

State of Rhode Island and Providence Plantations

# Budget



## Fiscal Year 2013

Volume 1 – General Government, Quasi-Public  
Agencies and Component Units

Lincoln D. Chafee, Governor

# Agency

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## Department Of Revenue

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### Agency Mission

To assess and collect all taxes, fees and revenues in the most efficient and cost-effective manner.

To administer and enforce all laws pertaining to the operation and registration of motor vehicles.

To administer a lottery system in the most efficient, ethical and cost-effective manner.

To assess and evaluate the state revenue policies and practices and recommend options to enhance revenue collections and revenue competitiveness.

### Agency Description

The Department of Revenue was established as a separate department within the executive branch of state government by the 2006 General Assembly and came into existence on July 1, 2006. The department is headed by the Director of Revenue, who is appointed by the Governor, with the advice and consent of the Senate. The Department has seven programmatic functions, including Central Management (Director of Revenue), Taxation, State Lottery, Registry of Motor Vehicles, Revenue Analysis, Municipal Finance, and State Aid. As of FY 2012, State Aid has been transferred from the Department of Administration.

### Statutory History

The Department of Revenue was created by the 2006 General Assembly through the enactment of Article 38 sub. A of the FY 2007 Appropriations Act (R.I.G.L. 42-142).

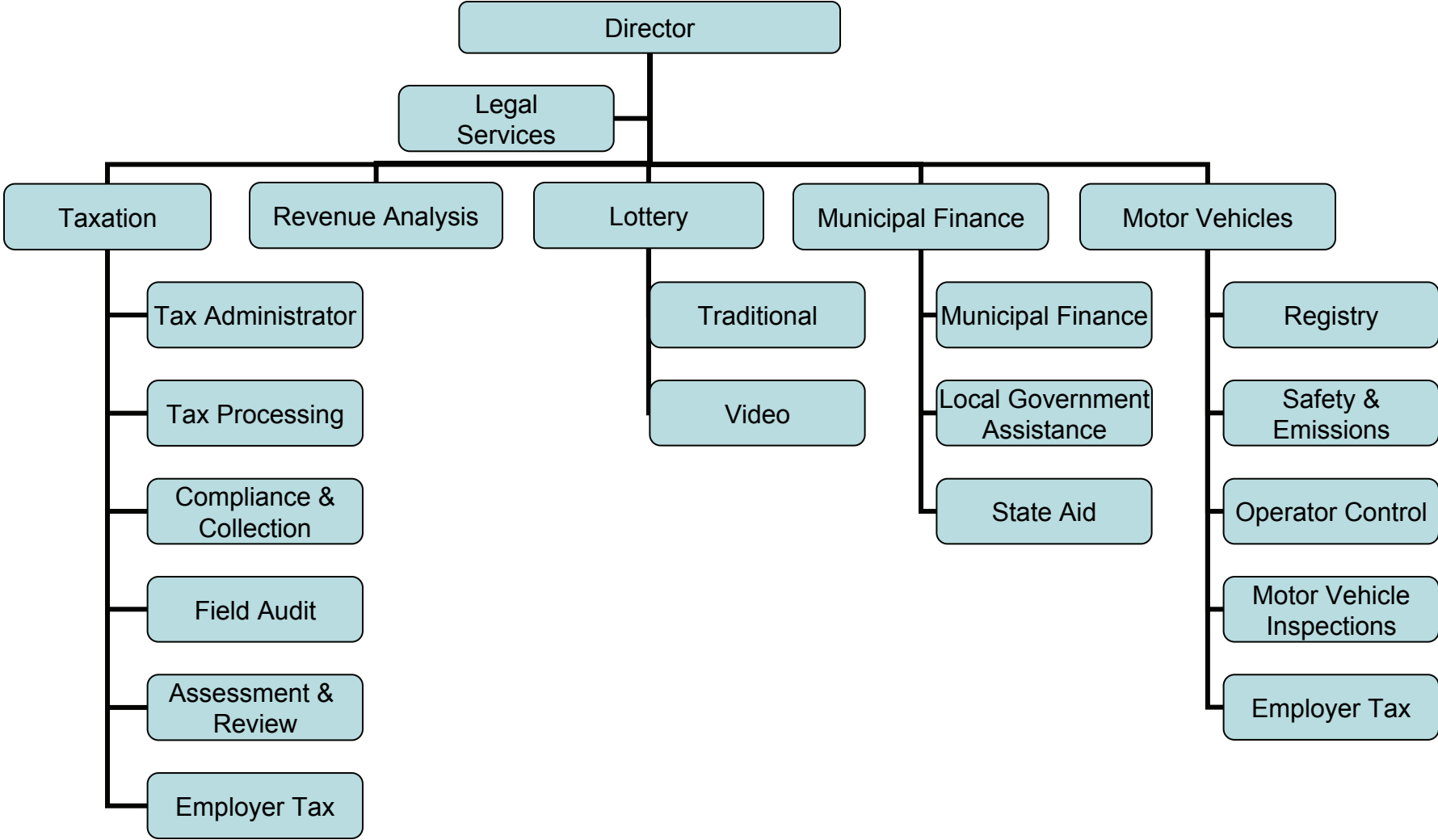
# Budget

## Department Of Revenue

	FY 2010 Audited	FY 2011 Audited	FY 2012 Enacted	FY 2012 Revised	FY 2013 Recommend
<b>Expenditures By Program</b>					
Director of Revenue	480,822	576,654	784,261	777,266	783,388
Office of Revenue Analysis	371,823	397,085	435,910	427,198	538,285
Lottery Division	216,181,394	223,971,074	218,537,728	227,839,412	232,744,968
Municipal Finance	1,124,503	2,145,472	1,902,940	2,585,366	2,064,780
Taxation	17,353,468	21,963,434	20,591,488	20,718,372	21,308,038
Registry of Motor Vehicles	33,842,041	19,434,668	18,876,707	20,050,072	19,868,568
State Aid	-	-	55,547,364	58,063,582	56,033,396
<b>Total Expenditures</b>	<b>\$269,354,051</b>	<b>\$268,488,387</b>	<b>\$316,676,398</b>	<b>\$330,461,268</b>	<b>\$333,341,423</b>
<b>Expenditures By Object</b>					
Personnel	33,033,080	36,809,205	40,374,110	41,638,042	42,404,420
Operating Supplies and Expenses	218,274,357	225,034,905	219,549,825	228,728,990	233,671,554
Assistance and Grants	83,019	18,695	13,650	13,650	13,650
Aid to Local Units of Government	-	-	55,547,364	58,063,582	56,033,396
<b>Subtotal: Operating Expenditures</b>	<b>251,390,456</b>	<b>261,862,805</b>	<b>315,484,949</b>	<b>328,444,264</b>	<b>332,123,020</b>
Capital Purchases and Equipment	17,802,618	3,364,875	916,750	1,727,870	913,397
Operating Transfers	160,977	3,260,707	274,699	289,134	305,006
<b>Total Expenditures</b>	<b>\$269,354,051</b>	<b>\$268,488,387</b>	<b>\$316,676,398</b>	<b>\$330,461,268</b>	<b>\$333,341,423</b>
<b>Expenditures By Funds</b>					
General Revenue	32,476,057	35,111,465	92,610,905	96,485,682	94,991,752
Federal Funds	1,803,123	1,139,852	2,636,059	2,163,747	2,563,909
Restricted Receipts	4,001,548	4,836,294	1,861,496	2,200,567	1,921,682
Operating Transfers from Other Funds	14,113,514	2,622,982	-	755,684	100,000
Other Funds	216,959,809	224,777,794	219,567,938	228,855,588	233,764,080
<b>Total Expenditures</b>	<b>\$269,354,051</b>	<b>\$268,488,387</b>	<b>\$316,676,398</b>	<b>\$330,461,268</b>	<b>\$333,341,423</b>
<b>FTE Authorization</b>	<b>413.5</b>	<b>426.5</b>	<b>434.5</b>	<b>449.0</b>	<b>458.0</b>
<b>Agency Measures</b>					
Minorities as a Percentage of the Workforce	10.2%	15.0%	14.2%	14.2%	14.2%
Females as a Percentage of the Workforce	49.6%	60.0%	53.2%	53.2%	53.2%
Persons with Disabilities as a Percentage of the Workforce	1.0%	3.0%	1.0%	1.0%	1.0%

