

The Agency

Department of Administration

Agency Operations

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

The department, headed by the Director of Administration, has nineteen programmatic functions in the FY 2006 Budget. These include Central Management, Legal Services, Accounts and Control, Budgeting, Purchasing, Auditing, Human Resources, Personnel Appeal Board, Taxation, Registry of Motor Vehicles, Facilities Management, Capital Projects and Property Management, Information Technology, Library and Information Services, Planning, Security Services, General Appropriations, Debt Service Payments, and various Internal Services Programs.

Agency Objectives

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

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

Statutory History

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

Agency Measures

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

The Budget

Department of Administration

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Program				
Central Management	2,163,977	2,510,234	5,678,132	2,198,018
Legal Services	-	-	-	2,163,909
Accounts and Control	8,813,252	4,375,916	4,017,363	4,264,946
Budgeting	2,052,004	2,313,012	2,428,616	3,057,986
Municipal Affairs	7,856,764	6,900,860	8,962,207	-
Purchasing	1,906,520	1,882,918	2,028,963	2,102,230
Auditing	1,648,993	1,610,988	1,665,638	1,801,761
Human Resources	7,063,221	6,972,839	6,448,559	6,389,273
Personnel Appeal Board	99,623	128,135	93,368	93,666
Taxation	19,583,455	19,481,458	20,550,643	21,077,629
Registry of Motor Vehicles	15,205,660	16,410,371	16,996,848	16,645,036
Child Support Enforcement	10,054,647	9,533,986	9,856,937	-
Central Services	30,199,047	30,304,216	34,689,548	-
Facilities Management	-	-	-	29,851,013
Capital Projects and Property Management	-	-	-	2,737,301
Office of Library & Information Services	4,784,653	5,231,098	8,087,511	-
Information Technology	-	-	-	2,524,752
Library and Information Services	-	-	-	2,411,796
Planning	-	-	-	8,228,472
Sheriffs	13,222,294	13,173,672	13,479,126	-
Security Services	-	-	-	17,093,422
General	212,793,077	238,956,597	247,029,684	245,854,909
Debt Service Payments	137,437,304	137,212,693	151,715,741	168,446,754
Internal Service Programs	[74,708,812]	[74,490,115]	[85,253,895]	[89,252,814]
Retirement Alternative	-	-	(2,094,345)	(2,733,528)
Total Expenditures	\$474,884,491	\$496,998,993	\$531,634,539	\$534,209,345
Expenditures By Object				
Personnel	76,380,566	79,068,110	80,630,959	74,161,425
Other State Operations	48,508,527	41,523,729	37,866,370	38,043,255
Aid To Local Units Of Government	187,184,920	199,986,822	202,140,156	203,728,872
Assistance, Grants and Benefits	29,440,006	41,700,953	49,653,986	40,866,319
Subtotal: Operating Expenditures	\$341,514,019	\$362,279,614	\$370,291,471	\$356,799,871
Capital Improvements	1,751,611	1,688,912	9,243,307	8,578,700
Capital Debt Service	131,618,861	133,030,467	152,099,761	168,830,774
Total Expenditures	\$474,884,491	\$496,998,993	\$531,634,539	\$534,209,345
Expenditures By Funds				
General Revenue	367,405,218	386,801,997	416,221,951	406,451,928
Federal Funds	32,502,341	32,219,516	37,520,461	25,888,496
Restricted Receipts	9,675,537	9,757,061	9,618,697	10,145,202
Other Funds	65,301,395	68,120,419	68,273,430	91,723,719
Total Expenditures	\$474,884,491	\$496,898,993	\$531,634,539	\$534,209,345
FTE Authorization	1,278.2	1,261.2	1,303.2	1,202.4

The Program

Department of Administration Central Management

Program Operations

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

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

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

Legal and Adjudication Services is responsible for the provision of legal advice and counsel to the Director of Administration and all program areas of operation within the department, as required by the Administrative Procedures Act. This subprogram has been moved to the new Legal Services program in the FY 2006 Budget.

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

Program Objectives

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

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

Statutory History

The central management and legal mandates of the Department of Administration are outlined in R.I.G.L. 42-11-2. The Judicial Nominating Commission was created by R.I.G.L. 8-16.1 which also outlines the criteria for the selection of qualified judicial nominees.

