

## GENERAL GOVERNMENT

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# GOVERNOR'S OFFICE

## AGENCY DESCRIPTION

The Governor is an elected constitutional officer whose responsibilities include: executive direction and supervision of the general administration of the state; appointments of various

officials; presentation of budget recommendations to the General Assembly; and approval or veto of legislation passed by the General Assembly.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

	<u>2007-2008</u>	<u>2008-2009</u>
	-49,900	-17,900
	-7,912	-15,988

## AGENCY PROGRAMS

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	34	3	0	37	37	37	37	37

### Agency Programs by Total Funds

#### (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Overall Direct & Supv of State	2,762,473	3,460,325	3,703,112	3,703,128	3,645,316	3,860,357	3,860,204	3,826,316
TOTAL Agency Programs - All Funds Gross	2,762,473	3,460,325	3,703,112	3,703,128	3,645,316	3,860,357	3,860,204	3,826,316
Less Turnover								
TOTAL Agency Programs - All Funds Net	2,762,473	3,460,325	3,703,112	3,703,128	3,645,316	3,860,357	3,860,204	3,826,316

#### Summary of Funding

General Fund Net	2,751,448	3,460,325	3,703,112	3,703,128	3,645,316	3,860,357	3,860,204	3,826,316
Bond Fund	11,025	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	2,762,473	3,460,325	3,703,112	3,703,128	3,645,316	3,860,357	3,860,204	3,826,316

## OVERALL DIRECTION AND SUPERVISION OF THE STATE

### Statutory Reference

C.G.S. Section 3-1

### Statement of Need and Program Objectives

To direct and supervise the operation of state government.

### Program Description

The Governor is responsible for the executive direction and supervision of the general administration of the state.

The office provides staff assistance and liaison in all areas of state government administration and direction for agency programs and policies.

The cornerstone on which the Governor sets the fiscal policies is the submission of her budget recommendations to the General Assembly. In odd-numbered years, the Governor makes operating and capital budget recommendations for the biennium and in even-numbered years, recommends adjustments to the biennial budget as necessary.

The Governor appoints commissioners to state agencies and appoints members of boards and commissions, trustees and other officials.

The Governor also has the power to approve, or veto, legislation passed by the General Assembly, including the authority to veto appropriation line items. A two-thirds vote by each house of the General Assembly is required to override any veto.

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	34	3	0	37	37	37	37	37

### Financial Summary

#### (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,291,186	2,886,509	3,072,984	3,073,000	3,073,000	3,244,153	3,244,000	3,244,000
Other Expenses	282,284	379,116	387,028	387,028	379,116	395,104	395,104	379,116

#### Capital Outlay

Equipment	0	100	50,000	50,000	100	18,000	18,000	100
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**Budget-in-Detail**

Pmts to Other Than Local Governments

New England Governors' Conference	79,378	92,000	85,500	85,500	85,500	90,500	90,500	90,500
National Governors' Association	98,600	102,600	107,600	107,600	107,600	112,600	112,600	112,600
<b>TOTAL-General Fund</b>	<b>2,751,448</b>	<b>3,460,325</b>	<b>3,703,112</b>	<b>3,703,128</b>	<b>3,645,316</b>	<b>3,860,357</b>	<b>3,860,204</b>	<b>3,826,316</b>

Additional Funds Available

Bond Fund	11,025	0	0	0	0	0	0	0
<b>TOTAL - All Funds</b>	<b>2,762,473</b>	<b>3,460,325</b>	<b>3,703,112</b>	<b>3,703,128</b>	<b>3,645,316</b>	<b>3,860,357</b>	<b>3,860,204</b>	<b>3,826,316</b>

**Overall Direct & Supv of State**

**AGENCY FINANCIAL SUMMARY – GENERAL FUND**

**Current Expenses by Minor Object**

	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	2,055,110	2,669,502	2,849,366	2,849,366	3,013,757	3,013,757
Other Positions	209,729	187,007	192,618	192,634	198,396	198,243
Other	26,347	30,000	31,000	31,000	32,000	32,000
<b>TOTAL-Personal Services Gross</b>	<b>2,291,186</b>	<b>2,886,509</b>	<b>3,072,984</b>	<b>3,073,000</b>	<b>3,244,153</b>	<b>3,244,000</b>
Less Reimbursements						
Less Turnover						
<b>TOTAL-Personal Services Net</b>	<b>2,291,186</b>	<b>2,886,509</b>	<b>3,072,984</b>	<b>3,073,000</b>	<b>3,244,153</b>	<b>3,244,000</b>

Other Expenses-Contractual Services

Dues and Subscriptions	1,393	1,871	1,910	1,871	1,950	1,871
Rentals, Storage and Leasing	80,638	108,318	110,592	108,318	112,914	108,318
Telecommunication Services	49,615	66,629	68,029	66,629	69,457	66,629
General Repairs	5,205	6,990	7,137	6,990	7,287	6,990
Motor Vehicle Expenses	12,672	17,018	17,375	17,018	17,740	17,018
Fees for Outside Professional Services	5,139	6,902	7,047	6,902	7,195	6,902
Fees for Non-Professional Services	17,726	23,806	24,305	23,806	24,816	23,806
DP Services, Rentals and Maintenance	7,374	9,902	10,110	9,902	10,322	9,902
Postage	34,868	46,826	47,810	46,826	48,815	46,826
Travel	1,217	1,633	1,668	1,633	1,703	1,633
Other Contractual Services	1,007	1,352	1,381	1,352	1,410	1,352
Printing & Binding	23,317	31,313	31,971	31,313	32,642	31,313

Other Expenses-Commodities

Agriculture, Horticulture, Dairy & Food	1,810	2,431	2,482	2,431	2,532	2,431
Maintenance and Motor Vehicle Supplies	1,754	2,356	2,356	2,356	2,356	2,356
Office Supplies	22,619	30,376	31,013	30,376	31,664	30,376
Refunds of Expenditures Not Otherwise Classified	15,930	21,393	21,842	21,393	22,301	21,393
<b>TOTAL-Other Expenses Gross</b>	<b>282,284</b>	<b>379,116</b>	<b>387,028</b>	<b>379,116</b>	<b>395,104</b>	<b>379,116</b>
Less Reimbursements						
<b>TOTAL-Other Expenses Net</b>	<b>282,284</b>	<b>379,116</b>	<b>387,028</b>	<b>379,116</b>	<b>395,104</b>	<b>379,116</b>

Pmts to Other Than Local Govts

New England Governors' Conference	79,378	92,000	85,500	85,500	90,500	90,500
National Governors' Association	98,600	102,600	107,600	107,600	112,600	112,600
<b>TOTAL-Pmts to Other Than Local Govts</b>	<b>177,978</b>	<b>194,600</b>	<b>193,100</b>	<b>193,100</b>	<b>203,100</b>	<b>203,100</b>

**Character & Major Object Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	2,291,186	2,886,509	3,072,984	3,073,000	3,073,000	3,244,153	3,244,000	3,244,000
Other Expenses Net	282,284	379,116	387,028	387,028	379,116	395,104	395,104	379,116
Capital Outlay	0	100	50,000	50,000	100	18,000	18,000	100
Payments to Other Than Local Governments	177,978	194,600	193,100	193,100	193,100	203,100	203,100	203,100
<b>TOTAL-General Fund Net</b>	<b>2,751,448</b>	<b>3,460,325</b>	<b>3,703,112</b>	<b>3,703,128</b>	<b>3,645,316</b>	<b>3,860,357</b>	<b>3,860,204</b>	<b>3,826,316</b>
<u>Additional Funds Available</u>								
Bond Fund	11,025	0	0	0	0	0	0	0
<b>TOTAL-All Funds Net</b>	<b>2,762,473</b>	<b>3,460,325</b>	<b>3,703,112</b>	<b>3,703,128</b>	<b>3,645,316</b>	<b>3,860,357</b>	<b>3,860,204</b>	<b>3,826,316</b>

# SECRETARY OF THE STATE

## AGENCY DESCRIPTION

The Secretary of the State is an elected constitutional officer who is the repository and resource for a variety of public records and documents including legislative, business, uniform commercial code, and elections.

The Secretary is the keeper of the Great Seal of the State and the Commissioner of Elections.

The Secretary grants commissions to notaries public and publishes the *State Register and Manual* (Blue Book). The

Secretary oversees compliance with the federal "Motor Voter" law and promotes other voter registration efforts in both the public and private sectors.

The Secretary's office also coordinates a number of programs designed to enhance citizen participation and involvement in schools and the community such as Youth Vote, Excellence in Citizenship Awards, and the Report and Conference on the State of Democracy in Connecticut.

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	2007-2008	2008-2009
• Transfer Equipment to CEPF	-86,900	-29,900
• Remove or Limit Inflation	-6,923	-16,204
• Utilize FY2007 Surplus for One-time Expenditure	-1,500,000	0

Funding is provided from FY 2007 Surplus funds to pay for the initial expense of printing the new HAVA-compliant Optical Scan ballots for those towns that did not convert for the 2007 election.

## AGENCY PROGRAMS

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	24	7	0	31	31	30	31	30
Private Funds	49	3	0	52	52	52	52	52

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Commercial Recording	5,325,799	7,207,247	8,733,391	8,733,391	8,733,391	8,684,501	8,684,501	8,684,501
Legislation and Elections Administration Division	3,338,268	2,062,657	3,389,537	3,160,546	1,955,007	2,133,115	1,937,428	1,926,354
Management and Support Services	2,688,514	2,527,875	2,914,064	2,869,444	2,481,160	2,921,062	2,853,482	2,818,452
TOTAL Agency Programs - All Funds Gross	11,352,581	11,797,779	15,036,992	14,763,381	13,169,558	13,738,678	13,475,411	13,429,307
Less Turnover	0	0	0	-21,819	-21,819	0	-21,278	-21,278
TOTAL Agency Programs - All Funds Net	11,352,581	11,797,779	15,036,992	14,741,562	13,147,739	13,738,678	13,454,133	13,408,029

### Summary of Funding

General Fund Net	2,779,582	3,336,021	5,060,233	4,764,803	3,170,980	3,791,919	3,507,374	3,461,270
Federal and Other Activities	1,466,046	90,000	50,000	50,000	50,000	20,000	20,000	20,000
Bond Fund	28,761	0	0	0	0	0	0	0
Private Funds	7,078,192	8,371,758	9,926,759	9,926,759	9,926,759	9,926,759	9,926,759	9,926,759
TOTAL Agency Programs - All Funds Net	11,352,581	11,797,779	15,036,992	14,741,562	13,147,739	13,738,678	13,454,133	13,408,029

## COMMERCIAL RECORDING

### Statutory Reference

C.G.S. Titles 33, 34, 35 et al

### Statement of Need and Program Objective

To make information available to the public regarding corporations, limited partnerships, limited liability companies, statutory trusts, limited liability partnerships, Uniform Commercial Code and trademarks by reviewing, recording, copying, computerizing, and certifying documents for and of public record.

To facilitate and foster the growth of small and minority business in the state by creating a network which ultimately simplifies the development of over 8,000 businesses and entrepreneurs. The objective of the unit is to create a sustainable bridge through which small businesses, private industry, and government can operate comfortably utilizing a chain of supply and demand.

### Program Description

The major activities and responsibilities of the division include generating and mailing annual reports to businesses of record;

## Budget-in-Detail

reviewing submitted documents for compliance with statutes; receiving records and forwarding writs, summonses and complaints; creating and updating data records of businesses; and handling public inquiries.

The division reviews documents submitted for filing, providing certified copies and legal existence certificates within twenty-four hours of receipt; verifies funds deposited at the time of document review; and reviews and records all Uniform Commercial Code documents such as financial statements, amendments, notices of attachment and vessel liens. The division prepares abstracts or copies of recorded documents, creates and updates data records of the liens, and researches and answers in writing and in person inquiries for information and status of filings. The division also identifies and investigates foreign businesses liable for penalties and past due license fees, if applicable, for transacting business in Connecticut prior to obtaining a certificate of authority to do so. The division assesses penalties, monitors and processes payments, issues demand letters, reviews dispute letters, and recommends proceedings to be initiated by the Attorney General's Office. The division also administers the Address Confidentiality Program.

The Small and Minority Business Services Unit is a subdivision of Commercial Recording. Small, micro, and minority businesses have traditionally been underrepresented and left behind in the contracting and procurement process. They are also rarely included in business expos or large seminars due to budgetary constraints or the overwhelming dynamics of the corporate giants. The Small and Minority Business Services Unit creates an environment suitable to the demographics of all small businesses. The unit holds business showcases that highlight and provide a suitable and affordable environment for the average small business to display and market its goods and services. Experts in their respective fields conduct several business development workshops as part of the business showcases. The unit also holds development seminars to benefit small businesses. These one-day seminars range from procurement and marketing to international trade and peer-to-peer networking. All of the programs are held in various community sites throughout the state.

The Small and Minority Business Services Unit holds all of its programs in partnership with federal and state agencies as well as corporate and private partners in order to provide the best value and expertise to the small business community.

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Private Funds	49	3	0	52	52	52	52	52

### Financial Summary

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	9,280	12,291	0	0	0	0	0	0
TOTAL-General Fund	9,280	12,291	0	0	0	0	0	0

### Additional Funds Available

Private Funds	5,316,519	7,194,956	8,733,391	8,733,391	8,733,391	8,684,501	8,684,501	8,684,501
TOTAL - All Funds	5,325,799	7,207,247	8,733,391	8,733,391	8,733,391	8,684,501	8,684,501	8,684,501

### Commercial Recording

## LEGISLATION AND ELECTIONS ADMINISTRATION DIVISION

### Statutory Reference

C.G.S. Sections 9-3 and 9-4 et al; Article Third State Constitution

### Statement of Need and Program Objectives

To preserve the integrity and ensure the accuracy of Connecticut's elections, primaries, and referenda through timely communications and training for election officials concerning their duties; approval of tamper resistant voting systems; monitoring implementation of absentee ballot and voter registration laws; tabulation of vote totals for state and district offices and coordination of voter registration and outreach efforts aimed at young people and other voters. To increase the availability of information to the public by reviewing, recording, and filing a variety of documents including all bills, acts, and resolutions of the General Assembly; commissioning notaries; publishing the State Register and Manual and other publications; and collecting, recording and filing information with timeliness and accuracy.

