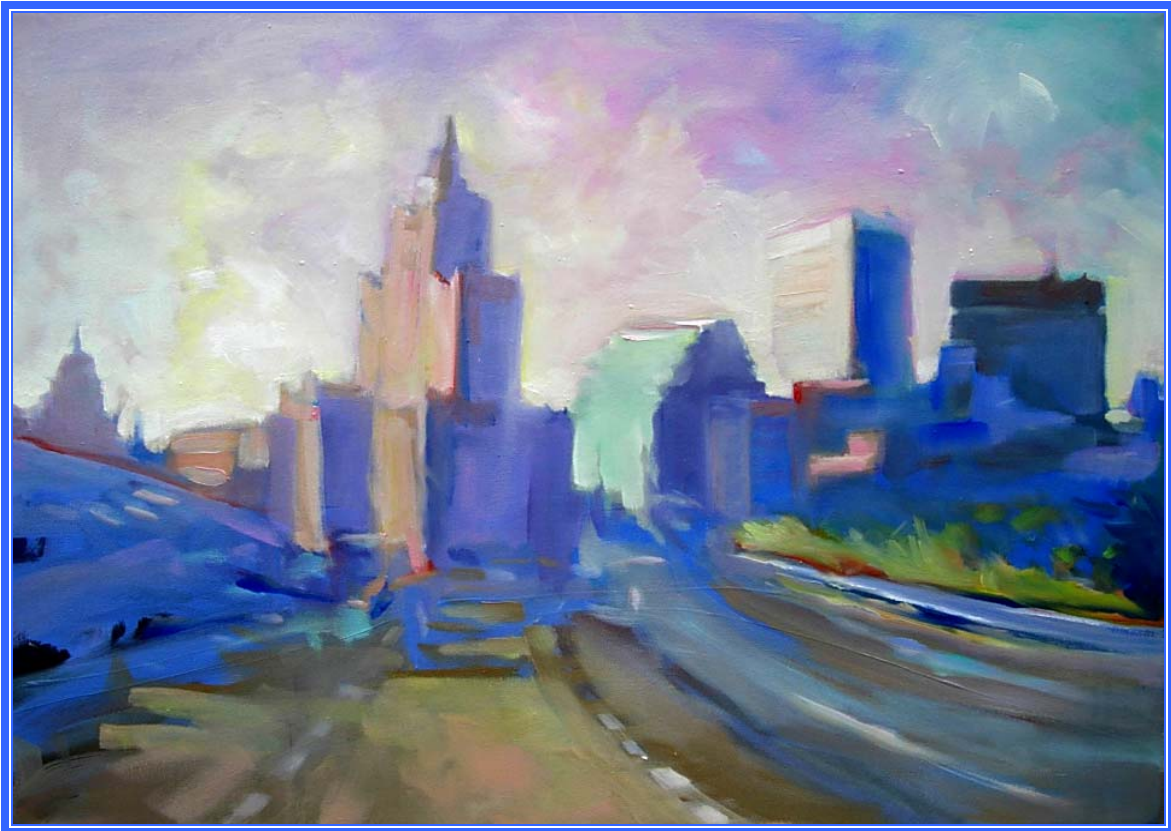


State of Rhode Island and Providence Plantations

Budget



Fiscal Year 2009

Donald L. Carcieri, Governor

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	9.1%	10.2%	11.0%	11.0%
Females as a Percentage of the Workforce	49.7%	49.0%	50.0%	50.0%
Persons with Disabilities as a Percentage of the Workforce	2.1%	2.1%	2.1%	2.1%