The Budget

Department of Administration Central Management

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Director's Office	755,968	1,004,870	2,451,578	694,036
Financial Management	1,152,932	1,194,047	1,374,615	1,479,093
Legal and Adjudication Services	232,958	276,476	1,827,050	-
Judicial Nominating Committee	22,119	34,841	24,889	24,889
Total Expenditures	\$2,163,977	\$2,510,234	\$5,678,132	\$2,198,018
Expenditures By Object				
Personnel	2,009,943	2,370,785	5,483,747	2,083,268
Other State Operations	154,034	139,449	193,384	114,750
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	1,001	-
Subtotal: Operating Expenditures	\$2,163,977	\$2,510,234	\$5,678,132	\$2,198,018
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$2,163,977	\$2,510,234	\$5,678,132	\$2,198,018
Expenditures By Funds				
General Revenue	2,081,227	2,352,911	5,326,171	1,775,142
Federal Funds	82,750	157,323	323,627	323,069
Restricted Receipts	-	-	28,334	99,807
Total Expenditures	\$2,163,977	2,510,234	5,678,132	2,198,018
Program Measures	NA	NA	NA	NA

The Program

Department of Administration Legal Services

Program Operations

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

Program Objectives

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

To provide legal risk management services.

To provide legislative and legal support services.

Statutory History

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

The Budget

Department of Administration Legal Services

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	-	-	-	2,125,091
Other State Operations	-	-	-	37,807
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	1,011
Subtotal: Operating Expenditures	-	-	-	\$2,163,909
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	-	-	-	\$2,163,909
Expenditures By Funds				
General Revenue	-	-	-	2,163,909
Total Expenditures	-	-	-	\$2,163,909
Program Measures	NS	NS	NS	NS

The Program

Department of Administration Accounts and Control

Program Operations

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

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

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

Program Objectives

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

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

Statutory History

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

The Budget

Department of Administration Accounts and Control

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	2,613,975	2,528,053	2,457,026	2,677,166
Other State Operations	6,192,760	1,841,457	1,553,931	1,581,374
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	6,517	6,406	6,406	6,406
Subtotal: Operating Expenditures	\$8,813,252	\$4,375,916	\$4,017,363	\$4,264,946
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$8,813,252	\$4,375,916	\$4,017,363	\$4,264,946
Expenditures By Funds				
General Revenue	8,812,488	4,375,856	4,017,363	4,264,946
Federal Funds	764	60	-	-
Total Expenditures	8,813,252	4,375,916	4,017,363	4,264,946
Program Measures				
Percentage of Invoices Processed Within 30 Days	95.0%	98.0%	98.0%	98.0%
Number of Days after Fiscal Year End to Publication of CAFR	457	319	182	182
Average Number of Days to Payment	8.5	8.2	8.0	8.0
Number of Days to Fiscal Close	62	38	37	37

The Program

Department of Administration Budgeting

Program Operations

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

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

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

The Municipal Finance subprogram executes the state's policies relating to restrictions on the annual municipal tax levy, public financial disclosure of municipal budgets, the computation and distribution of various state aid programs, and compliance with municipal audit requirements. The subprogram also conducts an annual tax equalization study that determines the real property wealth of each municipality in the state. The results of this study are used in computing various state aid entitlements.

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Budgeting

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Budget Office	1,720,280	1,969,521	2,205,071	2,387,478
Strategic Planning	331,724	343,491	223,545	-
Municipal Finance	-	-	-	670,508
Total Expenditures	\$2,052,004	\$2,313,012	\$2,428,616	\$3,057,986
Expenditures By Object				
Personnel	1,921,844	2,175,339	2,175,563	2,728,270
Other State Operations	130,160	137,673	253,053	329,716
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$2,052,004	\$2,313,012	\$2,428,616	\$3,057,986
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$2,052,004	\$2,313,012	\$2,428,616	\$3,057,986
Expenditures By Funds				
General Revenue	2,052,004	2,313,012	2,428,616	3,057,986
Total Expenditures	\$2,052,004	\$2,313,012	\$2,428,616	\$3,057,986
Program Measures				
Budget Presentation Index	10	10	12	12
Bond Rating Index	11	11	11	11
Performance Measures Developed	80.3%	82.1%	79.8%	80.0%

The Program

Department of Administration Municipal Affairs

Program Operations

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

As part of the FY 2006 Budget, the various units of the Municipal Affairs program have been transferred to other programs in the Department. The Municipal Finance section has been moved to the Budgeting program. The Community Development and Local Government Assistance units have been moved to the new Planning program.

Program Objectives

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

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

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

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

Statutory History

The Office of Municipal Affairs is established under R.I.G.L. 42-11-12.

