

State of Rhode Island and Providence Plantations

Fiscal Year 2019 Budget



Volume I – General Government and Quasi-Public Agencies

Gina M. Raimondo, Governor

Agency Summary

DEPARTMENT OF ADMINISTRATION

Agency Mission

To manage the State's financial, human, technological, physical and other resources in support of other state agencies carrying out their responsibilities to provide the citizens of the State of Rhode Island with the most responsive and cost effective services possible. To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates. To ensure that programs of the Department are efficiently organized and implemented.

Agency Description

The Department of Administration provides supportive services to all Rhode Island departments and agencies for effective coordination and direction of state programs within the framework of a changing administrative and fiscal environment. The Department also provides policy direction for executive leadership in a variety of financial and administrative matters. It is responsible for the statewide implementation of policy decisions and delivery of services administered and supported by the state. The Department, headed by the Director of Administration, includes the programmatic functions of Central Management, Legal Services, Accounts and Control, Management and Budget, Purchasing, Auditing, Human Resources, Personnel Appeal Board, Capital Asset Management and Maintenance (DCAMM), Information Technology, Library and Information Services, Cybersecurity, Planning, General Appropriations, Debt Service Payments, Energy Resources, Construction Permitting, Approvals, and Licensing (CPAL), HealthSource RI (RI Health Benefits Exchange) and various Internal Services Programs.

Statutory History

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

Budget

DEPARTMENT OF ADMINISTRATION

	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Expenditures by Program					
Central Management	3,076,144	2,142,200	3,048,657	3,151,962	2,869,675
Accounts and Control	3,904,557	3,999,112	4,355,796	5,226,223	5,498,791
Office of Management and Budget	4,566,606	7,508,070	10,901,845	11,072,296	10,562,030
Purchasing	2,820,678	3,050,163	3,404,368	3,595,007	3,825,370
Auditing	1,420,096	0	0	0	0
Human Resources	9,699,928	10,597,688	11,274,547	1,159,112	1,274,257
Personnel Appeal Board	137,951	114,599	145,130	147,365	149,477
General	37,147,162	47,697,140	56,190,757	62,221,988	53,899,600
Debt Service Payments	162,849,916	168,071,674	181,332,001	179,980,846	183,755,693
Internal Service Programs	356,442,888	372,486,784	404,667,257	481,541,418	486,660,740
Legal Services	2,131,683	1,893,892	2,170,956	2,144,274	2,376,888
Facilities Management	35,869,206	(0)	0	0	0
Capital Projects and Property Management	1,580,800	0	0	0	0
Information Technology	35,477,088	38,271,729	42,278,719	11,713,418	11,901,569
Library and Information Services	2,286,807	2,336,188	2,642,845	2,770,642	2,652,768
Planning	3,521,949	3,070,692	5,502,111	5,027,476	5,255,826
Personnel and Operational Reforms	0	0	(30,080,124)	(8,750,000)	(13,700,000)
Energy Resources	16,613,909	9,078,261	12,133,823	10,554,566	8,704,012
Construction Permitting, Approvals and Licensing	2,630,687	2,913,525	2,978,845	3,718,340	0
Rhode Island Health Benefits Exchange (HealthSource RI)	22,973,672	11,836,188	9,568,822	12,924,000	8,256,143
The Office of Diversity, Equity and Opportunity	914,512	954,214	1,368,873	1,171,920	1,366,892
Capital Asset Management and Maintenance	0	36,001,573	40,008,113	9,801,781	9,804,474
Total Expenditures	706,066,239	722,023,692	763,893,341	799,172,634	785,114,205
<i>Internal Services</i>	<i>[356,442,888]</i>	<i>[372,486,784]</i>	<i>[404,667,257]</i>	<i>[481,541,418]</i>	<i>[486,660,740]</i>
Expenditures by Object					
Salary And Benefits	388,403,516	405,636,419	415,165,201	436,427,232	435,970,009
Contract Professional Services	29,892,925	18,974,519	14,291,127	19,232,039	14,246,509
Operating Supplies And Expenses	70,002,192	77,823,643	75,701,991	89,570,254	86,679,534

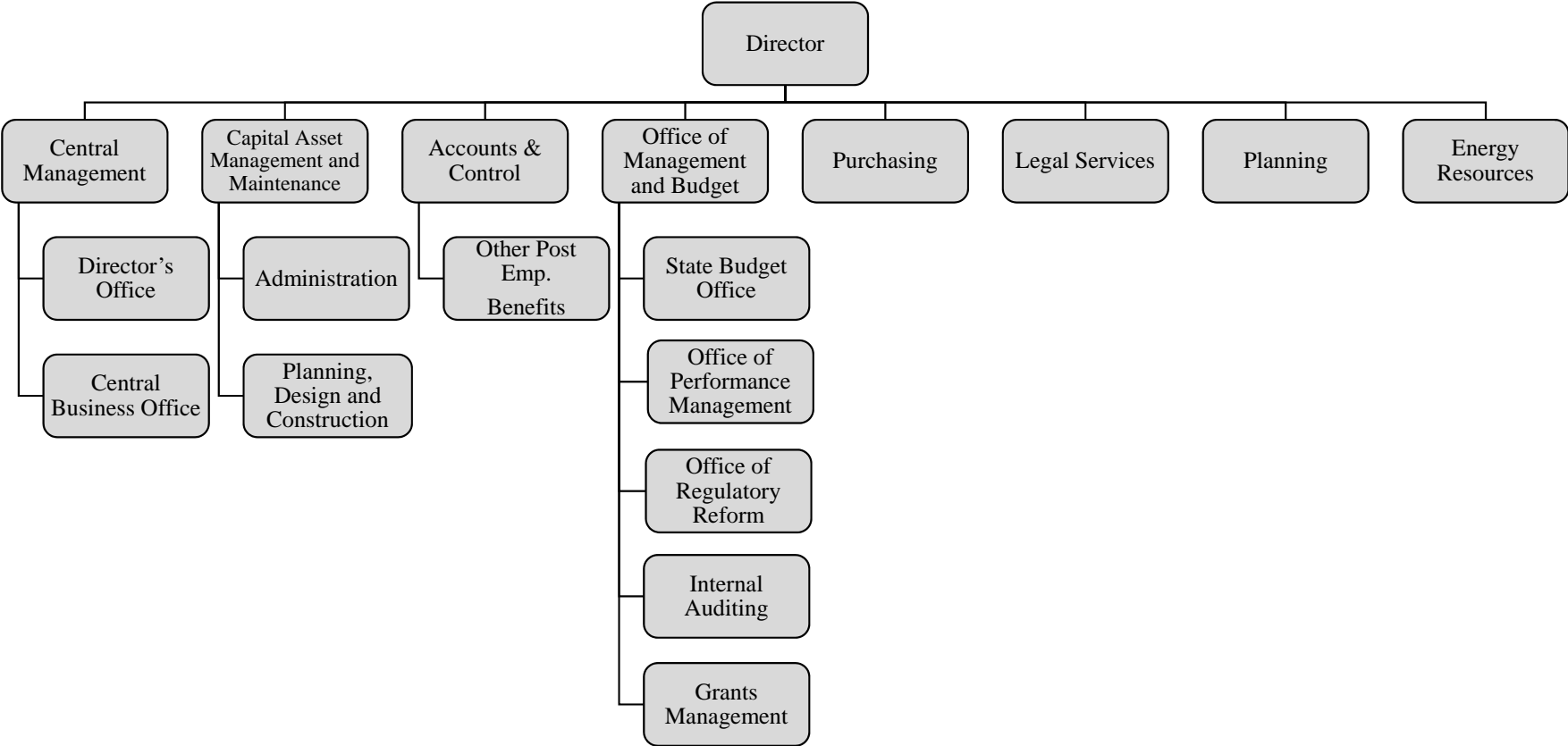
Budget

DEPARTMENT OF ADMINISTRATION

	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Assistance And Grants	16,737,361	5,761,750	13,137,967	3,537,593	3,358,905
Aid To Local Units Of Government	10,684,299	11,154,782	11,523,700	11,523,700	11,538,543
Subtotal: Operating	515,720,293	519,351,114	529,819,986	560,290,818	551,793,500
Capital Purchases And Equipment	21,484,486	32,655,539	51,367,568	57,527,184	48,191,226
Debt Service (fixed Charges)	161,677,377	141,935,668	181,232,001	179,880,846	183,655,693
Operating Transfers	7,184,083	28,081,371	1,473,786	1,473,786	1,473,786
Subtotal: Other	190,345,946	202,672,578	234,073,355	238,881,816	233,320,705
Total Expenditures	706,066,239	722,023,692	763,893,341	799,172,634	785,114,205
Expenditures by Source of Funds					
General Revenue	212,928,494	217,802,032	216,198,914	185,759,136	183,043,235
Federal Funds	31,351,946	16,553,489	13,162,089	8,380,874	3,884,603
Restricted Receipts	29,970,285	26,458,599	33,225,906	29,321,631	25,932,489
Operating Transfers From Other Funds	68,002,934	80,868,732	88,386,753	93,995,336	85,391,537
Other Funds	363,812,580	380,340,841	412,919,679	481,715,657	486,862,341
Total Expenditures	706,066,239	722,023,692	763,893,341	799,172,634	785,114,205
FTE Authorization	712.7	708.7	696.7	696.7	667.7

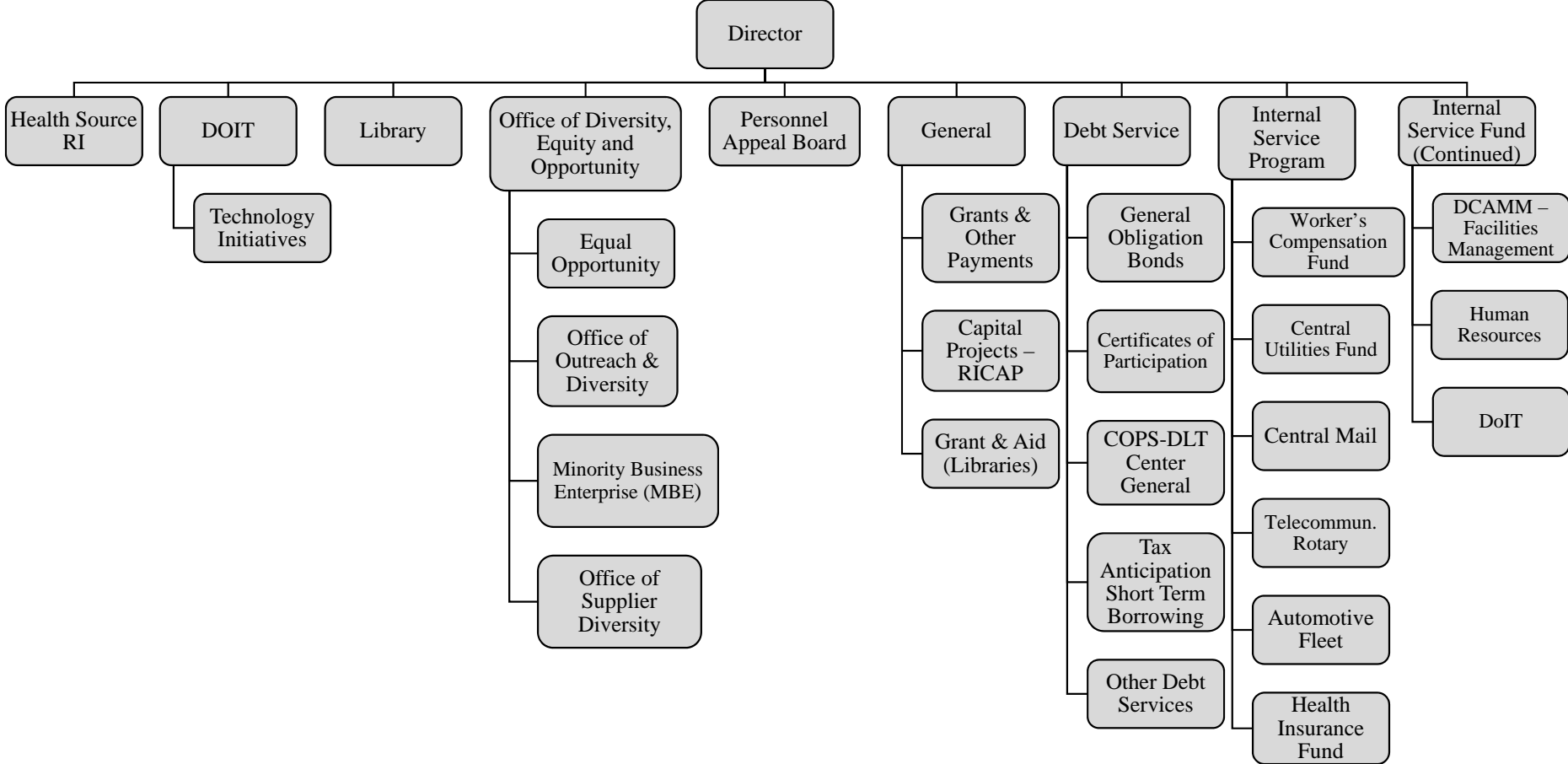
The Agency

Department of Administration



The Agency

Department of Administration, Continued



Personnel Agency Summary

DEPARTMENT OF ADMINISTRATION

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified	695.4	53,303,129	664.2	49,775,590
Unclassified	1.3	4,456,796	2.5	5,329,788
Subtotal	696.7	57,759,925	667.7	55,105,378
Transfer Out		(540,020)		(1,805,069)
Transfer In		617,802		203,973
Regular Wages		0		111,148
Salaries Adjustment		0		38,630
Overtime (1.5)		1,034,902		984,373
Seasonal/Special Salaries/Wages		205,076		397,773
Turnover		(1,286,420)		(3,017,106)
Total Salaries		52,539,875		52,019,120
Benefits				
FICA		4,372,444		4,328,598
Health Benefits		324,104,003		324,168,143
Holiday		82,587		80,842
Other		5,596,104		5,596,104
Payroll Accrual		300,305		288,064
Retiree Health		3,072,935		2,934,993
Retirement		13,402,368		13,879,692
Workers Compensation		30,515,000		30,515,000
Subtotal		381,445,746		381,791,336
Total Salaries and Benefits	696.7	433,985,621	667.7	433,810,456
Cost Per FTE Position (Excluding Temporary and Seasonal)		560,415		596,139
Statewide Benefit Assessment		2,441,611		2,159,453
Payroll Costs	696.7	436,427,232	667.7	435,970,009
Purchased Services				
Buildings and Ground Maintenance		911,501		912,660
Clerical and Temporary Services		148,837		84,967
Design and Engineering Services		393,982		393,562
Information Technology		1,442,100		1,852,436
Legal Services		465,858		365,858
Management & Consultant Services		15,000,517		9,844,960
Medical Services		3,000		3,000
Other Contracts		730,860		753,571
Training and Educational Services		135,384		35,495
Subtotal		19,232,039		14,246,509
Total Personnel	696.7	455,659,271	667.7	450,216,518

Personnel Agency Summary

DEPARTMENT OF ADMINISTRATION

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue		26,195,033		24,731,044
Federal Funds		5,641,447		1,351,789
Restricted Receipts		9,348,911		7,725,203
Operating Transfers from Other Funds		3,637,985		4,187,710
Other Funds		410,835,895		412,220,772
Total All Funds		455,659,271		450,218,518

Performance Measures

DEPARTMENT OF ADMINISTRATION

Minorities in the Executive Branch of the State Workforce

One of the Department of Administration's strategic objectives is to attract, hire, and retain a talented and diverse workforce. To that end, the department intends to increase the representation of people of color in state government. [Note: Missing values appear as zeros in the measure.]

