

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 | 9.9% | 9.9% | 9.0% | 9.1% |
| Females as a Percentage of the Workforce | 37.9% | 37.9% | 41.5% | 41.6% |
| Persons with Disabilities as a Percentage of the Workforce | 2.3% | 2.3% | 3.0% | 3.1% |

The Budget

Department of Administration

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|--|----------------------|----------------------|----------------------|----------------------|------------------------|
| Expenditures by Program | | | | | |
| Central Management | 1,692,567 | 1,937,689 | 1,855,323 | 1,775,342 | 1,694,369 |
| Legal Services | 2,529,431 | 2,634,687 | 2,383,921 | 1,145,194 | 1,113,869 |
| Accounts and Control | 3,356,726 | 3,464,745 | 3,886,437 | 3,769,295 | 4,019,166 |
| Budgeting | 2,192,020 | 1,902,391 | 2,126,819 | 2,009,899 | 2,542,345 |
| Municipal Affairs | (354,720) | - | - | - | - |
| Purchasing | 2,212,748 | 2,177,779 | 2,280,079 | 1,998,685 | 2,810,754 |
| Auditing | 1,707,113 | 1,720,953 | 1,848,952 | 1,340,038 | 1,535,588 |
| Human Resources | 12,409,118 | 12,344,536 | 13,110,303 | 12,469,685 | 12,652,485 |
| Personnel Appeal Board | 93,509 | 104,778 | 111,226 | 90,973 | 84,090 |
| Child Support Enforcement | (220,960) | - | - | - | - |
| Facilities Management | 70,561,226 | 43,303,506 | 49,302,687 | 42,470,138 | 44,468,887 |
| Capital Projects and Property Mgmt. | 3,358,825 | 3,578,786 | 4,193,610 | 3,827,648 | 2,693,613 |
| Office of Library & Information Services | (5,932) | - | - | - | - |
| Information Technology | 31,553,990 | 26,576,743 | 31,331,246 | 27,713,347 | 30,069,388 |
| Library Program | 2,110,537 | 2,047,156 | 2,011,906 | 1,821,830 | 1,915,723 |
| Planning | 13,469,091 | 13,913,930 | 17,730,411 | 18,533,655 | 23,086,887 |
| Energy Resources | - | 23,688,685 | 20,949,991 | 56,156,108 | 60,911,699 |
| Security Services | 15,896,566 | 16,234,963 | 15,488,294 | 16,433,982 | 17,240,788 |
| General | 275,381,160 | 291,831,171 | 295,367,589 | 277,154,815 | 270,744,022 |
| Debt Service Payments | 158,329,078 | 169,999,227 | 189,227,909 | 178,642,960 | 207,473,411 |
| Personnel Reform | - | - | - | - | - |
| Internal Service Programs | [287,296,801] | [322,275,097] | [336,633,487] | [369,126,365] | [388,482,006] |
| Salary/Benefit Adjustments | - | - | (91,143,758) | - | - |
| Operational Savings | - | - | (1,178,940) | - | - |
| Total Expenditures | \$596,272,093 | \$617,461,725 | \$560,884,005 | \$647,353,594 | \$685,057,084 |
| Expenditures By Object | | | | | |
| Personnel | 88,167,784 | 86,613,551 | 1,312,919 | 83,880,460 | 88,577,608 |
| Operating Supplies and Expenses | 34,845,247 | 42,248,007 | 41,424,475 | 38,953,021 | 39,870,851 |
| Aid To Local Units Of Government | 258,046,941 | 242,994,334 | 246,618,570 | 217,785,526 | 187,835,439 |
| Assistance, Grants and Benefits | 33,427,004 | 39,200,997 | 38,834,237 | 85,102,235 | 84,136,674 |
| Subtotal: Operating Expenditures | \$414,486,976 | \$411,056,889 | \$328,190,201 | \$425,721,242 | \$400,420,572 |
| Capital Purchases and Equipment | 9,033,756 | 9,485,532 | 36,794,046 | 36,447,388 | 27,646,371 |
| Debt Service | 158,682,369 | 170,300,361 | 189,600,517 | 178,885,723 | 207,716,174 |
| Operating Transfers | 14,068,992 | 26,618,943 | 6,299,241 | 6,299,241 | 49,273,967 |
| Total Expenditures | \$596,272,093 | \$617,461,725 | \$560,884,005 | \$647,353,594 | \$685,057,084 |
| Expenditures By Funds | | | | | |
| General Revenue | 464,765,390 | 520,058,764 | 461,660,272 | 473,132,965 | 498,875,056 |
| Federal Funds | 46,562,576 | 39,828,801 | 33,952,039 | 81,588,173 | 91,347,447 |
| Restricted Receipts | 6,784,583 | 9,973,069 | 8,876,034 | 15,419,816 | 17,387,399 |
| Other Funds | 78,159,544 | 47,601,091 | 56,395,660 | 77,212,640 | 77,447,182 |
| Total Expenditures | \$596,272,093 | \$617,461,725 | \$560,884,005 | \$647,353,594 | \$685,057,084 |
| FTE Authorization | 1,065.2 | 1,032.8 | 955.8 | 845.6 | 888.6 |

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 provides for the overall operation of the department and provides assistance with all Executive Branch Agencies. Primary functions include: Operations, Human Resources, Information technology, Legal Assistance and Financial Administration. They also provide administrative assistance to the Office of the Governor.

The Central Business Office provides financial management assistance in the areas of budgeting, financial management, accounting, and reporting to divisions within the department to ensure maximum use of state and federal resources. Starting in FY 2008, the Central Business Office provides financial management assistance to the Department of Revenue.