The Budget

Department of Administration Municipal Affairs

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	1,299,171	1,316,276	1,117,863	-
Other State Operations	116,522	98,626	148,003	-
Aid To Local Units Of Government	6,821	648	-	-
Assistance, Grants and Benefits	6,434,250	5,485,310	7,696,341	-
Subtotal: Operating Expenditures	\$7,856,764	\$6,900,860	\$8,962,207	-
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$7,856,764	\$6,900,860	\$8,962,207	-
Expenditures By Funds				
General Revenue	1,228,747	1,189,332	1,021,321	-
Federal Funds	6,628,017	5,711,528	7,940,886	-
Total Expenditures	\$7,856,764	\$6,900,860	\$8,962,207	-
Program Measures				
Percentage of Equalization Study Procedure Recommendations Implemented	39.0%	39.0%	39.0%	NA

The Program

Department of Administration Purchasing

Program Operations

The Purchasing program is composed of five major functions: procurement, operational support services, standards and specifications development and management, and vendor information. Procurement solicits bids or requests for proposal for services and supplies as well as price negotiations, and carries out affirmative action programs. Operational support services includes purchase order production and record keeping, bid preparation and opening, requisition tracking, and vendor files. The standards and specifications staff work with agency representatives to develop statewide standard specifications for goods and services to be solicited. State surplus property disposes of goods determined to be of no further use to the state. The Vendor Information Program is an electronic system for registering potential bidders and providing bid and other information to vendors and the general public.

Program Objectives

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

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

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

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

Statutory History

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

The Budget

Department of Administration Purchasing

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	1,820,491	1,766,668	1,919,341	1,998,263
Other State Operations	81,755	111,850	105,222	99,567
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	4,274	4,400	4,400	4,400
Subtotal: Operating Expenditures	\$1,906,520	\$1,882,918	\$2,028,963	\$2,102,230
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$1,906,520	\$1,882,918	\$2,028,963	\$2,102,230
 Expenditures By Funds				
General Revenue	1,906,520	1,882,918	2,028,963	2,102,230
Total Expenditures	\$1,906,520	\$1,882,918	\$2,028,963	\$2,102,230
 Program Measures	NA	NA	NA	NA

The Program

Department of Administration Auditing

Program Operations

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

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

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

The bureau audits the activities of the Judicial Department and the various Sheriff's Offices, and also conducts special nonrecurring audits and provides management services.

Program Objectives

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

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

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

To ensure compliance with state laws and regulations.

Statutory History

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

The Budget

Department of Administration Auditing

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	1,614,687	1,561,613	1,583,228	1,740,538
Other State Operations	32,898	47,858	80,893	59,706
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	1,408	1,517	1,517	1,517
Subtotal: Operating Expenditures	\$1,648,993	\$1,610,988	\$1,665,638	\$1,801,761
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$1,648,993	\$1,610,988	\$1,665,638	\$1,801,761
 Expenditures By Funds				
General Revenue	1,648,993	1,610,988	1,665,638	1,801,761
Total Expenditures	\$1,648,993	\$1,610,988	\$1,665,638	\$1,801,761
 Program Measures				
Audit Acceptance	97.8%	96.0%	95.0%	95.5%

The Program

Department of Administration Human Resources

Program Operations

The Human Resources program is composed of three major functions.

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Human Resources

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Human Resources	-	65,785	142,533	151,335
Personnel Administration	5,073,265	5,157,386	5,584,179	5,419,442
Equal Opportunity/MBE	468,662	457,261	427,256	507,622
Labor Relations	1,000,121	930,931	-	-
Training and Development	521,173	361,476	294,591	310,874
Total Expenditures	\$7,063,221	\$6,972,839	\$6,448,559	\$6,389,273
Expenditures By Object				
Personnel	5,585,466	5,521,721	4,811,246	4,841,484
Other State Operations	369,258	341,119	528,301	438,777
Aid To Local Units Of Government	1,097,066	1,098,051	1,098,075	1,098,075
Assistance, Grants and Benefits	11,431	11,948	10,937	10,937
Subtotal: Operating Expenditures	\$7,063,221	\$6,972,839	\$6,448,559	\$6,389,273
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$7,063,221	\$6,972,839	\$6,448,559	\$6,389,273
Expenditures By Funds				
General Revenue	7,053,550	6,951,000	6,359,481	6,389,273
Federal Funds	8,929	18,521	80,991	-
Restricted Receipts	-	-	-	-
Other	742	3,318	8,087	-
Total Expenditures	\$7,063,221	\$6,972,839	\$6,448,559	\$6,389,273

Program Measures

Percentage of Desk Audits Completed Within 60 Days	35.0%	51.0%	60.0%	70.0%
Percentage of Civil Service Examinations Completed Within 275 Days	70.0%	73.0%	95.0%	95.0%