	<i>Reporting Period: State Fiscal Year</i>				
	2015	2016	2017	2018	2019
Target	17.60%	19.00%	20.50%	22.20%	24.10%
Actual	17.60%	17.90%	18.50%	0.00%	

Major Processes Subject to a Lean Review

One of the Department of Administration's strategic objectives is to deliver core processes that are predictable, equitable, consistent, timely, and cost-effective. To accomplish this goal, the department intends to standardize and streamline procedures using Lean process improvement techniques. [Note: Missing values appear as zeros in the measure.]

	<i>Reporting Period: State Fiscal Year</i>				
	2015	2016	2017	2018	2019
Target	1.00	5.00	8.00	3.00	3.00
Actual	1.00	3.00	3.00	0.00	

State Government Energy Consumption

As part of its efforts to provide cost-effective services, the Department of Administration is pursuing energy efficiency initiatives that will reduce overall consumption of gas and electricity by state agencies. The figures below illustrate baseline and projected electricity usage, measured in kilowatt-hours (kWh). [Note: Missing values appear as zeros in the measure.]

	<i>Reporting Period: State Fiscal Year</i>				
	2015	2016	2017	2018	2019
Target	102,421,337.00	100,372,910.00	98,324,484.00	88,345,739.00	98,400,000.00
Actual	102,421,337.00	98,492,048.00	103,502,050.00	0.00	

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Central Management

Mission

To oversee the provision of statewide supportive services to all departments and agencies in conformance with legislative and policy mandates. To ensure that programs of the department are efficiently organized and implemented. To select the best candidates for recommendation for appointment to the Judiciary.

Description

Central Management is comprised of four major functions: the Director's Office, the Central Business Office, the Judicial Nominating Commission, and Cybersecurity. The Director's Office provides for the overall operation of the department and provides assistance to all Executive Branch Agencies. Primary functions include: Operations, Human Resources, Information technology, Legal Assistance, and Financial Administration. They also provide administrative assistance to the Office of the Governor. The Central Business Office provides financial management assistance in the areas of budgeting, financial management, accounting, and reporting to divisions within the Department of Administration and the Department of Revenue to ensure maximum use of state and federal resources. The Judicial Nominating Commission was created by statute to recommend highly qualified candidates to the Governor to fill vacancies in the Rhode Island judiciary. Pursuant to R.I.G.L. 8-16.1, the commission is required by statute to advertise for each judicial vacancy and to actively seek and encourage applications from qualified individuals who will reflect the diversity of the community they will serve. Additionally, the Director of Cybersecurity is housed within the Department of Administration Central Management function. The Director of Cybersecurity, also the Governor's Homeland Security Advisor, is charged with developing and implementing a comprehensive statewide cybersecurity strategy in collaboration with ETSS, DPS, RIEMA, and the Rhode Island National Guard.

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Central Management

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Director's Office	1,463,676	1,203,002	1,934,216	2,218,184	2,033,696
Financial Management	931,506	933,137	1,092,191	898,333	800,432
Judicial Nominating Committee	18,491	6,061	22,250	22,250	22,250
Office of Digital Excellence	662,471	0	0	13,195	13,297
Total Expenditures	3,076,144	2,142,200	3,048,657	3,151,962	2,869,675
Expenditures by Object					
Salary and benefits	2,343,783	2,041,550	2,494,085	2,270,001	2,310,200
Contract Professional Services	571,727	20,261	107,400	591,691	256,400
Operating supplies and Expenses	78,224	73,314	440,112	283,210	296,015
Assistance And Grants	60,378	0	0	0	0
Subtotal: Operating	3,054,112	2,135,126	3,041,597	3,144,902	2,862,615
Capital Purchases And Equipment	22,032	7,074	7,060	7,060	7,060
Subtotal: Other	22,032	7,074	7,060	7,060	7,060
Total Expenditures	3,076,144	2,142,200	3,048,657	3,151,962	2,869,675
Expenditures by Source of Funds					
General Revenue	3,076,144	2,142,200	3,048,657	3,151,962	2,869,675
Total Expenditures	3,076,144	2,142,200	3,048,657	3,151,962	2,869,675

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Central Management

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ADMINISTRATIVE OFFICER	1.0	63,593	1.0	63,850
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	2.0	150,737	1.0	88,074
ASSISTANT DIRECTOR FINANCIAL AND CONTRACT MANAGEMENT	1.0	88,586	1.0	94,134
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	1.0	133,971	1.0	134,484
BUSINESS MANAGEMENT OFFICER	2.0	113,345	2.0	118,480
CHIEF IMPLEMENTATION AIDE	2.0	133,540	2.0	136,419
FISCAL CLERK	1.0	39,046	1.0	39,726
FISCAL MANAGEMENT OFFICER	2.0	132,460	2.0	133,639
IMPLEMENTATION AIDE	1.0	48,943	1.0	48,943
PROGRAMMING SERVICES OFFICER	2.0	138,424	2.0	149,025
SENIOR ACCOUNTANT	0.8	42,126	1.0	45,863
SUPERVISING ACCOUNTANT	1.0	63,452	1.0	63,452
SUPERVISOR OF BILLINGS AND ACCOUNTS RECEIVABLE	0.2	17,113	0.0	0
SUPERVISOR OF FISCAL SERVICES (DEPT OF ADMINISTRATION)	1.0	78,338	1.0	83,040
Subtotal Classified	18.0	1,243,674	17.0	1,199,128
Unclassified				
CHIEF OF STAFF	1.0	88,798	0.0	0
CHIEF OF STAFF (DOA)	0.0	0	1.0	93,575
CYBERSECURITY OFFICER (HOMELAND SECURITY ADVISOR)	1.0	176,419	1.0	176,419
DEPUTY DIRECTOR- DEPARTMENT OF ADMINISTRATION	1.0	155,564	1.0	155,564
DIRECTOR OF ADMINISTRATION	1.0	136,510	1.0	143,336
EXECUTIVE SECRETARY (STATE PROPERTIES COMMITTEE)	1.0	48,890	1.0	50,988
PRINCIPAL TECHNICAL SUPPORT ANALYST	1.0	89,039	1.0	85,343
PUBLIC INFORMATION OFFICER	1.0	79,514	1.0	82,418
SUPERVISING ACCOUNTANT	0.0	0	1.0	66,167
Subtotal Unclassified	7.0	774,734	8.0	853,809
Subtotal	25.0	2,018,408	25.0	2,052,937
Transfer Out		(654,637)		(605,023)
Transfer In		77,782		128,494
Seasonal/Special Salaries/Wages		50,000		52,300
Turnover		(53,209)		(156,499)

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Central Management

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Total Salaries		1,438,344		1,472,209
Benefits				
FICA		102,215		107,765
Health Benefits		201,363		184,267
Payroll Accrual		8,005		8,178
Retiree Health		82,877		84,912
Retirement		368,376		387,323
Subtotal		762,836		772,445
Total Salaries and Benefits	25.0	2,201,180	25.0	2,244,654
Cost Per FTE Position (Excluding Temp. and Seasonal)		84,336		93,527.25
Statewide Benefit Assessment		68,821		65,546
Payroll Costs	25.0	2,270,001	25.0	2,310,200
Purchased Services				
Clerical and Temporary Services		732		0
Information Technology		249,000		249,000
Legal Services		6,400		6,400
Management & Consultant Services		334,559		0
Other Contracts		1,000		1,000
Subtotal		591,691		256,400
Total Personnel	25.0	2,861,692	25.0	2,566,600
Distribution by Source of Funds				
General Revenue		2,861,692		2,566,600
Total All Funds		2,861,692		2,566,600

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Accounts and Control

Mission

To provide various stakeholders with timely financial reporting that is consistent with generally accepted accounting principles. To establish policies and procedures to foster sound accounting practices and internal controls. To continually enhance and maintain the centralized accounting system to promote fiscal integrity across all State agencies. To support state operations by centrally processing financial transactions in a timely and accurate manner.

Description

The primary mission of the Office of Accounts and Control is to promote the financial integrity and accountability of state government through sound administrative and accounting controls and procedures. The major activities of the Office of Accounts and Control include the central administration of a comprehensive accounting and recording system which classifies transactions of the departments and agencies in accordance with the budget plan; the processing of payroll for all State employees; the pre-audit of state receipts and expenditures; the approval of vouchers drawn on the treasury; and the preparation of financial statements in accordance with generally accepted accounting principles. This office is also responsible for the preparation and/or coordination of several publications, including the: Comprehensive Annual Financial Report, Condensed State Financial Report, State Payroll Manual, Procedural Handbook of the Department of Administration, and the Consolidated Statewide Cost Allocation Plan.

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Accounts and Control

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Accounts & Control	3,904,557	3,999,112	4,355,796	5,226,223	5,498,791
Total Expenditures	3,904,557	3,999,112	4,355,796	5,226,223	5,498,791
Expenditures by Object					
Salary and benefits	3,754,481	3,804,194	4,067,734	3,781,436	4,045,669
Contract Professional Services	9,855	115	152,000	152,000	152,000
Operating supplies and Expenses	133,434	177,110	133,062	1,289,787	1,298,122
Assistance And Grants	1,500	0	0	0	0
Subtotal: Operating	3,899,270	3,981,419	4,352,796	5,223,223	5,495,791
Capital Purchases And Equipment	5,287	17,693	3,000	3,000	3,000
Subtotal: Other	5,287	17,693	3,000	3,000	3,000
Total Expenditures	3,904,557	3,999,112	4,355,796	5,226,223	5,498,791
Expenditures by Source of Funds					
General Revenue	3,904,557	3,999,112	4,130,796	5,001,480	5,273,496
Restricted Receipts	0	0	225,000	224,743	225,295
Total Expenditures	3,904,557	3,999,112	4,355,796	5,226,223	5,498,791

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Accounts and Control

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ACCOUNTS AND CONTROL CENTRALIZED ACCOUNTING CLERK	13.0	632,835	13.0	635,075
ADMINISTRATOR- FINANCIAL MANAGEMENT	1.0	87,239	1.0	87,239
ASSET PROTECTION OFFICER	2.0	114,240	1.0	64,883
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	1.0	113,146	1.0	113,146
ASSOCIATE CONTROLLER	2.0	219,752	2.0	222,659
CENTRAL ACCOUNTS PAYABLE SUPERVISING PREAUDIT CLK (DOA)	1.0	54,034	1.0	55,462
CHIEF PREAUDIT SUPERVISOR	4.0	318,273	4.0	318,410
CONTROLLER	1.0	150,786	1.0	156,723
FINANCIAL REPORTING MANAGER (OFFICE OF ACCOUNTS & CONTROL)	1.0	85,382	1.0	85,382
FISCAL MANAGEMENT OFFICER	3.0	208,940	3.0	211,054
INVESTIGATIVE AUDITOR	1.0	91,260	1.0	91,420
PRINCIPAL ACCOUNTING POLICY AND METHODS ANALYST	2.0	126,874	2.0	126,874
SCHEDULING AND RECORDING CLERK	2.0	81,583	2.0	74,166
SENIOR MANAGEMENT AND METHODS ANALYST	1.0	66,039	1.0	66,108
SUPERVISING ACCOUNTANT	1.0	76,911	1.0	84,602
SUPERVISOR FINANCIAL MANAGEMENT AND REPORTING	1.0	73,216	1.0	74,742
Subtotal Classified	37.0	2,500,510	36.0	2,467,947
Subtotal	37.0	2,500,510	36.0	2,467,947
Turnover		(116,138)		(44,500)
Total Salaries		2,310,014		2,423,446
Benefits				
FICA		175,263		183,875
Health Benefits		430,976		508,222
Payroll Accrual		13,125		13,911
Retiree Health		136,285		144,922
Retirement		607,078		659,817
Subtotal		1,362,727		1,510,747
Total Salaries and Benefits	37.0	3,672,741	36.0	3,934,193
Cost Per FTE Position (Excluding Temp. and Seasonal)		99,263		109,283.14
Statewide Benefit Assessment		108,695		111,476
Payroll Costs	37.0	3,781,436	36.0	4,045,669

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Accounts and Control

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Purchased Services				
Legal Services		50,000		50,000
Management & Consultant Services		100,000		100,000
Other Contracts		2,000		2,000
Subtotal		152,000		152,000
Total Personnel	37.0	3,933,436	36.0	4,197,669
Distribution by Source of Funds				
General Revenue		3,708,693		3,972,374
Restricted Receipts		224,743		225,295
Total All Funds		3,933,436		4,197,669

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Office of Management and Budget

Mission

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

Description

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

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

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

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

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

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

Office of Internal Audit: Enhance and better protect organizational value by providing risk-based and objective assurance, advice, and insight across all executive branch departments and educational institutions.

Statutory History

RIGL 35-1.1 created the Office of Management and Budget. RIGL 35-3 establishes the Budget Office's responsibility for the executive budget, including the preparation and submission of the Governor's budget to the general assembly; the execution and management of the enacted budget plan throughout the fiscal year; and development of long-term financial programs, particularly relating to capital improvement programs. RIGL 35-16 requires the Budget Officer to participate in the Revenue Estimating Conference, which reviews and revises both the economic forecast and the estimated general revenues for the state. RIGL 22-12 requires that a fiscal note accompany bills and resolutions that may impact state or municipal revenues or expenditures. RIGL 42-35.1-3 moved the Office of Regulatory Reform from the Economic Development Corporation to the Office of Management and Budget.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Office of Management and Budget

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Budget Office	1,986,610	2,341,929	2,302,458	2,435,408	2,657,568
Director, Office of Mgt and Budget	635,869	444,893	2,309,950	2,339,857	1,103,454
Federal Grants Management	22,375	311,365	213,675	387,335	378,200
Office of Internal Audit	141,350	2,875,669	4,288,644	3,683,210	4,387,816
Office of Regulatory Reform	1,285,438	946,602	878,925	1,132,246	859,080
Performance Management	494,964	587,613	908,193	1,094,240	1,175,912
Total Expenditures	4,566,606	7,508,070	10,901,845	11,072,296	10,562,030
Expenditures by Object					
Salary and benefits	3,597,255	6,803,916	7,847,779	7,412,242	8,460,067
Contract Professional Services	196,757	272,665	502,968	725,861	362,264
Operating supplies and Expenses	191,880	326,785	1,297,038	1,572,848	1,357,483
Assistance And Grants	0	0	300,000	300,000	300,000
Subtotal: Operating	3,985,892	7,403,366	9,947,785	10,010,951	10,479,814
Capital Purchases And Equipment	580,714	104,704	954,060	1,061,345	82,216
Subtotal: Other	580,714	104,704	954,060	1,061,345	82,216
Total Expenditures	4,566,606	7,508,070	10,901,845	11,072,296	10,562,030
Expenditures by Source of Funds					
General Revenue	4,361,219	6,543,588	8,882,351	9,666,351	9,039,149
Restricted Receipts	64,037	151,257	300,000	409,356	300,046
Operating Transfers from Other Funds	141,350	813,224	1,719,494	996,589	1,222,835
Total Expenditures	4,566,606	7,508,070	10,901,845	11,072,296	10,562,030

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Office of Management and Budget

