of training programs for all state employees, and for the administration of the state in-service training incentive program. Particular responsibilities include new course development, technical assistance, course presentation, and in-service incentive credit maintenance.

Program Objectives

To promote and maintain effective programs, policies and procedures in support of the human resource needs of the citizens, elected officials, managers and employees of the state.

Statutory History

Title 36, Chapters 3 and 4 of the Rhode Island General Laws establish the basic principles of the Merit System Law and establish a mechanism to provide training programs and incentive award training. Chapter 11 provides "The Chief Executive...to recognize an organization...as the collective bargaining agency for its employees."

The Budget

Department of Administration Human Resources

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Human Resources	144,309	255,323	255,415	271,505
Personnel Administration	5,407,803	4,987,105	3,906,738	3,996,731
Equal Opportunity/Outreach	450,531	646,481	672,280	716,775
Training and Development	301,368	210,253	210,454	-
DEM/DOT HR Service Center	-	94,682	1,212,230	1,259,423
General Gov. HR Service Center	-	109,027	1,249,693	1,310,902
Human Services HR Service Center	-	-	4,576,958	4,826,772
Public Safety HR Service Center	-	-	1,338,705	1,385,846
Total Expenditures	\$6,304,011	\$6,302,871	\$13,422,473	\$13,767,954
Expenditures By Object				
Personnel	4,725,574	4,645,042	12,735,369	13,186,494
Operating Supplies and Expenses	443,441	524,815	618,605	523,248
Aid To Local Units Of Government	1,096,885	1,097,932	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$6,265,900	\$6,267,789	\$13,353,974	\$13,709,742
Capital Purchases and Equipment	38,111	35,082	68,499	58,212
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$6,304,011	\$6,302,871	\$13,422,473	\$13,767,954
Expenditures By Funds				
General Revenue	6,209,654	6,302,871	10,150,434	10,331,244
Federal Funds	85,462	-	1,960,913	2,065,791
Rrestricted Receipts	-	-	547,950	577,637
Other	8,895	-	763,176	793,282
Total Expenditures	\$6,304,011	\$6,302,871	\$13,422,473	\$13,767,954

Program Measures

Percentage of Desk Audits Completed Within 60 Days	13.0%	15.0%	30.0%	30.0%
Percentage of Civil Service Examinations Completed Within 180 Days	80.0%	100.0%	100.0%	100.0%

The Program

Department of Administration Personnel Appeal Board

Program Operations

The Personnel Appeal Board hears appeals: by any person with provisional, probationary, or permanent status in a position in the classified service aggrieved by an action of the Administrator of Adjudication for the Department of Administration on matters of personnel administration; by any person with provisional, probationary or permanent status in a position in the classified service who has been discharged, demoted, suspended or laid off by any appointing authority; by any person who holds the belief that he/she has been discriminated against because of his/her race, sex, age, physical handicap, or political or religious beliefs; by any person who, by the personnel policy of Rhode Island or by contractual agreement with Rhode Island, is vested with the right of appeal to the Personnel Appeal Board.

The Personnel Appeal Board consists of five qualified electors known to be in sympathy with the application of modern personnel practices, not more than three of whom shall be members of the same political party. The board shall elect one of its members chairperson.

The Personnel Appeal Board administers the Merit System Law governing appeals, maintenance of records, reviews, appeals from decisions rendered, and records of cases adjudicated prior to scheduling a public hearing. The board is authorized to require the attendance of witnesses by subpoena and acquire the production of books, papers and documents necessary at any hearing. Transcripts are available to all interested parties. Where permissible within the law, the board assists state personnel in the proper filings and processing of appeals.

Program Objective

To provide an impartial hearing process for appellants whose complaints fall under the jurisdiction of the board.

To develop policies and procedures to ensure that the board's obligations to appellants and agencies are discharged, and that just decisions are rendered in accordance with the responsibility entrusted to the Personnel Appeal Board by law.

To develop a work calendar to ensure expeditious scheduling of hearings and rendering of judicious decisions.

Statutory History

R.I.G.L. 36-3, sections 3 through 11 delineate the powers and duties of the Personnel Appeal Board.

The Budget

Department of Administration Personnel Appeal Board

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	84,769	79,297	91,605	94,211
Operating Supplies and Expenses	1,690	956	2,582	2,582
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$86,459	\$80,253	\$94,187	\$96,793
Capital Purchases and Equipment	-	-	-	-
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$86,459	\$80,253	\$94,187	\$96,793
Expenditures By Funds				
General Revenue	86,459	80,253	94,187	96,793
Total Expenditures	\$86,459	\$80,253	\$94,187	\$96,793
Program Measures				
Percentage of State Employee Appeals Resolved				
Within 270 days	89.0%	89.0%	90.0%	90.0%

The Program

Department of Administration Child Support Enforcement

Program Operations

Child Support Enforcement is a program within the Division of Taxation of the Rhode Island Department of Administration. This agency was established to help strengthen families through financial support and to reduce welfare dependence by ensuring that parents honor their obligation to support their offspring. The concern for the well being of children who live with only one parent and the desire to promote self-sufficiency for these single parent families prompted both the state and federal governments to establish Child Support Enforcement Programs nationwide.

As part of the FY 2006 Budget, the Child Support Enforcement program was moved to the Department of Human Services.

Program Objectives

Child Support Enforcement was established to help strengthen families through financial support and to reduce welfare dependency by ensuring that parents are responsible for supporting their children.

Statutory History

R.I.G.L. 15-11.1 outlines the duties and responsibilities of the Child Support Enforcement Program.