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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Director's Office | 665,381 | 701,657 | 696,835 | 666,928 | 615,344 |
| Financial Management | 1,005,453 | 1,207,132 | 1,138,488 | 1,078,624 | 1,059,025 |
| Judicial Nominating Committee | 21,733 | 28,900 | 20,000 | 29,790 | 20,000 |
| Total Expenditures | \$1,692,567 | \$1,937,689 | \$1,855,323 | \$1,775,342 | \$1,694,369 |
| Expenditures By Object | | | | | |
| Personnel | 1,545,963 | 1,927,146 | 1,786,291 | 1,708,590 | 1,637,728 |
| Operating Supplies and Expenses | 136,737 | 7,550 | 63,039 | 60,759 | 50,648 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | - | - | - |
| Subtotal: Operating Expenditures | \$1,682,700 | \$1,934,696 | \$1,849,330 | \$1,769,349 | \$1,688,376 |
| Capital Purchases and Equipment | 9,867 | 2,993 | 5,993 | 5,993 | 5,993 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$1,692,567 | \$1,937,689 | \$1,855,323 | \$1,775,342 | \$1,694,369 |
| Expenditures By Funds | | | | | |
| General Revenue | 1,338,319 | 1,630,696 | 1,664,118 | 1,561,123 | 1,653,123 |
| Federal Funds | 233,865 | 233,829 | 191,205 | 136,609 | 41,246 |
| Restricted Receipts | 120,383 | 73,164 | - | 77,610 | - |
| Total Expenditures | \$1,692,567 | \$1,937,689 | \$1,855,323 | \$1,775,342 | \$1,694,369 |
| Program Measures | NA | NA | NA | NA | NA |

The Program

Department of Administration Legal Services

Program Operations

The Division of Legal Services is responsible for establishing, managing and maintaining legal resources to support the departments and agencies within the Executive Branch. The mission of the Division is to provide proactive legal assistance to the various divisions within the Department of Administration and certain non-programmatic legal services to the departments and agencies within the Executive Branch to assist them in achieving their statutory goals and objectives. The Division is comprised of three centralized practice groups: The Corporate Law Group, Legislative and Legal Support Group and Administrative Adjudication Group. In addition, the Division manages and assists attorneys within the departments and agencies that provide legal services in programmatic areas.

Program Objectives

To provide a centralized legal structure within the Executive Branch to manage, maintain and provide in house legal services to the Department of Administration and its various divisions as well as certain non-programmatic legal services to the departments and agencies in the Executive branch.

To develop various areas of legal expertise within the practice groups as a resource to the departments and agencies within the Executive Branch.

To organize and coordinate the centralized legal structure so as to provide legal services in a efficient, effective, consistent, professional, flexible and timely manner.

To assign legal staff (attorneys, hearing officers, paralegals, legal assistants and support staff) in a manner that is appropriate for his/her level of expertise and experience to utilize legal resources in the most cost effective and efficient manner.

To standardize legal policies and procedures across the Executive Branch and reduce redundant legal processes and work to improve the efficiency and quality of legal services.

To identify and implement cost savings initiatives where appropriate to reduce the cost to taxpayers of the delivery of legal services.

To provide legal risk management 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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | 2,419,832 | 2,564,297 | 2,325,080 | 1,094,660 | 1,063,335 |
| Operating Supplies and Expenses | 102,994 | 61,501 | 51,178 | 43,723 | 43,723 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | 1,011 | 1,011 | 758 | 1,011 | 1,011 |
| Subtotal: Operating Expenditures | \$2,523,837 | \$2,626,809 | \$2,377,016 | \$1,139,394 | \$1,108,069 |
| Capital Purchases and Equipment | 5,594 | 7,878 | 6,905 | 5,800 | 5,800 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$2,529,431 | \$2,634,687 | \$2,383,921 | \$1,145,194 | \$1,113,869 |
| Expenditures By Funds | | | | | |
| General Revenue | 2,498,278 | 2,492,589 | 2,134,616 | 1,119,971 | 1,088,274 |
| Operating Transfers | 31,153 | 142,098 | 249,305 | 25,223 | 25,595 |
| Total Expenditures | \$2,529,431 | \$2,634,687 | \$2,383,921 | \$1,145,194 | \$1,113,869 |
| Program Measures | NA | NA | NA | NA | NA |

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 pre-audit 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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|--|--------------------|--------------------|--------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | 3,070,858 | 3,288,073 | 3,786,255 | 3,571,908 | 3,821,803 |
| Operating Supplies and Expenses | 281,637 | 176,255 | 94,557 | 193,970 | 193,946 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | 417 | 417 | 625 | 417 | 417 |
| Subtotal: Operating Expenditures | \$3,352,912 | \$3,464,745 | \$3,881,437 | \$3,766,295 | \$4,016,166 |
| Capital Purchases and Equipment | 3,814 | - | 5,000 | 3,000 | 3,000 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$3,356,726 | \$3,464,745 | \$3,886,437 | \$3,769,295 | \$4,019,166 |
| Expenditures By Funds | | | | | |
| General Revenue | 3,356,726 | 3,464,745 | 3,886,437 | 3,769,295 | 4,019,166 |
| Total Expenditures | \$3,356,726 | \$3,464,745 | \$3,886,437 | \$3,769,295 | \$4,019,166 |
| Program Measures | | | | | |
| Percentage of Invoices Processed Within 30 Days | 98.0% | 95.0% | 100.0% | 100.0% | 100.0% |
| Average Number of Days to Payment to Vendor | 4.5 | 18.0 | 14.0 | 14.0 | 14.0 |
| Number of Days after Fiscal Year End to Publication of CAFR | 182 | 281 | 182 | 182 | 182 |
| Number of Days to Fiscal Close | 39 | 30 | 37 | 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.

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.

The Budget

Department of Administration Budgeting

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | 2,098,618 | 1,797,658 | 2,029,656 | 1,910,147 | 2,442,208 |
| Operating Supplies and Expenses | 80,880 | 98,914 | 91,163 | 88,452 | 88,837 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | 536 | - | - | - |
| Subtotal: Operating Expenditures | \$2,179,498 | \$1,897,108 | \$2,120,819 | \$1,998,599 | \$2,531,045 |
| Capital Purchases and Equipment | 12,522 | 5,283 | 6,000 | 11,300 | 11,300 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$2,192,020 | \$1,902,391 | \$2,126,819 | \$2,009,899 | \$2,542,345 |
| Expenditures By Funds | | | | | |
| General Revenue | 2,192,020 | 1,902,391 | 2,126,819 | 2,009,899 | 2,542,345 |
| Total Expenditures | \$2,192,020 | \$1,902,391 | \$2,126,819 | \$2,009,899 | \$2,542,345 |
| Program Measures | | | | | |
| Bond Rating Index | 10 | 10 | 11 | 11 | 11 |

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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|-------------------|-------------------|--------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | - | - | - | - | - |
| Operating Supplies and Expenses | - | - | - | - | - |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | (354,720) | - | - | - | - |
| Subtotal: Operating Expenditures | (354,720) | - | - | - | - |
| Capital Purchases and Equipment | - | - | - | - | - |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | (354,720) | - | - | - | - |
| Expenditures By Funds | | | | | |
| General Revenue | - | - | - | - | - |
| Federal Funds | (354,720) | - | - | - | - |
| Total Expenditures | (354,720) | - | - | - | - |
| Program Measures | NA | NA | NA | NA | NA |

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. The Budget as proposed includes the merger of the Minority Business Enterprise and Equal Employment Opportunity offices with Human Resources.