The Program

Department of Administration Personnel Appeal Board

Program Operations

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

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

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

Program Objective

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

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

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

Statutory History

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

The Budget

Department of Administration Personnel Appeal Board

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	95,851	125,516	90,065	90,363
Other State Operations	3,772	2,619	3,303	3,303
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	\$99,623	\$128,135	\$93,368	\$93,666
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$99,623	\$128,135	\$93,368	\$93,666
 Expenditures By Funds				
General Revenue	99,623	128,135	93,368	93,666
Total Expenditures	\$99,623	\$128,135	\$93,368	\$93,666
 Program Measures				
Percentage of State Employee Appeals Resolved				
Within 270 days	90.2%	88.0%	90.0%	90.0%

The Program

Department of Administration Taxation

Program Operations

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

Program Objectives

To assess and collect all taxes and revenues that the legislature places under the control of the Tax Administrator in the most efficient and cost-effective manner.

Statutory History

R.I.G.L 44-1, entitled "State Tax Officials," established the Tax Administrator within the Department of Administration, whose powers and duties are enumerated therein under section 2.

The Budget

Department of Administration Taxation

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Tax Administrator's Office	535,296	704,541	800,188	535,350
Processing	6,280,194	6,534,095	6,646,293	6,616,181
Compliance and Collection	2,853,806	2,861,415	3,236,060	3,401,165
Field Audit	3,951,171	4,072,367	4,506,471	4,800,513
Assessment and Review	2,814,853	2,687,488	2,850,704	2,986,926
Legal	294,739	309,341	-	-
Employment Tax Collections	2,853,396	2,312,211	2,510,927	2,737,494
Total Expenditures	\$19,583,455	\$19,481,458	\$20,550,643	\$21,077,629
Expenditures By Object				
Personnel	15,417,430	15,781,301	15,821,361	16,819,698
Other State Operations	4,135,182	3,682,084	4,726,780	4,255,429
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	30,843	18,073	2,502	2,502
Subtotal: Operating Expenditures	\$19,583,455	\$19,481,458	\$20,550,643	\$21,077,629
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$19,583,455	\$19,481,458	\$20,550,643	\$21,077,629
Expenditures By Funds				
General Revenue	16,642,984	16,916,588	17,683,229	18,283,648
Federal Funds	1,016,533	854,781	1,000,921	1,093,904
Restricted Receipts	1,228,181	1,067,624	1,072,645	837,732
Other Funds	695,757	642,465	793,848	862,345
Total Expenditures	\$19,583,455	\$19,481,458	\$20,550,643	\$21,077,629
Program Measures				
Refunds Mailed Within 30 Days	98.2%	97.9%	100.0%	100.0%

The Program

Department of Administration Registry of Motor Vehicles

Program Operations

The Registry of Motor Vehicles is responsible for administering and enforcing all laws pertaining to the operation and registration of all motor vehicles, the issuance of licenses, the enforcement of all laws relating to the issuance, suspension and revocation of motor vehicle registrations and licenses, inspection of motor vehicles and the study of motor vehicle accidents. The Vehicle Value Commission establishes the presumptive value of motor vehicles subject to excise tax for the use of municipalities in levying taxes.

Program Objectives

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

Statutory History

R.I.G.L. 31-1 outlines the duties and responsibilities of the Registry of Motor Vehicles. R.I.G.L. 44-34 establishes the vehicle Value Commission.

The Budget

Department of Administration Registry of Motor Vehicles

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	9,672,344	10,080,697	11,079,885	11,178,037
Other State Operations	5,511,679	6,307,336	5,894,625	5,444,661
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	21,637	22,338	22,338	22,338
Subtotal: Operating Expenditures	\$15,205,660	\$16,410,371	\$16,996,848	\$16,645,036
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$15,205,660	\$16,410,371	\$16,996,848	\$16,645,036
Expenditures By Funds				
General Revenue	14,868,547	16,289,278	16,294,157	16,381,072
Federal Funds	277,819	106,626	689,177	246,798
Restricted Receipts	14,480	14,467	13,514	17,166
Other Funds	44,814	-	-	-
Total Expenditures	\$15,205,660	\$16,410,371	\$16,996,848	\$16,645,036
Program Measures	NS	NS	NS	NS

The Program

Department of Administration Child Support Enforcement

Program Operations

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Child Support Enforcement

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	7,626,651	7,304,476	7,763,886	-
Other State Operations	2,427,324	2,228,838	2,091,075	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	672	672	1,976	-
Subtotal: Operating Expenditures	\$10,054,647	\$9,533,986	\$9,856,937	-
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$10,054,647	\$9,533,986	\$9,856,937	-
Expenditures By Funds				
General Revenue	3,408,419	3,201,646	3,287,624	-
Federal Funds	6,646,228	6,332,340	6,569,313	-
Restricted Receipts	-	-	-	-
Other Funds	-	-	-	-
Total Expenditures	\$10,054,647	\$9,533,986	\$9,856,937	-
Program Measures				
Current Child Support Collected as a Percentage of Current Child Support Owed	61.1%	61.8%	61.4%	-