The Budget

Department of Administration Child Support Enforcement

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	7,625,758	-	-	-
Operating Supplies and Expenses	1,947,995	134	-	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	672	-	-	-
Subtotal: Operating Expenditures	\$9,574,425	\$134	\$0	\$0
Capital Purchases and Equipment	135,147	-	-	-
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$9,709,572	\$134	\$0	\$0
Expenditures By Funds				
General Revenue	3,299,974	-	-	-
Federal Funds	6,409,598	134	-	-
Total Expenditures	\$9,709,572	\$134	\$0	\$0

Program Measures

Current Child Support Collected as a Percentage
of Current Child Support Owed

The Program

Department of Administration Central Services

Program Operations

The Central Services Program provides Capitol Police security, maintenance, and operations services to nineteen buildings under the direct jurisdiction of the Department of Administration. The program is also responsible for building code and plan review, energy conservation and management, state surplus property, and property management. The State Properties Committee is responsible for all property leased to or by the State of Rhode Island. The responsibility for building operations includes grounds maintenance, general maintenance, building cleaning, janitorial services, and maintenance and operation of boilers and mechanical equipment.

The Building Code Commission oversees approval of state projects, accessibility programs, building code standards, training programs, continuing education, and registration of building contractors.

The Rhode Island State Energy Office administers a variety of federal and state program grants which provide a broad spectrum of energy assistance, energy conservation, and weatherization services to end-users in all sectors.

As part of the FY 2006 Budget, the various units of the Central Services program moved to other programs within the Department of Administration. The Capitol Police unit moved to the Security Services program. Maintenance and surplus property functions and the State Energy Office moved to the new Facilities program. Property management functions, the State Properties Committee and the Building Code Commission moved to the new Capital Projects and Property Management program.

Program Objectives

To provide a clean, safe, healthy, secure, and pleasant work environment conducive to worker productivity. To provide building code guidelines, and monitor for compliance all applicable structures within the private and public sector. To provide security and protection to the State House, court facilities, and other state offices.

Statutory History

R.I.G.L. 37-6 establishes the duties, authority, and responsibilities of the State Properties Committee. R.I.G.L. 23-27.2, R.I.G.L. 23-27.3, and R.I.G.L. 5-65 establish the duties, authority, and responsibilities of the State Building Commissioner's Office. R.I.G.L. 37-8, R.I.G.L. 42-11-2 and Executive Order 86-15 establish the duties, authority, and responsibilities of the property management and buildings and grounds functions. R.I.G.L. 12-2.2-2 defines the powers and responsibilities of the Capitol Police.

The Budget

Department of Administration Central Services

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Associate Director's Office	487,978	487,608	-	-
Building and Grounds Maintenance	7,396,762	-	-	-
Building Code Commission	2,469,579	-	-	-
Capitol Police	3,079,152	-	-	-
Energy and Conservation	19,516,868	-	-	-
Total Expenditures	\$32,950,339	\$487,608	\$0	\$0
Expenditures By Object				
Personnel	10,351,280	-	-	-
Operating Supplies and Expenses	4,126,101	-	-	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	17,958,367	-	-	-
Subtotal: Operating Expenditures	\$32,435,748	\$0	\$0	\$0
Capital Purchases and Equipment	26,983	-	-	-
Debt Service	487,608	487,608	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$32,950,339	\$487,608	\$0	\$0
Expenditures By Funds				
General Revenue	16,080,239	-	-	-
Federal Funds	16,301,377	-	-	-
Restricted Receipts	568,723	487,608	-	-
Total Expenditures	\$32,950,339	\$487,608	\$0	\$0

Program Measures

Motor Vehicle Claims

The Program

Department of Administration Facilities Management

Program Operations

Facilities Management was created by Executive Order 04-04 as a result of recommendations of the Governor's Fiscal Fitness Program.

The Executive Order states: "There shall be established within the Department of Administration ("DOA") a Division of Facilities Management, to be headed by an Associate Director of Facilities Management designated from time to time by the Director of the DOA. The Division will perform coordinated facilities management for state departments and agencies, including but not limited to: operation, maintenance and repair of buildings, grounds, central HVAC, power plants and other facilities. The Division may contract or delegate such services as it deems appropriate."

Facilities Management will initially provide the facilities management services to the following state departments: Human Services, Labor and Training, Children, Youth and Families, Mental Health Retardation and Hospitals, and Administration. In future years, this division will expand to provide facilities management services to other state agencies.

Program Objectives

To coordinate and consolidate the facilities operations, maintenance and repair functions of several state departments under one centralized facilities management organization.

To improve the efficiency and effectiveness of facility services.

To deliver cost effective facility management services to the state departments under the division's purview.

To protect and preserve Rhode Island's facility assets.

Statutory History

R.I.G.L. 42-11-2 establishes authority for the surplus state property program, the repair and operation of the State House, the State Office building and other premises, and the control and supervision of the acquisition, operation, maintenance, repair and replacement of state-owned motor vehicles.

R.I.G.L. 45-56.2 establishes the Federal Surplus Property program.

Executive Order 95-24 defines the duties and responsibilities of the State Energy Office

Executive Order 04-04 establishes and defines the duties of the Division of Facilities Management.