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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Purchasing | 2,025,410 | 1,976,233 | 2,078,627 | 1,940,264 | 2,594,179 |
| Minority Business Enterprise | 187,338 | 201,546 | 201,452 | 58,421 | 216,575 |
| Total Expenditures | \$2,212,748 | \$2,177,779 | \$2,280,079 | \$1,998,685 | \$2,810,754 |
| Expenditures By Object | | | | | |
| Personnel | 2,123,625 | 2,135,239 | 2,215,178 | 1,950,385 | 2,758,814 |
| Operating Supplies and Expenses | 88,416 | 41,479 | 58,003 | 42,239 | 45,879 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | 837 | - | - |
| Subtotal: Operating Expenditures | \$2,212,041 | \$2,176,718 | \$2,274,018 | \$1,992,624 | \$2,804,693 |
| Capital Purchases and Equipment | 707 | 1,061 | 6,061 | 6,061 | 6,061 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$2,212,748 | \$2,177,779 | \$2,280,079 | \$1,998,685 | \$2,810,754 |
| Expenditures By Funds | | | | | |
| General Revenue | 2,212,748 | 2,177,779 | 2,280,079 | 1,998,685 | 2,810,754 |
| Total Expenditures | \$2,212,748 | \$2,177,779 | \$2,280,079 | \$1,998,685 | \$2,810,754 |
| Program Measures | NA | NA | NA | NA | NA |

The Program

Department of Administration Auditing

Program Operations

The Bureau of Audits performs the auditing function for the executive branch of State Government. The Bureau provides the Director of Administration with an independent appraisal and evaluation of the effectiveness of financial and operational control through objective analyses, evaluations, and recommendations on operations, systems, controls, and contracted services.

The primary activities of the Bureau can be classified as internal auditing and management advisory 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, and the economy and efficiency of operations.

Additional responsibilities include: auditing special purpose funds, conducting performance audits and special projects, providing consulting services and investigations at the request of the Governor or department directors, participating as advisors in policymaking meetings, providing emergency accounting and auditing services to cities and towns, and reviewing and evaluating all state department and agency Financial Integrity and Accountability Reports.

Program Objectives

To provide independent and objective assurance on governance, risk management, and control processes that will furnish a reasonable basis to report on the effectiveness and efficiency of state operations, the reliability of financial reporting, compliance with applicable laws, regulations, and contracts.

Statutory History

R.I.G.L. 35-7 establishes a Bureau of Audits and authorizes it to conduct biennial audits of the financial affairs, the economy and efficiency of management, and the books and accounts of all state departments and agencies. The Bureau is also permitted to conduct investigations at the request of the Governor, audit court collected funds and furnish auditors and accountants to other state agencies.

The Budget

Department of Administration Auditing

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | 1,646,725 | 1,675,041 | 1,781,452 | 1,283,408 | 1,477,968 |
| Operating Supplies and Expenses | 57,745 | 26,043 | 57,444 | 46,344 | 47,334 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | - | - | - |
| Subtotal: Operating Expenditures | \$1,704,470 | \$1,701,084 | \$1,838,896 | \$1,329,752 | \$1,525,302 |
| Capital Purchases and Equipment | 2,643 | 19,869 | 10,056 | 10,286 | 10,286 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$1,707,113 | \$1,720,953 | \$1,848,952 | \$1,340,038 | \$1,535,588 |
| Expenditures By Funds | | | | | |
| General Revenue | 1,707,113 | 1,620,953 | 1,848,952 | 1,340,038 | 1,535,588 |
| Other Funds | - | 100,000 | - | - | - |
| Total Expenditures | \$1,707,113 | \$1,720,953 | \$1,848,952 | \$1,340,038 | \$1,535,588 |
| Program Measures | | | | | |
| Audit Acceptance | 100.0% | 95.0% | 99.0% | 99.0% | 99.0% |

The Program

Department of Administration Human Resources

Program Operations

The Division of Human Resources is composed of a number of subprograms: Administrative services, Classification & Examinations, Equal Employment Opportunity, Outreach & Diversity, Employee Benefits, Training and Development, Employee Services, Human Resource Service Centers. Its primary mission is to provide the best possible cost effective human resource services to employees, labor, and management in assisting them in carrying out the functions and responsibilities of state government; to be accountable to the general public by instituting policies and procedures that are fair and equitable in providing the finest possible service to those seeking employment in state service; to be responsive to employees by providing a progression in employment opportunities, adequate employee benefits, ensuring affirmative action, the rights of the disabled and promoting career development and training; to assist those disabled, as a result of a job related injury, with adequate benefits during their convalescence and to ensure their eventual return to productive employment; and to safeguard the integrity and quality of the state employment system by continuously protecting it from influences that are detrimental to that effort.

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.