The Program

Department of Administration Central Services

Program Operations

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

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Central Services

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Associate Director's Office	737,170	123,138	487,608	-
Building and Grounds Maintenance	7,437,078	7,261,766	6,959,382	-
Building Code Commission	1,537,980	1,488,811	2,389,044	-
Capitol Police	2,733,151	3,037,262	2,948,901	-
Energy and Conservation	17,753,668	18,393,239	21,904,613	-
Total Expenditures	\$30,199,047	\$30,304,216	\$34,689,548	-
Expenditures By Object				
Personnel	9,464,910	9,693,147	10,089,049	-
Other State Operations	3,872,911	3,723,296	3,807,610	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	16,251,569	16,784,851	19,805,281	-
Subtotal: Operating Expenditures	\$29,589,390	\$30,201,294	\$33,701,940	-
Capital Improvements	122,049	102,922	500,000	-
Capital Debt Service	487,608	-	487,608	-
Total Expenditures	\$30,199,047	\$30,304,216	\$34,689,548	-
Expenditures By Funds				
General Revenue	13,899,365	13,882,541	16,281,213	-
Federal Funds	15,692,454	16,291,675	17,509,597	-
Restricted Receipts	561,683	130,000	898,738	-
Other Funds	45,545	-	-	-
Total Expenditures	\$30,199,047	\$30,304,216	\$34,689,548	-
Program Measures				
Motor Vehicle Claims	8.3	8.4	10.4	-

The Program

Department of Administration Facilities Management

Program Operations

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

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

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

Program Objectives

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

To improve the efficiency and effectiveness of facility services.

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

To protect and preserve Rhode Island's facility assets.

Statutory History

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

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

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

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

The Budget

Department of Administration Facilities Management

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Operations and Maintenance	-	-	-	11,097,420
Energy and Conservation	-	-	-	18,753,593
Total Expenditures	-	-	-	\$29,851,013
Expenditures By Object				
Personnel	-	-	-	5,038,076
Other State Operations	-	-	-	3,811,000
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	20,314,329
Subtotal: Operating Expenditures	-	-	-	\$29,163,405
Capital Improvements	-	-	-	200,000
Capital Debt Service	-	-	-	487,608
Total Expenditures	-	-	-	\$29,851,013
Expenditures By Funds				
General Revenue	-	-	-	11,257,657
Federal Funds	-	-	-	17,070,908
Restricted Receipts	-	-	-	1,522,448
Total Expenditures	-	-	-	29,851,013
Program Measures				
Motor Vehicle Claims	-	-	-	10.4

The Program

Department of Administration Capital Projects and Property Management

Program Operations

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

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

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

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

Program Objectives

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

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

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

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

Statutory History

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

The Budget

Department of Administration Capital Projects and Project Management

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Capital Projects	-	-	-	615,776
Property Management	-	-	-	276,088
State Building Code Commission	-	-	-	1,845,437
Total Expenditures	-	-	-	\$2,737,301
Expenditures By Object				
Personnel	-	-	-	2,539,286
Other State Operations	-	-	-	198,015
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	-	-	-	\$2,737,301
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	-	-	-	\$2,737,301
Expenditures By Funds				
General Revenue	-	-	-	2,737,301
Total Expenditures	-	-	-	\$2,737,301
Program Measures				
	NS	NS	NS	NS

The Program

Department of Administration Office of Library and Information Services

Program Operations

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

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

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

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Office of Library and Information Services

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Executive Director - OLIS	147,227	991,843	2,731,642	-
Library Services	1,859,724	1,898,423	2,415,679	-
Systems Planning	2,505,634	2,145,382	2,737,952	-
Central Mail Services	272,068	195,450	202,238	-
Total Expenditures	\$4,784,653	\$5,231,098	\$8,087,511	-
Expenditures By Object				
Personnel	4,088,446	4,334,552	4,901,468	-
Other State Operations	238,029	587,059	2,200,655	-
Aid To Local Units Of Government	8,644	75,178	180,000	-
Assistance, Grants and Benefits	449,534	234,309	805,388	-
Subtotal: Operating Expenditures	\$4,784,653	\$5,231,098	\$8,087,511	-
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$4,784,653	\$5,231,098	\$8,087,511	-
Expenditures By Funds				
General Revenue	2,547,370	3,081,903	4,868,637	-
Federal Funds	907,423	1,266,483	2,172,556	-
Restricted Receipts	2,785	3,412	8,000	-
Other Funds	1,327,075	879,300	1,038,318	-
Total Expenditures	\$4,784,653	\$5,231,098	\$8,087,511	-
Program Measures				
Percentage of Certification Reviews in Compliance	85.0%	90.0%	90.0%	-