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ADMINISTRATIVE OFFICER	1.0	61,456	1.0	61,553
ASSISTANT TO THE DIRECTOR (DHS)	1.0	79,854	1.0	84,229
ASSOCIATE DIRECTOR (FINANCIAL MANAGEMENT)	0.6	70,276	0.6	70,276
ASSOCIATE DIRECTOR I (MHRH)	1.0	129,046	1.0	129,500
BUDGET ANALYST I	7.0	425,693	7.0	427,566
BUDGET ANALYST II	1.0	86,809	1.0	72,825
CHIEF BUDGET ANALYST	0.0	0	1.0	107,615
CHIEF BUREAU OF AUDITS	1.0	132,183	1.0	132,393
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	1.0	103,090	0.0	0
CHIEF PROGRAM DEVELOPMENT	1.0	78,305	1.0	78,305
DEPUTY BUDGET OFFICER	1.0	126,648	1.0	114,731
DEPUTY CHIEF BUREAU OF AUDITS	2.0	218,292	2.0	218,453
DEPUTY DIRECTOR DEPARTMENT OF HUMAN SERVICES	1.0	162,074	1.0	163,393
DIRECTOR REGULATORY REFORM (OMB)	1.0	121,523	1.0	123,921
ECONOMIC AND POLICY ANALYST I	3.0	193,351	3.0	197,895
ELIGIBILITY TECHNICIAN	3.0	167,138	1.0	58,694
EXECUTIVE DIRECTOR (DOA)/BUDGET OFFICER	1.0	185,739	1.0	186,332
INTERDEPARTMENTAL PROJECT MANAGER	1.0	86,497	0.0	0
INTERNAL AUDIT MANAGER (DOA)	4.0	371,688	4.0	342,424
INTERNAL AUDITOR (DOA)	11.0	556,489	14.0	673,553
PRINCIPAL ECONOMIC AND POLICY ANALYST	4.0	339,493	4.0	350,284
PRINCIPAL MANAGEMENT AND METHODS ANALYST	1.0	56,401	1.0	57,399
PROGRAMMING SERVICES OFFICER	2.0	146,474	2.0	146,475
SENIOR AUDITOR	1.0	67,229	1.0	67,676
SENIOR BUDGET ANALYST	1.0	93,844	1.0	94,380
SENIOR ECONOMIC AND POLICY ANALYST	2.0	144,846	2.0	147,127
SENIOR INTERNAL AUDIT MANAGER (DOA)	1.0	103,011	1.0	95,708
SENIOR INTERNAL AUDITOR (DOA)	8.0	557,953	8.0	557,757
SENIOR MANAGEMENT AND METHODS ANALYST	3.0	154,811	3.0	154,012
SUPERVISING BUDGET ANALYST	4.0	405,079	3.0	307,463
Subtotal Classified	69.6	5,425,292	68.6	5,221,939
Unclassified				
ASSOCIATE DIRECTOR FOR PLANNING- POLICY & REGULATION	1.0	122,186	1.0	122,186
CONFIDENTIAL SECRETARY	1.0	53,003	1.0	53,003
DATA ANALYST III	1.0	107,615	1.0	107,615

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Office of Management and Budget

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
DIRECTOR- OFFICE OF MANAGEMENT & BUDGET	1.0	171,281	1.0	171,281
Subtotal Unclassified	4.0	454,085	4.0	454,085
Subtotal	73.6	5,879,377	72.6	5,676,024
Transfer Out		0		(163,393)
Transfer In		0		84,140
Seasonal/Special Salaries/Wages		30,000		17,000
Turnover		(500,899)		(515,153)
Total Salaries		4,573,356		5,098,621
Benefits				
FICA		342,110		382,947
Health Benefits		765,457		1,001,628
Payroll Accrual		26,619		29,341
Retiree Health		275,185		303,876
Retirement		1,210,410		1,409,422
Subtotal		2,619,781		3,127,214
Total Salaries and Benefits	73.6	7,193,137	72.6	8,225,835
Cost Per FTE Position (Excluding Temp. and Seasonal)		97,733		113,303.51
Statewide Benefit Assessment		219,105		234,232
Payroll Costs	73.6	7,412,242	72.6	8,460,067
Purchased Services				
Clerical and Temporary Services		58,526		0
Management & Consultant Services		582,264		362,264
Other Contracts		107		0
Training and Educational Services		84,964		0
Subtotal		725,861		362,264
Total Personnel	73.6	8,138,103	72.6	8,822,331
Distribution by Source of Funds				
General Revenue		6,780,293		7,323,193
Restricted Receipts		384,964		300,046
Operating Transfers from Other Funds		972,846		1,199,092
Total All Funds		8,138,103		8,822,331

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Purchasing

Mission

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

Description

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 and requests for quotes for services and supplies, supports price negotiations and implements affirmative action programs. Operational support services includes purchase order production and record keeping, bid preparation and opening, requisition tracking, and vendor files. Standards and Specifications works with agency representatives to develop statewide standard specifications for goods and services to be solicited. The Vendor Information Program is an electronic system for registering potential bidders and providing bid and other information to vendors and the general public. The Division continues to streamline operations by using legal counsel to standardize front end solicitation documents. This will provide greater uniformity for all users of the procurement process including the Division, agencies, architects and bidders. In addition, the utilization of the Lean process review for Request for Proposals will result in several efficiencies over the upcoming months.

Statutory History

The Purchasing program was established under R.I.G.L. 42-11-2. Operation of the state-purchasing program is set forth in R.I.G.L. 37-2. This section was established by public law in 1939 until its repeal in 1989, when House Bill 89-H-5000 Substitute A, as amended (known as the Lamb Legislation), an Act Relating to State Purchases, was enacted. This act established new language to institute legal mandates based on the Model Procurement Act published by the American Bar Association. The major thrust of the legislation was the creation of a framework for enhanced opportunities for competitive procurement and increased accountability for state officials through the centralization of purchasing functions for state agencies. R.I.G.L. 37-2-17.2 requires the institution of an electronic Vendor Information Program. In 2011, in accordance with RIGL 37-2-18(b) and the proposed Purchasing Regulations (Effective on or about 1/11/11), which provides that, beginning January 1, 2014, all bid proposals for public works projects are required to include a copy to be available for public inspection upon the opening of the bids. Any bid proposal that does not include a copy for public inspection shall be deemed to be non-responsive. R.I.G.L. 37-2-18(b) and (j).

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Purchasing

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Purchasing	2,820,678	3,050,163	3,404,368	3,595,007	3,825,370
Total Expenditures	2,820,678	3,050,163	3,404,368	3,595,007	3,825,370
Expenditures by Object					
Salary and benefits	2,749,258	2,976,670	3,127,993	2,883,562	3,309,280
Contract Professional Services	0	0	15,250	15,250	15,250
Operating supplies and Expenses	64,488	61,533	261,125	696,195	500,840
Subtotal: Operating	2,813,746	3,038,204	3,404,368	3,595,007	3,825,370
Capital Purchases And Equipment	6,932	11,959	0	0	0
Subtotal: Other	6,932	11,959	0	0	0
Total Expenditures	2,820,678	3,050,163	3,404,368	3,595,007	3,825,370
Expenditures by Source of Funds					
General Revenue	2,501,126	2,727,089	2,630,843	2,720,342	2,821,641
Restricted Receipts	0	0	540,000	539,204	540,000
Operating Transfers from Other Funds	319,552	323,074	233,525	335,461	463,729
Total Expenditures	2,820,678	3,050,163	3,404,368	3,595,007	3,825,370

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Purchasing

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ADMINISTRATIVE OFFICER	1.0	61,041	1.0	61,517
BUYER I (DOA/OP)	3.0	146,864	4.0	194,214
BUYER II (DOA/OP)	3.0	198,807	2.0	114,624
CHIEF BUYER (DOA/OP)	4.0	317,627	7.0	550,976
CHIEF IMPLEMENTATION AIDE	1.0	68,193	1.0	68,192
CHIEF OF PURCHASING MANAGEMENT AND SUPPORT SERVICES	0.0	0	1.0	82,471
DEPUTY PURCHASING AGENT	1.0	108,003	1.0	108,003
INTERDEPARTMENTAL PROJECT MANAGER	3.0	289,376	3.0	203,739
LEGAL ASSISTANT	1.0	49,952	1.0	50,082
PROGRAMMING SERVICES OFFICER	1.0	76,725	1.0	76,725
PURCHASING AGENT	1.0	136,345	1.0	136,572
STANDARDS TECHNICIAN (DIVISION OF PURCHASES)	11.0	497,094	10.0	415,133
SYSTEMS SUPPORT TECHNICIAN I	2.0	92,520	0.0	0
Subtotal Classified	32.0	2,042,547	33.0	2,062,247
Unclassified				
CHIEF OF PURCHASING MANAGEMENT AND SUPPORT SERVICES	1.0	82,471	0.0	0
Subtotal Unclassified	1.0	82,471	0.0	0
Subtotal	33.0	2,125,018	33.0	2,062,247
Transfer Out		0		(17,046)
Turnover		(38,140)		(82,471)
Total Salaries		1,708,732		1,962,729
Benefits				
FICA		138,128		149,877
Health Benefits		397,410		480,346
Payroll Accrual		10,419		11,115
Retiree Health		102,183		106,926
Retirement		445,127		516,040
Subtotal		1,093,267		1,264,304
Total Salaries and Benefits	33.0	2,801,999	33.0	3,227,033
Cost Per FTE Position (Excluding Temp. and Seasonal)		84,909		97,788.88
Statewide Benefit Assessment		81,563		82,247
Payroll Costs	33.0	2,883,562	33.0	3,309,280

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Purchasing

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Purchased Services				
Clerical and Temporary Services		250		250
Legal Services		15,000		15,000
Subtotal		15,250		15,250
Total Personnel	33.0	2,898,812	33.0	3,324,530
Distribution by Source of Funds				
General Revenue		2,391,647		2,860,801
Restricted Receipts		171,704		0
Operating Transfers from Other Funds		335,461		463,729
Total All Funds		2,898,812		3,324,530

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Auditing

Mission

To provide independent and objective assurance regarding governance, risk management, and control processes. To report the effectiveness and efficiency of state operation, the reliability of the financial reporting, and compliance with applicable laws, regulations, and contracts. To be the independent voice which helps ensure that our state government resources are being utilized in a cost efficient, effective manner and promote a control conscious environment. Our guiding values include objectivity, independence, integrity, and professionalism.

Description

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

- To conduct audits of any state department, state agency, or private entity that is a recipient of state funding, or state grants, as deemed necessary or expedient by the Bureau of Audits. Audits may be made relative to financial affairs, or the economy and efficiency of management of each department and agency.
- To determine which audits shall be performed in accordance with a risk based evaluation.
- To conduct investigations, or management advisory and consulting services upon request of the Governor the General Assembly. The Bureau of Audits performs the internal auditing function for the Executive Branch of State Government, and fall under the Department of Administration. Bureau of Audits reports functionally to the Internal Audit Advisory Group and administratively to the Director of the Department of Administration. Bureau of Audits provides the Governor and the Director of Administration with an independent appraisal and evaluation of the effectiveness of financial and operational controls through objective analyses, evaluations, and recommendations on operations, systems, and contracted services of state government. Additionally, Bureau of Audits provides expert technical advice on how to coordinate process improvement and quality control activities across state government. Bureau of Audits provides independent and objective assurance on governance, risk management, and control processes in order to furnish a reasonable basis to report on the effectiveness and efficiency of state operation, the reliability of financial reporting, and compliance with applicable laws, regulations, and contracts. Additionally, Bureau of Audits conducts fraud awareness and ethics training to state employees, forensic audits, state vendor and contractor audits, accounting assistance, investigative reviews, enterprise risk assessment, and more. This function was merged into the Office of Management and Budget in FY 2017.

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Auditing

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Auditing	1,420,096	0	0	0	0
Total Expenditures	1,420,096	0	0	0	0
Expenditures by Object					
Salary and benefits	1,380,695	0	0	0	0
Operating supplies and Expenses	34,537	0	0	0	0
Subtotal: Operating	1,415,232	0	0	0	0
Capital Purchases And Equipment	4,864	0	0	0	0
Subtotal: Other	4,864	0	0	0	0
Total Expenditures	1,420,096	0	0	0	0
Expenditures by Source of Funds					
General Revenue	1,420,096	0	0	0	0
Total Expenditures	1,420,096	0	0	0	0

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Human Resources

Mission

To make State Government an Employer of Choice in the State of Rhode Island by building, maintaining and developing a skilled workforce committed to excellence that reflects the diversity and talent of our community. To provide Human Resources services to all State Departments in support of their missions. To continually assess and enhance the services provided to ensure efficiency, appropriateness and cost effectiveness.

Description

The Division of Human Resources is led by a Director of Human Resources whose office is responsible for the overall management of the quality of the State's Human Resources functions and services, including strategic planning, directing, developing and implementing a statewide program of personnel administration, payroll, recruitment, employee/labor relations, employee benefits/wellness, training and development and Workers' Compensation for State employees. The major activities of Human Resources include:

- Personnel Administration – administration of the provisions of the law, rules and regulations relating to the operation of the merit system of personnel administration, including Training/ Development and Classification/Civil Service Examinations
- Labor Relations – Grievance processing, collective bargaining, contract interpretation and overall interactions between management and employees
- Recruitment/Employment/Employee Services/Payroll and Data – Recruitment/hiring/onboarding, payroll processing, personnel transactions and administrative services;
- Agency Liaisons – Primary point of contact for all Departments while serving as a proactive advisor to Department leadership.
- Disability Management
- Employee Benefits Administration – Responsible for the administration of benefit programs including, but not limited to medical, prescription drug, dental, vision, life insurance and disability plans for State employees and qualified retirees. The Office of Employee Benefits also develops, recommends and installs new/modified plans, ensures compliance with all applicable laws/regulations and oversees the State's wellness initiatives
- State Employees Worker's Compensation

Statutory History

Title 36, Chapters 3 and 4 of the Rhode Island General Laws establish the basic principles of the Merit System Law, under which the Division of Human Resources operates. In the FY 2018 revised budget, the human resource program was shifted to internal service funds pursuant to the authorization provided by the General Assembly in the FY 2018 Appropriations Act.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Human Resources

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
DEM/DOT HR Service Center	0	103,760	0	0	0
General Gov. HR Service Center	976	4,101	609	0	0
Human Resources	631,990	815,498	1,085,579	1,159,112	1,274,257
Human Resources Centralization	6,973,094	8,671,824	9,534,920	0	0
Personnel Administration	2,093,868	979,795	653,439	0	0
Public Safety HR Service Cntr	0	22,710	0	0	0
Total Expenditures	9,699,928	10,597,688	11,274,547	1,159,112	1,274,257
Expenditures by Object					
Salary and benefits	9,386,079	10,109,568	10,952,509	0	0
Contract Professional Services	15,184	160,392	4,800	0	0
Operating supplies and Expenses	171,842	316,110	305,238	1,159,112	1,274,257
Assistance And Grants	409	(200)	0	0	0
Subtotal: Operating	9,573,514	10,585,870	11,262,547	1,159,112	1,274,257
Capital Purchases And Equipment	126,414	11,817	12,000	0	0
Subtotal: Other	126,414	11,817	12,000	0	0
Total Expenditures	9,699,928	10,597,688	11,274,547	1,159,112	1,274,257
Expenditures by Source of Funds					
General Revenue	7,157,340	7,319,221	8,057,188	1,159,112	1,274,257
Federal Funds	755,695	1,174,450	1,014,410	0	0
Restricted Receipts	481,067	641,504	610,995	0	0
Other Funds	1,305,826	1,462,513	1,591,954	0	0
Total Expenditures	9,699,928	10,597,688	11,274,547	1,159,112	1,274,257

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Personnel Appeal Board

Mission

To provide an impartial hearing process for appellants whose complaints fall under the jurisdiction of the board. To develop policies and procedures to ensure that the board's obligations to appellants and agencies are discharged and that just decisions are rendered in accordance with the responsibility entrusted to the Personnel Appeal Board by law. To develop a work calendar to ensure expeditious scheduling of hearings and rendering of judicious decisions.