The Budget

Department of Administration Human Resources

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|--|---------------------|---------------------|---------------------|---------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Human Resources | 270,014 | 292,596 | 285,046 | 1,247,101 | 1,087,370 |
| Personnel Administration | 3,066,865 | 3,221,884 | 4,103,339 | 3,956,622 | 3,979,183 |
| Equal Opportunity/Outreach | 624,394 | 668,903 | 942,401 | 744,143 | 739,470 |
| Training and Development | 208,169 | - | - | - | - |
| DEM/DOT HR Service Center | (3,606,562) | (4,386,674) | 1,351,072 | 202,845 | 356,578 |
| General Gov. HR Service Center | 158,482 | 1,280,135 | 1,175,604 | 1,021,141 | 1,015,832 |
| Human Services HR Service Center | 9,084,366 | 8,636,604 | 3,880,098 | 4,167,584 | 4,311,960 |
| Public Safety HR Service Center | 2,603,390 | 2,631,088 | 1,372,743 | 1,130,249 | 1,162,092 |
| Total Expenditures | \$12,409,118 | \$12,344,536 | \$13,110,303 | \$12,469,685 | \$12,652,485 |
| Expenditures By Object | | | | | |
| Personnel | 12,202,304 | 12,147,915 | 12,418,774 | 11,936,814 | 12,124,005 |
| Operating Supplies and Expenses | 180,740 | 183,951 | 517,302 | 416,154 | 411,763 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | 104,921 | 54,921 | 54,921 |
| Subtotal: Operating Expenditures | \$12,383,044 | \$12,331,866 | \$13,040,997 | \$12,407,889 | \$12,590,689 |
| Capital Purchases and Equipment | 26,074 | 12,670 | 69,306 | 61,796 | 61,796 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$12,409,118 | \$12,344,536 | \$13,110,303 | \$12,469,685 | \$12,652,485 |
| Expenditures By Funds | | | | | |
| General Revenue | 9,717,219 | 9,678,368 | 10,366,561 | 10,164,322 | 10,108,226 |
| Federal Funds | 1,696,503 | 783,303 | 1,871,902 | 707,529 | 726,665 |
| Restricted Receipts | 532,322 | 498,697 | 320,923 | 411,395 | 437,675 |
| Other | 463,074 | 1,384,168 | 550,917 | 1,186,439 | 1,379,919 |
| Total Expenditures | \$12,409,118 | \$12,344,536 | \$13,110,303 | \$12,469,685 | \$12,652,485 |
| Program Measures | | | | | |
| Percentage of Desk Audits Completed | | | | | |
| Within 60 Days | 18.0% | 32.0% | 25.0% | 25.0% | 25.0% |
| Percentage of Civil Service Examinations | | | | | |
| Completed Within 120 Days | 100.0% | 100.0% | 90.0% | 90.0% | 90.0% |

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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|--|-------------------|-------------------|--------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | 92,307 | 102,664 | 108,644 | 88,639 | 81,756 |
| Operating Supplies and Expenses | 1,202 | 2,114 | 2,582 | 2,334 | 2,334 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | - | - | - |
| Subtotal: Operating Expenditures | \$93,509 | \$104,778 | \$111,226 | \$90,973 | \$84,090 |
| Capital Purchases and Equipment | - | - | - | - | - |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$93,509 | \$104,778 | \$111,226 | \$90,973 | \$84,090 |
| Expenditures By Funds | | | | | |
| General Revenue | 93,509 | 104,778 | 111,226 | 90,973 | 84,090 |
| Total Expenditures | \$93,509 | \$104,778 | \$111,226 | \$90,973 | \$84,090 |
| Program Measures | | | | | |
| Percentage of State Employee Appeals Resolved Within 270 days | 70.0% | 90.0% | 90.0% | 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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|--------------------|-------------------|--------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | - | - | - | - | - |
| Operating Supplies and Expenses | (220,960) | - | - | - | - |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | - | - | - |
| Subtotal: Operating Expenditures | (\$220,960) | - | - | - | - |
| Capital Purchases and Equipment | - | - | - | - | - |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | (\$220,960) | - | - | - | - |
| Expenditures By Funds | | | | | |
| General Revenue | - | - | - | - | - |
| Federal Funds | (220,960) | - | - | - | - |
| Total Expenditures | (220,960) | - | - | - | - |
| Program Measures | NA | NA | NA | NA | NA |

The Program

Department of Administration Facilities Management

Program Operations

The Division of Facilities Management provides maintenance and operations services at 140 buildings under the direct jurisdiction of the Department of Administration, including 203 group home facilities. Generally, this includes the buildings at the Capitol Hill Complex, Pastore Center, Zambarano Campus, Veteran's Home, Ladd Center and numerous other state buildings throughout the State. In addition, the division includes the State Fleet Operations, Environmental Compliance, Asset Protection and Surplus Property.

The responsibility for building operations includes grounds maintenance, general maintenance, building cleaning, janitorial services, maintenance and operation of boilers and mechanical equipment, electrical power and distribution, capital improvements.

Program Objectives

To provide a clean, safe, healthy and secure environment conducive to worker productivity. To protect and preserve Rhode Island's facility assets.

Statutory History

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

The Budget

Department of Administration Facilities Management

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|---------------------|---------------------|---------------------|---------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Operations and Maintenance | 9,294,449 | 7,770,773 | 8,504,817 | 7,803,805 | 7,954,419 |
| Energy and Conservation | 27,134,448 | - | - | - | - |
| Facilities Centralization | 34,132,329 | 35,532,733 | 40,797,870 | 34,666,333 | 36,514,468 |
| Total Expenditures | \$70,561,226 | \$43,303,506 | \$49,302,687 | \$42,470,138 | \$44,468,887 |
| Expenditures By Object | | | | | |
| Personnel | 17,071,437 | 14,367,237 | 14,980,281 | 13,346,821 | 13,716,268 |
| Operating Supplies and Expenses | 26,822,264 | 29,763,269 | 33,808,066 | 28,608,382 | 30,261,028 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | 26,236,019 | 2,803 | 3,097 | 2,283 | 2,283 |
| Subtotal: Operating Expenditures | \$70,129,720 | \$44,133,309 | \$48,791,444 | \$41,957,486 | \$43,979,579 |
| Capital Purchases and Equipment | (56,102) | (1,317,411) | 23,635 | 25,044 | 1,700 |
| Debt Service | 487,608 | 487,608 | 487,608 | 487,608 | 487,608 |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$70,561,226 | \$43,303,506 | \$49,302,687 | \$42,470,138 | \$44,468,887 |
| Expenditures By Funds | | | | | |
| General Revenue | 39,655,183 | 35,046,043 | 39,299,779 | 36,669,513 | 38,405,174 |
| Federal Funds | 29,205,146 | 1,765,579 | 8,242,199 | 1,065,812 | 1,098,436 |
| Restricted Receipts | 1,230,002 | 1,056,852 | 1,144,994 | 915,530 | 938,497 |
| Other Funds | 470,895 | 5,435,032 | 615,715 | 3,819,283 | 4,026,780 |
| Total Expenditures | \$70,561,226 | \$43,303,506 | 49,302,687 | \$42,470,138 | \$44,468,887 |
| Program Measures | | | | | |
| Percentage of Days with no Interruption or Loss of Service from the Utility Systems | 100.0% | 99.9% | 99.9% | 99.9% | 99.9% |

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 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 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. The Building Contractors' Registration Board is transferred to the Department of Business Regulation in the FY 2010 budget.