### Program Description

The division administers, interprets and implements all state and federal laws pertaining to elections, primaries, nominating procedures, campaign finance and the acquisition and exercise of voting rights. Financial disclosure statements from party, political and candidate committees are filed with the office and are available for public view electronically on the Secretary of the State's website.

The division also administers and monitors the implementation of the National Voter Registration Act, the Help America Vote Act (HAVA) and other federally mandated voter registration and election administration laws. This includes oversight of the development of the content of all election and primary forms including absentee ballot materials and instructions and the implementation of provisional ballot and voter identification programs.

In conjunction with local town clerks and registrars, the division provides training for local elected officials and poll workers. The office regularly convenes conferences and meetings around the state in an attempt to educate the local election officials (including registrants of voters, town clerks, moderators, and voting machine mechanics) of their statutory responsibilities regarding voter registration and the electoral process.

The division also responds to inquiries involving state election and primary law; provides advice to local officials in matters concerning home rule, charter revision, and local referenda; verifies each municipality's printed absentee ballot and sample ballots for accuracy and, where serious errors exist, orders the reprinting of such materials.

In addition, the division is the official keeper of all acts, orders, grants and resolutions of the General Assembly. The division reviews, records and files all General Assembly bills, acts, and resolutions; transmits all acts passed to the Governor; records executive actions and returns vetoed bills and messages to the General Assembly. The division certifies all legislation regarding appropriations, bond authorizations, and orders on the

Treasurer and notifies members of the General Assembly of veto and special sessions.

The division compiles, publishes and distributes the *Connecticut State Register and Manual* and maintains the "Interactive" State Register and Manual on the Secretary of the State's website, updating information on state, local, and federal government on a weekly basis.

The division records and files approved agency regulations, schedules of state agency meetings, municipal ordinances and special acts.

The division also administers Connecticut's notary public program.

<i>Program Measure</i>	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Advisory legal opinions issued/yr	2,600	2,700	2,800	2,900
Informational mailings distributed/yr	300,000	300,500	301,000	302,000
Exams administered/yr	2,000	2,100	2,200	2,200
Primaries, elections/referenda supervised/yr	1,016	1,100	1,300	1,100
Documents received and processed/yr	32,500	32,500	25,000	25,000
Notary appointments	3,236	3,236	3,300	3,400
Notary renewals	9,818	9,818	9,900	9,900

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	10	0	0	10	10	9	10	9

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	623,732	838,830	587,416	536,904	536,904	600,489	550,667	550,667
Other Expenses	796,049	807,975	2,608,723	2,430,244	1,224,705	1,360,495	1,214,630	1,203,556
TOTAL-General Fund	1,419,781	1,646,805	3,196,139	2,967,148	1,761,609	1,960,984	1,765,297	1,754,223
<i>Additional Funds Available</i>								
Bond Fund	3,459	0	0	0	0	0	0	0
Private Funds	448,982	325,852	143,398	143,398	143,398	152,131	152,131	152,131
<i>Federal Contributions</i>								
93618 Voting Access-Individ w/Disabilities	1,466,046	90,000	50,000	50,000	50,000	20,000	20,000	20,000
TOTAL - All Funds	3,338,268	2,062,657	3,389,537	3,160,546	1,955,007	2,133,115	1,937,428	1,926,354

Legislation & Elections Administration Division

## MANAGEMENT AND SUPPORT SERVICES

### *Statutory Reference*

C.G.S. Chapter 33; Article Third and Fourth State Constitution

### *Statement of Need and Program Objective*

To support the Secretary of the State in the organization, direction, and control of all office operations through the promotion of effective and efficient delivery of fiscal, human resources, procurement, and computerized information services.

### *Program Description*

The program provides for the overall coordination of the office by performing budget, human resources, affirmative action, payroll, accounting, training, publication distribution/sales, public communication, and revenue deposit. The division also is responsible for information technology support including support to the Centralized Voter Registration System, Connecticut Online Commercial Recording Database (CONCORD), Connecticut Finance Information System (CFIS), the agency web site and all E-Government initiatives within the office.

<i>Program Measure</i>	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Days to process vendor payment	2	2	2	2
General Statutes distributed and/or sold	400	4,000	250	1,722
Public & Special Acts distributed and/or sold	2,500	500	1,328	300
Revenue deposited/yr (\$M)	14.9	15.8	11	11.2

## Budget-in-Detail

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<b>Personnel Summary</b>								
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	14	7	0	21	21	21	21	21
<b>Financial Summary</b>								
(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	893,856	1,207,411	1,124,915	1,124,915	1,124,915	1,170,611	1,170,611	1,170,611
Other Expenses	456,665	469,414	652,179	607,559	306,175	630,324	562,744	557,614
<b>Capital Outlay</b>								
Equipment	0	100	87,000	87,000	100	30,000	30,000	100
TOTAL-General Fund	1,350,521	1,676,925	1,864,094	1,819,474	1,431,190	1,830,935	1,763,355	1,728,325
<b>Additional Funds Available</b>								
Bond Fund	25,302	0	0	0	0	0	0	0
Private Funds	1,312,691	850,950	1,049,970	1,049,970	1,049,970	1,090,127	1,090,127	1,090,127
TOTAL - All Funds	2,688,514	2,527,875	2,914,064	2,869,444	2,481,160	2,921,062	2,853,482	2,818,452
<b>Management and Support Services</b>								

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<b>Personal Services</b>						
Permanent Fulltime Positions	1,420,338	1,896,063	1,680,781	1,630,269	1,736,778	1,686,956
Other Positions	8,938	11,839	0	0	0	0
Other	88,881	139,092	31,550	31,550	34,322	34,322
Overtime	8,711	11,538	0	0	0	0
TOTAL-Personal Services Gross	1,526,868	2,058,532	1,712,331	1,661,819	1,771,100	1,721,278
Less Reimbursements						
Less Turnover	0	0	0	-21,819	0	-21,278
TOTAL-Personal Services Net	1,526,868	2,058,532	1,712,331	1,640,000	1,771,100	1,700,000
	1,645	1,691	0	0	0	0
<b>Other Expenses-Contractual Services</b>						
Dues and Subscriptions	15,369	15,798	16,130	15,798	16,469	15,798
Rentals, Storage and Leasing	2,015	2,071	2,114	2,071	2,158	2,071
Telecommunication Services	38,901	39,987	40,827	39,101	41,684	39,987
General Repairs	34,342	35,301	36,042	35,301	36,798	35,301
Motor Vehicle Expenses	4,204	4,321	4,412	4,321	4,505	4,321
Fees for Outside Professional Services	16,107	16,557	16,930	16,557	17,308	16,557
Fees for Non-Professional Services	23,056	23,699	30,096	23,695	29,506	23,699
DP Services, Rentals and Maintenance	506,967	500,822	805,407	657,839	1,028,267	875,864
Postage	128,998	132,599	235,383	226,788	238,226	236,788
Travel	8,819	9,065	19,499	9,065	19,856	9,065
Other Contractual Services	11,586	21,910	27,520	26,779	28,098	27,779
Advertising	4,380	4,502	4,597	4,502	4,694	4,502
Printing & Binding	246,600	253,484	1,788,807	253,484	294,242	253,484
<b>Other Expenses-Commodities</b>						
Agriculture, Horticulture, Dairy & Food	7,875	8,095	8,265	8,095	8,430	8,095
Books	1,430	1,470	1,501	1,470	1,533	1,470
Maintenance and Motor Vehicle Supplies	2,131	2,190	2,190	2,190	2,190	2,190
Medical Supplies	665	684	720	684	755	684
Office Supplies	133,580	137,811	144,034	137,808	146,958	138,183
Refunds of Expenditures Not Otherwise Classified	55,584	56,635	57,825	56,635	59,039	56,635
<b>Other Expenses-Sundry</b>						
Sundry - Other Items	8,460	8,697	18,603	8,697	10,103	8,697
TOTAL-Other Expenses Gross	1,252,714	1,277,389	3,260,902	1,530,880	1,990,819	1,761,170
Less Reimbursements						
TOTAL-Other Expenses Net	1,252,714	1,277,389	3,260,902	1,530,880	1,990,819	1,761,170



<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	1,526,868	2,058,532	1,712,331	1,640,000	1,640,000	1,771,100	1,700,000	1,700,000
Other Expenses Net	1,252,714	1,277,389	3,260,902	3,037,803	1,530,880	1,990,819	1,777,374	1,761,170
Capital Outlay	0	100	87,000	87,000	100	30,000	30,000	100
TOTAL-General Fund Net	2,779,582	3,336,021	5,060,233	4,764,803	3,170,980	3,791,919	3,507,374	3,461,270
<i>Additional Funds Available</i>								
Federal and Other Activities	1,466,046	90,000	50,000	50,000	50,000	20,000	20,000	20,000
Bond Fund	28,761	0	0	0	0	0	0	0
Private Funds	7,078,192	8,371,758	9,926,759	9,926,759	9,926,759	9,926,759	9,926,759	9,926,759
TOTAL-All Funds Net	11,352,581	11,797,779	15,036,992	14,741,562	13,147,739	13,738,678	13,454,133	13,408,029

# LIEUTENANT GOVERNOR'S OFFICE

## AGENCY DESCRIPTION

The Lieutenant Governor is an elected constitutional officer who is charged with the following responsibilities: succeeding the Governor in the event the Governor becomes unable to perform the duties of the office or the office becomes vacant

during the Governor's term; operating the state government during the Governor's absence from the state; and presiding over the state Senate and casting the tie-breaking vote when the Senate is equally divided.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

### 2007-2008 2008-2009

-12,400      -7,900  
-1,806      -3,647

## AGENCY PROGRAMS

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	5	0	0	5	5	5	5	5

### Agency Programs by Total Funds (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Assist Supervision of the State	417,438	517,768	586,923	586,923	572,717	603,894	603,894	592,347
TOTAL Agency Programs - All Funds Gross	417,438	517,768	586,923	586,923	572,717	603,894	603,894	592,347
Less Turnover								
TOTAL Agency Programs - All Funds Net	417,438	517,768	586,923	586,923	572,717	603,894	603,894	592,347

### Summary of Funding

General Fund Net	417,438	517,768	586,923	586,923	572,717	603,894	603,894	592,347
TOTAL Agency Programs - All Funds Net	417,438	517,768	586,923	586,923	572,717	603,894	603,894	592,347

## ASSISTING IN SUPERVISION OF THE STATE

### Statutory Reference

Connecticut State Constitution Article IV, Sections 17-19

### Statement of Need and Program Objectives

To provide assistance in the operation of state government and to assure the continued operation of state government in the Governor's absence from the state or in the event that the Governor is unable to perform the duties of the office or the office becomes vacant.

### Program Description

The Lieutenant Governor provides assistance in the operation of state government.

The Connecticut Constitution provides for the election of the Lieutenant Governor and conditions for the succession to the Office of Governor. In case of the governor's death, resignation,

refusal to serve, or removal from office, the lieutenant governor shall become governor until the next regular election. In the case of the inability of the governor to exercise the powers and perform the duties of office, or in case of impeachment or absence from the state, the lieutenant governor shall exercise the powers and authority and perform the duties of governor until the disability is removed, or the governor is acquitted or returns.

The Lieutenant Governor is, by virtue of the office, President of the Senate and oversees the procedures of the State Senate, including resolution of disputes. The Lieutenant Governor has a right to debate, when in committee of the whole and when the Senate is equally divided, the Lieutenant Governor may cast the tie-breaking vote.

The Lieutenant Governor, by virtue of the office, is also a voting member of the Finance Advisory Committee.

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	5	0	0	5	5	5	5	5

<i>Financial Summary</i> (Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	378,298	430,598	485,547	485,547	485,547	505,177	505,177	505,177
Other Expenses	39,140	87,070	88,876	88,876	87,070	90,717	90,717	87,070
<i>Capital Outlay</i>								
Equipment	0	100	12,500	12,500	100	8,000	8,000	100
TOTAL-General Fund	417,438	517,768	586,923	586,923	572,717	603,894	603,894	592,347
Assist Supervision of the State								

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	177,088	309,309	359,949	443,547	375,171	460,177
Other Positions	198,608	110,289	113,598	30,000	117,006	32,000
Other	2,602	11,000	12,000	12,000	13,000	13,000
TOTAL-Personal Services Gross	378,298	430,598	485,547	485,547	505,177	505,177
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	378,298	430,598	485,547	485,547	505,177	505,177
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	2,848	6,336	6,469	6,336	6,605	6,336
Rentals, Storage and Leasing	358	796	813	796	830	796
Telecommunication Services	5,190	11,546	11,788	11,546	12,036	11,546
General Repairs	480	1,068	1,090	1,068	1,113	1,068
Motor Vehicle Expenses	5,516	12,271	12,529	12,271	12,792	12,271
Fees for Non-Professional Services	11,326	25,197	25,726	25,197	26,266	25,197
Postage	1,222	2,719	2,776	2,719	2,834	2,719
Travel	2,582	5,744	5,864	5,744	5,987	5,744
Other Contractual Services	4	9	9	9	9	9
Printing & Binding	1,048	2,331	2,380	2,331	2,430	2,331
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	1,962	4,360	4,452	4,360	4,541	4,360
Books	128	285	291	285	297	285
Office Supplies	4,551	10,125	10,337	10,125	10,553	10,125
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	1,925	4,283	4,352	4,283	4,424	4,283
TOTAL-Other Expenses Gross	39,140	87,070	88,876	87,070	90,717	87,070
Less Reimbursements						
TOTAL-Other Expenses Net	39,140	87,070	88,876	87,070	90,717	87,070

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	378,298	430,598	485,547	485,547	485,547	505,177	505,177	505,177
Other Expenses Net	39,140	87,070	88,876	88,876	87,070	90,717	90,717	87,070
Capital Outlay	0	100	12,500	12,500	100	8,000	8,000	100
TOTAL-General Fund Net	417,438	517,768	586,923	586,923	572,717	603,894	603,894	592,347

# STATE ELECTIONS ENFORCEMENT COMMISSION

## AGENCY DESCRIPTION

The Elections Enforcement Commission is a non-partisan independent agency that has exclusive civil authority to enforce election laws. Its principal functions are to conduct investigations of complaints concerning violations of the laws governing elections, primaries and referenda, monitor compliance with campaign financing laws by performing audits and disseminate advice and information that is necessary for compliance by regulated persons.