The Program

Department of Administration Information Technology

Program Operations

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

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

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

Program Objectives

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

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

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

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

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

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

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

Statutory History

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

The Budget

Department of Administration Information Technology

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Executive Director - CIO	-	-	-	361,893
Information Technology	-	-	-	2,000,000
Central Mail Services	-	-	-	162,859
Total Expenditures	-	-	-	\$2,524,752
Expenditures By Object				
Personnel	-	-	-	1,095,920
Other State Operations	-	-	-	1,428,832
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	-	-	-	\$2,524,752
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	-	-	-	\$2,524,752
Expenditures By Funds				
General Revenue	-	-	-	2,524,752
Total Expenditures	-	-	-	\$2,524,752
Program Measures				
	NS	NS	NS	NS

The Program

Department of Administration Library and Information Services

Program Operations

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Library and Information Services

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	-	-	-	1,795,408
Other State Operations	-	-	-	266,388
Aid To Local Units Of Government	-	-	-	150,000
Assistance, Grants and Benefits	-	-	-	200,000
Subtotal: Operating Expenditures	-	-	-	\$2,411,796
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	-	-	-	\$2,411,796
Expenditures By Funds				
General Revenue	-	-	-	1,007,261
Federal Funds	-	-	-	1,396,535
Restricted Receipts	-	-	-	8,000
Total Expenditures	-	-	-	2,411,796
Program Measures				
	NS	NS	NS	NS

The Program

Department of Administration Planning

Program Operations

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

Statewide Planning was established to prepare, adopt, and amend strategic plans for the physical, economic, and social development of the state. The Statewide Planning subprogram includes the State Planning Council, which is comprised of elected officials, state and local government officials, public members, and federal officials in an advisory capacity.

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

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

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

Program Objectives

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

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

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

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

Statutory History

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

The Budget

Department of Administration Planning

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Statewide Planning	-	-	-	3,057,485
Local Government Assistance	-	-	-	630,814
Community Development	-	-	-	4,540,173
Total Expenditures	-	-	-	\$8,228,472
Expenditures By Object				
Personnel	-	-	-	3,531,972
Other State Operations	-	-	-	328,300
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	4,368,200
Subtotal: Operating Expenditures	-	-	-	\$8,228,472
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	-	-	-	\$8,228,472
Expenditures By Funds				
General Revenue	-	-	-	1,684,772
Federal Funds	-	-	-	5,045,062
Restricted Receipts	-	-	-	-
Other	-	-	-	1,498,638
Total Expenditures	-	-	-	8,228,472
Program Measures				
Percentage of Certification Reviews in Compliance	-	-	-	90.0%

Program

Department of Administration Sheriffs

Program Operations

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Sheriffs

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures By Object				
Personnel	11,863,783	12,365,976	12,796,149	-
Other State Operations	1,048,178	1,045,958	672,636	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	310,333	(238,262)	10,341	-
Subtotal: Operating Expenditures	\$13,222,294	\$13,173,672	\$13,479,126	-
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	\$13,222,294	\$13,173,672	\$13,479,126	-
Expenditures By Funds				
General Revenue	13,222,294	13,173,672	13,479,126	-
Total Expenditures	\$13,222,294	\$13,173,672	\$13,479,126	-
Program Measures				
Escapes and Escape Attempts - Escapes	1	-	-	-
Escapes and Escape Attempts - Attempts	1	4	-	-
Suicides and Suicide Attempts - Suicides	1	-	-	-
Suicide and Suicide Attempts - Attempts	1	1	-	-
Percentage of Writs Served Within Five Business Days of Request	78.3%	60.0%	70.0%	-

The Program

Department of Administration Security Services

Program Operations

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Security Services

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Sheriffs	-	-	-	14,113,896
Capitol Police	-	-	-	2,979,526
Total Expenditures	-	-	-	\$17,093,422
Expenditures By Object				
Personnel	-	-	-	16,351,611
Other State Operations	-	-	-	729,784
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	12,027
Subtotal: Operating Expenditures	-	-	-	\$17,093,422
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	-	-	-	\$17,093,422
Expenditures By Funds				
General Revenue	-	-	-	17,093,422
Total Expenditures	-	-	-	\$17,093,422
Program Measures				
Escapes and Escape Attempts - Escapes	-	-	-	-
Escapes and Escape Attempts - Attempts	-	-	-	-
Suicides and Suicide Attempts - Suicides	-	-	-	-
Suicide and Suicide Attempts - Attempts	-	-	-	-
Percentage of Writs Served Within Five Business Days of Request	-	-	-	80.0%

