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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: Senator Tiara T. Mack

Date Introduced: April 16, 2024

Referred To: Senate Housing & Municipal Government

It is enacted by the General Assembly as follows:

1           SECTION 1. Sections 42-11-2 and 42-11-10 of the General Laws in Chapter 42-11 entitled  
2 "Department of Administration" are 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~~ shall be publicly  
5 available online and include a Rhode Island geographic information system of land-related  
6 economic, physical, cultural and natural resources, as well as zoning, wetlands and floodplain  
7 information.

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

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

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

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

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

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

20 (26) To provide all necessary civil service tests for individuals seeking employment as  
21 social workers at the department of human services at least twice each year and to maintain an  
22 adequate hiring list for this position at all times;

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

25 (A) Name of lessor;

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

27 (C) Cost of the lease;

28 (D) Amount paid to date;

29 (E) Date initiated;

30 (F) Date covered by the lease.

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

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

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

- 1 (C) Location of each building or leased space;
- 2 (D) Ratio and listing of buildings owned by the state versus leased;
- 3 (E) Total occupancy costs which shall include capital expenses, provided a proxy should  
4 be provided to compare properties that are owned versus leased by showing capital expenses on  
5 owned properties as a per square foot cost at industry depreciation rates;
- 6 (F) Expiration dates of leases;
- 7 (G) Number of workstations per building or leased space;
- 8 (H) Total square feet divided by number of workstations;
- 9 (I) Total number of vacant workstations;
- 10 (J) Percentage of vacant workstations versus total workstations available;
- 11 (K) Date when an action is required by the state to renew or terminate a lease;
- 12 (L) Strategic plan for leases commencing or expiring by June 30, 2016;
- 13 (M) Map of all state buildings which provides: cost per square foot to maintain, total  
14 number of square feet, total operating cost, date each lease expires, number of persons per building  
15 and total number of vacant seats per building; and
- 16 (N) Industry benchmark report which shall include total operating cost by full-time  
17 equivalent employee, total operating cost by square foot and total square feet divided by full-time  
18 equivalent employee;
- 19 (28) To prepare a report to the chairs of the house and senate finance committees by  
20 December 15, 2021, and each year thereafter of all current property owned by the state or leased  
21 by any state agency or quasi-state agency to include the following information:
- 22 (i) Total square feet for each building or leased space;
- 23 (ii) Total square feet for each building and space utilized as office space currently;
- 24 (iii) Location of each building or leased space;
- 25 (iv) Ratio and listing of buildings owned by the state versus leased;
- 26 (v) Total occupancy costs which shall include capital expenses, provided a proxy should  
27 be provided to compare properties that are owned versus leased by showing capital expenses on  
28 owned properties as a per square foot cost at industry depreciation rates;
- 29 (vi) Expiration dates of leases;
- 30 (vii) Number of workstations per building or leased space;
- 31 (viii) Total square feet divided by number of workstations;
- 32 (ix) Total number of vacant workstations;
- 33 (x) Percentage of vacant workstations versus total workstations available;
- 34 (xi) Date when an action is required by the state to renew or terminate a lease;

1 (xii) Strategic plan for leases commencing or expiring by June 30, 2022, and each  
2 subsequent year thereafter;

3 (xiii) Map of all state buildings that provides: cost per square foot to maintain, total number  
4 of square feet, total operating cost, date each lease expires, number of persons per building and  
5 total number of vacant seats per building; and

6 (xiv) Industry benchmark report that shall include total operating cost by full-time  
7 equivalent employee, total operating cost by square foot and total square feet divided by full-time  
8 equivalent employee;

9 (29) To provide by December 31, 1995, the availability of automatic direct deposit to any  
10 recipient of a state benefit payment, provided that the agency responsible for making that payment  
11 generates one thousand (1,000) or more such payments each month;

12 (30) To encourage municipalities, school districts, and quasi-public agencies to achieve  
13 cost savings in health insurance, purchasing, or energy usage by participating in state contracts, or  
14 by entering into collaborative agreements with other municipalities, districts, or agencies. To assist  
15 in determining whether the benefit levels including employee cost sharing and unit costs of such  
16 benefits and costs are excessive relative to other municipalities, districts, or quasi-public agencies  
17 as compared with state benefit levels and costs; and

18 (31) To administer a health benefit exchange in accordance with chapter 157 of this title.

19 **42-11-10. Statewide planning program.**

20 (a) **Findings.** The general assembly finds that the people of this state have a fundamental  
21 interest in the orderly development of the state; the state has a positive interest and demonstrated  
22 need for establishment of a comprehensive, strategic state planning process and the preparation,  
23 maintenance, and implementation of plans for the physical, economic, and social development of  
24 the state; the continued growth and development of the state presents problems that cannot be met  
25 by the cities and towns individually and that require effective planning by the state; and state and  
26 local plans and programs must be properly coordinated with the planning requirements and  
27 programs of the federal government.

28 (b) **Establishment of statewide planning program.**

29 (1) A statewide planning program is hereby established to prepare, adopt, and amend  
30 strategic plans for the physical, economic, and social development of the state and to recommend  
31 these to the governor, the general assembly, and all others concerned.