The Commission is also responsible for the administration and enforcement of a new public financing program through which the Citizens' Election Fund provides public grants to qualified candidates for statewide office and the General Assembly. The Commission has also become the filing repository for campaign reports and is responsible for redesigning and implementing a new electronic campaign reporting system.

## RECOMMENDED SIGNIFICANT CHANGES

### Within Current Services

- Establish Legal Compliance Unit

**2007-2008**    **2008-2009**

286,747    303,352

Funding is provided for a Director of Legal Compliance, 2 Staff Attorneys, 1 Paralegal, and 1 Office Assistant.

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	13	1	0	14	19	19	19	19
Private Funds	2	13	0	15	15	15	15	15

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Election Law Enforcement and Control	1,132,051	4,350,964	4,525,960	4,525,960	4,525,960	4,400,573	4,400,573	4,400,573
TOTAL Agency Programs - All Funds Gross	1,132,051	4,350,964	4,525,960	4,525,960	4,525,960	4,400,573	4,400,573	4,400,573
Less Turnover								
TOTAL Agency Programs - All Funds Net	1,132,051	4,350,964	4,525,960	4,525,960	4,525,960	4,400,573	4,400,573	4,400,573

### Summary of Funding

General Fund Net	1,067,043	1,415,972	1,887,978	1,887,978	1,887,978	1,986,047	1,986,047	1,986,047
Private Funds	65,008	2,934,992	2,637,982	2,637,982	2,637,982	2,414,526	2,414,526	2,414,526
TOTAL Agency Programs - All Funds Net	1,132,051	4,350,964	4,525,960	4,525,960	4,525,960	4,400,573	4,400,573	4,400,573

## ELECTION LAW ENFORCEMENT AND CONTROL

### Statutory Reference

C.G.S. Sections 9-7a, 9-7b, 9-7c, 9-700, et.seq. and Chapter 150

### Statement of Need and Program Objectives

To improve public confidence in our electoral process and in the officials who seek or hold a public office by monitoring compliance with and swift enforcement of the election laws.

### Program Description

The Commission is the only administrative agency that conducts investigations of complaints concerning violations of state election laws. The procedures utilized in an investigation may include the issuance of subpoenas, examination of documents and conduct of hearings. Civil enforcement sanctions, including monetary fines, may be imposed directly by the Commission against violators of these laws. Evidence of criminal conduct is referred to the Chief State's Attorney for prosecution.

The Commission monitors compliance with campaign financing laws by auditing disclosure reports and disseminating information and advice to candidates, political action committees (PAC) and political parties. Auditing of financial disclosure statements is intended to ensure that errors and omissions are

promptly corrected and that violations are deterred. The Commission is now the campaign filing repository for reports of statewide and General Assembly candidates, PACs and political party committees, and prepares the forms and instructions necessary for compliance with these disclosure requirements.

The Commission is also responsible for the administration of the Citizens' Election Fund, which provides public grants to qualified candidates for statewide office and the General Assembly, and for the compliance of all contribution and expenditure limitations contained in Public Act 05-5 of the October 25, 2005 Special Session.

The Commission enforces new restrictions on contributions by lobbyists and state contractors and is required to establish, maintain and update a comprehensive database of the principals of state contractors and prospective state contractors to ensure compliance.

The Commission is also the designated agency for resolution of complaints filed under the Federal Help America Vote Act of 2002 (HAVA).

The Commission prepares and distributes campaign guides for compliance with election financing laws; conducts seminars for candidates, campaign treasurers, business, professional and

labor organizations and other political action groups and party officials; renders formal and informal advisory opinions and

rulings upon request and recommends revisions of election laws to the General Assembly.

**Program Measure**

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Cases investigated and resolved	240	240	375	375
Committees' audited	250	125	250	250
Formal/informal opinions issued	250	375	550	575

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	13	1	0	14	19	19	19	19
Private Funds	2	13	0	15	15	15	15	15

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	941,098	1,175,499	1,579,422	1,579,422	1,579,422	1,687,921	1,687,921	1,687,921
Other Expenses	102,445	223,973	261,406	261,406	261,406	265,726	265,726	265,726
<u>Capital Outlay</u>								
Equipment	23,500	7,500	31,150	31,150	31,150	15,400	15,400	15,400
<u>Other Current Expenses</u>								
Commission's Per Diems	0	9,000	16,000	16,000	16,000	17,000	17,000	17,000
TOTAL-General Fund	1,067,043	1,415,972	1,887,978	1,887,978	1,887,978	1,986,047	1,986,047	1,986,047
<u>Additional Funds Available</u>								
Private Funds	65,008	2,934,992	2,637,982	2,637,982	2,637,982	2,414,526	2,414,526	2,414,526
TOTAL - All Funds	1,132,051	4,350,964	4,525,960	4,525,960	4,525,960	4,400,573	4,400,573	4,400,573

**Election Law Enforcement and Control****AGENCY FINANCIAL SUMMARY – GENERAL FUND****Current Expenses by Minor Object**

	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	872,983	1,090,419	1,465,107	1,465,107	1,513,709	1,513,709
Other Positions	16,883	21,087	28,333	28,333	28,333	28,333
Other	46,763	58,411	78,482	78,482	138,379	138,379
Overtime	4,469	5,582	7,500	7,500	7,500	7,500
TOTAL-Personal Services Gross	941,098	1,175,499	1,579,422	1,579,422	1,687,921	1,687,921
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	941,098	1,175,499	1,579,422	1,579,422	1,687,921	1,687,921
<u>Other Expenses-Contractual Services</u>						
Dues and Subscriptions	2,229	5,144	5,688	5,688	6,208	6,208
Rentals, Storage and Leasing	13,939	34,836	35,568	35,568	36,315	36,315
Telecommunication Services	7,254	28,918	18,512	18,512	20,214	20,214
General Repairs	5,878	843	15,000	15,000	4,623	4,623
Motor Vehicle Expenses	1,271	2,184	3,242	3,242	3,563	3,563
Fees for Outside Professional Services	130	325	332	332	339	339
Fees for Non-Professional Services	60	150	153	153	156	156
DP Services, Rentals and Maintenance	19,637	40,982	50,107	50,107	52,667	52,667
Postage	3,506	8,763	8,947	8,947	9,135	9,135
Travel	12,547	26,836	32,015	32,015	34,008	34,008
Other Contractual Services	2,848	11,119	7,268	7,268	7,421	7,421
Printing & Binding	2,939	7,345	7,499	7,499	7,656	7,656
<u>Other Expenses-Commodities</u>						
Maintenance and Motor Vehicle Supplies	370	526	943	943	1,102	1,102
Office Supplies	26,942	51,677	68,747	68,747	74,196	74,196

**Budget-in-Detail**

Other Expenses-Sundry

Sundry - Other Items	2,895	4,325	7,385	7,385	8,123	8,123
TOTAL-Other Expenses Gross	102,445	223,973	261,406	261,406	265,726	265,726
Less Reimbursements						
TOTAL-Other Expenses Net	102,445	223,973	261,406	261,406	265,726	265,726

Other Current Expenses

Commission's Per Diems	0	9,000	16,000	16,000	17,000	17,000
TOTAL-Other Current Expenses	0	9,000	16,000	16,000	17,000	17,000

**Character & Major Object Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	941,098	1,175,499	1,579,422	1,579,422	1,579,422	1,687,921	1,687,921	1,687,921
Other Expenses Net	102,445	223,973	261,406	261,406	261,406	265,726	265,726	265,726
Capital Outlay	23,500	7,500	31,150	31,150	31,150	15,400	15,400	15,400
Other Current Expenses	0	9,000	16,000	16,000	16,000	17,000	17,000	17,000
TOTAL-General Fund Net	1,067,043	1,415,972	1,887,978	1,887,978	1,887,978	1,986,047	1,986,047	1,986,047
<u>Additional Funds Available</u>								
Private Funds	65,008	2,934,992	2,637,982	2,637,982	2,637,982	2,414,526	2,414,526	2,414,526
TOTAL-All Funds Net	1,132,051	4,350,964	4,525,960	4,525,960	4,525,960	4,400,573	4,400,573	4,400,573

# OFFICE OF STATE ETHICS

## AGENCY DESCRIPTION

The Office of State Ethics (OSE) is an independent oversight agency for the State of Connecticut, established by Public Act 05-183, which took effect on July 1, 2005. The OSE administers and enforces Connecticut General Statutes, Chapter 10, Part I for

Public Officials and Part II for Lobbyists. The mission of the OSE is to ensure honesty, integrity and accountability in state government through education, interpretation and enforcement of the State of Connecticut Codes of Ethics.

## RECOMMENDED SIGNIFICANT CHANGES

### New or Expanded Services

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
• Expand Enforcement Division <i>Funding is provided for 2 Legal Investigators and associated costs.</i>	166,766	165,669	175,567
• Annualize Management Positions <i>Annualize cost of General Counsel and Ethics Enforcement Officer reclassifications.</i>	74,192	82,576	91,910
• Expansion of IT Initiatives <i>Increase Information Technology Initiatives account for unanticipated system modifications.</i>	250,000	250,000	250,000

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	11	8	0	19	19	21	19	21
<i>Other Positions Equated to Full Time</i>			2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			0	1	1	0	1	0

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Codes of Ethics for Public Employees & Lobbyists	570,838	1,791,308	2,004,285	2,004,285	2,495,243	1,924,910	1,924,910	2,423,155
TOTAL Agency Programs - All Funds Gross	570,838	1,791,308	2,004,285	2,004,285	2,495,243	1,924,910	1,924,910	2,423,155
Less Turnover								
TOTAL Agency Programs - All Funds Net	570,838	1,791,308	2,004,285	2,004,285	2,495,243	1,924,910	1,924,910	2,423,155
<u>Summary of Funding</u>								
General Fund Net	570,838	1,791,308	2,004,285	2,004,285	2,495,243	1,924,910	1,924,910	2,423,155
TOTAL Agency Programs - All Funds Net	570,838	1,791,308	2,004,285	2,004,285	2,495,243	1,924,910	1,924,910	2,423,155

## CODES OF ETHICS FOR PUBLIC EMPLOYEES AND LOBBYISTS

### Statutory Reference

Public Act 05-183; Connecticut General Statutes Chapter 10, Part I and Part II

### Statement of Need and Program Objective

The OSE administers and enforces the state's laws that help ensure government decisions are made in the public interest, untainted by consideration of private gain or the influence of special interests. The Citizens' Ethics Advisory Board and the staff of the Office of State Ethics are committed to fulfilling their responsibilities under the law. The OSE strives to educate the regulated community (public officials, state employees and lobbyists) about the Codes of Ethics, interpret and apply the Codes, investigate and issue complaints for potential violations, and provide public information.

### Program Description

The OSE has four main functions: education, interpretation, enforcement and records retention. The OSE is charged with providing education on the Codes of Ethics to state employees,

public officials, lobbyists and legislators. The provisions of the Codes include gifts, outside employment, post-state employment, conflicts of interest, registration and financial disclosure. The OSE employs an education officer who conducts in-person trainings to state agency personnel and provides supplementary training materials and interactive modules for use by all state agencies. This officer also communicates monthly to each state ethics liaison and ethics compliance officer regarding the law and its application.

The Citizens' Ethics Advisory Board Nine members appointed by the Governor and both parties in the legislative leadership are responsible for hearing issues regarding the Codes of Ethics as well as issuing advisory opinions and interpretations of the Codes as they apply to specific situations. The Board meets once each month at minimum, and holds special meetings as deemed necessary. This Board has issued six advisory opinions in 2006, the full text and summaries of which are available on the OSE's Web site.

The Legal Division The Division writes advisory opinions and answers staff opinions for regulated individuals regarding the

Budget-in-Detail

law's application to unique circumstances. In addition to the hundreds of written opinions, the Legal Division provides daily advice to public officials, state employees and lobbyists via telephone responses.

The Enforcement Division The Enforcement Division investigates and issues complaints regarding potential violations of the Codes and ensures that the Governor's financial filing

directive is being accurately followed. All investigatory matters are the responsibility of the Ethics Enforcement Officer.

The OSE is also statutorily obligated to receive, process and maintain records of all lobbyist filings along with public official and state employee Statements of Financial Interests (SFIs). The OSE processes numerous requests for lobbyist or public official SFI information from members of the public and the media.