# The Agency

## Department of Revenue



# Personnel

## Department Of Revenue Agency Summary

	FY 2012		FY 2013	
	FTE	Cost	FTE	Cost
<b>Distribution by Category</b>				
Classified	394.0	20,993,287	403.0	21,711,241
Unclassified	55.0	3,585,501	55.0	3,608,130
Cost Allocation from Other Programs	-	245,952	-	91,329
Cost Allocation to other programs	-	(91,329)	-	(91,329)
Overtime	-	605,500	-	445,500
Turnover	-	(1,109,335)	-	(1,150,316)
<b>Total Salaries</b>	<b>449.0</b>	<b>\$24,229,576</b>	<b>458.0</b>	<b>\$24,614,555</b>
<b>Benefits</b>				
Defined Contribution Plan	-	-	-	241,688
FICA	-	1,847,859	-	1,874,672
Holiday Pay	-	5,408	-	4,916
Medical	-	4,681,127	-	5,413,325
Payroll Accrual	-	-	-	142,389
Retiree Health	-	1,632,326	-	1,669,443
Retirement	-	5,436,992	-	5,127,206
<b>Total Salaries and Benefits</b>	<b>449.0</b>	<b>\$37,833,288</b>	<b>458.0</b>	<b>\$39,088,194</b>
Cost Per FTE Position		\$84,261		\$85,345
Statewide Benefit Assessment	-	890,786	-	911,177
Temporary and Seasonal	-	151,797	-	244,797
<b>Payroll Costs</b>	<b>449.0</b>	<b>\$38,875,871</b>	<b>458.0</b>	<b>\$40,244,168</b>
<b>Purchased Services</b>				
Building and Grounds Maintenance	-	22,608	-	22,608
Clerical and Temporary Services	-	90,331	-	60,331
Information Technology	-	783,870	-	1,080,588
Legal Services	-	810,522	-	301,585
Management and Consultant Services	-	796,500	-	272,500
Other Contract Services	-	258,340	-	422,640
<b>Total Personnel</b>	<b>449.0</b>	<b>\$41,638,042</b>	<b>458.0</b>	<b>\$42,404,420</b>
<b>Distribution by Source of Funds</b>				

# Personnel

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## Department Of Revenue Agency Summary

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	FY 2012		FY 2013	
	FTE	Cost	FTE	Cost
General Revenue	350.0	32,345,472	356.0	32,723,959
Federal Funds	24.0	2,024,905	27.0	2,325,786
Restricted Receipts	10.0	838,176	10.0	840,821
Other Funds	65.0	6,429,489	65.0	6,513,854
<b>Total All Funds</b>	<b>449.0</b>	<b>\$41,638,042</b>	<b>458.0</b>	<b>\$42,404,420</b>

# The Program

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Department Of Revenue  
Director of Revenue

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## **Program Mission**

To oversee the collection of taxes, fees and revenues in conformance with legislative mandates.

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

## **Program Description**

The Director's Office oversees the overall operation of the department. The Office of Legal Services provides legal advice and support to the Director and the programs within the department.

## **Statutory History**

The Director of Revenue position was created upon establishment of the Department of Revenue in Article 38 sub A of the FY 2007 Appropriations Act (R.I.G.L. 42-142)

# The Budget

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## Department Of Revenue Director of Revenue

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	<b>2010 Audited</b>	<b>2011 Audited</b>	<b>2012 Enacted</b>	<b>2012 Revised</b>	<b>2013 Recommend</b>
<b>Expenditures By Subprogram</b>					
Director of Revenue	480,822	576,654	784,261	777,266	783,388
<b>Total Expenditures</b>	<b>\$480,822</b>	<b>\$576,654</b>	<b>\$784,261</b>	<b>\$777,266</b>	<b>\$783,388</b>
<b>Expenditures By Object</b>					
Personnel	476,856	570,040	773,930	765,783	766,957
Operating Supplies and Expenses	2,940	5,027	10,331	11,483	13,431
<b>Subtotal: Operating Expenditures</b>	<b>479,796</b>	<b>575,067</b>	<b>784,261</b>	<b>777,266</b>	<b>780,388</b>
Capital Purchases and Equipment	1,026	1,587	-	-	3,000
<b>Total Expenditures</b>	<b>\$480,822</b>	<b>\$576,654</b>	<b>\$784,261</b>	<b>\$777,266</b>	<b>\$783,388</b>
<b>Expenditures By Funds</b>					
General Revenue	480,822	576,654	784,261	777,266	783,388
<b>Total Expenditures</b>	<b>\$480,822</b>	<b>\$576,654</b>	<b>\$784,261</b>	<b>\$777,266</b>	<b>\$783,388</b>



# Personnel

## Department Of Revenue Director of Revenue

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
Admin. And Leg. Sup. Svs. Admin	0143A	1.0	121,772	1.0	121,772
Deputy Chief of Legal Services	137A	1.0	98,648	1.0	98,648
Senior Legal Counsel	0134A	2.0	145,524	2.0	148,309 (1)
Chief Implementation Aide	128A	1.0	64,967	1.0	64,967
<b>Subtotal</b>		<b>5.0</b>	<b>\$430,911</b>	<b>5.0</b>	<b>\$433,696</b>
<b>Unclassified</b>					
Director of Revenue	0955K	1.0	156,876	1.0	156,876
<b>Subtotal</b>		<b>1.0</b>	<b>\$156,876</b>	<b>1.0</b>	<b>\$156,876</b>
Cost Allocation to Lottery		-	(91,329)	-	(91,329)
<b>Subtotal</b>		-	<b>(\$91,329)</b>	-	<b>(\$91,329)</b>
<b>Total Salaries</b>		<b>6.0</b>	<b>\$496,458</b>	<b>6.0</b>	<b>\$499,243</b>
<b>Benefits</b>					
Defined Contribution Plan		-	-	-	4,992
FICA		-	34,644	-	34,949
Medical		-	57,636	-	64,782
Payroll Accrual		-	-	-	2,938
Retiree Health		-	34,057	-	34,248
Retirement		-	114,085	-	105,735
<b>Subtotal</b>		-	<b>\$240,422</b>	-	<b>\$247,644</b>
<b>Total Salaries and Benefits</b>		<b>6.0</b>	<b>\$736,880</b>	<b>6.0</b>	<b>\$746,887</b>
Cost Per FTE Position			\$122,813		\$124,481
Statewide Benefit Assessment		-	18,616	-	18,720
<b>Subtotal</b>		-	<b>\$18,616</b>	-	<b>\$18,720</b>
<b>Payroll Costs</b>		<b>6.0</b>	<b>\$755,496</b>	<b>6.0</b>	<b>\$765,607</b>
<b>Purchased Services</b>					
Clerical and Temporary Services		-	500	-	500
Legal Services		-	9,787	-	850
<b>Subtotal</b>		-	<b>\$10,287</b>	-	<b>\$1,350</b>
<b>Total Personnel</b>		<b>6.0</b>	<b>\$765,783</b>	<b>6.0</b>	<b>\$766,957</b>

# Personnel

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## Department Of Revenue Director of Revenue

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	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Distribution By Source Of Funds</b>					
General Revenue		6.0	765,783	6.0	766,957
<b>Total All Funds</b>		<b>6.0</b>	<b>\$765,783</b>	<b>6.0</b>	<b>\$766,957</b>

*1 Step Increase Senior legal council 2013.*

# The Program

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Department Of Revenue  
Office of Revenue Analysis

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## **Program Mission**

To analyze, evaluate and appraise the tax system of the State.

To make recommendations for revisions to the tax system.

To prepare the tax expenditures report.

## **Program Description**

The Office of Revenue Analysis is responsible for analyzing, evaluating, and appraising the tax system of the State of Rhode Island, and for making recommendations for its revision in accordance with the best interests of the economy of Rhode Island. The Office is responsible for preparing the tax expenditures report and for preparing cost benefit analyses of all tax proposals.

## **Statutory History**

The Office of Revenue Analysis is established under R.I.G.L. 42-142-3. The requirement to prepare the tax expenditures report is established under R.I.G.L. 44-48.1-1.

# The Budget

## Department Of Revenue Office of Revenue Analysis

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
<b>Expenditures By Subprogram</b>					
Revenue Analysis	371,823	397,085	435,910	427,198	538,285
<b>Total Expenditures</b>	<b>\$371,823</b>	<b>\$397,085</b>	<b>\$435,910</b>	<b>\$427,198</b>	<b>\$538,285</b>
<b>Expenditures By Object</b>					
Personnel	360,142	380,702	416,208	407,496	518,583
Operating Supplies and Expenses	11,681	14,199	19,702	19,702	19,702
<b>Subtotal: Operating Expenditures</b>	<b>371,823</b>	<b>394,901</b>	<b>435,910</b>	<b>427,198</b>	<b>538,285</b>
Capital Purchases and Equipment	-	2,184	-	-	-
<b>Total Expenditures</b>	<b>\$371,823</b>	<b>\$397,085</b>	<b>\$435,910</b>	<b>\$427,198</b>	<b>\$538,285</b>
<b>Expenditures By Funds</b>					
General Revenue	371,823	397,085	435,910	427,198	538,285
<b>Total Expenditures</b>	<b>\$371,823</b>	<b>\$397,085</b>	<b>\$435,910</b>	<b>\$427,198</b>	<b>\$538,285</b>
<b>Program Measures</b>					
Timeliness of Issuance of Monthly Revenue Reports - Cash Collections Report	91.7%	91.7%	91.7%	91.7%	100.0%
Objective	100.0%	100.0%		100.0%	100.0%
Timeliness of Issuance of Monthly Revenue Reports - Revenue Assessment Report	83.3%	91.7%	100.0%	100.0%	100.0%
Objective	100.0%	100.0%		100.0%	100.0%
Production of Annual Revenue Policy Reports	33.3%	66.7%	100.0%	100.0%	100.0%
Objective	100.0%	100.0%		100.0%	100.0%
Completion of Revenue Fiscal Notes for Budget Office	21.6%	4.5%	33.3%	33.3%	50.0%
Objective	100.0%	100.0%		100.0%	100.0%