The Budget

Department of Administration Capital Projects and Project Management

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Capital Projects | 884,755 | 959,784 | 1,024,502 | 1,034,408 | 1,098,166 |
| Property Management | 373,135 | 326,697 | 324,367 | 166,548 | 147,307 |
| State Building Code Commission | 1,815,920 | 2,004,697 | 2,538,189 | 2,318,587 | 1,132,718 |
| Fire Code Board of Appeal and Review | 285,015 | 287,608 | 306,552 | 308,105 | 315,422 |
| Total Expenditures | \$3,358,825 | \$3,578,786 | \$4,193,610 | \$3,827,648 | \$2,693,613 |
| Expenditures By Object | | | | | |
| Personnel | 3,166,232 | 3,396,219 | 3,723,083 | 3,274,496 | 2,516,930 |
| Operating Supplies and Expenses | 183,019 | 167,247 | 460,991 | 540,902 | 168,683 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | - | - | - |
| Subtotal: Operating Expenditures | \$3,349,251 | \$3,563,466 | \$4,184,074 | \$3,815,398 | \$2,685,613 |
| Capital Purchases and Equipment | 9,574 | 15,320 | 9,536 | 12,250 | 8,000 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$3,358,825 | \$3,578,786 | \$4,193,610 | \$3,827,648 | \$2,693,613 |
| Expenditures By Funds | | | | | |
| General Revenue | 3,358,490 | 3,578,786 | 4,193,610 | 2,898,345 | 2,693,613 |
| Restricted Receipts | - | - | - | 929,303 | - |
| Other Funds | 335 | - | - | - | - |
| Total Expenditures | \$3,358,825 | \$3,578,786 | \$4,193,610 | \$3,827,648 | \$2,693,613 |
| Program Measures | | | | | |
| Annual Inflation - Adjusted Dollar Value of Repair Services and Cash Settlements to Rhode Island Consumers Secured by the Contractor Registration Board | \$488,367 | \$554,213 | \$564,322 | \$564,322 | \$590,593 |
| Gross Annual Inflation - Adjusted Dollar Savings Realized by Moving State operations From Leased to State-owned Space | \$942,840 | \$1,207,459 | \$177,008 | \$177,008 | \$192,400 |

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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|-------------------|-------------------|--------------------|--------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Executive Director - OLIS | - | - | - | - | - |
| Library Services | (5,932) | - | - | - | - |
| Systems Planning | - | - | - | - | - |
| Central Mail Services | - | - | - | - | - |
| Total Expenditures | (\$5,932) | - | - | - | - |
| Expenditures By Object | | | | | |
| Personnel | - | - | - | - | - |
| Operating Supplies and Expenses | (497) | - | - | - | - |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | (5,435) | - | - | - | - |
| Subtotal: Operating Expenditures | (\$5,932) | - | - | - | - |
| Capital Purchases and Equipment | - | - | - | - | - |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | (\$5,932) | - | - | - | - |
| Expenditures By Funds | | | | | |
| General Revenue | - | - | - | - | - |
| Federal Funds | (5,435) | - | - | - | - |
| Restricted Receipts | (497) | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | (\$5,932) | - | - | - | - |
| Program Measures | NA | NA | NA | NA | NA |

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

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.

Implement a new DMV system that supports the automation of registration, licensing, improves customer service, as well as improving the quality of information and operational efficiencies.

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

Continue the implementation of the approved statewide-integrated financial management system.

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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|---------------------|---------------------|---------------------|---------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Executive Director - CIO | 358,618 | 345,571 | 378,192 | 460,201 | 769,668 |
| Information Technology | 5,730,574 | 3,409,145 | 3,351,684 | 3,012,730 | 3,698,873 |
| IT Centralization | 25,464,798 | 22,822,027 | 27,601,370 | 24,240,416 | 25,600,847 |
| Total Expenditures | \$31,553,990 | \$26,576,743 | \$31,331,246 | \$27,713,347 | \$30,069,388 |
| Expenditures By Object | | | | | |
| Personnel | 21,469,186 | 20,566,585 | 25,319,333 | 22,014,316 | 23,697,922 |
| Operating Supplies and Expenses | 4,746,000 | 5,309,827 | 5,062,380 | 4,627,595 | 4,682,869 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | 1,037 | 1,038 | 48 | 1,000 | 1,000 |
| Subtotal: Operating Expenditures | \$26,216,223 | \$25,877,450 | \$30,381,761 | \$26,642,911 | \$28,381,791 |
| Capital Purchases and Equipment | 5,337,767 | 699,293 | 949,485 | 1,070,436 | 1,687,597 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$31,553,990 | \$26,576,743 | \$31,331,246 | \$27,713,347 | \$30,069,388 |
| Expenditures By Funds | | | | | |
| General Revenue | 21,042,457 | 18,623,223 | 20,195,145 | 19,213,160 | 20,927,302 |
| Federal Funds | 6,189,980 | 5,519,572 | 6,667,124 | 5,862,341 | 6,458,209 |
| Restricted Receipts | 1,868,841 | 907,909 | 2,060,780 | 951,696 | 985,163 |
| Other Funds | 2,452,712 | 1,526,039 | 2,408,197 | 1,686,150 | 1,698,714 |
| Total Expenditures | \$31,553,990 | \$26,576,743 | \$31,331,246 | \$27,713,347 | \$30,069,388 |
| Program Measures | NA | NA | NA | NA | NA |

The Program

Department of Administration Library Program

Program Operations

The Office of Library and Information Services (OLIS) focuses on enabling practices that create maximum effectiveness, efficiency and economy in the delivery of public library services, interlibrary cooperation and resource sharing. OLIS acts through the state's libraries, but also provides directly those library services more effectively and efficiently delivered at statewide scale.

OLIS operates under a federally mandated Five-Year Plan approved by the Library Board of Rhode Island and the Institute of Museum and Library Services, and updated annually (cf. <http://www.olis.ri.gov/aboutus/5fyplan/>).

Program Objectives

To promote and encourage interlibrary cooperation and resource sharing; through such ongoing services as the RI Library Network consultant services to libraries and statewide coordination of interlibrary loan and delivery, Summer Reading Program and related services to children.

To provide for statewide such direct services as access to RI library catalogs; AskRI access to electronic library resources and reference service and Talking Books Plus services to people with disabilities.

To provide professional resources to librarians, library staff, trustees and related stakeholders in person and via the World Wide Web including OLIS' website and WebJunction.

To administer state and federal grant programs for libraries.

To ensure compliance with standards including Minimum Standards for RI Public Libraries and LORI Standards for participation in the Library of Rhode Island.

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. Functions are further prescribed in Titles 1, 16, 22, 23, 34, 37, 42, 44, 45 and 46.

