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STATE OF RHODE ISLAND

IN GENERAL ASSEMBLY

JANUARY SESSION, A.D. 2024

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A N A C T

RELATING TO STATE AFFAIRS AND GOVERNMENT -- DEPARTMENT OF
ADMINISTRATION

Introduced By: Representatives Spears, Speakman, Carson, Cortvriend, and McEntee

Date Introduced: March 05, 2024

Referred To: House Municipal Government & Housing

It is enacted by the General Assembly as follows:

1 SECTION 1. Section 42-11-2 of the General Laws in Chapter 42-11 entitled "Department
2 of Administration" is hereby amended to read as follows:

3 **42-11-2. Powers and duties of department.**

4 The department of administration shall have the following powers and duties:

- 5 (1) To prepare a budget for the several state departments and agencies, subject to the
6 direction and supervision of the governor;
- 7 (2) To administer the budget for all state departments and agencies, except as specifically
8 exempted by law;
- 9 (3) To devise, formulate, promulgate, supervise, and control accounting systems,
10 procedures, and methods for the state departments and agencies, conforming to such accounting
11 standards and methods as are prescribed by law;
- 12 (4) To purchase or to contract for the supplies, materials, articles, equipment, printing, and
13 services needed by state departments and agencies, except as specifically exempted by law;
- 14 (5) To prescribe standard specifications for those purchases and contracts and to enforce
15 compliance with specifications;
- 16 (6) To supervise and control the advertising for bids and awards for state purchases;
- 17 (7) To regulate the requisitioning and storage of purchased items, the disposal of surplus
18 and salvage, and the transfer to or between state departments and agencies of needed supplies,

1 equipment, and materials;

2 (8) To maintain, equip, and keep in repair the state house, state office building, and other
3 premises owned or rented by the state for the use of any department or agency, excepting those
4 buildings, the control of which is vested by law in some other agency;

5 (9) To provide for the periodic inspection, appraisal or inventory of all state buildings and
6 property, real and personal;

7 (10) To require reports from state agencies on the buildings and property in their custody;

8 (11) To issue regulations to govern the protection and custody of the property of the state;

9 (12) To assign office and storage space and to rent and lease land and buildings for the use
10 of the several state departments and agencies in the manner provided by law;

11 (13) To control and supervise the acquisition, operation, maintenance, repair, and
12 replacement of state-owned motor vehicles by state agencies;

13 (14) To maintain and operate central duplicating and mailing service for the several state
14 departments and agencies;

15 (15) To furnish the several departments and agencies of the state with other essential office
16 services;

17 (16) To survey and examine the administration and operation of the state departments and
18 agencies, submitting to the governor proposals to secure greater administrative efficiency and
19 economy, to minimize the duplication of activities, and to effect a better organization and
20 consolidation of functions among state agencies;

21 (17) To operate a merit system of personnel administration and personnel management as
22 defined in § 36-3-3 in connection with the conditions of employment in all state departments and
23 agencies within the classified service;

24 (18) To assign or reassign, with the approval of the governor, any functions, duties, or
25 powers established by this chapter to any agency within the department;

26 (19) To establish, maintain, and operate a data processing center or centers, approve the
27 acquisition and use of electronic data processing services by state agencies, furnish staff assistance
28 in methods, systems and programming work to other state agencies, and arrange for and effect the
29 centralization and consolidation of punch card and electronic data processing equipment and
30 services in order to obtain maximum utilization and efficiency;

31 (20) To devise, formulate, promulgate, supervise, and control a comprehensive and
32 coordinated statewide information system designed to improve the database used in the
33 management of public resources, to consult and advise with other state departments and agencies
34 and municipalities to assure appropriate and full participation in this system, and to encourage the

1 participation of the various municipalities of this state in this system by providing technical or other
2 appropriate assistance toward establishing, within those municipalities, compatible information
3 systems in order to obtain the maximum effectiveness in the management of public resources;

4 (i) The comprehensive and coordinated statewide information system may include a Rhode
5 Island geographic information system of land-related economic, physical, cultural and natural
6 resources.

7 (ii) In order to ensure the continuity of the maintenance and functions of the geographic
8 information system, the general assembly may annually appropriate such sum as it may deem
9 necessary to the department of administration for its support;

10 (iii) In order to establish a full, comprehensive and integrated statewide geographic
11 information system, and with input from the League of Cities and Towns, the department shall, by
12 January 31, 2025, publish a report to the speaker of the house, the president of the senate and the
13 secretary of housing, which evaluates:

14 (A) The cost to establish and maintain a statewide platform;

15 (B) The personnel needed to establish and maintain the system;

16 (C) The organizational changes, if any, needed;

17 (D) The data security costs and requirements;

18 (E) The types of data needed from agencies and local governments to maintain the system
19 and the timeframe for obtaining that data; and

20 (F) And other items deemed integral to this goal.

21 In furtherance of the preparation of the plan, the department shall request surveys or reports
22 from state agencies and cities and towns which detail whether the agency or municipality utilizes a
23 geographic information system, what platform is used, the costs for such system on an annual basis,
24 and what data is utilized in each respective system.

