

State of Rhode Island and Providence Plantations

# Budget



## Fiscal Year 2016

Volume I – General Government and Quasi-Public Agencies

Gina M. Raimondo, Governor

# Agency

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## Department Of Administration

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### Agency Mission

To manage the State's financial, human, and other resources in support of other state agencies carrying out their responsibilities to provide the citizens of the State of Rhode Island with the most responsive and cost effective services possible.

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.

### Agency Description

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. It is responsible for the statewide implementation of policy decisions and delivery of services administered and supported by the state.

The Department, headed by the Director of Administration, includes the programmatic functions of Central Management, Legal Services, Accounts and Control, Management and Budget, Purchasing, Auditing, Human Resources, Personnel Appeal Board, Facilities Management, Capital Projects and Property Management, Information Technology, Library and Information Services, Planning, General Appropriations, Debt Service Payments, Energy Resources, Construction Permitting, Approvals, and Licensing (CPAL), HealthSource RI (RI Health Benefits Exchange) and various Internal Services Programs.

### 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.

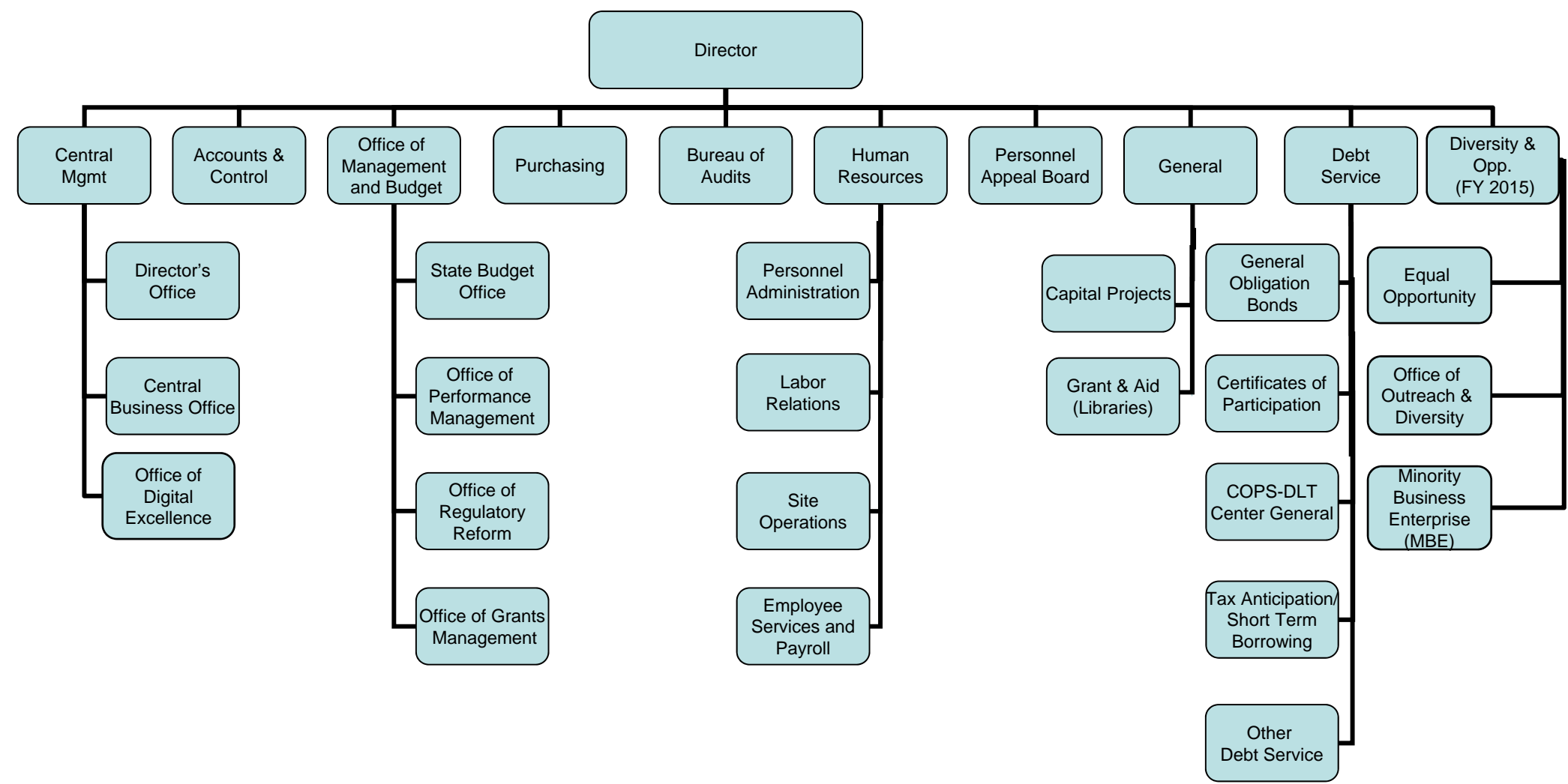
# Budget

## Department Of Administration

	FY 2013 Audited	FY 2014 Audited	FY 2015 Enacted	FY 2015 Revised	FY 2016 Recommend
<b>Expenditures By Program</b>					
Central Management	2,262,503	2,608,697	2,502,964	3,241,411	3,790,943
Accounts and Control	3,653,684	3,733,014	3,973,748	3,826,318	4,080,143
Office of Management and Budget	3,068,932	3,536,842	4,079,510	4,250,688	4,038,196
Purchasing	2,804,754	3,081,730	2,979,452	2,897,538	3,085,408
Auditing	1,117,015	1,336,731	1,434,565	1,391,916	1,476,262
Human Resources	10,630,230	10,439,178	10,606,059	10,122,167	10,371,075
Personnel Appeal Board	69,722	68,511	75,216	119,071	119,874
General	42,815,420	49,615,756	60,490,846	56,351,623	52,486,353
Debt Service Payments	195,042,441	189,421,726	219,262,055	194,394,238	149,082,732
Salary/Benefit Adjustments	-	-	(8,285,691)	-	-
Legal Services	2,028,387	2,389,419	2,039,872	2,143,176	2,166,696
Facilities Management	33,671,104	36,351,383	35,730,262	38,083,786	37,681,225
Capital Projects and Property Management	1,213,517	1,324,739	1,252,875	1,268,795	4,204,980
Information Technology	31,113,520	31,751,696	33,809,293	42,380,480	38,286,855
Library and Information Services	1,989,098	2,112,021	2,066,684	2,136,544	2,118,428
Planning	16,462,018	14,477,628	20,891,914	28,027,643	5,644,655
Personnel and Operational Reforms	635,708	-	-	-	(25,325,000)
Energy Resources	3,971,692	10,279,806	5,740,201	10,839,223	10,601,458
Construction Permitting, Approvals and Licensing	2,521,818	2,618,051	2,823,428	2,772,832	3,024,913
Rhode Island Health Benefits Exchange (HealthSource RI)	21,811,292	47,348,145	23,433,222	52,502,050	30,926,620
The Office of Diversity, Equity and Opportunity	-	-	859,481	974,210	1,190,135
<i>Internal Services</i>	<i>[339,127,088]</i>	<i>[349,619,168]</i>	<i>[388,863,701]</i>	<i>[392,692,379]</i>	<i>[395,982,557]</i>
<b>Total Expenditures</b>	<b>\$376,882,855</b>	<b>\$412,495,073</b>	<b>\$425,765,956</b>	<b>\$457,723,709</b>	<b>\$339,051,951</b>
<b>Expenditures By Object</b>					
Personnel	92,441,573	121,939,962	91,890,156	129,964,964	90,022,961
Operating Supplies and Expenses	33,821,968	38,804,414	34,078,453	35,202,841	32,159,448
Assistance and Grants	19,936,659	23,747,192	26,720,782	38,584,190	15,334,267
Aid to Local Units of Government	10,538,868	10,545,470	11,104,987	11,104,987	11,436,698
<b>Subtotal: Operating Expenditures</b>	<b>156,739,068</b>	<b>195,037,038</b>	<b>163,794,378</b>	<b>214,856,982</b>	<b>148,953,374</b>
Capital Purchases and Equipment	16,523,206	20,959,293	36,139,009	41,059,874	41,115,845
Debt Service (Fixed Charges)	166,445,036	160,770,045	219,162,055	194,294,238	148,982,732
Operating Transfers	37,175,545	35,728,697	6,670,514	7,512,615	-
<b>Total Expenditures</b>	<b>\$376,882,855</b>	<b>\$412,495,073</b>	<b>\$425,765,956</b>	<b>\$457,723,709</b>	<b>\$339,051,951</b>
<b>Expenditures By Funds</b>					
General Revenue	260,904,556	259,268,901	268,843,237	250,382,004	173,930,982
Federal Funds	48,041,755	72,702,362	51,493,455	89,252,942	43,302,629
Restricted Receipts	7,165,104	15,899,348	36,398,746	31,970,438	29,795,027
Operating Transfers from Other Funds	53,562,499	56,809,875	63,063,317	77,947,209	83,373,613
Other Funds	7,208,941	7,814,587	5,967,201	8,171,116	8,649,700
<b>Total Expenditures</b>	<b>\$376,882,855</b>	<b>\$412,495,073</b>	<b>\$425,765,956</b>	<b>\$457,723,709</b>	<b>\$339,051,951</b>
<b>FTE Authorization</b>	<b>712.1</b>	<b>720.7</b>	<b>710.7</b>	<b>710.7</b>	<b>710.7</b>

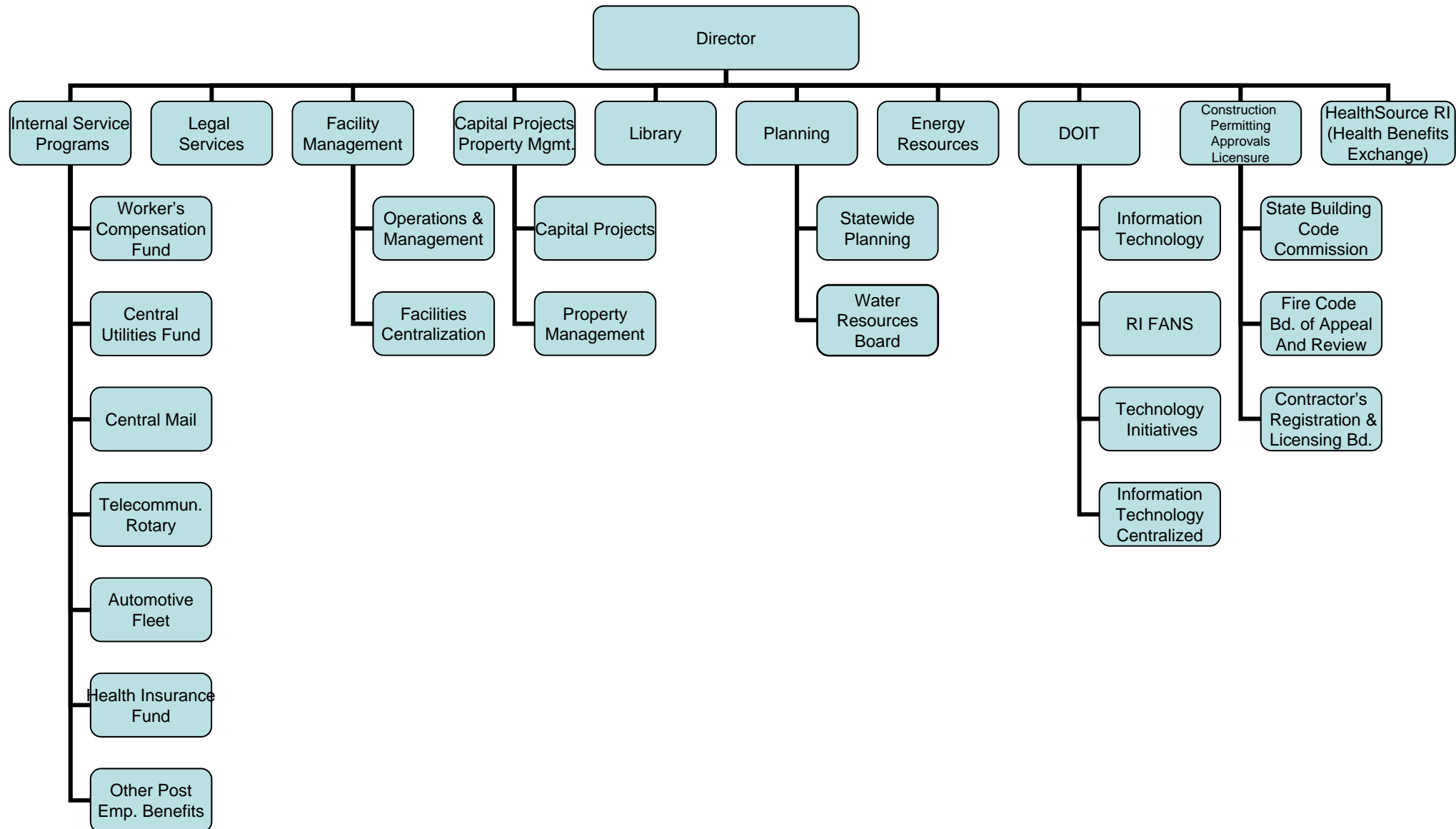
# The Agency

## Department of Administration



# The Agency

## Department of Administration, Continued



# Personnel

## Department Of Administration Agency Summary

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
Classified		700.1	49,368,016	699.1	36,663,496
Unclassified		18.6	1,854,647	21.0	2,219,372
<b>Subtotal</b>		<b>718.7</b>	<b>\$51,222,663</b>	<b>720.1</b>	<b>\$38,882,868</b>
Cost Allocation from Other Programs		-	582,831	-	1,160,687
Cost Allocation to Other Programs		-	(\$582,831)	-	(\$1,160,687)
Interdepartmental Transfer		-	634,332	-	751,261
Overtime		-	787,792	-	783,539
Reconcile to FTE Authorization		(8.0)	-	(9.4)	-
Temporary and Seasonal		-	62,017	-	57,903
Turnover		-	(\$4,852,798)	-	(\$2,883,399)
<b>Subtotal</b>		<b>(8.0)</b>	<b>(\$3,368,657)</b>	<b>(9.4)</b>	<b>(\$1,290,696)</b>
<b>Total Salaries</b>		<b>710.7</b>	<b>\$47,854,006</b>	<b>710.7</b>	<b>\$37,592,172</b>
<b>Benefits</b>					
Payroll Accrual			272,719		208,483
Retiree Health			3,203,467		2,364,552
Holiday			69,711		67,568
Other			4,250,000		4,250,000
Health Benefits			7,847,382		6,378,934
Workers Compensation			27,709,600		28,921,444
FICA			3,916,357		3,145,044
Retirement			11,435,037		9,614,027
<b>Subtotal</b>			<b>\$58,704,273</b>		<b>\$54,950,052</b>
<b>Total Salaries and Benefits</b>		<b>710.7</b>	<b>\$106,558,279</b>	<b>710.7</b>	<b>\$92,542,224</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$149,840</b>		<b>\$130,137</b>
<b>Statewide Benefit Assessment</b>			<b>\$2,024,156</b>		<b>\$1,617,311</b>
<b>Payroll Costs</b>		<b>710.7</b>	<b>\$108,582,435</b>	<b>710.7</b>	<b>\$94,159,535</b>

# Personnel

## Department Of Administration Agency Summary

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Information Technology			22,705,541		7,038,185
Clerical and Temporary Services			177,166		196,413
Management & Consultant Services			24,821,534		21,800,776
Legal Services			1,055,737		618,888
Other Contracts			7,937,750		4,402,608
Buildings and Ground Maintenance			759,664		759,664
Training and Educational Services			827,361		277,356
Design and Engineering Services			432,357		409,482
Medical Services			25,901		1,749
<b>Subtotal</b>			<b>\$58,743,011</b>		<b>\$35,505,121</b>
<b>Total Personnel</b>		<b>710.7</b>	<b>\$167,455,446</b>	<b>710.7</b>	<b>\$129,794,656</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		489.8	\$57,070,106	484.2	\$38,814,563
Federal Funds		83.6	\$61,357,288	74.5	\$33,205,687
Restricted Receipts		32.0	\$3,793,866	42.9	\$9,889,075
Operating Transfers from Other Funds		15.0	\$2,597,088	13.9	\$2,518,951
Other Funds		90.3	\$42,637,098	95.2	\$45,366,380
<b>Total All Funds</b>		<b>710.7</b>	<b>\$167,455,446</b>	<b>710.7</b>	<b>\$129,794,656</b>

# The Program

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## Department Of Administration Central Management

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### Program Mission

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.

To select the best candidates for recommendation for appointment to the Judiciary.

To manage the implementation of large-scale information technology projects.

### Program Description

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

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

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

The Judicial Nominating Commission was created by statute to recommend highly qualified candidates to the Governor to fill vacancies in the Rhode Island judiciary. Pursuant to R.I.G.L. 8-16.1, 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.

The Chief Digital Officer and staff manage the implementation of all new and mission critical technology infrastructure projects, including upgrades for other state agencies. The Division of Information Technology (DoIT) continues to manage and support day-to-day operations of the State's technology infrastructure, telecommunications, and associated applications.

### Statutory History

The 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 Office of Digital Excellence was transferred from the General Program to the Central Management Program in FY 2013.



# The Budget

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## Department Of Administration Central Management

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Director's Office	1,154,465	1,159,097	676,391	1,698,045	1,753,727
Financial Management	934,669	904,232	890,856	882,531	1,038,347
Judicial Nominating Committee	2,633	4,246	27,525	14,850	14,850
Office of Digital Excellence	170,736	541,122	908,192	645,985	984,019
<b>Total Expenditures</b>	<b>\$2,262,503</b>	<b>\$2,608,697</b>	<b>\$2,502,964</b>	<b>\$3,241,411</b>	<b>\$3,790,943</b>
<b>Expenditures By Object</b>					
Personnel	2,172,599	2,467,394	2,369,988	3,047,089	3,658,867
Operating Supplies and Expenses	84,866	81,956	129,976	127,262	129,976
Assistance and Grants	-	55,680	-	64,960	-
<b>Subtotal: Operating Expenditures</b>	<b>2,257,465</b>	<b>2,605,030</b>	<b>2,499,964</b>	<b>3,239,311</b>	<b>3,788,843</b>
Capital Purchases and Equipment	5,038	3,667	3,000	2,100	2,100
<b>Total Expenditures</b>	<b>\$2,262,503</b>	<b>\$2,608,697</b>	<b>\$2,502,964</b>	<b>\$3,241,411</b>	<b>\$3,790,943</b>
<b>Expenditures By Funds</b>					
General Revenue	2,262,503	2,608,697	2,502,964	3,241,411	3,790,943
<b>Total Expenditures</b>	<b>\$2,262,503</b>	<b>\$2,608,697</b>	<b>\$2,502,964</b>	<b>\$3,241,411</b>	<b>\$3,790,943</b>

# Personnel

## Department Of Administration Central Management

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
EXECUTIVE DIRECTOR, DEPARTMENT OF	00150A	2.0	284,130	2.0	289,812
SENIOR INFORMATION TECHNOLOGY PROJECT	00148A	1.0	132,611	1.0	135,443
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00144A	1.0	127,647	1.0	132,824
INFORMATION TECHNOLOGY PROJECT MANAGER	00143A	3.0	307,389	3.0	315,294
EXECUTIVE ASSISTANT TO THE DIRECTOR (DEPT.	00141A	1.0	100,311	1.0	102,317
ADMINISTRATOR, FINANCIAL MANAGEMENT	00137A	1.0	85,077	1.0	86,778
PROGRAMMING SERVICES OFFICER	00131A	1.0	81,625	1.0	83,257
PRINCIPAL HUMAN SERVICES BUSINESS OFFICER	00A28A	1.0	79,704	1.0	81,244
PROGRAMMER/ANALYST III (ORACLE)	00135A	2.0	147,828	2.0	157,750
CHIEF IMPLEMENTATION AIDE	00128A	2.0	145,248	2.0	148,119
FISCAL MANAGEMENT OFFICER	00B26A	1.0	69,793	1.0	74,343
SUPERVISING ACCOUNTANT	00131A	1.0	68,021	1.0	69,381
SUPERVISOR OF BILLINGS AND ACCOUNTS	03527A	1.0	67,447	1.0	68,785
ADMINISTRATIVE OFFICER	00124A	1.0	62,054	1.0	63,266
ASSISTANT ADMINISTRATIVE OFFICER	00121A	1.0	53,989	1.0	55,069
BUSINESS MANAGEMENT OFFICER	00A26A	1.0	53,674	1.0	55,478
BILLING SPECIALIST	00318A	2.0	81,489	2.0	83,222
CHIEF OF INFORMATION AND PUBLIC RELATIONS	00129A <sup>1</sup>	-	-	1.0	57,041
<b>Subtotal</b>		<b>23.0</b>	<b>\$1,948,037</b>	<b>24.0</b>	<b>\$2,059,423</b>
<b>Unclassified</b>					
CHIEF DIGITAL OFFICER	00856A	1.0	195,899	1.0	204,617
DIRECTOR OF ADMINISTRATION	00946KF	1.0	149,512	1.0	149,512
PRINCIPAL TECHNICAL SUPPORT ANALYST	05229A	1.0	86,574	1.0	88,260
EXECUTIVE SECRETARY (STATE PROPERTIES)	00321A	1.0	44,187	1.0	46,347
<b>Subtotal</b>		<b>4.0</b>	<b>\$476,172</b>	<b>4.0</b>	<b>\$488,736</b>
Cost Allocation to Other Programs		-	(397,412)	-	(365,477)
Interdepartmental Transfer		-	(103,141)	-	(131,589)
Turnover		-	(277,878)	-	(19,719)
<b>Subtotal</b>		<b>-</b>	<b>(\$778,431)</b>	<b>-</b>	<b>(\$516,785)</b>
<b>Total Salaries</b>		<b>27.0</b>	<b>\$1,645,778</b>	<b>28.0</b>	<b>\$2,031,374</b>
<b>Benefits</b>					
Payroll Accrual			9,355		11,544
Direct Salaries			1,645,778		2,031,374
Retiree Health			109,919		121,885
Assessed Fringe Benefits			70,024		87,349
Legal Services			4,000		4,000
Not Personnel			194,322		132,076
Health Benefits			191,734		254,033
Management & Consultant Services			500,000		500,000
FICA			113,960		145,008
Retirement			402,319		503,674
<b>Subtotal</b>			<b>\$3,241,411</b>		<b>\$3,790,943</b>

# Personnel

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## Department Of Administration Central Management

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	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>		27.0	\$2,473,065	28.0	\$3,067,518
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			\$91,595		\$109,554
<b>Statewide Benefit Assessment</b>			\$70,024		\$87,349
<b>Payroll Costs</b>		27.0	\$2,543,089	28.0	\$3,154,867
<b>Purchased Services</b>					
Management & Consultant Services			500,000		500,000
Legal Services			4,000		4,000
<b>Subtotal</b>			<b>\$504,000</b>		<b>\$504,000</b>
<b>Total Personnel</b>		27.0	<b>\$3,047,089</b>	28.0	<b>\$3,658,867</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		27.0	\$3,047,089	28.0	\$3,658,867
<b>Total All Funds</b>		27.0	<b>\$3,047,089</b>	28.0	<b>\$3,658,867</b>

1 New FTE position in Director's Office.

# The Program

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## Department Of Administration Accounts and Control

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### **Program Mission**

To provide various stakeholders with timely financial reporting that is consistent with generally accepted accounting principles.