# Personnel

## Department Of Revenue Office of Revenue Analysis

	Grade	FY 2012		FY 2013		
		FTE	Cost	FTE	Cost	
<b>Classified</b>						
Sr. Revenue Policy Analyst	0137A	1.0	72,506	1.0	73,423	(1)
Revenue Policy Analyst	0132A	1.0	68,293	1.0	71,765	(2)
Budget Analyst I/Economist	0328A	1.0	54,217	1.0	56,418	(1)
<b>Subtotal</b>		<b>3.0</b>	<b>\$195,016</b>	<b>3.0</b>	<b>\$201,606</b>	
<b>Unclassified</b>						
Chief, Revenue Analysis	0843A	1.0	120,895	1.0	120,895	
<b>Subtotal</b>		<b>1.0</b>	<b>\$120,895</b>	<b>1.0</b>	<b>\$120,895</b>	
Turnover		-	(72,506)	-	(11,155)	
<b>Subtotal</b>		-	<b>(\$72,506)</b>	-	<b>(\$11,155)</b>	
<b>Total Salaries</b>		<b>4.0</b>	<b>\$243,405</b>	<b>4.0</b>	<b>\$311,346</b>	
<b>Benefits</b>						
Defined Contribution Plan		-	-	-	3,113	
FICA		-	17,747	-	22,945	
Medical		-	34,584	-	50,352	
Payroll Accrual		-	-	-	1,857	
Retiree Health		-	16,697	-	21,358	
Retirement		-	55,935	-	65,936	
<b>Subtotal</b>		-	<b>\$124,963</b>	-	<b>\$165,561</b>	
<b>Total Salaries and Benefits</b>		<b>4.0</b>	<b>\$368,368</b>	<b>4.0</b>	<b>\$476,907</b>	
Cost Per FTE Position			\$92,092		\$119,227	
Statewide Benefit Assessment		-	9,128	-	11,676	
<b>Subtotal</b>		-	<b>\$9,128</b>	-	<b>\$11,676</b>	
<b>Payroll Costs</b>		<b>4.0</b>	<b>\$377,496</b>	<b>4.0</b>	<b>\$488,583</b>	
<b>Purchased Services</b>						
Management and Consultant Services		-	30,000	-	30,000	
<b>Subtotal</b>		-	<b>\$30,000</b>	-	<b>\$30,000</b>	
<b>Total Personnel</b>		<b>4.0</b>	<b>\$407,496</b>	<b>4.0</b>	<b>\$518,583</b>	
<b>Distribution By Source Of Funds</b>						
General Revenue		4.0	407,496	4.0	518,583	
<b>Total All Funds</b>		<b>4.0</b>	<b>\$407,496</b>	<b>4.0</b>	<b>\$518,583</b>	

# Personnel

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Department Of Revenue  
Office of Revenue Analysis

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	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<i>1 Step Increase SR revenue policy analyst &amp; budget analyst 2013</i>					
<i>2 Incentive Credit Revenue policy analyst 2013</i>					

# The Program

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## Department Of Revenue Lottery Division

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### **Program Mission**

As a business, the Rhode Island Lottery has a responsibility to maximize revenues. However, as a State Agency, our challenge lies in maximizing revenues while maintaining the trust and best interest of the citizens of the State of Rhode Island. It has always been, and will continue to be, the Rhode Island Lottery's goal to achieve both.

### **Program Description**

The Rhode Island Lottery (The Lottery) was created under the General Laws of the State of Rhode Island in 1974 to operate lottery games to generate revenues for the state. On July 1, 2005, the Lottery was made a division of the Department of Administration and on July 1, 2006, it was transferred to the new Department of Revenue. The Lottery operates as an enterprise fund and is included in the State Comprehensive Annual Financial Report.

The Lottery promotes and sells tickets for on-line games (e.g. Daily Numbers), for Keno, and for instant games (e.g. scratch tickets). Tickets are sold through licensed lottery retailers. The Lottery sells Powerball tickets, collects all revenues, and remits prize funds to the Multi-State Lottery Association net of low tier prize awards

R.I.G.L. 42-61-15 stipulates that the Lottery award prizes in an amount not less than 45 percent nor more than 65 percent of the total lottery ticket revenue. For Keno, however, prize awards shall not be less than 45 percent nor more than 72 percent of the total Keno ticket revenue. The Lottery is required to transfer its net income from on-line games to the state's general fund in an amount not less than 25 percent of total lottery ticket revenue. The amount transferred into the general fund from Keno shall equal no less than 15 percent of the total Keno ticket sales. Transfers are made on a monthly basis in an amount equal to estimated net income.

R.I.G.L. 42-61.2 authorizes the Lottery to conduct video lottery games at Twin River and Newport Grand. Video lottery terminals are electronically linked to a central computer facility at Lottery Headquarters. As of July 1, 2004, the net terminal income generated at these facilities is divided among the licensed video lottery facilities, the technology providers, the host municipalities, the central computer system provider, and the State General Fund. In 2005, the General Assembly enacted legislation that allocates a percentage of the net new revenue from the operation of authorized video lottery terminals at Twin River to the Narragansett Indian Tribe.

### **Statutory History**

R.I.G.L. 42-60 provides the general authority for the State Division of Lottery. R.I.G.L. 42-142 entitled "Department of Revenue" establishes the State lottery as a division of the Department of Revenue.

# The Budget

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## Department Of Revenue Lottery Division

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	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
<b>Expenditures By Subprogram</b>					
Lottery Division	216,181,394	223,971,074	218,537,728	227,839,412	232,744,968
<b>Total Expenditures</b>	<b>\$216,181,394</b>	<b>\$223,971,074</b>	<b>\$218,537,728</b>	<b>\$227,839,412</b>	<b>\$232,744,968</b>
<b>Expenditures By Object</b>					
Personnel	4,468,904	5,084,018	5,511,761	5,531,248	5,612,677
Operating Supplies and Expenses	211,712,490	218,887,056	212,797,815	221,928,353	226,736,608
<b>Subtotal: Operating Expenditures</b>	<b>216,181,394</b>	<b>223,971,074</b>	<b>218,309,576</b>	<b>227,459,601</b>	<b>232,349,285</b>
Capital Purchases and Equipment	-	-	4,807	147,677	147,677
Operating Transfers	-	-	223,345	232,134	248,006
<b>Total Expenditures</b>	<b>\$216,181,394</b>	<b>\$223,971,074</b>	<b>\$218,537,728</b>	<b>\$227,839,412</b>	<b>\$232,744,968</b>
<b>Expenditures By Funds</b>					
Other Funds	216,181,394	223,971,074	218,537,728	227,839,412	232,744,968
<b>Total Expenditures</b>	<b>\$216,181,394</b>	<b>\$223,971,074</b>	<b>\$218,537,728</b>	<b>\$227,839,412</b>	<b>\$232,744,968</b>



# Personnel

## Department Of Revenue

### Lottery Division

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
Lottery Director	0816JF	1.0	138,858	1.0	138,858
Deputy Director (Lottery)	0842JA	1.0	130,002	1.0	130,002
Director Mgmt Info Sys Lottery	0839JA	1.0	111,736	1.0	111,736
Finance Administration Manager	0839JA	1.0	102,020	1.0	102,020
Controller	0834JA	1.0	91,498	1.0	91,498
Lottery Sales and Marketing Manager	0834JA	1.0	83,541	1.0	83,541
Principal Projects Manager	0831JA	2.0	156,324	2.0	163,781
Internal Auditor	0833JA	1.0	76,405	1.0	76,708
Accounting Manager	0829JA	1.0	72,475	1.0	72,475
Marketing Manager	0834JA	1.0	70,207	1.0	70,207
Production Manager	0828JA	1.0	69,655	1.0	69,655
Video Lottery Supervisor	0827JA	1.0	67,032	1.0	67,032
Information Tech Security Manager	0829JA	1.0	65,886	1.0	65,886
Asst Production Manager	0824JA	1.0	64,773	1.0	64,773
Security Manager	0827JA	2.0	127,970	2.0	127,970
Instant Ticket Development Supvs.	0827JA	1.0	63,667	1.0	65,969
Asst Mgr Mrkt Agt License	0826JA	2.0	123,956	2.0	126,107
Project Coordinator	0826JA	1.0	61,485	1.0	61,485
Video Lottery Systems Manager	0827JA	1.0	60,938	1.0	60,938
Video Lottery Program Auditor	0829JA	1.0	60,300	1.0	60,300
Executive Secretary	0822JA	1.0	59,935	1.0	59,935
Production Clerk	0822JA	1.0	59,935	1.0	59,935
Maintenance Person	0822JA	1.0	58,687	1.0	58,687
Field Representative	0822JA	10.0	547,972	10.0	550,336
Ticket Accounting	0820JA	1.0	53,167	1.0	53,167
Supervisor Personnel Records	0821JA	1.0	52,931	1.0	52,931
Assistant Controller	0824JA	2.0	104,795	2.0	104,795
Licensing Clerk	0820JA	1.0	50,855	1.0	50,855
Computer Programmer	0825JA	1.0	49,946	1.0	49,946
Administrative Officer	0822JA	1.0	49,041	1.0	50,586
Supervisor Public Affairs and Drawings	0822JA	1.0	45,987	1.0	47,432
Secretary	0818JA	3.0	135,792	3.0	135,792
Receptionist	0817JA	1.0	43,946	1.0	45,341
Assistant Production Worker	0818JA	2.0	86,389	2.0	87,754
Assistant Field Representative	0818JA	1.0	41,301	1.0	42,320
Validation Officer	0817JA	1.0	39,307	1.0	40,242
Jr. Maintenance Technician	0801JH	1.0	29,016	1.0	29,364
<b>Subtotal</b>		<b>53.0</b>	<b>\$3,307,730</b>	<b>53.0</b>	<b>\$3,330,359</b>
Cost Allocation from Director's Office		-	91,329	-	91,329
Overtime		-	100,000	-	100,000
Turnover		-	(50,000)	-	(50,000)
<b>Subtotal</b>		-	<b>\$141,329</b>	-	<b>\$141,329</b>
<b>Total Salaries</b>		<b>53.0</b>	<b>\$3,449,059</b>	<b>53.0</b>	<b>\$3,471,688</b>