<i>Program Measure</i>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Statements of Financial Interest required	2,500	2,625	2,756	2,894
Lobbyists registered	4,000	15,000	4,000	15,000
Lobbyists financial reports required	60,000	60,000	60,000	60,000
% of required reports filed electronically	97	97	97	97
Written request for advice	257	550	605	666
Telephone requests for legal advice	6,655	7,321	8,053	8,858
Enforcement preliminary evaluations and investigations	50	100	100	100
Publications distributed via print	200	500	500	500
Publications distributed via e-mail	900	5,400	5,400	5,400
Number of persons reached through In-person trainings	1,000	1,000	800	750
Conduct random audits- Lobbyist records	0	20	30	40

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	11	8	0	19	19	21	19	21

<i>Other Positions Equated to Full Time</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	0	1	1	0	1	0

<i>Financial Summary</i> <i>(Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	410,498	1,364,655	1,305,575	1,305,575	1,536,533	1,317,728	1,317,728	1,561,773
Other Expenses	106,376	135,395	192,110	192,110	199,110	179,682	179,682	183,882
<i>Capital Outlay</i>								
Equipment	9,628	50,000	31,600	31,600	34,600	2,500	2,500	2,500
<i>Other Current Expenses</i>								
Lobbyist Electronic Filing Program	44,336	0	0	0	0	0	0	0
Judge Trial Referee Fees	0	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Reserve for Attorney Fees	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Information Technology Initiatives	0	166,258	400,000	400,000	650,000	350,000	350,000	600,000
TOTAL-General Fund	570,838	1,791,308	2,004,285	2,004,285	2,495,243	1,924,910	1,924,910	2,423,155
Codes of Ethics for Public Employees &								

**AGENCY FINANCIAL SUMMARY – GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	384,244	1,277,376	1,222,075	1,438,262	1,254,228	1,461,887
Other Positions	6,603	21,950	21,000	24,715	22,000	25,121
Other	16,821	55,921	53,500	62,964	32,500	63,999
Overtime	2,830	9,408	9,000	10,592	9,000	10,766
TOTAL-Personal Services Gross	410,498	1,364,655	1,305,575	1,536,533	1,317,728	1,561,773
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	410,498	1,364,655	1,305,575	1,536,533	1,317,728	1,561,773



Other Expenses-Contractual Services

Dues and Subscriptions	554	825	1,000	1,036	1,000	957
Rentals, Storage and Leasing	6,645	10,735	12,000	12,437	12,252	11,486
Telecommunication Services	6,091	6,943	11,000	11,401	13,000	10,529
General Repairs	554	3,550	1,000	1,036	1,200	957
Motor Vehicle Expenses	415	48	750	777	750	718
Fees for Outside Professional Services	14,674	43,362	26,500	27,466	26,800	25,365
Fees for Non-Professional Services	14,229	6,836	25,700	26,637	27,520	24,599
DP Services, Rentals and Maintenance	0	8,595	0	0	0	0
Postage	3,383	2,104	6,110	6,332	7,210	5,849
Travel	13,290	3,056	24,000	24,875	27,800	22,973
Other Contractual Services	15,615	9,001	28,200	29,228	28,200	26,993
Advertising	831	1,214	1,500	1,555	1,800	1,436
Printing & Binding	2,769	2,723	5,000	5,182	5,000	4,786

Other Expenses-Commodities

Agriculture, Horticulture, Dairy & Food	415	256	750	777	1,000	718
Books	277	308	500	518	750	479
Maintenance and Motor Vehicle Supplies	55	62	100	104	150	96
Office Supplies	22,426	33,131	40,500	41,975	16,750	38,766
Refunds of Expenditures Not Otherwise Classified	831	943	1,500	1,555	1,500	1,432

Other Expenses-Sundry

Sundry - Other Items	3,322	1,703	6,000	6,219	7,000	5,743
TOTAL-Other Expenses Gross	106,376	135,395	192,110	199,110	179,682	183,882
Less Reimbursements						
TOTAL-Other Expenses Net	106,376	135,395	192,110	199,110	179,682	183,882

Other Current Expenses

Lobbyist Electronic Filing Program	44,336	0	0	0	0	0
Judge Trial Referee Fees	0	25,000	25,000	25,000	25,000	25,000
Reserve for Attorney Fees	0	50,000	50,000	50,000	50,000	50,000
Information Technology Initiatives	0	166,258	400,000	650,000	350,000	600,000
TOTAL-Other Current Expenses	44,336	241,258	475,000	725,000	425,000	675,000

**Character & Major Object Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	410,498	1,364,655	1,305,575	1,305,575	1,536,533	1,317,728	1,317,728	1,561,773
Other Expenses Net	106,376	135,395	192,110	192,110	199,110	179,682	179,682	183,882
Capital Outlay	9,628	50,000	31,600	31,600	34,600	2,500	2,500	2,500
Other Current Expenses	44,336	241,258	475,000	475,000	725,000	425,000	425,000	675,000
TOTAL-General Fund Net	570,838	1,791,308	2,004,285	2,004,285	2,495,243	1,924,910	1,924,910	2,423,155

# FREEDOM OF INFORMATION COMMISSION

## AGENCY DESCRIPTION

The Freedom of Information Commission is charged with ensuring that the people of Connecticut have access to the

records and meetings of all public agencies and that all public agencies fully comply with the Freedom of Information Act.

## RECOMMENDED SIGNIFICANT CHANGES

### New or Expanded Services

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
• Enhance Complaint Processing/Resolution Capabilities <i>Funding is provided for 1 Staff Attorney and 1 Paralegal Specialist to enhance complaint processing and resolution capabilities.</i>	112,735	111,765	116,351
• Enhance IT Maintenance Capabilities <i>Funding is provided for 1 Data Processing Technical Analyst.</i>	0	64,515	65,986

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	18	1	1	20	20	22	20	23

### Agency Programs by Total Funds (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Freedom of Information	1,695,725	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189
TOTAL Agency Programs - All Funds Gross	1,695,725	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189
Less Turnover								
TOTAL Agency Programs - All Funds Net	1,695,725	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189
<u>Summary of Funding</u>								
General Fund Net	1,692,743	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189
Bond Fund	2,982	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	1,695,725	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189

## ADMINISTRATION AND ENFORCEMENT OF THE STATE'S FREEDOM OF INFORMATION ACT

### Statutory Reference

C.G.S. Section 1-200 *et seq.*; P.A. 04-204, §11

### Statement of Need and Program Objectives

To ensure that the people of Connecticut have access to the non-exempt records and meetings of all state, local and regional public agencies and to ensure that all public agencies fully comply with the state's Freedom of Information Act.

### Program Description

The major activities of the Commission are as follows:

Hear and decide citizen complaints and requests for declaratory rulings by means of a speedy and inexpensive process designed for use by laypersons. The objective of this activity is to resolve cases fairly, quickly and inexpensively. To this end, the commission attempts to resolve as many cases as possible without formal hearings by use of ombudsmen (mediators) and its statutory powers to terminate merit-less cases.

Inform and educate public officials and the public of their rights under the Freedom of Information Act, provide information to legislators and other policy-makers and introduce and comment on proposed legislation. The objective is not only to inform and educate people so that they understand their rights and obligations, but, by providing these services, to minimize the potential for disputes, thereby reducing the rate of growth in

formal complaints to the commission. In addition, the Commission held its annual conference in April, offered numerous workshops and provided speakers throughout the state. The Commission has provided an annual average of 55 workshops and speakers in the past five calendar years, including a projected 63 in calendar year 2006. It responds to thousands of written and oral inquiries. It publishes and distributes current versions of the Freedom of Information Act and other literature about the act and the commission. It has established a popular interactive website [www.state.ct.us/foi/](http://www.state.ct.us/foi/), on which its decisions can be researched and downloaded. It sponsors symposia and studies concerning the Freedom of Information Act, compliance with that law and privacy rights. The commission is actively involved in policy initiatives and projects with other agencies concerning privacy, information technology and public records administration. It also works cooperatively with statutorily authorized local Freedom of Information advisory boards and others who act as Freedom of Information liaisons for municipalities, school districts and state agencies.

Represent the commission, through staff counsel, in all court appeals and other litigation affecting the commission. The objective of this activity is for staff counsel to advise the commission and present the commission's legal position in court fully, competently and creatively so that its decisions and interests are upheld.

<i>Program Measure</i>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Contested Cases	675	700	725	750
Cases Settled by Ombudsman	300	300	325	350
Court Appeals and Other Litigation	25	25	25	30
Advisory Opinions	3	3	3	3
Education Programs and Speaking Engagements	75	80	85	95
Commission Meetings - Regular	24	24	24	24

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	18	1	1	20	20	22	20	23

<i>Financial Summary</i> (Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,500,574	1,705,271	1,748,557	1,748,557	1,853,792	1,801,547	1,801,547	1,972,077
Other Expenses	153,663	183,692	190,091	190,091	193,091	221,362	221,362	224,862
<i>Capital Outlay</i>								
Equipment	38,506	42,200	29,000	29,000	33,500	30,000	30,000	32,250
TOTAL-General Fund	1,692,743	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189
<i>Additional Funds Available</i>								
Bond Fund	2,982	0	0	0	0	0	0	0
TOTAL - All Funds	1,695,725	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189

## Freedom of Information

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	1,389,792	1,579,377	1,676,973	1,716,933	1,725,009	1,826,486
Other	110,730	125,834	71,334	136,794	76,288	145,522
Overtime	52	60	250	65	250	69
TOTAL-Personal Services Gross	1,500,574	1,705,271	1,748,557	1,853,792	1,801,547	1,972,077
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	1,500,574	1,705,271	1,748,557	1,853,792	1,801,547	1,972,077

*Other Expenses-Contractual Services*

Dues and Subscriptions	3,010	3,599	6,000	3,783	7,000	4,405
Rentals, Storage and Leasing	18,404	22,000	23,100	23,126	23,585	26,931
Telecommunication Services	12,694	15,175	23,700	15,951	26,002	18,576
General Repairs	1,584	1,893	3,300	1,990	4,862	2,317
Fees for Outside Professional Services	27,103	32,400	32,400	34,058	32,400	39,662
Fees for Non-Professional Services	13,258	15,849	21,100	16,660	23,500	19,402
DP Services, Rentals and Maintenance	9,601	11,477	10,000	12,065	24,100	14,049
Postage	8,126	9,713	10,450	10,209	11,050	11,890
Travel	16,363	19,561	26,500	20,562	28,063	23,945
Other Contractual Services	1,274	1,523	400	1,601	500	1,864
Printing & Binding	3,422	4,091	5,491	4,300	6,400	5,008

*Other Expenses-Commodities*

Agriculture, Horticulture, Dairy & Food	1,103	1,318	1,500	1,385	1,750	1,613
Books	463	554	650	582	750	678
Maintenance and Motor Vehicle Supplies	2,090	2,498	500	2,626	1,000	3,058
Office Supplies	31,874	38,102	20,500	40,051	25,250	46,641
Refunds of Expenditures Not Otherwise Classified	294	353	500	373	650	433

*Other Expenses-Sundry*

Sundry - Other Items	3,000	3,586	4,000	3,769	4,500	4,390
TOTAL-Other Expenses Gross	153,663	183,692	190,091	193,091	221,362	224,862
Less Reimbursements						
TOTAL-Other Expenses Net	153,663	183,692	190,091	193,091	221,362	224,862

Budget-in-Detail

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	1,500,574	1,705,271	1,748,557	1,748,557	1,853,792	1,801,547	1,801,547	1,972,077
Other Expenses Net	153,663	183,692	190,091	190,091	193,091	221,362	221,362	224,862
Capital Outlay	38,506	42,200	29,000	29,000	33,500	30,000	30,000	32,250
TOTAL-General Fund Net	1,692,743	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189
<i><u>Additional Funds Available</u></i>								
Bond Fund	2,982	0	0	0	0	0	0	0
TOTAL-All Funds Net	1,695,725	1,931,163	1,967,648	1,967,648	2,080,383	2,052,909	2,052,909	2,229,189

# JUDICIAL SELECTION COMMISSION

## AGENCY DESCRIPTION

The Judicial Selection Commission evaluates, investigates and recommends qualified candidates for consideration by the

Governor for nomination as judges for the superior court, appellate court and supreme court.

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	1	0	0	1	1	1	1	1

<i>Agency Programs by Total Funds</i> (Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Merit Selection of Judges	107,058	107,186	161,217	114,782	111,926	118,571	118,671	117,750
TOTAL Agency Programs - All Funds Gross	107,058	107,186	161,217	114,782	111,926	118,571	118,671	117,750
Less Turnover								
TOTAL Agency Programs - All Funds Net	107,058	107,186	161,217	114,782	111,926	118,571	118,671	117,750
<i>Summary of Funding</i>								
General Fund Net	106,600	107,186	161,217	114,782	111,926	118,571	118,671	117,750
Bond Fund	458	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	107,058	107,186	161,217	114,782	111,926	118,571	118,671	117,750

## MERIT SELECTION OF JUDGES

### *Statutory Reference*

C.G.S. Section 51-44a

### *Statement of Need and Program Objectives*

To recommend qualified candidates to the Governor for nomination as judges.

### *Program Description*

The Judicial Selection Commission consists of 12 members. No more than six members can be from the same political party and none can be an elected or appointed state official or hold

statewide political party office. Of the 12 members, 6 must not be attorneys.

The Commission seeks qualified candidates for consideration by the governor for nomination as judges for the superior court, appellate court and supreme court. It must evaluate incumbent judges who seek reappointment to the same court.

It also develops a listing of qualified candidates by investigating and interviewing the candidates, including incumbent judges seeking appointment to a different court.