To establish policies and procedures to foster sound accounting practices and internal controls.

To continually enhance and maintain the centralized accounting system to promote fiscal integrity across all State agencies.

To support state operations by centrally processing financial transactions in a timely and accurate manner.

### **Program Description**

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 the Office of Accounts and Control include the central administration of a comprehensive accounting and recording system which classifies transactions of the departments and agencies in accordance with the budget plan; the processing of payroll for all State employees; the pre-audit of state receipts and expenditures; the approval of vouchers drawn on the treasury; and the preparation of financial statements in accordance with generally accepted accounting principles.

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.

### **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

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## Department Of Administration Accounts and Control

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	<b>2013 Audited</b>	<b>2014 Audited</b>	<b>2015 Enacted</b>	<b>2015 Revised</b>	<b>2016 Recommend</b>
<b>Expenditures By Subprogram</b>					
Accounts & Control	3,653,684	3,733,014	3,973,748	3,826,318	4,080,143
<b>Total Expenditures</b>	<b>\$3,653,684</b>	<b>\$3,733,014</b>	<b>\$3,973,748</b>	<b>\$3,826,318</b>	<b>\$4,080,143</b>
<b>Expenditures By Object</b>					
Personnel	3,547,477	3,642,309	3,840,044	3,695,193	3,940,178
Operating Supplies and Expenses	101,475	92,205	130,704	128,125	136,965
Assistance and Grants	-	(1,500)	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>3,648,952</b>	<b>3,733,014</b>	<b>3,970,748</b>	<b>3,823,318</b>	<b>4,077,143</b>
Capital Purchases and Equipment	4,732	-	3,000	3,000	3,000
<b>Total Expenditures</b>	<b>\$3,653,684</b>	<b>\$3,733,014</b>	<b>\$3,973,748</b>	<b>\$3,826,318</b>	<b>\$4,080,143</b>
<b>Expenditures By Funds</b>					
General Revenue	3,653,684	3,733,014	3,973,748	3,826,318	4,080,143
<b>Total Expenditures</b>	<b>\$3,653,684</b>	<b>\$3,733,014</b>	<b>\$3,973,748</b>	<b>\$3,826,318</b>	<b>\$4,080,143</b>

# Personnel

## Department Of Administration Accounts and Control

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CONTROLLER	00146A <sup>2</sup>	1.0	131,229	1.0	133,491
ASSOCIATE CONTROLLER	00143A	2.0	243,919	2.0	248,740
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	110,342	1.0	112,549
SUPERVISOR FINANCIAL MANAGEMENT AND INVESTIGATIVE AUDITOR	00135A	1.0	95,033	1.0	96,933
FINANCIAL REPORTING MANAGER (OFFICE OF CHIEF PREAUDIT SUPERVISOR)	00133A	1.0	89,019	1.0	90,783
SUPERVISING ACCOUNTANT	00139A	1.0	84,716	1.0	90,315
FISCAL MANAGEMENT OFFICER	00131A	4.0	307,006	4.0	313,126
SENIOR MANAGEMENT AND METHODS ANALYST	00831A	1.0	74,388	1.0	78,830
PRINCIPAL ACCOUNTING POLICY AND METHODS ASSET PROTECTION OFFICER	00B26A	3.0	199,271	3.0	204,217
CENTRAL ACCOUNTS PAYABLE SUPERVISING ACCOUNTS AND CONTROL CENTRALIZED SCHEDULING AND RECORDING CLERK	00325A	1.0	64,412	1.0	65,694
	00828A	3.0	193,168	3.0	199,702
	00324A	2.0	125,208	2.0	127,654
	00324A	1.0	46,309	1.0	48,013
	00321A	13.0	574,252	13.0	599,530
	00312A	2.0	79,390	2.0	81,152
<b>Subtotal</b>		<b>37.0</b>	<b>\$2,417,662</b>	<b>37.0</b>	<b>\$2,490,729</b>
Turnover		-	(134,198)	-	(67,287)
<b>Subtotal</b>		<b>-</b>	<b>(\$134,198)</b>	<b>-</b>	<b>(\$67,287)</b>
<b>Total Salaries</b>		<b>37.0</b>	<b>\$2,283,464</b>	<b>37.0</b>	<b>\$2,423,442</b>
<b>Benefits</b>					
Payroll Accrual			13,062		13,820
Direct Salaries			2,283,464		2,423,442
Retiree Health			159,273		150,545
Assessed Fringe Benefits			98,194		104,208
Legal Services			1,700		1,700
Not Personnel			131,125		139,965
Other Contracts			2,000		2,000
Health Benefits			408,430		462,960
FICA			173,500		184,362
Retirement			555,570		597,141
<b>Subtotal</b>			<b>\$3,826,318</b>		<b>\$4,080,143</b>
<b>Total Salaries and Benefits</b>		<b>37.0</b>	<b>\$3,593,299</b>	<b>37.0</b>	<b>\$3,832,270</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$97,116</b>		<b>\$103,575</b>
<b>Statewide Benefit Assessment</b>			<b>\$98,194</b>		<b>\$104,208</b>
<b>Payroll Costs</b>		<b>37.0</b>	<b>\$3,691,493</b>	<b>37.0</b>	<b>\$3,936,478</b>

# Personnel

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## Department Of Administration Accounts and Control

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	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Legal Services			1,700		1,700
Other Contracts			2,000		2,000
<b>Subtotal</b>			<b>\$3,700</b>		<b>\$3,700</b>
<b>Total Personnel</b>		<b>37.0</b>	<b>\$3,695,193</b>	<b>37.0</b>	<b>\$3,940,178</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		37.0	\$3,695,193	37.0	\$3,940,178
<b>Total All Funds</b>		<b>37.0</b>	<b>\$3,695,193</b>	<b>37.0</b>	<b>\$3,940,178</b>

2 Position upgraded to G-148A

# Performance Measures

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## Department Of Administration Accounts and Control

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### *Timeliness of Invoice Processing*

The Office of Accounts and Control centrally processes all vouchers drawn on the General Treasury. The Office strives to process payments in a timely manner to vendors doing business with the state, and this measure provides an indication regarding the timeliness of payments to vendors. The figures below represent the percentage of invoices processed within 30 days of being received.

	2012	2013	2014	2015	2016
<b>Target</b>	99%	99%	99%	99%	99%
<b>Actual</b>	99%	99%	99%	--	--

Performance for this measure is reported by state fiscal year.

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### *Timeliness of Annual Financial Report Completion*

The Office of Accounts and Control prepares the State of Rhode Island's Comprehensive Annual Financial Report (CAFR). This measure provides an indication regarding the timeliness of this financial report, which is essential for effective decision-making, effective and timely management of public funds and enhancing public accountability. The figures below represent the number of days after fiscal year end to complete the CAFR. [As the CAFR is published after the close of a fiscal year, the Actual figure represents the completion time for the previous fiscal year's CAFR (e.g., 2015 Actual is the completion time for the FY 2014 CAFR).]

	2012	2013	2014	2015	2016
<b>Target</b>	176 Days	174 Days	173 Days	172 Days	171 Days
<b>Actual</b>	175 Days	173 Days	172 Days	171 Days	--

Performance for this measure is reported by state fiscal year.

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# The Program

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## Department Of Administration Office of Management and Budget

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### Program Mission

To anticipate and provide ongoing fiscal analysis, management support, and analytical research to the Governor, state departments and agencies, the General Assembly, and taxpayers. This includes establishing a robust public finance and management system that manages an accountable and transparent data-driven budget process, monitoring state departments' and agencies' performance and use of public funds, applying strategic planning and continuous improvement principles to maximize and align limited state resources to effectuate the State's policy goals, and ensuring the State's regulatory environment does not inhibit growth.

### Program Description

The Office of Management and Budget (OMB) serves as the executive branch's principal agency to provide credible, accurate, financial information and objective insight to maximize finite resources. OMB develops, coordinates and monitors the State's operating and capital budgets, maintains a performance-based and data-driven process for resource allocation, monitors federal grants to ensure compliance with state and federal requirements, and evaluates and reforms the current regulatory environment to make it easier to do business in the State. The OMB includes the following key functions:

**Budget Office:** Formulates, prepares and executes the state's operating and capital budgets, analyzing department operating and capital funding requests, developing revenue and caseload estimates, and providing testimony before the General Assembly and bond rating agencies.

**Strategic Management:** Assists departments and agencies with strategic planning and continuous improvement processes to enhance management capacity.

**Performance Management:** Develops and monitors performance measures for each department and program to align limited resources with results.

**Federal Grants Administration:** Monitors and reports on federal grants including stimulus grants, and maximizes use of federal funds for eligible state programs and functions.

**Regulatory Reform:** Evaluates and reforms state and local regulatory environment to remove barriers to economic growth while protecting taxpayer interests.

### Statutory History

RIGL 35-1.1 created the Office of Management and Budget. RIGL 35-3 establishes the Budget Office's responsibility for the executive budget, including the preparation and submission of the Governor's budget to the general assembly; 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. RIGL 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. RIGL 22-12 requires that a fiscal note accompany bills and resolutions that may impact state or municipal revenues or expenditures. RIGL 42-35.1-3 moved the Office of Regulatory Reform from the Economic Development Corporation to the Office of Management and Budget.

# The Budget

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## Department Of Administration Office of Management and Budget

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Budget Office	2,096,215	2,129,218	2,256,088	2,209,127	2,310,228
Director, Office of Mgt and Budget	318,833	437,200	414,493	432,058	632,945
Performance Management	194,822	258,690	266,353	316,365	373,084
Federal Grants Management	258,207	255,828	270,405	275,705	281,235
Office of Regulatory Reform	200,855	455,906	872,171	1,017,433	440,704
<b>Total Expenditures</b>	<b>\$3,068,932</b>	<b>\$3,536,842</b>	<b>\$4,079,510</b>	<b>\$4,250,688</b>	<b>\$4,038,196</b>
<b>Expenditures By Object</b>					
Personnel	2,802,727	3,400,208	3,632,969	3,571,735	3,927,574
Operating Supplies and Expenses	135,609	116,906	139,041	146,453	105,122
<b>Subtotal: Operating Expenditures</b>	<b>2,938,336</b>	<b>3,517,114</b>	<b>3,772,010</b>	<b>3,718,188</b>	<b>4,032,696</b>
Capital Purchases and Equipment	18,391	19,728	307,500	532,500	5,500
Operating Transfers	112,205	-	-	-	-
<b>Total Expenditures</b>	<b>\$3,068,932</b>	<b>\$3,536,842</b>	<b>\$4,079,510</b>	<b>\$4,250,688</b>	<b>\$4,038,196</b>
<b>Expenditures By Funds</b>					
General Revenue	2,810,725	3,308,787	4,018,136	4,197,407	4,038,196
Restricted Receipts	258,207	228,055	61,374	53,281	-
<b>Total Expenditures</b>	<b>\$3,068,932</b>	<b>\$3,536,842</b>	<b>\$4,079,510</b>	<b>\$4,250,688</b>	<b>\$4,038,196</b>

# Personnel

## Department Of Administration Office of Management and Budget

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	00150A	1.0	176,422	1.0	184,777
DEPUTY BUDGET OFFICER	00144A	1.0	137,069	1.0	139,811
ASSOCIATE DIRECTOR I (MHRH)	00142A	0.9	113,321	1.0	128,378
ASSOCIATE DIRECTOR - MHRH (DD)	00042A	0.1	12,591	-	-
DIRECTOR REGULATORY REFORM (OMB)	00142A	1.0	104,948	1.0	107,047
SUPERVISING BUDGET ANALYST	00139A	3.0	296,989	3.0	305,332
SENIOR BUDGET ANALYST	00834A	1.0	91,607	1.0	93,368
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMMING SERVICES OFFICER	00040A	1.0	83,708	1.0	88,118
BUDGET ANALYST II	00131A <sup>3</sup>	2.0	138,174	1.0	72,850
BUDGET ANALYST I/ECONOMIST	00831A	6.0	403,486	7.0	482,081
ADMINISTRATIVE OFFICER	00124A	1.0	59,949	1.0	61,135
BUDGET ANALYST I/ECONOMIST	00828A	1.0	56,422	1.0	62,168
BUDGET ANALYST I	00828A	3.0	164,900	2.0	109,500
SENIOR MANAGEMENT AND METHODS ANALYST	00125A	5.0	255,121	5.0	265,219
IMPLEMENTATION AIDE	00122A	1.0	44,248	1.0	46,341
IMPLEMENTATION AIDE	00022A	1.0	43,720	1.0	45,775
<b>Subtotal</b>		<b>29.0</b>	<b>\$2,182,675</b>	<b>28.0</b>	<b>\$2,191,900</b>
<b>Unclassified</b>					
DIRECTOR, OFFICE OF MANAGEMENT & BUDGET	00852A	1.0	167,036	1.0	170,377
ASSOCIATE DIRECTOR FOR PLANNING, POLICY & <b>Subtotal</b>	00843A	1.0	119,157	1.0	121,541
		<b>2.0</b>	<b>\$286,193</b>	<b>2.0</b>	<b>\$291,918</b>
Temporary and Seasonal		-	15,750	-	15,750
Turnover		-	(259,896)	-	(109,500)
<b>Subtotal</b>		-	<b>(\$244,146)</b>	-	<b>(\$93,750)</b>
<b>Total Salaries</b>		<b>31.0</b>	<b>\$2,224,722</b>	<b>30.0</b>	<b>\$2,390,068</b>
<b>Benefits</b>					
Payroll Accrual			12,628		13,514
Direct Salaries			2,224,723		2,390,068
Retiree Health			149,102		142,459
Assessed Fringe Benefits			95,664		102,772
Legal Services			75,000		50,000
Not Personnel			678,953		110,622
Health Benefits			283,516		337,964
Management & Consultant Services			32,000		132,000
FICA			161,659		173,763
Retirement			537,443		585,034
<b>Subtotal</b>			<b>\$4,250,688</b>		<b>\$4,038,196</b>

# Personnel

## Department Of Administration Office of Management and Budget

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>		31.0	\$3,369,070	30.0	\$3,642,802
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			\$108,172		\$120,902
<b>Statewide Benefit Assessment</b>			\$95,664		\$102,772
<b>Payroll Costs</b>		31.0	\$3,464,734	30.0	\$3,745,574
<b>Purchased Services</b>					
Management & Consultant Services			32,000		132,000
Legal Services			75,000		50,000
<b>Subtotal</b>			\$107,000		\$182,000
<b>Total Personnel</b>		31.0	\$3,571,735	30.0	\$3,927,574
<b>Distribution By Source Of Funds</b>					
General Revenue		30.8	\$3,544,762	30.0	\$3,927,574
Restricted Receipts		0.2	\$26,973	-	-
<b>Total All Funds</b>		31.0	\$3,571,735	30.0	\$3,927,574

*3 For FY 2016, Ombudsman position is transferred to Department of Business Regulation (DBR).*

# Performance Measures

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## Department Of Administration Office of Management and Budget

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### *Timeliness of Fiscal Note Completion*

The figures below represent the average time, in days, for the Budget Office to complete a fiscal note from the time that it is received from the House and/or Senate Finance Committee until the time of completion. RIGL 22-12-4 requires that fiscal notes be returned within ten (10) calendar days of when the request was made. The Budget Office strives to meet this completion timeframe for most fiscal notes, though the average number of days may exceed the threshold in order to complete fiscal notes on more complicated legislation.

	2012	2013	2014	2015	2016
<b>Target</b>	35 Days	35 Days	20 Days	18 Days	18 Days
<b>Actual</b>	30 Days	22 Days	28 Days	--	--

Performance for this measure is reported by state fiscal year.

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### *Timeliness of Proposed Regulation Review*

In 2015, Governor Raimondo issued Executive Order 15-07, requiring regulatory agencies to submit proposed regulations to the Office of Regulatory Reform (ORR) for review and approval before they are posted for notice of intended action. ORR has thirty (30) days to review each submission in accordance with RIGL 42-35-3(a)(1). The figures below represent the median time, in days, it took ORR to complete initial review of proposed regulations.

	2012	2013	2014	2015	2016
<b>Target</b>	--	--	--	30 Days	30 Days
<b>Actual</b>	--	--	--	--	--

Performance for this measure is reported by calendar year.

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### *Program Performance Reviews*

OMB is in the process of updating performance measures for government departments and agencies and has identified more than 100 programs whose performance should be reviewed regularly. Once new measures are created, OMB meets with departments on a regular basis to review actual performance relative to objectives. The figures below represent the percentage of the targeted state programs that have developed performance measures and are reviewed on a regular basis.

	2012	2013	2014	2015	2016
<b>Target</b>	--	75%	90%	100%	100%
<b>Actual</b>	79.2%	85%	85%	--	--

Performance for this measure is reported by state fiscal year.

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# The Program

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## Department Of Administration Purchasing

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### **Program Mission**

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 conform to rules, regulations and ethical standards relating to purchasing activities. The program ensures that user agencies obtain goods and services in a cost-effective manner without sacrificing quality and standards. The program ensures public access to appropriate information by expanding the applications of the Rhode Island Vendor Information Program to enhance transparency. The program ensures the fullest participation of women and minority business enterprises in state-funded and directed construction programs and projects and state purchases of goods and services.

### **Program Description**

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 and requests for quotes for services and supplies, supports price negotiations and implements affirmative action programs. Operational support services includes purchase order production and record keeping, bid preparation and opening, requisition tracking, and vendor files. Standards and Specifications works 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. The Division continues to streamline operations by using legal counsel to standardize front end solicitation documents. This will provide greater uniformity for all users of the procurement process including the Division, agencies, architects and bidders. In addition, the utilization of the Lean process review for Request for Proposals will result in several efficiencies over the upcoming months.

### **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. 37-2-17.2 requires the institution of an electronic Vendor Information Program.

In 2011, in accordance with RIGL 37-2-18(b) and the proposed Purchasing Regulations (Effective on or about 1/11/11), which provides that, beginning January 1, 2014, all bid proposals for "public works projects" are required to include a copy "to be available for public inspection upon the opening of the bids." Any bid proposal that does not include a copy for public inspection shall be deemed to be non-responsive. R.I.G.L. 37-2-18(b) and (j).