Description

The Personnel Appeal Board hears appeals: by any person with provisional, probationary, or permanent status in a position in the classified service aggrieved by an action of the Administrator of Adjudication for the Department of Administration on matters of personnel administration; by any person with provisional, probationary or permanent status in a position in the classified service who has been discharged, demoted, suspended or laid off by any appointing authority; by any person who holds the belief that he/she has been discriminated against because of his/her race, sex, age, physical handicap, or political or religious beliefs; by any person who, by the personnel policy of Rhode Island or by contractual agreement with Rhode Island, is vested with the right of appeal to the Personnel Appeal Board. The Personnel Appeal Board consists of five qualified electors known to be in sympathy with the application of modern personnel practices, not more than three of whom shall be members of the same political party. The board shall elect one of its members chairperson. The Personnel Appeal Board administers the Merit System Law governing appeals, maintenance of records, reviews, appeals from decisions rendered, and records of cases adjudicated prior to scheduling a public hearing. The board is authorized to require the attendance of witnesses by subpoena and acquire the production of books, papers and documents necessary at any hearing. Transcripts are available to all interested parties. Where permissible within the law, the board assists state personnel in the proper filings and processing of appeals.

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Personnel Appeal Board

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Personnel Appeal Board	137,951	114,599	145,130	147,365	149,477
Total Expenditures	137,951	114,599	145,130	147,365	149,477
Expenditures by Object					
Salary and benefits	77,887	78,903	77,167	79,402	81,514
Contract Professional Services	58,703	33,893	66,500	66,500	66,500
Operating supplies and Expenses	1,361	1,803	1,463	1,463	1,463
Subtotal: Operating	137,951	114,599	145,130	147,365	149,477
Total Expenditures	137,951	114,599	145,130	147,365	149,477
Expenditures by Source of Funds					
General Revenue	137,951	114,599	145,130	147,365	149,477
Total Expenditures	137,951	114,599	145,130	147,365	149,477

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Personnel Appeal Board

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
MEMBER- PERSONNEL APPEAL BOARD	0.0	36,000	0.0	36,000
Subtotal Unclassified	0.0	36,000	0.0	36,000
Subtotal	0.0	36,000	0.0	36,000
Transfer In		0		25,494
Total Salaries		60,445		61,494
Benefits				
FICA		4,621		4,701
Health Benefits		3,311		3,529
Payroll Accrual		302		306
Retiree Health		1,460		1,525
Retirement		6,392		6,760
Subtotal		16,086		16,821
Total Salaries and Benefits	0.0	76,531	0.0	78,315
Cost Per FTE Position (Excluding Temp. and Seasonal)		0		0
Statewide Benefit Assessment		2,871		3,199
Payroll Costs	0.0	79,402	0.0	81,514
Purchased Services				
Clerical and Temporary Services		6,000		6,000
Legal Services		60,000		60,000
Other Contracts		500		500
Subtotal		66,500		66,500
Total Personnel	0.0	145,902	0.0	148,014
Distribution by Source of Funds				
General Revenue		145,902		148,014
Total All Funds		145,902		148,014

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

General

Mission

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

Description

The General program consists of funds appropriated to finance expenditures not allocated to other state departments or agencies and not specific to any one program within the Department of Administration. It should be noted that the Department's Rhode Island Capital Plan Fund appropriations are included under this program. Special legislative appropriations are initially the result of the passage of legislation which is not part of the annual appropriation act. Tort claims and court awards are paid pursuant to R.I.G.L. 9-31, which provides that the general assembly may make such appropriations as it shall deem proper in payment of or settlement of claims against the state, provided, however, that there is hereby appropriated any money in the treasury not otherwise appropriated a sum sufficient to pay claims against the state, settled pursuant to the provisions of the chapter and the state controller is hereby authorized and directed to draw his orders upon the general treasurer for the payment of said sums.

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

General

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Capital Projects	19,484,046	31,517,232	41,146,000	47,177,231	38,840,000
General	813,496	179,962	700,000	700,000	700,000
Grants & Other Payments	5,412,922	4,422,021	2,821,057	2,821,057	2,821,057
State Aid to Local Communities	11,436,698	11,577,925	11,523,700	11,523,700	11,538,543
Total Expenditures	37,147,162	47,697,140	56,190,757	62,221,988	53,899,600
Expenditures by Object					
Contract Professional Services	566,575	827,969	0	0	0
Operating supplies and Expenses	4,095,312	5,468,226	3,021,057	3,021,057	3,021,057
Assistance And Grants	1,192,494	1,176,824	500,000	500,000	500,000
Aid To Local Units Of Government	10,684,299	11,154,782	11,523,700	11,523,700	11,538,543
Subtotal: Operating	16,538,680	18,627,802	15,044,757	15,044,757	15,059,600
Capital Purchases And Equipment	17,237,400	26,796,003	41,146,000	47,177,231	38,840,000
Operating Transfers	3,371,082	2,273,335	0	0	0
Subtotal: Other	20,608,482	29,069,338	41,146,000	47,177,231	38,840,000
Total Expenditures	37,147,162	47,697,140	56,190,757	62,221,988	53,899,600
Expenditures by Source of Funds					
General Revenue	16,849,620	15,999,946	14,344,757	14,344,757	14,359,600
Restricted Receipts	813,496	179,962	700,000	700,000	700,000
Operating Transfers from Other Funds	19,484,046	31,517,232	41,146,000	47,177,231	38,840,000
Total Expenditures	37,147,162	47,697,140	56,190,757	62,221,988	53,899,600

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Debt Service Payments

Mission

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

Description

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

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Debt Service Payments

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Certificates of Participation	31,671,673	31,689,330	26,664,218	25,055,770	26,311,537
COPS - Ctr General Furniture	4,699	1,524	0	0	0
COPS - DLT Ctr. Gnrl. Building	2,003,247	945,931	0	0	0
General Obligation Bonds	55,471,340	74,393,718	96,227,371	96,544,126	116,031,059
Other Debt Service	73,661,514	60,929,707	58,340,412	58,280,950	41,313,097
Tax Anticipation/S T Borrowing	37,443	111,465	100,000	100,000	100,000
Total Expenditures	162,849,916	168,071,674	181,332,001	179,980,846	183,755,693
Expenditures by Object					
Operating supplies and Expenses	37,487	111,483	100,000	100,000	100,000
Assistance And Grants	0	3,560,000	0	0	0
Subtotal: Operating	37,487	3,671,483	100,000	100,000	100,000
Debt Service (Fixed Charges)	161,677,377	141,935,668	181,232,001	179,880,846	183,655,693
Operating Transfers	1,135,052	22,464,524	0	0	0
Subtotal: Other	162,812,429	164,400,192	181,232,001	179,880,846	183,655,693
Total Expenditures	162,849,916	168,071,674	181,332,001	179,980,846	183,755,693
Expenditures by Source of Funds					
General Revenue	112,513,527	119,535,437	138,403,065	137,170,775	141,761,915
Federal Funds	2,643,287	2,249,323	1,870,830	1,870,830	1,870,830
Restricted Receipts	1,372,210	107,880	0	0	0
Operating Transfers from Other Funds	46,316,226	46,177,637	41,058,106	40,939,241	40,122,948
Other Funds	4,666	1,397	0	0	0
Total Expenditures	162,849,916	168,071,674	181,332,001	179,980,846	183,755,693

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Internal Service Programs

Mission

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

Description

Various services needed by state-operated programs and activities are provided on a centralized basis. The costs of these operations are borne by the user agencies through a charge system that allocates the cost of delivery of the goods or services. The operational expenses of these programs are shown for display purposes only, since the costs to state agencies are reflected in the budget of the user agency both on an actual and budget basis. Internal service programs that are operated by the Department of Administration include telecommunications services, mail services, utility services, automotive services (repair and replacement), state employee health fund, other post-employment benefits (OPEB) and the assessed fringe benefit fund. The telecommunications office manages all voice grade telephone line installations, service changes and billing statewide, and provides direct services both internally to government and to the public. Central mail services provides for inter-agency mail delivery and processing of United States mail for most state agencies. Central utilities provides for the administration and fiscal management of electricity and gas services. State fleet provides for the administration and fiscal management of the state-owned vehicles, and operates several fuel depots throughout the state. The Assessed Fringe Benefit Fund provides funding for state employee workers' compensation, severance pay, unemployment pay and employee assistance programs. Funds are raised through an assessment on payroll expenses of all state departments and agencies. The State Employee Health Fund provides for the administration and distribution of active and retiree healthcare costs statewide. In FY 15 the Department moved the worksite wellness program and employee benefits contracts used for auditing, employee bid preparation, and employee bid review to this fund. A dedicated trust has been set up to fund the liability related to Other Post Employment Benefits (OPEB) on an actuarial basis. An example of OPEB benefits include retiree medical, dental, prescription, and other similar post employment benefits for retired employees and their dependants. In accordance with RIGL 36-12.1-5, the trust began operations in fiscal year 2011. In the FY 2018 revised budget, human resources, information technology, and facilities management transferred to internal service funds pursuant to the authorization by the General Assembly in the FY 2018 Appropriations Act.

Statutory History

The Director of Administration is authorized by R.I.G.L. 35-5 to establish a system of rotary or rotating funds in any state department or agency. R.I.G.L. 36-12.1-5 established the OPEB trust.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Internal Service Programs

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Assessed Fringe Benefit Fund	36,692,751	35,351,581	41,229,448	38,441,994	41,344,188
Automotive Fleet Fund	13,731,772	13,882,444	12,784,388	12,585,970	12,823,759
Central Mail Fund	5,426,515	5,224,095	6,838,505	6,585,595	6,539,120
Central Utilities Fund	14,617,978	21,678,864	24,910,320	22,910,320	22,910,320
Health Insurance Fund	244,114,465	252,895,824	251,804,700	252,129,967	251,953,418
Human Resource Service Centers	0	0	0	12,012,230	12,131,620
Information Processing Fund	0	0	0	32,179,344	32,282,229
Other Post Employment Benefits	38,669,453	40,363,858	63,852,483	63,852,483	63,858,483
Statewide Facility Services	0	0	0	37,286,593	39,212,184
Surplus Property	2,885	1,255	3,000	3,000	3,000
Telecommunications Fund	3,187,069	3,088,863	3,244,413	3,553,922	3,602,419
Total Expenditures	356,442,888	372,486,784	404,667,257	481,541,418	486,660,740
<i>Internal Services</i>	<i>[356,442,888]</i>	<i>[372,486,784]</i>	<i>[404,667,257]</i>	<i>[481,541,418]</i>	<i>[486,660,740]</i>
Expenditures by Object					
Salary and benefits	318,139,607	330,878,796	356,378,018	404,756,732	405,788,796
Contract Professional Services	1,023,485	849,044	1,098,060	5,994,098	6,318,446
Operating supplies and Expenses	34,343,207	37,197,750	45,297,893	68,840,180	72,604,540
Assistance And Grants	225,655	211,190	270,000	270,000	270,000
Subtotal: Operating	353,731,954	369,136,781	403,043,971	479,861,010	484,981,782
Capital Purchases And Equipment	32,985	6,491	149,500	206,622	205,172
Operating Transfers	2,677,949	3,343,512	1,473,786	1,473,786	1,473,786
Subtotal: Other	2,710,934	3,350,003	1,623,286	1,680,408	1,678,958
Total Expenditures	356,442,888	372,486,784	404,667,257	481,541,418	486,660,740
Expenditures by Source of Funds					
Operating Transfers from Other Funds	0	(53,414)	0	0	0
Other Funds	356,442,888	372,540,197	404,667,257	481,541,418	486,660,740
Total Expenditures	356,442,888	372,486,784	404,667,257	481,541,418	486,660,740

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Internal Service Programs

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ACCOUNTANT	1.0	53,819	1.0	54,001
ADMINISTRATIVE SERVICES SPECIALIST (DOA)	3.0	174,316	3.0	176,232
ADMINISTRATOR MANAGEMENT INFORMATION SYSTEMS	10.0	1,060,871	10.0	1,062,676
ADMINISTRATOR- OPERATIONS MANAGEMENT	1.0	98,288	1.0	102,860
ASSISTANT BUILDING AND GROUNDS OFFICER	6.0	352,428	6.0	342,190
ASSISTANT BUSINESS MANAGEMENT OFFICER	1.0	41,987	2.0	76,463
ASSISTANT DIRECTOR CENTRAL INFORMATION MANAGEMENT SVS	4.0	520,555	4.0	521,807
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	7.0	733,282	7.0	730,688
ASSISTANT LABOR RELATIONS HEARING OFFICER	2.0	155,603	1.0	71,157
ASSISTANT RECORDS ANALYST	1.0	53,209	1.0	53,209
ASSISTANT SUPERVISOR COMPUTER OPERATIONS	9.0	565,011	9.0	560,879
ASSOCIATE DIRECTOR (DHS) DIV OF MANAGEMENT SERVICES	1.0	148,993	1.0	149,495
ASSOCIATE DIRECTOR OF ADMINISTRATION-CENTRAL SERVICES	1.0	131,397	1.0	131,397
BUILDING AND GROUNDS OFFICER	3.0	192,765	3.0	202,293
BUILDING SUPERINTENDENT	4.0	177,851	4.0	178,943
BUILDING SYSTEMS TECHNICIAN	1.0	43,796	1.0	43,797
BUSINESS MANAGEMENT OFFICER	1.0	76,369	1.0	76,450
CHIEF CENTRAL POWER PLANT OPERATOR (RIMC)	1.0	80,443	1.0	67,036
CHIEF ENGINEER FOR CAPITAL ASSET MANAGEMENT & MAINTENANCE	1.0	103,957	1.0	109,956
CHIEF IMPLEMENTATION AIDE	9.0	603,813	9.0	562,665
CHIEF OF HUMAN RESOURCES	1.0	96,611	1.0	96,704
CHIEF OF HUMAN RESOURCES SERVICES	1.0	87,201	1.0	87,277
CHIEF OF INTEGRATED FACILITIES MANAGEMENT	1.0	107,066	1.0	109,480
CHIEF POWER PLANT OPERATOR	1.0	61,117	1.0	62,959
CHIEF PROGRAM DEVELOPMENT	1.0	82,220	1.0	82,220
CHIEF PROPERTY MANAGEMENT	4.0	408,514	4.0	399,528
CLAIMS EXAMINER II (STATE EMPLOYEES WORKERS' COMPENS)	7.0	440,226	0.0	0
CLERK SECRETARY	1.0	46,626	1.0	46,997
COMPENSATION CLAIMS ANALYST	0.0	0	7.0	382,878
COMPUTER OPERATOR (OIP)	5.0	196,979	5.0	198,266
COORDINATOR OF EMPLOYEE TRAINING	1.0	90,239	1.0	90,239
DATABASE ADMINISTRATOR	0.0	0	1.0	124,250
DATABASE ADMINISTRATOR ADABAS/NATURAL	2.0	169,830	2.0	176,543