The Budget

Department of Administration Library Program

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | 1,830,725 | 1,616,041 | 1,791,862 | 1,153,058 | 1,302,279 |
| Operating Supplies and Expenses | 123,778 | 325,187 | 116,044 | 569,048 | 530,944 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | 153,426 | 97,943 | 100,000 | 93,724 | 75,000 |
| Subtotal: Operating Expenditures | \$2,107,929 | \$2,039,171 | \$2,007,906 | \$1,815,830 | \$1,908,223 |
| Capital Purchases and Equipment | 2,608 | 7,985 | 4,000 | 6,000 | 7,500 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$2,110,537 | \$2,047,156 | \$2,011,906 | \$1,821,830 | \$1,915,723 |
| Expenditures By Funds | | | | | |
| General Revenue | 1,095,684 | 1,024,657 | 927,319 | 885,826 | 884,607 |
| Federal Funds | 1,013,052 | 1,021,902 | 1,079,587 | 930,004 | 1,025,116 |
| Restricted Receipts | 1,801 | 597 | 5,000 | 6,000 | 6,000 |
| Total Expenditures | \$2,110,537 | \$2,047,156 | \$2,011,906 | \$1,821,830 | \$1,915,723 |
| Program Measures | NA | NA | NA | NA | NA |

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.

The Community Development Block Grant program provides funding to 33 municipalities to address housing and community development needs. This includes the Neighborhood Stabilization Program of the Housing and Economic Recovery Act of 2008 which will address the impact of foreclosure statewide.

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. The Department has recommended that this subprogram be transferred to the Division of Municipal Finance within the Department of Revenue in the FY 2010 budget.

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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|--|---------------------|---------------------|---------------------|---------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Statewide Planning | 2,784,742 | 2,922,905 | 2,861,087 | 3,140,973 | 3,292,281 |
| Local Government Assistance | 306,661 | 327,119 | 224,673 | 337,698 | - |
| Community Development | 10,377,688 | 10,663,906 | 14,644,651 | 15,054,984 | 19,794,606 |
| Total Expenditures | \$13,469,091 | \$13,913,930 | \$17,730,411 | \$18,533,655 | \$23,086,887 |
| Expenditures By Object | | | | | |
| Personnel | 3,741,562 | 3,538,063 | 3,591,525 | 3,552,938 | 3,601,490 |
| Operating Supplies and Expenses | 130,865 | 83,432 | 275,717 | 229,942 | 166,874 |
| Aid To Local Units Of Government | 3,818,431 | - | - | - | - |
| Assistance, Grants and Benefits | 5,763,589 | 10,286,357 | 13,830,000 | 14,716,161 | 19,304,023 |
| Subtotal: Operating Expenditures | \$13,454,447 | \$13,907,852 | \$17,697,242 | \$18,499,041 | 23,072,387 |
| Capital Purchases and Equipment | 14,644 | 6,078 | 33,169 | 34,614 | 14,500 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$13,469,091 | \$13,913,930 | \$17,730,411 | \$18,533,655 | \$23,086,887 |
| Expenditures By Funds | | | | | |
| General Revenue | 4,596,615 | 3,729,701 | 3,731,488 | 3,737,901 | 3,466,719 |
| Federal Funds | 7,447,689 | 8,301,611 | 12,343,976 | 12,788,246 | 17,607,976 |
| Operating Transfers | 1,424,787 | 1,882,618 | 1,654,947 | 2,007,508 | 2,012,192 |
| Total Expenditures | \$13,469,091 | \$13,913,930 | \$17,730,411 | \$18,533,655 | \$23,086,887 |
| Program Measures | | | | | |
| Percentage of Actions Taken on Local Plan Updates within 255 Days from Date Plans are Accepted as Complete to Review | 57.0% | 57.0% | 71.0% | 71.0% | 85.0% |
| Performance Measures Developed | 76.7% | 77.6% | 71.8% | 71.8% | 75.0% |
| New Affordable Housing Units | 175 | 381 | 454 | 454 | 400 |
| Percentage of Children with Blood Levels Greater than 10ug/dl for the First Time in their Lives | 500 | 348 | 248 | 248 | 148 |

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, Office of Energy Resources, receives administrative support from the Department of Administration, and is treated for administrative purposes as having one programmatic function within the DOA FY 2009 Budget. Functionally, several programs exist within the Office. These include federally defined State Energy Office functions, renewable energy development, energy conservation outreach and education, and low-income energy assistance.

The Commissioner establishes, administers and monitors energy policy and plans with advice of the Energy Efficiency and Resource Management Council, serves as executive director and secretary of the council, and coordinates development of offshore wind power.

The functions of the office, which is funded exclusively from federal and restricted receipts funds include: developing and implementing wind energy, energy efficiency, resource management, information and education, and low income energy assistance projects and programs.

Program Objectives

Increase supplies of clean reliable energy, reduce reliance on imported energy and reduce energy costs and consumption in all sectors by; increasing energy efficiency, diversifying energy resources, and providing low income energy assistance.

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. Additional mandates of the Office are outlined in R.I.G.L. 23-82.6, 39-1-27.7 through 10, and 42-140.

The Budget

Department of Administration Office of Energy Resources

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|-------------------|---------------------|---------------------|---------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | - | 1,927,820 | 1,906,625 | 1,605,925 | 2,101,221 |
| Operating Supplies and Expenses | - | 130,615 | 252,791 | 306,703 | 138,235 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | 21,620,933 | 18,763,175 | 54,201,942 | 58,667,243 |
| Subtotal: Operating Expenditures | - | \$23,679,368 | \$20,922,591 | \$56,114,570 | \$60,906,699 |
| Capital Purchases and Equipment | - | 9,317 | 27,400 | 41,538 | 5,000 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | - | \$23,688,685 | \$20,949,991 | \$56,156,108 | \$60,911,699 |
| Expenditures By Funds | | | | | |
| General Revenue | - | 2,350,446 | - | - | - |
| Federal Funds | - | 21,267,938 | 18,079,657 | 49,447,555 | 53,580,328 |
| Restricted Receipts | - | 70,301 | 2,870,334 | 6,708,553 | 7,331,371 |
| Total Expenditures | - | \$23,688,685 | \$20,949,991 | \$56,156,108 | \$60,911,699 |
| Program Measures | NA | NA | NA | NA | NA |

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.