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	1	0	0	1	1	1	1	1

<i>Financial Summary</i> (Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	79,541	85,395	136,570	90,135	90,135	95,959	95,959	95,959
Other Expenses	21,959	21,691	22,147	22,147	21,691	22,612	22,612	21,691
<i>Capital Outlay</i>								
Equipment	5,100	100	2,500	2,500	100	0	100	100
TOTAL-General Fund	106,600	107,186	161,217	114,782	111,926	118,571	118,671	117,750
<i>Additional Funds Available</i>								
Bond Fund	458	0	0	0	0	0	0	0
TOTAL - All Funds	107,058	107,186	161,217	114,782	111,926	118,571	118,671	117,750

Merit Selection of Judges

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	76,113	80,262	83,080	83,080	88,139	88,139
Other Positions	0	1,453	1,600	0	2,000	7,820
Other	3,428	3,680	51,890	7,055	5,820	0
TOTAL-Personal Services Gross	79,541	85,395	136,570	90,135	95,959	95,959
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	79,541	85,395	136,570	90,135	95,959	95,959
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	435	430	439	430	448	430
Rentals, Storage and Leasing	4,128	4,078	4,164	4,078	4,252	4,078
Telecommunication Services	608	600	613	600	626	600
General Repairs	436	431	440	431	449	431
Fees for Non-Professional Services	8,032	7,934	8,101	7,934	8,271	7,934
DP Services, Rentals and Maintenance	618	610	623	610	636	610
Postage	3,069	3,032	3,096	3,032	3,161	3,032
Travel	398	393	401	393	409	393
Advertising	600	593	605	593	618	593
Printing & Binding	356	352	359	352	367	352
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	47	46	47	46	48	46
Office Supplies	3,232	3,192	3,259	3,192	3,327	3,192
TOTAL-Other Expenses Gross	21,959	21,691	22,147	21,691	22,612	21,691
Less Reimbursements						
TOTAL-Other Expenses Net	21,959	21,691	22,147	21,691	22,612	21,691

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	79,541	85,395	136,570	90,135	90,135	95,959	95,959	95,959
Other Expenses Net	21,959	21,691	22,147	22,147	21,691	22,612	22,612	21,691
Capital Outlay	5,100	100	2,500	2,500	100	0	100	100
TOTAL-General Fund Net	106,600	107,186	161,217	114,782	111,926	118,571	118,671	117,750
<i>Additional Funds Available</i>								
Bond Fund	458	0	0	0	0	0	0	0
TOTAL-All Funds Net	107,058	107,186	161,217	114,782	111,926	118,571	118,671	117,750

# STATE PROPERTIES REVIEW BOARD

## AGENCY DESCRIPTION

The State Properties Review Board consists of six members appointed on a bi-partisan basis for overlapping four-year terms. The Speaker of the House and the President Pro Tempore of the Senate appoint three members jointly, and the Minority

Leader of the House and the Minority Leader of the Senate appoint three members jointly. The Board provides oversight for the Legislature of real estate transactions and related consultant contracts proposed by the Executive Branch.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

	<u>2007-2008</u>	<u>2008-2009</u>
	-900	-900
	-4,096	-4,767

## AGENCY PROGRAMS

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	0	0	4	4	4	4	4

### Agency Programs by Total Funds

#### (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Review and Approve Proposed Real Estate Transactions	435,025	480,094	501,342	507,292	502,296	514,763	520,713	515,046

TOTAL Agency Programs - All Funds Gross	435,025	480,094	501,342	507,292	502,296	514,763	520,713	515,046
Less Turnover								

TOTAL Agency Programs - All Funds Net	435,025	480,094	501,342	507,292	502,296	514,763	520,713	515,046
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#### Summary of Funding

General Fund Net	435,025	480,094	501,342	507,292	502,296	514,763	520,713	515,046
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TOTAL Agency Programs - All Funds Net	435,025	480,094	501,342	507,292	502,296	514,763	520,713	515,046
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## APPROVE PROPOSED REAL ESTATE TRANSACTIONS AND CONSULTANT CONTRACTS

### Statutory Reference

C.G.S. Sections 4b-3, 4b-23 and 13a-73

### Statement of Need and Program Objectives

To ensure that the State's real estate transactions, farm development rights acquisitions and consultant contracts are in the best interest of the State and are made in conformance with State statutes and prudent business practices.

### Program Description

In discharging its responsibilities, the Board: reviews and approves the acquisition, construction, development, and leasing of offices and other facilities for State agencies, the

acquisition of land for transportation systems, and the lease or sale of State-owned real estate to third parties; approves the selection of and contracts with architects, engineers and other consultants for major building projects, as proposed by Public Works; reviews, evaluates and approves the acquisition of development rights for farm land proposed by the Department of Agriculture under the Agricultural Land Preservation Pilot Program.

On average the Board approves over 500 proposed transactions each year in less than 10.5 calendar days, including weekends and holidays. Typically, the Board saves the State taxpayers over \$1.0 million each year.

### Program Measure

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Items Reviewed	364	500	500	500
Savings Realized as a Result of the Board's Actions (\$)	914,362	1,000,000	1,000,000	1,000,000

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	0	0	4	4	4	4	4

**Budget-in-Detail**

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	283,855	295,800	312,952	312,952	312,952	325,702	325,702	325,702
Other Expenses	151,170	183,294	187,390	193,340	189,244	188,061	194,011	189,244
<i>Capital Outlay</i>								
Equipment	0	1,000	1,000	1,000	100	1,000	1,000	100
TOTAL-General Fund	435,025	480,094	501,342	507,292	502,296	514,763	520,713	515,046

**Review & Approve Proposed RE Transactions**

**AGENCY FINANCIAL SUMMARY – GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	278,576	283,355	288,426	288,426	300,546	300,546
Other Positions	1,545	6,062	17,760	17,760	18,288	18,288
Other	3,734	6,383	6,766	6,766	6,868	6,868
TOTAL-Personal Services Gross	283,855	295,800	312,952	312,952	325,702	325,702
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	283,855	295,800	312,952	312,952	325,702	325,702
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	842	1,021	1,042	1,021	1,064	1,021
Telecommunication Services	757	918	937	918	956	918
General Repairs	1,626	1,971	2,012	1,971	2,054	1,971
Fees for Non-Professional Services	19,507	23,652	24,149	23,652	24,656	23,652
DP Services, Rentals and Maintenance	67	81	83	6,031	85	6,031
Postage	18	22	22	22	22	22
Other Contractual Services	125,526	152,200	155,651	152,200	155,664	152,200
Printing & Binding	260	315	322	315	329	315
<i>Other Expenses-Commodities</i>						
Books	55	67	68	67	69	67
Office Supplies	2,238	2,714	2,771	2,714	2,829	2,714
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	274	333	333	333	333	333
TOTAL-Other Expenses Gross	151,170	183,294	187,390	189,244	188,061	189,244
Less Reimbursements						
TOTAL-Other Expenses Net	151,170	183,294	187,390	189,244	188,061	189,244

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	283,855	295,800	312,952	312,952	312,952	325,702	325,702	325,702
Other Expenses Net	151,170	183,294	187,390	193,340	189,244	188,061	194,011	189,244
Capital Outlay	0	1,000	1,000	1,000	100	1,000	1,000	100
TOTAL-General Fund Net	435,025	480,094	501,342	507,292	502,296	514,763	520,713	515,046



# CONTRACTING STANDARDS BOARD

## AGENCY DESCRIPTION

The Contracting Standards Board is proposed to be a thirteen member board appointed to oversee all state contracts. The Board shall conduct a comprehensive review of existing state contracting and procurement laws, regulations and practices.

The Board is also charged with drafting and maintaining a uniform procurement code and developing a procurement training program for state officials.

## AGENCY PROGRAMS

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	0	0	10	10	0	10	0	10

### Agency Programs by Total Funds (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Contracting Standards Board Operations	0	995,988	0	995,088	995,088	0	995,088	995,088
TOTAL Agency Programs - All Funds Gross	0	995,988	0	995,088	995,088	0	995,088	995,088

Less Turnover

TOTAL Agency Programs - All Funds Net	0	995,988	0	995,088	995,088	0	995,088	995,088
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### Summary of Funding

General Fund Net	0	995,988	0	995,088	995,088	0	995,088	995,088
TOTAL Agency Programs - All Funds Net	0	995,988	0	995,088	995,088	0	995,088	995,088

## CONTRACTING STANDARDS BOARD OPERATIONS

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	0	0	10	10	0	10	0	10

### Financial Summary (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	669,988	0	669,988	669,988	0	669,988	669,988
Other Expenses	0	325,000	0	325,000	325,000	0	325,000	325,000

### Capital Outlay

Equipment	0	1,000	0	100	100	0	100	100
TOTAL-General Fund	0	995,988	0	995,088	995,088	0	995,088	995,088

Contracting Standards Board Operations

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

### Current Expenses by Minor Object

	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	0	669,988	0	669,988	0	669,988
TOTAL-Personal Services Gross	0	669,988	0	669,988	0	669,988

Less Reimbursements

Less Turnover

TOTAL-Personal Services Net	0	669,988	0	669,988	0	669,988
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### Other Expenses-Contractual Services

Dues and Subscriptions	0	1,000	0	1,000	0	1,000
Rentals, Storage and Leasing	0	35,000	0	35,000	0	35,000
Telecommunication Services	0	5,000	0	5,000	0	5,000
General Repairs	0	3,000	0	3,000	0	3,000
Fees for Outside Professional Services	0	53,000	0	53,000	0	53,000
DP Services, Rentals and Maintenance	0	4,300	0	4,300	0	4,300

General Government

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Contracting Standards Board

**Budget-in-Detail**

Postage	0	1,000	0	1,000	0	1,000
Travel	0	10,000	0	10,000	0	10,000
Other Contractual Services	0	160,000	0	160,000	0	160,000
Advertising	0	5,000	0	5,000	0	5,000
Printing & Binding	0	5,200	0	5,200	0	5,200
<i><u>Other Expenses-Commodities</u></i>						
Office Supplies	0	22,500	0	22,500	0	22,500
<i><u>Other Expenses-Sundry</u></i>						
Sundry - Other Items	0	20,000	0	20,000	0	20,000
TOTAL-Other Expenses Gross	0	325,000	0	325,000	0	325,000
Less Reimbursements						
TOTAL-Other Expenses Net	0	325,000	0	325,000	0	325,000

***Character & Major Object Summary***

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	0	669,988	0	669,988	669,988	0	669,988	669,988
Other Expenses Net	0	325,000	0	325,000	325,000	0	325,000	325,000
Capital Outlay	0	1,000	0	100	100	0	100	100
TOTAL-General Fund Net	0	995,988	0	995,088	995,088	0	995,088	995,088

# STATE TREASURER

## AGENCY DESCRIPTION

The State Treasurer, elected for a term of four years as prescribed by the State Constitution, is responsible for the custody of the property and money of the state and pays out those monies on warrants drawn and presented by the State Comptroller.

The Treasurer invests any temporarily idle monies in the state's General Fund as well as the assets of the state pension and other funds.

With the approval of the State Bond Commission, the Treasurer administers the sale of state bonds and is responsible for the payment of principal and interest thereon. The Treasurer also manages the process of the borrowing of those funds, the repayment of which is a limited or contingent liability of the state.

With the permission of the Governor, the Treasurer may borrow through short-term notes, which are a general obligation backed by the full faith and credit of the state, and repay them as monies become available to do so.

The Treasurer also serves as the custodian for all unclaimed property remitted to the state. The Treasurer safeguards these assets, publicizes the names of the rightful owners and returns those assets to the owners as they come forward.

The Second Injury Fund, a workers' compensation fund financed by assessments on businesses, is also under the jurisdiction of the Treasurer.

## AGENCY PROGRAM INDEX

Debt Management	108	Second Injury Fund	110
Investment Services	109	Unclaimed Property & Escheats	111
Cash Management	109	Management Services	111

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

	<u>2007-2008</u>	<u>2008-2009</u>
	-377,400	-11,400
	-6,913	-13,964

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	47	6	0	53	53	53	53	53
Bond Fund	3	0	0	3	3	3	3	3
Unclaimed Property Fund	30	4	0	34	34	34	34	34
Second Injury & Compensation Assurance	45	17	0	62	62	62	62	62
Investment Trust Fund	24	5	0	29	29	29	29	29
Private Funds	6	1	0	7	7	7	7	7

<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Debt Management	46,768,956	18,683,397	1,592,771	1,592,771	1,505,425	1,323,208	1,309,577	1,305,164
Investment Services	64,085,874	65,129,355	66,933,986	66,933,986	66,933,986	68,616,807	68,616,807	68,616,807
Cash Management	4,156,914	4,534,497	4,799,590	4,782,721	4,692,963	4,715,241	4,715,241	4,711,167
Second Injury Fund	23,806,220	36,007,519	32,424,151	32,424,151	32,424,151	31,957,861	31,957,861	31,957,861
Unclaimed Property & Escheats	6,075,227	7,452,089	8,917,115	8,917,115	8,917,115	8,684,919	8,684,919	8,684,919
Agency Management Services	4,587,908	5,352,359	6,224,834	6,122,830	5,915,621	6,200,895	6,143,057	6,126,180
TOTAL Agency Programs - All Funds Gross	149,481,099	137,159,216	120,892,447	120,773,574	120,389,261	121,498,931	121,427,462	121,402,098
Less Turnover	0	0	-145,667	-445,667	-445,667	-149,437	-449,437	-449,437
TOTAL Agency Programs - All Funds Net	149,481,099	137,159,216	120,746,780	120,327,907	119,943,594	121,349,494	120,978,025	120,952,661
<i>Summary of Funding</i>								
General Fund Net	3,770,933	4,491,334	5,432,690	5,025,317	4,641,004	5,195,638	4,835,669	4,810,305
Bond Fund	371,472	372,996	395,686	384,186	384,186	407,211	395,711	395,711
Unclaimed Property Fund	6,658,401	8,055,042	9,540,144	9,540,144	9,540,144	9,326,099	9,326,099	9,326,099
2nd Injury & Comp Assurance	7,455,536	8,354,882	9,099,861	9,099,861	9,099,861	8,907,855	8,907,855	8,907,855
Investment Trust Fund	65,210,495	65,902,601	68,193,929	68,193,929	68,193,929	69,914,548	69,914,548	69,914,548
Private Funds	66,014,262	49,982,361	28,084,470	28,084,470	28,084,470	27,598,143	27,598,143	27,598,143
TOTAL Agency Programs - All Funds Net	149,481,099	137,159,216	120,746,780	120,327,907	119,943,594	121,349,494	120,978,025	120,952,661

## DEBT MANAGEMENT

### Statutory Reference

C.G.S. Chapter 32, Part I

### Statement of Need and Program Objectives

To raise funds for all state capital projects through issuance of state bonds in the financial markets. To qualify as much state borrowing for exemption from federal taxes as law permits. To manage the state's existing debt portfolio and meet all bond requirements in a manner that minimizes state interest payments and maximizes return on related state investments.

### Program Description

The State of Connecticut finances a wide array of capital projects and programs through the issuance of general obligation bonds backed by the general taxing power of the state. The projects include construction or repair of state offices, institutions, colleges and universities and prisons. The programs include loans or grants for housing, school construction, economic development, venture capital, community care facilities, development rights for farmland and open space acquisition.

Special tax obligation bonds, backed by a dedicated stream of gasoline tax and motor vehicle fines, fees and related charges, are issued to fund the non-federal share of the Transportation Infrastructure Renewal Program including mass transit facilities and highway projects.

The Division manages the issuance of the general and special obligation bonds of the University of Connecticut under a capital investment program to rebuild and refurbish the University of Connecticut. That program, which began in 1995, was extended to 2015 by the 2002 General Assembly in a third phase that will include the University Health Center.

The Division also manages the issuance of Economic Recovery Notes to finance prior years' deficits. In FY2004, the Division developed a new financing structure to provide funding to the

state General Fund while preserving the environmental and load management programs of the state's investor owned utilities.