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Internal Service Programs

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
DATABASE MANAGER (DB2)	1.0	88,313	1.0	90,239
DATA CONTROL CLERK	1.0	39,678	1.0	39,678
DATA ENTRY UNIT SUPERVISOR	1.0	62,582	1.0	63,049
DEPUTY CHIEF DIVISION OF FACILITIES MANAGEMENT	4.0	368,749	4.0	377,515
DEPUTY DIRECTOR OF HEALTH	0.0	0	1.0	121,889
DEPUTY PERSONNEL ADMINISTRATOR	4.0	540,219	3.0	379,898
DIRECTOR OF HUMAN RESOURCES	1.0	136,161	1.0	136,161
EMPLOYEE BENEFITS SPECIALIST	3.0	147,186	3.0	147,186
ENERGY CONSERVATION TECHNICIAN	1.0	45,747	1.0	45,747
ENTERPRISE RESOURCE MANAGER (ORACLE ERP MANAGER)	4.0	484,374	3.0	311,451
EXECUTIVE ASSISTANT	1.0	42,976	1.0	42,976
EXECUTIVE DIRECTOR OF HUMAN RESOURCES/ PERSONNEL ADMIN	1.0	140,920	1.0	145,674
FLEET OPERATIONS OFFICER	1.0	59,279	1.0	50,198
GROUND SUPERINTENDENT	1.0	50,053	1.0	50,053
HEATING PLANT OPERATOR	1.0	38,669	1.0	39,088
HUMAN RESOURCE PROGRAM ADMINISTRATOR	5.0	493,344	5.0	507,760
HUMAN RESOURCES ADMINISTRATOR	2.0	231,401	1.0	123,432
HUMAN RESOURCES ANALYST I	10.0	610,472	10.0	601,956
HUMAN RESOURCES ANALYST II (GENERAL)	5.0	333,446	5.0	335,284
HUMAN RESOURCES ANALYST III (GENERAL)	15.0	1,151,082	16.0	1,240,658
HUMAN RESOURCES COORDINATOR	4.0	358,253	4.0	361,250
HUMAN RESOURCES SUPERVISOR	2.0	203,751	2.0	204,440
HUMAN RESOURCES TECHNICIAN	33.0	1,622,995	29.0	1,456,196
HVAC SHOP SUPERVISOR	1.0	60,000	1.0	41,441
IMPLEMENTATION AIDE	4.0	208,952	3.0	149,138
IMPLEMENTATION DIRECTOR POLICY AND PROGRAMS	0.3	28,819	0.0	0
INFORMATION SERVICES TECHNICIAN I	1.0	48,237	1.0	48,327
INFORMATION SYSTEMS GROUP COORDINATOR (OIP)	1.0	109,036	1.0	109,186
INFORMATION TECHNOLOGY PROJECT MANAGER (DOA)	5.0	542,464	5.0	552,742
INTERDEPARTMENTAL PROJECT MANAGER	3.0	283,461	4.0	380,701
JANITOR	8.0	289,273	8.0	285,775
JUNIOR COMPUTER OPERATOR (OIP)	2.0	80,054	2.0	80,384
JUNIOR ELECTRONIC COMPUTER PROGRAMMER	1.0	42,344	1.0	43,758

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Internal Service Programs

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
JUNIOR RESOURCE SPECIALIST	1.0	52,532	0.0	0
LEGAL ASSISTANT	1.0	51,648	1.0	51,765
LEGAL COUNSEL (MHRH)	1.0	105,492	0.0	0
MAINTENANCE SUPERINTENDENT	4.0	199,552	4.0	195,731
MANAGER- WORKERS' COMPENSATION PROGRAM ADMINISTRATION	1.0	94,808	1.0	95,260
MECHANICAL AND ELECTRICAL SHOP SUPERVISOR	3.0	212,375	3.0	182,426
POWER PLANT OPERATOR	5.0	238,902	5.0	234,124
PRINCIPAL COMPUTER OPERATOR (OIP)	2.0	103,011	2.0	102,369
PRINCIPAL ENERGY CONSERVATION TECHNICIAN	1.0	67,121	1.0	67,620
PRINCIPAL ENVIRONMENTAL PLANNER	1.0	78,581	1.0	78,968
PRINCIPAL JANITOR	4.0	163,498	4.0	171,800
PRINCIPAL PROGRAMMER/ANALYST (OIP)	1.0	85,589	1.0	86,182
PRINCIPAL PROPERTY MANAGEMENT OFFICER	1.0	66,644	1.0	62,993
PROGRAMMER/ANALYST I (ADABAS/NATURAL)	1.0	79,762	1.0	80,134
PROGRAMMER/ANALYST I (COBOL/CICS)	4.0	282,769	4.0	283,574
PROGRAMMER/ANALYST II (ADABAS/NATURAL)	2.0	169,646	2.0	169,646
PROGRAMMER/ANALYST II (COBOL/CICS)	4.0	309,467	4.0	310,194
PROGRAMMER/ANALYST III (COBOL/CICS)	6.0	545,249	6.0	547,284
PROGRAMMER/ANALYST III (ORACLE)	2.0	194,991	2.0	212,077
PROGRAMMER/ANALYST III (UNIX/SQL)	8.0	702,108	8.0	723,141
PROGRAMMER/ANALYST II (ORACLE)	5.0	401,923	5.0	429,987
PROGRAMMER/ANALYST II (UNIX/SQL)	12.0	966,406	12.0	988,516
PROGRAMMER/ANALYST I (ORACLE)	1.0	61,473	3.0	172,794
PROGRAMMER/ANALYST I (UNIX/SQL)	7.0	437,144	5.0	314,103
PROGRAMMER/ANALYST MANAGER	11.0	1,034,916	9.0	858,602
PROGRAMMING SERVICES OFFICER	1.0	69,750	1.0	69,750
PROJECT MANAGER I (DOA)	3.0	287,786	2.0	202,863
RECORDS ANALYST	1.0	55,462	1.0	55,462
SENIOR COMPUTER OPERATOR (OIP)	3.0	164,411	3.0	165,381
SENIOR DRAFTPERSON	1.0	50,988	1.0	50,988
SENIOR JANITOR	1.0	44,500	1.0	44,500
SENIOR LEGAL COUNSEL	2.0	190,068	2.0	191,128
SENIOR SYSTEMS ANALYST	2.0	93,136	1.0	57,650
STATE BUILDING AND GROUNDS COORDINATOR	8.0	589,211	8.0	584,672
SUPERINTENDENT (R I TRAINING SCHOOL FOR YOUTH)	1.0	142,000	0.0	0
SUPERVISING ENVIRONMENTAL SCIENTIST	1.0	96,632	1.0	115,958

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Internal Service Programs

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
SUPERVISOR CENTRAL MAIL SERVICES	0.0	0	1.0	38,162
SUPERVISOR COMPUTER OPERATIONS	2.0	126,667	2.0	128,059
SUPERVISOR OF OFFICE SERVICES (DLT)	1.0	86,508	1.0	87,070
SUPERVISOR OF PAINTING PLASTERING MASONRY AND GLAZING	1.0	65,122	1.0	59,748
SUPERVISOR PERSONNEL SUPPORT SERVICES	1.0	75,607	1.0	75,850
SYSTEMS ADMINISTRATOR (MHRH)	3.0	298,710	4.0	382,579
SYSTEMS SUPPORT TECHNICIAN I	2.0	97,892	2.0	98,085
SYSTEMS SUPPORT TECHNICIAN II	11.0	549,752	10.0	502,487
SYSTEMS SUPPORT TECHNICIAN III	1.0	52,821	2.0	99,544
TECHNICAL SUPPORT MANAGER (UNIX/NETWORKS/ TELECOMMUNIC.)	6.0	586,608	6.0	589,471
TECHNICAL SUPPORT SPECIALIST II (DOS/MVS)	2.0	162,735	2.0	163,294
TECHNICAL SUPPORT SPECIALIST III (DOS/MVS)	2.0	163,307	2.0	167,587
TECHNICAL SUPPORT SPECIALIST III (TELECOMMUNICATIONS)	0.0	0	2.0	151,517
TECHNICAL SUPPORT SPECIALIST III (UNIX/ NETWORKS)	17.0	1,449,432	18.0	1,563,265
TECHNICAL SUPPORT SPECIALIST II (OS 400/ NETWORK)	3.0	256,372	3.0	281,777
TECHNICAL SUPPORT SPECIALIST II (UNIX/ NETWORKS)	24.0	1,883,676	24.0	1,958,889
TECHNICAL SUPPORT SPECIALIST I (TELECOMMUNICATIONS)	5.0	365,964	3.0	200,167
TECHNICAL SUPPORT SPECIALIST I (UNIX/ NETWORKS)	4.0	253,864	4.0	258,406
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR I	1.0	45,463	1.0	45,772
WASTEWATER TREATMENT FACILITIES PROCESS MONITOR II	1.0	58,714	1.0	59,070
WEB DEVELOPMENT MANAGER	1.0	77,519	1.0	81,206
Subtotal Classified	420.3	31,243,956	412.0	30,644,414
Unclassified				
ADMINISTRATIVE ASSISTANT	0.0	0	2.0	113,800
AUTOMOTIVE MECHANIC	1.0	42,854	1.0	47,139
AUTOMOTIVE SERVICE SUPERVISOR	1.0	50,220	1.0	60,264
CARPENTER	4.0	172,858	4.0	182,963
CHIEF DIGITAL OFFICER	1.0	205,706	1.0	205,706
CHIEF INFORMATION OFFICER	1.0	146,026	1.0	146,026
CLEANER (PUBLIC BUILDINGS)	1.5	42,063	1.5	46,040

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Internal Service Programs

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Unclassified				
DEPUTY DIRECTOR	1.0	93,238	1.0	106,197
ELECTRICIAN	4.0	180,631	4.0	187,498
HUMAN RESOURCES ANALYST III (CLASS & ORGANIZ ANALYSIS)	1.0	75,467	1.0	78,363
LABORER SUPERVISOR	1.0	40,797	1.0	42,837
LICENSED STEAMFITTER	1.0	42,890	1.0	42,890
Overtime	0.0	0	3.0	807,904
PLUMBER	1.0	48,280	1.0	53,108
PLUMBER SUPERVISOR	1.0	55,681	2.0	125,425
SEMI-SKILLED LABORER	2.8	114,016	1.0	51,307
SENIOR GARDENER	1.0	45,752	1.0	45,752
SENIOR MAINTENANCE TECHNICIAN	13.0	567,893	14.0	638,136
SUPERVISING EMPLOYEE RELATIONS OFFICER	1.0	80,639	1.0	96,767
TASK FORCE AGENT/INSPECTOR	1.0	70,559	1.0	74,087
WASTEWATER TREATMENT FACILITIES OPERATOR I	1.0	36,941	1.0	36,941
ZFTE Reconciliation to Authorization	(60.0)	0	(61.0)	0
Subtotal Unclassified	(20.7)	2,112,511	(16.5)	3,189,149
Subtotal	399.5	33,356,467	395.5	33,833,563
Transfer Out		0		(1,338,720)
Transfer In		0		828,654
Overtime (1.5)		998,902		948,373
Seasonal/Special Salaries/Wages		91,926		315,589
Turnover		(151,188)		(997,488)
Total Salaries		32,922,202		33,589,976
Benefits				
FICA		2,881,076		2,941,989
Health Benefits		320,823,565		320,734,464
Holiday		82,587		80,842
Other		5,596,104		5,596,104
Payroll Accrual		187,955		183,421
Retiree Health		1,913,164		1,884,799
Retirement		8,322,130		8,925,364
Workers Compensation		30,515,000		30,515,000
Subtotal		370,321,581		370,861,983

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Internal Service Programs

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Total Salaries and Benefits	399.5	403,243,783	395.5	404,451,959
Cost Per FTE Position (Excluding Temp. and Seasonal)		877,571		885,985
Statewide Benefit Assessment		1,512,949		1,336,837
Payroll Costs	399.5	404,756,732	395.5	405,788,796
Purchased Services				
Buildings and Ground Maintenance		911,501		912,660
Clerical and Temporary Services		548		537
Design and Engineering Services		377,482		387,062
Information Technology		1,011,100		1,256,748
Legal Services		34,458		34,458
Management & Consultant Services		3,560,402		3,677,402
Medical Services		3,000		3,000
Other Contracts		95,491		45,809
Training and Educational Services		116		770
Subtotal		5,994,098		6,318,446
Total Personnel	399.5	410,750,830	395.5	412,107,242
Distribution by Source of Funds				
Other Funds		410,750,830		412,107,242
Total All Funds		410,750,830		412,107,242

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Legal Services

Mission

To provide a centralized legal structure within the Executive Branch to manage, coordinate, maintain and provide in-house legal services and certain non-programmatic legal services, including developing various areas of legal expertise, templates, legal resources and knowledge to assist the legal divisions of the departments and agencies in the Executive branch. To coordinate the hiring of outside legal counsel in the Executive Branch in an efficient manner. To assign legal staff (attorneys, hearing officers, paralegals, legal assistants and support staff) in a manner that is appropriate for his/her level of expertise and experience to utilize legal resources in the most cost effective and efficient manner. To represent the Department of Administration in litigation; provide legal risk management services; and provide a central hearing office for the department and other agencies upon request. To standardize legal policies and procedures across the Executive Branch and reduce redundant legal processes and work to improve the efficiency and quality of legal services. To coordinate and develop labor negotiation strategy on a statewide basis and represent the Executive Branch in all legal forums in all labor relations and employment law matters that have statewide impact. To provide hearing officers for grievances and other administrative adjudication matters that are required by law, by conflict, or as needed, and requested by the Executive Branch.

Description

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

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Legal Services

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Legal Services	2,131,683	1,893,892	2,170,956	2,144,274	2,376,888
Total Expenditures	2,131,683	1,893,892	2,170,956	2,144,274	2,376,888
Expenditures by Object					
Salary and benefits	1,754,721	1,720,422	2,001,624	1,758,821	2,091,311
Contract Professional Services	310,281	125,858	100,200	300,200	200,200
Operating supplies and Expenses	64,208	45,757	66,657	82,778	82,902
Subtotal: Operating	2,129,210	1,892,036	2,168,481	2,141,799	2,374,413
Capital Purchases And Equipment	2,473	1,856	2,475	2,475	2,475
Subtotal: Other	2,473	1,856	2,475	2,475	2,475
Total Expenditures	2,131,683	1,893,892	2,170,956	2,144,274	2,376,888
Expenditures by Source of Funds					
General Revenue	2,131,683	1,893,892	2,170,956	2,144,274	2,376,888
Total Expenditures	2,131,683	1,893,892	2,170,956	2,144,274	2,376,888

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Legal Services

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ADMINISTRATIVE AND LEGAL SUPPORT SERVICES ADMINISTRATOR	1.0	121,889	1.0	121,889
ADMINISTRATIVE OFFICER	1.0	52,877	0.0	0
ADMINISTRATOR ADJUDICATION	1.0	113,048	1.0	124,353
ASSISTANT DIRECTOR FOR SPECIAL PROJECTS	1.0	108,003	1.0	113,403
CHIEF IMPLEMENTATION AIDE	0.0	0	1.0	59,916
CHIEF LEGAL COUNSEL-STATE LABOR RELATIONS	1.0	107,615	1.0	107,615
CHIEF OF LEGAL SERVICES	2.0	175,686	2.0	205,363
DEPUTY CHIEF OF LEGAL SERVICES	3.0	238,887	4.0	344,261
EXECUTIVE ASSISTANT	1.0	39,842	1.0	40,031
IMPLEMENTATION AIDE	1.0	58,161	1.0	68,339
LEGAL COUNSEL	2.6	206,704	0.6	57,507
LEGAL COUNSEL (MHRH)	1.0	105,492	1.0	105,492
SENIOR LEGAL COUNSEL	0.0	0	2.0	155,006
SENIOR WORD PROCESSING TYPIST	1.0	69,076	0.0	0
Subtotal Classified	16.6	1,397,280	16.6	1,503,174
Subtotal	16.6	1,397,280	16.6	1,503,174
Transfer Out		0		(31,521)
Turnover		(112,348)		(147,792)
Total Salaries		1,127,421		1,323,862
Benefits				
FICA		86,515		101,278
Health Benefits		125,570		200,588
Payroll Accrual		6,407		7,449
Retiree Health		67,419		56,508
Retirement		291,861		358,160
Subtotal		577,772		723,983
Total Salaries and Benefits	16.6	1,705,193	16.6	2,047,845
Cost Per FTE Position (Excluding Temp. and Seasonal)		102,722		123,364.16
Statewide Benefit Assessment		53,628		43,466
Payroll Costs	16.6	1,758,821	16.6	2,091,311
Purchased Services				
Clerical and Temporary Services		200		200
Legal Services		300,000		200,000
Subtotal		300,200		200,200

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Legal Services

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Total Personnel	16.6	2,059,021	16.6	2,291,511
Distribution by Source of Funds				
General Revenue		2,059,021		2,291,511
Total All Funds		2,059,021		2,291,511

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Facilities Management

Mission

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

Description

The Division of Facilities Management provides maintenance and operations services at 140 buildings under the direct jurisdiction of the Department of Administration. This includes the building at the Capitol Hill Complex, Pastore Center, Zambarano Campus, Veteran's Home, Ladd Center, and numerous other that buildings throughout the State. The responsibility for building operations includes capital improvements, general maintenance, janitorial services, maintenance and operation of boilers and mechanical equipment, electrical power and distribution. State Fleet maintains and operates 15 state fuel depots, administers the repair program for state vehicles, and administrators the purchasing and disposal of state vehicles. The Division also oversees environmental compliance of various state facilities and properties with environmental conditions that warrant remediation and/or permitting. This program merged into the Capital Asset Maintenance and Management program in FY 2017.