# The Budget

## Department Of Administration Purchasing

	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Purchasing	2,488,969	2,748,072	2,979,452	2,897,538	3,085,408
Minority Business Enterprise	315,785	333,658	-	-	-
<b>Total Expenditures</b>	<b>\$2,804,754</b>	<b>\$3,081,730</b>	<b>\$2,979,452</b>	<b>\$2,897,538</b>	<b>\$3,085,408</b>
<b>Expenditures By Object</b>					
Personnel	2,602,135	2,979,453	2,894,878	2,810,629	2,991,682
Operating Supplies and Expenses	113,565	74,513	84,574	86,909	93,726
<b>Subtotal: Operating Expenditures</b>	<b>2,715,700</b>	<b>3,053,966</b>	<b>2,979,452</b>	<b>2,897,538</b>	<b>3,085,408</b>
Capital Purchases and Equipment	30,555	-	-	-	-
Operating Transfers	58,499	27,764	-	-	-
<b>Total Expenditures</b>	<b>\$2,804,754</b>	<b>\$3,081,730</b>	<b>\$2,979,452</b>	<b>\$2,897,538</b>	<b>\$3,085,408</b>
<b>Expenditures By Funds</b>					
General Revenue	2,424,888	2,818,185	2,670,956	2,580,157	2,764,921
Federal Funds	69,590	83,027	-	-	-
Operating Transfers from Other Funds	310,276	180,518	308,496	317,381	320,487
<b>Total Expenditures</b>	<b>\$2,804,754</b>	<b>\$3,081,730</b>	<b>\$2,979,452</b>	<b>\$2,897,538</b>	<b>\$3,085,408</b>

# Personnel

## Department Of Administration Purchasing

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
PURCHASING AGENT	00145A	1.0	121,934	1.0	127,435
INTERDEPARTMENTAL PROJECT MANAGER	00139A	3.0	287,887	3.0	297,040
DEPUTY PURCHASING AGENT	00141A	1.0	92,336	1.0	92,890
CHIEF OF PURCHASING MANAGEMENT AND	00138A	1.0	77,620	1.0	82,067
CHIEF BUYER (DOA/OP)	00132A	4.0	306,739	4.0	320,041
CHIEF IMPLEMENTATION AIDE	00828A	2.0	138,188	2.0	143,783
PROGRAMMING SERVICES OFFICER	00131A	1.0	65,461	1.0	69,253
SENIOR BUYER (DOA/OP)	00829A	1.0	64,778	1.0	69,104
BUYER II (DOA/OP)	00327A	2.0	124,283	2.0	128,896
SYSTEMS SUPPORT TECHNICIAN I	00318A	2.0	99,894	2.0	101,847
LEGAL ASSISTANT	00119A	1.0	48,747	1.0	49,696
BUYER I (DOA/OP)	00324A	1.0	44,850	1.0	47,253
STANDARDS TECHNICIAN (DIVISION OF	00318A	8.0	351,118	9.0	399,213
CLERK-TYPIST	00307A	1.0	31,366	1.0	32,401
<b>Subtotal</b>		<b>29.0</b>	<b>\$1,855,201</b>	<b>30.0</b>	<b>\$1,960,919</b>
<b>Unclassified</b>					
CHIEF STRATEGIC PLANNING MONITORING AND	00143A	1.0	132,656	-	-
<b>Subtotal</b>		<b>1.0</b>	<b>\$132,656</b>	<b>-</b>	<b>-</b>
Interdepartmental Transfer		-	(64,861)	-	(51,070)
Temporary and Seasonal		-	10,427	-	-
Turnover		-	(199,783)	-	(71,079)
<b>Subtotal</b>		<b>-</b>	<b>(\$254,217)</b>	<b>-</b>	<b>(\$122,149)</b>
<b>Total Salaries</b>		<b>30.0</b>	<b>\$1,733,640</b>	<b>30.0</b>	<b>\$1,838,770</b>
<b>Benefits</b>					
Payroll Accrual			9,754		10,388
Direct Salaries			1,733,641		1,838,770
Retiree Health			118,859		112,867
Assessed Fringe Benefits			74,549		79,068
Legal Services			25,000		-
Not Personnel			84,909		91,726
Miscellaneous			2,000		2,000
Clerical and Temporary Services			1,000		1,000
Health Benefits			321,631		382,369
FICA			132,411		140,458
Retirement			393,784		426,762
<b>Subtotal</b>			<b>\$2,897,538</b>		<b>\$3,085,408</b>
<b>Total Salaries and Benefits</b>		<b>30.0</b>	<b>\$2,710,079</b>	<b>30.0</b>	<b>\$2,911,614</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$89,988</b>		<b>\$97,054</b>
<b>Statewide Benefit Assessment</b>			<b>\$74,549</b>		<b>\$79,068</b>
<b>Payroll Costs</b>		<b>30.0</b>	<b>\$2,784,628</b>	<b>30.0</b>	<b>\$2,990,682</b>



# Personnel

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## Department Of Administration Purchasing

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	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			1,000		1,000
Legal Services			25,000		-
<b>Subtotal</b>			<b>\$26,000</b>		<b>\$1,000</b>
<b>Total Personnel</b>		<b>30.0</b>	<b>\$2,810,629</b>	<b>30.0</b>	<b>\$2,991,682</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		27.1	\$2,493,248	27.1	\$2,671,195
Operating Transfers from Other Funds		2.9	\$317,381	2.9	\$320,487
<b>Total All Funds</b>		<b>30.0</b>	<b>\$2,810,629</b>	<b>30.0</b>	<b>\$2,991,682</b>

# Performance Measures

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## Department Of Administration Purchasing

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### *Master Price Agreement Renewal*

The Division of Purchases develops Master Price Agreements (MPAs) for statewide procurements of all State agencies, quasi-public agencies and municipalities. The MPAs provide opportunity to procure services at lower cost than if procured independently. Timely renewal of MPAs provides price surety for State and municipal agencies reliant upon the discounts achieved through this State procurement contract mechanism. The figures below represent the percentage of MPAs renewed prior to their expiration.

	2012	2013	2014	2015	2016
<b>Target</b>	--	--	25%	50%	50%
<b>Actual</b>	--	25%	39.3%	--	--

Performance for this measure is reported by state fiscal year.

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# The Program

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## Department Of Administration Auditing

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### Program Mission

To provide independent and objective assurance regarding governance, risk management, and control processes. To report the effectiveness and efficiency of state operations, the reliability of financial reporting, and compliance with applicable laws, regulations, and contracts.

To be the independent voice which helps ensure that our state government resources are being utilized in a cost efficient, effective manner and promote a control conscious environment. Our guiding values include objectivity, independence, integrity, and professionalism.

### Program Description

The Bureau of Audits was established to conduct all audits required by the Department of Administration. Its authority is given under RIGL 35-7 which allows the Bureau of Audits:

- To conduct audits of any state department, state agency, or private entity that is a recipient of state funding, or state grants, as deemed necessary or expedient by the Bureau of Audits. Audits may be made relative to financial affairs, or the economy and efficiency of management of each department and agency.
- To determine which audits shall be performed in accordance with a risk based evaluation.
- To conduct investigations, or management advisory and consulting services upon request of the Governor or the General Assembly.

The Bureau of Audits performs the internal auditing function for the Executive Branch of State Government, and falls under the Department of Administration. Bureau of Audits reports functionally to the Internal Audit Advisory Group and administratively to the Director of the Department of Administration.

Bureau of Audits provides the Governor and the Director of Administration with an independent appraisal and evaluation of the effectiveness of financial and operational controls through objective analyses, evaluations, and recommendations on operations, systems, and contracted services of state government. Additionally, Bureau of Audits provides expert technical advice on how to coordinate process improvement and quality control activities across state government.

Bureau of Audits provides independent and objective assurance on governance, risk management, and control processes in order to furnish a reasonable basis to report on the effectiveness and efficiency of state operations, the reliability of financial reporting, and compliance with applicable laws, regulations, and contracts. Additionally, Bureau of Audits conducts fraud awareness and ethics training to state employees, forensic audits, state vendor and contractor audits, accounting assistance, investigative reviews, enterprise risk assessment, and more.

### Statutory History

Chapter 35-7 establishes the Bureau of Audits and authorizes it to conduct audits of the financial affairs, the economy and efficiency of management, and the books and accounts of all state departments and agencies in accordance with a risk-based evaluation system. The Bureau may also, at the written request of the Governor, the Director of the Department of Administration, or of either branch of the general assembly, conduct investigations of and provide management advisory and consulting services to state departments, agencies, and quasi-state agencies. Unless there is an issue of misappropriation, the provisions of this chapter shall not apply to non-profit organizations.

# The Budget

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## Department Of Administration Auditing

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	<b>2013 Audited</b>	<b>2014 Audited</b>	<b>2015 Enacted</b>	<b>2015 Revised</b>	<b>2016 Recommend</b>
<b>Expenditures By Subprogram</b>					
Auditing	1,117,015	1,336,731	1,434,565	1,391,916	1,476,262
<b>Total Expenditures</b>	<b>\$1,117,015</b>	<b>\$1,336,731</b>	<b>\$1,434,565</b>	<b>\$1,391,916</b>	<b>\$1,476,262</b>
<b>Expenditures By Object</b>					
Personnel	1,069,158	1,307,586	1,391,990	1,349,341	1,436,625
Operating Supplies and Expenses	33,008	28,283	40,075	41,075	37,137
<b>Subtotal: Operating Expenditures</b>	<b>1,102,166</b>	<b>1,335,869</b>	<b>1,432,065</b>	<b>1,390,416</b>	<b>1,473,762</b>
Capital Purchases and Equipment	14,849	862	2,500	1,500	2,500
<b>Total Expenditures</b>	<b>\$1,117,015</b>	<b>\$1,336,731</b>	<b>\$1,434,565</b>	<b>\$1,391,916</b>	<b>\$1,476,262</b>
<b>Expenditures By Funds</b>					
General Revenue	1,117,015	1,336,731	1,434,565	1,391,916	1,476,262
<b>Total Expenditures</b>	<b>\$1,117,015</b>	<b>\$1,336,731</b>	<b>\$1,434,565</b>	<b>\$1,391,916</b>	<b>\$1,476,262</b>

# Personnel

## Department Of Administration Auditing

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CHIEF BUREAU OF AUDITS	00145A	1.0	129,012	1.0	131,508
DEPUTY CHIEF BUREAU OF AUDITS	00143A	2.0	211,713	2.0	218,376
INTERNAL AUDIT MANAGER (DOA)	00136A	2.0	194,068	2.0	197,929
PRINCIPAL AUDITOR	00328A	1.0	73,600	1.0	75,039
SENIOR INTERNAL AUDITOR (DOA)	00131A	5.0	335,306	5.0	344,857
SENIOR AUDITOR	00325A	1.0	64,443	1.0	65,698
<b>Subtotal</b>		<b>12.0</b>	<b>\$1,008,142</b>	<b>12.0</b>	<b>\$1,033,407</b>
Turnover		-	(140,815)	-	(119,222)
<b>Subtotal</b>		<b>-</b>	<b>(\$140,815)</b>	<b>-</b>	<b>(\$119,222)</b>
<b>Total Salaries</b>		<b>12.0</b>	<b>\$867,327</b>	<b>12.0</b>	<b>\$914,185</b>
<b>Benefits</b>					
Payroll Accrual			4,958		5,317
Direct Salaries			867,327		914,185
Retiree Health			58,540		54,851
Assessed Fringe Benefits			37,298		39,309
Not Personnel			42,075		39,637
Miscellaneous			500		-
Health Benefits			104,384		128,227
FICA			65,814		69,478
Retirement			211,020		225,258
<b>Subtotal</b>			<b>\$1,391,916</b>		<b>\$1,476,262</b>
<b>Total Salaries and Benefits</b>		<b>12.0</b>	<b>\$1,312,043</b>	<b>12.0</b>	<b>\$1,397,316</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$109,337</b>		<b>\$116,443</b>
<b>Statewide Benefit Assessment</b>			<b>\$37,298</b>		<b>\$39,309</b>
<b>Payroll Costs</b>		<b>12.0</b>	<b>\$1,349,341</b>	<b>12.0</b>	<b>\$1,436,625</b>
<b>Total Personnel</b>		<b>12.0</b>	<b>\$1,349,341</b>	<b>12.0</b>	<b>\$1,436,625</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		12.0	\$1,349,341	12.0	\$1,436,625
<b>Total All Funds</b>		<b>12.0</b>	<b>\$1,349,341</b>	<b>12.0</b>	<b>\$1,436,625</b>

# Performance Measures

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## Department Of Administration Auditing

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### *Implementation of Recommendations*

The Bureau of Audits makes recommendations to improve operational efficiencies and effectiveness, the reliability of financial reporting, and compliance with applicable laws, regulations, and contracts. The figures below represent the percentage of Bureau recommendations that are implemented by the audited department or agency.

	2012	2013	2014	2015	2016
<b>Target</b>	--	90%	90%	90%	90%
<b>Actual</b>	91%	86%	87.9%	--	--

Performance for this measure is reported by state fiscal year.

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# The Program

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## Department Of Administration Human Resources

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### **Program Mission**

The vision of Human Resources is to make State Government an Employer of Choice in the State of Rhode Island by building, maintaining and developing a skilled workforce committed to excellence that reflects the diversity and talent of our community.

The Division of Human Resources will promote and maintain effective programs, policies and procedures in support of the human resources needs of the citizens, elected officials, managers and employees of the State of Rhode Island. Recognizing the commitment to maximize the potential of our greatest asset – our employees, and to deliver quality customer service, it is the mission of the Human Resources Division, in partnership with other departments in State government to; provide the best possible cost effective services, institute policies and procedures that are fair and equitable, and safeguard the integrity and quality of the State's Human Resource programs.

### **Program Description**

The Division of Human Resources is led by a Director of Human Resources whose office is responsible for the overall management of the quality of the State's Human Resources functions and services, including strategic planning, directing, developing and implementing a statewide program of personnel administration, payroll administration, labor relations, employee benefits, training and development and Workers' Compensation for State employees. The Division is comprised of a number of subprograms: Office of the Personnel Administrator – responsible for administering the provisions of the law, rules and regulations relating to the operation of the merit system of personnel administration, including Training and Development and Classification and Examinations, Office of Labor Relations – responsible for providing a full range of services dealing with interactions between management and employees; negotiation, administration and interpretation of labor agreements; assisting managers with maintaining effective relationships while managing performance and proactively handling grievances and disputes, Office of Employee Services/Payroll and Data – responsible for all aspects of recruitment/hiring/onboarding, payroll processing, personnel transactions and administrative services, Office of Human Resources Site Operations – responsible for serving as the primary point of contact for agencies needing HR assistance and services while serving as a proactive advisor to Agency leadership. The Office of Site Operations includes a dedicated, centralized Disability Management Division. The Office of Employee Benefits – responsible for the administration of benefit programs including, but not limited to medical, prescription drug, dental, vision, life insurance and disability plans for State employees and qualified retirees. The Office of Employee Benefits also develops, recommends and installs new/modified plans, ensures compliance with all applicable laws/regulations and oversees the State's wellness initiatives, and Worker's Compensation which is funded through the internal service fund.

2013 Segal Study Report: In June 2012, the Department of Administration hired Segal to assist with a comprehensive review of the State's personnel programs, practices and policies. The objective of the review was to provide recommendations to modernize, simplify and improve personnel practices and policies. In 2013, Segal issued their report which included sixteen (16) specific recommendations. The Division of Human Resources is strategically moving toward implementation of key recommendations to achieve the goals identified.

### **Statutory History**

Title 36, Chapters 3 and 4 of the Rhode Island General Laws establish the basic principles of the Merit System Law, under which the Division of Human Resources operates.

# The Budget

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## Department Of Administration Human Resources

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Human Resources	-	6,824	-	154,098	1,732,231
Personnel Administration	3,340,492	3,046,910	3,288,041	2,934,085	1,267,732
Equal Opportunity/Outreach	446,223	456,378	-	-	-
Human Resources Centralization	6,843,515	6,929,066	7,318,018	7,033,984	7,371,112
<b>Total Expenditures</b>	<b>\$10,630,230</b>	<b>\$10,439,178</b>	<b>\$10,606,059</b>	<b>\$10,122,167</b>	<b>\$10,371,075</b>
<b>Expenditures By Object</b>					
Personnel	10,349,240	10,220,940	10,284,684	9,861,932	10,106,889
Operating Supplies and Expenses	213,209	209,801	305,651	243,630	248,117
<b>Subtotal: Operating Expenditures</b>	<b>10,562,449</b>	<b>10,430,741</b>	<b>10,590,335</b>	<b>10,105,562</b>	<b>10,355,006</b>
Capital Purchases and Equipment	67,781	8,437	15,724	16,605	16,069
<b>Total Expenditures</b>	<b>\$10,630,230</b>	<b>\$10,439,178</b>	<b>\$10,606,059</b>	<b>\$10,122,167</b>	<b>\$10,371,075</b>
<b>Expenditures By Funds</b>					
General Revenue	8,071,465	7,804,452	7,830,548	7,449,515	7,679,763
Federal Funds	678,704	714,339	766,793	728,805	800,576
Restricted Receipts	418,457	432,850	461,639	436,557	489,333
Other Funds	1,461,604	1,487,537	1,547,079	1,507,290	1,401,403
<b>Total Expenditures</b>	<b>\$10,630,230</b>	<b>\$10,439,178</b>	<b>\$10,606,059</b>	<b>\$10,122,167</b>	<b>\$10,371,075</b>



# Personnel

## Department Of Administration

### Human Resources

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
PERSONNEL ADMINISTRATOR	00146A	1.0	151,164	1.0	154,128
ASSOCIATE DIRECTOR (DHS) HUMAN RESOURCES	00043A	1.0	133,950	1.0	136,629
DIRECTOR OF HUMAN RESOURCES	00148A	1.0	128,141	1.0	135,443
DEPUTY PERSONNEL ADMINISTRATOR	00144A	4.0	511,237	3.0	412,159
HUMAN RESOURCES ADMINISTRATOR	00141A	2.0	239,283	2.0	243,998
HUMAN RESOURCES SUPERVISOR	00136A	2.0	198,793	2.0	202,694
CHIEF OF HUMAN RESOURCES	00138A	2.0	179,361	3.0	271,711
CHIEF OF EMPLOYEE BENEFITS	00139A	1.0	87,433	-	-
HUMAN RESOURCES COORDINATOR	00135A	7.0	608,084	8.0	693,586
SUPERVISOR PERSONNEL SUPPORT SERVICES	00128A	2.0	154,591	1.0	77,402
PROGRAMMING SERVICES OFFICER	00131A	3.0	230,497	2.0	165,672
BUSINESS MANAGEMENT OFFICER	00B26A	1.0	74,487	1.0	75,968
HUMAN RESOURCES ANALYST II (GENERAL)	00129A	2.0	148,777	2.0	152,712
HUMAN RESOURCES ANALYST III (LABOR	00133A	1.0	73,517	1.0	74,987
CHIEF IMPLEMENTATION AIDE	00128A	1.0	71,986	1.0	73,407
HUMAN RESOURCES ANALYST III (GENERAL)	00133A	8.0	571,155	7.0	527,852
CHIEF PROGRAM DEVELOPMENT	00134A	1.0	68,936	-	-
SENIOR ELECTRONIC COMPUTER PROGRAMMER	00126A	1.0	68,086	1.0	69,424
CHIEF IMPLEMENTATION AIDE	00328A	1.0	66,882	1.0	68,201
HUMAN RESOURCES ANALYST II (CLASSIF &	00129A	2.0	131,625	2.0	136,985
CHIEF EMPLOYEE RELATIONS OFFICER	00130A	3.0	188,455	2.0	133,063
HUMAN RESOURCES ANALYST I	00126A	7.0	416,249	7.0	430,680
SENIOR SYSTEMS ANALYST	00126A	1.0	55,726	-	-
ADMINISTRATIVE OFFICER	00124A	2.0	106,510	2.0	110,121
DATA ENTRY UNIT SUPERVISOR	00B21A	0.5	26,265	0.5	27,366
IMPLEMENTATION AIDE	00122A	3.0	154,352	3.0	159,273
HUMAN RESOURCES TECHNICIAN	00122A	33.0	1,662,883	33.0	1,711,016
EMPLOYEE BENEFITS SPECIALIST	00322A	3.0	142,293	-	-
EXECUTIVE ASSISTANT	00118A	1.0	41,911	3.0	123,143
PERSONNEL AIDE	00119A	2.0	79,542	1.0	42,693
SENIOR WORD PROCESSING TYPIST	00112A	1.0	36,077	1.0	36,798
ASSISTANT LABOR RELATIONS HEARING OFFICER	00132A	-	-	1.0	67,499
CHIEF OF HUMAN RESOURCES SERVICES	00133A	-	-	1.0	81,868
SUPERVISING EMPLOYEE RELATIONS OFFICER	00828A	-	-	1.0	80,212
<b>Subtotal</b>		<b>100.5</b>	<b>\$6,808,248</b>	<b>95.5</b>	<b>\$6,676,690</b>

# Personnel

## Department Of Administration

### Human Resources

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
Overtime		-	79,892	-	55,639
Temporary and Seasonal		-	35,840	-	42,153
Turnover		-	(738,097)	-	(433,984)
<b>Subtotal</b>		-	<b>(\$622,365)</b>	-	<b>(\$336,192)</b>
<b>Total Salaries</b>		<b>100.5</b>	<b>\$6,185,883</b>	<b>95.5</b>	<b>\$6,340,498</b>
<b>Benefits</b>					
Payroll Accrual			38,926		35,582
Direct Salaries			6,105,990		6,284,859
Retiree Health			420,057		384,780
Assessed Fringe Benefits			263,327		268,430
Not Personnel			260,206		264,118
Other Contracts			410		-
Miscellaneous			29		68
Health Benefits			1,012,832		1,063,264
Management & Consultant Services			4,000		4,000
FICA			455,891		472,124
Retirement			1,480,606		1,538,211
Overtime			79,893		55,639
<b>Subtotal</b>			<b>\$10,122,167</b>		<b>\$10,371,075</b>
<b>Total Salaries and Benefits</b>		<b>100.5</b>	<b>\$9,594,195</b>	<b>95.5</b>	<b>\$9,834,459</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$95,080</b>		<b>\$102,537</b>
<b>Statewide Benefit Assessment</b>			<b>\$263,327</b>		<b>\$268,430</b>
<b>Payroll Costs</b>		<b>100.5</b>	<b>\$9,857,522</b>	<b>95.5</b>	<b>\$10,102,889</b>
<b>Purchased Services</b>					
Management & Consultant Services			4,000		4,000
Other Contracts			410		-
<b>Subtotal</b>			<b>\$4,410</b>		<b>\$4,000</b>
<b>Total Personnel</b>		<b>100.5</b>	<b>\$9,861,932</b>	<b>95.5</b>	<b>\$10,106,889</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		72.3	\$7,241,991	69.4	\$7,475,224
Federal Funds		7.7	\$710,515	7.8	\$782,974
Restricted Receipts		4.7	\$427,406	4.8	\$478,479
Other Funds		15.8	\$1,482,020	13.6	\$1,370,212
<b>Total All Funds</b>		<b>100.5</b>	<b>\$9,861,932</b>	<b>95.5</b>	<b>\$10,106,889</b>

# Performance Measures

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## Department Of Administration Human Resources

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### *Timeliness of Personnel Action Request (PAR) Processing*

Personnel Action Requests (PARs) are submitted by agency Directors to fill existing positions, create new positions, etc. The figures below represent the percentage of PARs processed within the target timeframe. In FY 2014, the target timeframe was reduced from 60 days to 20 days.

	2012	2013	2014	2015	2016
Target	--	90%	90%	90%	90%
Actual	--	82.6%	84.9%	--	--

Performance for this measure is reported by state fiscal year.

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### *Timeliness of Desk Audits*

Employees who believe they are performing the duties of a different job classification than their own may request a desk audit. The figures below represent the percentage of desk audit requests reviewed, analyzed and issued a decision letter within 60 days.

	2012	2013	2014	2015	2016
Target	80%	50%	50%	50%	50%
Actual	71%	32.9%	13%	--	--

Performance for this measure is reported by state fiscal year.

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### *Timeliness of Civil Service Examinations*

This measure provides an indication of the production timeline from the end of the civil service application period to the creation of a civil service list. The figures below represent the percentage of Civil Service Examinations completed within 120 days.

	2012	2013	2014	2015	2016
Target	90%	90%	90%	90%	90%
Actual	80%	87%	90%	--	--

Performance for this measure is reported by state fiscal year.

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# The Program

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## Department Of Administration Personnel Appeal Board

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### **Program Mission**

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.

### **Program Description**

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.