The Budget

Department of Administration

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Program					
Central Management	2,204,827	1,692,568	1,787,953	1,938,586	1,855,323
Legal Services	2,803,937	2,529,430	1,958,874	2,642,302	2,827,634
Accounts and Control	4,522,344	3,356,726	3,252,968	3,498,015	3,886,437
Budgeting	2,264,131	2,192,020	2,090,800	1,992,079	2,126,819
Municipal Affairs	-	(354,720)	-	-	-
Purchasing	2,223,942	2,212,748	2,398,789	2,181,336	2,280,079
Auditing	1,613,485	1,707,113	1,792,239	1,687,853	1,848,952
Human Resources	6,302,871	12,409,119	13,503,843	13,150,215	12,922,303
Personnel Appeal Board	80,253	93,508	96,793	109,613	111,226
Child Support Enforcement	134	(220,960)	-	-	-
Central Services	487,608	-	-	-	-
Facilities Management	32,944,638	70,561,226	51,312,745	45,773,309	49,302,687
Capital Projects and Property Mgmt.	3,200,806	3,073,810	3,748,880	3,328,912	3,887,058
Office of Library & Information Services	7,080	(5,932)	-	-	-
Information Technology	4,761,564	31,554,000	27,866,018	28,898,718	31,331,246
Library Program	2,145,848	2,110,537	2,187,228	2,048,428	2,011,906
Planning	12,306,397	13,219,091	14,832,743	15,769,141	17,730,411
Energy Resources	-	-	22,125,344	21,920,148	33,480,351
General	261,926,852	275,381,160	313,724,956	313,054,469	281,749,078
Debt Service Payments	144,915,505	158,329,077	165,434,279	169,877,372	187,625,963
Personnel Reform	-	-	-	-	-
Internal Service Programs	[296,453,174]	[287,296,798]	[331,379,612]	[322,108,484]	[336,633,487]
Salary/Benefit Adjustments	-	-	(14,845,709)	-	(91,143,758)
Operational Savings	-	-	-	-	(1,178,940)
Total Expenditures	\$484,712,222	\$579,840,521	\$613,268,743	\$627,870,496	\$542,654,775
Expenditures By Object					
Personnel	33,571,519	72,972,237	58,151,677	73,520,710	(12,638,702)
Operating Supplies and Expenses	19,632,704	33,867,006	35,377,711	38,486,287	41,639,384
Aid To Local Units Of Government	238,055,963	258,046,941	253,082,379	242,898,879	246,522,559
Assistance, Grants and Benefits	33,746,644	33,173,395	38,255,249	38,989,732	50,572,176
Subtotal: Operating Expenditures	\$325,006,830	\$398,059,579	\$384,867,016	\$393,895,608	\$326,095,417
Capital Purchases and Equipment	9,003,286	9,029,582	55,241,833	37,067,642	21,326,546
Debt Service	144,874,983	158,682,368	165,921,887	170,249,980	187,998,571
Operating Transfers	5,827,123	14,068,992	7,238,007	26,657,266	7,234,241
Total Expenditures	\$484,712,222	\$579,840,521	\$613,268,743	\$627,870,496	\$542,654,775
Expenditures By Funds					
General Revenue	375,154,137	448,583,808	485,351,641	505,196,446	446,358,182
Federal Funds	28,843,073	46,312,585	45,581,896	46,591,786	33,952,039
Restricted Receipts	1,861,763	6,784,585	12,109,406	9,173,841	21,406,394
Other Funds	78,853,249	78,159,543	70,225,800	66,908,423	40,938,160
Total Expenditures	\$484,712,222	\$579,840,521	\$613,268,743	\$627,870,496	\$542,654,775
FTE Authorization	777.9	1,065.2	1,032.9	791.8	775.8

The Program

Department of Administration Central Management

Program Operations

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

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

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

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

Program Objectives

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

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

Statutory History

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

The Budget

Department of Administration Central Management

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Director's Office	758,340	665,378	662,609	670,877	696,835
Financial Management	1,446,483	1,005,457	1,105,344	1,248,248	1,138,488
Legal and Adjudication Services	-	-	-	-	-
Judicial Nominating Committee	4	21,733	20,000	19,461	20,000
Total Expenditures	\$2,204,827	\$1,692,568	\$1,787,953	\$1,938,586	\$1,855,323
Expenditures By Object					
Personnel	2,091,571	1,545,964	1,715,477	1,867,670	1,786,291
Operating Supplies and Expenses	104,724	136,737	67,976	64,423	63,039
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	121	-	-	-	-
Subtotal: Operating Expenditures	\$2,196,416	\$1,682,701	\$1,783,453	\$1,932,093	\$1,849,330
Capital Purchases and Equipment	8,411	9,867	4,500	6,493	5,993
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$2,204,827	\$1,692,568	\$1,787,953	\$1,938,586	\$1,855,323
Expenditures By Funds					
General Revenue	1,746,709	1,338,319	1,549,780	1,590,731	1,664,118
Federal Funds	289,781	233,864	238,173	228,678	191,205
Restricted Receipts	168,337	120,385	-	119,177	-
Total Expenditures	\$2,204,827	\$1,692,568	\$1,787,953	\$1,938,586	\$1,855,323
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Legal Services

Program Operations

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

Program Objectives

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

To provide legal risk management services.

To provide legislative and legal support services.

