

State of Rhode Island and Providence Plantations

Budget



Fiscal Year 2012

Lincoln D. Chafee, Governor

The Agency

Department of Administration

Agency Operations

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

The department, headed by the Director of Administration, has seventeen programmatic functions in the FY 2011 Budget. These include Central Management, Legal Services, Accounts and Control, Budgeting, Purchasing, Auditing, Human Resources, Personnel Appeal Board, Facilities Management, Capital Projects and Property Management, Information Technology, Library and Information Services, Planning, General Appropriations, Debt Service Payments, Energy Resources and various Internal Services Programs.

Agency Objectives

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

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

Statutory History

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

The Budget

Department of Administration

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Program					
Central Management	1,714,901	1,263,509	1,475,743	1,593,558	1,960,324
Legal Services	1,124,946	1,585,988	1,693,282	1,770,720	1,825,486
Accounts and Control	3,522,984	3,450,141	3,806,968	3,605,242	3,751,998
Budgeting	1,975,514	1,681,178	2,007,066	1,923,513	2,219,064
Purchasing	1,885,645	2,155,815	2,554,715	2,458,519	2,750,346
Auditing	1,286,708	1,153,211	1,436,515	1,240,160	1,376,922
Human Resources	12,007,764	10,676,552	11,146,821	10,666,807	11,510,839
Personnel Appeal Board	81,802	65,482	80,803	78,172	73,560
Facilities Management	40,435,245	33,833,319	36,851,760	36,554,784	36,406,328
Capital Projects and Property Mgmt.	5,361,046	3,389,507	3,776,092	3,720,390	3,922,079
Information Technology	25,042,913	25,338,716	27,590,025	27,485,082	30,679,954
Office of Library & Information Services	1,685,710	1,781,561	2,273,201	2,531,162	2,223,311
Planning	11,619,763	13,916,455	17,921,395	20,257,238	21,001,636
Energy Resources	36,669,303	46,203,494	69,240,003	95,413,349	53,551,892
Security Services	15,702,983	14,641,865	16,341,206	15,976,566	0
General	250,644,030	194,709,177	118,014,074	106,862,622	42,180,397
Debt Service Payments	179,641,355	201,228,865	191,268,497	192,649,398	199,608,551
Personnel Reform	0	0	-8,178,357	0	0
Internal Service Programs	[245,279,790]	[313,652,184]	[391,819,229]	[377,536,399]	[362,640,641]
Total Expenditures	\$590,402,612	\$557,074,835	\$499,299,809	\$524,787,282	\$415,042,687
Expenditures By Object					
Personnel	80,825,312	77,382,008	76,343,879	82,047,218	72,857,892
Operating Supplies and Expenses	35,383,366	31,023,995	34,423,085	34,188,940	32,298,058
Aid To Local Units Of Government	211,460,113	168,819,711	61,188,736	67,970,965	11,595,170
Assistance, Grants and Benefits	63,207,008	63,188,919	85,988,827	115,600,213	73,362,080
Subtotal: Operating Expenditures	\$390,875,799	\$340,414,633	\$257,944,527	\$299,807,336	\$190,113,200
Capital Purchases and Equipment	7,457,199	11,060,895	22,658,143	26,845,519	20,444,722
Debt Service	150,531,157	168,852,388	191,023,652	192,460,940	199,408,551
Operating Transfers	41,538,457	36,746,919	27,673,487	5,673,487	5,076,214
Total Expenditures	\$590,402,612	\$557,074,835	\$499,299,809	\$524,787,282	\$415,042,687
Expenditures By Funds					
General Revenue	475,081,231	418,405,347	324,063,375	325,928,779	250,047,213
Federal Funds	49,085,955	57,534,460	79,572,545	103,620,313	69,057,151
Restricted Receipts	9,476,352	19,964,401	17,140,339	25,689,655	19,898,084
Other Funds	56,759,074	61,170,627	78,523,550	69,548,535	76,040,239
Total Expenditures	\$590,402,612	\$557,074,835	\$499,299,809	\$524,787,282	\$415,042,687
FTE Authorization	845.6	835.4	871.6	873.6	693.6
Agency Measures					
Minorities as a Percentage of the Workfor	9.0%	9.1%	8.9%	8.9%	9.0%
Females as a Percentage of the Workfor	41.5%	41.6%	40.1%	40.1%	40.1%
Persons with Disabilities as a Percentage of the Workforce	3.0%	3.1%	3.0%	3.0%	3.0%

The Program

Department of Administration Central Management

Program Operations

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

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

The Central Business Office provides financial management assistance in the areas of budgeting, financial management, accounting, and reporting to divisions within the Department 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. The commission is required by statute to advertise for each judicial vacancy and to actively seek and encourage applications from qualified individuals who will reflect the diversity of the community they will serve.