### **Statutory History**

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

# The Budget

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## Department Of Administration Personnel Appeal Board

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	<b>2013 Audited</b>	<b>2014 Audited</b>	<b>2015 Enacted</b>	<b>2015 Revised</b>	<b>2016 Recommend</b>
<b>Expenditures By Subprogram</b>					
Personnel Appeal Board	69,722	68,511	75,216	119,071	119,874
<b>Total Expenditures</b>	<b>\$69,722</b>	<b>\$68,511</b>	<b>\$75,216</b>	<b>\$119,071</b>	<b>\$119,874</b>
<b>Expenditures By Object</b>					
Personnel	68,736	67,469	73,944	117,771	118,574
Operating Supplies and Expenses	986	1,042	1,272	1,300	1,300
<b>Subtotal: Operating Expenditures</b>	<b>69,722</b>	<b>68,511</b>	<b>75,216</b>	<b>119,071</b>	<b>119,874</b>
<b>Total Expenditures</b>	<b>\$69,722</b>	<b>\$68,511</b>	<b>\$75,216</b>	<b>\$119,071</b>	<b>\$119,874</b>
<b>Expenditures By Funds</b>					
General Revenue	69,722	68,511	75,216	119,071	119,874
<b>Total Expenditures</b>	<b>\$69,722</b>	<b>\$68,511</b>	<b>\$75,216</b>	<b>\$119,071</b>	<b>\$119,874</b>

# Personnel

## Department Of Administration Personnel Appeal Board

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
MEMBER, PERSONNEL APPEAL BOARD	00541F	-	36,000	-	36,000
<b>Subtotal</b>		-	<b>\$36,000</b>	-	<b>\$36,000</b>
Cost Allocation from Other Programs		-	36,445	-	37,171
<b>Subtotal</b>		-	<b>\$36,445</b>	-	<b>\$37,171</b>
<b>Total Salaries</b>		-	<b>\$72,445</b>	-	<b>\$73,171</b>
<b>Benefits</b>					
Payroll Accrual			83		85
Direct Salaries			72,445		73,171
Retiree Health			984		892
Assessed Fringe Benefits			2,177		2,189
Legal Services			30,600		30,600
Not Personnel			1,300		1,300
Clerical and Temporary Services			3,060		3,060
Health Benefits			1,010		1,026
FICA			3,865		3,887
Retirement			3,547		3,664
<b>Subtotal</b>			<b>\$119,071</b>		<b>\$119,874</b>
<b>Total Salaries and Benefits</b>		-	<b>\$81,934</b>	-	<b>\$82,725</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			-		-
<b>Statewide Benefit Assessment</b>			<b>\$2,177</b>		<b>\$2,189</b>
<b>Payroll Costs</b>		-	<b>\$84,111</b>	-	<b>\$84,914</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			3,060		3,060
Legal Services			30,600		30,600
<b>Subtotal</b>			<b>\$33,660</b>		<b>\$33,660</b>
<b>Total Personnel</b>		-	<b>\$117,771</b>	-	<b>\$118,574</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		-	\$117,771	-	\$118,574
<b>Total All Funds</b>		-	<b>\$117,771</b>	-	<b>\$118,574</b>

# The Program

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## Department Of Administration General

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### **Program Mission**

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

### **Program Description**

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

Grants and benefits reflect grants made to certain organizations and funds provided to certain entities, which are appropriated by the legislature. This includes grants made to the Rhode Island Commerce Corporation, the I-195 Redevelopment District Commission, the Slater Centers of Excellence, and the RI Research Alliance. For FY 2016, these appropriations are moved to the Executive Office of Commerce's Budget.

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 sums."

Motion pictures and television play a significant role in the cultural life of the state. Film and TV has grown during the past several decades into an important art form, and film and TV on the national and international level is a formidable economic engine. The Rhode Island Film & Television Office reinforces state support for these art forms, enhances the attractiveness of the state to national and international productions, and facilitates economic progress for the state. For FY 2016, the Office's budget is moved to the Executive Office of Commerce's Budget.

### **Statutory History**

The existence of "General" has no statutory basis, but rather reflects a combination of appropriations which support various expenditures not allocated to other state agencies. The authority for payment of tort claims was enacted in 1970 and is described in R.I.G.L. 9-31. The Rhode Island Film and Television Office was created through R.I.G.L. 44-31.2 (9).

# The Budget

## Department Of Administration General

	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
General	510,995	2,516,308	4,992,055	4,992,055	4,767,055
Capital Projects	16,303,188	24,004,496	32,547,322	27,683,788	33,415,494
Grants & Other Payments	2,970,164	2,765,650	2,867,106	2,867,106	2,867,106
Economic Development	11,489,460	8,752,548	8,669,064	9,384,965	-
State Aid to Local Communities	11,245,111	11,273,455	11,104,987	11,104,987	11,436,698
RI film & Television Office	296,502	303,299	310,312	318,722	-
<b>Total Expenditures</b>	<b>\$42,815,420</b>	<b>\$49,615,756</b>	<b>\$60,490,846</b>	<b>\$56,351,623</b>	<b>\$52,486,353</b>
<b>Expenditures By Object</b>					
Personnel	775,039	1,054,418	282,183	290,595	-
Operating Supplies and Expenses	5,563,396	7,751,079	2,661,186	2,661,184	2,633,057
Assistance and Grants	1,152,925	1,011,625	7,115,154	6,988,954	4,891,604
Aid to Local Units of Government	10,527,168	10,545,470	11,104,987	11,104,987	11,436,698
<b>Subtotal: Operating Expenditures</b>	<b>18,018,528</b>	<b>20,362,592</b>	<b>21,163,510</b>	<b>21,045,720</b>	<b>18,961,359</b>
Capital Purchases and Equipment	12,800,752	18,674,409	32,656,822	27,793,288	33,524,994
Operating Transfers	11,996,140	10,578,755	6,670,514	7,512,615	-
<b>Total Expenditures</b>	<b>\$42,815,420</b>	<b>\$49,615,756</b>	<b>\$60,490,846</b>	<b>\$56,351,623</b>	<b>\$52,486,353</b>
<b>Expenditures By Funds</b>					
General Revenue	26,423,606	23,517,325	23,176,469	23,900,780	14,303,804
Federal Funds	-	-	4,345,555	4,345,555	4,345,555
Restricted Receipts	88,626	2,093,935	421,500	421,500	421,500
Operating Transfers from Other Funds	16,303,188	24,004,496	32,547,322	27,683,788	33,415,494
<b>Total Expenditures</b>	<b>\$42,815,420</b>	<b>\$49,615,756</b>	<b>\$60,490,846</b>	<b>\$56,351,623</b>	<b>\$52,486,353</b>



# Personnel

## Department Of Administration General

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Unclassified</b>					
EXECUTIVE DIRECTOR OFFICE OF FILM &	00839A <sup>5</sup>	1.0	105,581	-	-
SENIOR SYSTEMS DESIGN PROGRAMMER	00328A <sup>6</sup>	0.6	40,714	-	-
ADMINISTRATIVE ASSISTANT	00316A <sup>4</sup>	1.0	44,111	-	-
<b>Subtotal</b>		<b>2.6</b>	<b>\$190,406</b>	-	-
<b>Total Salaries</b>		<b>2.6</b>	<b>\$190,406</b>	-	-
<b>Benefits</b>					
Payroll Accrual			1,089	-	-
Direct Salaries			190,406	-	-
Retiree Health			12,852	-	-
Assessed Fringe Benefits			8,188	-	-
Not Personnel			56,061,028	52,486,353	-
Health Benefits			17,168	-	-
FICA			14,566	-	-
Retirement			46,326	-	-
<b>Subtotal</b>			<b>\$56,351,623</b>	<b>\$52,486,353</b>	
<b>Total Salaries and Benefits</b>		<b>2.6</b>	<b>\$282,407</b>	-	-
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$108,618</b>	-	-
<b>Statewide Benefit Assessment</b>			<b>\$8,188</b>	-	-
<b>Payroll Costs</b>		<b>2.6</b>	<b>\$290,595</b>	-	-
<b>Total Personnel</b>		<b>2.6</b>	<b>\$290,595</b>	-	-
<b>Distribution By Source Of Funds</b>					
General Revenue		2.6	\$290,595	-	-
<b>Total All Funds</b>		<b>2.6</b>	<b>\$290,595</b>	-	-

<sup>4</sup> For FY 2016, position transferred to Executive Office of Commerce.

<sup>5</sup> For FY 2016, position transferred to Executive Office of Commerce.

<sup>6</sup> For FY 2016, position transferred to Executive Office of Commerce.

# The Program

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## Department Of Administration Debt Service Payments

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### **Program Mission**

To maintain a statewide accounting of all general obligation debt service and other short and long term obligations of the state and quasi-state agencies.

### **Program Description**

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.

### **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

	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
General Obligation Bonds	113,253,787	102,024,977	111,497,522	106,107,769	40,399,414
Certificates of Participation	28,707,694	31,322,015	31,281,920	27,921,941	32,261,092
COPS - DLT Ctr. Gnrl. Building	2,012,650	2,017,409	2,017,625	2,017,625	2,018,250
Tax Anticipation/S T Borrowing	28,585	31,845	100,000	100,000	100,000
Other Debt Service	51,039,725	54,025,480	74,364,988	58,246,903	74,303,976
<b>Total Expenditures</b>	<b>\$195,042,441</b>	<b>\$189,421,726</b>	<b>\$219,262,055</b>	<b>\$194,394,238</b>	<b>\$149,082,732</b>
<b>Expenditures By Object</b>					
Operating Supplies and Expenses	28,704	31,886	100,000	100,000	100,000
Assistance and Grants	3,560,000	3,560,000	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>3,588,704</b>	<b>3,591,886</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Debt Service (Fixed Charges)	166,445,036	160,770,045	219,162,055	194,294,238	148,982,732
Operating Transfers	25,008,701	25,059,795	-	-	-
<b>Total Expenditures</b>	<b>\$195,042,441</b>	<b>\$189,421,726</b>	<b>\$219,262,055</b>	<b>\$194,394,238</b>	<b>\$149,082,732</b>
<b>Expenditures By Funds</b>					
General Revenue	155,397,718	153,701,141	168,055,031	143,085,090	97,957,176
Federal Funds	2,812,542	2,664,188	2,667,399	2,667,399	2,657,152
Restricted Receipts	2,112,486	2,263,012	21,339,305	2,089,304	2,085,410
Operating Transfers from Other Funds	34,719,654	30,791,944	27,200,320	46,552,445	46,382,994
Other Funds	41	1,441	-	-	-
<b>Total Expenditures</b>	<b>\$195,042,441</b>	<b>\$189,421,726</b>	<b>\$219,262,055</b>	<b>\$194,394,238</b>	<b>\$149,082,732</b>

# The Program

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## Department Of Administration Internal Service Programs

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### **Program Mission**

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

### **Program Description**

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

Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, utility services, automotive services (repair and replacement), state employee health fund, other post-employment benefits (OPEB) and the assessed fringe benefit fund.

The telecommunications office manages all voice grade telephone line installations, service changes and billing statewide, and provides direct services both internally to government and to the public. Central mail services provides for inter-agency mail delivery and processing of United States mail for most state agencies.

Central utilities provides for the administration and fiscal management of electricity and gas services. State fleet provides for the administration and fiscal management of the state-owned vehicles, and operates several fuel depots throughout the state.

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

The State Employee Health Fund provides for the administration and distribution of active and retiree healthcare costs statewide. In FY 15 the Department is proposing to move the worksite wellness program and employee benefits contracts used for auditing, employee bid preparation, and employee bid review to this fund.

A dedicated trust has been set up to fund the liability related to Other Post Employment Benefits (OPEB) on an actuarial basis. An example of OPEB benefits include retiree medical, dental, prescription, and other similar post employment benefits for retired employees and their dependants. In accordance with RIGL 36-12.1-5, the trust began operations in fiscal year 2011.

### **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. R.I.G.L. 36-12.1-5 established the OPEB trust.

# The Budget

## Department Of Administration Internal Service Programs

	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Assessed Fringe Benefit Fund	34,414,548	34,569,744	37,123,794	37,581,962	38,930,194
Central Utilities Fund	12,062,516	14,491,089	14,244,902	16,936,000	17,782,800
Central Mail Fund	5,185,862	5,608,978	5,617,173	6,000,840	6,203,680
Telecommunciations Fund	2,541,472	2,686,252	4,080,029	4,088,455	4,122,558
Automotive Fleet Fund	12,008,150	12,841,124	13,733,063	13,813,802	13,830,623
Surplus Property	3,309	1,200	2,500	2,500	2,500
Health Insurance Fund	219,006,871	226,868,458	250,127,757	250,334,337	251,175,719
Other Post Employment Benefits	53,904,360	52,552,323	63,934,483	63,934,483	63,934,483
Internal Services	[339,127,088]	[349,619,168]	[388,863,701]	[392,692,379]	[395,982,557]
<b>Total Expenditures</b>	<b>\$339,127,088</b>	<b>\$349,619,168</b>	<b>\$388,863,701</b>	<b>\$392,692,379</b>	<b>\$395,982,557</b>
<b>Expenditures By Object</b>					
Personnel	306,185,355	313,341,150	350,583,546	351,246,162	353,527,375
Operating Supplies and Expenses	31,076,593	34,662,011	36,044,519	39,445,725	40,431,690
Assistance and Grants	19,948	15,499	75,000	75,000	75,000
<b>Subtotal: Operating Expenditures</b>	<b>337,281,896</b>	<b>348,018,660</b>	<b>386,703,065</b>	<b>390,766,887</b>	<b>394,034,065</b>
Capital Purchases and Equipment	16,505	65,372	150,035	134,500	157,500
Operating Transfers	1,828,687	1,535,136	2,010,601	1,790,992	1,790,992
<b>Total Expenditures</b>	<b>\$339,127,088</b>	<b>\$349,619,168</b>	<b>\$388,863,701</b>	<b>\$392,692,379</b>	<b>\$395,982,557</b>
<b>Expenditures By Funds</b>					
Other Funds	339,127,088	349,619,168	388,863,701	392,692,379	395,982,557
<b>Total Expenditures</b>	<b>\$339,127,088</b>	<b>\$349,619,168</b>	<b>\$388,863,701</b>	<b>\$392,692,379</b>	<b>\$395,982,557</b>

# Personnel

## Department Of Administration Internal Service Programs

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSISTANT DIRECTOR CENTRAL INFORMATION	00143A	1.0	134,149	1.0	136,779
DEPUTY PERSONNEL ADMINISTRATOR	00144A	1.0	128,586	1.0	136,914
ASSISTANT ADMINISTRATOR, STATE EMPLOYEES	00137A	1.0	109,469	1.0	111,609
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	105,142	1.0	107,433
TECHNICAL SUPPORT SPECIALIST III	00135A	1.0	94,225	1.0	96,086
SENIOR LEGAL COUNSEL	00134A	2.0	185,510	2.0	189,098
MANAGER, WORKERS' COMPENSATION PROGRAM	00834A	1.0	92,522	1.0	94,321
TECHNICAL SUPPORT MANAGER	00138A	1.0	82,133	1.0	87,777
FLEET OPERATIONS OFFICER	00130A	1.0	78,450	1.0	80,019
CHIEF IMPLEMENTATION AIDE	00828A	2.0	146,159	2.0	149,037
TECHNICAL SUPPORT SPECIALIST II	00332A	1.0	68,357	1.0	71,052
CLAIMS EXAMINER II (STATE EMPLOYEES)	00325A	7.0	434,405	7.0	445,319
TECHNICAL SUPPORT SPECIALIST I	00328A	2.0	123,396	2.0	127,772
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	3.0	181,795	3.0	187,524
PRINCIPAL COMPUTER OPERATOR (OIP)	00324A	1.0	59,239	1.0	60,423
TECHNICAL SUPPORT SPECIALIST I	00328A	2.0	115,135	2.0	117,438
SENIOR ENERGY CONSERVATION TECHNICIAN	00323A	1.0	54,697	1.0	55,791
IMPLEMENTATION AIDE	00322A	1.0	52,631	1.0	53,683
ACCOUNTANT	00320A	1.0	52,515	1.0	53,541
BUSINESS MANAGEMENT OFFICER	00326A	1.0	52,232	1.0	54,896
SENIOR COMPUTER OPERATOR (OIP)	00322A	2.0	102,869	2.0	104,926
LEGAL ASSISTANT	00119A	1.0	50,388	1.0	51,380
INFORMATION SERVICES TECHNICIAN I	00316A	1.0	47,536	1.0	48,487
ENERGY CONSERVATION TECHNICIAN	00320A	1.0	44,614	1.0	45,506
TABULATING EQUIPMENT OPERATOR (REM. RAND)	00313A	1.0	43,413	1.0	44,281
DATA CONTROL CLERK	00315A	1.0	38,695	1.0	39,468
COMPUTER OPERATOR (OIP)	00316A	1.0	37,559	1.0	39,025
SUPERVISOR CENTRAL MAIL SERVICES	00816A	2.0	73,610	2.0	76,480
JUNIOR COMPUTER OPERATOR (OIP)	00313A	1.0	35,342	1.0	36,084
CHIEF OF EMPLOYEE BENEFITS	00139A	-	-	1.0	92,527
CHIEF PROGRAM DEVELOPMENT	00134A	-	-	1.0	72,834
EMPLOYEE BENEFITS SPECIALIST	00322A	-	-	3.0	146,409
PROGRAMMING SERVICES OFFICER	00131A	-	-	1.0	69,381
SENIOR SYSTEMS ANALYST	00126A	-	-	1.0	56,840
<b>Subtotal</b>		<b>43.0</b>	<b>\$2,824,773</b>	<b>50.0</b>	<b>\$3,340,140</b>
<b>Unclassified</b>					
TASK FORCE AGENT/INSPECTOR	00828A	2.0	140,796	2.0	142,238
<b>Subtotal</b>		<b>2.0</b>	<b>\$140,796</b>	<b>2.0</b>	<b>\$142,238</b>

# Personnel

## Department Of Administration Internal Service Programs

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
Cost Allocation from Other Programs		-	-	-	13,724
Interdepartmental Transfer		-	(48,093)	-	(49,438)
Overtime		-	12,500	-	12,500
Turnover		-	(132,138)	-	(19,413)
<b>Subtotal</b>		-	<b>(\$167,731)</b>	-	<b>(\$42,627)</b>
<b>Total Salaries</b>		<b>45.0</b>	<b>\$2,797,838</b>	<b>52.0</b>	<b>\$3,439,751</b>
<b>Benefits</b>					
Not Personnel			41,446,017		42,454,982
Retirement			677,676		844,516
FICA			513,399		562,583
Management & Consultant Services			420,102		420,102
Workers Compensation			27,709,600		28,921,444
Health Benefits			504,724		667,424
Overtime			12,500		12,500
Miscellaneous			200		200
Payroll Accrual			15,930		19,542
Legal Services			34,458		34,458
Assessed Fringe Benefits			119,771		147,373
Other			4,250,000		4,250,000
Holiday			1,351		1,351
Retiree Health			190,633		208,151
Direct Salaries			2,785,338		3,427,251
Design and Engineering Services			255,000		255,000
<b>Subtotal</b>			<b>\$78,936,699</b>		<b>\$82,226,877</b>
<b>Total Salaries and Benefits</b>		<b>45.0</b>	<b>\$36,661,151</b>	<b>52.0</b>	<b>\$38,914,762</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$814,692</b>		<b>\$748,361</b>
<b>Statewide Benefit Assessment</b>			<b>\$119,771</b>		<b>\$147,373</b>
<b>Payroll Costs</b>		<b>45.0</b>	<b>\$36,780,922</b>	<b>52.0</b>	<b>\$39,062,135</b>
<b>Purchased Services</b>					
Management & Consultant Services			420,102		420,102
Legal Services			34,458		34,458
Design and Engineering Services			255,000		255,000
<b>Subtotal</b>			<b>\$709,560</b>		<b>\$709,560</b>
<b>Total Personnel</b>		<b>45.0</b>	<b>\$37,490,482</b>	<b>52.0</b>	<b>\$39,771,695</b>
<b>Distribution By Source Of Funds</b>					
Other Funds		45.0	\$37,490,482	52.0	\$39,771,695
<b>Total All Funds</b>		<b>45.0</b>	<b>\$37,490,482</b>	<b>52.0</b>	<b>\$39,771,695</b>

# Performance Measures

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## Department Of Administration Internal Service Programs

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### *Mailroom Discounted Pricing Savings*

The goal of the Division of Information Technology's Mail Facility is to provide cost-efficient postal mailings to all of its clients throughout the state. DoIT tracks both the percentage of mail processed that receives discounted pricing as well as total savings from mailing discounts. The figures below represent the savings received through discounted mail pricing.

	2012	2013	2014	2015	2016
<b>Target</b>	--	\$600,000	\$600,000	\$600,000	\$600,000
<b>Actual</b>	--	\$793,830	\$882,798	--	--

Performance for this measure is reported by state fiscal year.

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# The Program

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## Department Of Administration Salary/Benefit Adjustments

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### **Program Mission**

Achieve savings through adjustments to the salary and/or benefit structures of state employees.

### **Program Description**

The FY 2015 enacted budget includes savings from the transition of seasonal and part-time employees that are not members of the Employees Retirement System of Rhode Island to a FICA Alternative Retirement Plan (FARP). The federal Omnibus Budget Reconciliation Act of 1990 permits implementation of these plans for this class of employee who are not covered by an alternative pension plan.

A FARP is an alternative retirement plan that replaces Social Security for seasonal, part-time, and temporary employees. Employees that select this plan will cease their contributions to FICA and instead contribute 7.65 percent of their compensation on a pre-tax basis to a 401(a) account. The employee's contributions and interest are available upon termination of employment, in the event of death or disability, or at normal retirement age.

### **Statutory History**

Enacted as part of the FY 2015 Appropriations Act.