# Personnel

## Department Of Revenue Lottery Division

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Benefits</b>					
Defined Contribution Plan		-	-	-	33,717
FICA		-	259,432	-	261,439
Medical		-	544,016	-	600,312
Payroll Accrual		-	-	-	19,905
Retiree Health		-	232,349	-	233,899
Retirement		-	769,616	-	714,093
<b>Subtotal</b>		-	<b>\$1,805,413</b>	-	<b>\$1,863,365</b>
<b>Total Salaries and Benefits</b>		<b>53.0</b>	<b>\$5,254,472</b>	<b>53.0</b>	<b>\$5,335,053</b>
Cost Per FTE Position			\$99,141		\$100,661
Statewide Benefit Assessment		-	125,595	-	126,443
<b>Subtotal</b>		-	<b>\$125,595</b>	-	<b>\$126,443</b>
<b>Payroll Costs</b>		<b>53.0</b>	<b>\$5,380,067</b>	<b>53.0</b>	<b>\$5,461,496</b>
<b>Purchased Services</b>					
Building and Grounds Maintenance		-	1,650	-	1,650
Clerical and Temporary Services		-	59,531	-	59,531
Management and Consultant Services		-	90,000	-	90,000
<b>Subtotal</b>		-	<b>\$151,181</b>	-	<b>\$151,181</b>
<b>Total Personnel</b>		<b>53.0</b>	<b>\$5,531,248</b>	<b>53.0</b>	<b>\$5,612,677</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		53.0	5,531,248	53.0	5,612,677
<b>Total All Funds</b>		<b>53.0</b>	<b>\$5,531,248</b>	<b>53.0</b>	<b>\$5,612,677</b>

# The Program

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## Department Of Revenue Municipal Finance

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### **Program Mission**

To monitor and report on the financial conditions of the cities and towns and with cities and town undergoing financial distress.

To maintain a databank on local finances and property values for the benefit of municipalities and public policy decision-makers.

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

To maintain and compute financial and equalized property value information of use to municipalities and policymakers.

To annually calculate municipal property wealth and state aid, advising cities and towns on the process of statistical property valuation updates, and provide other technical and legislative support to municipalities.

To maintain and publish a record of elected and appointed municipal officials every election year (the 'Blue Book") and provide staff assistance to the Vehicle value Commission which establishes the value of motor vehicles subject to the excise tax used by municipalities in levying taxes.

### **Program Description**

The Division of Municipal Finance's responsibilities include assisting cities and towns to achieve sound fiscal management through data analysis, technical assistance, training and oversight. The Division also encourages cooperation between municipalities and the state by distributing relevant and timely information and by providing technical assistance to municipalities.

### **Statutory History**

The Division of Municipal Finance is established under R.I.G.L. 42-142-4.

# The Budget

## Department Of Revenue Municipal Finance

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
<b>Expenditures By Subprogram</b>					
Municipal Affairs	1,124,503	2,145,472	1,902,940	2,585,366	2,064,780
<b>Total Expenditures</b>	<b>\$1,124,503</b>	<b>\$2,145,472</b>	<b>\$1,902,940</b>	<b>\$2,585,366</b>	<b>\$2,064,780</b>
<b>Expenditures By Object</b>					
Personnel	1,111,322	2,124,749	1,839,365	2,521,783	1,998,204
Operating Supplies and Expenses	12,164	20,723	53,575	53,583	56,576
Assistance and Grants	-	-	10,000	10,000	10,000
<b>Subtotal: Operating Expenditures</b>	<b>1,123,486</b>	<b>2,145,472</b>	<b>1,902,940</b>	<b>2,585,366</b>	<b>2,064,780</b>
Capital Purchases and Equipment	1,017	-	-	-	-
<b>Total Expenditures</b>	<b>\$1,124,503</b>	<b>\$2,145,472</b>	<b>\$1,902,940</b>	<b>\$2,585,366</b>	<b>\$2,064,780</b>
<b>Expenditures By Funds</b>					
General Revenue	1,124,503	2,145,472	1,902,940	2,585,366	2,064,780
<b>Total Expenditures</b>	<b>\$1,124,503</b>	<b>\$2,145,472</b>	<b>\$1,902,940</b>	<b>\$2,585,366</b>	<b>\$2,064,780</b>
<b>Program Measures</b>					
Percentage of Equalization Study Procedure Recommendations Implemented	35.0%	35.0%	35.0%	35.0%	35.0%
Objective	100.0%	100.0%		100.0%	100.0%
Percentage of Municipalities Transmitting Real Estate Sales Data Electronically to the Division of Property Valuation	100.0%	100.0%	100.0%	100.0%	100.0%
Objective	100.0%	100.0%		100.0%	100.0%

# Personnel

## Department Of Revenue Municipal Finance

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
Assistant Director , Special Projects	0141A	1.0	96,927	1.0	96,927
Supervisor, Local Government Assistance	0833A	2.0	173,323	2.0	173,323
Principal Program Analyst	0328A	1.0	71,975	1.0	71,975
State Aid & Financial Specialist	0332A	3.0	204,283	3.0	205,349
Investigative Auditor	0133A	1.0	63,859	6.0	385,537
Senior Info & Public Relations Specialist	0324A	1.0	60,695	1.0	60,695
Sr. Appraiser Real and Pers. Property	0325A	1.0	45,697	1.0	47,205
Data Control Clerk	0315A	1.0	44,544	1.0	44,544
<b>Subtotal</b>		<b>11.0</b>	<b>\$761,303</b>	<b>16.0</b>	<b>\$1,085,555</b>
Cost Allocation from Human Resources		-	16,750	-	-
Turnover		-	(63,859)	-	(63,631)
<b>Subtotal</b>		<b>-</b>	<b>(\$47,109)</b>	<b>-</b>	<b>(\$63,631)</b>
<b>Total Salaries</b>		<b>11.0</b>	<b>\$714,194</b>	<b>16.0</b>	<b>\$1,021,924</b>
<b>Benefits</b>					
Defined Contribution Plan		-	-	-	10,219
FICA		-	54,604	-	65,074
Medical		-	118,901	-	200,285
Payroll Accrual		-	-	-	5,843
Retiree Health		-	49,181	-	70,102
Retirement		-	164,122	-	216,436
<b>Subtotal</b>		<b>-</b>	<b>\$386,808</b>	<b>-</b>	<b>\$567,959</b>
<b>Total Salaries and Benefits</b>		<b>11.0</b>	<b>\$1,101,002</b>	<b>16.0</b>	<b>\$1,589,883</b>
Cost Per FTE Position			\$100,091		\$99,368
Statewide Benefit Assessment		-	26,781	-	38,321
<b>Subtotal</b>		<b>-</b>	<b>\$26,781</b>	<b>-</b>	<b>\$38,321</b>
<b>Payroll Costs</b>		<b>11.0</b>	<b>\$1,127,783</b>	<b>16.0</b>	<b>\$1,628,204</b>
<b>Purchased Services</b>					
Legal Services		-	800,000 <sup>(1)</sup>	-	300,000 <sup>(1)</sup>
Management and Consultant Services		-	594,000 <sup>(2,3,4)</sup>	-	70,000 <sup>(2,3,4)</sup>
<b>Subtotal</b>		<b>-</b>	<b>\$1,394,000</b>	<b>-</b>	<b>\$370,000</b>
<b>Total Personnel</b>		<b>11.0</b>	<b>\$2,521,783</b>	<b>16.0</b>	<b>\$1,998,204</b>

# Personnel

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## Department Of Revenue Municipal Finance

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	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Distribution By Source Of Funds</b>					
General Revenue		11.0	2,521,783	16.0	1,998,204
<b>Total All Funds</b>		<b>11.0</b>	<b>\$2,521,783</b>	<b>16.0</b>	<b>\$1,998,204</b>

1 *Legal Services for Central Falls Receivership Legal services 2012 & 2013.*

3 *Contract for Tax Equalization and Motor Vehicle Tax Analysis management and consultant 2012 & 2013.*

2 *Receiver Fees management and consultant 2012 & 2013.*

4 *Pension Study Central Falls management and consultant 2012 & 2013.*

# The Program

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## Department Of Revenue Taxation

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### **Program Mission**

To foster voluntary compliance with the Rhode Island tax laws and instill public confidence through professional, impartial and ethical conduct; to administer and collect all taxes as required by Rhode Island law in the most efficient and cost effective manner; and to assist taxpayers by helping them understand and meet their tax responsibilities.