Program Objectives

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

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

Statutory History

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

The Budget

Department of Administration Central Management

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Director's Office	700,204	568,689	602,625	766,138	979,923
Financial Management	995,032	669,543	851,078	799,206	953,138
Judicial Nominating Committee	19,665	25,277	22,040	28,214	27,263
Total Expenditures	\$1,714,901	\$1,263,509	\$1,475,743	\$1,593,558	\$1,960,324
Expenditures By Object					
Personnel	1,658,429	1,206,961	1,415,032	1,529,737	1,896,791
Operating Supplies and Expenses	53,175	54,779	54,411	57,521	57,233
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$1,711,604	\$1,261,740	\$1,469,443	\$1,587,258	\$1,954,024
Capital Purchases and Equipment	3,297	1,769	6,300	6,300	6,300
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,714,901	\$1,263,509	\$1,475,743	\$1,593,558	\$1,960,324
Expenditures By Funds					
General Revenue	1,505,752	1,263,509	1,475,743	1,593,558	1,960,324
Federal Funds	186,940	-	-	-	-
Restricted Receipts	22,209	-	-	-	-
Total Expenditures	\$1,714,901	\$1,263,509	\$1,475,743	\$1,593,558	\$1,960,324
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Legal Services

Program Operations

The Division of Legal Services is established, 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 within the departments and agencies.

Program Objectives

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

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

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

To provide legal risk management 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 legal advice to other departments and agencies on labor relations and employment law matters that do not 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.

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Legal Services	1,124,946	1,585,988	1,693,282	1,770,720	1,825,486
Total Expenditures	\$1,124,946	\$1,585,988	\$1,693,282	\$1,770,720	\$1,825,486
Expenditures By Object					
Personnel	1,081,340	1,537,752	1,638,565	1,720,318	1,775,297
Operating Supplies and Expenses	38,923	40,384	44,248	42,049	41,836
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	1,011	1,011	1,011	1,011	1,011
Subtotal: Operating Expenditures	\$1,121,274	\$1,579,147	\$1,683,824	\$1,763,378	\$1,818,144
Capital Purchases and Equipment	3,672	6,841	9,458	7,342	7,342
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,124,946	\$1,585,988	\$1,693,282	\$1,770,720	\$1,825,486
Expenditures By Funds					
General Revenue	1,119,435	1,565,350	1,653,248	1,770,720	1,825,486
Operating Transfers	5,511	20,638	40,034	-	-
Total Expenditures	\$1,124,946	\$1,585,988	\$1,693,282	\$1,770,720	\$1,825,486
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Accounts and Control

Program Operations

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

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

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

Program Objectives

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

To provide management on a timely basis with basic data required to measure and evaluate productivity and accountability of state government 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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Accounts & Control	3,522,984	3,450,141	3,806,968	3,605,242	3,751,998
Total Expenditures	\$3,522,984	\$3,450,141	\$3,806,968	\$3,605,242	\$3,751,998
Expenditures By Object					
Personnel	3,430,208	3,335,940	3,668,546	3,438,506	3,616,033
Operating Supplies and Expenses	92,602	114,201	135,005	163,736	132,965
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	174	-	417	-	-
Subtotal: Operating Expenditures	\$3,522,984	\$3,450,141	\$3,803,968	\$3,602,242	\$3,748,998
Capital Purchases and Equipment	-	-	3,000	3,000	3,000
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$3,522,984	\$3,450,141	\$3,806,968	\$3,605,242	\$3,751,998
Expenditures By Funds					
General Revenue	3,522,984	3,450,141	3,806,968	3,605,242	3,751,998
Federal Funds	-	-	-	-	-
Total Expenditures	\$3,522,984	\$3,450,141	\$3,806,968	\$3,605,242	\$3,751,998
Program Measures					
Percentage of Invoices Processed Within 30 Days	96.0%	99.0%	99.0%	99.0%	99.0%
Number of Days after Fiscal Year End to Publication of CAFR	289	285	210	210	210
Number of Days to Fiscal Close	37	37	37	37	37

The Program

Department of Administration Budgeting

Program Operations

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Budgeting

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Budget Office	1,975,514	1,681,178	2,007,066	1,923,513	2,219,064
Total Expenditures	\$1,975,514	\$1,681,178	\$2,007,066	\$1,923,513	\$2,219,064
Expenditures By Object					
Personnel	1,825,726	1,607,564	1,913,413	1,822,716	2,120,467
Operating Supplies and Expenses	142,749	67,891	78,053	87,669	87,227
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$1,968,475	\$1,675,455	\$1,991,466	\$1,910,385	\$2,207,694
Capital Purchases and Equipment	7,039	5,723	15,600	13,128	11,370
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,975,514	\$1,681,178	\$2,007,066	\$1,923,513	\$2,219,064
Expenditures By Funds					
General Revenue	1,975,514	1,681,178	2,007,066	1,923,513	2,219,064
Total Expenditures	\$1,975,514	\$1,681,178	\$2,007,066	\$1,923,513	\$2,219,064
Program Measures					
Budgeting Presentation Index	10	12	10	10	12
Bond Rating Index	11	11	9	9	9

The Program

Department of Administration Purchasing

Program Operations

The Purchasing program is composed of five major functions: procurement, operational support services, standards and specifications development and management, vendor information and minority business. Procurement solicits bids or requests for proposal for services and supplies as well as price negotiations, and carries out affirmative action programs. Operational support services includes purchase order production and record keeping, bid preparation and opening, requisition tracking, and vendor files. The standards and specifications staff work with agency representatives to develop statewide standard specifications for goods and services to be solicited. The Vendor Information Program is an electronic system for registering potential bidders and providing bid and other information to vendors and the general public.

Program Objectives

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

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

To improve, through ongoing evaluation, the effectiveness and efficiency of the procurement system. To ensure public access to appropriate information by expanding the applications of the Rhode Island Vendor Information Program.