Statutory History

Executive Order 04-04 establishes and defines the duties of the Division of Facilities Management. R.I.G.L. 42-11-2 and Executive Order 86-15 establish the duties, authority and responsibilities of the property management and buildings and grounds functions. R.I.G.L. 42-11-2 establishes authority for the surplus state property program, the repair and operation of the State House, the State Office building and other premises, and control and supervision of the acquisition, operation, maintenance, repair and replacement of state-owned motor vehicles. R.I.G.L. 42-56.2 establishes the Federal Surplus Property program.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Facilities Management

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Facilities Centralization	27,596,924	0	0	0	0
Operations and Maintenance	8,272,282	0	0	0	0
Total Expenditures	35,869,206	0	0	0	0
Expenditures by Object					
Salary and benefits	10,286,892	0	0	0	0
Contract Professional Services	3,601,034	0	0	0	0
Operating supplies and Expenses	21,757,755	0	0	0	0
Assistance And Grants	580	0	0	0	0
Subtotal: Operating	35,646,261	0	0	0	0
Capital Purchases And Equipment	222,945	0	0	0	0
Subtotal: Other	222,945	0	0	0	0
Total Expenditures	35,869,206	0	0	0	0
Expenditures by Source of Funds					
General Revenue	30,301,593	0	0	0	0
Federal Funds	1,614,126	0	0	0	0
Restricted Receipts	628,151	0	0	0	0
Other Funds	3,325,336	0	0	0	0
Total Expenditures	35,869,206	0	0	0	0

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Capital Projects and Property Management

Mission

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

Description

The Division of Capital Projects and Property Management is responsible for the planning, design and construction of new state facilities and the major renovation of existing buildings. The Division conducts feasibility studies, hires architects, engineers and other design professionals, retain services of building contractors through state's purchasing bidding process, and oversees projects from design conception through turnover of building construction/renovation to the end user agency. It also solicits, negotiates and administers real estate purchases and/or leases. The Division conducts ongoing assessments of the State's space needs for governmental activities, allocates space and oversees capital planning and development. This program merged into the Capital Asset Maintenance and Management program in FY 2017.

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Capital Projects and Property Management

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Capital Projects	1,580,800	0	0	0	0
Total Expenditures	1,580,800	0	0	0	0
Expenditures by Object					
Salary and benefits	1,550,966	0	0	0	0
Contract Professional Services	2,900	0	0	0	0
Operating supplies and Expenses	25,902	0	0	0	0
Subtotal: Operating	1,579,768	0	0	0	0
Capital Purchases And Equipment	1,032	0	0	0	0
Subtotal: Other	1,032	0	0	0	0
Total Expenditures	1,580,800	0	0	0	0
Expenditures by Source of Funds					
General Revenue	1,580,800	0	0	0	0
Total Expenditures	1,580,800	0	0	0	0

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Information Technology

Mission

To enable State Government to meet its goals effectively and efficiently by providing leadership in the application of information technology and delivering secure, innovative, and reliable technology solutions in the most responsive and effective manner; and to continually address the ever changing information technology landscape to improve access to information, to stimulate business activity and to ultimately address the needs of all Rhode Island citizens. The duties of ETSS are to:

- Manage the implementation of all new and mission critical technology infrastructure projects and upgrades for state agencies. The office of information technology, under ETSS, shall manage and support all day-to-day operations of the state's technology infrastructure, telecommunications, and associated applications.
- Manage the office of digital excellence in order to ensure that large scale technology projects are delivered in a timely manner in accordance with accepted best industry practices.
- To oversee the chief of library services and the office of library and information services to ensure that this office fulfills its statutory duties in an effective manner.
- Coordinate efforts with the director of administration in order to plan, allocate and implement projects supported by the information technology investment fund.
- Supervise all intellectual property created as a result of work undertaken by employees of ETSS to ensure that ownership of this intellectual property remains with the state. Any patents applied for shall be in the name of the state.

Description

The Division of Enterprise Technology Strategy and Service, which shall include the office of information technology, the office of digital excellence (ODE), and the office of library and information services (OLIS). Within ETSS, there shall be a chief digital officer in the unclassified service who shall oversee and manage the division and shall be appointed by the director of administration. Any prior reference in statute to the division of information technology shall now mean ETSS. The chief digital officer shall supervise the state's chief information officer, chief technology officer, chief information security officer, the directors of information technology and all associated employees. The focus of ETSS will be to lead the strategic technology decisions and efforts across all of the executive branch state agencies, identify opportunities to implement technology solutions across state agencies to prevent duplication of systems and effort, as well as effectively support these solutions in an efficient manner.

Statutory History

April 29, 2004 Executive Order 04-06 establishes and defines the duties and responsibilities of the Division of Information Technology (DoIT) within the Department of Administration. § 42-11-2.5 Information technology investment fund established. § 42-11-2.6 Establishment of Office of Digital Excellence. § 42-11-2.7 July, 2016 Division of enterprise technology strategy and service established by General Assembly. In the FY 2018 revised recommendation, the majority of the information technology program is shifted to internal service funds pursuant to the authorization provided by the General Assembly in the FY 2018 Appropriations Act.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Information Technology

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Doit Operations	17,625,553	16,804,261	14,155,953	1,459,014	1,470,255
Doit Project Management	0	928,607	1,071,936	0	0
Enterprise Technology, Strategy & Service	0	0	337,692	0	0
Executive Director-CIO	335,673	689,445	3,262,130	0	0
Information Technology	6,994,700	9,620,376	11,566,832	10,165,230	10,343,243
IT Centralization	10,521,162	10,229,039	7,935,881	89,174	88,071
Networking And Security	0	0	3,948,295	0	0
Total Expenditures	35,477,088	38,271,729	42,278,719	11,713,418	11,901,569
Expenditures by Object					
Salary and benefits	23,199,963	24,223,775	25,848,981	403,392	406,244
Contract Professional Services	2,360,094	3,193,510	1,147,727	182,000	115,000
Operating supplies and Expenses	6,965,963	5,813,742	6,270,911	2,128,026	2,380,325
Subtotal: Operating	32,526,020	33,231,027	33,267,619	2,713,418	2,901,569
Capital Purchases And Equipment	2,951,068	5,040,702	9,011,100	9,000,000	9,000,000
Subtotal: Other	2,951,068	5,040,702	9,011,100	9,000,000	9,000,000
Total Expenditures	35,477,088	38,271,729	42,278,719	11,713,418	11,901,569
Expenditures by Source of Funds					
General Revenue	19,579,828	20,062,879	22,146,644	1,459,014	1,470,255
Federal Funds	6,703,883	6,254,375	6,655,755	182,000	115,000
Restricted Receipts	6,543,175	9,188,825	10,777,319	9,983,230	10,228,243
Other Funds	2,650,202	2,765,650	2,699,001	89,174	88,071
Total Expenditures	35,477,088	38,271,729	42,278,719	11,713,418	11,901,569

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Information Technology

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
INTERDEPARTMENTAL PROJECT MANAGER	1.0	88,093	0.0	0
PRINCIPAL ECONOMIC AND POLICY ANALYST	0.0	0	1.0	90,239
Subtotal Classified	1.0	88,093	1.0	90,239
Subtotal	1.0	88,093	1.0	90,239
Transfer Out		0		0
Transfer In		172,105		163,393
Longevity Pay		0		(1,932)
Salaries Adjustment		0		731,405
Turnover		0		(729,473)
Total Salaries		248,571		253,632
Benefits				
FICA		16,500		17,465
Health Benefits		46,397		39,300
Payroll Accrual		1,423		1,456
Retiree Health		14,840		15,167
Retirement		63,853		67,557
Subtotal		143,013		140,945
Total Salaries and Benefits	1.0	391,584	1.0	394,577
Cost Per FTE Position (Excluding Temp. and Seasonal)		391,584		394,577
Statewide Benefit Assessment		11,808		11,667
Payroll Costs	1.0	403,392	1.0	406,244
Purchased Services				
Information Technology		182,000		115,000
Subtotal		182,000		115,000
Total Personnel	1.0	585,392	1.0	521,244
Distribution by Source of Funds				
Federal Funds		182,000		115,000
Restricted Receipts		403,392		406,244
Total All Funds		585,392		521,244

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Library and Information Services

Mission

Enforce public library and library network standards and exercise general coordination and supervision over interlibrary cooperation and resource sharing in the state, including interlibrary loan and delivery. Distribute state funds for public library development, interlibrary cooperation, and resource sharing in accordance with law and regulation of the library board. Give assistance, advice, continuing education, and counsel to public libraries and to participants in interlibrary cooperation and resource sharing activities. Maintain and develop the Library of Rhode Island Network. Promote library development statewide by providing for various state and federal grant programs to public and institutional libraries, including funds distributed under the federal Library Services and Technology Act. Provide library services to individuals with disabilities through the Talking Books Plus program, including the RI Regional Library for the Blind and Physically Handicapped of the Library of Congress National Library Service. Provide for statewide reference service through online services of "AskRI". Coordinate with all other state departments and agencies in the provision of library services to state government and to the public.

Description

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

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Library and Information Services

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Library Services	2,286,807	2,336,188	2,642,845	2,770,642	2,652,768
Total Expenditures	2,286,807	2,336,188	2,642,845	2,770,642	2,652,768
Expenditures by Object					
Salary and benefits	1,282,600	1,318,993	1,576,995	1,655,131	1,627,417
Contract Professional Services	24,278	23,225	25,000	30,000	28,225
Operating supplies and Expenses	970,114	986,076	1,037,850	1,080,261	991,876
Subtotal: Operating	2,276,992	2,328,293	2,639,845	2,765,392	2,647,518
Capital Purchases And Equipment	9,815	7,895	3,000	5,250	5,250
Subtotal: Other	9,815	7,895	3,000	5,250	5,250
Total Expenditures	2,286,807	2,336,188	2,642,845	2,770,642	2,652,768
Expenditures by Source of Funds					
General Revenue	1,217,578	1,341,629	1,479,475	1,476,759	1,426,852
Federal Funds	1,069,279	994,559	1,157,870	1,288,383	1,220,416
Restricted Receipts	(50)	0	5,500	5,500	5,500
Total Expenditures	2,286,807	2,336,188	2,642,845	2,770,642	2,652,768

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Library and Information Services

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ASSISTANT ADMINISTRATIVE OFFICER	1.0	47,228	1.0	47,228
CHIEF OF LIBRARY SERVICES	1.0	123,607	1.0	135,968
INFORMATION SERVICES TECHNICIAN II	3.0	146,971	3.0	160,352
LIBRARY PROGRAM MANAGER I	2.0	174,312	2.0	182,503
LIBRARY PROGRAM SPECIALIST II	3.0	193,686	3.0	214,362
LIBRARY PROGRAM SPECIALIST III	3.0	246,666	3.0	260,359
Subtotal Classified	13.0	932,470	13.0	1,000,772
Subtotal	13.0	932,470	13.0	1,000,772
Seasonal/Special Salaries/Wages		0		2,300
Turnover		76,615		0
Total Salaries		1,045,823		1,003,074
Benefits				
FICA		68,152		76,499
Health Benefits		206,440		172,572
Payroll Accrual		5,161		5,716
Retiree Health		53,287		55,245
Retirement		233,871		271,819
Subtotal		566,911		581,851
Total Salaries and Benefits	13.0	1,612,734	13.0	1,584,925
Cost Per FTE Position (Excluding Temp. and Seasonal)		124,056		121,917.31
Statewide Benefit Assessment		42,397		42,492
Payroll Costs	13.0	1,655,131	13.0	1,627,417
Purchased Services				
Training and Educational Services		30,000		28,225
Subtotal		30,000		28,225
Total Personnel	13.0	1,685,131	13.0	1,655,642
Distribution by Source of Funds				
General Revenue		886,277		880,173
Federal Funds		798,854		775,469
Total All Funds		1,685,131		1,655,642

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Planning

Mission

To administer technical and financial assistance to and supervise selected activities of cities and towns in organization, planning, and management; to prepare, maintain, and encourage implementation of strategic plans and the State Guide Plan; to coordinate activities among state agencies, and economic development.

Description

The Division of Planning is comprised of three subprograms: Statewide Planning, Strategic Planning and Economic Development, and the Water Resources Board. Statewide Planning is responsible for preparing, adopting, and amending strategic plans for the physical, economic, and social development of the state. It also includes the State Planning Council, which is comprised of state and local government officials, public members, and federal officials in an advisory capacity and serves as the State's Metropolitan Planning Organization responsible for the planning and prioritizing of state and federal transportation funding. Strategic Planning and Economic Development is involved in all major interest areas using policy analysis and the planning process to prepare issue briefs and draft strategic plans that address current topics of special interest. It also is responsible for the development of the Comprehensive Economic Development Strategy (CEDS) and receives support from the federal Economic Development Administration. The Water Resources Board (WRB) is the State's water supply agency responsible for the proper use, development, protection and conservation of the State's water resources. The WRB manages the planning and development of the twenty nine major water supply systems and manages the Big River Management Area, the State's primary water resource reservation area. The WRB also performs scientific research and capital projects required to fulfill its mission.