Statutory History

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

The Budget

Department of Administration Legal Services

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures By Object					
Personnel	2,695,118	2,419,831	1,893,942	2,584,297	2,768,793
Operating Supplies and Expenses	104,277	102,994	61,421	49,208	51,178
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	1,011	1,011	1,011	1,011	758
Subtotal: Operating Expenditures	\$2,800,406	\$2,523,836	\$1,956,374	\$2,634,516	\$2,820,729
Capital Purchases and Equipment	3,531	5,594	2,500	7,786	6,905
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$2,803,937	\$2,529,430	\$1,958,874	\$2,642,302	\$2,827,634
Expenditures By Funds					
General Revenue	2,803,937	2,498,278	1,836,817	2,406,772	2,578,329
Operating Transfers	-	31,152	122,057	235,530	249,305
Total Expenditures	\$2,803,937	\$2,529,430	\$1,958,874	\$2,642,302	\$2,827,634
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 preaudit of state receipts and expenditures; the approval of vouchers drawn on the General Treasurer; and the preparation of financial statements required by departments and agencies, the Governor or the General Assembly.

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

Program Objectives

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

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

Statutory History

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

The Budget

Department of Administration Accounts and Control

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures By Object					
Personnel	2,943,390	3,070,858	3,176,550	3,390,936	3,786,255
Operating Supplies and Expenses	1,543,184	281,637	71,001	101,454	94,557
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	417	417	417	625	625
Subtotal: Operating Expenditures	\$4,486,991	\$3,352,912	\$3,247,968	\$3,493,015	\$3,881,437
Capital Purchases and Equipment	35,353	3,814	5,000	5,000	5,000
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$4,522,344	\$3,356,726	\$3,252,968	\$3,498,015	\$3,886,437
Expenditures By Funds					
General Revenue	4,522,344	3,356,726	3,252,968	3,498,015	3,886,437
Total Expenditures	\$4,522,344	\$3,356,726	\$3,252,968	\$3,498,015	\$3,886,437
Program Measures					
Percentage of Invoices Processed Within 30 Days	95.0%	98.0%	100.0%	100.0%	100.0%
Average Number of Days to Payment to Vendor	9.5	4.5	6.0	6.0	6.0
Number of Days after Fiscal Year End to Publication of CAFR	182	182	182	182	182
Number of Days to Fiscal Close	33	39	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.

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Budgeting

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Budget Office	2,264,131	2,192,020	2,090,800	1,992,079	2,126,819
Strategic Planning	-	-	-	-	-
Total Expenditures	\$2,264,131	\$2,192,020	\$2,090,800	\$1,992,079	\$2,126,819
Expenditures By Object					
Personnel	2,050,725	2,098,619	1,994,403	1,900,141	2,029,656
Operating Supplies and Expenses	206,350	80,879	90,397	85,938	91,163
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$2,257,075	\$2,179,498	\$2,084,800	\$1,986,079	\$2,120,819
Capital Purchases and Equipment	7,056	12,522	6,000	6,000	6,000
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$2,264,131	\$2,192,020	\$2,090,800	\$1,992,079	\$2,126,819
Expenditures By Funds					
General Revenue	2,264,131	2,192,020	2,090,800	1,992,079	2,126,819
Total Expenditures	\$2,264,131	\$2,192,020	\$2,090,800	\$1,992,079	\$2,126,819
Program Measures					
Budget Presentation Index	10	12	12	12	12
Bond Rating Index	11	10	10	10	10

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 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 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.

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 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Purchasing	2,060,223	2,025,410	2,195,287	1,985,915	2,078,627
Minority Business Enterprise	163,719	187,338	203,502	195,421	201,452
Total Expenditures	\$2,223,942	\$2,212,748	\$2,398,789	\$2,181,336	\$2,280,079
Expenditures By Object					
Personnel	2,119,466	2,123,625	2,337,964	2,113,053	2,215,178
Operating Supplies and Expenses	82,591	88,416	54,988	61,385	58,003
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	837	-	837	837	837
Subtotal: Operating Expenditures	\$2,202,894	\$2,212,041	\$2,393,789	\$2,175,275	\$2,274,018
Capital Purchases and Equipment	21,048	707	5,000	6,061	6,061
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$2,223,942	\$2,212,748	\$2,398,789	\$2,181,336	\$2,280,079
Expenditures By Funds					
General Revenue	2,223,942	2,212,748	2,398,789	2,181,336	2,280,079
Total Expenditures	\$2,223,942	\$2,212,748	\$2,398,789	\$2,181,336	\$2,280,079
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 and provides the Director of Administration with an independent appraisal and evaluation of the effectiveness of financial and operational controls. The Bureau of Audits is led by a chief who supervises all activities. Daily activities are concentrated in four areas: audits of state departments and agencies, audits of human service providers, statutory auditing and accounting services for the Judicial Department, and management services.