The Debt Management Division has developed several revenue bonding programs to meet other state financing needs. The Clean Water Fund bonding program enhances the state's Clean Water Fund, which provides grants and loans to finance the planning, design and construction of water quality projects throughout the state including projects to improve water quality in Long Island Sound. Other specialized bonding programs include the Second Injury Fund Bonding Program, the Connecticut Unemployment Revenue Bond Program, the Bradley International Airport bonding program and the Rate Reduction Bonding program for electric utility stranded costs.

Elements of the bond issuance process include: preparing an official statement to disclose all pertinent information regarding the state's economy and fiscal condition to underwriters and bond investors; making presentations with the Office of Policy and Management to Moody's, Standard and Poor's and Fitch to obtain a credit rating on each issue; reviewing with bond and tax attorneys individual projects that may be included in a bond issue to assure that each qualifies for the federal tax exemption; structuring the issue for market acceptance; pricing the issue by competitive bid or negotiated sale and investing and releasing bond proceeds in accordance with bond indenture and federal tax requirements.

Elements of the effective management of the state's existing debt portfolio include: arranging for payment of principal and interest; projecting, budgeting and reporting debt service requirements; screening existing debt portfolio for refunding opportunities; defeasing, redeeming or calling existing bonds as appropriate; coordinating with other agencies and the Legislature regarding the state's bonding programs; communicating with individual and institutional investors and, complying with tax, disclosure and bond indenture requirements under the various bonding programs.

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	8	2	0	10	10	10	10	10
Bond Fund	3	0	0	3	3	3	3	3

### Financial Summary

#### (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	744,667	718,125	827,929	827,929	827,929	871,177	857,546	857,546
Other Expenses	50,090	51,907	52,953	52,953	51,907	54,020	54,020	51,907

#### Capital Outlay

Equipment	0	0	86,300	86,300	0	2,300	2,300	0
TOTAL-General Fund	794,757	770,032	967,182	967,182	879,836	927,497	913,866	909,453

#### Additional Funds Available

Bond Fund	362,132	372,996	384,186	384,186	384,186	395,711	395,711	395,711
2nd Injury & Comp Assurance	70,435	0	0	0	0	0	0	0
Private Funds	45,541,632	17,540,369	241,403	241,403	241,403	0	0	0
TOTAL - All Funds	46,768,956	18,683,397	1,592,771	1,592,771	1,505,425	1,323,208	1,309,577	1,305,164

Debt Management

## INVESTMENT SERVICES

### Statutory Reference

C.G.S. Chapter 32, Part I

### Statement of Need and Program Objectives

To maximize the long-term investment return on pension assets within an acceptable degree of risk so that benefit payments over time, when due, can be made to all beneficiaries and contributions required from state and municipal plan sponsors are minimized.

### Program Description

Under the direction of the Treasurer and with the advice of the Investment Advisory Council, which is made up of state union representatives and gubernatorial and legislative appointed members, the Pension Funds Management Division manages the Connecticut Retirement Plans and Trust Funds (CRPTF) for the benefit of six pension funds and eight trust funds involving approximately 160,000 active and retired participants. The pension funds are the Teachers' Retirement Fund, State Employees' Retirement Fund, Municipal Employees' Retirement Fund, Probate Court Retirement Fund and the State Judges and State Attorneys Retirement Funds.

The Treasurer maintains seven active investment funds in which the CRPTF's cash flow is invested through the purchase of units. The investment funds that comprise the CRPTF are the Cash Reserve Account (CRA) – money market instruments;

the Mutual Equity Fund (MEF) – domestic stocks; the Mutual Fixed Income Fund (MFIF) – domestic and international bonds and other fixed income securities; the Real Estate Fund (REF) – equity real estate funds; the International Stock Fund (ISF) – international stocks; the Private Investment Fund (PIF) – venture capital, buyout and other private equity fund investments and the Commercial Mortgage Fund (CMF) – commercial and Yankee Mac mortgages.

The investment funds are externally managed with performance oversight maintained by the Pension Funds Management Division.

The principal activities involved in attaining the program's goals are the appropriate allocation of each pension fund's cash flow into the investment funds and the supervision of external portfolio managers to ensure superior long-term investment results. The allocation process includes cash flow projections and formulating and reviewing short and long-term investment policy, implementing policy with cash flow and redemption of assets and monitoring performance. The program is also charged with ensuring that all investments are in compliance with state statutes, pertinent investment guidelines, which are encompassed by the Investment Policy Statement, which is posted on the Treasury Web site; and, the Treasury's corporate governance policies, including the voting of proxies to maximize long-term shareholder value.

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Investment Trust Fund	14	5	0	19	19	19	19	19

### Financial Summary

#### (Net of Reimbursements)

#### Additional Funds Available

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Investment Trust Fund	64,085,874	64,679,355	66,933,986	66,933,986	66,933,986	68,616,807	68,616,807	68,616,807
Private Funds	0	450,000	0	0	0	0	0	0
TOTAL - All Funds	64,085,874	65,129,355	66,933,986	66,933,986	66,933,986	68,616,807	68,616,807	68,616,807
Investment Services								

## CASH MANAGEMENT

### Statutory Reference

C.G.S. Chapter 32, Part I

### Statement of Need and Program Objectives

To protect state deposits through effective internal operations and use of financially strong banks. To maximize investment balances, while meeting the state's financial obligations, by speeding deposits, controlling disbursements, minimizing banking costs and balances and providing accurate cash forecasts. To achieve as high a level of current income in the Treasurer's Short-Term Investment Fund (STIF), which is an investment pool for the operating cash of state and local governments, as is consistent with the safety of principal and the provision of liquidity. To provide responsive services to STIF investors, including municipalities and local entities. To attain competitive yields through prudent management of investment funds with longer time horizons than STIF, which includes investment in banks that meet standards for financial strength and community support and investment on other securities permitted by statutes. To improve operating efficiency through more use of electronic payments, electronic

data interchange (EDI), credit card payments and automation. To provide technical assistance and help with banking services to state agencies, authorities, municipalities and local entities.

### Program Description

The Cash Management Division is responsible for managing the state's cash movements, banking relationships and its short-term investment programs, the Short-Term Investment Fund (STIF), the Medium-Term Investment Fund (STIF Plus), and other portfolios of permissible investments.

The Bank Control and Reconciliation Unit tracks the state's internal and external cash flow. The unit is also responsible for the reconciliation of 19 Treasury bank accounts with more than 3 million annual transactions, the administration of stop payments and check reissues and the release of state payroll and vendor checks.

Budget-in-Detail

The Cash Control Unit forecasts daily and long-term cash availability, funds disbursement accounts, concentrates cash from depository banks, sweeps idle cash into short-term investment vehicles to maximize investment balances and executes electronic transfers.

The Short-Term Investments Unit invests STIF assets, monitors custodian activity and prepares quarterly and annual reports. The unit also administers 1,006 STIF accounts for 60 state agencies and authorities and 256 municipal and local entities.

In addition, the unit manages the Grant Express program, the Debt Express program, and the Clean Water program, which enable municipalities to transfer funds associated with these programs directly into and out of their STIF accounts.

The Client Services Unit consults with state agencies on initiatives to speed the deposit of funds, identifies mechanisms to reduce banking costs, reviews requests by state agencies for new bank accounts, maintains records of the state's bank accounts, and reviews bank invoices and compensation.

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	15	1	0	16	16	16	16	16
Private Funds	6	1	0	7	7	7	7	7

<i>Financial Summary</i> (Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,020,843	1,211,432	1,238,303	1,221,434	1,221,434	1,242,166	1,242,166	1,242,166
Other Expenses	13,581	15,676	15,984	15,984	15,676	16,300	16,300	15,676
<i>Capital Outlay</i>								
Equipment	0	0	89,450	89,450	0	3,450	3,450	0
TOTAL-General Fund	1,034,424	1,227,108	1,343,737	1,326,868	1,237,110	1,261,916	1,261,916	1,257,842
<i>Additional Funds Available</i>								
Private Funds	3,122,490	3,307,389	3,455,853	3,455,853	3,455,853	3,453,325	3,453,325	3,453,325
TOTAL - All Funds	4,156,914	4,534,497	4,799,590	4,782,721	4,692,963	4,715,241	4,715,241	4,711,167
Cash Management								

**SECOND INJURY FUND**

*Statutory Reference*

C.G.S. Chapter 568, Part E; Sections 31-349 and 31-354

*Statement of Need and Program Objectives*

To relieve employers from liabilities under the Workers' Compensation Act by providing benefits for certain types of workers' compensation claims. The Fund is charged with providing indemnity and/or medical benefits to claimants assigned to it by order of the Workers Compensation Commissioners, and to negotiate settlements of appropriate claims to offset long term costs to the businesses who pay annual assessments to the Fund.

*Program Description*

The Second Injury Fund ("the Fund"), administered by the Office of the Treasurer, is a state-run workers' compensation insurance

fund that pays lost wages and medical benefits to qualified injured workers. The Fund manages and has liability for workers' compensation claims which involve: an uninsured employer or a bankrupt employer who fails to secure workers' compensation insurance; a pro rata liability for indemnity payments paid to any worker who had more than one employer at the time of injury; benefits to widows and dependents when the deceased died as a result of a work related injury; and, COLA payments for certain types of claims.

The Second Injury Fund operations are financed by assessments on Connecticut employers. Insured employers pay a surcharge on their workers' compensation insurance policies based on annual standard premiums. The assessment for self-insured employers is based on workers' compensation loss costs for medical and indemnity benefits incurred in the prior calendar year.

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
Second Injury & Compensation Assurance	40	17	0	57	57	57	57	57

<i>Financial Summary</i> (Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
<i>Additional Funds Available</i>								
2nd Injury & Comp Assurance	6,556,743	7,426,619	8,143,751	8,143,751	8,143,751	7,923,061	7,923,061	7,923,061
Private Funds	17,249,477	28,580,900	24,280,400	24,280,400	24,280,400	24,034,800	24,034,800	24,034,800
TOTAL - All Funds	23,806,220	36,007,519	32,424,151	32,424,151	32,424,151	31,957,861	31,957,861	31,957,861
Second Injury Fund								

## UNCLAIMED PROPERTY AND ESCHEATS

### Statutory Reference

C.G.S. Chapter 32, Part III; Section 3-56a through 3-76; PA 03-1, Secs 66-84; Secs 46-47; PA 04-216, Secs 53, 56, 57, 58

### Statement of Need and Program Objectives

To locate and reunite rightful owners with their unclaimed property and to ensure that all unclaimed property, as defined by statute, is rendered to the state for safeguarding. To administer Connecticut's unclaimed property and escheats statutes. To deposit into the General Fund, for the use of the state, those funds collected in excess of claims paid and certain costs incident to the collection and recovery of such funds and property.

### Program Description

Under Connecticut General Statutes, the Treasurer is custodian of all unclaimed property remitted to the state. A primary activity

of the Unclaimed Property Division is to reunite owners with their property, administered through outreach efforts and advertising of its *Name It and Claim It* program. Another core activity of the Division is its *Holder Outreach* program. Targeted to businesses and organizations, this program promotes compliance with the statutory obligation to report and remit unclaimed property to the state Treasurer's Office by the annual March 31<sup>st</sup> deadline.

The Division administers the statutes and is authorized and required to: ensure that unclaimed or abandoned property is transferred to the Treasurer; safeguard all unclaimed property; examine holder records and maintain permanent files; ensure that all unclaimed property, as defined by statute, is rendered to the state for safeguarding; process claims filed; conduct audits to ensure holder reporting compliance; pay rightful owners without deduction for costs incurred; and, pay interest to rightful owners as required.

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Unclaimed Property Fund	29	4	0	33	33	33	33	33

### Financial Summary

#### (Net of Reimbursements)

#### Additional Funds Available

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Unclaimed Property Fund	6,075,227	7,452,089	8,917,115	8,917,115	8,917,115	8,684,919	8,684,919	8,684,919
TOTAL - All Funds	6,075,227	7,452,089	8,917,115	8,917,115	8,917,115	8,684,919	8,684,919	8,684,919

Unclaimed Property & Escheats

## MANAGEMENT SERVICES

### Statutory Reference

C.G.S. Chapter 32 and Article Fourth of the State Constitution

### Statement of Need and Program Objectives

To direct and support the operations of the Office of the State Treasurer by establishing long and short-term goals and objectives and coordinating and providing management services. To provide support services for Pension Funds Management, Cash Management, Debt Management, Unclaimed Property and the Second Injury Fund, to increase operating efficiencies within the Treasury and to ensure compliance with state statutes and regulations.

### Program Description

The Executive Office is responsible for overall policy, planning and general administration designed to: enhance the financial integrity and soundness of Treasury operations; provide direction and leadership in carrying out Treasury functions and foster economic well-being of the state and its citizens and businesses within the confines of fiduciary standards. Specific activities include legislative affairs and public information, responsible investment relations, management services, legal services, community outreach and development of financial literacy programs.

The main objective of the Executive Office is to ensure that the Treasury adheres to the highest order of public values, fiscal prudence and ethics in the conduct of the people's business.

The Policy Unit administers the State's corporate governance program, which was launched in FY2000, making Connecticut an

active responsible institutional investor in order to maximize shareholder value over the long-term.

Connecticut's shareholder activism includes both exercising proxy voting responsibility and taking steps such as filing shareholder resolutions and supporting resolutions filed by other shareholders on issues including: accounting practices, independence of board directors, electing board members, executive compensation, global working conditions, board diversity and environmental risk and opportunity.

The Management Services Unit includes the personnel, information services and business office services.

Personnel Services establishes and implements personnel standards and procedures; processes and maintains personnel records and administers the Treasury's training and employee assistance programs.

Information Services furnishes overall local area network (LAN) system management and support; maintains all electronic data processing equipment; formulates system standards and controls and provides analysis, application development and program support services.

Business Office Services performs the accounting, purchasing, payroll and property requirements of the Treasury; prepares the agency budget; oversees allocation of resources to meet operational requirements and establishes and maintains business control over internal operations of all Treasury divisions.