Grants and benefits reflect grants made to certain organizations and funds provided to certain entities, which are appropriated by the legislature. This includes grants made to the Rhode Island Economic Development Corporation, the Slater Centers of Excellence and the RI Research Alliance.

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 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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|----------------------|----------------------|----------------------|----------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| General | 2,202,155 | 23,332,074 | 1,378,997 | 1,378,997 | 44,329,477 |
| Capital Projects | 4,725,204 | 11,051,037 | 35,518,000 | 35,038,270 | 25,702,838 |
| Grants and Other Payments | 1,107,060 | 2,405,656 | 1,279,958 | 12,379,958 | 2,279,958 |
| Economic Development | 13,784,274 | 13,325,838 | 11,529,561 | 11,529,561 | 11,553,807 |
| State Aid to Local Communities | 253,359,516 | 241,712,917 | 245,661,073 | 216,828,029 | 186,877,942 |
| Housing | 202,951 | 3,649 | - | - | - |
| Total Expenditures | \$275,381,160 | \$291,831,171 | \$295,367,589 | \$277,154,815 | \$270,744,022 |
| Expenditures By Object | | | | | |
| Personnel | 743,283 | 365,084 | - | - | - |
| Operating Supplies and Expenses | 1,052,456 | 4,648,225 | 791,502 | 1,891,502 | 1,791,502 |
| Aid To Local Units Of Government | 254,228,510 | 242,994,334 | 246,618,570 | 217,785,526 | 187,835,439 |
| Assistance, Grants and Benefits | 1,628,050 | 7,189,579 | 6,030,776 | 16,030,776 | 6,030,776 |
| Subtotal: Operating Expenditures | \$257,652,299 | \$255,197,222 | \$253,440,848 | \$235,707,804 | \$195,657,717 |
| Capital Purchases and Equipment | 3,659,869 | 10,015,006 | 35,627,500 | 35,147,770 | 25,812,338 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | 14,068,992 | 26,618,943 | 6,299,241 | 6,299,241 | 49,273,967 |
| Total Expenditures | \$275,381,160 | \$291,831,171 | \$295,367,589 | \$277,154,815 | \$270,744,022 |
| Expenditures By Funds | | | | | |
| General Revenue | 269,187,127 | 285,395,854 | 262,570,592 | 234,837,548 | 233,662,187 |
| Federal Funds | 202,773 | 3,649 | - | 10,000,000 | 10,000,000 |
| Restricted Receipts | 1,266,056 | 3,780,631 | 1,378,997 | 1,378,997 | 1,378,997 |
| Other Funds | 4,725,204 | 2,651,037 | 31,418,000 | 30,938,270 | 25,702,838 |
| Total Expenditures | \$275,381,160 | \$291,831,171 | \$295,367,589 | \$277,154,815 | \$270,744,022 |
| Program Measures | NA | NA | NA | NA | NA |

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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|----------------------|----------------------|----------------------|----------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| General Obligation Bonds | 83,585,159 | 81,494,949 | 92,885,273 | 85,084,679 | 96,607,293 |
| Certificates of Participation | 19,933,866 | 21,683,643 | 25,628,640 | 24,177,188 | 31,277,210 |
| COPS - DLT Center General | 2,035,846 | 1,669,378 | 1,570,506 | 1,570,507 | 2,014,125 |
| COPS - Pastore Center Telecomm. | - | (1) | - | - | - |
| RIRBA Debt Service | 19,670,359 | 19,811,098 | 18,954,691 | 18,931,289 | 6,349,778 |
| Tax Anticipation/S T Borrowing | 2,939,216 | 4,783,265 | 9,670,209 | 5,411,790 | 5,411,790 |
| Other Debt Service | 30,164,632 | 40,556,895 | 40,518,590 | 43,467,507 | 65,813,215 |
| Total Expenditures | \$158,329,078 | \$169,999,227 | \$189,227,909 | \$178,642,960 | \$207,473,411 |
| Expenditures By Object | | | | | |
| Personnel | - | - | - | - | - |
| Operating Supplies and Expenses | 134,317 | 186,474 | 115,000 | 244,845 | 244,845 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | - | - | - |
| Subtotal: Operating Expenditures | \$134,317 | 186,474 | \$115,000 | \$244,845 | \$244,845 |
| Capital Purchases and Equipment | - | - | - | - | - |
| Debt Service | 158,194,761 | 169,812,753 | 189,112,909 | 178,398,115 | 207,228,566 |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$158,329,078 | \$169,999,227 | \$189,227,909 | \$178,642,960 | \$207,473,411 |
| Expenditures By Funds | | | | | |
| General Revenue | 86,817,336 | 131,002,792 | 141,624,151 | 136,402,384 | 157,753,100 |
| Federal Funds | 1,154,683 | 931,418 | 735,248 | 650,077 | 809,471 |
| Restricted Receipts | 1,765,675 | 3,584,918 | 4,383,227 | 4,040,732 | 6,309,696 |
| Other Funds | 68,591,384 | 34,480,099 | 42,485,283 | 37,549,767 | 42,601,144 |
| Total Expenditures | \$158,329,078 | \$169,999,227 | \$189,227,909 | \$178,642,960 | \$207,473,411 |
| Program Measures | NA | NA | NA | NA | NA |

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.

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.

Statutory History

Chapter 21-11 of the Rhode Island General laws, 42-11-21 established a division of sheriffs within the Department of Administration.

The Budget

Department of Administration Security Services

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|---------------------|---------------------|---------------------|---------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | 14,945,127 | 15,198,469 | 14,692,638 | 15,388,355 | 16,233,881 |
| Operating Supplies and Expenses | 943,654 | 1,036,114 | 785,656 | 1,040,127 | 1,001,407 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | 3,610 | 380 | - | - | - |
| Subtotal: Operating Expenditures | \$15,892,391 | \$16,234,963 | \$15,478,294 | \$16,428,482 | \$17,235,288 |
| Capital Purchases and Equipment | 4,175 | - | 10,000 | 5,500 | 5,500 |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | \$15,896,566 | \$16,234,963 | \$15,488,294 | \$16,433,982 | \$17,240,788 |
| Expenditures By Funds | | | | | |
| General Revenue | 15,896,566 | 16,234,963 | 15,488,294 | 16,433,982 | 17,240,788 |
| Total Expenditures | \$15,896,566 | \$16,234,963 | \$15,488,294 | \$16,433,982 | \$17,240,788 |

The Program

Department of Administration Salary / Benefit Adjustments

Program Objectives

This Department of Administration program was created to record proposed statewide savings in FY 2009 attributable to cost reductions both in the payment of benefits and in reductions of personnel. The FY 2009 Revised Budget reflects the allocation of these personnel reforms to all state agencies. The following statewide savings adjustments are shown as subprograms within the Department of Administration.