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

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

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

Program Objectives

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

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

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

To ensure compliance with state laws and regulations.

Statutory History

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

The Budget

Department of Administration Auditing

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures By Object					
Personnel	1,554,156	1,646,725	1,706,739	1,617,460	1,781,452
Operating Supplies and Expenses	44,097	57,745	80,500	55,337	57,444
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$1,598,253	\$1,704,470	\$1,787,239	\$1,672,797	\$1,838,896
Capital Purchases and Equipment	15,232	2,643	5,000	15,056	10,056
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,613,485	\$1,707,113	\$1,792,239	\$1,687,853	\$1,848,952
Expenditures By Funds					
General Revenue	1,613,485	1,707,113	1,792,239	1,687,853	1,848,952
Total Expenditures	\$1,613,485	\$1,707,113	\$1,792,239	\$1,687,853	\$1,848,952
Program Measures					
Audit Acceptance	96.0%	100.0%	99.0%	99.0%	99.0%

The Program

Department of Administration Human Resources

Program Operations

The Human Resources program is composed of two major functions.

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Human Resources

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Human Resources	255,321	270,015	271,505	282,446	285,046
Personnel Administration	4,987,105	3,066,865	3,996,731	3,971,781	4,190,339
Equal Opportunity/Outreach	646,481	624,394	716,775	639,837	667,401
Training and Development	210,253	208,169	-	-	-
DEM/DOT HR Service Center	94,684	(3,606,562)	1,259,423	1,303,187	1,351,072
General Gov. HR Service Center	109,027	158,482	1,310,902	1,115,070	1,175,604
Human Services HR Service Center	-	9,084,366	4,562,661	4,518,798	3,880,098
Public Safety HR Service Center	-	2,603,390	1,385,846	1,319,096	1,372,743
Total Expenditures	\$6,302,871	\$12,409,119	\$13,503,843	\$13,150,215	\$12,922,303
Expenditures By Object					
Personnel	4,645,042	12,202,305	12,922,383	12,581,540	12,340,695
Operating Supplies and Expenses	522,483	180,740	523,248	499,369	512,302
Aid To Local Units Of Government	1,097,932	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$6,265,457	\$12,383,045	\$13,445,631	\$13,080,909	\$12,852,997
Capital Purchases and Equipment	37,414	26,074	58,212	69,306	69,306
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$6,302,871	\$12,409,119	\$13,503,843	\$13,150,215	\$12,922,303
Expenditures By Funds					
General Revenue	6,302,871	9,717,220	10,067,133	10,164,519	10,178,561
Federal Funds	-	1,696,503	2,065,791	1,973,921	1,871,902
Restricted Receipts	-	532,322	577,637	483,769	320,923
Other	-	463,074	793,282	528,006	550,917
Total Expenditures	\$6,302,871	\$12,409,119	\$13,503,843	\$13,150,215	\$12,922,303
Program Measures					
Percentage of Desk Audits Completed Within 60 Days	15.0%	18.0%	20.0%	20.0%	25.0%
Percentage of Civil Service Examinations Completed Within 120 Days	90.0%	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 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures By Object					
Personnel	79,297	92,306	94,211	108,165	108,644
Operating Supplies and Expenses	956	1,202	2,582	1,448	2,582
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$80,253	\$93,508	\$96,793	\$109,613	\$111,226
Capital Purchases and Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$80,253	\$93,508	\$96,793	\$109,613	\$111,226
Expenditures By Funds					
General Revenue	80,253	93,508	96,793	109,613	111,226
Total Expenditures	\$80,253	\$93,508	\$96,793	\$109,613	\$111,226
Program Measures					
Percentage of State Employee Appeals Resolved Within 270 days	89.0%	70.0%	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 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures By Object					
Personnel	-	-	-	-	-
Operating Supplies and Expenses	134	(220,960)	-	-	-
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$134	(\$220,960)	-	-	-
Capital Purchases and Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$134	(\$220,960)	-	-	-
Expenditures By Funds					
General Revenue	-	-	-	-	-
Federal Funds	134	(220,960)	-	-	-
Total Expenditures	\$134	(\$220,960)	-	-	-
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Central Services

Program Operations

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

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Central Services

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Associate Director's Office	487,608	-	-	-	-
Building and Grounds Maintenance	-	-	-	-	-
Building Code Commission	-	-	-	-	-
Capitol Police	-	-	-	-	-
Energy and Conservation	-	-	-	-	-
Total Expenditures	\$487,608	-	-	-	-
Expenditures By Object					
Personnel	-	-	-	-	-
Operating Supplies and Expenses	-	-	-	-	-
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	-	-	-	-	-
Capital Purchases and Equipment	-	-	-	-	-
Debt Service	487,608	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$487,608	-	-	-	-
Expenditures By Funds					
General Revenue	-	-	-	-	-
Federal Funds	-	-	-	-	-
Restricted Receipts	487,608	-	-	-	-
Total Expenditures	\$487,608	-	-	-	-
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Facilities Management

Program Operations

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

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

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

Program Objectives

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

To improve the efficiency and effectiveness of facility services.