Statutory History

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

The FY 2018 revised recommendation shifts the Water Resource Board to the Division of Public Utilities and Carriers.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Planning

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Housing and Comm. Development	(3)	0	0	15,291	15,448
Statewide Planning	3,521,952	3,070,692	5,502,111	5,012,185	5,240,378
Total Expenditures	3,521,949	3,070,692	5,502,111	5,027,476	5,255,826
Expenditures by Object					
Salary and benefits	2,376,402	2,286,060	2,974,195	2,454,374	2,681,695
Contract Professional Services	267,711	68,125	259,000	204,000	204,000
Operating supplies and Expenses	126,073	91,312	103,663	208,049	209,078
Assistance And Grants	730,383	612,351	2,154,200	2,150,000	2,150,000
Subtotal: Operating	3,500,569	3,057,848	5,491,058	5,016,423	5,244,773
Capital Purchases And Equipment	21,380	12,845	11,053	11,053	11,053
Subtotal: Other	21,380	12,845	11,053	11,053	11,053
Total Expenditures	3,521,949	3,070,692	5,502,111	5,027,476	5,255,826
Expenditures by Source of Funds					
General Revenue	1,195,042	955,405	1,271,483	465,371	498,353
Federal Funds	585,147	24,310	1,000	15,291	15,448
Operating Transfers from Other Funds	1,741,760	2,090,977	4,229,628	4,546,814	4,742,025
Total Expenditures	3,521,949	3,070,692	5,502,111	5,027,476	5,255,826

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Planning

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ASSISTANT CHIEF OF PLANNING	2.0	163,768	2.0	167,588
ASSOCIATE DIRECTOR- DIVISION OF PLANNING	1.0	117,128	1.0	117,128
CHIEF OFFICE OF SYSTEMS PLANNING	1.0	90,239	1.0	90,239
EXECUTIVE ASSISTANT	1.0	50,930	1.0	51,138
FISCAL MANAGEMENT OFFICER	1.0	63,303	1.0	63,303
GEOGRAPHIC INFORMATION SYSTEM SPECIALIST II	1.0	67,621	1.0	67,620
INFORMATION SERVICES TECHNICIAN II	1.0	55,494	1.0	55,614
PRINCIPAL PLANNER	8.0	515,333	8.0	545,261
PRINCIPAL RESEARCH TECHNICIAN	1.0	59,709	1.0	59,709
SENIOR PLANNER	2.0	119,412	2.0	119,412
SUPERVISING PLANNER	4.0	308,997	4.0	309,267
Subtotal Classified	23.0	1,611,934	23.0	1,646,280
Subtotal	23.0	1,611,934	23.0	1,646,280
Transfer Out		0		0
Transfer In		13,206		12,802
Turnover		0		(63,146)
Total Salaries		1,474,578		1,595,943
Benefits				
FICA		133,999		122,112
Health Benefits		289,704		355,504
Payroll Accrual		8,649		9,151
Retiree Health		88,032		91,475
Retirement		389,371		434,097
Subtotal		909,755		1,012,339
Total Salaries and Benefits	23.0	2,384,333	23.0	2,608,282
Cost Per FTE Position (Excluding Temp. and Seasonal)		103,667		113,403.57
Statewide Benefit Assessment		70,041		73,413
Payroll Costs	23.0	2,454,374	23.0	2,681,695
Purchased Services				
Management & Consultant Services		204,000		204,000
Subtotal		204,000		204,000
Total Personnel	23.0	2,658,374	23.0	2,885,695

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Planning

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Distribution by Source of Funds				
General Revenue		328,696		360,806
Operating Transfers from Other Funds		2,329,678		2,524,889
Total All Funds		2,658,374		2,885,695

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Personnel and Operational Reforms

Mission

To address funding requirements associated with personnel and operating reforms throughout the state.

Description

This program is used to book proposed savings associated with personnel and operating reforms throughout the state. Often these savings give the state the ability to provide government with flexibility in hiring and managing personnel as well as address structural challenges. Operational reforms promote more efficiencies in state government and provide savings.

Statutory History

The Governor recommends these proposals as part of the FY 2019 Appropriations Act.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Personnel and Operational Reforms

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Reduction in Force Savings	0	0	(30,080,124)	(8,750,000)	(13,700,000)
Total Expenditures	0	0	(30,080,124)	(8,750,000)	(13,700,000)
Expenditures by Object					
Salary and benefits	0	0	(23,700,000)	0	0
Contract Professional Services	0	0	(400,000)	0	(350,000)
Operating supplies and Expenses	0	0	(5,980,124)	(8,750,000)	(13,350,000)
Subtotal: Operating	0	0	(30,080,124)	(8,750,000)	(13,700,000)
Total Expenditures	0	0	(30,080,124)	(8,750,000)	(13,700,000)
Expenditures by Source of Funds					
General Revenue	0	0	(30,080,124)	(8,750,000)	(13,700,000)
Total Expenditures	0	0	(30,080,124)	(8,750,000)	(13,700,000)

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Personnel and Operational Reforms

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Purchased Services				
Management & Consultant Services		0		(350,000)
Subtotal		0		(350,000)
Total Personnel	0.0	0	0.0	(350,000)
Distribution by Source of Funds				
General Revenue		0		(350,000)
Total All Funds		0		(350,000)

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Energy Resources

Mission

The mission of the Office of Energy Resources (OER) is to lead Rhode Island to a secure, cost-effective, and sustainable energy future. OER is actively supporting the development of a clean energy economy that will create jobs; foster new business investment opportunities; reduce long-term energy costs and mitigate price volatility; and enhance reliability through the diversification of our energy portfolio; and advance important environmental policy goals by reducing our reliance on carbon emitting sources of energy. OER's work involves the adoption of policies addressing energy efficiency and system reliability, renewable energy, petroleum reduction and reduction of carbon emissions. OER works at all levels - local, state, regional, and federal - to advance these and other State energy policy goals. To ensure that the federal programs overseen by the Office are up-to date in terms of administrative practices and are efficiently organized and implemented. To seek federal funding opportunities and implement grant-funded programs that establish Rhode Island as a national leader on energy policy and innovation. To work in partnership with municipalities and with the DOA Division of Capital Assets, Management and Maintenance to reduce public sector energy consumption and costs; increase the use of clean energy resources at public facilities; and reduce public sector carbon emissions. OER is also responsible for the tracking and management of State energy data. To lead, coordinate, and strengthen energy planning in Rhode Island by working in collaboration with various agencies and commissions including, but not limited to, the Energy Efficiency Resource Management Council (EERMC), the Distributed Generation Contracting Board (DG Board), the Executive Climate Change Coordinating Council, the State Planning Council, CommerceRI, the Department of Environmental Management, the Department of Administration, the Division of Public Utilities and Carriers, and the Public Utilities Commission. To support and manage the development of energy efficiency and renewable energy programs in the state in a coordinated integrated manner. To develop the Rhode Island Energy Assurance Plan to prepare for and respond to energy emergencies and enhance energy security.

Description

OER provides comprehensive and integrated development, administration and oversight of energy policies, plans, and programs to meet state and federal requirements and is responsible for applying for and administering federal energy grants. OER works closely with two appointed bodies, the EERMC and the DG Board. . The EERMC provides publicly-accountable ratepayer oversight of energy efficiency programs; the OER Commissioner serves as the non-voting Executive Director of the EERMC. The DG Board oversees the Rhode Island Renewable Energy Growth Program and includes representatives from various energy stakeholder groups..

Statutory History

OER was created in 2006 to consolidate state energy programs. OER's mission expanded in 2012 as outlined in R.I.G.L. 23-82-6, 39-1-27.7 through 10, and 42-140.1.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Energy Resources

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Energy Resources	16,613,909	9,078,261	12,133,823	10,554,566	8,704,012
Total Expenditures	16,613,909	9,078,261	12,133,823	10,554,566	8,704,012
Expenditures by Object					
Salary and benefits	1,523,298	1,479,178	1,673,181	1,620,842	1,554,539
Contract Professional Services	34,876	173,728	415,008	433,017	386,712
Operating supplies and Expenses	309,339	6,702,649	126,867	8,179,966	6,618,856
Assistance And Grants	14,525,962	201,585	9,913,767	317,593	138,905
Subtotal: Operating	16,393,475	8,557,139	12,128,823	10,551,418	8,699,012
Capital Purchases And Equipment	220,434	521,122	5,000	3,148	5,000
Subtotal: Other	220,434	521,122	5,000	3,148	5,000
Total Expenditures	16,613,909	9,078,261	12,133,823	10,554,566	8,704,012
Expenditures by Source of Funds					
Federal Funds	406,217	626,203	723,171	765,705	524,820
Restricted Receipts	16,207,692	8,452,059	11,410,652	9,788,861	8,179,192
Total Expenditures	16,613,909	9,078,261	12,133,823	10,554,566	8,704,012

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Energy Resources

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ADMINISTRATOR- FINANCIAL MANAGEMENT	1.0	102,506	1.0	102,506
ADMINISTRATOR OF ENERGY PROGRAMS	0.0	0	1.0	81,682
CHIEF IMPLEMENTATION AIDE	1.0	57,006	1.0	59,738
CHIEF PROGRAM DEVELOPMENT	6.0	461,454	3.0	234,915
DEPUTY COMMISSIONER- OFFICE OF ENERGY RESOURCES	1.0	121,255	1.0	123,753
INTERDEPARTMENTAL PROJECT MANAGER	1.0	111,283	2.0	198,177
PROGRAMMING SERVICES OFFICER	1.0	69,750	2.0	139,500
Subtotal Classified	11.0	923,254	11.0	940,271
Unclassified				
COMMISSIONER OF ENERGY RESOURCES	1.0	119,983	1.0	122,186
Subtotal Unclassified	1.0	119,983	1.0	122,186
Subtotal	12.0	1,043,237	12.0	1,062,457
Transfer Out		0		(111,167)
Transfer In		0		31,521
Seasonal/Special Salaries/Wages		8,190		(17,635)
Total Salaries		1,033,271		965,175
Benefits				
FICA		78,533		75,916
Health Benefits		121,960		135,907
Payroll Accrual		5,960		5,682
Retiree Health		63,665		58,772
Retirement		268,375		267,672
Subtotal		538,493		543,949
Total Salaries and Benefits	12.0	1,571,764	12.0	1,509,124
Cost Per FTE Position (Excluding Temp. and Seasonal)		130,980		125,760.33
Statewide Benefit Assessment		49,078		45,415
Payroll Costs	12.0	1,620,842	12.0	1,554,539
Purchased Services				
Clerical and Temporary Services		77,981		77,980
Management & Consultant Services		125,000		20,000
Other Contracts		216,232		288,732
Training and Educational Services		13,804		0
Subtotal		433,017		386,712

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Energy Resources

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Total Personnel	12.0	2,053,859	12.0	1,941,251
Distribution by Source of Funds				
Federal Funds		401,928		323,231
Restricted Receipts		1,651,931		1,618,020
Total All Funds		2,053,859		1,941,251

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Construction Permitting, Approvals and Licensing

Mission

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

Description

Building Code Commission is responsible for adopting, promulgating, and administering a state building code for the purpose of regulating the design, construction, and use of buildings or structures. The Commission oversees the approval of state projects for conformance to ADA and accessibility standards and building codes. The commission conducts a variety of training programs for code officials and building trade's people. Contractors' Registration and Licensing Board provides a dispute resolution process that criminally prosecutes cases when not resolved through the Attorney General's Office in District Court. The Board establishes standards and enforces the rules and regulations enacted. Fire Code Board of Appeal and Review adopts fire safety codes, provides hearings for code appeals and disseminates training and technical assistance to local governmental authorities.

Statutory History

RIGL 5-65-15.1 establishes the duties, authority and responsibility of the State Building Commission. RIGL 23-27.3-100 et. al. establishes statutory provisions used in conjunction with additional regulations and administrative provisions contained within the individual codes. RIGL 5-65 et. El., establishes and sets the legislative operating authority for the Contractors' Registration and Licensing Board. Chapter 5-73 sets regulations and the Boards authority over roofing contractors. Chapter 5-65.1 regulates Home Inspectors, which falls under the jurisdiction of the Board; and Chapter 5-65.2 governs the well drillers. RIGL 23-28.3-1 governs the Fire Code Board of Appeal and Review. The Governor proposes that the Construction, Permitting, Approvals, and Licensing Program be moved to the Department of Business Regulations in FY 2019.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Construction Permitting, Approvals and Licensing

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	2,630,687	2,913,525	2,978,845	3,718,340	0
Total Expenditures	2,630,687	2,913,525	2,978,845	3,718,340	0
Expenditures by Object					
Salary and benefits	2,511,973	2,694,571	2,695,632	2,822,470	0
Contract Professional Services	2,422	7,931	4,600	4,600	0
Operating supplies and Expenses	102,399	198,392	258,613	871,270	0
Subtotal: Operating	2,616,794	2,900,893	2,958,845	3,698,340	0
Capital Purchases And Equipment	13,893	12,631	20,000	20,000	0
Subtotal: Other	13,893	12,631	20,000	20,000	0
Total Expenditures	2,630,687	2,913,525	2,978,845	3,718,340	0
Expenditures by Source of Funds					
General Revenue	1,543,702	1,696,350	1,790,975	2,087,097	0
Restricted Receipts	1,086,985	1,217,175	1,187,870	1,631,243	0
Total Expenditures	2,630,687	2,913,525	2,978,845	3,718,340	0

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Construction Permitting, Approvals and Licensing

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ARCHITECT BUILDING COMMISSION	1.0	83,713	0.0	0
CHIEF OF INSPECTIONS	4.0	326,102	0.0	0
CHIEF STATE BUILDING CODE OFFICIAL (PLUMBING/ MECH INSP)	1.0	81,401	0.0	0
ENFORCEMENT AIDE	2.0	95,539	0.0	0
EXECUTIVE DIRECTOR CONTRACTORS' REGISTRATION BOARD	1.0	105,648	0.0	0
EXECUTIVE DIRECTOR FIRE SAFETY CODE OF APPEAL & REVIEW	1.0	102,963	0.0	0
HEARING OFFICER CONTRACTORS' REGISTRATION BOARD	1.0	92,529	0.0	0
IMPLEMENTATION AIDE	3.0	171,066	0.0	0
LICENSING AIDE	1.0	47,095	0.0	0
PRINCIPAL STATE BUILDING CODE OFFICIAL (BUILDING)	1.0	61,473	0.0	0
PRINCIPAL STATE BUILDING CODE OFFICIAL (ELECTRICAL)	1.0	62,409	0.0	0
PROGRAMMING SERVICES OFFICER	1.0	69,750	0.0	0
SENIOR STATE BUILDING CODE OFFICIAL (BUILDING)	2.0	122,946	0.0	0
STATE BUILDING CODE COMMISSIONER	1.0	107,615	0.0	0
Subtotal Classified	21.0	1,530,249	0.0	0
Unclassified				
ADMINISTRATIVE AIDE	1.0	40,358	0.0	0
ASSISTANT ADMINISTRATIVE OFFICER	1.0	51,850	0.0	0
Subtotal Unclassified	2.0	92,208	0.0	0
Subtotal	23.0	1,622,457	0.0	0
Total Salaries		1,719,980		0
Benefits				
FICA		131,576		0
Health Benefits		319,426		0
Payroll Accrual		9,952		0
Retiree Health		102,683		0
Retirement		457,154		0
Subtotal		1,020,791		0
Total Salaries and Benefits	23.0	2,740,771	0.0	0
Cost Per FTE Position (Excluding Temp. and Seasonal)		119,164		

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Construction Permitting, Approvals and Licensing

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Statewide Benefit Assessment		81,699		0
Payroll Costs	23.0	2,822,470	0.0	0
Purchased Services				
Clerical and Temporary Services		4,600		0
Subtotal		4,600		0
Total Personnel	23.0	2,827,070	0.0	0
Distribution by Source of Funds				
General Revenue		1,796,368		0
Restricted Receipts		1,030,702		0
Total All Funds		2,827,070		0

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Rhode Island Health Benefits Exchange (HealthSource RI)

Mission

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

Description

HealthSource RI (HSRI) seeks to improve the health of Rhode Islanders by adhering to its mission statement and fulfilling its statutory charge to carry out the requirements of the federal Patient Protection and Affordable Care Act (ACA). The following are key programmatic components considered by the HSRI to best exemplify the goals and values of the organization:1. HSRI will be a place to compare and buy health insurance.2.HSRI will work closely with small employers to provide new and beneficial health insurance options.3.HSRI will be a reliable and trusted source of healthcare information for all constituents.