## Budget-in-Detail

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	24	3	0	27	27	27	27	27
Unclaimed Property Fund	1	0	0	1	1	1	1	1
Second Injury & Compensation Assurance	5	0	0	5	5	5	5	5
Investment Trust Fund	10	0	0	10	10	10	10	10

### Financial Summary

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,719,791	2,223,289	2,789,324	2,698,820	2,698,820	2,867,880	2,821,542	2,821,542
Other Expenses	221,861	270,805	276,364	276,364	270,805	282,032	282,032	270,805

### Capital Outlay

Equipment	100	100	201,750	201,750	100	5,750	5,750	100
<b>TOTAL-General Fund</b>	<b>1,941,752</b>	<b>2,494,194</b>	<b>3,267,438</b>	<b>3,176,934</b>	<b>2,969,725</b>	<b>3,155,662</b>	<b>3,109,324</b>	<b>3,092,447</b>

### Additional Funds Available

Bond Fund	9,340	0	11,500	0	0	11,500	0	0
Unclaimed Property Fund	583,174	602,953	623,029	623,029	623,029	641,180	641,180	641,180
2nd Injury & Comp Assurance	828,358	928,263	956,110	956,110	956,110	984,794	984,794	984,794
Investment Trust Fund	1,124,621	1,223,246	1,259,943	1,259,943	1,259,943	1,297,741	1,297,741	1,297,741
Private Funds	100,663	103,703	106,814	106,814	106,814	110,018	110,018	110,018
<b>TOTAL - All Funds</b>	<b>4,587,908</b>	<b>5,352,359</b>	<b>6,224,834</b>	<b>6,122,830</b>	<b>5,915,621</b>	<b>6,200,895</b>	<b>6,143,057</b>	<b>6,126,180</b>

### Agency Management Services

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

### Current Expenses by Minor Object

	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	3,331,968	3,956,959	4,611,657	4,611,657	4,767,639	4,767,639
Other Positions	42,687	48,059	45,354	45,354	51,060	51,060
Other	110,228	147,357	198,017	90,644	161,933	101,964
Overtime	418	471	528	528	591	591
<b>TOTAL-Personal Services Gross</b>	<b>3,485,301</b>	<b>4,152,846</b>	<b>4,855,556</b>	<b>4,748,183</b>	<b>4,981,223</b>	<b>4,921,254</b>
Less Reimbursements						
Less Turnover	0	0	-145,667	-445,667	-149,437	-449,437
<b>TOTAL-Personal Services Net</b>	<b>3,485,301</b>	<b>4,152,846</b>	<b>4,709,889</b>	<b>4,302,516</b>	<b>4,831,786</b>	<b>4,471,817</b>

### Other Expenses-Contractual Services

Dues and Subscriptions	35,954	41,267	42,134	41,267	43,018	41,267
Rentals, Storage and Leasing	16,755	19,340	19,747	19,340	20,162	19,340
Telecommunication Services	24,544	28,275	28,869	28,275	29,475	28,275
General Repairs	7,351	8,470	8,648	8,470	8,829	8,470
Motor Vehicle Expenses	6,734	7,772	7,935	7,772	8,102	7,772
Fees for Outside Professional Services	32,383	37,340	38,124	37,340	38,925	37,340
Fees for Non-Professional Services	69,469	77,557	79,185	77,557	80,848	77,557
DP Services, Rentals and Maintenance	8,005	9,169	9,362	9,169	9,558	9,169
Postage	7,401	8,461	8,638	8,461	8,819	8,461
Travel	22,225	24,900	25,422	24,900	25,956	24,900
Other Contractual Services	3,246	3,727	3,806	3,727	3,886	3,727
Advertising	6,851	7,100	7,249	7,100	7,401	7,100
Printing & Binding	200	230	235	230	240	230

### Other Expenses-Commodities

Agriculture, Horticulture, Dairy & Food	1,599	1,846	1,885	1,846	1,923	1,846
Books	1,361	1,535	1,567	1,535	1,600	1,535
Maintenance and Motor Vehicle Supplies	3,915	4,365	4,400	4,365	4,436	4,365
Medical Supplies	162	187	197	187	206	187
Office Supplies	29,278	47,739	48,742	47,739	49,764	47,739
Refunds of Expenditures Not Otherwise Classified	1,063	1,228	1,254	1,228	1,280	1,228

### Other Expenses-Sundry



Sundry - Other Items	7,036	7,880	7,902	7,880	7,924	7,880
TOTAL-Other Expenses Gross	285,532	338,388	345,301	338,388	352,352	338,388
Less Reimbursements						
TOTAL-Other Expenses Net	285,532	338,388	345,301	338,388	352,352	338,388

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	3,485,301	4,152,846	4,709,889	4,302,516	4,302,516	4,831,786	4,471,817	4,471,817
Other Expenses Net	285,532	338,388	345,301	345,301	338,388	352,352	352,352	338,388
Capital Outlay	100	100	377,500	377,500	100	11,500	11,500	100
TOTAL-General Fund Net	3,770,933	4,491,334	5,432,690	5,025,317	4,641,004	5,195,638	4,835,669	4,810,305
<i>Additional Funds Available</i>								
Bond Fund	371,472	372,996	395,686	384,186	384,186	407,211	395,711	395,711
Unclaimed Property Fund	6,658,401	8,055,042	9,540,144	9,540,144	9,540,144	9,326,099	9,326,099	9,326,099
2nd Injury & Comp Assurance	7,455,536	8,354,882	9,099,861	9,099,861	9,099,861	8,907,855	8,907,855	8,907,855
Investment Trust Fund	65,210,495	65,902,601	68,193,929	68,193,929	68,193,929	69,914,548	69,914,548	69,914,548
Private Funds	66,014,262	49,982,361	28,084,470	28,084,470	28,084,470	27,598,143	27,598,143	27,598,143
TOTAL-All Funds Net	149,481,099	137,159,216	120,746,780	120,327,907	119,943,594	121,349,494	120,978,025	120,952,661

# STATE COMPTROLLER

## AGENCY DESCRIPTION

The State Comptroller is one of six constitutional state officers. The Office of the State Comptroller (OSC) is responsible for

administering the state payroll, retirement, employee benefits, health insurance and accounting systems.

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

### 2007-2008   2008-2009

-72,900   -101,900  
-6,856   -44,190

### Reallocations or Transfers

- Core-CT Consolidation

4,488,623   4,669,407

*As part of the consolidation of Core-CT responsibilities, twenty-four positions and related expenses are reallocated from the Department of Administrative Services and thirty positions and related funding are reallocated from the Department of Information Technology.*

### New or Expanded Services

- Additional Positions – General Operations

### 2007-2008   2008-2009   2009-2010

109,248   113,618   120,435

*Funding is provided for a retirement benefits officer and an associate accountant to address areas of need within the agency.*

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	239	20	0	259	259	315	259	315

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Fiscal Policy	4,897,869	5,746,598	5,990,447	5,923,355	5,159,746	6,191,035	6,118,091	5,322,092
Payroll Services	1,825,153	2,139,301	2,111,704	2,084,291	1,558,041	2,185,965	2,155,931	1,612,921
Information Technology Division	5,065,004	4,860,820	5,592,403	5,563,685	1,833,507	5,494,678	5,465,676	1,591,568
Accounts Payable	1,334,739	1,591,951	1,792,491	1,769,267	1,749,316	1,833,786	1,808,645	1,788,180
Retirement & Benefit Services	6,385,369	7,254,228	7,201,570	7,118,251	7,113,411	7,336,302	7,246,960	7,237,948
Budget & Fiscal Analysis	2,859,687	3,412,341	3,624,577	3,578,876	2,195,725	3,705,691	3,656,321	2,239,619
Core-CT	0	0	0	0	10,946,094	0	0	11,296,231
TOTAL Agency Programs - All Funds Gross	22,367,821	25,005,239	26,313,192	26,037,725	30,555,840	26,747,457	26,451,624	31,088,559
Less Turnover	0	0	-135,000	-1,009,643	-1,009,643	-105,000	-1,000,754	-1,000,754
TOTAL Agency Programs - All Funds Net	22,367,821	25,005,239	26,178,192	25,028,082	29,546,197	26,642,457	25,450,870	30,087,805
<i>Summary of Funding</i>								
General Fund Net	22,322,507	25,005,239	26,178,192	25,028,082	29,546,197	26,642,457	25,450,870	30,087,805
Bond Fund	45,314	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	22,367,821	25,005,239	26,178,192	25,028,082	29,546,197	26,642,457	25,450,870	30,087,805

## FISCAL POLICY DIVISION

### Statutory Reference

Article Fourth, State Constitution; C.G.S. Sections 3-112, 3-112a, 3-115, 3-119, and 3-121 through 3-123 and 3-123e

### Statement of Need and Program Objectives

To provide policy and program direction for the administrative functions of the Office of the State Comptroller and to monitor the state's accounting procedures. To develop, implement and execute the agency budget, including miscellaneous appropriations assigned to the Comptroller. To serve as the

administrative services arm of the Office of the Claims Commissioner. To provide support services for the central processes within the Comptroller's Office.

**Program Description**

The Fiscal Policy Division consists of three separate units. The Business Services Unit is responsible for preparing, analyzing and monitoring OSC's budget and preparing and monitoring the budget for the Office of the Claims Commissioner. In administering the various miscellaneous appropriations, the division makes refunds of payments and disability and death benefit payments to fire fighters and police officers of the state, or their families, and the dependents of state employees; makes tuition and travel reimbursements; and makes grant payments to cities and towns. The division manages the administrative process for adjudicated claims in conjunction with the Office of

the Attorney General and administers the state's insurance program for fire, health and liability claims in conjunction with the State Insurance and Risk Management Board. The Statewide Program Unit is responsible for establishing and monitoring accounting and financial policies; developing and promulgating complex accounting systems and procedures to maximize accountability, standardization and cost effectiveness; monitoring agency compliance with these systems and procedures; reviewing reports of the Auditors of Public Accounts to ensure agency compliance with auditing recommendations; and establishing procedures for state property inventory control records, trustee funds, internal control, purchasing card and bank account establishment. The Technology Management Unit is responsible for developing and maintaining the Comptroller's internet website and provides support services for the other OSC divisions.

**Program Measure**

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Percentage of Agencies Visited	26%	39%	47%	50%
Number of Audits Completed	23	35	45	55

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	44	19	0	63	63	51	63	51

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	3,939,662	4,683,680	5,035,643	4,969,718	4,207,255	5,218,689	5,146,355	4,358,122
Other Expenses	883,906	1,062,918	954,804	953,637	952,491	972,346	971,736	963,970
<i>Other Current Expenses</i>								
CORE Financial Systems	55,722	0	0	0	0	0	0	0
TOTAL-General Fund	4,879,290	5,746,598	5,990,447	5,923,355	5,159,746	6,191,035	6,118,091	5,322,092
<i>Additional Funds Available</i>								
Bond Fund	18,579	0	0	0	0	0	0	0
TOTAL - All Funds	4,897,869	5,746,598	5,990,447	5,923,355	5,159,746	6,191,035	6,118,091	5,322,092
Fiscal Policy								

**PAYROLL SERVICES DIVISION**

**Statutory Reference**

Article Fourth, State Constitution; C.G.S. Sections 3-112, 3-119, 5-260, 5-261 and 5-262

**Statement of Need and Program Objectives**

To ensure that all state employees are paid, payroll tax records are maintained, and that federal and state income tax withholding and social security contributions are deposited.

**Program Description**

The Payroll Services Division is responsible for paying all state employees, handling all payroll deductions, maintaining records on payroll taxes, and depositing federal and state income tax withholding and social security contributions. The division pre-audits and issues state employee reports, maintains wage execution records and administers savings bonds and direct deposit programs.

**Program Measure**

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Number of Payroll Checks	1,847,102	1,847,102	1,847,102	1,847,102
Percentage of Checks on Direct Deposit	75%	75%	75%	75%
Percentage of Checks Cut On Time	100%	100%	100%	100%

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	27	0	0	27	27	21	27	21

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,803,046	2,119,301	2,092,101	2,064,712	1,538,485	2,165,968	2,135,947	1,593,096
Other Expenses	19,517	20,000	19,603	19,579	19,556	19,997	19,984	19,825
TOTAL-General Fund	1,822,563	2,139,301	2,111,704	2,084,291	1,558,041	2,185,965	2,155,931	1,612,921
<i>Additional Funds Available</i>								
Bond Fund	2,590	0	0	0	0	0	0	0
TOTAL - All Funds	1,825,153	2,139,301	2,111,704	2,084,291	1,558,041	2,185,965	2,155,931	1,612,921
Payroll Services								

## INFORMATION TECHNOLOGY DIVISION

### Statutory Reference

Article Fourth, State Constitution; C.G.S. Sections 3-112, 3-113, 3-119, and 3-121 through 3-123c

### Statement of Need and Program Objectives

To implement and support the information technology infrastructure for the Office of the State Comptroller. To assist the Comptroller in strategic IT planning and to coordinate procurement of IT resources for the office.

### Program Description

The Information Technology Division (ITD) implements and supports the office's desktop computer and network infrastructure. Technical services provided include local area network (LAN) planning, administration, and support; personal computer (PC) installation and troubleshooting; training in desktop software applications; and help desk support for all PC users.

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	19	1	0	20	20	6	20	6

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,533,705	1,792,637	1,851,022	1,826,789	623,913	1,935,947	1,909,114	664,514
Other Expenses	3,510,888	3,068,183	3,668,381	3,663,896	1,209,494	3,456,731	3,454,562	926,954
<i>Capital Outlay</i>								
Equipment	100	0	73,000	73,000	100	102,000	102,000	100
TOTAL-General Fund	5,044,693	4,860,820	5,592,403	5,563,685	1,833,507	5,494,678	5,465,676	1,591,568
<i>Additional Funds Available</i>								
Bond Fund	20,311	0	0	0	0	0	0	0
TOTAL - All Funds	5,065,004	4,860,820	5,592,403	5,563,685	1,833,507	5,494,678	5,465,676	1,591,568

Information Technology Division

## ACCOUNTS PAYABLE DIVISION

### Statutory Reference

Article Fourth, State Constitution; C.G.S. Sections 3-112, 3-113 and 3-117

### Statement of Need and Program Objectives

To provide, maintain, and modify an integrated central accounting system for the state's accounting function and preserve purchasing and expenditure integrity.