### **Program Description**

The Division of Taxation includes several subprograms encompassing many activities. Tax Processing performs all activities relating to the receipt of cash payments and the processing of tax returns. This unit registers taxpayers, records tax accounts, and develops and implements forms necessary to collect all the taxes administered. The E-government subprogram is an associated section of the processing area. The E-government branch administers the electronic payment and electronic filing programs within the Division. The Office of Assessment and Review assesses and collects taxes as prescribed by the Rhode Island General Laws. The office holds preliminary reviews of requests for administrative hearings. Field Audit services audits businesses, corporations and individuals for compliance with existing state tax laws and regulations for all of the taxes for which the Tax Administrator is responsible. Tax Compliance and Collection has responsibility for the compliance, collection, and enforcement actions to collect all overdue taxes administered by the Division of Taxation.

### **Statutory History**

R.I.G.L. 42-142 entitled "Department of Revenue" establishes the Division of Taxation within the Department of Revenue.

# The Budget

## Department Of Revenue Taxation

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
<b>Expenditures By Subprogram</b>					
Tax Administrator	574,210	4,105,562	594,689	900,919	668,941
Tax Processing Division	4,370,657	4,241,428	4,891,487	4,424,819	4,782,398
Compliance and Collection	2,556,528	2,824,681	3,398,493	3,369,682	3,510,786
Field Audit	4,914,574	5,311,123	5,701,994	5,893,784	6,003,875
Assessment and Review	2,534,633	2,881,796	2,780,138	2,940,143	2,981,607
Employer Tax	2,402,866	2,598,844	3,224,687	3,189,025	3,360,431
<b>Total Expenditures</b>	<b>\$17,353,468</b>	<b>\$21,963,434</b>	<b>\$20,591,488</b>	<b>\$20,718,372</b>	<b>\$21,308,038</b>
<b>Expenditures By Object</b>					
Personnel	15,501,581	16,969,279	18,369,205	18,247,309	18,842,294
Operating Supplies and Expenses	1,803,819	1,728,152	2,116,483	2,134,358	2,356,144
Assistance and Grants	4,369	3,047	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>17,309,769</b>	<b>18,700,478</b>	<b>20,485,688</b>	<b>20,381,667</b>	<b>21,198,438</b>
Capital Purchases and Equipment	43,699	59,260	105,800	336,705	109,600
Operating Transfers	-	3,203,696	-	-	-
<b>Total Expenditures</b>	<b>\$17,353,468</b>	<b>\$21,963,434</b>	<b>\$20,591,488</b>	<b>\$20,718,372</b>	<b>\$21,308,038</b>
<b>Expenditures By Funds</b>					
General Revenue	14,892,421	15,852,425	17,323,623	17,250,010	17,904,225
Federal Funds	992,531	1,095,499	1,348,756	1,336,103	1,435,279
Restricted Receipts	690,101	3,944,895	888,899	879,978	949,422
Operating Transfers from Other Funds	-	263,895	-	236,105	-
Other Funds	778,415	806,720	1,030,210	1,016,176	1,019,112
<b>Total Expenditures</b>	<b>\$17,353,468</b>	<b>\$21,963,434</b>	<b>\$20,591,488</b>	<b>\$20,718,372</b>	<b>\$21,308,038</b>
<b>Program Measures</b>					
Percentage of Personal Income Tax Refunds Mailed within 30 Days Objective	98.6%	98.5%	98.5%	98.5%	98.5%
Percentage of Personal Income Tax Returns Filed Electronically Objective	66.0%	72.2%	73.5%	73.5%	74.5%
Field Audit: Total Dollars Assessed Objective	60.0%	60.0%		73.0%	74.0%
	946.7	707.8	850.0	850.0	850.0
	675.4	975.1		873.9	873.9



# Personnel

## Department Of Revenue Taxation

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
Director	0845A	1.0	149,822	1.0	149,822
Executive Director/Tax Administrator	0150A	1.0	141,624	1.0	141,624
Associate Director, Revenue Services	0144A	1.0	137,517	1.0	137,517
Chief of Examinations	0142A	1.0	122,606	1.0	122,606
Chief, Compliance and Collection	0140A	1.0	111,747	1.0	111,747
Chief, Tax Processing Section	0140A	2.0	207,608	2.0	207,608
Chief, Estate and Gift Taxes	0138A	1.0	103,545	1.0	103,545
Chief Revenue Agent	0138A	7.0	687,336	7.0	693,233
Principal Revenue Agent	0831A	17.0	1,259,154	17.0	1,284,080
Supervising Revenue Officer	0831A	5.0	360,517	5.0	370,962
Revenue Analyst	0328A	1.0	70,620	1.0	70,620
Sr. State Multi Tax Auditor	0329A	1.0	70,079	1.0	70,079
Senior Revenue Agent	0328A	34.0	2,237,208	37.0	2,413,046
Chief Implementation Aide	0128A	1.0	65,416	1.0	65,416
Special Invest. Unit Supervisor	0128A	1.0	62,404	1.0	64,259
Revenue Off - Spec Investigations	0324A	9.0	503,418	10.0	553,354
DLT Business Officer	0321A	1.0	52,935	1.0	52,935
Taxpayer Service Specialist	0323A	5.0	260,962	5.0	270,777
Revenue Agent-Spec Investgants	0828A	1.0	51,866	1.0	51,866
Revenue Agent II	0326A	20.0	1,035,189	19.0	994,164
Data Entry Unit Supervisor	0B21A	1.0	51,027	1.0	51,985
Supervising Preaudit Clerk	0321A	1.0	50,933	1.0	52,852
Revenue Officer	0321A	6.0	297,576	6.0	301,443
Tax Examiner (DOA)	0321A	6.0	289,508	6.0	293,567
Revenue Agent I	0324A	10.0	456,011	8.0	375,479
Tax Aide II	0318A	16.0	717,412	16.0	722,180
Taxpayer Assistance Representative	0318A	2.0	88,851	2.0	89,713
Customer Service Specialist I	0315A	1.0	44,076	1.0	44,867
Revenue Officer II	0322A	12.0	493,203	13.0	549,135
Tax Aide I	0316A	24.0	967,661	24.0	982,382
Storekeeper	0315A	1.0	40,249	1.0	41,128
Revenue Officer I	0320A	5.0	199,909	3.0	121,343
Data Control Clerk	0315A	2.0	79,371	2.0	80,451
Licensing Aide	0315A	1.0	39,258	1.0	39,258
Data Entry Operator	0310A	4.0	143,203	4.0	145,264
Tax Investigator	0320A	-	-	4.0	156,220
<b>Subtotal</b>		<b>203.0</b>	<b>\$11,649,821</b>	<b>207.0</b>	<b>\$11,976,527</b>
Overtime		-	145,500	-	145,500
Turnover		-	(522,352)	-	(777,489)
<b>Subtotal</b>		<b>-</b>	<b>(\$376,852)</b>	<b>-</b>	<b>(\$631,989)</b>
<b>Total Salaries</b>		<b>203.0</b>	<b>\$11,272,969</b>	<b>207.0</b>	<b>\$11,344,538</b>