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

Statutory History

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

The Budget

Department of Administration Purchasing

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Purchasing	1,788,641	1,941,825	2,254,290	2,178,484	2,453,213
Minority Business Enterprise	97,004	213,990	300,425	280,035	297,133
Total Expenditures	\$1,885,645	\$2,155,815	\$2,554,715	\$2,458,519	\$2,750,346
Expenditures By Object					
Personnel	1,844,394	1,975,123	2,503,445	2,405,594	2,696,588
Operating Supplies and Expenses	40,190	40,772	47,709	48,275	49,608
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	138,770	-	-	-
Subtotal: Operating Expenditures	\$1,884,584	\$2,154,665	\$2,551,154	\$2,453,869	\$2,746,196
Capital Purchases and Equipment	1,061	1,150	3,561	4,650	4,150
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,885,645	\$2,155,815	\$2,554,715	\$2,458,519	\$2,750,346
Expenditures By Funds					
General Revenue	1,885,645	2,144,707	2,281,261	2,196,959	2,415,901
Federal Funds	-	6,187	83,458	62,842	68,956
Restricted Receipts	-	4,921	-	-	-
Operating Transfers	-	-	189,996	198,718	265,489
Total Expenditures	\$1,885,645	\$2,155,815	\$2,554,715	\$2,458,519	\$2,750,346
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Auditing

Program Operations

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

The primary activities of the Bureau can be classified as internal auditing and management advisory services. The Bureau of Audits is required to audit the financial records and accounts of all state departments and agencies, shall determine which such audits shall be performed in accordance with a risk-based evaluation, and report all findings and recommendations relative to the financial affairs, and the economy and efficiency of operations.

Additional responsibilities include: conducting investigations at the request of the Governor, the director of the Department of Administration, or of either branch of the general assembly; providing management advisory and consulting expertise to state departments, agencies, and quasi-state agencies; performing the fiscal year-end intergovernmental service fund inventory count; conducting audits of American Recovery and Reinvestment Act (ARRA) funded projects; conducting audits of low income home energy assistance programs (LIHEAP); providing expertise to the Division of Motor Vehicles (DMV) system implementation project; and administering and evaluating the results of the annual statewide internal control reporting questionnaire; namely the Fiscal Integrity and Accountability Report (FIA Report).

Program Objectives

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

Statutory History

R.I.G.L. 35-7 establishes a Bureau of Audits and authorizes it to conduct 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. 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.

The Budget

Department of Administration Auditing

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Auditing	1,286,708	1,153,211	1,436,515	1,240,160	1,376,922
Total Expenditures	\$1,286,708	\$1,153,211	\$1,436,515	\$1,240,160	\$1,376,922
Expenditures By Object					
Personnel	1,248,995	1,138,050	1,382,112	1,205,405	1,336,173
Operating Supplies and Expenses	32,427	9,435	41,522	26,874	33,749
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$1,281,422	\$1,147,485	\$1,423,634	\$1,232,279	\$1,369,922
Capital Purchases and Equipment	5,286	5,726	12,881	7,881	7,000
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,286,708	\$1,153,211	\$1,436,515	\$1,240,160	\$1,376,922
Expenditures By Funds					
General Revenue	1,286,708	1,086,430	1,287,300	1,240,160	1,376,922
Federal Funds	-	-	-	-	-
Restricted Receipts	-	66,781	149,215	-	-
Other Funds	-	-	-	-	-
Total Expenditures	\$1,286,708	\$1,153,211	\$1,436,515	\$1,240,160	\$1,376,922
Program Measures					
Audit Acceptance	99.0%	100.0%	99.0%	99.0%	99.0%

The Program

Department of Administration Human Resources

Program Operations

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

Human Resources Service Centers: Executive Order 05-11, issued by Governor Carcieri, established four Human Resource Service Centers within the Department of Administration, each of which services a cluster of Executive Branch departments and agencies. Each Center is responsible for standardizing human resources policies on a statewide basis, implementing uniform human resources practices, automating tasks, and eliminating redundant activities. As such, the following human resources service centers were established:

DEM/DOT HR Service Center – Services the Departments of Environmental Management and Transportation.

General Government HR Service Center – Services the Departments of Administration, Business Regulation, Labor and Training and Revenue as well as various commissions, boards and councils.

Health and Human Services HR Service Center – Services the Executive Office of Health and Human Services and the Departments of Children, Youth and Families, Elderly Affairs, Health, Human Services, and the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH).

Public Safety HR Service Center – Services the Department of Corrections, Emergency Management Agency and the Rhode Island National Guard.

Program Objectives

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

Statutory History

Title 36, Chapters 3 and 4 of the Rhode Island General Laws establish the basic principles of the Merit System Law.