# The Budget

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## Department Of Administration Salary/Benefit Adjustments

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Retirement Alternative	-	-	(8,285,691)	-	-
<b>Total Expenditures</b>	-	-	<b>(\$8,285,691)</b>	-	-
<b>Expenditures By Object</b>					
Personnel	-	-	(8,285,691)	-	-
<b>Subtotal: Operating Expenditures</b>	-	-	<b>(8,285,691)</b>	-	-
<b>Total Expenditures</b>	-	-	<b>(\$8,285,691)</b>	-	-
<b>Expenditures By Funds</b>					
General Revenue	-	-	(3,420,118)	-	-
Federal Funds	-	-	(1,859,816)	-	-
Restricted Receipts	-	-	(402,343)	-	-
Other Funds	-	-	(2,603,414)	-	-
<b>Total Expenditures</b>	-	-	<b>(\$8,285,691)</b>	-	-

# The Program

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## Department Of Administration Legal Services

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### **Program Mission**

To provide a centralized legal structure within the Executive Branch to manage, coordinate, maintain and provide in-house legal services and certain non-programmatic legal services, including developing various areas of legal expertise, templates, legal resources and knowledge to assist the legal divisions of the departments and agencies in the Executive branch.

To coordinate the hiring of outside legal counsel in the Executive Branch in an efficient manner.

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

To represent the Department of Administration in litigation; provide legal risk management services; and provide a central hearing office for the department and other agencies upon request.

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

To coordinate and develop labor negotiation strategy on a statewide basis and represent the Executive Branch in all legal forums in all labor relations and employment law matters that have statewide impact.

To provide hearing officers for grievances and other administrative adjudication matters that are required by law, by conflict, or as needed, and requested by the Executive Branch.

### **Program Description**

The Division of Legal Services establishes, manages, coordinates, and maintains legal resources to support the Executive Branch. The mission of the Division is to provide proactive legal assistance to the various divisions within the Department of Administration and certain non-programmatic legal services within the Executive Branch to assist them in achieving their statutory goals and objectives. In addition, the Division manages, coordinates, and assists attorneys across all Executive Branch departments and agencies.

### **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

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## Department Of Administration Legal Services

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Legal Services	2,028,387	2,389,419	2,039,872	2,143,176	2,166,696
<b>Total Expenditures</b>	<b>\$2,028,387</b>	<b>\$2,389,419</b>	<b>\$2,039,872</b>	<b>\$2,143,176</b>	<b>\$2,166,696</b>
<b>Expenditures By Object</b>					
Personnel	1,965,527	2,316,115	1,980,428	2,075,675	2,104,523
Operating Supplies and Expenses	49,151	70,831	56,101	63,990	58,830
Assistance and Grants	-	-	1,011	1,011	1,011
<b>Subtotal: Operating Expenditures</b>	<b>2,014,678</b>	<b>2,386,946</b>	<b>2,037,540</b>	<b>2,140,676</b>	<b>2,164,364</b>
Capital Purchases and Equipment	13,709	2,473	2,332	2,500	2,332
<b>Total Expenditures</b>	<b>\$2,028,387</b>	<b>\$2,389,419</b>	<b>\$2,039,872</b>	<b>\$2,143,176</b>	<b>\$2,166,696</b>
<b>Expenditures By Funds</b>					
General Revenue	2,028,387	2,389,419	2,039,872	2,143,176	2,166,696
<b>Total Expenditures</b>	<b>\$2,028,387</b>	<b>\$2,389,419</b>	<b>\$2,039,872</b>	<b>\$2,143,176</b>	<b>\$2,166,696</b>

# Personnel

## Department Of Administration Legal Services

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES	00143A	1.0	130,467	1.0	137,424
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	1.0	105,327	1.0	107,433
ADMINISTRATOR ADJUDICATION	00140A	1.0	105,242	1.0	107,347
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	00142A	1.0	104,948	1.0	107,047
CHIEF OF LEGAL SERVICES	00139A	2.0	208,025	2.0	212,122
LEGAL COUNSEL (MHRH)	00136A	1.0	102,987	1.0	104,958
DEPUTY CHIEF OF LEGAL SERVICES	00137A	2.0	180,711	2.0	184,253
SENIOR LEGAL COUNSEL	00134A	1.0	80,184	1.0	81,787
ASSISTANT LABOR RELATIONS HEARING OFFICER	00132A	1.0	75,350	1.0	76,834
LEGAL COUNSEL	00132A	1.6	113,020	1.6	114,130
IMPLEMENTATION AIDE	00122A	1.0	56,735	1.0	57,857
ADMINISTRATIVE OFFICER	00124A	1.0	51,108	1.0	52,598
EXECUTIVE ASSISTANT	00118A	1.0	41,538	1.0	43,283
SENIOR WORD PROCESSING TYPIST	00112A	1.0	36,077	1.0	36,798
<b>Subtotal</b>		<b>16.6</b>	<b>\$1,391,719</b>	<b>16.6</b>	<b>\$1,423,871</b>
Turnover		-	(194,007)	-	(96,537)
<b>Subtotal</b>		<b>-</b>	<b>(\$194,007)</b>	<b>-</b>	<b>(\$96,537)</b>
<b>Total Salaries</b>		<b>16.6</b>	<b>\$1,197,712</b>	<b>16.6</b>	<b>\$1,327,334</b>
<b>Benefits</b>					
Payroll Accrual			6,849		7,568
Direct Salaries			1,197,712		1,327,334
Retiree Health			80,848		79,639
Assessed Fringe Benefits			51,501		57,076
Legal Services			197,660		-
Not Personnel			67,501		62,173
Other Contracts			100		100
Clerical and Temporary Services			200		200
Health Benefits			158,396		204,834
FICA			91,007		100,717
Retirement			291,402		327,055
<b>Subtotal</b>			<b>\$2,143,176</b>		<b>\$2,166,696</b>
<b>Total Salaries and Benefits</b>		<b>16.6</b>	<b>\$1,826,214</b>	<b>16.6</b>	<b>\$2,047,147</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$110,013</b>		<b>\$123,322</b>
<b>Statewide Benefit Assessment</b>			<b>\$51,501</b>		<b>\$57,076</b>
<b>Payroll Costs</b>		<b>16.6</b>	<b>\$1,877,715</b>	<b>16.6</b>	<b>\$2,104,223</b>

# Personnel

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## Department Of Administration

### Legal Services

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	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			200		200
Legal Services			197,660		-
Other Contracts			100		100
<b>Subtotal</b>			<b>\$197,960</b>		<b>\$300</b>
<b>Total Personnel</b>		<b>16.6</b>	<b>\$2,075,675</b>	<b>16.6</b>	<b>\$2,104,523</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		16.6	\$2,075,675	16.6	\$2,104,523
<b>Total All Funds</b>		<b>16.6</b>	<b>\$2,075,675</b>	<b>16.6</b>	<b>\$2,104,523</b>

# The Program

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## Department Of Administration Facilities Management

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### **Program Mission**

To protect and preserve the State of Rhode Island's facility assets.

To provide a clean, safe, healthy and secure environment conducive to employee productivity.

### **Program Description**

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

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

State Fleet maintains and operates 15 state fuel depots, administers the repair program for state vehicles, and administers the purchasing and disposal of state vehicles.

The Division also oversees environmental compliance of various state facilities and properties with environmental conditions that warrant remediation and/or permitting.

### **Statutory History**

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

R.I.G.L. 42-11-2 and Executive Order 86-15 establish the duties, authority and responsibilities of the property management and buildings and grounds functions. R.I.G.L. 42-11-2 establishes authority for the surplus state property program, the repair and operation of the State House, the State Office building and other premises, and control and supervision of the acquisition, operation, maintenance, repair and replacement of state-owned motor vehicles.

R.I.G.L. 42-56.2 establishes the Federal Surplus Property program.

# The Budget

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## Department Of Administration Facilities Management

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Operations and Maintenance	6,558,736	8,186,446	6,889,992	8,527,628	8,119,073
Energy and Conservation	(640)	-	-	-	-
Facilities Centralization	27,113,008	28,164,937	28,840,270	29,556,158	29,562,152
<b>Total Expenditures</b>	<b>\$33,671,104</b>	<b>\$36,351,383</b>	<b>\$35,730,262</b>	<b>\$38,083,786</b>	<b>\$37,681,225</b>
<b>Expenditures By Object</b>					
Personnel	12,855,891	13,669,206	13,856,683	13,778,488	13,089,527
Operating Supplies and Expenses	20,727,781	22,543,377	21,859,017	24,292,448	24,578,997
Assistance and Grants	(640)	-	1,861	-	-
<b>Subtotal: Operating Expenditures</b>	<b>33,583,032</b>	<b>36,212,583</b>	<b>35,717,561</b>	<b>38,070,936</b>	<b>37,668,524</b>
Capital Purchases and Equipment	88,072	138,800	12,701	12,850	12,701
<b>Total Expenditures</b>	<b>\$33,671,104</b>	<b>\$36,351,383</b>	<b>\$35,730,262</b>	<b>\$38,083,786</b>	<b>\$37,681,225</b>
<b>Expenditures By Funds</b>					
General Revenue	29,029,397	31,068,323	30,790,738	32,561,441	32,172,352
Federal Funds	1,068,187	1,172,020	1,155,237	1,209,104	1,208,674
Restricted Receipts	416,083	350,944	462,262	381,019	376,880
Other Funds	3,157,437	3,760,096	3,322,025	3,932,222	3,923,319
<b>Total Expenditures</b>	<b>\$33,671,104</b>	<b>\$36,351,383</b>	<b>\$35,730,262</b>	<b>\$38,083,786</b>	<b>\$37,681,225</b>



# Personnel

## Department Of Administration Facilities Management

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR OF ADMINISTRATION-	00147A	1.0	128,141	1.0	130,704
IMPLEMENTATION DIRECTOR POLICY AND	00140A	1.0	112,418	1.0	114,666
CHIEF PROPERTY MANAGEMENT	00141A	2.0	195,128	2.0	203,763
SUPERVISING ENVIRONMENTAL SCIENTIST	00134A	1.0	91,190	1.0	96,135
DEPUTY CHIEF DIVISION OF FACILITIES	00137A	3.0	266,653	3.0	272,116
SUPERVISOR OF OFFICE SERVICES (DLT)	00131A	1.0	84,433	1.0	86,065
PROJECT MANAGER I (DOA)	00137A	5.0	400,736	5.0	416,486
STATE BUILDING AND GROUNDS COORDINATOR	00132A	5.0	370,711	5.0	381,477
ASSISTANT STATE BUILDING AND GROUNDS	00330A	1.0	71,751	1.0	75,580
BUILDING AND GROUNDS OFFICER	00828A	5.0	349,875	5.0	359,858
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	00326A	2.0	131,703	2.0	134,336
FEDERAL SURPLUS PROPERTY OFFICER	00826A	1.0	61,448	1.0	62,677
SUPERVISOR OF PAINTING PLASTERING MASONRY	00323A	1.0	59,669	1.0	60,862
WASTEWATER TREATMENT FACILITIES PROCESS	03124A	1.0	57,710	1.0	58,865
ASSISTANT BUILDING AND GROUNDS OFFICER	00824A	4.0	230,003	4.0	203,034
CHIEF IMPLEMENTATION AIDE	00128A	1.0	53,832	1.0	56,904
SUPERVISOR OF PLUMBING HEATING AND	00322A	1.0	52,631	1.0	53,683
JUNIOR RESOURCE SPECIALIST	00319A	1.0	51,242	1.0	52,258
ASSISTANT BUILDING AND GROUNDS OFFICER	03124A	2.0	100,991	2.0	106,118
MAINTENANCE SUPERINTENDENT	00322A	2.0	99,620	2.0	103,176
OFFICE MANAGER	00123A	1.0	49,677	1.0	50,671
PLUMBER SUPERVISOR	00320G	1.0	49,594	1.0	50,586
BUILDING SUPERINTENDENT	00318A	1.0	49,362	1.0	50,349
HVAC SHOP SUPERVISOR	00320A	1.0	49,075	1.0	50,056
AUTOMOTIVE SERVICE SUPERVISOR	00318G	1.0	48,978	1.0	49,958
MASON SUPERVISOR	00318G	1.0	48,978	1.0	49,958
PAINTER SUPERVISOR	00318G	1.0	48,978	1.0	49,958
GROUNDS SUPERINTENDENT	00317A	1.0	48,812	1.0	49,789
IMPLEMENTATION AIDE	00122A	1.0	47,991	1.0	51,036
BUILDING MAINTENANCE SUPERVISOR	00318G	1.0	47,958	1.0	48,917
POWER PLANT OPERATOR	03118A	5.0	233,352	5.0	238,937
CHIEF POWER PLANT OPERATOR	00325A	1.0	46,600	1.0	48,316
SENIOR DRAFTPERSON	00323A	1.0	45,496	1.0	47,779
ASSISTANT BUSINESS MANAGEMENT OFFICER	00319A	1.0	45,405	1.0	46,313
ASSISTANT BUILDING AND GROUNDS OFFICER	00124A	1.0	45,115	1.0	46,600
BUILDING SUPERINTENDENT	00318G	1.0	44,896	1.0	45,794
SENIOR GARDENER	00313G	1.0	44,622	1.0	45,515
CLERK SECRETARY	03116A	1.0	44,615	1.0	46,860
STEAMFITTER	00314G	1.0	43,685	1.0	44,559
SENIOR JANITOR	00312A	1.0	43,397	1.0	44,265
BUILDING SUPERINTENDENT	00818A	2.0	86,578	2.0	88,525
PLUMBER	00316G	1.0	43,086	1.0	43,948
SENIOR MAINTENANCE TECHNICIAN	03114G	1.0	42,850	1.0	43,707
LOCKSMITH	00315A	1.0	42,564	1.0	43,415
BUILDING SYSTEMS TECHNICIAN	00317A	1.0	42,561	1.0	43,565

# Personnel

## Department Of Administration Facilities Management

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
AUTOMOTIVE MECHANIC	00314G	1.0	41,786	1.0	42,622
CARPENTER	00314G	4.0	166,352	4.0	169,773
WASTEWATER TREATMENT FACILITIES PROCESS	03121A	1.0	40,827	1.0	41,643
ELECTRICIAN	00316G	4.0	162,553	4.0	165,803
SENIOR MAINTENANCE TECHNICIAN	00314G	12.0	487,410	12.0	497,334
LABORER SUPERVISOR	00313G	1.0	40,573	1.0	41,354
PRINCIPAL JANITOR	00315A	4.0	160,800	4.0	165,495
PAINTER	03114G	1.0	40,115	1.0	40,917
PUBLIC PROPERTIES OFFICER	00312G	1.0	39,709	1.0	40,473
LICENSED STEAMFITTER	00315G	1.0	38,315	1.0	39,565
SEMI-SKILLED LABORER	00310G	2.0	75,559	2.0	77,706
REFRIGERATION MECHANIC (LICENSED)	00316A	1.0	36,575	1.0	37,365
JANITOR	00309A	10.0	353,789	10.0	361,181
WASTEWATER TREATMENT FACILITIES OPERATOR	00314G	1.0	35,003	1.0	35,791
CLEANER (PUBLIC BUILDINGS)	00301W	1.5	31,374	1.5	31,890
<b>Subtotal</b>		<b>116.5</b>	<b>\$6,104,850</b>	<b>116.5</b>	<b>\$6,237,051</b>
Cost Allocation from Other Programs		-	244,093	-	249,013
Cost Allocation to Other Programs		-	(32,035)	-	(758,039)
Overtime		-	335,000	-	355,000
Turnover		-	(540,801)	-	(489,618)
<b>Subtotal</b>		<b>-</b>	<b>\$6,257</b>	<b>-</b>	<b>(\$643,644)</b>
<b>Total Salaries</b>		<b>116.5</b>	<b>\$6,111,107</b>	<b>116.5</b>	<b>\$5,593,407</b>
<b>Benefits</b>					
Not Personnel			24,029,532		24,315,932
Medical Services			25,901		1,749
Retirement			1,421,868		1,308,588
FICA			470,366		430,826
Management & Consultant Services			2,655,999		2,715,760
Health Benefits			1,483,721		1,530,463
Design and Engineering Services			89,482		89,482
Overtime			335,000		355,000
Other Contracts			37,780		37,780
Buildings and Ground Maintenance			759,664		759,664
Assessed Fringe Benefits			248,370		225,246
Training and Educational Services			153		153
Holiday			43,700		43,700
Retiree Health			397,327		322,832
Direct Salaries			5,776,107		5,238,409
Payroll Accrual			33,050		29,875
Miscellaneous			275,766		275,766
<b>Subtotal</b>			<b>\$38,083,786</b>		<b>\$37,681,225</b>

# Personnel

## Department Of Administration Facilities Management

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>		116.5	\$9,961,139	116.5	\$9,259,691
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			\$85,503		\$79,482
<b>Statewide Benefit Assessment</b>			\$248,370		\$225,246
<b>Payroll Costs</b>		116.5	\$10,209,509	116.5	\$9,484,937
<b>Purchased Services</b>					
Management & Consultant Services			2,655,999		2,715,760
Other Contracts			37,780		37,780
Buildings and Ground Maintenance			759,664		759,664
Training and Educational Services			153		153
Design and Engineering Services			89,482		89,482
Medical Services			25,901		1,749
<b>Subtotal</b>			\$3,568,979		\$3,604,588
<b>Total Personnel</b>		116.5	\$13,778,488	116.5	\$13,089,527
<b>Distribution By Source Of Funds</b>					
General Revenue		101.0	\$11,852,495	100.9	\$11,210,018
Federal Funds		3.4	\$426,045	3.4	\$415,761
Restricted Receipts		1.0	\$128,478	1.0	\$125,392
Other Funds		11.0	\$1,371,470	11.1	\$1,338,356
<b>Total All Funds</b>		116.5	\$13,778,488	116.5	\$13,089,527

# The Program

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## Department Of Administration Capital Projects and Property Management

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### **Program Mission**

To provide for quality construction and major renovation of State facilities; to assess the State's space needs for governmental activities, allocate space and develop a strategic plan for the use of capital assets; to facilitate services to the public by providing healthy, safe, secure and accessible service environments and employee workplaces; and to assure fairness, transparency and good value in developing and securing property for the State's use through lease or purchase.

### **Program Description**

The Division of Capital Projects and Property Management is responsible for the planning, design and construction of new state facilities and the major renovation of existing buildings. The Division conducts feasibility studies, hires architects, engineers and other design professionals, retain services of building contractors through state's purchasing bidding process, and oversees projects from design conception through turnover of building construction/renovation to the end user agency. It also solicits, negotiates and administers real estate purchases and/or leases. The Division conducts ongoing assessments of the State's space needs for governmental activities, allocates space and oversees capital planning and development

### **Statutory History**

Executive Order 04-04 establishes the Division of Capital Projects and Property Management.

# The Budget

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## Department Of Administration Capital Projects and Property Management

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Capital Projects	1,213,517	1,324,739	1,252,875	1,268,795	4,204,980
<b>Total Expenditures</b>	<b>\$1,213,517</b>	<b>\$1,324,739</b>	<b>\$1,252,875</b>	<b>\$1,268,795</b>	<b>\$4,204,980</b>
<b>Expenditures By Object</b>					
Personnel	1,096,455	1,226,826	1,226,109	1,232,695	4,165,135
Operating Supplies and Expenses	80,337	97,913	21,766	31,100	34,845
<b>Subtotal: Operating Expenditures</b>	<b>1,176,792</b>	<b>1,324,739</b>	<b>1,247,875</b>	<b>1,263,795</b>	<b>4,199,980</b>
Capital Purchases and Equipment	36,725	-	5,000	5,000	5,000
<b>Total Expenditures</b>	<b>\$1,213,517</b>	<b>\$1,324,739</b>	<b>\$1,252,875</b>	<b>\$1,268,795</b>	<b>\$4,204,980</b>
<b>Expenditures By Funds</b>					
General Revenue	1,175,949	1,250,704	1,252,875	1,268,795	3,559,865
Federal Funds	37,568	74,035	-	-	21,955
Restricted Receipts	-	-	-	-	127,339
Other Funds	-	-	-	-	495,821
<b>Total Expenditures</b>	<b>\$1,213,517</b>	<b>\$1,324,739</b>	<b>\$1,252,875</b>	<b>\$1,268,795</b>	<b>\$4,204,980</b>

# Personnel

## Department Of Administration Capital Projects and Property Management

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR OF ADMINISTRATION-	00147A	1.0	156,073	1.0	159,148
DEPUTY CHIEF DIVISION OF FACILITIES	00137A	1.0	103,544	1.0	105,586
CHIEF PROPERTY MANAGEMENT	00141A	1.0	96,570	1.0	102,316
PROJECT MANAGER I (DOA)	00139A	1.0	87,288	1.0	92,854
ARCHITECT BUILDING COMMISSION	00335A	1.0	81,639	1.0	83,272
STATE BUILDING AND GROUNDS COORDINATOR	00132A	1.0	74,211	1.0	75,695
CHIEF IMPLEMENTATION AIDE	00128A <sup>8</sup>	1.0	72,890	2.0	136,334
ARCHITECT	00332A	1.0	69,660	1.0	71,053
FISCAL MANAGEMENT OFFICER	00B26A	1.0	64,723	1.0	64,723
BUYER I (DOA/OP)	00324A <sup>7</sup>	-	-	1.0	47,253
<b>Subtotal</b>		<b>9.0</b>	<b>\$806,598</b>	<b>11.0</b>	<b>\$938,234</b>
Cost Allocation from Other Programs		-	-	-	725,363
Cost Allocation to Other Programs		-	(43,734)	-	(37,171)
Interdepartmental Transfer		-	-	-	958,191
Turnover		-	-	-	(14,241)
<b>Subtotal</b>		<b>-</b>	<b>(\$43,734)</b>	<b>-</b>	<b>\$1,632,142</b>
<b>Total Salaries</b>		<b>9.0</b>	<b>\$762,864</b>	<b>11.0</b>	<b>\$2,570,376</b>
<b>Benefits</b>					
Payroll Accrual			4,354		14,705
Direct Salaries			762,864		2,570,375
Retiree Health			51,493		155,560
Assessed Fringe Benefits			32,802		111,485
Not Personnel			36,100		39,845
Other Contracts			1,500		2,000
Clerical and Temporary Services			3,000		3,000
Design and Engineering Services			10,000		10,000
Health Benefits			124,925		463,604
FICA			56,153		196,099
Retirement			185,604		638,307
<b>Subtotal</b>			<b>\$1,268,795</b>		<b>\$4,204,980</b>
<b>Total Salaries and Benefits</b>		<b>9.0</b>	<b>\$1,185,393</b>	<b>11.0</b>	<b>\$4,038,651</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$131,710</b>		<b>\$367,150</b>
<b>Statewide Benefit Assessment</b>			<b>\$32,802</b>		<b>\$111,485</b>
<b>Payroll Costs</b>		<b>9.0</b>	<b>\$1,218,195</b>	<b>11.0</b>	<b>\$4,150,136</b>

# Personnel

## Department Of Administration Capital Projects and Property Management

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			3,000		3,000
Other Contracts			1,500		2,000
Design and Engineering Services			10,000		10,000
<b>Subtotal</b>			<b>\$14,500</b>		<b>\$15,000</b>
<b>Total Personnel</b>		<b>9.0</b>	<b>\$1,232,695</b>	<b>11.0</b>	<b>\$4,165,135</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		9.0	\$1,232,695	11.0	\$3,520,020
Federal Funds		-	-	-	\$21,955
Restricted Receipts		-	-	-	\$127,339
Other Funds		-	-	-	\$495,821
<b>Total All Funds</b>		<b>9.0</b>	<b>\$1,232,695</b>	<b>11.0</b>	<b>\$4,165,135</b>

*7 For FY 2016, new 1.0 Buyer position to support Capital Consolidation.*

*8 For FY 2016, new 1.0 Chief Implementation Aide position to support Capital Consolidation.*

# Performance Measures

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## Department Of Administration Capital Projects and Property Management

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### *Final Project Cost Relative to Allocated Budget*

The Division of Capital Projects and Property Management strives to complete state capital projects on time and on budget. The figures below represent the cumulative ratio of actual costs associated with performing design and construction relative to projects' approved budgets.