The Budget

Department of Administration Facilities Management

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Operations and Maintenance	-	9,593,541	9,430,132	8,007,033
Energy and Conservation	-	23,351,097	26,390,827	-
Facilities Centralization	-	-	34,068,050	37,008,326
Total Expenditures	\$0	\$32,944,638	\$69,889,009	\$45,015,359
Expenditures By Object				
Personnel	-	5,200,481	16,496,562	14,665,668
Operating Supplies and Expenses	-	4,913,131	25,687,130	28,799,434
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	22,805,680	25,550,563	5,056
Subtotal: Operating Expenditures	\$0	\$32,919,292	\$67,734,255	\$43,470,158
Capital Purchases and Equipment	-	25,346	1,667,146	1,057,593
Debt Service	-	-	487,608	487,608
Operating Transfers	-	-	-	-
Total Expenditures	\$0	\$32,944,638	\$69,889,009	\$45,015,359
Expenditures By Funds				
General Revenue	-	12,758,017	39,299,322	36,332,501
Federal Funds	-	20,044,805	28,793,925	6,990,065
Restricted Receipts	-	141,816	1,285,339	1,137,677
Other Funds	-	-	510,423	555,116
Total Expenditures	\$0	\$32,944,638	\$69,889,009	\$45,015,359

Program Measures

Percentage of Days with no Interruption or Loss of Service from the Utility Systems	99.9%	99.8%	99.9%	99.9%
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The Program

Department of Administration Capital Projects and Property Management

Program Operations

The Division of Capital Projects and Property Management was established by Executive Order on April 1, 2004. The Division is responsible for the planning, design and construction of new state facilities and the major renovation of existing buildings. It also solicits, negotiates and administers real estate leases. The Division conducts ongoing assessments of the State's space needs for governmental activities, allocates space and oversees capital planning and development. In addition, the Division is responsible for a variety of related activities including the administration of the Building Code Commission, the Contractor Registration Board and the State Properties Committee.

The Building Code Commission oversees the approval of state projects for conformance to ADA and accessibility standards and building codes. The Commission also conducts a variety of training programs for code officials and building trades people.

The Contractors' Registration Board is responsible for registering building contractors and licensing Home Inspectors and Commercial Roofers. The Board investigates complaints and conducts consumer protection activities by mediating disputes between property owners and contractors.

The State Properties Committee is a public entity charged with reviewing and approving all contracts, leases and purchases related to State's property interests.

Program Objectives

To facilitate services to the public by providing healthy, safe, secure and accessible service environments and employee workplaces.

To assure public welfare by interpreting and enforcing building code standards on state properties.

To protect the public from unscrupulous building contractors and shoddy workmanship.

To assure fairness, transparency and good value in developing and securing property for the State's use.

Statutory History

Executive Order 04-04 establishes the Division of Capital Projects and Property Management. RIGL 37-6 establishes the duties, authority and responsibility of the State Properties Committee. RIGL 23-27.3-108.2 et. seq. and RIGL 5-65-15.1 establish the duties and authority and responsibility of the State Building Commission. R.I.G. L. 5-65-1 et. seq. establishes the duties, authority and responsibility of the Contractors' Registration Board: as well as RIGL 5-65.1 et. Seq. and RIGL 5-73 et. Seq.

The Budget

Department of Administration Capital Projects and Project Management

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Capital Projects	-	913,933	983,342	1,062,364
Property Management	-	496,510	271,389	240,732
State Building Code Commission	-	1,790,363	1,871,343	2,503,584
Total Expenditures	-	\$3,200,806	\$3,126,074	\$3,806,680
Expenditures By Object				
Personnel	-	3,015,094	2,913,655	3,383,416
Operating Supplies and Expenses	-	175,554	207,419	419,014
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$0	\$3,190,648	\$3,121,074	\$3,802,430
Capital Purchases and Equipment	-	10,158	5,000	4,250
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$0	\$3,200,806	\$3,126,074	\$3,806,680
Expenditures By Funds				
General Revenue	-	3,200,806	3,126,074	3,806,680
Total Expenditures	-	\$3,200,806	\$3,126,074	\$3,806,680

Program Measures

The Program

Department of Administration Office of Library and Information Services

Program Operations

The Office of Library and Information Services is comprised of four subprograms under the jurisdiction of the Chief Information Officer.

Library Services coordinates inter-library cooperation, maintains and develops the Rhode Island Library Network, operates the Regional Library for the Blind and Physically Handicapped, and promotes overall library development through various grant-in-aid programs for public and institutional libraries.

Statewide Planning was established to prepare, adopt, and amend strategic plans for the physical, economic, and social development of the state and to recommend these to the Governor, the General Assembly, and all others concerned.

Central Mail services include the collection and delivery of all interoffice mail, processing envelopes for welfare checks, tax refunds, and zip code presorting of general mail for state agencies.

Information Technology is responsible for information policy development and implementation, operation and maintenance of the state information resource management system, and improving access to state government information for state departments and the general public.

As part of the FY 2006 Budget, the various units of the OLIS program have been moved to other programs in the Department of Administration. The Library Services unit has been moved to the new Library and Information Services program. Statewide Planning has been moved to the new Planning program. Information Technology and Central Mail services have been moved to the new Information Technology program.

Program Objectives

To maintain and improve library and information services to state government and to the residents of the state. To develop and implement a state government information policy, and coordinate information resources throughout state government. To administer technical and financial assistance to and supervise selected activities of cities and towns in organization, planning, and management. To prepare, maintain, and encourage implementation of strategic plans and the State Guide Plan.

Statutory History

Title 29 Chapters 3 through 8 of the Rhode Island General Laws establish the statutory basis for the Office of Library and Information Services. R.I.G.L. 42-11 includes provisions relative to the state planning program. Functions are further prescribed in Titles 1, 16, 22, 23, 34, 37, 42, 44, 45 and 46.