The Budget

Department of Administration Human Resources

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Human Resources	1,043,176	269,864	106,863	-	-
Personnel Administration	3,766,308	3,801,637	4,102,984	3,808,290	4,046,022
Equal Opportunity/Outreach	583,825	365,537	390,140	428,106	534,451
DEM/DOT HR Service Center	1,205,963	1,384,172	1,464,832	1,416,989	1,476,524
General Gov. HR Service Center	952,588	741,020	898,287	807,490	1,050,457
Human Services HR Service Center	3,314,344	2,994,511	2,947,894	2,998,869	3,187,699
Public Safety HR Service Center	1,141,560	1,119,811	1,235,821	1,207,063	1,215,686
Total Expenditures	\$12,007,764	\$10,676,552	\$11,146,821	\$10,666,807	\$11,510,839
Expenditures By Object					
Personnel	11,794,591	10,489,605	10,885,826	10,385,248	11,229,380
Operating Supplies and Expenses	196,704	180,216	230,783	264,221	265,666
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$11,991,295	\$10,669,821	\$11,116,609	\$10,649,469	\$11,495,046
Capital Purchases and Equipment	16,469	6,731	30,212	17,338	15,793
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$12,007,764	\$10,676,552	\$11,146,821	\$10,666,807	\$11,510,839
Expenditures By Funds					
General Revenue	9,616,824	8,401,840	8,751,900	8,230,304	8,952,981
Federal Funds	632,521	633,971	619,186	683,243	770,374
Restricted Receipts	424,780	387,419	373,650	388,477	426,866
Other Funds	1,333,639	1,253,322	1,402,085	1,364,783	1,360,618
Total Expenditures	\$12,007,764	\$10,676,552	\$11,146,821	\$10,666,807	\$11,510,839
Program Measures					
Percentage of Desk Audits Completed Within 60 Days	45.5%	38.0%	60.0%	60.0%	60.0%
Percentage of Civil Service Examinations Completed Within 120 Days	55.0%	18.0%	80.0%	80.0%	80.0%

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Personnel Appeal Board	81,802	65,482	80,803	78,172	73,560
Total Expenditures	\$81,802	\$65,482	\$80,803	\$78,172	\$73,560
Expenditures By Object					
Personnel	80,726	64,582	78,860	76,893	72,288
Operating Supplies and Expenses	1,076	900	1,943	1,279	1,272
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$81,802	\$65,482	\$80,803	\$78,172	\$73,560
Capital Purchases and Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$81,802	\$65,482	\$80,803	\$78,172	\$73,560
Expenditures By Funds					
General Revenue	81,802	65,482	80,803	78,172	73,560
Total Expenditures	\$81,802	\$65,482	\$80,803	\$78,172	\$73,560
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Facilities Management

Program Operations

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

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

Program Objectives

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

Statutory History

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

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

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

The Budget

Department of Administration Facilities Management

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Operations and Maintenance	6,929,817	6,565,201	7,315,123	6,806,172	6,665,241
Energy and Conservation	(754)	-	-	-	-
Facilities Centralization	33,506,182	27,268,118	29,536,637	29,748,612	29,741,087
Total Expenditures	\$40,435,245	\$33,833,319	\$36,851,760	\$36,554,784	\$36,406,328
Expenditures By Object					
Personnel	13,270,586	12,355,025	12,746,339	12,548,064	13,422,692
Operating Supplies and Expenses	26,755,704	20,929,922	24,101,893	24,001,191	22,979,107
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	1,154	1,707	1,828	1,828	1,828
Subtotal: Operating Expenditures	\$40,027,444	\$33,286,654	\$36,850,060	\$36,551,083	\$36,403,627
Capital Purchases and Equipment	(79,807)	59,057	1,700	3,701	2,701
Debt Service	487,608	487,608	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$40,435,245	\$33,833,319	\$36,851,760	\$36,554,784	\$36,406,328
Expenditures By Funds					
General Revenue	33,733,389	28,580,921	31,912,385	31,562,184	31,874,366
Federal Funds	1,241,646	936,179	813,073	821,156	1,014,835
Restricted Receipts	912,131	902,597	356,921	361,309	513,740
Other Funds	4,548,079	3,413,622	3,769,381	3,810,135	3,003,387
Total Expenditures	\$40,435,245	\$33,833,319	\$36,851,760	\$36,554,784	\$36,406,328
Program Measures					
Percentage of Days with no Interruption or Loss of Service from the Utility Systems	99.9%	99.9%	99.9%	99.9%	99.9%

The Program

Department of Administration Capital Projects and Property Management

Program Operations

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

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 and Licensing Board safeguards consumers' rights related to contracted improvements on their property and has a dispute resolution process that criminally prosecutes cases when not resolved through the Attorney General's office in District Court. Additionally the Board registers contractors who perform work on residential and commercial properties licensing of home inspectors and commercial roofers in part of their responsibilities.

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

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 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. RIGL 23-27.3-100 et. al. These statutory provisions are used in conjunction with additional regulatory administrative provisions contained within the individual codes.) RIGL 5-65 establishes and sets the legislative operating authority for the Contractors' Registration Board. CHAPTER 5-73 sets regulations and Board authority over roofing contractors Chapter 65.1 regulates Home Inspectors which fall under the jurisdiction of the Board. The Fire Board of Appeal and Review is governed by RIGL 23-28.3-3 through RIGL 23-28.3-10.