Statutory History

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

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Rhode Island Health Benefits Exchange (HealthSource RI)

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	22,973,672	11,836,188	9,568,822	12,924,000	8,256,143
Total Expenditures	22,973,672	11,836,188	9,568,822	12,924,000	8,256,143
Expenditures by Object					
Salary and benefits	1,637,692	1,786,883	2,199,551	1,866,459	1,209,316
Contract Professional Services	20,840,857	9,765,379	6,962,561	10,499,522	6,468,212
Operating supplies and Expenses	476,130	265,003	398,260	538,019	558,615
Subtotal: Operating	22,954,679	11,817,264	9,560,372	12,904,000	8,236,143
Capital Purchases And Equipment	18,993	18,924	8,450	20,000	20,000
Subtotal: Other	18,993	18,924	8,450	20,000	20,000
Total Expenditures	22,973,672	11,836,188	9,568,822	12,924,000	8,256,143
Expenditures by Source of Funds					
General Revenue	2,625,838	2,625,841	2,625,841	2,625,841	2,363,841
Federal Funds	17,574,312	3,725,884	135,136	4,258,665	138,089
Restricted Receipts	2,773,522	5,484,463	6,807,845	6,039,494	5,754,213
Total Expenditures	22,973,672	11,836,188	9,568,822	12,924,000	8,256,143

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Rhode Island Health Benefits Exchange (HealthSource RI)

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ASSISTANT ADMINISTRATOR- FINANCIAL MANAGEMENT	3.0	226,376	3.0	233,163
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	2.0	220,245	1.0	112,370
CHIEF PUBLIC AFFAIRS OFFICER	1.0	80,202	1.0	83,390
INTERDEPARTMENTAL PROJECT MANAGER	1.0	84,804	1.0	86,417
LEGAL COUNSEL	2.0	139,837	1.0	78,221
PROJECT MANAGER I (DOA)	0.0	0	1.0	81,200
SENIOR ECONOMIC AND POLICY ANALYST	1.0	75,324	0.0	0
SENIOR LEGAL COUNSEL	0.0	0	1.0	73,756
VALUE BASED PURCHASING ANALYST	1.0	87,600	1.0	89,557
Subtotal Classified	11.0	914,388	10.0	838,074
Unclassified				
ADMINISTRATIVE ASSISTANT	1.0	54,757	1.0	56,694
CHIEF STRATEGIC PLANNING MONITORING & EVALUATOR (GOV OFFICE)	0.0	0	1.0	112,370
DEPUTY DIRECTOR OF HEALTHSOURCE RI	1.0	122,186	1.0	126,951
DIRECTOR HEALTHSOURCE RI	1.0	154,647	1.0	159,413
DIRECTOR OF FINANCE/ASSOCIATE ADMINISTRATOR	1.0	112,643	1.0	116,022
SENIOR POLICY ANALYST	1.0	98,340	1.0	103,109
Subtotal Unclassified	5.0	542,573	6.0	674,559
Subtotal	16.0	1,456,961	16.0	1,512,633
Transfer Out		0		(470,578)
Transfer In		0		17,046
Seasonal/Special Salaries/Wages		0		(1,550)
Turnover		(309,544)		(312,710)
Total Salaries		1,168,957		744,841
Benefits				
FICA		87,327		55,407
Health Benefits		170,261		112,356
Payroll Accrual		6,756		4,288
Retiree Health		69,789		44,635
Retirement		307,842		205,311
Subtotal		641,975		421,997

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Rhode Island Health Benefits Exchange (HealthSource RI)

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Total Salaries and Benefits	16.0	1,810,932	16.0	1,166,838
Cost Per FTE Position (Excluding Temp. and Seasonal)		113,183		72,927.38
Statewide Benefit Assessment		55,527		42,478
Payroll Costs	16.0	1,866,459	16.0	1,209,316
Purchased Services				
Information Technology		0		231,688
Management & Consultant Services		10,083,992		5,820,994
Other Contracts		415,530		415,530
Subtotal		10,499,522		6,468,212
Total Personnel	16.0	12,365,981	16.0	7,677,528
Distribution by Source of Funds				
General Revenue		2,625,841		2,363,841
Federal Funds		4,258,665		138,089
Restricted Receipts		5,481,475		5,175,598
Total All Funds		12,365,981		7,677,528

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

The Office of Diversity, Equity and Opportunity

Mission

The mission of the Office of Diversity, Equity and Opportunity is to create and support a diverse and inclusive state government culture that values and reflects the changing demographics of Rhode Island by advancing equitable and fair opportunities for all Rhode Island citizens to be employed by and/or do business with the State of Rhode Island. The mission of the State Equal Opportunity Office is to ensure equal opportunity compliance for all units of Rhode Island state government, as set forth by all federal agencies and Rhode Island General Laws, and to ensure non-discrimination and equal opportunity in all aspects of state government, including, but not limited to, employment, procurement, and policy relative to state programs, services, and activities. The mission of the Minority Business Enterprise Compliance Office is to support Rhode Island General Laws and policies that ensure the fullest possible participation of MBEs and Disadvantaged Business Enterprises (DBE) in state- and federally-funded and directed programs, construction projects, professional contracts, and in the purchases of all goods and services. The mission of the Outreach and Diversity Office is to create a culture that values a diverse workforce, promotes an inclusive workplace and provides quality customer service to all.

Description

The Office of Diversity, Equity and Opportunity includes an Associate Director, a senior-level leadership position to promote coordination between the State Equal Opportunity Office, the Outreach and Diversity Office, the Minority Business Enterprise Compliance Office, and all state agencies. The Office of Diversity, Equity and Opportunity works in partnership with the Division of Human Resources, the Division of Purchases, and with all state agencies on the state's equal opportunity, affirmative action, diversity, and MBE procurement goals. The State Equal Opportunity Office is charged with providing training and technical assistance requested by any company doing business in Rhode Island and to all state departments as is necessary to comply with the intent of RIGL 28-5.1-2. The State Equal Opportunity Office is also charged with issuing any guidelines, directives or instructions necessary to effectuate its responsibilities under this chapter, and to investigate possible discrimination, hold hearings, and direct corrective action to said discrimination. The goals of the MBE Compliance Office are to increase the number of MBEs and DBEs available for contract competition, to maximize opportunity for business participation by MBEs and DBEs, and to stimulate MBE and DBE development and growth. The Outreach and Diversity Office offers diversity training to state employees and provides technical assistance in recruiting a talented and diverse workforce.

Statutory History

On May 9, 2013, Governor Lincoln D. Chafee issued Executive Order 13-05 entitled "Promotion of Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island." The Executive Order required the Director of the Department of Administration to review all divisions and offices within the Department charged with facilitation of equal opportunity employment, diversity, and MBE's, including, but not limited to, the Division of Human Resources, the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, the Division of Purchases, and the Minority Business Enterprise Compliance Office, and to make recommendations to the Governor to improve operations and collaboration between these offices and all executive departments to ensure these programs are more effective. The recommendations were required to encourage measures of quality and accountability in equal opportunity, affirmative action, and diversity hiring, as well as MBE procurement as allowed by law.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

The Office of Diversity, Equity and Opportunity

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Operations	914,512	954,214	1,368,873	1,171,920	1,366,892
Total Expenditures	914,512	954,214	1,368,873	1,171,920	1,366,892
Expenditures by Object					
Salary and benefits	849,964	854,523	1,229,638	974,881	1,189,582
Contract Professional Services	6,186	1,863	16,800	16,800	16,800
Operating supplies and Expenses	52,537	93,981	122,435	180,239	160,510
Subtotal: Operating	908,687	950,367	1,368,873	1,171,920	1,366,892
Capital Purchases And Equipment	5,825	3,848	0	0	0
Subtotal: Other	5,825	3,848	0	0	0
Total Expenditures	914,512	954,214	1,368,873	1,171,920	1,366,892
Expenditures by Source of Funds					
General Revenue	830,850	945,751	1,282,250	1,086,855	1,253,362
Other Funds	83,662	8,463	86,623	85,065	113,530
Total Expenditures	914,512	954,214	1,368,873	1,171,920	1,366,892

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

The Office of Diversity, Equity and Opportunity

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ADMINISTRATOR STATE EQUAL OPPORTUNITY PROGRAMS	1.0	112,187	1.0	85,382
ASSISTANT ADMINISTRATOR - MBE COMPLIANCE	1.0	76,846	1.0	83,961
ASSOCIATE DIRECTOR- DIVERSITY- EQUITY AND OPPORTUNITY	1.0	129,606	1.0	129,700
CHIEF PROGRAM DEVELOPMENT	2.0	155,975	2.0	164,441
IMPLEMENTATION AIDE	1.0	44,560	1.0	48,081
PROGRAMMING SERVICES OFFICER	2.0	145,460	3.0	231,498
SENIOR EXTERNAL EQUAL OPPORTUNITY COMPLIANCE OFFICER	1.0	69,750	0.0	0
Subtotal Classified	9.0	734,384	9.0	743,062
Subtotal	9.0	734,384	9.0	743,062
Seasonal/Special Salaries/Wages		24,960		0
Turnover		(81,569)		(31,322)
Total Salaries		611,503		711,740
Benefits				
FICA		45,138		54,447
Health Benefits		105,504		150,510
Payroll Accrual		3,380		4,095
Retiree Health		35,075		44,436
Retirement		149,788		191,618
Subtotal		338,885		445,106
Total Salaries and Benefits	9.0	950,388	9.0	1,156,846
Cost Per FTE Position (Excluding Temp. and Seasonal)		105,599		128,538.44
Statewide Benefit Assessment		24,493		32,736
Payroll Costs	9.0	974,881	9.0	1,189,582
Purchased Services				
Management & Consultant Services		10,300		10,300
Training and Educational Services		6,500		6,500
Subtotal		16,800		16,800
Total Personnel	9.0	991,681	9.0	1,206,382
Distribution by Source of Funds				
General Revenue		906,616		1,092,852
Other Funds		85,065		113,530
Total All Funds		991,681		1,206,382

Program Summary

Agency: DEPARTMENT OF ADMINISTRATION

Capital Asset Management and Maintenance

Mission

The Division of Capital Asset Management and Maintenance is established to improve the management of the State's real estate portfolio such that appropriate and timely investments are made that meet the highest standards of safety, security, accessibility, energy efficiency and comfort for the employees and citizens that are served. The State's portfolio includes 17,770,849 gross square feet of space in over 1,379 structures, including 13 campuses.

Description

The new Division of Capital Asset Management & Maintenance will oversee: Planning/Design/Construction; Facilities Management & Maintenance; Risk Management; Fire Safety Code Board of Appeals; State Building Commission; and Contractor Registration and Licensing. The re-organization of the capital projects and facilities maintenance functions into the Division of Capital Asset Management & Maintenance is intended to better align staff resources and clarify roles and responsibilities in order to support the state's portfolio such that cost savings and efficiencies are achieved. This approach incorporates viewing facilities from a life cycle perspective so that we build the right facilities and maintain them appropriately. The new model creates an Office of Planning, Design and Construction (PDC)--previously referred to as Capital projects--that will handle new construction and major rehabilitation projects. This unit will manage projects with a value greater than \$2.5M. The Office of PDC will work with agencies to establish master plans that are driven by the strategic plans of each agency. The master planning opportunity will insure that a full analysis is done of agency needs that incorporates service delivery trends, use of technology and opportunities for co-location with other agencies. The new model creates the Office of Facilities Management & Maintenance (formerly Facilities Management) is responsible for the management of all active campuses and buildings and surplus property and is led by the Associate Director of Facilities Management & Maintenance. The Office of OFMM has oversight for the following Property Management functions:

- Space Management: Expansion or modification of the State's portfolio
- Contracting: Extension, cancellation or execution of new/existing vendor contracts
- Deferred Maintenance Investments: Large projects focused on repair and replacement of deteriorating assets
- Capital Equipment replacement: Replacement of infrastructure and equipment as needed
- Leasing/New Construction: Execution of lease agreements on behalf of client state agencies.

Facilities Management & Maintenance is responsible for handling day to day operations at all state facilities where DCAMM has direct oversight including handling minor repairs (under \$2.5M), setting up and overseeing facility/campus security, ensuring appropriate ADA access at all facilities, responding to facility emergencies 24/7, managing traffic flows and wayfinding systems, maintaining an efficient and effective communication system with all building/facility/campus tenants, grounds keeping/landscaping, utilities management, snow removal, care/maintenance of artwork and historic artifacts, et al.

Statutory History

In the FY 2018 revised budget, facilities management shifted to the internal service funds pursuant to the authorization provided by the General Assembly in the FY 2018 Appropriations Act.

Budget

Agency: DEPARTMENT OF ADMINISTRATION

Capital Asset Management and Maintenance

Expenditures by Sub Program	2016 Actuals	2017 Actuals	2018 Enacted Budget	2018 Revised Budget	2019 Recommended
Capital Asset Management And Maintenance Admin	0	966,872	388,416	604,179	565,635
Facilities Management And Maintenance	0	33,968,360	37,728,535	7,811,902	8,410,043
Planning, Design And Construction	0	1,066,341	1,891,162	1,385,700	828,796
Total Expenditures	0	36,001,573	40,008,113	9,801,781	9,804,474
Expenditures by Object					
Salary and benefits	0	12,578,417	13,720,119	1,687,487	1,214,379
Contract Professional Services	0	3,450,562	3,813,253	16,500	6,500
Operating supplies and Expenses	0	19,892,618	22,439,871	8,087,794	8,573,595
Subtotal: Operating	0	35,921,597	39,973,243	9,791,781	9,794,474
Capital Purchases And Equipment	0	79,976	34,870	10,000	10,000
Subtotal: Other	0	79,976	34,870	10,000	10,000
Total Expenditures	0	36,001,573	40,008,113	9,801,781	9,804,474
Expenditures by Source of Funds					
General Revenue	0	29,899,094	33,868,627	9,801,781	9,804,474
Federal Funds	0	1,504,385	1,603,917	0	0
Restricted Receipts	0	1,035,474	660,725	0	0
Other Funds	0	3,562,621	3,874,844	0	0
Total Expenditures	0	36,001,573	40,008,113	9,801,781	9,804,474

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Capital Asset Management and Maintenance

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Classified				
ARCHITECT BUILDING COMMISSION	2.0	162,375	2.0	163,440
ASSISTANT DIRECTOR, STATEWIDE CAPITAL ASSET PROJECT MANAGEME	0.0	0	1.0	155,192
CHIEF OF PLANNING- CAPITAL ASSET MANAGEMENT & MAINTENANCE	1.0	111,821	1.0	112,370
CHIEF OF STRATEGIC PLANNING- MONITORING AND EVALUATION	1.0	102,860	1.0	109,974
CHIEF PROPERTY MANAGEMENT	1.0	102,860	1.0	102,860
DIVISION DIRECTOR- CAPITAL ASSET MANAGEMENT AND MAINT	1.0	152,997	1.0	155,192
PROGRAMMING SERVICES OFFICER	1.0	72,784	1.0	66,167
PROJECT MANAGER I (DOA)	4.0	326,774	4.0	321,577
PROJECT MANAGER II (DOA)	3.0	285,347	3.0	294,723
Subtotal Classified	14.0	1,317,818	15.0	1,481,496
Unclassified				
ASSISTANT DIRECTOR, STATEWIDE CAPITAL ASSET PROJECT MANAGEME	1.0	155,192	0.0	0
Subtotal Unclassified	1.0	155,192	0.0	0
Subtotal	15.0	1,473,010	15.0	1,481,496
Transfer Out		0		(155,192)
Transfer In		354,709		0
Salaries Adjustment		0		(579,695)
Overtime (1.5)		36,000		36,000
Seasonal/Special Salaries/Wages		0		29,769
Total Salaries		1,096,678		812,378
Benefits				
FICA		81,291		54,320
Health Benefits		96,659		88,950
Payroll Accrual		6,192		3,955
Retiree Health		66,991		41,795
Retirement		280,740		178,732
Subtotal		531,873		367,752
Total Salaries and Benefits	15.0	1,628,551	15.0	1,180,130
Cost Per FTE Position (Excluding Temp. and Seasonal)		108,570		78,675.33
Statewide Benefit Assessment		58,936		34,249
Payroll Costs	15.0	1,687,487	15.0	1,214,379

Personnel

Agency: DEPARTMENT OF ADMINISTRATION

Capital Asset Management and Maintenance

	FY 2018		FY 2019	
	FTE	Cost	FTE	Cost
Purchased Services				
Design and Engineering Services		16,500		6,500
Subtotal		16,500		6,500
Total Personnel	15.0	1,703,987	15.0	1,220,879
Distribution by Source of Funds				
General Revenue		1,703,987		1,220,879
Total All Funds		1,703,987		1,220,879