# Personnel

## Department Of Revenue Taxation

	Grade	FY 2012		FY 2013		
		FTE	Cost	FTE	Cost	
<b>Benefits</b>						
Defined Contribution Plan		-	-	-	111,989	
FICA		-	865,954	(1)	881,465	(1)
Medical		-	2,112,382	-	2,376,764	
Payroll Accrual		-	-	-	65,940	
Retiree Health		-	773,703	-	778,601	
Retirement		-	2,553,642	-	2,368,661	
<b>Subtotal</b>		-	<b>\$6,305,681</b>	-	<b>\$6,583,420</b>	
<b>Total Salaries and Benefits</b>		<b>203.0</b>	<b>\$17,578,650</b>	<b>207.0</b>	<b>\$17,927,958</b>	
Cost Per FTE Position			\$86,594		\$86,608	
Statewide Benefit Assessment		-	422,941	-	425,618	
Temporary and Seasonal		-	151,797	(2)	244,797	(2)
<b>Subtotal</b>		-	<b>\$574,738</b>	-	<b>\$670,415</b>	
<b>Payroll Costs</b>		<b>203.0</b>	<b>\$18,153,388</b>	<b>207.0</b>	<b>\$18,598,373</b>	
<b>Purchased Services</b>						
Clerical and Temporary Services		-	300	(4)	300	(4)
Legal Services		-	21	-	21	
Management and Consultant Services		-	82,500	(3)	82,500	(3)
Other Contract Services		-	11,100	(5)	161,100	(5)
<b>Subtotal</b>		-	<b>\$93,921</b>	-	<b>\$243,921</b>	
<b>Total Personnel</b>		<b>203.0</b>	<b>\$18,247,309</b>	<b>207.0</b>	<b>\$18,842,294</b>	
<b>Distribution By Source Of Funds</b>						
General Revenue		167.0	15,313,498	171.0	15,899,121	
Federal Funds		14.0	1,197,394	14.0	1,201,175	
Restricted Receipts		10.0	838,176	10.0	840,821	
Other Funds		12.0	898,241	12.0	901,177	
<b>Total All Funds</b>		<b>203.0</b>	<b>\$18,247,309</b>	<b>207.0</b>	<b>\$18,842,294</b>	

# Personnel

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## Department Of Revenue Taxation

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	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<i>1 FICA Added in for Overtime FICA 2012 &amp; 2013.</i>					
<i>2 Seasonal employees during 'tax return' season, includes overtime, FICA, and assessed fringe benefits. In FY 2013, additional seasonal employees for a tax amnesty program. Temp and seasonal 2012 &amp; 2013.</i>					
<i>3 Management services for lockbox, IFTA, electronic funds transfer, and internet portal services. Management and consultant 2012 &amp; 2013.</i>					
<i>4 Stenographic services for administrative hearings. Clerical and temp services 2012 &amp; 2013.</i>					
<i>5 Security services for delivery of receipts to banks. Oter contact services 2012 &amp; 2013.</i>					

# The Program

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## Department Of Revenue Registry of Motor Vehicles

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### **Program Mission**

To administer and enforce all laws pertaining to the operation and registration of motor vehicles. To collect all fees mandated by state statutes in the most efficient and timely manner, to bring an expanded, more efficient level of service to the public.

### **Program Description**

The Division of Motor Vehicles (DMV) also known as the "Registry of Motor Vehicles" is responsible for administering and enforcing all laws pertaining to the operation and registration of all motor vehicles, the issuance of licenses, the enforcement of all laws relating to the issuance, suspension and revocation of motor vehicle registrations and licenses, inspection of motor vehicles and the study of motor vehicle accidents. In addition to these responsibilities, the DMV is actively involved in the testing and training required to implement the new RIMS computer system in spring 2012; redesigning all business processes, documents, and communications resulting from the availability of enhanced hardware and software.

### **Statutory History**

R.I.G.L. 42-142 entitled "Department of Revenue" establishes the Registry of Motor Vehicles as a division within the Department of Revenue.

# The Budget

## Department Of Revenue Registry of Motor Vehicles

	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
<b>Expenditures By Subprogram</b>					
Registry of Motor Vehicles	33,814,058	19,405,828	18,846,658	20,020,546	19,839,042
Vehicle Value Commission	27,983	28,840	30,049	29,526	29,526
<b>Total Expenditures</b>	<b>\$33,842,041</b>	<b>\$19,434,668</b>	<b>\$18,876,707</b>	<b>\$20,050,072</b>	<b>\$19,868,568</b>
<b>Expenditures By Object</b>					
Personnel	11,114,275	11,680,417	13,463,641	14,164,423	14,665,705
Operating Supplies and Expenses	4,731,263	4,379,748	4,551,919	4,581,511	4,489,093
Assistance and Grants	78,650	15,648	3,650	3,650	3,650
<b>Subtotal: Operating Expenditures</b>	<b>15,924,188</b>	<b>16,075,813</b>	<b>18,019,210</b>	<b>18,749,584</b>	<b>19,158,448</b>
Capital Purchases and Equipment	17,756,876	3,301,844	806,143	1,243,488	653,120
Operating Transfers	160,977	57,011	51,354	57,000	57,000
<b>Total Expenditures</b>	<b>\$33,842,041</b>	<b>\$19,434,668</b>	<b>\$18,876,707</b>	<b>\$20,050,072</b>	<b>\$19,868,568</b>
<b>Expenditures By Funds</b>					
General Revenue	15,606,488	16,139,829	17,574,304	18,339,757	18,625,175
Federal Funds	810,592	44,353	1,287,303	827,644	1,128,630
Restricted Receipts	3,311,447	891,399	15,100	363,092	14,763
Operating Transfers from Other Funds	14,113,514	2,359,087	-	519,579	100,000
<b>Total Expenditures</b>	<b>\$33,842,041</b>	<b>\$19,434,668</b>	<b>\$18,876,707</b>	<b>\$20,050,072</b>	<b>\$19,868,568</b>
<b>Program Measures</b>					
Wait Times at the Division of Motor Vehicles (in Minutes) - License and Registration Transaction	N/A	150	45	45	45
Objective	N/A	60		60	60
Wait Times at the Division of Motor Vehicles (in Minutes) - Permits and Written License Exams	N/A	30	30	30	30
Objective	N/A	45		45	45
Wait Times at the Division of Motor Vehicles (in Minutes) - Returning Customers	N/A	20	10	10	10
Objective	N/A	15		15	15
Wait Times at the Division of Motor Vehicles (in Minutes) - Express Services (updates or renewals for licenses and IDs)	N/A	30	30	30	30
Objective	N/A	30		30	30
Wait Times at the Division of Motor Vehicles (in Minutes) - CDL Transactions and Endorsements	N/A	30	25	25	25
Objective	N/A	45		45	45

Wait Times at the Division of Motor Vehicles (in Minutes) - Operator Control	N/A	N/A	N/A	N/A	N/A
Objective	N/A	N/A		N/A	N/A
Wait Times at the Division of Motor Vehicles - Road Exams (in months)	N/A	6	2	2	2
Objective	N/A	2		2	2
Wait Times at the Division of Motor Vehicles - Refunds (in months)	N/A	2	1.5	1.5	2
Objective	N/A	<2		<2	<2

# Personnel

## Department Of Revenue Registry of Motor Vehicles

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
Assoc. Director Services (MV)	0144A	1.0	116,901	1.0	116,901
Asst Mtr Vehicle Admin Safety & Reg	0140A	1.0	113,341	1.0	113,341
Asst. Mtr. Vehicle Admin. Cust Serv.	0140A	1.0	106,314	1.0	106,314
Chief of Enforcement & Inspect RMV	0137A	1.0	94,538	1.0	94,538
Chief, Program Development	0134A	1.0	83,852	1.0	88,211
Chief MV Saf & Emiss Contrl	0135A	1.0	83,815	1.0	86,839
Coord Motor Carrier School Bus	0133A	1.0	81,693	1.0	81,693
Administrator Financial Management	0337A	1.0	81,103	1.0	83,187
Chief MV Operator Control	0135A	1.0	80,349	1.0	80,349
Deputy Motor Vehicles Adminstrator	0139A	1.0	77,626	1.0	80,400
Supv Computer Operator	0128A	1.0	69,361	1.0	69,361
Chief Div of Safety Responsibility	3327A	1.0	66,464	1.0	66,464
Chief Implementation Aide	0128A	4.0	260,331	4.0	262,312
Sr Cmnty Dvlpmt Training Specialist	0326A	1.0	62,960	1.0	62,960
MV Appeals Officer	0324A	10.0	575,320	10.0	576,970
License Investigator	0322A	2.0	110,750	2.0	110,750
Supvr, MV Customer Service	3324A	2.0	106,342	2.0	106,342
Interpreter Interviewer (Spanish)	0319A	1.0	50,290	1.0	50,290
Supsr of Branch Office Services (MV)	3322A	7.0	342,809	7.0	344,802
Motor Vehicle Investigator	0320A	5.0	244,188	5.0	245,223
Executive Assistant	0118A	2.0	96,828	2.0	96,828
Fiscal Management Officer	0326A	1.0	47,866	1.0	49,416
Sr Auto & Emiss Control Insp	0321A	1.0	46,729	1.0	46,729
Implementation Aide	0122A	2.0	90,736	2.0	92,240
Customer Svs Repres. II	0318A	34.0	1,528,550	34.0	1,539,558
Storekeeper	0315A	1.0	44,867	1.0	44,867
Asst. Chief Motor Vehicle Saf. & Emis.	0125A	1.0	44,639	1.0	44,639
Data Control Clerk	0315A	2.0	86,249	2.0	86,249
Auto & Emission Cntrl Insp	0317A	4.0	168,683	4.0	170,497
Senior Teller	0318A	3.0	125,167	3.0	128,002
Automotive Service Specialist	0318A	4.0	162,069	4.0	163,666
Teller	0315A	1.0	40,265	1.0	41,128
Motor Vehicle Oper Exam	0316A	10.0	402,022	10.0	406,703
Interpreter Interviewer (Spanish)	0316A	2.0	80,382	2.0	80,382
Principal Clerk Typist	0312A	2.0	79,894	2.0	81,642
Principal Clerk Stenographer	0313A	2.0	79,001	2.0	79,001
Information Aide	0315A	2.0	76,659	2.0	77,140
Principal Clerk	0312A	3.0	110,861	3.0	111,750
Data Entry Operator	0310A	1.0	36,784	1.0	36,784
Clerk Typist	0307A	3.0	110,000	3.0	111,346
Customer Svs Repres. I	0315A	36.0	1,319,781	36.0	1,327,098
Telephone Operator	0310A	2.0	70,040	2.0	70,555
Sr. Clerk-Typist	0309A	3.0	105,011	3.0	105,011
Sr Word Processing Typist	0312A	2.0	69,393	2.0	69,966