The Budget

Department of Administration Capital Projects and Project Management

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Capital Projects	2,980,945	957,273	1,179,042	1,104,013	1,098,483
Property Management	178,450	276,476	147,915	147,433	153,855
State Building Code Commission	1,911,757	1,873,052	2,134,604	2,148,531	2,344,528
Fire Code Board of Appeal and Review	289,894	282,706	314,531	320,413	325,213
Total Expenditures	\$5,361,046	\$3,389,507	\$3,776,092	\$3,720,390	\$3,922,079
Expenditures By Object					
Personnel	3,205,027	3,161,890	3,546,955	3,472,285	3,671,128
Operating Supplies and Expenses	120,083	289,504	217,137	206,105	208,951
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	\$3,325,110	\$3,451,394	\$3,764,092	\$3,678,390	\$3,880,079
Capital Purchases and Equipment	2,035,936	(61,887)	12,000	42,000	42,000
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$5,361,046	\$3,389,507	\$3,776,092	\$3,720,390	\$3,922,079
Expenditures By Funds					
General Revenue	4,452,594	2,452,260	2,582,383	2,575,827	2,429,894
Federal Funds	-	58,363	125,625	58,363	58,363
Restricted Receipts	908,787	878,884	1,068,084	1,086,200	1,433,822
Other Funds	(335)	-	-	-	-
Total Expenditures	\$5,361,046	\$3,389,507	\$3,776,092	\$3,720,390	\$3,922,079
Program Measures					
Gross Annual Inflation - Adjusted Dollar Savings Realized by Moving State operations From Leased to State-owned Space	\$181,834	\$48,000	\$1,551,553	\$1,551,553	\$840,578
Annual Inflation - Adjusted Dollar Value of Repair Services and Cash Settlements to Rhode Island Consumers Secured by the Contractor Registration Board	\$466,410	\$431,496	\$445,300	\$445,300	\$455,408

The Program

Department of Administration Information Technology

Program Operations

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

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

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

Program Objectives

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

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

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

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

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

Continue to expand technology advancements to improve performance, reduce IT overhead and provide the best system availability.

Continue to improve technology advancements by performing a migration from Novell Netware to a Windows Active Directory infrastructure, Virtualized Server capacity and implement E-licensing initiatives.

Provide state agencies and departments with improved transparency and clarity in their services through refinement of the cost allocation 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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Executive Director - CIO	346,577	426,715	360,724	384,862	373,030
Information Technology	1,412,482	2,613,399	3,057,420	2,943,448	4,146,562
IT Centralization	23,283,854	22,298,602	24,171,881	24,156,772	26,160,362
Total Expenditures	\$25,042,913	\$25,338,716	\$27,590,025	\$27,485,082	\$30,679,954
Expenditures By Object					
Personnel	20,792,706	20,427,202	21,724,440	21,800,277	23,468,592
Operating Supplies and Expenses	3,672,225	4,042,831	4,583,538	4,402,752	4,605,987
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	2,527	1,038	-	1,038	1,038
Subtotal: Operating Expenditures	\$24,467,458	\$24,471,071	\$26,307,978	\$26,204,067	\$28,075,617
Capital Purchases and Equipment	575,455	867,645	1,282,047	1,281,015	2,604,337
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$25,042,913	\$25,338,716	\$27,590,025	\$27,485,082	\$30,679,954
Expenditures By Funds					
General Revenue	18,296,702	17,314,737	19,226,491	18,878,109	21,249,105
Federal Funds	3,855,780	5,757,060	5,683,963	6,199,476	6,775,106
Restricted Receipts	969,652	727,532	913,984	782,437	863,153
Other Funds	1,920,779	1,539,387	1,765,587	1,625,060	1,792,590
Total Expenditures	\$25,042,913	\$25,338,716	\$27,590,025	\$27,485,082	\$30,679,954
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Library and Information Services

Program Operations

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 at statewide scale.

Program Objectives

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 and 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.

Statutory History

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

The Budget

Department of Administration Office of Library and Information Services

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Library Services	1,685,710	1,781,561	2,273,201	2,531,162	2,223,311
Total Expenditures	\$1,685,710	\$1,781,561	\$2,273,201	\$2,531,162	\$2,223,311
Expenditures By Object					
Personnel	1,103,233	1,157,952	1,478,968	1,305,639	1,416,654
Operating Supplies and Expenses	516,911	450,861	620,295	592,646	615,324
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	65,566	166,730	165,938	622,877	191,333
Subtotal: Operating Expenditures	\$1,685,710	\$1,775,543	\$2,265,201	\$2,521,162	\$2,223,311
Capital Purchases and Equipment	-	6,018	8,000	10,000	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$1,685,710	\$1,781,561	\$2,273,201	\$2,531,162	\$2,223,311
Expenditures By Funds					
General Revenue	870,167	832,239	886,847	884,954	932,971
Federal Funds	813,849	949,150	1,383,354	1,644,313	1,288,445
Restricted Receipts	1,694	172	3,000	1,895	1,895
Total Expenditures	\$1,685,710	\$1,781,561	\$2,273,201	\$2,531,162	\$2,223,311
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Planning

Program Operations

The Division of Planning is comprised of three subprograms, Statewide Planning, Strategic Planning and Economic Development, and Housing & Community Development.

Statewide Planning is responsible for preparing, adopting, and amending strategic plans for the physical, economic, and social development of the state. The Statewide Planning subprogram includes the State Planning Council, which is comprised of state and local government officials, public members, and federal officials in an advisory capacity. The State Planning Council 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 are 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 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 CDBG program, including supplemental funding made available through the Recovery Act (CDBG-R) and to address Disaster Recovery (CDBG-DR), provides funding to the State's municipalities to address housing and community development needs. Also administered is the Neighborhood Stabilization Program which addresses the impact foreclosures have had on communities.

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

To adopt policies and administer programs designed to address State and local community development needs, including the need for adequate safe and affordable housing.