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

To protect and preserve Rhode Island's facility assets.

Statutory History

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

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

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

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

The Budget

Department of Administration Facilities Management

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Operations and Maintenance	9,593,536	9,294,448	8,231,033	8,298,333	8,504,817
Energy and Conservation	23,351,102	27,134,456	-	-	-
Facilities Centralization	-	34,132,322	43,081,712	37,474,976	40,797,870
Total Expenditures	\$32,944,638	\$70,561,226	\$51,312,745	\$45,773,309	\$49,302,687
Expenditures By Object					
Personnel	5,200,481	17,071,444	14,389,054	14,529,145	14,980,281
Operating Supplies and Expenses	4,913,131	26,822,257	28,799,434	30,505,537	33,808,066
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	22,805,680	26,236,019	5,056	3,097	3,097
Subtotal: Operating Expenditures	\$32,919,292	\$70,129,720	\$43,193,544	\$45,037,779	\$48,791,444
Capital Purchases and Equipment	25,346	(56,102)	7,631,593	247,922	23,635
Debt Service	-	487,608	487,608	487,608	487,608
Operating Transfers	-	-	-	-	-
Total Expenditures	\$32,944,638	\$70,561,226	\$51,312,745	\$45,773,309	\$49,302,687
Expenditures By Funds					
General Revenue	12,758,017	39,655,183	36,055,887	36,346,461	39,299,779
Federal Funds	20,044,805	29,205,146	7,214,065	7,774,146	8,242,199
Restricted Receipts	141,816	1,230,002	7,487,677	1,090,226	1,144,994
Other Funds	-	470,895	555,116	562,476	615,715
Total Expenditures	32,944,638	\$70,561,226	\$51,312,745	\$45,773,309	\$49,302,687
Program Measures					
Percentage of Days with no Interruption or Loss of Service from the Utility Systems	99.8%	100.0%	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, the Contractor Registration Board and the State Properties Committee.

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

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

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

Program Objectives

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

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

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

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

Statutory History

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

The Budget

Department of Administration Capital Projects and Project Management

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Capital Projects	913,932	884,755	1,022,364	988,420	1,024,502
Property Management	496,510	373,135	240,732	279,366	324,367
State Building Code Commission	1,790,364	1,815,920	2,485,784	2,061,126	2,538,189
Total Expenditures	\$3,200,806	\$3,073,810	\$3,748,880	\$3,328,912	\$3,887,058
Expenditures By Object					
Personnel	3,015,094	2,915,795	3,325,616	3,135,992	3,430,715
Operating Supplies and Expenses	175,554	148,441	419,014	183,384	446,807
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$3,190,648	\$3,064,236	\$3,744,630	\$3,319,376	\$3,877,522
Capital Purchases and Equipment	10,158	9,574	4,250	9,536	9,536
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$3,200,806	\$3,073,810	\$3,748,880	\$3,328,912	\$3,887,058
Expenditures By Funds					
General Revenue	3,200,806	3,073,475	3,748,880	3,328,912	3,887,058
Other Funds	-	335	-	-	-
Total Expenditures	\$3,200,806	\$3,073,810	\$3,748,880	\$3,328,912	\$3,887,058
Program Measures					
Annual Inflation - Adjusted Dollar Value of Repair Services and Cash Settlements to Rhode Island Consumers Secured by the Contractor Registration Board	\$551,411	\$488,367	\$825,505	\$825,505	\$919,107
Gross Annual Inflation - Adjusted Dollar Savings Realized by Moving State operations From Leased to State-owned Space	\$357,690	\$942,840	\$210,225	\$210,225	\$264,617

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 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Executive Director - OLIS	-	-	-	-	-
Library Services	-	(5,932)	-	-	-
Systems Planning	7,080	-	-	-	-
Central Mail Services	-	-	-	-	-
Total Expenditures	\$7,080	(\$5,932)	-	-	-
Expenditures By Object					
Personnel	7,080	-	-	-	-
Operating Supplies and Expenses	-	(497)	-	-	-
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	(5,435)	-	-	-
Subtotal: Operating Expenditures	\$7,080	(\$5,932)	-	-	-
Capital Purchases and Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$7,080	(\$5,932)	-	-	-
Expenditures By Funds					
General Revenue	-	-	-	-	-
Federal Funds	7,080	(5,435)	-	-	-
Restricted Receipts	-	(497)	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$7,080	(\$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