25 (21) To administer a statewide planning program including planning assistance to the state
26 departments and agencies;

27 (22) To administer a statewide program of photography and photographic services;

28 (23) To negotiate with public or private educational institutions in the state, in cooperation
29 with the department of health, for state support of medical education;

30 (24) To promote the expansion of markets for recovered material and to maximize their
31 return to productive economic use through the purchase of materials and supplies with recycled
32 content by the state of Rhode Island to the fullest extent practically feasible;

33 (25) To approve costs as provided in § 23-19-32;

34 (26) To provide all necessary civil service tests for individuals seeking employment as

1 social workers at the department of human services at least twice each year and to maintain an
2 adequate hiring list for this position at all times;

3 (27)(i) To prepare a report every three (3) months of all current property leases or rentals
4 by any state or quasi-state agency to include the following information:

5 (A) Name of lessor;

6 (B) Description of the lease (purpose, physical characteristics, and location);

7 (C) Cost of the lease;

8 (D) Amount paid to date;

9 (E) Date initiated;

10 (F) Date covered by the lease.

11 (ii) To prepare a report by October 31, 2014, of all current property owned by the state or
12 leased by any state agency or quasi-state agency to include the following information:

13 (A) Total square feet for each building or leased space;

14 (B) Total square feet for each building and space utilized as office space currently;

15 (C) Location of each building or leased space;

16 (D) Ratio and listing of buildings owned by the state versus leased;

17 (E) Total occupancy costs which shall include capital expenses, provided a proxy should
18 be provided to compare properties that are owned versus leased by showing capital expenses on
19 owned properties as a per square foot cost at industry depreciation rates;

20 (F) Expiration dates of leases;

21 (G) Number of workstations per building or leased space;

22 (H) Total square feet divided by number of workstations;

23 (I) Total number of vacant workstations;

24 (J) Percentage of vacant workstations versus total workstations available;

25 (K) Date when an action is required by the state to renew or terminate a lease;

26 (L) Strategic plan for leases commencing or expiring by June 30, 2016;

27 (M) Map of all state buildings which provides: cost per square foot to maintain, total
28 number of square feet, total operating cost, date each lease expires, number of persons per building
29 and total number of vacant seats per building; and

30 (N) Industry benchmark report which shall include total operating cost by full-time
31 equivalent employee, total operating cost by square foot and total square feet divided by full-time
32 equivalent employee;

33 (28) To prepare a report to the chairs of the house and senate finance committees by
34 December 15, 2021, and each year thereafter of all current property owned by the state or leased

- 1 by any state agency or quasi-state agency to include the following information:
- 2 (i) Total square feet for each building or leased space;
 - 3 (ii) Total square feet for each building and space utilized as office space currently;
 - 4 (iii) Location of each building or leased space;
 - 5 (iv) Ratio and listing of buildings owned by the state versus leased;
 - 6 (v) Total occupancy costs which shall include capital expenses, provided a proxy should
7 be provided to compare properties that are owned versus leased by showing capital expenses on
8 owned properties as a per square foot cost at industry depreciation rates;
 - 9 (vi) Expiration dates of leases;
 - 10 (vii) Number of workstations per building or leased space;
 - 11 (viii) Total square feet divided by number of workstations;
 - 12 (ix) Total number of vacant workstations;
 - 13 (x) Percentage of vacant workstations versus total workstations available;
 - 14 (xi) Date when an action is required by the state to renew or terminate a lease;
 - 15 (xii) Strategic plan for leases commencing or expiring by June 30, 2022, and each
16 subsequent year thereafter;
 - 17 (xiii) Map of all state buildings that provides: cost per square foot to maintain, total number
18 of square feet, total operating cost, date each lease expires, number of persons per building and
19 total number of vacant seats per building; and
 - 20 (xiv) Industry benchmark report that shall include total operating cost by full-time
21 equivalent employee, total operating cost by square foot and total square feet divided by full-time
22 equivalent employee;
- 23 (29) To provide by December 31, 1995, the availability of automatic direct deposit to any
24 recipient of a state benefit payment, provided that the agency responsible for making that payment
25 generates one thousand (1,000) or more such payments each month;
- 26 (30) To encourage municipalities, school districts, and quasi-public agencies to achieve
27 cost savings in health insurance, purchasing, or energy usage by participating in state contracts, or
28 by entering into collaborative agreements with other municipalities, districts, or agencies. To assist
29 in determining whether the benefit levels including employee cost sharing and unit costs of such
30 benefits and costs are excessive relative to other municipalities, districts, or quasi-public agencies
31 as compared with state benefit levels and costs; and
- 32 (31) To administer a health benefit exchange in accordance with chapter 157 of this title.

1 SECTION 2. This act shall take effect upon passage.

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EXPLANATION
BY THE LEGISLATIVE COUNCIL
OF

A N A C T

RELATING TO STATE AFFAIRS AND GOVERNMENT -- DEPARTMENT OF
ADMINISTRATION

1 This act would require the department of administration to publish a report to the speaker
2 of the house, president of the senate, and secretary of housing evaluating the cost to establish and
3 maintain a statewide geographic information system.

4 This act would take effect upon passage.

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