The Budget

Department of Administration Office of Library and Information Services

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Executive Director - OLIS	2,147,507	-	-	-
Library Services	1,928,543	-	-	-
Systems Planning	1,403,501	7,080	-	-
Central Mail Services	201,631	-	-	-
Total Expenditures	\$5,681,182	\$7,080	\$0	\$0
Expenditures By Object				
Personnel	4,220,027	7,080	20,800	20,800
Operating Supplies and Expenses	512,341	-	-	-
Aid To Local Units Of Government	15,279	-	-	-
Assistance, Grants and Benefits	306,585	-	-	-
Subtotal: Operating Expenditures	\$5,054,232	\$7,080	\$20,800	\$20,800
Capital Purchases and Equipment	626,950	-	-	-
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$5,681,182	\$7,080	\$20,800	\$20,800
Expenditures By Funds				
General Revenue	4,288,024	-	-	-
Federal Funds	1,392,619	7,080	-	-
Restricted Receipts	539	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$5,681,182	\$7,080	\$0	\$0
Program Measures				
Percentage of Certification Reviews in Compliance		-	-	

The Program

Department of Administration Information Technology

Program Operations

Information Technology, headed by the state's Chief Information Officer (CIO), is responsible for oversight, coordination, and development of all information technology (IT) resources within the executive branch of state government. All hiring and spending decisions involving IT may only be made with the advice and approval of the CIO.

Information Technology defines and maintains the architectural standards for hardware, software, networks and services that guide state investments in IT. Information Technology defines and enforces statewide policies and procedures pertaining to project management, operations and the effective use of security of IT resources.

Information Technology is responsible for planning all IT investments and activities throughout the executive branch departments and agencies

Program Objectives

Finalize implementation plans for a statewide-integrated financial management system and begin implementation.

Maintain and improve IT services to executive branch departments and agencies, including technical support to end users and networks, help desk services, and application development, delivery and maintenance.

Complete integration of all executive branch agency and departmental IT organizations into the Information Technology program, including personnel and hardware consolidation

Implement and test a disaster recovery capability for Rhode Island's critical systems

Further expand and improve e-government services through Rhode Island's portal, RI.gov.

Publish an integrated Executive Branch five-year Information Technology Plan.

Provide state agencies and departments with improved transparency and clarity in their services through an improved billing process.

Statutory History

Executive Order 04-06 establishes and defines the duties and responsibilities of the Information Technology Division within the Department of Administration.

The Budget

Department of Administration Information Technology

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Executive Director - CIO	-	437,661	319,319	332,099
Information Technology	-	4,051,842	6,395,936	5,443,126
Central Mail Services	-	272,061	-	-
IT Centralization	-	-	21,840,790	22,387,267
Total Expenditures	\$0	\$4,761,564	\$28,556,045	\$28,162,492
Expenditures By Object				
Personnel	-	1,416,765	23,272,292	22,060,290
Operating Supplies and Expenses	-	426,855	3,516,047	3,032,853
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	1,004	804
Subtotal: Operating Expenditures	\$0	\$1,843,620	\$26,789,343	\$25,093,947
Capital Purchases and Equipment	-	2,917,944	1,766,702	3,068,545
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$0	\$4,761,564	\$28,556,045	\$28,162,492
Expenditures By Funds				
General Revenue	-	4,564,151	18,334,141	17,946,621
Federal Funds	-	197,413	7,488,645	7,389,800
Restricted Receipts	-	-	1,461,126	1,422,572
Other Funds	-	-	1,272,133	1,403,499
Total Expenditures	\$0	\$4,761,564	\$28,556,045	\$28,162,492

The Program

Department of Administration Library Program

Program Operations

Library and Information Services promotes overall development of library and information services in Rhode Island; participates in the planning and design of access to electronic information for other state agencies and the public. To carry out its mission, the priorities and policies of Library and Information Services are developed in conjunction with the Library Board of Rhode Island, which also authorizes public library regulations.

Program Objectives

To maintain and improve library services to the residents of the state and to state government; to facilitate the development of a multi-type library system and interlibrary cooperation; to maintain and develop the Library of Rhode Island (LORI) Network; to encourage electronic networking; to maintain information websites for libraries and the public; to operate the Talking Books Plus program for the blind and physically handicapped; to administer the federal Library Services and Technology Act (LSTA) program; to administer the annual Grant-In-Aid and the Public Library Construction Reimbursement Programs; to promote overall development of library services through various programs such as Children and Young Adult programming and to support the development of and ensure compliance with Minimum Standards for Rhode Island Public Libraries.

Statutory History

Title 29 Chapters 3.1 through 6 of the Rhode Island General Laws establish the statutory basis for Library and Information Services.

The Budget

Department of Administration Library Program

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	-	1,832,293	1,873,070	1,936,513
Operating Supplies and Expenses	-	147,729	122,049	114,901
Aid To Local Units Of Government	-	102,472	-	-
Assistance, Grants and Benefits	-	51,000	175,000	135,314
Subtotal: Operating Expenditures	\$0	\$2,133,494	\$2,170,119	\$2,186,728
Capital Purchases and Equipment	-	12,354	8,000	500
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$0	\$2,145,848	\$2,178,119	\$2,187,228
Expenditures By Funds				
General Revenue	-	1,006,260	1,092,018	1,114,166
Federal Funds	-	1,139,588	1,081,601	1,071,062
Restricted Receipts	-	-	4,500	2,000
Total Expenditures	-	\$2,145,848	\$2,178,119	\$2,187,228

The Program

Department of Administration Planning

Program Operations

The Division of Planning is comprised of four subprograms, Statewide Planning, Strategic Planning, Housing & Community Development and Local Government Assistance

Statewide Planning is responsible for preparing, adopting, and amending strategic plans for the physical, economic, and social development of the state. The Statewide Planning subprogram includes the State Planning Council, which is comprised of elected officials, state and local government officials, public members, and federal officials in an advisory capacity.

Strategic Planning is involved in all major interest areas using policy analysis and the planning process to prepare issue briefs and draft strategic plans that address current topics of special interest. This subprogram is also responsible for the development of program performance measures in cooperation with the various departments and agencies.

Housing & Community Development works to coordinate Rhode Island's efforts in the areas of housing and community development. It provides support to the Housing Resources Commission in the administration of programs to promote stability and quality of life in communities and neighborhoods and to provide opportunities for safe, sanitary, decent, adequate, and affordable housing.