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Statewide Planning	2,204,607	2,227,970	6,321,015	6,093,793	6,592,248
Local Government Assistance	337,320	-	-	-	-
Community Development	9,077,836	11,688,485	11,600,380	14,163,445	14,409,388
Total Expenditures	\$11,619,763	\$13,916,455	\$17,921,395	\$20,257,238	\$21,001,636
Expenditures By Object					
Personnel	3,165,342	2,900,281	3,570,366	3,258,330	3,909,417
Operating Supplies and Expenses	75,393	65,028	185,064	184,755	194,346
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	8,297,268	10,830,724	14,152,916	16,801,104	16,884,824
Subtotal: Operating Expenditures	\$11,538,003	\$13,796,033	17,908,346	20,244,189	20,988,587
Capital Purchases and Equipment	6,760	5,422	13,049	13,049	13,049
Debt Service	-	-	-	-	-
Operating Transfers	75,000	115,000	-	-	-
Total Expenditures	\$11,619,763	\$13,916,455	\$17,921,395	\$20,257,238	\$21,001,636
Expenditures By Funds					
General Revenue	3,633,561	3,279,122	3,331,033	3,231,861	3,397,511
Federal Funds	6,712,019	9,355,278	9,600,806	12,215,249	12,467,962
Operating Transfers	1,274,183	1,282,055	4,989,556	4,810,128	5,136,163
Total Expenditures	\$11,619,763	\$13,916,455	\$17,921,395	\$20,257,238	\$21,001,636
Program Measures					
New Affordable Housing Units	337	300	300	300	50
Percentage of Children with Blood Levels Greater than 10ug/dl for the First Time in their Lives	321	315	300	300	300
Performance Measures Developed	72.6%	77.1%	NA	NA	NA

The Program

Department of Administration Office of Energy Resources

Program Operations

The Rhode Island Office of Energy Resources (OER) and the Energy Efficiency and Resource Management Council (EERMC) were established statutorily in 2006 to replace the former State Energy Office. R.I.G.L. 42-140 establishes the organization and functions of OER; R.I.G.L. 42-140.1 establishes those of the EERMC.

The OER provides comprehensive, integrated development, administration and oversight of ongoing energy policies, plans and programs to meet state and federal requirements and is responsible for applying for and administering Federal energy grants. The OER administers, on an on-going basis, Federal programs for Low Income Home Energy Assistance and Weatherization; and during the period March 2009 – March 2012 is managing approximately \$55 million in American Recovery Reinvestment Act funds to Rhode Island for energy programs. The OER also supports the development of energy efficiency and renewable energy programs in the state.

The EERMC provides to the OER “consistent, comprehensive, informed and publicly accountable stakeholder involvement in energy efficiency, conservations and resource development”. The EERMC consists of voting member representing knowledge of energy law, small and large commercial/industrial users, residential users, low income users, environmental expertise and energy design and code expertise. Non-voting members of the Council are the Commissioner of the OER, who is executive director and executive secretary of the Council, and the representatives of electric, natural gas utilities and oil distribution companies.

Program Objectives

To stabilize and, where possible, reduce energy costs and consumption in all sectors by increasing energy efficiency, diversifying energy resources, and providing low income energy assistance, and to increase supplies of clean reliable energy that reduce reliance on imported energy.

To ensure that the Federal programs managed of the Office are up-to date in terms of administrative practices and are efficiently organized and implemented.

To strengthen energy planning in Rhode Island by working in cooperation with EERMC, State Planning, the RI Economic Development Corporation, the Department of Environmental Management, and the Division of Public Utilities.

Statutory History

The Office of Energy Resources was created in 2006 to consolidate energy policies of state government. R.I.G.L. 42-140. Additional mandates of the Office are outlined in R.I.G.L. 23-82-6, 39-1-27.7 through 10, and 42-140.1.

The Budget

Department of Administration Office of Energy Resources

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Energy Resources	36,669,303	46,203,494	69,240,003	95,413,349	53,551,892
Total Expenditures	\$36,669,303	\$46,203,494	\$69,240,003	\$95,413,349	\$53,551,892
Expenditures By Object					
Personnel	1,249,912	1,402,471	2,588,106	2,001,327	2,226,392
Operating Supplies and Expenses	128,934	120,947	225,694	382,443	191,730
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	35,214,206	44,669,829	66,418,441	93,023,579	51,133,770
Subtotal: Operating Expenditures	\$36,593,052	\$46,193,247	\$69,232,241	\$95,407,349	\$53,551,892
Capital Purchases and Equipment	76,251	10,247	7,762	6,000	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$36,669,303	\$46,203,494	\$69,240,003	\$95,413,349	\$53,551,892
Expenditures By Funds					
General Revenue	10,787	613,094	-	104,332	-
Federal Funds	34,944,455	38,990,231	61,816,885	81,191,529	45,869,762
Restricted Receipts	1,714,061	6,600,169	7,423,118	14,117,488	7,682,130
Total Expenditures	\$36,669,303	\$46,203,494	\$69,240,003	\$95,413,349	\$53,551,892
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Security Services

Program Operations

The sheriffs are responsible for statewide activities assigned by law which relate to the duties and functions of the sheriffs of the several counties. The division is also responsible for all statewide activities assigned by law which relate to the duties and functions of state marshals. Responsibilities include: courtroom security, judicial security, cell block / prisoner management in all state courthouses, intrastate prisoner transportation, interstate prisoner extraditions and service of process.

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, to transport prisoners to and from Department of Corrections and all state court facilities; to perform interstate extraditions; to serve process; and to exercise all powers as required and prescribed in all other provisions of the general laws and public laws relating to the powers and duties of sheriffs.