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

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

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

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

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

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

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

Statutory History

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

The Budget

Department of Administration Information Technology

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Executive Director - CIO	437,660	358,616	332,099	434,146	378,192
Information Technology	3,993,821	5,730,574	5,443,126	4,568,648	3,351,684
Central Mail Services	272,062	-	-	-	-
IT Centralization	58,021	25,464,810	22,090,793	23,895,924	27,601,370
Total Expenditures	\$4,761,564	\$31,554,000	\$27,866,018	\$28,898,718	\$31,331,246
Expenditures By Object					
Personnel	1,416,765	21,469,196	21,763,816	22,251,785	25,319,333
Operating Supplies and Expenses	430,335	4,746,000	3,032,853	5,680,117	5,062,380
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	1,037	804	-	48
Subtotal: Operating Expenditures	\$1,847,100	\$26,216,233	\$24,797,473	\$27,931,902	\$30,381,761
Capital Purchases and Equipment	2,914,464	5,337,767	3,068,545	966,816	949,485
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$4,761,564	\$31,554,000	\$27,866,018	\$28,898,718	\$31,331,246
Expenditures By Funds					
General Revenue	4,564,151	21,042,457	17,650,147	19,294,462	20,195,145
Federal Funds	197,413	6,189,990	7,389,800	5,602,449	6,667,124
Restricted Receipts	-	1,868,841	1,422,572	1,744,261	2,060,780
Other Funds	-	2,452,712	1,403,499	2,257,546	2,408,197
Total Expenditures	\$4,761,564	\$31,554,000	\$27,866,018	\$28,898,718	\$31,331,246
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Library Program

Program Operations

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Library Program

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures By Object					
Personnel	1,832,293	1,830,725	1,936,513	1,772,043	1,791,862
Operating Supplies and Expenses	147,729	123,778	114,901	122,824	116,044
Aid To Local Units Of Government	102,472	-	-	-	-
Assistance, Grants and Benefits	51,000	153,426	135,314	147,061	100,000
Subtotal: Operating Expenditures	\$2,133,494	\$2,107,929	\$2,186,728	\$2,041,928	\$2,007,906
Capital Purchases and Equipment	12,354	2,608	500	6,500	4,000
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$2,145,848	\$2,110,537	\$2,187,228	\$2,048,428	\$2,011,906
Expenditures By Funds					
General Revenue	1,006,260	1,095,684	1,100,791	982,766	927,319
Federal Funds	1,139,588	1,013,052	1,084,437	1,063,662	1,079,587
Restricted Receipts	-	1,801	2,000	2,000	5,000
Total Expenditures	\$2,145,848	\$2,110,537	\$2,187,228	\$2,048,428	\$2,011,906
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.

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

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

Program Objectives

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

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

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

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

Statutory History

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

The Budget

Department of Administration Planning

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Statewide Planning	2,903,344	2,784,742	2,979,129	2,765,633	2,861,087
Local Government Assistance	261,437	306,661	327,308	322,365	224,673
Community Development	9,141,616	10,127,688	11,526,306	12,681,143	14,644,651
Total Expenditures	\$12,306,397	\$13,219,091	\$14,832,743	\$15,769,141	\$17,730,411
Expenditures By Object					
Personnel	3,520,487	3,741,562	3,895,290	3,546,072	3,591,525
Operating Supplies and Expenses	118,909	130,865	223,977	234,900	275,717
Aid To Local Units Of Government	4,660,166	3,818,431	-	-	-
Assistance, Grants and Benefits	3,991,719	5,513,589	10,684,296	11,955,000	13,830,000
Subtotal: Operating Expenditures	\$12,291,281	\$13,204,447	\$14,803,563	\$15,735,972	\$17,697,242
Capital Purchases and Equipment	15,116	14,644	29,180	33,169	33,169
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$12,306,397	\$13,219,091	\$14,832,743	\$15,769,141	\$17,730,411
Expenditures By Funds					
General Revenue	5,086,997	4,596,615	3,792,553	3,721,441	3,731,488
Federal Funds	5,808,277	7,197,689	9,330,126	10,454,205	12,343,976
Operating Transfers	1,411,123	1,424,787	1,710,064	1,593,495	1,654,947
Total Expenditures	\$12,306,397	\$13,219,091	\$14,832,743	\$15,769,141	\$17,730,411
Program Measures					
Percentage of Actions Taken on Local Plan Updates within 255 Days from Date Plans are Accepted as Complete to Review	90.0%	57.0%	71.0%	71.0%	85.0%
Performance Measures Developed	76.7%	77.6%	80.0%	80.0%	80.0%
New Affordable Housing Units	374	175	470	470	480
Percentage of Children with Blood Levels Greater than 10ug/dl for the First Time in their Lives	621	500	400	400	300

The Program

Office of Energy Resources

Program Operations

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

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

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

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

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

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

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

Program Objectives

To establish and implement statewide energy policy.