Local Government Assistance provides planning assistance in the areas of comprehensive planning, land use regulation, capital projects, and compliance with state law and the State Guide Plan.

Program Objectives

To administer technical and financial assistance to and supervise selected activities of cities and towns in organization, planning, and management.

To prepare, maintain, and encourage implementation of strategic plans and the State Guide Plan.

To use performance measures to strengthen program and financial management and accountability within departments and agencies.

To coordinate activities among state agencies, political subdivisions and private partners pertaining to housing and community development.

Statutory History

R.I.G.L. 42-11 includes provisions relative to the division of planning. Other legal references are provided in Titles 1, 16, 22, 23, 34, 35, 37, 42, 44, 45 and 46.

The Budget

Department of Administration Planning

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Statewide Planning	884,077	2,903,344	3,453,886	3,032,831
Local Government Assistance	-	261,437	305,414	327,308
Community Development	-	9,141,616	12,167,707	10,876,306
Total Expenditures	\$884,077	\$12,306,397	\$15,927,007	\$14,236,445
Expenditures By Object				
Personnel	825,374	3,520,487	4,119,644	3,948,992
Operating Supplies and Expenses	22,224	133,331	197,668	223,977
Aid To Local Units Of Government	-	4,660,166	6,630,983	6,705,000
Assistance, Grants and Benefits	25,500	3,991,719	4,932,282	3,329,296
Subtotal: Operating Expenditures	\$873,098	\$12,305,703	\$15,880,577	\$14,207,265
Capital Purchases and Equipment	10,979	694	26,430	29,180
Debt Service	-	-	-	-
Operating Transfers	-	-	20,000	-
Total Expenditures	\$884,077	\$12,306,397	\$15,927,007	\$14,236,445
Expenditures By Funds				
General Revenue	-	5,086,997	4,695,735	3,196,255
Federal Funds	-	5,808,277	9,402,696	9,330,126
Operating Transfers	884,077	1,411,123	1,828,576	1,710,064
Total Expenditures	\$884,077	\$12,306,397	\$15,927,007	\$14,236,445

Program Measures

Percentage of Actions Taken on Local Plan Updates within 255 Days from Date Plans are Accepted as Complete to Review	95.0%	90.0%	100.0%	100.0%
Performance Measures Developed	79.8%	76.7%	80.0%	80.0%
New Affordable Housing Units	201	374	180	200
Percentage of Children with Blood Levels Greater than 10ug/dl for the First Time in their Lives	621	520	420	320

The Program

Department of Administration Sheriffs

Program Operations

The Sheriffs attend all sessions of the Supreme, Superior, Family and District Courts, and the Workers' Compensation Court as requested by the Chief Judge. They execute all writs of process, both civil and criminal; summon witnesses to appear in court; transport prisoners and defendants to court and to state institutions; collect fees for services performed as officers of the court; and perform all other duties assigned to them by law.

As part of the FY 2006 Budget, the Sheriffs program has been moved to the new Security Services program within the Department of Administration.

Program Objectives

To maintain an effective court security program, writ processing, and defendant management system.

Statutory History

R.I.G.L. 42-29 established the appointment of county sheriffs by the Governor in 1939. R.I.G.L. 42-29-1 through R.I.G.L. 42-29-17 includes duties, residency, deputies and bond requirements. R.I.G.L. 42-29-18 through 42-29-26 include powers, attendance, and writ requirements. The 1998 session of the General Assembly increased the agency's responsibilities by requiring the Sheriffs to provide security for the Workers' Compensation Court (R.I.G.L. 42-29-20.1) R.I.G.L. 9-29 sets the fee structure of writs for Sheriffs. R.I.G.L. 42-11-21 merged the Sheriffs of the Several Counties with the State Marshals, and transferred the newly created Division of Sheriffs to the Department of Administration.

The Budget

Department of Administration Sheriffs

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	12,936,422	-	-	-
Operating Supplies and Expenses	822,001	-	-	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	(51,397)	-	-	-
Subtotal: Operating Expenditures	\$13,707,026	\$0	\$0	\$0
Capital Purchases and Equipment	59,282	-	-	-
Debt Service	19,525	-	-	-
Operating Transfers				
Total Expenditures	\$13,785,833	\$0	\$0	\$0
Expenditures By Funds				
General Revenue	13,785,833	-	-	
Total Expenditures	\$13,785,833	\$0	\$0	\$0
Program Measures				
Escapes and Escape Attempts - Escapes	-	-	-	-
Escapes and Escape Attempts - Attempts	-	-	-	-
Suicides and Suicide Attempts - Suicides	-	-	-	-
Suicide and Suicide Attempts - Attempts	1	-	-	-
Percentage of Writs Served Within Five Business Days of Request	75.0%	-	-	-

The Program

Department of Administration Security Services

Program Operations

The Sheriffs are responsible for statewide activities assigned by law which relate to the duties and functions of the sheriffs of the several counties. The division is also responsible for all statewide activities assigned by law which relate to the duties and functions of state marshals. Other responsibilities include: courtroom security and cellblocks in all state courthouses, training of personnel, transportation of individuals charged with crimes, and special operations.

The Capitol Police are an uniformed security force with powers of arrest and trained in police work at the State Police Academy. They have security responsibilities at ten buildings and also patrol the grounds and parking areas at the State House and Capitol Hill complex. Their job is to protect property and ensure the safety of employees and the public that work and visit the buildings. At court buildings they provide door security which includes monitoring the passage of persons through the metal detectors installed at each entrance and confiscating weapons and illicit materials. At the State House they are charged with maintaining order during protests and demonstrations. They protect the Governor, members of the General Assembly and other State Officers. They maintain peace and order to that the General Assembly and other functions of government can operate without disruption.