The Program

Department of Administration General

Program Operations

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

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

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration General

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
General	1,793,019	3,190,341	2,649,989	3,486,850
Capital Projects	2,078,093	2,558,155	8,518,307	8,003,700
Grants and Other Payments	10,307,860	16,201,005	16,550,642	18,705,206
Economic Development	9,062,532	11,166,687	10,507,787	10,595,287
State Aid to Local Communities	185,944,266	197,708,508	200,162,081	201,780,797
Housing	3,607,307	8,131,901	8,640,878	3,283,069
Total Expenditures	\$212,793,077	\$238,956,597	\$247,029,684	\$245,854,909
Expenditures By Object				
Personnel	1,167,492	1,740,432	635,427	260,502
Other State Operations	18,001,611	21,124,044	15,503,311	18,812,258
Aid To Local Units Of Government	186,072,389	198,812,945	200,862,081	202,480,797
Assistance, Grants and Benefits	5,917,538	15,689,391	21,285,558	15,922,652
Subtotal: Operating Expenditures	\$211,159,030	\$237,366,812	\$238,286,377	\$237,476,209
Capital Improvements	1,629,562	1,585,990	8,743,307	8,378,700
Capital Debt Service	4,485	3,795	-	-
Total Expenditures	\$212,793,077	\$238,956,597	\$247,029,684	\$245,854,909
Expenditures By Funds				
General Revenue	210,327,546	235,170,216	237,633,357	236,478,786
Federal Funds	-	151,137	402,487	255,573
Restricted Receipts	387,438	1,125,866	1,125,533	1,116,850
Other Funds	2,078,093	2,409,378	7,868,307	8,003,700
Total Expenditures	\$212,793,077	\$238,856,597	\$247,029,684	\$245,854,909
Program Measures	NS	NS	NS	NS

The Program

Department of Administration Debt Service Payments

Program Operations

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Debt Service Payments

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Sinking Fund	1,123,131	401,558	-	-
COPS - DLT Center General	2,060,801	2,030,620	2,004,981	2,005,775
COPS - Center General Furniture	358,394	342,487	326,213	-
COPS - Pastore Center Telecommunications	794,271	758,752	736,610	-
RIRBA Debt Service	19,658,637	19,561,667	13,565,544	16,937,177
General Obligation Debt Service	70,069,537	75,113,985	87,170,699	95,927,268
PHE - Auxillary Debt Service	5,130,910	0	4,983,453	4,983,453
COPS - Attorney General Facility	147,676	143,331	139,480	139,479
Other Debt Service	38,093,947	38,860,293	42,788,761	48,453,602
Total Expenditures	\$137,437,304	\$137,212,693	\$151,715,741	\$168,446,754
Expenditures By Object				
Personnel	118,082	401,558	-	-
Other State Operations	6,192,454	104,463	103,588	103,588
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	3,680,000	-	-
Subtotal: Operating Expenditures	\$6,310,536	\$4,186,021	\$103,588	\$103,588
Capital Improvements	-	-	-	-
Capital Debt Service	131,126,768	133,026,672	151,612,153	168,343,166
Total Expenditures	\$137,437,304	\$137,212,693	\$151,715,741	\$168,446,754
Expenditures By Funds				
General Revenue	67,605,541	64,282,001	85,012,104	79,012,771
Federal Funds	1,241,424	1,329,042	1,355,456	1,123,536
Restricted Receipts	7,480,970	7,415,692	6,551,146	6,648,590
Other Funds	61,109,369	64,185,958	58,797,035	81,661,857
Total Expenditures	\$137,437,304	\$137,212,693	\$151,715,741	\$168,446,754
Program Measures	NS	NS	NS	NS

The Program

Department of Administration Internal Service Programs

Program Operations

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

Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, information technology services, utility services, energy conservation, automotive services (repair and replacement), and the state employees workers' compensation fund.

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

Statewide energy management serves all state agencies. This subprogram has initiated projects in more than 160 buildings all over state government and obtained over \$2 million in utility grants to implement these projects. 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.

State employees workers' compensation provides timely payment of workers' compensation benefits to state employees who are injured on the job. This unit reviews and processes the claims of state employees. Claims are supervised from the report of injury, through the payment of compensation and medical expenses, to the closing of cases as the claimants return to work.