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

Statutory History

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

The Budget

Department of Administration Energy Resources

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures By Object					
Personnel	-	-	1,845,428	2,122,411	2,574,376
Operating Supplies and Expenses	-	-	164,395	136,894	272,540
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	20,105,968	19,633,443	30,606,035
Subtotal: Operating Expenditures	-	-	\$22,115,791	\$21,892,748	\$33,452,951
Capital Purchases and Equipment	-	-	9,553	27,400	27,400
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	-	-	\$22,125,344	\$21,920,148	\$33,480,351
Expenditures By Funds					
General Revenue	-	-	2,236,989	2,228,369	-
Federal Funds	-	-	19,688,355	18,547,891	18,079,657
Restricted Receipts	-	-	200,000	1,143,888	15,400,694
Total Expenditures	-	-	\$22,125,344	\$21,920,148	\$33,480,351
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.

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

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration General

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
General	1,924,315	2,202,155	13,795,997	29,595,992	6,478,997
Capital Projects	6,718,385	4,725,204	31,802,500	27,151,097	15,960,500
Grants and Other Payments	10,332,891	1,107,060	2,502,936	1,040,160	1,279,958
Economic Development	10,459,120	13,784,274	13,498,641	13,325,838	12,464,561
State Aid to Local Communities	232,195,393	253,359,516	252,124,882	241,941,382	245,565,062
Housing	296,748	202,951	-	-	-
Total Expenditures	\$261,926,852	\$275,381,160	\$313,724,956	\$313,054,469	\$281,749,078
Expenditures By Object					
Personnel	349,979	743,282	-	-	-
Operating Supplies and Expenses	10,760,695	1,052,455	1,671,024	589,069	1,791,502
Aid To Local Units Of Government	232,195,393	254,228,510	253,082,379	242,898,879	246,522,559
Assistance, Grants and Benefits	6,895,859	1,628,051	7,321,546	7,248,658	6,030,776
Subtotal: Operating Expenditures	\$250,201,926	\$257,652,298	\$262,074,949	\$250,736,606	\$254,344,837
Capital Purchases and Equipment	5,897,803	3,659,870	44,412,000	35,660,597	20,170,000
Debt Service	-	-	-	-	-
Operating Transfers	5,827,123	14,068,992	7,238,007	26,657,266	7,234,241
Total Expenditures	\$261,926,852	\$275,381,160	\$313,724,956	\$313,054,469	\$281,749,078
Expenditures By Funds					
General Revenue	254,340,547	269,187,127	280,626,459	284,507,375	264,409,581
Federal Funds	199,250	202,773	-	-	-
Restricted Receipts	703,890	1,266,056	1,295,997	1,395,997	1,378,997
Other Funds	6,683,165	4,725,204	31,802,500	27,151,097	15,960,500
Total Expenditures	\$261,926,852	\$275,381,160	\$313,724,956	\$313,054,469	\$281,749,078
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 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
General Obligation Bonds	85,904,110	83,585,157	80,579,413	81,553,220	92,885,273
Certificates of Participation	15,254,767	19,933,866	21,866,115	21,208,164	28,901,694
COPS - DLT Center General	2,040,153	2,035,847	2,005,567	1,670,047	1,570,506
COPS - Center General Furniture	(12)	-	-	-	-
COPS - Pastore Center Telecomm.	12	-	-	-	-
RIRBA Debt Service	16,705,125	19,670,360	19,807,008	20,029,848	18,954,691
Public Higher Education	-	-	-	-	-
Tax Anticipation/S T Borrowing	970,205	2,939,215	-	4,795,209	4,795,209
Other Debt Service	24,041,145	30,164,632	41,176,176	40,620,884	40,518,590
Total Expenditures	\$144,915,505	\$158,329,077	\$165,434,279	\$169,877,372	\$187,625,963
Expenditures By Object					
Personnel	50,575	-	-	-	-
Operating Supplies and Expenses	477,555	134,317	-	115,000	115,000
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$528,130	\$134,317	-	\$115,000	\$115,000
Capital Purchases and Equipment	-	-	-	-	-
Debt Service	144,387,375	158,194,760	165,434,279	169,762,372	187,510,963
Operating Transfers	-	-	-	-	-
Total Expenditures	\$144,915,505	\$158,329,077	\$165,434,279	\$169,877,372	\$187,625,963
Expenditures By Funds					
General Revenue	72,639,687	86,817,335	126,160,050	131,155,742	140,022,205
Federal Funds	1,156,745	1,154,683	1,177,854	946,834	735,248
Restricted Receipts	360,112	1,765,675	1,542,173	3,194,523	4,383,227
Other Funds	70,758,961	68,591,384	36,554,202	34,580,273	42,485,283
Total Expenditures	\$144,915,505	\$158,329,077	\$165,434,279	\$169,877,372	\$187,625,963
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Personnel Reform