Statutory History

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

The Budget

Department of Administration Security Services

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
*Sheriffs	15,705,008	14,641,865	16,341,206	15,976,566	-
Capitol Police	(2,025)	-	-	-	-
Total Expenditures	\$15,702,983	\$14,641,865	\$16,341,206	\$15,976,566	-
Expenditures By Object					
Personnel	14,783,255	13,888,593	15,381,263	15,076,879	-
Operating Supplies and Expenses	919,304	753,054	954,443	894,187	-
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	424	218	-	500	-
Subtotal: Operating Expenditures	\$15,702,983	\$14,641,865	\$16,335,706	\$15,971,566	-
Capital Purchases and Equipment	-	-	5,500	5,000	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	\$15,702,983	\$14,641,865	\$16,341,206	\$15,976,566	-
Expenditures By Funds					
General Revenue	15,702,983	14,641,865	16,341,206	15,976,566	-
Total Expenditures	\$15,702,983	\$14,641,865	\$16,341,206	\$15,976,566	-

* In the FY 2012 Budget, the Governor recommends that the Security Services - Sheriffs program be transferred from the Department of Administration to the Department of Public Safety.

The Program

Department of Administration General

Program Operations

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

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

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration General

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
General	871,393	677,316	23,378,997	1,378,997	421,500
Capital Projects	14,252,692	12,591,044	21,137,573	25,315,615	17,618,180
Grants and Other Payments	13,244,180	3,323,370	3,240,458	3,128,735	3,117,013
Economic Development	11,529,561	9,928,868	10,025,807	10,025,807	9,428,534
*State Aid to Local Communities	210,746,204	168,188,579	60,231,239	67,013,468	11,595,170
Housing	-	-	-	-	-
Total Expenditures	\$250,644,030	\$194,709,177	\$118,014,074	\$106,862,622	\$42,180,397
Expenditures By Object					
Personnel	290,842	733,017	-	-	-
Operating Supplies and Expenses	2,393,056	3,090,995	2,656,502	2,644,779	2,633,057
Aid To Local Units Of Government	211,460,113	168,819,711	61,188,736	67,970,965	11,595,170
Assistance, Grants and Benefits	16,064,678	3,818,892	5,248,276	5,148,276	5,148,276
Subtotal: Operating Expenditures	\$230,208,689	\$176,462,615	\$69,093,514	\$75,764,020	\$19,376,503
Capital Purchases and Equipment	4,805,780	8,858,938	21,247,073	25,425,115	17,727,680
Debt Service	-	-	-	-	-
Operating Transfers	15,629,561	9,387,624	27,673,487	5,673,487	5,076,214
Total Expenditures	\$250,644,030	\$194,709,177	\$118,014,074	\$106,862,622	\$42,180,397
Expenditures By Funds					
General Revenue	239,619,945	181,440,817	95,497,504	80,168,010	24,140,717
Federal Funds	-	-	-	-	-
Restricted Receipts	871,393	677,316	1,378,997	1,378,997	1,341,680
Other Funds	10,152,692	12,591,044	21,137,573	25,315,615	16,698,000
Total Expenditures	\$250,644,030	\$194,709,177	\$118,014,074	\$106,862,622	\$42,180,397
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Debt Service Payments

Program Operations

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

Program Objectives

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

Statutory History

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

The Budget

Department of Administration Debt Service Payments

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
General Obligation Bonds	85,074,038	93,345,352	96,786,259	99,508,278	106,577,279
Certificates of Participation	24,085,033	29,094,942	29,405,542	27,506,609	27,650,288
COPS - DLT Center General	1,570,939	2,014,373	2,015,750	2,015,750	2,013,625
COPS - Pastore Center Telecomm.	-	-	-	-	-
RIRBA Debt Service	18,931,365	6,315,734	-	-	-
Tax Anticipation/S T Borrowing	8,425,052	7,734,826	4,637,474	6,916,236	6,927,778
Other Debt Service	41,554,928	62,723,638	58,423,472	56,702,525	56,439,581
Total Expenditures	\$179,641,355	\$201,228,865	\$191,268,497	\$192,649,398	\$199,608,551
Expenditures By Object					
Personnel	-	-	-	-	-
Operating Supplies and Expenses	203,910	772,275	244,845	188,458	200,000
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	3,560,000	3,560,000	-	-	-
Subtotal: Operating Expenditures	\$3,763,910	\$4,332,275	\$244,845	\$188,458	\$200,000
Capital Purchases and Equipment	-	1,287,515	-	-	-
Debt Service	150,043,549	168,364,780	191,023,652	192,460,940	199,408,551
Operating Transfers	25,833,896	27,244,295	-	-	-
Total Expenditures	\$179,641,355	\$201,228,865	\$191,268,497	\$192,649,398	\$199,608,551
Expenditures By Funds					
General Revenue	137,766,439	149,591,655	138,595,566	151,908,308	143,446,413
Federal Funds	698,745	848,041	744,172	744,142	743,348
Restricted Receipts	3,651,645	9,718,610	5,961,330	7,572,852	7,634,798
Other Funds	37,524,526	41,070,559	45,967,429	32,424,096	47,783,992
Total Expenditures	\$179,641,355	\$201,228,865	\$191,268,497	\$192,649,398	\$199,608,551
Program Measures	NA	NA	NA	NA	NA

The Program

Department of Administration Salary / Benefit Adjustments

Program Objectives

The FY 2011 Enacted Budget included unachieved savings in the Department of Administration for pension reform savings. The Budget assumes \$8.2 million in savings, \$5.7 million from general revenues for the state's share of retirement costs for state employees and judges from reductions to pension benefits. The Assembly limited the cost-of living adjustments to the first \$35,000 of retirement allowance indexed to inflation, but capped at 3.0 percent, beginning on the third anniversary of retirement of age 65, which ever is later. This applies to all retirees that were not eligible to retire before the date of passage, June 12, 2010. The FY 2011 Budget Request includes an increase of \$8.2 million, \$5.7 million in general revenues to reflect that these savings have been allocated state wide within the State Budget Office's revised planning value for retirement costs.