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Internal Service Programs

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Workers' Compensation Fund	27,572,380	28,461,285	30,939,804	34,134,366
Central Utilities Fund	17,252,931	16,205,211	18,254,795	18,281,440
Energy Revolving Loan Fund	-	188,699	-	-
Information Processing Rotary	10,529,945	9,348,357	14,534,971	15,055,779
Central Mail Rotary	4,678,952	4,609,681	5,023,003	5,198,540
Telecommunications Fund	2,258,529	2,011,601	2,598,117	2,639,558
Automotive Fleet Rotary	12,416,075	13,620,362	13,463,741	13,463,673
Surplus Property	-	355	20,425	35,000
Capitol Police Rotary	-	44,564	435,261	479,359
Total Expenditures	\$74,708,812	74,490,115	85,270,117	89,287,715
Expenditures By Object				
Personnel	34,190,849	34,304,717	42,424,703	45,663,853
Other State Operations	40,089,395	39,808,841	42,456,363	42,980,486
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	6,130	6,267	6,346	6,346
Subtotal: Operating Expenditures	\$74,286,374	\$74,119,825	\$84,887,412	\$88,650,685
Capital Improvements	-	10,489	95,000	84,000
Capital Debt Service	422,438	359,801	287,705	553,030
Total Expenditures	\$74,708,812	\$74,490,115	\$85,270,117	\$89,287,715
Expenditures By Funds				
Internal Service Funds	74,708,812	74,490,115	85,270,117	89,287,715
Total Expenditures	\$74,708,812	\$74,490,115	\$85,270,117	\$89,287,715
Program Measures	NS	NS	NS	NS

The Program

Department of Administration Retirement Alternative

Program Objectives

This Department of Administration program is created to record savings that are anticipated in both FY 2005 and FY 2006 attributable to incremental proposed pension reforms not allocated elsewhere in the budget. Employer retirement contributions are budgeted at the rate of 15.29 percent of payroll in FY 2006 in the various agency budgets, as opposed to the Retirement Board certified rate of 16.96 percent. This reflects a proposal to establish a minimum retirement age of fifty-seven, a change in the COLA from 3.0% to an adjustment based on the Consumer Price Index (CPI) and changes in the benefit accrual to reach the current maximum 80.0% of salary retirement benefit. This would apply to all non-vested and new employees effective July 1, 2005.

This program reflects statewide savings to be allocated to agencies upon approval relating to additional modifications to the pension system. First, the change would take effect on April 1, 2005 instead of July 1, 2005. Second, the minimum retirement age would be sixty rather than fifty-seven and the maximum pension benefit would decrease to seventy-five percent of an employee's pay for non-vested and new employees hired after April 1, 2005. This program in Administration reflects incremental estimated rate savings in FY 2005 of 1.45 percent from 11.51 percent to 10.06 percent for the period of April 1, 2005 through June 30, 2005, for which there had been no savings budgeted in the agencies. These changes result in estimated general revenue savings of \$1.3 million and all funds savings of \$2.1 million. For FY 2006, these changes result in incremental estimated savings of .46 percent from 15.29 percent to 14.83 percent. This produces general revenue savings of \$1.7 million and all funds savings of \$2.7 million.

The budget for the Department of Elementary and Secondary Education contains similar savings for teachers in FY 2005 of \$2.3 million and in FY 2006 of \$2.9 million,.

The Budget

Department of Administration Retirement Alternative

	FY 2003 Actual	FY 2004 Actual	FY 2005 Revised	FY 2006 Recommended
Expenditures by Subprogram				
Retirement Alternative	-	-	(2,094,345)	(2,733,528)
Total Expenditures	-	-	(\$2,094,345)	(\$2,733,528)
Expenditures By Object				
Personnel	-	-	(2,094,345)	(2,733,528)
Other State Operations	-	-	-	-
Aid To Local Units Of Government	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-
Subtotal: Operating Expenditures	-	-	(\$2,094,345)	(\$2,733,528)
Capital Improvements	-	-	-	-
Capital Debt Service	-	-	-	-
Total Expenditures	-	-	(\$2,094,345)	(\$2,733,528)
Expenditures By Funds				
General Revenue	-	-	(1,258,417)	(1,658,427)
Federal Funds	-	-	(524,550)	(666,889)
Restricted Receipts	-	-	(79,213)	(105,391)
Other Funds	-	-	(232,165)	(302,821)
Internal Service Fund	-	-	[(46,204)]	[(59,499)]
Total Expenditures	-	-	(\$2,094,345)	(\$2,733,528)
Program Measures	NA	NA	NA	NA