Program Objectives

To provide and maintain security for judges at all state courts; to provide and maintain security in all courtrooms and other public areas within state courthouses; to provide and maintain security in the cellblocks in all state courts, and exercise all powers as required and prescribed in all other provisions of the general laws and public laws relating to the powers and duties of sheriffs and Capitol Police.

Statutory History

Chapter 42-11 of the Rhode General Laws 42-11-21 established a division of sheriffs within the Department of Administration. Title 12 Section 12-2.2-2 defines the powers and responsibilities of the Capitol Police.

The Budget

Department of Administration Security Services

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Sheriffs	-	15,136,134	16,027,214	16,708,396
Capitol Police	-	3,449,179	3,491,164	3,715,964
Total Expenditures	\$0	\$18,585,313	\$19,518,378	\$20,424,360
Expenditures By Object				
Personnel	-	17,582,252	18,564,668	19,496,163
Operating Supplies and Expenses	-	957,293	941,210	915,697
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	42,930	-	-
Subtotal: Operating Expenditures	\$0	\$18,582,475	\$19,505,878	\$20,411,860
Capital Purchases and Equipment	-	2,838	12,500	12,500
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	\$0	\$18,585,313	\$19,518,378	\$20,424,360
Expenditures By Funds				
General Revenue	-	18,585,313	19,518,378	20,424,360
Total Expenditures	-	\$18,585,313	\$19,518,378	\$20,424,360
Program Measures				
Escapes and Escape Attempts - Escapes	-	-	-	-
Escapes and Escape Attempts - Attempts	-	-	-	-
Suicides and Suicide Attempts - Suicides	-	-	-	-
Suicide and Suicide Attempts - Attempts	-	1	-	-
Percentage of Writs Served Within Five Business Days of Request	-	80.0%	80.0%	85.0%

The Program

Office of Energy Resources

Program Operations

The Office of Energy Resources provides policy direction for executive leadership in a variety of energy matters and is responsible for the statewide implementation of policy decisions affecting the organization and delivery of energy services by state government.

The office is headed by the Commissioner of Energy Resources and performs five major functions: establishing energy policy, serving as the State Energy Office, promoting renewable energy, public education regarding energy, and low-income energy assistance.

Energy policy is established by the Commissioner, with the advice of the Rhode Island Energy Efficiency and Resource Management Council established in R.I.G.L. § 42-140, to which the Office provides staff support.

The Office secures federal State Energy Program funding and administers this grant to provide numerous small energy related programs.

The Office invests in renewable energy projects and administers the Renewable Energy Fund.

The Office conducts a public education program with outreach to other state departments, municipalities, institutions, and the general public, funded with federal Department of Energy grants.

The Office receives federal LIHEAP monies and administers these funds to provide heating assistance, emergency oil deliveries, and weatherization services to low-income families. In addition, the Office receives and allocates the State's Affordable Energy Fund monies to accomplish the same purposes.

Program Objectives

To establish and implement statewide energy policy.

To ensure that programs of the Office are efficiently organized and implemented.

Statutory History

The Office of Energy Resources was created in 2006 to consolidate energy policies of state government. R.I.G.L. 42-140 establishes and provides for the organization and functions of the Office of Energy Resources. Although established as an agency within the Executive Department, the Office has been assigned for administrative purposes to the Department of Administration and is reflected as a program within this Department.

The Budget

Department of Administration Energy Resources

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures By Object				
Personnel	-	-	-	2,088,824
Operating Supplies and Expenses	-	-	-	414,395
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	27,212,572
Subtotal: Operating Expenditures	-	-	-	\$29,715,791
Capital Purchases and Equipment	-	-	-	9,553
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	-	-	-	\$29,725,344
Expenditures By Funds				
General Revenue	-	-	-	2,236,989
Federal Funds	-	-	-	19,688,355
Restricted Receipts	-	-	-	7,800,000
Total Expenditures	-	-	-	\$29,725,344

The Program

Department of Administration General

Program Operations

The General program reflects funds appropriated to finance expenditures not allocated to other state departments or agencies and not specific to any one program within the Department of Administration.

Contingency funds reflect the amount made available to the executive branch through the legislative appropriation process to finance unforeseen unbudgeted expenditures at the discretion of the Governor.

The Property Tax Relief program reflects expenditures resulting from the property tax relief program for the elderly and disabled that was enacted in 1977. The purpose of the program is to provide relief, through a system of tax credits and refunds from appropriations in the general fund, to elderly and/or disabled persons who own or rent their homes. The statute provides that if the allowable credit exceeds a taxpayer's liability, then the amount not used to offset taxes will be treated as an overpayment. The funds appropriated reflect the obligation arising from these overpayments of personal income taxes.

Grants and benefits reflect grants made to certain organizations and funds provided to certain individuals in the form of retirement benefits, which are appropriated by the legislature. This includes grants made to the Rhode Island Economic Development Corporation and the Economic Policy Council.

Special legislative appropriations are initially the result of the passage of legislation which is not part of the annual appropriation act. Tort claims and court awards are paid pursuant to R.I.G.L. 9-31, which provides that "the general assembly may make such appropriations as it shall deem proper in payment of or settlement of claims against the state; provided, however, that there is hereby appropriated any money in the treasury not otherwise appropriated a sum sufficient to pay claims against the state settled pursuant to the provisions of the chapter and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of said sum."

Program Objectives

To maintain a statewide accounting for all expenditures which are not allocated to other state departments or agencies and not specific to any one program within the Department of Administration.