- **Retirement Vacancy Savings** – The FY 2009 Enacted Budget included statewide personnel savings anticipated to result from extraordinary retirements in FY 2008 and early FY 2009. The enacted budget assumes savings from maintaining at least 400 FTE positions vacant subsequent to these retirements. These savings were enacted under the Department of Administration in the FY 2009 Appropriations Act, with the intent that the savings be allocated to the various departments and agencies during the fiscal year.
- **Personnel Savings** – The FY 2009 Enacted Budget included statewide reductions for non-retirement personnel savings. These savings are to be achieved through various means, including uncompensated leave, changes in medical insurance co-pays and changes in medical plan design. These savings were enacted under the Department of Administration in the FY 2009 Appropriations Act, with the intent that the savings be allocated to the various departments and agencies during the fiscal year.

The Budget

Department of Administration Salary / Benefit Adjustments

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|-------------------|-------------------|-----------------------|--------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Retirement Vacancy Savings | - | - | (30,542,157) | - | - |
| Personnel Savings | - | - | (60,601,601) | - | - |
| Total Expenditures | - | - | (\$91,143,758) | - | - |
| Expenditures By Object | | | | | |
| Personnel | - | - | (91,143,758) | - | - |
| Operating Supplies and Expenses | - | - | - | - | - |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | - | - | - |
| Subtotal: Operating Expenditures | - | - | (\$91,143,758) | - | - |
| Capital Purchases and Equipment | - | - | - | - | - |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | - | - | (\$91,143,758) | - | - |
| Expenditures By Funds | | | | | |
| General Revenue | - | - | (50,227,972) | - | - |
| Federal Funds | - | - | (15,005,729) | - | - |
| Restricted Receipts | - | - | (3,105,787) | - | - |
| Other Funds | - | - | (22,804,270) | - | - |
| Total Expenditures | - | - | (\$91,143,758) | - | - |

The Program

Department of Administration Operational Savings

Program Objectives

The Operational Savings program recommends that the state purchase equipment maintenance insurance on a consolidate basis from an insurance company rather than purchasing maintenance service agreements from the original manufacture. This program has been excluded as part of the FY 2009/2010 budget as the department awaits the “baseline” analysis from its awarded bidder. When the savings are determined, sometime in the spring of 2009, they will be communicated to the State Budget Office to incorporate in the FY 2011 budget.

The Budget

Department of Administration Operational Savings

| | FY 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|-------------------|-------------------|----------------------|--------------------|------------------------|
| Expenditures By Object | | | | | |
| Personnel | - | - | - | - | - |
| Operating Supplies and Expenses | - | - | (1,178,940) | - | - |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | - | - | - | - | - |
| Subtotal: Operating Expenditures | - | - | (\$1,178,940) | - | - |
| Capital Purchases and Equipment | - | - | - | - | - |
| Debt Service | - | - | - | - | - |
| Operating Transfers | - | - | - | - | - |
| Total Expenditures | - | - | (\$1,178,940) | - | - |
| Expenditures By Funds | | | | | |
| General Revenue | - | - | (560,942) | - | - |
| Federal Funds | - | - | (253,130) | - | - |
| Restricted Receipts | - | - | (182,434) | - | - |
| Other Funds | - | - | (182,434) | - | - |
| Total Expenditures | - | - | (\$1,178,940) | - | - |

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, utility services, automotive services (repair and replacement), and the assessed fringe benefit fund.

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.

The Assessed Fringe Benefit Fund provides funding for state employee 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 2007 Actual | FY 2008 Actual | FY 2009 Enacted | FY 2009 Revised | FY 2010 Recommended |
|---|----------------------|----------------------|----------------------|----------------------|------------------------|
| Expenditures by Subprogram | | | | | |
| Workers' Compensation Fund | 28,908,869 | 38,139,495 | 28,747,957 | 38,767,760 | 31,824,722 |
| Central Utilities Fund | 22,760,184 | 15,314,153 | 24,635,247 | 24,521,355 | 24,525,696 |
| Energy Revolving Loan Fund | - | 1,338,861 | - | - | - |
| Central Mail Rotary | 5,405,581 | 4,796,214 | 5,605,880 | 5,450,595 | 5,582,779 |
| Telecommunications Fund | 2,977,094 | 2,565,987 | 2,847,323 | 3,415,685 | 3,508,119 |
| Automotive Fleet Rotary | 12,661,894 | 11,762,538 | 17,110,172 | 18,868,055 | 16,908,646 |
| Surplus Property | 3,743 | 2,763 | - | - | - |
| Health Insurance Fund | 214,579,436 | 248,355,086 | 257,686,908 | 278,102,915 | 306,132,044 |
| Total Expenditures | \$287,296,801 | \$322,275,097 | \$336,633,487 | \$369,126,365 | \$388,482,006 |
| Expenditures By Object | | | | | |
| Personnel | 243,193,311 | 285,577,292 | 286,902,277 | 317,352,264 | 338,516,056 |
| Operating Supplies and Expenses | 41,830,198 | 33,416,741 | 46,568,832 | 46,418,600 | 46,925,368 |
| Aid To Local Units Of Government | - | - | - | - | - |
| Assistance, Grants and Benefits | 259,437 | 96,929 | 425,737 | 425,737 | 425,760 |
| Subtotal: Operating Expenditures | \$285,282,946 | \$319,090,962 | \$333,896,846 | \$364,196,601 | \$385,867,184 |
| Capital Purchases and Equipment | 554,817 | 99,045 | 2,667,500 | 4,917,500 | 2,607,500 |
| Debt Service | 110,789 | 69,141 | 69,141 | 12,264 | 7,322 |
| Operating Transfers | 1,348,249 | 3,015,949 | - | - | - |
| Total Expenditures | \$287,296,801 | \$322,275,097 | \$336,633,487 | \$369,126,365 | \$388,482,006 |
| Expenditures By Funds | | | | | |
| Internal Service Funds | 287,296,801 | 322,275,097 | 336,633,487 | 369,126,365 | 388,482,006 |
| Total Expenditures | \$287,296,801 | \$322,275,097 | \$336,633,487 | \$369,126,365 | \$388,482,006 |