# Personnel

## Department Of Revenue Registry of Motor Vehicles

	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
Senior Clerk	0308A	3.0	94,615	3.0	94,615
Store Clerk	0309A	1.0	30,798	1.0	30,798
<b>Subtotal</b>		<b>172.0</b>	<b>\$7,956,236</b>	<b>172.0</b>	<b>\$8,013,857</b>
Cost Allocation from DOA (HR)		-	93,842	-	-
Cost Allocation from Governor's Office		-	44,031	-	-
Overtime		-	360,000	-	200,000
Turnover		-	(400,618)	-	(248,041)
<b>Subtotal</b>		<b>-</b>	<b>\$97,255</b>	<b>-</b>	<b>(\$48,041)</b>
<b>Total Salaries</b>		<b>172.0</b>	<b>\$8,053,491</b>	<b>172.0</b>	<b>\$7,965,816</b>
<b>Benefits</b>					
Defined Contribution Plan		-	-	-	77,658
FICA		-	615,478	-	608,800
Holiday Pay		-	5,408	-	4,916
Medical		-	1,813,608	-	2,120,830
Payroll Accrual		-	-	-	45,906
Retiree Health		-	526,339	-	531,235
Retirement		-	1,779,592	-	1,656,345
<b>Subtotal</b>		<b>-</b>	<b>\$4,740,425</b>	<b>-</b>	<b>\$5,045,690</b>
<b>Total Salaries and Benefits</b>		<b>172.0</b>	<b>\$12,793,916</b>	<b>172.0</b>	<b>\$13,011,506</b>
Cost Per FTE Position			\$74,383		\$75,648
Statewide Benefit Assessment		-	287,725	-	290,399
<b>Subtotal</b>		<b>-</b>	<b>\$287,725</b>	<b>-</b>	<b>\$290,399</b>
<b>Payroll Costs</b>		<b>172.0</b>	<b>\$13,081,641</b>	<b>172.0</b>	<b>\$13,301,905</b>
<b>Purchased Services</b>					
Building and Grounds Maintenance		-	20,958 (1)	-	20,958 (1)
Clerical and Temporary Services		-	30,000 (4)	-	-
Information Technology		-	783,870 (2)	-	1,080,588 (2)
Legal Services		-	714 (3)	-	714 (3)
Other Contract Services		-	247,240 (5)	-	261,540 (5)
<b>Subtotal</b>		<b>-</b>	<b>\$1,082,782</b>	<b>-</b>	<b>\$1,363,800</b>
<b>Total Personnel</b>		<b>172.0</b>	<b>\$14,164,423</b>	<b>172.0</b>	<b>\$14,665,705</b>



# Personnel

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## Department Of Revenue Registry of Motor Vehicles

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	Grade	FY 2012		FY 2013	
		FTE	Cost	FTE	Cost
<b>Distribution By Source Of Funds</b>					
General Revenue		162.0	13,336,912	159.0	13,541,094
Federal Funds		10.0	827,511	13.0	1,124,611
<b>Total All Funds</b>		<b>172.0</b>	<b>\$14,164,423</b>	<b>172.0</b>	<b>\$14,665,705</b>

1 Janitorial services at Westerly, and Middletown branches. Building and Grounds 2012 & 2013.

3 Legal services relating to arbitration fees. Legal fees 2012 & 2013.

5 Security provided by Capitol Police, Officer; Dunbar Security Services for deposits other contract services 2012 & 2013.

2 Contractors to be hired to complete federally funded projects Info tech 2012 & 2013.

4 Workflow Consultation Clerical & temp 2012.

# The Program

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## Department Of Revenue State Aid

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### **Program Mission**

To annually calculate and distribute state aid to qualifying cities and towns.

### **Program Description**

The following state aid programs are administered within the Department of Revenue.

The Distressed Communities Relief Fund (RIGL 45-13-12): Established to provide assistance to the communities with the highest property tax burdens relative to the wealth of taxpayers.

The Motor Vehicle Excise Tax Phase Out (RIGL 44-34.1-2): Established to phase out the property tax on motor vehicles and trailers. For FY 2011 and thereafter, the General Assembly enacted legislation that mandates a \$500 exemption for which the state will reimburse municipalities an amount subject to appropriation.

The Payment in Lieu of Taxes Exempt Property (RIGL 45-14-5.1): This program reimburses communities for 27 percent of what they would have collected in property taxes from certain designated tax exempt properties. The program was fully funded in FY 2007. Since FY 2008, State appropriation for the PILOT program have equaled less than 27 percent of all taxes that would have been collected had the property been taxable.

The Property Revaluation Program (RIGL 44-5-11.6(c)): Reimburses cities and town for legislatively mandated statistical revaluation updates on a per parcel basis.

The Public Service Corporation Tax (RIGL 44-13-13): The tangible personal property of telegraph, cable and telecommunications corporations and express corporations is exempt from local taxation, and instead is subject to taxation by the State. The revenues are not appropriated.

The Hotel Tax (RIGL 44-18-36.1 (b) and 42-63-1-3): The State levies a 5.0 percent gross receipts tax on charges for occupancy of any space furnished in buildings or structures with a minimum of three rooms. This tax is collected by the hotel and remitted to the State on a monthly basis (except for the City of Newport). An additional 1.0 percent local tax is also assessed and is distributed in total to the city or town where the occupancy occurred. The revenues from these taxes flow through the State are not appropriated.

The Meal and Beverage Tax (RIGL 44-18-18.1) A 1.0 percent gross receipts tax is applied to retail sales of meals and beverages in or from eating and/or drinking establishments. This tax is classified as pass-through state aid.

### **Statutory History**

The Program State Aid was transferred from the General Program in the Department of Administration as part of the FY 2012 Enacted Budget.

# The Budget

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## Department Of Revenue State Aid

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	2010 Audited	2011 Audited	2012 Enacted	2012 Revised	2013 Recommend
<b>Expenditures By Subprogram</b>					
State Aid	-	-	55,547,364	58,063,582	56,033,396
<b>Total Expenditures</b>	-	-	<b>\$55,547,364</b>	<b>\$58,063,582</b>	<b>\$56,033,396</b>
<b>Expenditures By Object</b>					
Aid to Local Units of Government	-	-	55,547,364	58,063,582	56,033,396
<b>Subtotal: Operating Expenditures</b>	-	-	<b>55,547,364</b>	<b>58,063,582</b>	<b>56,033,396</b>
<b>Total Expenditures</b>	-	-	<b>\$55,547,364</b>	<b>\$58,063,582</b>	<b>\$56,033,396</b>
<b>Expenditures By Funds</b>					
General Revenue	-	-	54,589,867	57,106,085	55,075,899
Restricted Receipts	-	-	957,497	957,497	957,497
<b>Total Expenditures</b>	-	-	<b>\$55,547,364</b>	<b>\$58,063,582</b>	<b>\$56,033,396</b>

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## **Office of Revenue Analysis**

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### ***Timeliness of Issuance of Monthly Revenue Reports - Cash Collections Report***

The Office of Revenue Analysis issues two monthly revenue reports. The first is the monthly and year-to-date cash collections report. This report is a comparison between the fiscal year-to-date cash collections through a particular month of the current fiscal year and the prior fiscal year. For example, the Year-to-Date FY 2012 Cash Collections Report Through September 2011 would compare cash collections through September of FY 2012 with cash collections through September of FY 2011. The second report is the monthly and year-to-date revenue assessment report. This report is a comparison between the fiscal year-to-date adjusted cash collections through a particular month with the revenues expected to be collected based on the adopted or enacted revenue estimates. The value of these reports to internal and external constituencies of the Office of Revenue Analysis is directly related to the timeliness of their issuance.

This indicator measures the timeliness of the issuance of these two revenue reports based on a given report's date stamp at the time of issuance. The Office of Revenue Analysis does not receive the data upon which these reports are based earlier than the second business day of the month following the month that the report covers. The standard is an issuance date not to exceed ten business days following the receipt of the data upon which the reports are based.