	2012	2013	2014	2015	2016
<b>Target</b>	100%	100%	90%	90%	90%
<b>Actual</b>	100%	96%	96%	--	--

Performance for this measure is reported by state fiscal year.

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### *Timeliness of Project Completion*

The Division of Capital Projects and Property Management strives to complete state capital projects on time and on budget. The figures below represent the percentage of projects completed on time.

	2012	2013	2014	2015	2016
<b>Target</b>	100%	100%	100%	100%	100%
<b>Actual</b>	100%	100%	100%	--	--

Performance for this measure is reported by state fiscal year.

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# The Program

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## Department Of Administration Information Technology

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### **Program Mission**

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

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

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

Maintain and test disaster recovery capability for Rhode Island's critical systems.

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

Continue to expand and improve technology advancements by performing a migration from Novell Netware to a Windows Active Directory infrastructure, increase virtualized server capacity, implement E-licensing initiatives, and consolidate the email infrastructure to a single mail system throughout the Executive Branch agencies.

Provide state agencies and departments with improved transparency and clarity in their services through refinement of the cost allocation process.

### **Program Description**

The Division of Information Technology, headed by the state's Chief Information Officer (CIO), is responsible for oversight, coordination, and development of information technology (IT) resources within the executive branch of state government.

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

The Division is responsible for planning IT investments and activities throughout the executive branch departments and agencies.

### **Statutory History**

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

# The Budget

## Department Of Administration Information Technology

	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Executive Director-CIO	380,922	337,688	389,500	398,452	406,308
Information Technology	4,814,142	5,195,281	4,750,596	14,346,263	9,224,034
IT Centralization	25,918,456	26,218,727	28,669,197	27,635,765	28,656,513
<b>Total Expenditures</b>	<b>\$31,113,520</b>	<b>\$31,751,696</b>	<b>\$33,809,293</b>	<b>\$42,380,480</b>	<b>\$38,286,855</b>
<b>Expenditures By Object</b>					
Personnel	23,450,074	23,582,382	24,353,051	24,305,652	25,320,288
Operating Supplies and Expenses	5,816,774	6,263,236	6,374,763	5,451,465	5,498,977
Assistance and Grants	-	-	1,102	500	500
<b>Subtotal: Operating Expenditures</b>	<b>29,266,848</b>	<b>29,845,618</b>	<b>30,728,916</b>	<b>29,757,617</b>	<b>30,819,765</b>
Capital Purchases and Equipment	1,846,672	1,906,078	3,080,377	12,622,863	7,467,090
<b>Total Expenditures</b>	<b>\$31,113,520</b>	<b>\$31,751,696</b>	<b>\$33,809,293</b>	<b>\$42,380,480</b>	<b>\$38,286,855</b>
<b>Expenditures By Funds</b>					
General Revenue	19,827,162	18,828,798	19,377,273	19,484,626	20,201,589
Federal Funds	6,186,936	5,821,317	6,631,482	6,546,637	6,746,649
Restricted Receipts	2,509,563	4,536,068	4,099,027	13,617,613	8,509,460
Other Funds	2,589,859	2,565,513	3,701,511	2,731,604	2,829,157
<b>Total Expenditures</b>	<b>\$31,113,520</b>	<b>\$31,751,696</b>	<b>\$33,809,293</b>	<b>\$42,380,480</b>	<b>\$38,286,855</b>

# Personnel

## Department Of Administration Information Technology

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ENTERPRISE RESOURCE MANAGER (ORACLE ERP)	00142A	1.0	126,615	1.0	129,134
ASSISTANT DIRECTOR CENTRAL INFORMATION	00143A	3.0	373,668	3.0	381,065
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00141A	4.0	457,849	4.0	467,053
INFORMATION SYSTEMS GROUP COORDINATOR	00138A	1.0	106,352	1.0	108,464
ADMINISTRATOR MANAGEMENT INFORMATION	00140A	12.0	1,240,870	12.0	1,281,576
TECHNICAL SUPPORT MANAGER (DOS/MVS)	00138A	2.0	205,357	2.0	209,449
TECHNICAL SUPPORT MANAGER	00138A	6.0	595,907	6.0	607,611
SUPERVISOR OF FISCAL SERVICES (DEPT OF	00136A	1.0	98,570	1.0	100,541
PROGRAMMER/ANALYST III (ORACLE)	00835A	1.0	97,579	1.0	99,484
TECHNICAL SUPPORT SPECIALIST III	00035A	1.0	96,122	1.0	97,948
WEB DEVELOPMENT MANAGER	00135A	1.0	95,771	1.0	97,671
PROGRAMMER/ANALYST MANAGER	00138A	7.0	669,120	7.0	683,696
PROGRAMMER/ANALYST III (UNIX/SQL)	00035A	1.0	93,413	1.0	95,239
PROGRAMMER/ANALYST III (ORACLE)	02835A	1.0	93,358	1.0	95,177
TECHNICAL SUPPORT SPECIALIST III	00335A	2.0	185,326	2.0	188,942
SYSTEMS ADMINISTRATOR (MHRH)	00139A	5.0	452,051	5.0	473,092
TECHNICAL SUPPORT SPECIALIST II (OS	00A32A	1.0	90,279	1.0	92,040
PROGRAMMER/ANALYST III (UNIX/SQL)	00135A	2.0	179,885	2.0	183,449
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	00135A	2.0	178,186	2.0	181,750
PROGRAMMER/ANALYST III (COBOL/CICS)	00835A	8.0	700,700	8.0	714,497
PROGRAMMER/ANALYST III (UNIX/SQL)	00835A	9.0	778,182	9.0	793,400
TECHNICAL SUPPORT SPECIALIST II	00032A	3.0	256,943	3.0	261,972
ENTERPRISE RESOURCE ADMINISTRATOR	00040A	1.0	85,550	1.0	88,760
PROGRAMMER/ANALYST II (UNIX/SQL)	00132A	1.0	84,612	1.0	86,273
PROGRAMMER/ANALYST II (ORACLE)	00332A	1.0	84,168	1.0	85,805
PRINCIPAL PROGRAMMER/ANALYST (OIP)	00331A	1.0	83,541	1.0	85,152
STATEWIDE INFORMATION TECHNOLOGY	00135A	1.0	83,153	1.0	84,817
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	00332A	2.0	165,441	2.0	168,750
PROGRAMMER/ANALYST II (ORACLE)	00032A	1.0	82,572	1.0	84,201
TECHNICAL SUPPORT SPECIALIST III	00135A	13.0	1,067,109	13.0	1,093,708
TECHNICAL SUPPORT SPECIALIST II (OS	00332A	2.0	161,324	2.0	164,529
PROGRAMMER/ANALYST II (UNIX/SQL)	00332A	11.0	877,334	11.0	894,574
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	00332A	2.0	158,839	2.0	161,905
PROGRAMMER/ANALYST II (COBOL/CICS)	00332A	4.0	312,119	4.0	318,284
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	00A28A	1.0	77,846	1.0	79,353
PRINCIPAL ENVIRONMENTAL PLANNER	00329A	1.0	76,681	1.0	78,176
TECHNICAL SUPPORT SPECIALIST II	00332A	17.0	1,286,299	17.0	1,322,533
PROGRAMMER/ANALYST II (ORACLE)	00132A	3.0	225,375	3.0	229,828
TECHNICAL SUPPORT SPECIALIST II	00132A	3.0	223,423	3.0	227,821
CHIEF IMPLEMENTATION AIDE	00128A	2.0	144,524	2.0	143,579
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00327A	2.0	138,680	2.0	141,392
TECHNICAL SUPPORT SPECIALIST I	00128A	1.0	69,082	1.0	70,412
PROGRAMMER/ANALYST I (COBOL/CICS)	00328A	3.0	200,602	3.0	206,440
SUPERVISOR COMPUTER OPERATIONS	00328A	2.0	130,230	2.0	132,808
NETWORK TECHNICIAN SPECIALIST (OIP)	00130A	0.5	31,327	0.5	31,855

# Personnel

## Department Of Administration Information Technology

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
PROGRAMMER/ANALYST I (UNIX/SQL)	00328A	6.0	371,308	6.0	415,858
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	00827A	2.0	118,185	2.0	120,369
PROGRAMMER/ANALYST I (ORACLE)	00328A	1.0	58,405	1.0	61,148
PRINCIPAL SYSTEMS ANALYST	00329A	1.0	57,980	1.0	61,341
PRINCIPAL SYSTEMS ANALYST	00B29A	1.0	56,787	1.0	59,197
SYSTEMS SUPPORT TECHNICIAN III	00324A	2.0	113,554	2.0	115,795
TECHNICAL SUPPORT SPECIALIST I	00328A	2.0	112,904	2.0	115,608
JUNIOR ELECTRONIC COMPUTER PROGRAMMER	00320A	1.0	53,611	1.0	54,659
SYSTEMS SUPPORT TECHNICIAN II	00321A	12.0	583,555	12.0	596,186
SENIOR COMPUTER OPERATOR (OIP)	00322A	4.0	190,776	4.0	194,539
RECORDS ANALYST	00324A	1.0	46,488	1.0	48,952
SYSTEMS SUPPORT TECHNICIAN I	00318A	2.0	83,193	2.0	85,733
COMPUTER OPERATOR (OIP)	00316A	4.0	151,102	4.0	156,926
<b>Subtotal</b>		<b>188.5</b>	<b>\$15,019,782</b>	<b>188.5</b>	<b>\$15,410,516</b>
<b>Unclassified</b>					
CHIEF INFORMATION OFFICER	00848A	1.0	142,407	1.0	145,256
ASSOCIATE EXECUTIVE ASSISTANT	00826A	1.0	63,631	1.0	64,903
<b>Subtotal</b>		<b>2.0</b>	<b>\$206,038</b>	<b>2.0</b>	<b>\$210,159</b>
Cost Allocation from Other Programs		-	42,391	-	43,223
Cost Allocation to Other Programs		-	(109,650)	-	-
Interdepartmental Transfer		-	24,684	-	25,167
Overtime		-	360,400	-	360,400
Turnover		-	(913,220)	-	(864,244)
<b>Subtotal</b>		<b>-</b>	<b>(\$595,395)</b>	<b>-</b>	<b>(\$435,454)</b>
<b>Total Salaries</b>		<b>190.5</b>	<b>\$14,630,425</b>	<b>190.5</b>	<b>\$15,185,221</b>
<b>Benefits</b>					
Payroll Accrual			81,897		84,686
Direct Salaries			14,270,026		14,828,637
Retiree Health			973,018		896,340
Holiday			24,660		22,517
Assessed Fringe Benefits			615,656		637,627
Not Personnel			18,074,828		12,966,567
Other Contracts			13,826		13,826
Information Technology			1,206,827		1,197,090
Clerical and Temporary Services			1,463		1,463
Health Benefits			2,154,731		2,464,893
FICA			1,119,667		1,159,026
Retirement			3,483,481		3,653,783
Overtime			360,400		360,400
<b>Subtotal</b>			<b>\$42,380,480</b>		<b>\$38,286,855</b>

# Personnel

## Department Of Administration Information Technology

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>		190.5	\$22,467,879	190.5	\$23,466,466
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			\$117,940		\$123,182
<b>Statewide Benefit Assessment</b>			\$615,656		\$637,627
<b>Payroll Costs</b>		190.5	\$23,083,535	190.5	\$24,104,093
<b>Purchased Services</b>					
Information Technology			1,206,827		1,197,090
Clerical and Temporary Services			1,463		1,463
Other Contracts			13,826		13,826
<b>Subtotal</b>			\$1,222,116		\$1,212,379
<b>Total Personnel</b>		190.5	\$24,305,652	190.5	\$25,320,288
<b>Distribution By Source Of Funds</b>					
General Revenue		122.4	\$15,630,691	122.4	\$16,312,403
Federal Funds		42.7	\$5,533,265	42.7	\$5,733,098
Restricted Receipts		6.8	\$848,570	6.8	\$884,491
Other Funds		18.5	\$2,293,126	18.5	\$2,390,296
<b>Total All Funds</b>		190.5	\$24,305,652	190.5	\$25,320,288

# Performance Measures

## Department Of Administration Information Technology

### *Timeliness of Severe-Priority Service Ticket Assignment*

It is the goal of the Division of Information Technology (DoIT) to provide responsive customer service to all customers using its services. The figures below represent the percentage of severe-priority tickets that are assigned a technician within ten minutes during business hours and within 30 minutes after business hours.

	2012	2013	2014	2015	2016
Target	--	90%	90%	90%	90%
Actual	--	97.7%	98%	--	--

Performance for this measure is reported by state fiscal year.

### *Timeliness of Severe-Priority Service Ticket Resolution*

The figures below represent the percentage of severe-priority tickets that are resolved within eight business hours.

	2012	2013	2014	2015	2016
Target	--	90%	90%	90%	90%
Actual	--	100%	95%	--	--

Performance for this measure is reported by state fiscal year.

### *State Mainframe Availability*

DoIT aims to provide consistent, sustained mainframe system availability for critical State applications, which serve most agencies throughout the state. The figures below represent the percentage of time the State's mainframe has been available for critical State applications.

	2012	2013	2014	2015	2016
Target	--	99%	99%	99%	99%
Actual	99.7%	99.7%	99.7%	--	--

Performance for this measure is reported by state fiscal year.

### *Unscheduled Mainframe Downtime*

DoIT seeks to avoid unscheduled downtime of the State Mainframe because unavailability can be disruptive to State operations. The figures below represent the percentage of time that the mainframe computer system was unavailable due to unscheduled maintenance (any figure above zero percent indicates unscheduled downtime).

	2012	2013	2014	2015	2016
Target	0%	0%	0%	0%	0%
Actual	0%	0%	0%	--	--

Performance for this measure is reported by state fiscal year.

# The Program

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## Department Of Administration Library and Information Services

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### **Program Mission**

Enforce public library and library network standards and exercise general coordination and supervision over interlibrary cooperation and resource sharing in the state, including interlibrary loan and delivery.

Distribute state funds for public library development, interlibrary cooperation, and resource sharing in accordance with law and regulation of the library board.

Give assistance, advice, continuing education, and counsel to public libraries and to participants in interlibrary cooperation and resource sharing activities.

Maintain and develop the Library of Rhode Island Network.

Promote library development statewide by providing for various state and federal grant programs to public and institutional libraries, including funds distributed under the federal Library Services and Technology Act.

Provide library services to individuals with disabilities through the Talking Books Plus program, including the RI Regional Library for the Blind and Physically Handicapped of the Library of Congress National Library Service.

Provide for statewide reference service through online services of "AskRI".

Coordinate with all other state departments and agencies in the provision of library services to state government and to the public.

### **Program Description**

The Office of Library and Information Services, under the direction of the Chief of Library Services, ensures the maintenance and improvement of library and information services to the residents of the state through the development of interlibrary collaboration and resource sharing, provision of services to RI public, academic, health sciences, school and special libraries and their librarians, and the provision of library services to individuals on a statewide scale.

### **Statutory History**

RIGL 29-3.1 establishes the statutory basis for the Office of Library and Information Services.

# The Budget

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## Department Of Administration Library and Information Services

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Library Services	1,989,098	2,112,021	2,066,684	2,136,544	2,118,428
<b>Total Expenditures</b>	<b>\$1,989,098</b>	<b>\$2,112,021</b>	<b>\$2,066,684</b>	<b>\$2,136,544</b>	<b>\$2,118,428</b>
<b>Expenditures By Object</b>					
Personnel	1,388,204	1,266,685	1,306,394	1,301,947	1,399,569
Operating Supplies and Expenses	531,730	613,557	723,290	722,241	711,859
Assistance and Grants	49,708	228,992	30,000	105,356	-
Aid to Local Units of Government	11,700	-	-	-	-
<b>Subtotal: Operating Expenditures</b>	<b>1,981,342</b>	<b>2,109,234</b>	<b>2,059,684</b>	<b>2,129,544</b>	<b>2,111,428</b>
Capital Purchases and Equipment	7,756	2,787	7,000	7,000	7,000
<b>Total Expenditures</b>	<b>\$1,989,098</b>	<b>\$2,112,021</b>	<b>\$2,066,684</b>	<b>\$2,136,544</b>	<b>\$2,118,428</b>
<b>Expenditures By Funds</b>					
General Revenue	956,299	972,214	881,464	877,370	913,995
Federal Funds	1,031,105	1,139,113	1,184,567	1,258,994	1,204,253
Restricted Receipts	1,694	694	653	180	180
<b>Total Expenditures</b>	<b>\$1,989,098</b>	<b>\$2,112,021</b>	<b>\$2,066,684</b>	<b>\$2,136,544</b>	<b>\$2,118,428</b>



# Personnel

## Department Of Administration Library and Information Services

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
CHIEF OF LIBRARY SERVICES	00143A	1.0	116,056	1.0	123,002
LIBRARY PROGRAM MANAGER I	00137A	2.0	187,168	2.0	190,912
LIBRARY PROGRAM SPECIALIST III	0AB32A	4.0	317,983	4.0	326,549
LIBRARY PROGRAM SPECIALIST II	0AB28A	1.0	68,581	1.0	76,110
LIBRARY PROGRAM SPECIALIST I	0AB24A	1.0	51,690	1.0	52,723
INFORMATION SERVICES TECHNICIAN II	0AB20A	3.0	140,056	3.0	144,250
ASSISTANT ADMINISTRATIVE OFFICER	0AB21A	1.0	42,707	1.0	44,659
<b>Subtotal</b>		<b>13.0</b>	<b>\$924,241</b>	<b>13.0</b>	<b>\$958,205</b>
Turnover		-	(119,254)	-	(95,456)
<b>Subtotal</b>		<b>-</b>	<b>(\$119,254)</b>	<b>-</b>	<b>(\$95,456)</b>
<b>Total Salaries</b>		<b>13.0</b>	<b>\$804,987</b>	<b>13.0</b>	<b>\$862,749</b>
<b>Benefits</b>					
Payroll Accrual			4,606		4,921
Direct Salaries			804,987		862,749
Retiree Health			54,337		49,766
Training and Educational Services			30,000		30,000
Assessed Fringe Benefits			34,616		37,098
Not Personnel			834,597		718,859
Health Benefits			115,964		136,454
FICA			61,582		66,004
Retirement			195,855		212,577
<b>Subtotal</b>			<b>\$2,136,544</b>		<b>\$2,118,428</b>
<b>Total Salaries and Benefits</b>		<b>13.0</b>	<b>\$1,237,331</b>	<b>13.0</b>	<b>\$1,332,471</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$95,179</b>		<b>\$102,498</b>
<b>Statewide Benefit Assessment</b>			<b>\$34,616</b>		<b>\$37,098</b>
<b>Payroll Costs</b>		<b>13.0</b>	<b>\$1,271,947</b>	<b>13.0</b>	<b>\$1,369,569</b>
<b>Purchased Services</b>					
Training and Educational Services			30,000		30,000
<b>Subtotal</b>			<b>\$30,000</b>		<b>\$30,000</b>
<b>Total Personnel</b>		<b>13.0</b>	<b>\$1,301,947</b>	<b>13.0</b>	<b>\$1,399,569</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		7.0	\$658,582	7.0	\$696,030
Federal Funds		6.0	\$643,365	6.0	\$703,539
<b>Total All Funds</b>		<b>13.0</b>	<b>\$1,301,947</b>	<b>13.0</b>	<b>\$1,399,569</b>

# Performance Measures

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## Department Of Administration Office of Library and Information Services

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### *Talking Books Plus Circulation*

Talking Books Plus provides books and magazines in audio and Braille formats to individuals who cannot read traditional print materials. Audio materials are available on cassette, digital cartridge or via online download. The service is transitioning from analog to digital formats, resulting in fewer titles being available during the transition and challenges for users in using the new digital technology (users of the service tend to be elderly and less familiar with digital technology). Following the transition, more materials should be more easily available to users, who often have no other source for reading materials. The figures below represent the number of items circulated by the Regional Library for the Blind and Physically Handicapped (Talking Books Plus).

	2012	2013	2014	2015	2016
<b>Target</b>	--	53,388	54,456	54,456	56,600
<b>Actual</b>	57,843	53,092	54,930	--	--

Performance for this measure is reported by state fiscal year.