Statutory History

The existence of "General" has no statutory basis, but rather reflects a combination of appropriations which fund various expenditures not allocated to other state agencies. The statutory provisions relating to the Property Tax Relief program are contained in R.I.G.L. 44-33. The authority for payment of tort claims was enacted in 1970 and is described in R.I.G.L. 9-31.

The Budget

Department of Administration General

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
General	2,459,590	1,437,052	2,674,705	2,645,997
Capital Projects	4,136,495	6,718,385	6,457,445	22,875,000
Grants and Other Payments	16,156,593	10,332,891	1,046,750	2,623,774
Economic Development	10,527,699	10,459,120	13,838,794	13,596,919
State Aid to Local Communities	200,742,231	232,195,393	253,499,790	257,198,871
Housing	8,291,260	296,748	34,869	-
Total Expenditures	\$242,313,868	\$261,439,589	\$277,552,353	\$298,940,561
Expenditures By Object				
Personnel	1,107,297	349,978	-	-
Operating Supplies and Expenses	14,385,807	10,308,572	351,751	1,671,024
Aid To Local Units Of Government	201,534,368	232,195,393	254,457,287	258,156,368
Assistance, Grants and Benefits	13,909,411	7,195,860	9,044,114	8,043,662
Subtotal: Operating Expenditures	\$230,936,883	\$250,049,803	\$263,853,152	\$267,871,054
Capital Purchases and Equipment	3,016,437	5,862,663	6,464,194	22,984,500
Debt Service	-	-	-	-
Operating Transfers	8,360,548	5,527,123	7,235,007	8,085,007
Total Expenditures	\$242,313,868	\$261,439,589	\$277,552,353	\$298,940,561
Expenditures By Funds				
General Revenue	237,472,013	254,340,547	269,764,042	274,769,564
Federal Funds	(17,396)	199,250	34,869	-
Restricted Receipts	1,081,426	216,627	1,295,997	1,295,997
Other Funds	3,777,825	6,683,165	6,457,445	22,875,000
Total Expenditures	\$242,313,868	\$261,439,589	\$277,552,353	\$298,940,561

The Program

Department of Administration Debt Service Payments

Program Operations

The Debt Service Payments Program reflects funding for expenditures for both long- and short-term tax supported debt obligations of the state. This includes debt service on general obligation bonds as well as lease payments securing certificates of participation issued by the state. Moreover, this program encompasses leases or trust agreements securing revenue bonds issued by the Rhode Island Convention Center Authority, Rhode Island Refunding Bond Authority, Rhode Island Economic Development Corporation, or other obligations that are part of the state's net tax supported debt.

Program Objectives

To maintain a statewide accounting of all general obligation debt service and other long term obligations.

Statutory History

R.I.G.L. 35-3-25 requires that debt service be enumerated within a program within the Department of Administration.

The Budget

Department of Administration Debt Service Payments

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
General Obligation Bonds	86,217,152	85,904,110	83,648,358	83,579,413
Certificates of Participation	9,761,268	15,254,767	17,915,229	27,026,457
COPS - DLT Center General	2,045,866	2,040,154	2,002,560	2,005,567
COPS - Center General Furniture	325,843	(348)	-	-
COPS - Pastore Center Telecommunications	723,509	347	-	-
RIRBA Debt Service	13,093,361	16,709,488	19,670,298	19,807,008
Public Higher Education	8,170,286	-	-	-
Tax Anticipation/S T Borrowing	741,349	970,205	2,920,762	-
Other Debt Service	32,291,132	24,041,145	30,930,439	41,176,176
Total Expenditures	\$153,369,766	\$144,919,868	\$157,087,646	\$173,594,621
Expenditures By Object				
Personnel	44,631	50,575	-	-
Operating Supplies and Expenses	60,497	481,918	115,000	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	3,680,000	3,560,000	-	-
Subtotal: Operating Expenditures	\$3,785,128	\$4,092,493	\$115,000	\$0
Capital Purchases and Equipment	-	-	-	-
Debt Service	144,128,840	140,827,375	156,972,646	173,594,621
Operating Transfers	5,455,798	-	-	-
Total Expenditures	\$153,369,766	\$144,919,868	\$157,087,646	\$173,594,621
Expenditures By Funds				
General Revenue	85,119,800	72,644,050	80,171,174	135,470,119
Federal Funds	1,209,207	1,156,745	1,177,854	1,177,854
Restricted Receipts	5,886,970	360,112	2,249,779	392,446
Other Funds	61,153,789	70,758,961	73,488,839	36,554,202
Total Expenditures	\$153,369,766	\$144,919,868	\$157,087,646	\$173,594,621

The Program

Department of Administration Personnel Reform

Program Objectives

This Department of Administration program was created to record proposed statewide savings in FY 2008 attributable to cost reductions both in the payment of benefits and in reductions of personnel. The following statewide savings adjustments are shown as five separate sub-programs within the Department of Administration.