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### ***Timeliness of Issuance of Monthly Revenue Reports - Revenue Assessment Report***

The Office of Revenue Analysis issues two monthly revenue reports. The first is the monthly and year-to-date cash collections report. This report is a comparison between the fiscal year-to-date cash collections through a particular month of the current fiscal year and the prior fiscal year. For example, the Year-to-Date FY 2012 Cash Collections Report Through September 2011 would compare cash collections through September of FY 2012 with cash collections through September of FY 2011. The second report is the monthly and year-to-date revenue assessment report. This report is a comparison between the fiscal year-to-date adjusted cash collections through a particular month with the revenues expected to be collected based on the adopted or enacted revenue estimates. The value of these reports to internal and external constituencies of the Office of Revenue Analysis is directly related to the timeliness of their issuance.

This indicator measures the timeliness of the issuance of these two revenue reports based on a given report's date stamp at the time of issuance. The Office of Revenue Analysis does not receive the data upon which these reports are based earlier than the second business day of the month following the month that the report covers. The standard is an issuance date not to exceed ten business days following the receipt of the data upon which the reports are based.

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### ***Production of Annual Revenue Policy Reports***

The Office of Revenue Analysis is responsible for the issuance of annual revenue policy reports. These reports include a synopsis of the revenue changes that have been passed during a given General Assembly session, the Unified Economic Development Budget Report, and the Tax Expenditures Report. The purpose of these reports is to provide information to the public on the impact of the numerous revenue policies adopted by the state.

This indicator measures the number of annual revenue policy reports produced by the Office of Revenue Analysis in a given year. The standard is the production of three such reports in a given fiscal year.

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# Department Of Revenue Performance Measure Narratives

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## ***Completion of Revenue Fiscal Notes for Budget Office***

Rhode Island General Law Chapter 22-12 requires that fiscal notes accompany “[A]ll bills and resolutions having an effect on the revenues, expenditures, or fiscal liability of the state, which can be calculated with reasonable accuracy.” Such fiscal notes “shall, wherever possible, cite effect in dollar amounts for the current fiscal year and estimates for the next two (2) succeeding fiscal years” the impact of the bill or resolution. The Office of Revenue Analysis completes the fiscal notes for bills and resolutions that impact the state’s revenue sources for review and approval by the State Budget Officer.

This indicator measures the number of fiscal notes completed within the time frame designated in Rhode Island General Law § 22-12-4(a). The law requires that fiscal notes be completed and returned by the State Budget Officer to the chairperson of the committee requesting the fiscal note within 10 calendar days. In the case of fiscal notes that impact the state’s revenue sources the relevant committees are the House Finance Committee and the Senate Finance Committee.

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## ***Municipal Finance***

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### ***Percentage of Equalization Study Procedure Recommendations Implemented***

This indicator measures the number of recommendations implemented from the Almy, Gloudemans, Jacobs & Denne Property Taxation and Assessment Consultants Report entitled “Review of Equalization Study Procedures”. This report was an analysis of the policies and procedures used by the Tax Equalization section of the Office of Municipal Finance for the Annual State Aid to Education Study, pursuant to Rhode Island General Law 16-7-21. It should be noted that individual recommendations are not weighted as to importance or difficulty of implementation. The Almy Gloudemans Study dated January 2001, contained twenty-eight recommendations for improvement. This measure is consistent with the division’s stated objective to maintain and complete financial and equalized property value information for the benefit of municipalities and public decision-makers.

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The standard is an implementation rate of one hundred percent.

### ***Percentage of Municipalities Transmitting Real Estate Sales Data Electronically to the Division of Property Valuation***

This indicator measures the percentage of Rhode Island municipalities transmitting Real Estate data electronically to the Office of Municipal Finance. One of the major recommendations of a report, prepared by property taxation and assessment consultants Almy, Gloudemans, Jacobs and Denne, is to require assessors to submit an electronic list of all sold parcels, including parcel identifiers, property type codes and assessed values to the Office of Municipal Finance. This would be in lieu of the former method of hand data entry from hand written or typed abstract cards.

The Office of Municipal Finance receives approximately 19,000 real estate transfers per year from Rhode Island’s 39 cities and towns. Receiving this information electronically rather than manually is more efficient and time saving.

The standard is to have all municipalities send their real estate data electronically to the Office of Municipal Finance electronically.

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# Department Of Revenue Performance Measure Narratives

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## ***Taxation***

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### ***Percentage of Personal Income Tax Refunds Mailed within 30 Days***

The indicator measures the percentage of refunds mailed within 30 days. Rhode Island General Law 44-30-88(c) requires that individual tax refunds be mailed within 90 days of filing. If the refund is not mailed within 90 days then the state must pay interest on the refund owed. The data is presented on a calendar year basis.

The objective is to have one hundred percent of refunds mailed within 30 days of filing.

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### ***Percentage of Personal Income Tax Returns Filed Electronically***

The Rhode Island Division of Taxation has participated in the Fed/State electronic filing program (E-File) for over five years. The number of E-Filed returns has increased each year the program has been in operation. E-File returns benefit both the State and the taxpayers. The State saves money on processing paper returns while taxpayers receive their refunds faster using E-File.

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### ***Field Audit: Total Dollars Assessed***

The Field Audit section is responsible for conducting comprehensive tax audits of the accounting and related records of individuals, partnership and corporate business organizations to determine their proper tax liability under State tax laws. This performance measure tracks the total amount assessed per hour.

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# Department Of Revenue Performance Measure Narratives

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## ***Registry of Motor Vehicles***

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### ***Wait Times at the Division of Motor Vehicles (in Minutes) - License and Registration Transaction***

DMV Performance measurements and goals relate to the agency's ability to get its clientele in and out of the building in an effective and efficient manner. Through redesigned customer forms, a website with correct and complete information, and redesigned workflow processes, the agency is using technology to measure wait times as a means of improving the customer's experience with the agency.

With the DMV's relocation to new headquarters in late August 2010, an electronic queuing system was installed allowing the agency to track the wait times for customers coming into the Cranston branch for service. The wait times for five types of transactions have been kept since October 2010. Transactions in operator control will be added in FY 2013.

### ***Wait Times at the Division of Motor Vehicles (in Minutes) - Permits and Written License Exams***

DMV Performance measurements and goals relate to the agency's ability to get its clientele in and out of the building in an effective and efficient manner. Through redesigned customer forms, a website with correct and complete information, and redesigned workflow processes, the agency is using technology to measure wait times as a means of improving the customer's experience with the agency.

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### ***Wait Times at the Division of Motor Vehicles (in Minutes) - Returning Customers***

DMV Performance measurements and goals relate to the agency's ability to get its clientele in and out of the building in an effective and efficient manner. Through redesigned customer forms, a website with correct and complete information, and redesigned workflow processes, the agency is using technology to measure wait times as a means of improving the customer's experience with the agency.

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### ***Wait Times at the Division of Motor Vehicles (in Minutes) - Express Services (updates or renewals for licenses and IDs)***

DMV Performance measurements and goals relate to the agency's ability to get its clientele in and out of the building in an effective and efficient manner. Through redesigned customer forms, a website with correct and complete information, and redesigned workflow processes, the agency is using technology to measure wait times as a means of improving the customer's experience with the agency.

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## Department Of Revenue Performance Measure Narratives

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### ***Wait Times at the Division of Motor Vehicles (in Minutes) - CDL Transactions and Endorsements***

DMV Performance measurements and goals relate to the agency's ability to get its clientele in and out of the building in an effective and efficient manner. Through redesigned customer forms, a website with correct and complete information, and redesigned workflow processes, the agency is using technology to measure wait times as a means of improving the customer's experience with the agency.

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### ***Wait Times at the Division of Motor Vehicles (in Minutes) - Operator Control***

DMV Performance measurements and goals relate to the agency's ability to get its clientele in and out of the building in an effective and efficient manner. Through redesigned customer forms, a website with correct and complete information, and redesigned workflow processes, the agency is using technology to measure wait times as a means of improving the customer's experience with the agency.

With the DMV's relocation to new headquarters in late August 2010, an electronic queuing system was installed allowing the agency to track the wait times for customers coming into the Cranston branch for service. The wait times for five types of transactions have been kept since October 2010. Transactions in operator control will be added in FY 2013.

### ***Wait Times at the Division of Motor Vehicles - Road Exams (in months)***

DMV Performance measurements and goals relate to the agency's ability to get its clientele in and out of the building in an effective and efficient manner. Through redesigned customer forms, a website with correct and complete information, and redesigned workflow processes, the agency is using technology to measure wait times as a means of improving the customer's experience with the agency.

With the DMV's relocation to new headquarters in late August 2010, an electronic queuing system was installed allowing the agency to track the wait times for customers coming into the Cranston branch for service. The wait times for five types of transactions have been kept since October 2010. Transactions in operator control will be added in FY 2013.

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### ***Wait Times at the Division of Motor Vehicles - Refunds (in months)***

DMV Performance measurements and goals relate to the agency's ability to get its clientele in and out of the building in an effective and efficient manner. Through redesigned customer forms, a website with correct and complete information, and redesigned workflow processes, the agency is using technology to measure wait times as a means of improving the customer's experience with the agency.

With the DMV's relocation to new headquarters in late August 2010, an electronic queuing system was installed allowing the agency to track the wait times for customers coming into the Cranston branch for service. The wait times for five types of transactions have been kept since October 2010. Transactions in operator control will be added in FY 2013.

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