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### *Library of Rhode Island Delivery System*

The Library of Rhode Island (LORI) network enables over 200 public, academic, school and special libraries to share materials via LORI delivery. Rhode Islanders have access to materials in all member libraries and can request delivery of items to their local library. Sharing materials between libraries saves money for libraries while providing library users with access to more materials. A new delivery contract in 2012 reduced delivery stops and implemented other changes to make the system more efficient without increasing costs for the state. The figures below represent the number of items transported by the Library of Rhode Island Delivery System.

	2012	2013	2014	2015	2016
<b>Target</b>	--	2,569,096	2,494,592	2,389,662	2,082,528
<b>Actual</b>	2,645,825	2,451,775	2,335,525	--	--

Performance for this measure is reported by state fiscal year.

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### *Office of Library and Information Services (OLIS) Continuing Education*

OLIS provides Continuing Education classes to enable librarians and library staff to keep up-to-date on library trends, service, and procedures. Classes are open to librarians from public, academic, school and special libraries. Knowledgeable library staff are better able to serve the people of their community and curate the materials held at their libraries. The figures below represent the number of OLIS Continuing Education attendees.

	2012	2013	2014	2015	2016
<b>Target</b>	--	812	725	550	400
<b>Actual</b>	899	534	879	--	--

Performance for this measure is reported by state fiscal year.

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# The Program

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## Department Of Administration Planning

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### **Program Mission**

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 coordinate activities among state agencies, political subdivisions and private partners pertaining to housing, community development, and economic development; and to adopt policies and administer programs designed to address State and local community development needs, including the need for adequate, safe and affordable housing.

### **Program Description**

The Division of Planning is comprised of four subprograms: Statewide Planning, Strategic Planning and Economic Development, Housing & Community Development, and the Water Resources Board.

Statewide Planning is responsible for preparing, adopting, and amending strategic plans for the physical, economic, and social development of the state. It also includes the State Planning Council, which is comprised of state and local government officials, public members, and federal officials in an advisory capacity and serves as the State's Metropolitan Planning Organization responsible for the planning and prioritizing of state and federal transportation funding.

Strategic Planning and Economic Development 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. It also is responsible for the development of the Comprehensive Economic Development Strategy (CEDS) and receives support from the federal Economic Development Administration.

Housing and Community Development is comprised of the Housing Resources Commission (HRC) and the Office of Community Development, which administers the federal Community Development Block (CDBG) Grant and related programs. The HRC provides opportunities for healthy and affordable housing through production, lead hazard mitigation and the coordination of the homeless system and implementation of the state's plan to end homelessness. The HRC is responsible for the disbursement of a new rental assistance program, which will provide housing to homeless individuals and families by non-profit homeless service providers. For FY 2016, the Office of Housing and Community Development is moved to the Executive Office of Commerce.

The Water Resources Board (WRB) is the State's water supply agency responsible for the proper use, development, protection and conservation of the State's water resources. The WRB manages the planning and development of the twenty nine major water supply systems and manages the Big River Management Area, the State's primary water resource reservation area. The WRB also performs scientific research and capital projects required to fulfill its mission.

### **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

	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Statewide Planning	3,863,397	4,334,157	5,507,150	6,447,120	5,644,655
Housing and Comm. Development	12,598,621	10,143,471	15,384,764	21,580,523	-
<b>Total Expenditures</b>	<b>\$16,462,018</b>	<b>\$14,477,628</b>	<b>\$20,891,914</b>	<b>\$28,027,643</b>	<b>\$5,644,655</b>
<b>Expenditures By Object</b>					
Personnel	3,911,748	4,747,172	5,450,613	5,661,359	3,878,868
Operating Supplies and Expenses	117,940	151,031	151,963	164,366	100,534
Assistance and Grants	12,411,587	9,560,105	15,275,785	22,188,365	1,654,200
<b>Subtotal: Operating Expenditures</b>	<b>16,441,275</b>	<b>14,458,308</b>	<b>20,878,361</b>	<b>28,014,090</b>	<b>5,633,602</b>
Capital Purchases and Equipment	20,743	19,320	13,553	13,553	11,053
<b>Total Expenditures</b>	<b>\$16,462,018</b>	<b>\$14,477,628</b>	<b>\$20,891,914</b>	<b>\$28,027,643</b>	<b>\$5,644,655</b>
<b>Expenditures By Funds</b>					
General Revenue	3,603,425	4,349,466	1,922,778	1,941,364	1,316,146
Federal Funds	10,629,212	8,295,245	12,561,957	19,292,684	1,073,871
Restricted Receipts	-	-	3,400,000	3,400,000	-
Operating Transfers from Other Funds	2,229,381	1,832,917	3,007,179	3,393,595	3,254,638
<b>Total Expenditures</b>	<b>\$16,462,018</b>	<b>\$14,477,628</b>	<b>\$20,891,914</b>	<b>\$28,027,643</b>	<b>\$5,644,655</b>

# Personnel

## Department Of Administration Planning

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR, DIVISION OF PLANNING	00144A	1.0	119,937	1.0	122,334
CHIEF OFFICE OF HOUSING AND COMMUNITY	00138A	1.0	103,403	-	-
STAFF DIRECTOR (WATER RESOURCES BOARD)	00137A	1.0	97,691	1.0	99,562
CHIEF OFFICE OF SYSTEMS PLANNING	00138A	1.0	88,003	1.0	89,763
ASSISTANT CHIEF OF PLANNING	00137A	1.0	85,077	1.0	86,778
SUPERVISING CIVIL ENGINEER (WATER	00135A	1.0	75,037	1.0	78,190
SUPERVISING PLANNER	00831A	5.0	367,816	5.0	376,924
PRINCIPAL PLANNER	03529A	1.0	72,393	-	-
SUPERVISING GEOGRAPHIC INFORMATION	00132A	1.0	70,677	1.0	72,092
PROGRAMMING SERVICES OFFICER	00131A	2.0	140,296	-	-
SUPERVISOR LOCAL GOVERNMENT ASSISTANCE	00133A	1.0	66,444	-	-
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	00328A	1.0	65,945	1.0	67,264
HOUSING COMMISSION COORDINATOR	00128A	3.0	196,481	-	-
PRINCIPAL PLANNER	00829A	10.0	616,016	8.0	511,787
FISCAL MANAGEMENT OFFICER	00B26A	1.0	61,395	1.0	62,968
SENIOR PLANNER	00326A	2.0	119,066	2.0	121,270
PRINCIPAL RESEARCH TECHNICIAN	00827A	1.0	54,931	1.0	58,825
INFORMATION SERVICES TECHNICIAN II	0AB20A	1.0	54,134	1.0	55,204
EXECUTIVE ASSISTANT	00118A	2.0	81,332	1.0	44,202
<b>Subtotal</b>		<b>37.0</b>	<b>\$2,536,074</b>	<b>26.0</b>	<b>\$1,847,163</b>
<b>Unclassified</b>					
GENERAL MANAGER (RI WATER RESOURCES	00839A	1.0	107,574	1.0	109,686
<b>Subtotal</b>		<b>1.0</b>	<b>\$107,574</b>	<b>1.0</b>	<b>\$109,686</b>
Cost Allocation from Other Programs		-	38,958	-	13,239
Turnover		-	(268,448)	-	(261,551)
<b>Subtotal</b>		<b>-</b>	<b>(\$229,490)</b>	<b>-</b>	<b>(\$248,312)</b>
<b>Total Salaries</b>		<b>38.0</b>	<b>\$2,414,158</b>	<b>27.0</b>	<b>\$1,708,537</b>
<b>Benefits</b>					
Payroll Accrual			13,811		9,747
Direct Salaries			2,414,158		1,708,537
Retiree Health			162,960		102,512
Assessed Fringe Benefits			103,809		73,468
Not Personnel			22,366,284		1,765,787
Design and Engineering Services			77,875		55,000
Health Benefits			357,407		276,413
Management & Consultant Services			1,756,632		1,101,200
FICA			184,683		130,701
Retirement			590,024		421,290
<b>Subtotal</b>			<b>\$28,027,643</b>		<b>\$5,644,655</b>

# Personnel

## Department Of Administration Planning

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>		38.0	\$3,723,043	27.0	\$2,649,200
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			\$97,975		\$98,119
<b>Statewide Benefit Assessment</b>			\$103,809		\$73,468
<b>Payroll Costs</b>		38.0	\$3,826,852	27.0	\$2,722,668
<b>Purchased Services</b>					
Management & Consultant Services			1,756,632		1,101,200
Design and Engineering Services			77,875		55,000
<b>Subtotal</b>			\$1,834,507		\$1,156,200
<b>Total Personnel</b>		38.0	\$5,661,359	27.0	\$3,878,868
<b>Distribution By Source Of Funds</b>					
General Revenue		15.0	\$1,661,459	11.2	\$1,267,495
Federal Funds		11.0	\$1,720,193	4.9	\$412,909
Operating Transfers from Other Funds		12.1	\$2,279,707	11.0	\$2,198,464
<b>Total All Funds</b>		38.0	\$5,661,359	27.0	\$3,878,868

# Performance Measures

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## Department Of Administration Planning

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### *State Guide Plan Upkeep*

The figures below represent the percentage of State Guide Plan Elements that have been adopted, updated or otherwise amended within the past 10 years.

	2012	2013	2014	2015	2016
<b>Target</b>	--	100%	100%	100%	100%
<b>Actual</b>	--	42%	46%	--	--

Performance for this measure is reported by state fiscal year.

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### *Municipal Comprehensive Plan Approval*

The figures below represent the percentage of Municipal Comprehensive Plan submissions that either receive or are eligible for State approval at conclusion of the Statewide Planning Program review process. This measure reflects the Statewide Planning Program's effectiveness in aligning State and local development plans.

	2012	2013	2014	2015	2016
<b>Target</b>	--	100%	100%	100%	100%
<b>Actual</b>	--	81%	100%	--	--

Performance for this measure is reported by state fiscal year.

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### *Long-Term Homelessness*

The State Office of Housing and Community Development (OHCD) is working to implement "Opening Doors Rhode Island," the State's plan to reduce and end homelessness. The figures below represent the number of people considered chronically homeless. [Note: In 2014, OHCD revised its estimates of the number of chronically homeless individuals. The figures below represent the state fiscal year quarterly average of chronically homeless persons.]

	2012	2013	2014	2015	2016
<b>Target</b>	406	343	250	250	250
<b>Actual</b>	427	459	505	--	--

Performance for this measure is reported by calendar year.

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# The Program

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## Department Of Administration Personnel and Operational Reforms

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### **Program Mission**

To address funding requirements associated with personnel or pension-related reforms.

### **Program Description**

The Governor's recommended budget includes legislative proposals to provide state government with greater flexibility in hiring and managing personnel. The Department of Administration expects to negotiate with representatives of state employees to achieve costs savings in personnel costs and address structural challenges facing the state. The Governor also recommends operational reforms to promote more efficiencies in state government and provide savings in FY 2016. These initiatives are identified below:

The Division of Purchases, with support of the Bureau of Audits and contracted service providers, will survey existing state contracts to recoup costs -- particularly in the areas of commodities and deliverable-based contracts.

The Office of Energy Resources will establish a competitive procurement program for the state's electricity supply. OER expects additional savings may be attained through energy efficiency efforts.

The Division of Information Technology will conduct a review of state printing to reduce the number of office printers and to encourage the use of managed printing services when practical.

The Division of Information Technology will conduct a review of office phone services to identify unused and underused telephone lines. The review will also survey office teleconferencing and videoconferencing capabilities to encourage remote-access meetings instead of offsite meetings that require travel and mileage reimbursement.

The Governor's budget proposes eliminating public notice requirements for print media and to develop an online portal for public notices to promote transparency and to reach a broader audience.

### **Statutory History**

The Governor recommends these proposals as part of the FY 2016 Appropriations Act.



# The Budget

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## Department Of Administration Personnel and Operational Reforms

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Reduction in Force Savings	-	-	-	-	(25,325,000)
Pension Reform	635,708	-	-	-	-
<b>Total Expenditures</b>	<b>\$635,708</b>	-	-	-	<b>(\$25,325,000)</b>
<b>Expenditures By Object</b>					
Personnel	635,708	-	-	-	(22,000,000)
Operating Supplies and Expenses	-	-	-	-	(3,325,000)
<b>Subtotal: Operating Expenditures</b>	<b>635,708</b>	-	-	-	<b>(25,325,000)</b>
<b>Total Expenditures</b>	<b>\$635,708</b>	-	-	-	<b>(\$25,325,000)</b>
<b>Expenditures By Funds</b>					
General Revenue	635,708	-	-	-	(25,325,000)
<b>Total Expenditures</b>	<b>\$635,708</b>	-	-	-	<b>(\$25,325,000)</b>

# Personnel

## Department Of Administration Personnel and Operational Reforms

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
Classified		-	-	-	(13,927,919)
<b>Subtotal</b>		-	-	-	<b>(\$13,927,919)</b>
<b>Total Salaries</b>		-	-	-	<b>(\$13,927,919)</b>
<b>Benefits</b>					
Payroll Accrual			-		(79,909)
Direct Salaries			-		(13,927,919)
Retiree Health			-		(704,899)
Assessed Fringe Benefits			-		(560,596)
Not Personnel			-		(3,325,000)
Health Benefits			-		(2,819,924)
FICA			-		(1,052,314)
Retirement			-		(2,854,439)
<b>Subtotal</b>			-		<b>(\$25,325,000)</b>
<b>Total Salaries and Benefits</b>		-	-	-	<b>(\$21,439,404)</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			-		<b>#####</b>
<b>Statewide Benefit Assessment</b>			-		<b>(\$560,596)</b>
<b>Payroll Costs</b>		-	-	-	<b>(\$22,000,000)</b>
<b>Total Personnel</b>		-	-	-	<b>(\$22,000,000)</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		-	-	-	(\$22,000,000)
<b>Total All Funds</b>		-	-	-	<b>(\$22,000,000)</b>

# The Program

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## Department Of Administration Energy Resources

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### **Program Mission**

The program's mission is to work closely with private and public stakeholders to increase the reliability and security of the State's energy supply, reduce energy costs and mitigate price volatility for consumers, strategically diversify the state's energy supply portfolio, create new opportunities in the local clean energy economy, and improve the state's quality of life and environment.

The program also maintains a data-driven State Energy Plan that provides a long-term, comprehensive and cost-effective energy strategy for Rhode Island across all sectors – electricity, thermal, and transportation, and which provides informed policy guidance for lawmakers and other stakeholders. The program offers technical assistance and funding opportunities that support the deployment of cost-effective, clean energy solutions and a local clean energy economy, and to make these opportunities available to residents, businesses, and municipalities.

### **Program Description**

The Rhode Island Office of Energy Resources (OER) provides comprehensive and integrated development, administration, and oversight of energy policies, plans, and programs that meet state and federal mandates, while advancing Rhode Island's energy, economic and environmental goals.

The OER works at the municipal, state, regional and national levels to align energy policies and programs with Rhode Island's long-term energy goals, and to help ensure that end-use consumers – including Rhode Island residents, businesses, and municipalities – can depend upon an affordable, reliable, diverse, and environmentally-sustainable energy system and supply.

The OER works closely with, and provides administrative support for, the EERMC, which provides publicly-accountable ratepayer oversight of energy efficiency programs consistent with the state's least cost procurement mandates. The OER works closely with, and provides administrative support for, the DG Board, which provides publicly-accountable ratepayer oversight of the state's primary renewable energy promotion program for homeowners, businesses and municipalities under the state's renewable energy growth mandates. The OER Commissioner serves as the executive secretary and executive director of the DG Board. The OER also serves on the Renewable Energy Coordinating Board (RECB), which promotes coordination of renewable energy programs in the state. The RECB includes the directors/administrators of the OER, the Department of Administration, the Department of Environmental Management and the Coastal Resource Management Council. The Board receives assistance from a fifteen (15) member Advisory Council.

The OER is also responsible for applying for and administering applicable federal energy grants.

### **Statutory History**

The OER was created in 2006 to consolidate energy policies of state government. The Office of Energy Resources objectives expanded in 2012 as outlined in RIGL §23-82-6, 39-1-27.7 through 10, and 42-140.1. The Energy Efficiency and Resource Management Council was established pursuant to RIGL §42-140.1. The Distributed Generation Board was established pursuant to RIGL §39-26.2-10. The Renewable Energy Coordinating Board was established pursuant to RIGL §42-140.3.

# The Budget

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## Department Of Administration Energy Resources

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Energy Resources	3,971,692	10,279,806	5,740,201	10,839,223	10,601,458
<b>Total Expenditures</b>	<b>\$3,971,692</b>	<b>\$10,279,806</b>	<b>\$5,740,201</b>	<b>\$10,839,223</b>	<b>\$10,601,458</b>
<b>Expenditures By Object</b>					
Personnel	880,846	1,352,351	1,387,916	1,510,112	1,739,564
Operating Supplies and Expenses	68,130	(556,634)	46,916	88,283	69,158
Assistance and Grants	2,763,079	9,332,290	4,295,869	9,235,044	8,786,952
<b>Subtotal: Operating Expenditures</b>	<b>3,712,055</b>	<b>10,128,007</b>	<b>5,730,701</b>	<b>10,833,439</b>	<b>10,595,674</b>
Capital Purchases and Equipment	259,637	89,416	9,500	5,784	5,784
Operating Transfers	-	62,383	-	-	-
<b>Total Expenditures</b>	<b>\$3,971,692</b>	<b>\$10,279,806</b>	<b>\$5,740,201</b>	<b>\$10,839,223</b>	<b>\$10,601,458</b>
<b>Expenditures By Funds</b>					
General Revenue	43,671	151,232	-	-	-
Federal Funds	3,716,619	5,390,933	524,775	616,443	406,587
Restricted Receipts	211,402	4,737,641	5,215,426	10,222,780	10,194,871
<b>Total Expenditures</b>	<b>\$3,971,692</b>	<b>\$10,279,806</b>	<b>\$5,740,201</b>	<b>\$10,839,223</b>	<b>\$10,601,458</b>

# Personnel

## Department Of Administration Energy Resources

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ADMINISTRATOR, OPERATIONS MANAGEMENT	00141A	1.0	110,053	1.0	112,159
INTERDEPARTMENTAL PROJECT MANAGER	00139A	1.0	103,532	1.0	130,480
ADMINISTRATOR, FINANCIAL MANAGEMENT	00137A	1.0	99,965	1.0	101,964
CHIEF PROGRAM DEVELOPMENT	00134A	3.0	209,726	4.0	285,869
PROGRAMMING SERVICES OFFICER	00131A	2.0	127,317	2.0	135,612
<b>Subtotal</b>		<b>8.0</b>	<b>\$650,593</b>	<b>9.0</b>	<b>\$766,084</b>
<b>Unclassified</b>					
COMMISSIONER OF ENERGY RESOURCES	00843A	1.0	130,664	1.0	138,736
EXECUTIVE SECRETARY	04623A	1.0	60,770	1.0	61,985
<b>Subtotal</b>		<b>2.0</b>	<b>\$191,434</b>	<b>2.0</b>	<b>\$200,721</b>
Turnover		-	(3,037)	-	-
<b>Subtotal</b>		<b>-</b>	<b>(\$3,037)</b>	<b>-</b>	<b>-</b>
<b>Total Salaries</b>		<b>10.0</b>	<b>\$838,990</b>	<b>11.0</b>	<b>\$966,805</b>
<b>Benefits</b>					
Payroll Accrual			4,689		5,398
Direct Salaries			838,990		966,805
Retiree Health			55,323		56,822
Assessed Fringe Benefits			35,244		40,721
Not Personnel			9,329,111		8,861,894
Other Contracts			8,468		8,468
Clerical and Temporary Services			163,643		182,890
Health Benefits			97,904		128,986
Management & Consultant Services			41,073		41,073
FICA			63,554		73,054
Retirement			201,224		235,347
<b>Subtotal</b>			<b>\$10,839,223</b>		<b>\$10,601,458</b>
<b>Total Salaries and Benefits</b>		<b>10.0</b>	<b>\$1,261,684</b>	<b>11.0</b>	<b>\$1,466,412</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$126,168</b>		<b>\$133,919</b>
<b>Statewide Benefit Assessment</b>			<b>\$35,244</b>		<b>\$40,721</b>
<b>Payroll Costs</b>		<b>10.0</b>	<b>\$1,296,928</b>	<b>11.0</b>	<b>\$1,507,133</b>

# Personnel

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## Department Of Administration Energy Resources

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	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			163,643		182,890
Management & Consultant Services			41,073		41,073
Other Contracts			8,468		8,468
<b>Subtotal</b>			<b>\$213,184</b>		<b>\$232,431</b>
<b>Total Personnel</b>		<b>10.0</b>	<b>\$1,510,112</b>	<b>11.0</b>	<b>\$1,739,564</b>
<b>Distribution By Source Of Funds</b>					
Federal Funds		2.8	\$376,246	2.1	\$298,094
Restricted Receipts		7.2	\$1,133,866	8.9	\$1,441,470
<b>Total All Funds</b>		<b>10.0</b>	<b>\$1,510,112</b>	<b>11.0</b>	<b>\$1,739,564</b>

# The Program

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Department Of Administration

Construction Permitting, Approvals and Licensing

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## **Program Mission**

To provide for quality construction in all buildings by the adoption of a statewide model and uniform building codes, as well as utilizing licensed and registered contractors. To protect the public from unscrupulous building contractors and regulating the industry in order to assure fairness, safety and transparency. Develop and administer a comprehensive fire code for the State of Rhode Island.

## **Program Description**

Building Code Commission is responsible for adopting, promulgating, and administering a state building code for the purpose of regulating the design, construction, and use of buildings or structures. The Commission oversees the approval of state projects for conformance to ADA and accessibility standards and building codes. The commission conducts a variety of training programs for code officials and building trade's people.

Contractors' Registration and Licensing Board provides a dispute resolution process that criminally prosecutes cases when not resolved through the Attorney General's Office in District Court. The Board establishes standards and enforces the rules and regulations enacted.

Fire Code Board of Appeal and Review adopts fire safety codes, provides hearings for code appeals and disseminates training and technical assistance to local governmental authorities.

## **Statutory History**

RIGL 5-65-15.1 establishes the duties, authority and responsibility of the State Building Commission. RIGL 23-27.3-100 et. al. establishes statutory provisions used in conjunction with additional regulations and administrative provisions contained within the individual codes.