The Office of Employee Benefits has developed two savings proposals for the FY 2011 and FY 2012 Budget related to pharmacy. The first plan proposed which could generate savings effective April 2011 is the Select Designated Pharmacy Program. The Select Designated Pharmacy (SDP) Program actively encourages members who are on select high cost Tier3 (non-specialty) medications to save the State and member money by filling the order through mail order or switching to a lower cost option. The second pharmacy plan to be implemented for FY 2012 is the Specialty Pharmacy Program. The Specialty Pharmacy Program would utilize a Specialty Pharmacy network to provide monitoring and medication counseling to promote compliance with recommended use of specialty drugs. Members would have access to registered nurses by phone and pharmacists to discuss any problems or concerns they have.

The State has been approved by HHS for participation in the federal Early Retiree Rebate program which impacts health plan costs for early retirees and active employees. This program was established by the Affordable Care Act, which provides reimbursement to employee-based health plans for a portion of the cost of health benefits for early retirees ages (55-64) and their spouses and dependents. The program reimburses plans for 80% of the cost of care provided per enrollee in excess of \$15,000 and below \$90,000. These funds will be used to offset premium increases in FY 2012.

The total award for this program is \$10,700,000 in total savings. Based upon the active state employee share of 71.85% of the State's plans cost, the healthcare working rates may be reduced by \$7,687,955 for active employees, Currently 51.32% of premiums are funded from general revenues, which produce a \$3,945,525 general revenue savings in FY 2012.

The Budget

Department of Administration Salary / Benefit Adjustment

	FY 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Medical Insurance Savings	-	-	-	-	-
Pension Reform	-	-	(8,178,357)	-	-
Total Expenditures	-	-	(8,178,357)	-	-
Expenditures By Object					
Personnel	-	-	(8,178,357)	-	-
Operating Supplies and Expenses	-	-	-	-	-
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	-	-	-	-	-
Subtotal: Operating Expenditures	-	-	(\$8,178,357)	-	-
Capital Purchases and Equipment	-	-	-	-	-
Debt Service	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Expenditures	-	-	(\$8,178,357)	-	-
Expenditures By Funds					
General Revenue	-	-	(5,654,329)	-	-
Federal Funds	-	-	(1,297,977)	-	-
Restricted Receipts	-	-	(487,960)	-	-
Other Funds	-	-	(738,091)	-	-
Total Expenditures	-	-	(\$8,178,357)	-	-

The Program

Department of Administration Internal Service Programs

Program Operations

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

Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, utility services, automotive services (repair and replacement), and the assessed fringe benefit fund.

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

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

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

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 Rhode Island General Law Section 36-12.1-5, the trust is to begin operation in Fiscal 2011.

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 2009 Actual	FY 2010 Actual	FY 2011 Enacted	FY 2011 Revised	FY 2012 Recommended
Expenditures by Subprogram					
Workers' Compensation Fund	37,608,296	28,159,376	34,617,701	31,054,962	13,602,321
Central Utilities Fund	18,215,508	15,900,480	25,814,372	18,225,487	20,244,491
Energy Revolving Loan Fund	-	-	-	-	-
Central Mail Rotary	4,934,022	5,011,201	5,453,349	5,357,745	5,585,439
Telecommunications Fund	2,730,294	2,322,232	3,470,957	2,802,307	2,882,141
Automotive Fleet Rotary	11,304,224	14,182,572	16,330,806	13,694,626	13,926,504
Surplus Property	2,035	2,323	-	-	-
Health Insurance Fund	170,485,411	248,074,000	306,132,044	306,132,044	306,132,044
Other Post Employment Benefits	-	-	-	269,228	267,701
Total Expenditures	\$245,279,790	\$313,652,184	\$391,819,229	\$377,536,399	\$362,640,641
Expenditures By Object					
Personnel	206,788,742	275,512,079	341,765,751	336,522,436	319,259,842
Operating Supplies and Expenses	35,906,879	32,445,515	47,148,218	38,768,102	40,954,938
Aid To Local Units Of Government	-	-	-	-	-
Assistance, Grants and Benefits	59,720	51,339	75,760	75,760	75,760
Subtotal: Operating Expenditures	\$242,755,341	\$308,008,933	\$388,989,729	\$375,366,298	\$360,290,540
Capital Purchases and Equipment	58,477	179,604	2,559,500	49,500	109,500
Debt Service	12,264	7,283	-	-	-
Operating Transfers	2,453,708	5,456,364	270,000	2,120,601	2,240,601
Total Expenditures	\$245,279,790	\$313,652,184	\$391,819,229	\$377,536,399	\$362,640,641
Expenditures By Funds					
Internal Service Funds	245,279,790	313,652,184	391,819,229	377,536,399	362,640,641
Total Expenditures	\$245,279,790	\$313,652,184	\$391,819,229	\$377,536,399	\$362,640,641