Program Objectives

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

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

The Budget

Department of Administration Personnel Reform

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Retirement Alternative	-	-	-	-	-
Assessed Fringe Benefit Saving	-	-	(993,251)	-	-
Shut Down Days	-	-	(12,494,922)	-	-
Limited Service Positions	-	-	(1,357,536)	-	-
Layoff Savings	-	-	-	-	-
Retirement Vacancy Savings	-	-	-	-	(30,542,157)
Personnel Savings	-	-	-	-	(60,601,601)
Total Expenditures	-	-	(\$14,845,709)	-	(\$91,143,758)
Expenditures By Object					
Personnel	-	-	(14,845,709)	-	(91,143,758)
Operating Supplies and Expenses	-	-	-	-	-
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	-	-	(\$14,845,709)	-	(\$91,143,758)
Capital Purchases and Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	-	-	(\$14,845,709)	-	(\$91,143,758)
Expenditures By Funds					
General Revenue	-	-	(9,105,434)	-	(50,227,972)
Federal Funds	-	-	(2,606,705)	-	(15,005,729)
Restricted Receipts	-	-	(418,650)	-	(3,105,787)
Other Funds	-	-	(2,714,920)	-	(22,804,270)
Total Expenditures	-	-	(\$14,845,709)	-	(\$91,143,758)
Program Measures	NA	NA	NA	NA	NA

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.

The Budget

Department of Administration Operational Savings

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 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, information technology services, utility services, automotive services (repair and replacement), facilities management, human resource service centers and the assessed fringe benefit fund.

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

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Internal Service Programs

	FY 2006 Actual	FY 2007 Actual	FY 2008 Enacted	FY 2008 Revised	FY 2009 Recommended
Expenditures by Subprogram					
Workers' Compensation Fund	27,627,791	28,908,869	29,966,436	30,784,265	28,747,957
Central Utilities Fund	22,045,298	22,760,184	19,490,769	23,869,994	24,635,247
Energy Revolving Loan Fund	-	-	-	-	-
Information Processing Rotary	16,300,939	-	-	-	-
Central Mail Rotary	5,200,308	5,405,581	5,683,450	5,634,634	5,605,880
Telecommunications Fund	1,821,668	2,977,094	3,020,022	3,102,623	2,847,323
Automotive Fleet Rotary	12,871,456	12,661,894	14,649,606	20,968,179	17,110,172
Surplus Property	5,958	3,743	15,715	15,715	-
Health Insurance Fund	210,579,756	214,579,433	258,553,614	237,733,074	257,686,908
Total Expenditures	296,453,174	\$287,296,798	\$331,379,612	\$322,108,484	\$336,633,487
Expenditures By Object					
Personnel	251,007,178	243,193,311	289,946,733	269,287,242	286,902,277
Operating Supplies and Expenses	44,160,053	41,830,195	41,093,001	45,825,292	46,568,832
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	40,877	259,437	100,737	400,737	425,737
Subtotal: Operating Expenditures	\$295,208,108	\$285,282,943	\$331,140,471	\$315,513,271	\$333,896,846
Capital Purchases and Equipment	692,036	554,817	170,000	6,526,072	2,667,500
Debt Service	553,030	110,789	69,141	69,141	69,141
Operating Transfers	-	1,348,249	-	-	-
Total Expenditures	\$296,453,174	\$287,296,798	\$331,379,612	\$322,108,484	\$336,633,487
Expenditures By Funds					
Internal Service Funds	296,453,174	287,296,798	331,379,612	322,108,484	336,633,487
Total Expenditures	\$296,453,174	\$287,296,798	\$331,379,612	\$322,108,484	\$336,633,487