RIGL 5-65 et. El., establishes and sets the legislative operating authority for the Contractors' Registration and Licensing Board. Chapter 5-73 sets regulations and the Boards authority over roofing contractors. Chapter 5-65.1 regulates Home Inspectors, which falls under the jurisdiction of the Board; and Chapter 5-65.2 governs the well drillers.

RIGL 23-28.3-1 governs the Fire Code Board of Appeal and Review.

# The Budget

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## Department Of Administration Construction Permitting, Approvals and Licensing

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Operations	2,521,818	2,618,051	2,823,428	2,772,832	3,024,913
<b>Total Expenditures</b>	<b>\$2,521,818</b>	<b>\$2,618,051</b>	<b>\$2,823,428</b>	<b>\$2,772,832</b>	<b>\$3,024,913</b>
<b>Expenditures By Object</b>					
Personnel	2,374,940	2,418,049	2,633,718	2,571,511	2,719,738
Operating Supplies and Expenses	112,913	151,838	169,710	181,321	285,175
<b>Subtotal: Operating Expenditures</b>	<b>2,487,853</b>	<b>2,569,887</b>	<b>2,803,428</b>	<b>2,752,832</b>	<b>3,004,913</b>
Capital Purchases and Equipment	33,965	48,164	20,000	20,000	20,000
<b>Total Expenditures</b>	<b>\$2,521,818</b>	<b>\$2,618,051</b>	<b>\$2,823,428</b>	<b>\$2,772,832</b>	<b>\$3,024,913</b>
<b>Expenditures By Funds</b>					
General Revenue	1,373,232	1,361,902	1,483,525	1,424,628	1,615,416
Restricted Receipts	1,148,586	1,256,149	1,339,903	1,348,204	1,409,497
<b>Total Expenditures</b>	<b>\$2,521,818</b>	<b>\$2,618,051</b>	<b>\$2,823,428</b>	<b>\$2,772,832</b>	<b>\$3,024,913</b>



# Personnel

## Department Of Administration

### Construction Permitting, Approvals and Licensing

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
STATE BUILDING CODE COMMISSIONER	00142A	1.0	104,948	1.0	107,047
EXECUTIVE DIRECTOR CONTRACTORS'	00837A	1.0	103,047	1.0	105,094
SUPERVISING CIVIL ENGINEER	00335A	1.0	93,348	1.0	95,175
HEARING OFFICER CONTRACTORS' REGISTRATION	00334A	1.0	90,288	1.0	92,051
EXECUTIVE DIRECTOR FIRE SAFETY CODE OF	03640A	1.0	89,795	1.0	94,334
ARCHITECT BUILDING COMMISSION	00335A <sup>9</sup>	2.0	175,512	3.0	250,676
CHIEF STATE BUILDING CODE OFFICIAL	00332A	1.0	77,358	1.0	78,891
PRINCIPAL STATE BUILDING CODE OFFICIAL	00331A	3.0	230,815	3.0	235,381
PRINCIPAL STATE BUILDING CODE OFFICIAL	00331A	1.0	70,506	1.0	71,916
SENIOR STATE BUILDING CODE OFFICIAL	00328A	3.0	172,701	3.0	180,435
IMPLEMENTATION AIDE	00322A	2.0	109,711	2.0	112,590
SYSTEMS SUPPORT TECHNICIAN I	00318A	1.0	49,026	1.0	49,992
LICENSING AIDE	00315A	2.0	92,373	2.0	94,211
ENFORCEMENT AIDE	00319A	2.0	91,962	2.0	94,000
<b>Subtotal</b>		<b>22.0</b>	<b>\$1,551,390</b>	<b>23.0</b>	<b>\$1,661,793</b>
<b>Unclassified</b>					
ASSISTANT ADMINISTRATIVE OFFICER	04521A	1.0	47,529	1.0	48,480
ADMINISTRATIVE AIDE	04514A	1.0	39,849	1.0	40,646
<b>Subtotal</b>		<b>2.0</b>	<b>\$87,378</b>	<b>2.0</b>	<b>\$89,126</b>
Cost Allocation from Other Programs		-	7,289	-	-
Turnover		-	(47,489)	-	(71,703)
<b>Subtotal</b>		<b>-</b>	<b>(\$40,200)</b>	<b>-</b>	<b>(\$71,703)</b>
<b>Total Salaries</b>		<b>24.0</b>	<b>\$1,598,568</b>	<b>25.0</b>	<b>\$1,679,216</b>
<b>Benefits</b>					
Payroll Accrual			9,144		9,578
Direct Salaries			1,598,568		1,679,216
Retiree Health			107,903		100,754
Assessed Fringe Benefits			68,739		72,206
Not Personnel			201,321		305,175
Clerical and Temporary Services			4,600		4,600
Health Benefits			266,717		306,442
FICA			122,290		128,462
Retirement			393,550		418,480
<b>Subtotal</b>			<b>\$2,772,832</b>		<b>\$3,024,913</b>
<b>Total Salaries and Benefits</b>		<b>24.0</b>	<b>\$2,498,172</b>	<b>25.0</b>	<b>\$2,642,932</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$104,091</b>		<b>\$105,717</b>
<b>Statewide Benefit Assessment</b>			<b>\$68,739</b>		<b>\$72,206</b>
<b>Payroll Costs</b>		<b>24.0</b>	<b>\$2,566,911</b>	<b>25.0</b>	<b>\$2,715,138</b>

# Personnel

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## Department Of Administration

### Construction Permitting, Approvals and Licensing

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	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Purchased Services</b>					
Clerical and Temporary Services			4,600		4,600
<b>Subtotal</b>			<b>\$4,600</b>		<b>\$4,600</b>
<b>Total Personnel</b>		<b>24.0</b>	<b>\$2,571,511</b>	<b>25.0</b>	<b>\$2,719,738</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		12.0	\$1,342,938	13.0	\$1,431,799
Restricted Receipts		12.0	\$1,228,573	12.0	\$1,287,939
<b>Total All Funds</b>		<b>24.0</b>	<b>\$2,571,511</b>	<b>25.0</b>	<b>\$2,719,738</b>

*9 FY 2016, includes 1.0 new Architect Building Commission FTE position.*

# The Program

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Department Of Administration

Rhode Island Health Benefits Exchange (HealthSource RI)

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## **Program Mission**

The Rhode Island Health Benefits Exchange, branded "HealthSource RI," serves two important purposes. First, to negotiate for high quality, affordable health insurance options on behalf of small businesses and individuals (in order to promote the health of all Rhode Islanders). Second, to be a robust resource for all Rhode Islanders and Rhode Island businesses to learn about and compare the quality and affordability of their health insurance options, enroll in coverage and, if eligible, access Medicaid or federal tax subsidies for coverage.

## **Program Description**

HealthSource RI (HSRI) seeks to improve the health of Rhode Islanders by adhering to its mission statement and fulfilling its statutory charge to carry out the requirements of the federal Patient Protection and Affordable Care Act (ACA). The following are key programmatic components considered by the HSRI to best exemplify the goals and values of the organization:

- 1.HSRI will be a place to compare and buy health insurance.
- 2.HSRI will work closely with small employers to provide new and beneficial health insurance options.
- 3.HSRI will be a reliable and trusted source of healthcare information for all constituents.

## **Statutory History**

The Patient Protection and Affordable Care Act (Pub. Law 111-148) (the "ACA") provides for the establishment of a Health Benefits Exchange by each State. The Rhode Island Health Benefits Exchange was established on September 19, 2011 by Executive Order 11-09.

# The Budget

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## Department Of Administration

## Rhode Island Health Benefits Exchange (HealthSource RI)

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Operations	21,811,292	47,348,145	23,433,222	52,502,050	30,926,620
<b>Total Expenditures</b>	<b>\$21,811,292</b>	<b>\$47,348,145</b>	<b>\$23,433,222</b>	<b>\$52,502,050</b>	<b>\$30,926,620</b>
<b>Expenditures By Object</b>					
Personnel	20,495,069	46,221,399	22,389,546	51,862,388	30,290,028
Operating Supplies and Expenses	42,394	1,081,594	1,043,676	618,331	605,870
<b>Subtotal: Operating Expenditures</b>	<b>20,537,463</b>	<b>47,302,993</b>	<b>23,433,222</b>	<b>52,480,719</b>	<b>30,895,898</b>
Capital Purchases and Equipment	1,273,829	45,152	-	21,331	30,722
<b>Total Expenditures</b>	<b>\$21,811,292</b>	<b>\$47,348,145</b>	<b>\$23,433,222</b>	<b>\$52,502,050</b>	<b>\$30,926,620</b>
<b>Expenditures By Funds</b>					
Federal Funds	21,811,292	47,348,145	23,433,222	52,502,050	24,746,063
Restricted Receipts	-	-	-	-	6,180,557
<b>Total Expenditures</b>	<b>\$21,811,292</b>	<b>\$47,348,145</b>	<b>\$23,433,222</b>	<b>\$52,502,050</b>	<b>\$30,926,620</b>

# Personnel

## Department Of Administration

### Rhode Island Health Benefits Exchange (HealthSource RI)

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
IMPLEMENTATION DIRECTOR POLICY AND ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	00140A	1.0	96,000	1.0	98,880
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	00141A	1.0	90,858	1.0	97,407
CHIEF OF LEGAL SERVICES	00144A	2.0	178,812	2.0	186,865
COMMUNITY LIAISON/RELATIONS COORDINATOR	00139A	1.0	80,336	1.0	81,943
ASSISTANT ADMINISTRATOR, FINANCIAL	00135A	1.0	73,812	1.0	78,715
PRINCIPAL HUMAN SERVICES POLICY AND CHIEF IMPLEMENTATION AIDE	00134A	1.0	69,739	1.0	73,735
ADMINISTRATOR MANAGEMENT INFORMATION	00130A	1.0	55,000	1.0	56,650
	00128A	1.0	51,741	1.0	51,741
	00140A <sup>11</sup>	-	-	1.0	85,328
<b>Subtotal</b>		<b>9.0</b>	<b>\$696,298</b>	<b>10.0</b>	<b>\$811,264</b>
<b>Unclassified</b>					
ADMINISTRATIVE ASSISTANT (GOVERNOR'S CHIEF STRATEGIC PLANNING MONITORING AND DEPUTY DIRECTOR)	00323A <sup>10</sup>	-	-	1.0	52,178
DIRECTOR (GOVERNOR'S OFFICE)	08343A <sup>12</sup>	-	-	2.0	216,300
SENIOR POLICY ANALYST (GOVERNOR'S OFFICE)	08347A <sup>13</sup>	-	-	1.0	152,574
	00901F <sup>14</sup>	-	-	1.0	146,260
	08330A <sup>15</sup>	-	-	1.0	83,476
<b>Subtotal</b>		<b>-</b>	<b>-</b>	<b>6.0</b>	<b>\$650,788</b>
Cost Allocation from Other Programs		-	114,361	-	-
Interdepartmental Transfer		-	825,743	-	-
Turnover		-	(718,420)	-	-
<b>Subtotal</b>		<b>-</b>	<b>\$221,684</b>	<b>-</b>	<b>-</b>
<b>Total Salaries</b>		<b>9.0</b>	<b>\$917,982</b>	<b>16.0</b>	<b>\$1,462,052</b>
<b>Benefits</b>					
Payroll Accrual			5,241		8,081
Direct Salaries			917,981		1,462,051
Retiree Health			61,180		86,795
Training and Educational Services			794,708		244,703
Assessed Fringe Benefits			39,473		61,782
Legal Services			687,319		498,130
Not Personnel			639,662		636,592
Other Contracts			7,873,666		4,338,434
Information Technology			21,498,714		5,841,095
Health Benefits			160,763		271,775
Management & Consultant Services			19,531,728		17,016,641
FICA			67,947		106,768
Retirement			223,668		353,773
<b>Subtotal</b>			<b>\$52,502,050</b>		<b>\$30,926,620</b>

# Personnel

## Department Of Administration

## Rhode Island Health Benefits Exchange (HealthSource RI)

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Total Salaries and Benefits</b>		9.0	\$1,436,781	16.0	\$2,289,244
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			\$159,642		\$142,944
<b>Statewide Benefit Assessment</b>			\$39,473		\$61,782
<b>Payroll Costs</b>		9.0	\$1,476,254	16.0	\$2,351,026
<b>Purchased Services</b>					
Information Technology			21,498,714		5,841,095
Management & Consultant Services			19,531,728		17,016,641
Legal Services			687,319		498,130
Other Contracts			7,873,666		4,338,434
Training and Educational Services			794,708		244,703
<b>Subtotal</b>			<b>\$50,386,135</b>		<b>\$27,939,003</b>
<b>Total Personnel</b>		<b>9.0</b>	<b>\$51,862,388</b>	<b>16.0</b>	<b>\$30,290,028</b>
<b>Distribution By Source Of Funds</b>					
Federal Funds		9.0	\$51,862,388	6.6	\$24,746,063
Restricted Receipts		-	-	9.4	\$5,543,965
Other Funds		-	-	-	-
<b>Total All Funds</b>		<b>9.0</b>	<b>\$51,862,388</b>	<b>16.0</b>	<b>\$30,290,028</b>

10 For FY 2016, transfer from Governor's Office.

12 For FY 2016, transfer from Governor's Office.

14 For FY 2016, transfer from Governor's Office.

11 For FY 2016, new FTE for SIM grant.

13 For FY 2016, transfer from Governor's Office.

15 For FY 2016, transfer from Governor's Office.

# Performance Measures

## Department Of Administration

### Rhode Island Health Benefits Exchange (HealthSource RI)

#### *Exchange-Eligible Uninsured Rhode Islanders*

HealthSource RI (HSRI), Rhode Island's health benefits exchange, aims to make health insurance more accessible and affordable for Rhode Islanders and to reduce the number of uninsured residents. According to the American Community Survey, approximately 121,000 Rhode Islanders lacked health insurance in 2013, of which approximately 57,400 were eligible to purchase coverage through the exchange. HSRI aims to reduce the number of exchange-eligible uninsured Rhode Islanders by one half (50 percent) by 2016. The figures below represent the number of Rhode Islanders eligible for coverage through HSRI who lack health insurance. [Note: Targets represent HSRI performance only; impacts on the number of uninsured individuals that are attributable to other programs, including Medicaid expansion, will not be available until final 2014 data becomes available in 2015.]

	2012	2013	2014	2015	2016
<b>Target</b>	--	--	40,400	33,900	28,900
<b>Actual</b>	55,600	57,400	--	--	--

Performance for this measure is reported by calendar year.

#### *Federal Affordability Tax Credits*

Beginning in January 2014, the Patient Protection and Affordable Care Act established premium support and cost-sharing subsidies for qualifying individuals and families to help offset the cost of health insurance. Qualifying Rhode Islanders without access to affordable employer-sponsored health insurance may purchase health insurance through HSRI and receive an advance federal tax credit to offset the cost of the monthly premium. The figures below represent the number of Rhode Islanders receiving a federal health coverage tax credit.

	2012	2013	2014	2015	2016
<b>Target</b>	--	--	12,856	24,500	26,000
<b>Actual</b>	--	--	22,531	--	--

Performance for this measure is reported by calendar year.

# The Program

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## Department Of Administration

## The Office of Diversity, Equity and Opportunity

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### Program Mission

The mission of the Office of Diversity, Equity and Opportunity is to ensure non-discrimination, diversity and equal opportunity in all aspects of state government, including, but not limited to, employment, procurement, and policy relative to state programs, services, and activities.

The mission of the State Equal Opportunity Office is to ensure equal opportunity compliance for all units of Rhode Island state government, as set forth by all federal agencies and Rhode Island General Laws.

The mission of the Minority Business Enterprise Compliance Office is to ensure the fullest possible participation of MBEs and Disadvantaged Business Enterprises (DBE) in state- and federally-funded and directed programs, construction projects, professional contracts, and in the purchases of all goods and services.

The mission of the Outreach and Diversity Office is to create a culture that values a diverse workforce, promotes an inclusive workplace and provides quality customer service to all.

### Program Description

The Office of Diversity, Equity and Opportunity includes a Chief Diversity and Equity Officer (CDEO), a senior-level leadership position to promote coordination between the State Equal Opportunity Office, the Outreach and Diversity Office, the Minority Business Enterprise (MBE) Compliance Office, and all state agencies. The Office of Diversity, Equity and Opportunity works in partnership with the Division of Human Resources, the Division of Purchases, and with all state agencies on the state's equal opportunity, affirmative action, and MBE procurement goals.

The State Equal Opportunity Office is charged with providing training and technical assistance requested by any company doing business in Rhode Island and to all state departments as is necessary to comply with the intent of RIGL 28-5.1-2. The State Equal Opportunity Office is also charged with issuing any guidelines, directives or instructions necessary to effectuate its responsibilities under this chapter, and to investigate possible discrimination, hold hearings, and direct corrective action to said discrimination. The goals of the MBE Compliance Office are to increase the number of MBEs and DBEs available for contract competition, to maximize opportunity for business participation by MBEs and DBEs, and to stimulate MBE and DBE development and growth. The Outreach and Diversity Office offers diversity training to state employees and provides outreach to assist in recruiting and retaining a talented and diverse workforce.

### Statutory History

On May 9, 2013, Governor Lincoln D. Chafee issued Executive Order 130-05 entitled "Promotion of Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island." The Executive Order required the Director of the Department of Administration to review all divisions and offices within Department charged with facilitation equal opportunity employment and MBE's, including, but not limited to, the Division of Human Resources, the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, the Division of Purchases, and the MBE Program, and to make recommendation to the Governor to improve collaboration between these offices and all executive departments to ensure these programs are more effective. The recommendations were required to encourage measures of quality and accountability in equal opportunity and affirmative action hiring and MBE procurement as allowed by law. The Department of Administration's recommendation included the creation of the Office of Diversity, Equity and Opportunity.



# The Budget

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Department Of Administration

The Office of Diversity, Equity and Opportunity

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	2013 Audited	2014 Audited	2015 Enacted	2015 Revised	2016 Recommend
<b>Expenditures By Subprogram</b>					
Operations	-	-	859,481	974,210	1,190,135
<b>Total Expenditures</b>	-	-	<b>\$859,481</b>	<b>\$974,210</b>	<b>\$1,190,135</b>
<b>Expenditures By Object</b>					
Personnel	-	-	820,709	920,852	1,135,332
Operating Supplies and Expenses	-	-	38,772	53,358	54,803
<b>Subtotal: Operating Expenditures</b>	-	-	<b>859,481</b>	<b>974,210</b>	<b>1,190,135</b>
<b>Total Expenditures</b>	-	-	<b>\$859,481</b>	<b>\$974,210</b>	<b>\$1,190,135</b>
<b>Expenditures By Funds</b>					
General Revenue	-	-	777,197	888,939	1,098,841
Federal Funds	-	-	82,284	85,271	91,294
<b>Total Expenditures</b>	-	-	<b>\$859,481</b>	<b>\$974,210</b>	<b>\$1,190,135</b>

# Personnel

## Department Of Administration

### The Office of Diversity, Equity and Opportunity

	Grade	FY 2015		FY 2016	
		FTE	Cost	FTE	Cost
<b>Classified</b>					
ASSOCIATE DIRECTOR, DIVERSITY, EQUITY AND	00142A	1.0	120,391	1.0	127,683
HUMAN RESOURCE PROGRAM ADMINISTRATOR	00139A	1.0	109,709	1.0	111,894
ADMINISTRATOR STATE EQUAL OPPORTUNITY	00139A	1.0	109,469	1.0	111,609
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	00134A	1.0	89,729	1.0	97,543
PROGRAMMING SERVICES OFFICER	00131A	1.0	82,058	2.0	151,292
SENIOR EXTERNAL EQUAL OPPORTUNITY	00127A	2.0	130,377	2.0	138,230
IMPLEMENTATION AIDE	00122A	-	-	1.0	45,775
<b>Subtotal</b>		<b>7.0</b>	<b>\$641,733</b>	<b>9.0</b>	<b>\$784,026</b>
Turnover		-	(66,025)	-	(74,707)
<b>Subtotal</b>		<b>-</b>	<b>(\$66,025)</b>	<b>-</b>	<b>(\$74,707)</b>
<b>Total Salaries</b>		<b>7.0</b>	<b>\$575,708</b>	<b>9.0</b>	<b>\$709,319</b>
<b>Benefits</b>					
Payroll Accrual			3,293		4,041
Direct Salaries			575,708		709,319
Retiree Health			38,859		42,001
Training and Educational Services			2,500		2,500
Assessed Fringe Benefits			24,754		30,500
Not Personnel			53,358		54,803
Clerical and Temporary Services			200		200
Health Benefits			81,425		117,727
Management & Consultant Services			10,000		-
FICA			44,043		54,038
Retirement			140,070		175,006
<b>Subtotal</b>			<b>\$974,210</b>		<b>\$1,190,135</b>
<b>Total Salaries and Benefits</b>		<b>7.0</b>	<b>\$883,398</b>	<b>9.0</b>	<b>\$1,102,132</b>
<b>Cost Per FTE Position (Excluding Temporary and Seasonal)</b>			<b>\$126,200</b>		<b>\$122,459</b>
<b>Statewide Benefit Assessment</b>			<b>\$24,754</b>		<b>\$30,500</b>
<b>Payroll Costs</b>		<b>7.0</b>	<b>\$908,152</b>	<b>9.0</b>	<b>\$1,132,632</b>
<b>Purchased Services</b>					
Clerical and Temporary Services			200		200
Management & Consultant Services			10,000		-
Training and Educational Services			2,500		2,500
<b>Subtotal</b>			<b>\$12,700</b>		<b>\$2,700</b>
<b>Total Personnel</b>		<b>7.0</b>	<b>\$920,852</b>	<b>9.0</b>	<b>\$1,135,332</b>
<b>Distribution By Source Of Funds</b>					
General Revenue		6.0	\$835,581	8.0	\$1,044,038
Federal Funds		1.0	\$85,271	1.0	\$91,294
<b>Total All Funds</b>		<b>7.0</b>	<b>\$920,852</b>	<b>9.0</b>	<b>\$1,135,332</b>