32 (2) All strategic planning, as defined in subsection (c) of this section, undertaken by all  
33 departments and agencies of the executive branch unless specifically exempted, shall be conducted  
34 by or under the supervision of the statewide planning program. The statewide planning program

1 shall consist of a state planning council, and the division of planning, which shall be a division  
2 within the department of administration.

3 (c) **Strategic planning.** Strategic planning includes the following activities:

4 (1) Establishing or identifying general goals;

5 (2) Refining or detailing these goals and identifying relationships between them;

6 (3) Formulating, testing, and selecting policies and standards that will achieve desired  
7 objectives;

8 (4) Preparing long-range or system plans or comprehensive programs that carry out the  
9 policies and set time schedules, performance measures, and targets;

10 (5) Preparing functional, short-range plans or programs that are consistent with established  
11 or desired goals, objectives, and policies, and with long-range or system plans or comprehensive  
12 programs where applicable, and that establish measurable, intermediate steps toward their  
13 accomplishment of the goals, objectives, policies, and/or long-range system plans;

14 (6) Monitoring the planning of specific projects and designing of specific programs of short  
15 duration by the operating departments, other agencies of the executive branch, and political  
16 subdivisions of the state to ensure that these are consistent with, and carry out the intent of,  
17 applicable strategic plans; and

18 (7) Reviewing the execution of strategic plans, and the results obtained, and making  
19 revisions necessary to achieve established goals.

20 (d) **State guide plan.** Components of strategic plans prepared and adopted in accordance  
21 with this section may be designated as elements of the state guide plan. The state guide plan shall  
22 be comprised of functional elements or plans dealing with land use; physical development and  
23 environmental concerns; economic development; housing production; energy supply, including the  
24 development of renewable energy resources in Rhode Island, and energy access, use, and  
25 conservation; human services; climate change and resiliency; and other factors necessary to  
26 accomplish the objective of this section. The state guide plan shall be a means for centralizing,  
27 integrating, and monitoring long-range goals, policies, plans, and implementation activities related  
28 thereto. State agencies concerned with specific subject areas, local governments, and the public  
29 shall participate in the state guide planning process, which shall be closely coordinated with the  
30 budgeting process.

31 (e) **Membership of state planning council.** The state planning council shall consist of the  
32 following members:

33 (1) The director of the department of administration as chairperson;

34 (2) The director, policy office, in the office of the governor, as vice-chairperson;

- 1 (3) The governor, or his or her designee;
- 2 (4) [Deleted by P.L. 2019, ch. 88, art. 4, § 13.]
- 3 (5) The chairperson of the housing resources commission;
- 4 (6) The highest-ranking administrative officer of the division of planning, as secretary;
- 5 (7) The president of the Rhode Island League of Cities and Towns or his or her designee;
- 6 (8) The executive director of the Rhode Island League of Cities and Towns;
- 7 (9) Three (3) chief elected officials of cities and towns appointed by the governor after
- 8 consultation with the Rhode Island League of Cities and Towns, one of whom shall be from a
- 9 community with a population greater than 40,000 persons; one of whom shall be from a community
- 10 with a population of between 20,000 and 40,000 persons; and one of whom shall be from a
- 11 community with a population less than 20,000 persons;
- 12 (10) One representative of a nonprofit community development or housing organization
- 13 appointed by the governor;
- 14 (11) Four (4) public members, appointed by the governor, one of whom shall be an
- 15 employer with fewer than fifty (50) employees; one of whom shall be an employer with greater
- 16 than fifty (50) employees; one of whom shall represent a professional planning or engineering
- 17 organization in Rhode Island; and one of whom shall represent a chamber of commerce or
- 18 economic development organization;
- 19 (12) Two (2) representatives of private, nonprofit, environmental or environmental justice
- 20 advocacy organizations, both to be appointed by the governor;
- 21 (13) The director of planning and development for the city of Providence;
- 22 (14) The director of the department of transportation;
- 23 (15) The director of the department of environmental management;
- 24 (16) The director of the department of health;
- 25 (17) The chief executive officer of the commerce corporation;
- 26 (18) The commissioner of the Rhode Island office of energy resources;
- 27 (19) The chief executive officer of the Rhode Island public transit authority;
- 28 (20) The executive director of Rhode Island housing;
- 29 (21) The executive director of the coastal resources management council; and
- 30 (22) The director of the Rhode Island emergency management agency.