- **Assessed Fringe Benefit/Workers' Compensation** - The Assessed Fringe Benefit Fund is funded through a rate of payroll charged to agencies, and is used to pay for workers' compensation claims and administration, severance pay, and unemployment insurance. The Administration budget includes (all funds) savings of \$4.965 million in FY 2007, (general revenue \$2.758 million) reflecting a reduction in the rate which will reduce the surplus carried forward from FY 2006. The FY 2008 all funds savings of \$993,251 (general revenue \$540,589) reflects anticipated savings from outsourcing.
- **Shut Down Days** - The Governor recommends the shut down of all non-essential operations for four days in FY 2007 and three days in FY 2008. For FY 2007, employees will take leave without pay on one day per month in March, April, May and June. For FY 2008, employees will take leave without pay on Friday, November 23rd, Monday, December 24th, and Monday December 31st.
- **Limited Service Positions** - The state currently employs individuals funded from certain federal funds and other sources through an outside vendor. The vendor charges the state an additional 22.5 percent fee of the hourly rate to pay FICA and administrative costs. A new class of position would be created by legislation to allow for individuals to be hired as "limited service" employees thereby avoiding the administrative costs.
- **Statewide Reduction in Force** - The Governor recommends instituting layoffs for 168 non-union and newly hired union employees. In order to effect this change by July 1, 2007, State agency directors will be asked to identify low priority activities or areas which have excess management or line staff. It is projected that this reduction will save \$9.3 million in general revenues in FY 2008. These savings are budgeted in the Department of Administration, and would be allocated to agencies.
- **Medical Savings** - The Governor recommends the following changes in medical benefits to mitigate the rising cost of this category of expenditure: 1) Discontinue COBRA for retirees by moving retirees directly to the retiree plan. This is estimated to save \$0.3 from general revenue sources, and \$0.6 million from all fund sources. 2) Carve Out Pharmacy from the State's medical insurance contract. This is estimated to save \$1.1 million from general revenue sources and \$2.2 million from all fund sources; and 3) Lower the cost of budgeted medical insurance based upon medical claims trend.

The Budget

Department of Administration Personnel Reform

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Assessed Fringe Benefit Savings	-	-	(4,965,532)	(993,251)
Shut Down Days	-	-	(9,635,259)	(7,677,292)
Limited Service Positions	-	-	-	(1,357,536)
Layoff Savings	-	-	-	(9,296,673)
Total Expenditures	-	-	(14,600,791)	(19,324,752)
Expenditures By Object				
Personnel	-	-	(14,600,791)	(19,324,752)
Operating Supplies and Expenses	-	-	-	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	-	-	(14,600,791)	(19,324,752)
Capital Purchases and Equipment	-	-	-	-
Debt Service	-	-	-	-
Operating Transfers	-	-	-	-
Total Expenditures	-	-	(14,600,791)	(19,324,752)
Expenditures By Funds				
General Revenue	-	-	(8,775,480)	(15,393,459)
Federal Funds	-	-	(2,408,325)	(1,867,643)
Restricted Receipts	-	-	(432,836)	(286,018)
Other Funds	-	-	(2,984,150)	(1,777,632)
Total Expenditures	-	-	(14,600,791)	(19,324,752)

The Program

Department of Administration Internal Service Programs

Program Operations

Various services needed by state operated programs and activities are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system that allocates the cost of delivery of the goods or services. The operational expenses of these programs are shown for display purposes only, since the costs to state agencies are reflected in the budget of the user agency both on an actual and budget basis.

Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, information technology services, utility services, automotive services (repair and replacement), facilities management, human resource service centers and the assessed fringe benefit fund.

Information technology is responsible for operation and maintenance of the mainframe computer system, which supports all financial and personnel records for the state. In addition, special programs are developed, operated, and maintained on behalf of various state agencies. Services include programming, technical assistance, data entry, and report generation. The telecommunications office manages all voice grade telephone line installations, service changes and billing statewide, and provides direct services both internally to government and to the public. Central mail services provides for inter-agency mail delivery and processing of United States mail for most state agencies.

Central utilities provides for the administration and fiscal management of electricity and gas services. State fleet provides for the administration and fiscal management of the state-owned vehicles, and operates several fuel depots throughout the state. Facilities management is responsible operations, maintenance and repair functions of various state buildings.

Human Resource Service Centers provide centralized, coordinated human resource functions, including payroll, employee relations, employee orientation, and recruiting and hiring.

The Assessed Fringe Benefit Fund provides funding for state employees workers' compensation, severance pay, unemployment pay and employee assistance programs. Funds are raised through an assessment on payroll expenses of all state departments and agencies.

Program Objectives

To provide the most cost-effective delivery of goods and services to other state programs.

Statutory History

The Director of Administration is authorized by R.I.G.L. 35-5 to establish a system of rotary or rotating funds in any state department or agency.

The Budget

Department of Administration Internal Service Programs

	FY 2005 Actual	FY 2006 Actual	FY 2007 Revised	FY 2008 Recommended
Expenditures by Subprogram				
Workers' Compensation Fund	27,950,237	27,627,790	30,733,029	29,966,436
Central Utilities Fund	16,837,322	21,972,780	19,367,568	19,490,769
Energy Revolving Loan Fund	(188,699)	-	-	-
Information Processing Rotary	14,025,222	16,300,941	-	-
Central Mail Rotary	4,555,759	5,200,304	5,416,627	5,683,450
Telecommunications Fund	1,777,835	1,821,669	3,002,712	3,020,022
Automotive Fleet Rotary	12,935,176	12,871,455	14,606,571	14,649,606
Surplus Property	10,021	2,958	17,715	15,715
Capitol Police Rotary	396,958	494,808	542,043	580,935
Health Insurance Fund	-	-	237,046,389	258,553,614
Total Expenditures	\$78,299,831	\$86,292,705	\$310,732,654	\$331,960,547
Expenditures By Object				
Personnel	39,215,194	40,849,711	269,428,668	290,527,668
Operating Supplies and Expenses	37,872,620	44,428,310	41,025,160	41,093,001
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	1,774	40,877	737	100,737
Subtotal: Operating Expenditures	\$77,089,588	\$85,318,898	\$310,454,565	\$331,721,406
Capital Purchases and Equipment	928,919	420,777	167,300	170,000
Debt Service	277,374	553,030	110,789	69,141
Operating Transfers	3,950	-	-	-
Total Expenditures	\$78,299,831	\$86,292,705	\$310,732,654	\$331,960,547
Expenditures By Funds				
Internal Service Funds	78,299,831	86,292,705	310,732,654	331,960,547
Total Expenditures	\$78,299,831	\$86,292,705	\$310,732,654	\$331,960,547