31 (f) **Powers and duties of state planning council.** The state planning council shall have  
32 the following powers and duties:

- 33 (1) To adopt strategic plans as defined in this section and the long-range state guide plan,
- 34 and to modify and amend any of these, following the procedures for notification and public hearing

1 set forth in § 42-35-3, and to recommend and encourage implementation of these goals to the  
2 general assembly, state and federal agencies, and other public and private bodies; approval of  
3 strategic plans by the governor; and to ensure that strategic plans and the long-range state guide  
4 plan are consistent with the findings, intent, and goals set forth in § 45-22.2-3, the “Rhode Island  
5 comprehensive planning and land use regulation act”;

6 (2) To coordinate the planning and development activities of all state agencies, in  
7 accordance with strategic plans prepared and adopted as provided for by this section;

8 (3) To review and comment on the proposed annual work program of the statewide  
9 planning program;

10 (4) To adopt rules and standards and issue orders concerning any matters within its  
11 jurisdiction as established by this section and amendments to it;

12 (5) To establish advisory committees and appoint members thereto representing diverse  
13 interests and viewpoints as required in the state planning process and in the preparation or  
14 implementation of strategic plans. At minimum, the state planning council shall appoint permanent  
15 committees:

16 (i) A technical committee, comprised of public members from different geographic areas  
17 of the state representing diverse interests along with officials of state, local, and federal  
18 government, who shall review all proposed elements of the state guide plan, or amendment or repeal  
19 of any element of the plan, and shall advise the state planning council thereon before the council  
20 acts on any such proposal. This committee shall also advise the state planning council on any other  
21 matter referred to it by the council; and

22 (ii) An executive committee consisting of major participants of ~~a~~ [all](#) Rhode Island  
23 geographic information ~~system with oversight responsibility for its activities~~ [systems](#); and

24 (iii) A transportation advisory committee, made up of diverse representation, including,  
25 but not limited to, municipal elected and appointed officials; representatives of various  
26 transportation sectors, departments, and agencies; and other groups and agencies with an interest  
27 in transportation operations, maintenance, construction, and policy, who shall review  
28 transportation-related plans and amendments and recommend action to the state planning council;

29 (6) To adopt, amend, and maintain, as an element of the state guide plan or as an  
30 amendment to an existing element of the state guide plan, standards and guidelines for the location  
31 of eligible, renewable energy resources and renewable energy facilities in Rhode Island with due  
32 consideration for the location of such resources and facilities in commercial and industrial areas,  
33 agricultural areas, areas occupied by public and private institutions, and property of the state and  
34 its agencies and corporations, provided these areas are of sufficient size, and in other areas of the



1 state as appropriate;

2 (7) To act as the single, statewide metropolitan planning organization for transportation  
3 planning, and to promulgate all rules and regulations that are necessary thereto; and

4 (8) To assist the Rhode Island infrastructure bank in establishing review criteria, evaluating  
5 applications, approving and issuing grants, and to assist municipalities pursuant to the provisions  
6 of chapter 11.4 of this title, and any rules or regulations promulgated thereunder.

7 **(g) Division of statewide planning.**

8 (1) The division of statewide planning shall be the principal staff agency of the state  
9 planning council for preparing and/or coordinating strategic plans for the comprehensive  
10 management of the state's human, economic, and physical resources. The division of statewide  
11 planning shall recommend to the state planning council specific guidelines, standards, and  
12 programs to be adopted to implement strategic planning and the state guide plan and shall undertake  
13 any other duties established by this section and amendments thereto.

14 (2) The division of statewide planning shall maintain records (which shall consist of files  
15 of complete copies) of all plans, recommendations, rules, and modifications or amendments thereto  
16 adopted or issued by the state planning council under this section. The records shall be open to the  
17 public.

18 (3) The division of statewide planning shall manage and administer ~~the~~ a combined and  
19 comprehensive Rhode Island geographic information system of land-related resources, and shall  
20 coordinate these efforts with other state departments and agencies, ~~including the university of~~  
21 ~~Rhode Island~~ towns and cities, other agencies and nonprofits who have such systems in place, and  
22 the university of Rhode Island, which shall provide technical support and assistance in the  
23 development and maintenance of the system and its associated database. The division of statewide  
24 planning, in conjunction with other state agencies, the university of Rhode Island, towns and cities  
25 and other agencies and nonprofits who maintain similar geographic information systems, shall work  
26 to ensure by January 1, 2026, that there is a publicly available online comprehensive statewide  
27 geographic information system which includes all thirty-nine (39) towns and cities. The system  
28 shall include all available information, including, but not limited to, property information, existing  
29 land uses, zoning districts, flood zones, estimated wetlands locations, areas serviced by water and  
30 sewer, and dedicated open space areas.

31 (4) The division of statewide planning shall coordinate and oversee the provision of  
32 technical assistance to political subdivisions of the state in preparing and implementing plans to  
33 accomplish the purposes, goals, objectives, policies, and/or standards of applicable elements of the  
34 state guide plan and shall make available to cities and towns data and guidelines that may be used

1 in preparing comprehensive plans and elements thereof and in evaluating comprehensive plans and  
2 elements thereby.

3 (h) [Deleted by P.L. 2011, ch. 215, § 4, and by P.L. 2011, ch. 313, § 4.]

4 (i) The division of planning shall be the principal staff agency of the water resources board  
5 established pursuant to chapter 15 of title 46 (“Water Resources Board”) and the water resources  
6 board corporate established pursuant to chapter 15.1 of title 46 (“Water Supply Facilities”).

7 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

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1           This act would require, by January 1, 2026, the creation of an online, publicly available,  
2 comprehensive statewide geographic information system of land related resources to include  
3 information from all towns and cities.

4           This act would take effect upon passage.

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