### Program Description

The Accounts Payable Division manages the centralized accounts payable function for the State; manages the 76,000 record vendor profile database; maintains financial records, including garnishments/offsets through the vendor file database within the state's Core-CT administrative and financial system; initiates and monitors the pay cycle process for the generation of payments in settlement of the state's obligations; conducts post

transactional examinations of encumbrances and expenditures for compliance; and performs a variety of necessary processing activities to satisfy federal or state requirements or in response to requests under the Freedom of Information Act, and others. The division also processes special payments such as tax-exempt bond funds, debt service, legal settlements, land condemnations, federal pass-through and state grants through various methods such as checks, electronic funds transfers, wire transfers, and interagency transfers. The division enforces accounting provisions mandated by state and federal law and by the Comptroller's policies, generates summary and detailed reports of payments to municipalities and provides assistance to the municipalities' independent auditors in the reconciliation of such payments, develops and maintains accounting manuals and provides training to the agencies' business office staff, and processes and distributes Forms 1099MISC and 1099-S to vendors and the Internal Revenue Service.

<i>Program Measure</i>	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Number of Checks Cut	487,319	511,000	536,000	562,000
Percentage of Transactions Using Electronic Funds Transfer	14%	15%	17%	19%

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	24	0	0	24	24	24	24	24

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,319,489	1,571,708	1,772,072	1,748,873	1,728,946	1,812,941	1,787,813	1,767,515
Other Expenses	15,250	20,243	20,419	20,394	20,370	20,845	20,832	20,665
TOTAL-General Fund	1,334,739	1,591,951	1,792,491	1,769,267	1,749,316	1,833,786	1,808,645	1,788,180
Accounts Payable								

## RETIREMENT AND BENEFIT SERVICES DIVISION

### *Statutory Reference*

Article Fourth, State Constitution; C.G.S. Sections 3-119, 3-123a, 5-257, 5-259, 5-259b, 5-259c, 5-264 and 5-264a

### *Statement of Need and Program Objectives*

To administer and maintain the records and accounts of the State Employees Retirement System, the Alternate Retirement Program and other state pension plans except the Teachers' Retirement System. To administer state employee and retiree health insurance and other benefits including the state deferred compensation plan.

### *Program Description*

As the agent of the State Employees Retirement Commission, the Retirement and Benefit Services Division administers all state pension plans except the Teachers' Retirement System, providing a comprehensive package of services ranging from pre-retirement counseling to post-mortem accounting. The division is also responsible for administering retiree health insurance.

The division administers active state employee benefits including health insurance and the state deferred compensation plan. In addition, the division is responsible for providing staff support to the Health Care Cost Containment Committee, administers continuation coverage (COBRA) for terminated employees and/or their dependents, and administers supplemental benefit programs.

The division provides counseling services to members of the pension plans it administers; manages computer, accounting, investigatory, payroll, training, recordkeeping and compliance activities attendant to the state's complex retirement programs; analyzes and implements statutory, collectively-bargained and federally-mandated revisions to the pension plans within its jurisdiction; plans and develops new products and services and conducts, as part of this effort, research and analysis of retirement conditions and trends; provides direction for plan design, benefit administration and interpretation and policy for all state insurance benefits, including medical, surgical, hospital and life insurance; negotiates with providers to supply insurance; monitors providers; and monitors utilization and costs.

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	84	0	0	84	84	84	84	84

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	5,569,637	6,359,658	6,280,166	6,197,949	6,194,192	6,404,424	6,315,654	6,313,929
Other Expenses	795,115	875,000	901,834	900,732	899,649	912,308	911,736	904,449

### *Pmts to Other Than Local Governments*

Governmental Accounting Standards Bd	19,570	19,570	19,570	19,570	19,570	19,570	19,570	19,570
TOTAL-General Fund	6,384,322	7,254,228	7,201,570	7,118,251	7,113,411	7,336,302	7,246,960	7,237,948

### *Additional Funds Available*

Bond Fund	1,047	0	0	0	0	0	0	0
TOTAL - All Funds	6,385,369	7,254,228	7,201,570	7,118,251	7,113,411	7,336,302	7,246,960	7,237,948

### Retirement & Benefit Services

## BUDGET AND FISCAL ANALYSIS DIVISION

### Statutory Reference

Article Fourth, State Constitution; C.G.S. Sections 3-112 and 3-115

### Statement of Need and Program Objectives

To record and analyze state expenditures and receipts. To monitor spending from appropriated accounts to ensure compliance with established accounting and budgeting procedures. To work with relevant agencies to correct problems when financial reporting discrepancies are discovered.

### Program Description

The Budget and Financial Analysis Division (BFA) performs the state's accounting, cost accounting and financial reporting functions. The division posts, analyzes and reports state expenditures and receipts by fund and account category inclusive of federal and other funding sources. The division

computes and reports direct and indirect costs associated with major state programs. This cost data is recorded and maintained in accordance with federal law and is used to secure reimbursements from federal and other funding sources. At the Comptroller's direction, the division prepares a monthly analysis of the state's budget condition that contains the financial statements for the latest month and projects the budget position to year's end. The division publishes two of the Comptroller's annual financial reports: a budgetary base (modified cash basis of accounting) report that details and analyzes state expenditures, receipts, and capital budget activities for the fiscal year; and a Comprehensive Annual Financial Report (CAFR) prepared in accordance with Generally Accepted Accounting Principles that analyzes the state's overall fiscal position and provides audited financial statements for state and state supported fiscal activities.

### Personnel Summary

Permanent Full-Time Positions General Fund	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	41	0	0	41	41	24	41	24

### Financial Summary

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	2,802,276	3,251,879	3,477,123	3,431,602	2,048,629	3,555,147	3,505,871	2,090,372
Other Expenses	54,624	160,462	147,454	147,274	147,096	150,544	150,450	149,247
TOTAL-General Fund	2,856,900	3,412,341	3,624,577	3,578,876	2,195,725	3,705,691	3,656,321	2,239,619

### Additional Funds Available

Bond Fund	2,787	0	0	0	0	0	0	0
TOTAL - All Funds	2,859,687	3,412,341	3,624,577	3,578,876	2,195,725	3,705,691	3,656,321	2,239,619

### Budget & Fiscal Analysis

## CORE-CT DIVISION

### Statutory Reference

Article Fourth, State Constitution; C.G.S. Sections 3-112 and 3-119

### Statement of Need and Program Objectives

To manage and operate the Core-CT system.

### Program Description

Core-CT functions from the Department of Administrative Services, the Department of Information Technology and the State Comptroller are being consolidated within the State Comptroller's Office. The agency will be responsible for the management and operation of the Core-CT system, the State's integrated core financial, human resource, and payroll system. Staff will continue to be involved in technical support, production system maintenance, system development, and security administration.

### Personnel Summary

Permanent Full-Time Positions General Fund	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	0	0	0	0	0	105	0	105

### Financial Summary

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	0	0	0	0	8,469,094	0	0	8,769,231
Other Expenses	0	0	0	0	2,477,000	0	0	2,527,000
TOTAL-General Fund	0	0	0	0	10,946,094	0	0	11,296,231

### Core-CT

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	15,341,451	17,326,259	18,655,773	23,226,645	19,086,632	23,842,655
Other Positions	364,508	502,916	457,812	457,812	501,154	501,154
Other	706,092	799,200	758,482	489,997	835,885	543,525
Overtime	555,764	1,150,488	636,060	636,060	669,445	669,445
TOTAL-Personal Services Gross	16,967,815	19,778,863	20,508,127	24,810,514	21,093,116	25,556,779
Less Reimbursements						
Less Turnover	0	0	-135,000	-1,009,643	-105,000	-1,000,754
TOTAL-Personal Services Net	16,967,815	19,778,863	20,373,127	23,800,871	20,988,116	24,556,025
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	13,283	23,735	25,294	23,700	25,713	23,700
Rentals, Storage and Leasing	38,502	39,372	40,140	39,372	40,815	39,300
Telecommunication Services	71,749	74,250	76,254	74,200	79,308	74,200
General Repairs	97,948	101,248	101,651	101,248	102,011	99,438
Motor Vehicle Expenses	11,784	11,968	12,068	11,968	12,318	11,900
Fees for Outside Professional Services	238,202	519,870	403,585	403,085	413,162	412,662
Fees for Non-Professional Services	39,240	57,275	57,794	56,775	58,193	56,775
DP Services, Rentals and Maintenance	3,824,220	3,600,519	4,180,254	4,193,000	3,968,882	3,983,700
Postage	502,000	520,000	520,000	520,000	530,000	520,000
Travel	9,601	14,268	20,707	20,418	21,213	17,429
Other Contractual Services	12,287	13,250	14,271	14,250	15,292	15,250
Advertising	3,659	3,500	3,542	3,000	3,585	3,000
Printing & Binding	19,363	22,215	22,419	22,215	22,627	22,200
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	160	150	150	150	150	150
Books	266	400	407	400	414	400
Maintenance and Motor Vehicle Supplies	2,828	3,250	3,500	3,250	3,750	3,250
Office Supplies	186,414	160,886	159,809	167,975	164,688	158,106
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	207,794	40,650	70,650	70,650	70,650	70,650
TOTAL-Other Expenses Gross	5,279,300	5,206,806	5,712,495	5,725,656	5,532,771	5,512,110
Less Reimbursements						
TOTAL-Other Expenses Net	5,279,300	5,206,806	5,712,495	5,725,656	5,532,771	5,512,110
<i>Other Current Expenses</i>						
CORE Financial Systems	55,722	0	0	0	0	0
TOTAL-Other Current Expenses	55,722	0	0	0	0	0
<i>Pmts to Other Than Local Govts</i>						
Governmental Accounting Standards Bd	19,570	19,570	19,570	19,570	19,570	19,570
TOTAL-Pmts to Other Than Local Govts	19,570	19,570	19,570	19,570	19,570	19,570

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	16,967,815	19,778,863	20,373,127	19,230,000	23,800,871	20,988,116	19,800,000	24,556,025
Other Expenses Net	5,279,300	5,206,806	5,712,495	5,705,512	5,725,656	5,532,771	5,529,300	5,512,110
Capital Outlay	100	0	73,000	73,000	100	102,000	102,000	100
Other Current Expenses	55,722	0	0	0	0	0	0	0
Payments to Other Than Local Governments	19,570	19,570	19,570	19,570	19,570	19,570	19,570	19,570
TOTAL-General Fund Net	22,322,507	25,005,239	26,178,192	25,028,082	29,546,197	26,642,457	25,450,870	30,087,805
<i>Additional Funds Available</i>								
Bond Fund	45,314	0	0	0	0	0	0	0
TOTAL-All Funds Net	22,367,821	25,005,239	26,178,192	25,028,082	29,546,197	26,642,457	25,450,870	30,087,805



# DEPARTMENT OF REVENUE SERVICES

## AGENCY DESCRIPTION

The Department of Revenue Services ascertains the correctness of state taxes paid and insures compliance with the tax laws and regulations of the State of Connecticut. It also researches and estimates the effects of various taxing options proposed by policy makers. The agency is organized into four programs designed to accomplish these objectives:

Management Services consists of the department's administration, information, appellate and legal functions which provide technical, legal, taxpayer information, assistance, support services and records management needs to the entire department and the general public.

Operations consists of two functions: operations and information services. This program internally accounts for all tax documents

and payments and serves the data processing needs of the agency.

Audit administers audit compliance and administrative programs for Connecticut taxes.

Collection and Enforcement assures that all tax, penalty and interest due the state are paid.

### Energy Conservation Statement

The Department has no plans for additional energy conservation activities in the next biennium. Energy conservation efforts made in the past two years include an effort to reduce lighting in common areas and regular maintenance of hot water systems.

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2007-2008</u>	<u>2008-2009</u>
• Transfer Equipment to CEPF	-388,978	-358,713
• Remove or Limit Inflation	-233,233	-471,333

### Revenues

• Establish a Refund Theft Prevention Program	462,218	488,469
<i>The Refund Theft Program would prevent losses from fraudulent income tax returns and institute proactive measures for electronic filing fraud. The additional resources are expected to generate additional revenues of \$3.5 million in FY 08 and \$5.5 million in FY 09.</i>		
• Complete implementation of the Business and Employment Tax Audit Unit	711,203	710,611
<i>This initiative would focus on areas of high incidence of underreporting, non filing and underpayment. The additional resources are expected to generate additional revenues of \$7 million in FY 08 and \$14 million in FY 09.</i>		
• Increase audits for Sales Tax Third Party Data Cash Business	712,532	712,002
<i>Funding is provided for 12 positions to audit the amount of sales tax collected and remitted to the State. The additional resources are expected to generate additional revenues of \$5 million in FY 08 and \$10 million in FY 09.</i>		

### New or Expanded Services

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
• Increase staffing to administer Integrated Tax Administration System (ITAS)	279,000	285,500	300,000
<i>Funding is provided for 11 new positions to provide support for system components to process taxpayer data.</i>			

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	703	28	0	731	731	768	731	768

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Operations	14,066,681	14,996,641	15,606,117	15,452,576	15,388,656	15,772,911	15,614,764	15,519,307
Information Systems	5,549,096	5,997,135	6,892,452	6,800,695	6,777,680	7,095,821	7,053,533	6,996,068
Audit	22,387,820	24,865,512	25,195,801	24,382,769	25,660,910	25,378,028	24,540,605	25,823,260
Collections & Enforcement	5,291,446	5,841,422	6,119,376	5,764,804	6,221,778	6,162,645	5,797,436	6,262,924
Management Services	14,770,515	15,779,729	17,027,752	16,723,134	16,617,696	17,417,822	17,100,153	16,871,468
TOTAL Agency Programs - All Funds Gross	62,065,558	67,480,439	70,841,498	69,123,978	70,666,720	71,827,227	70,106,491	71,473,027
Less Turnover	0	0	-701,527	-701,527	-701,527	-722,573	-722,573	-722,573
TOTAL Agency Programs - All Funds Net	62,065,558	67,480,439	70,139,971	68,422,451	69,965,193	71,104,654	69,383,918	70,750,454



Summary of Funding

General Fund Net	61,800,956	67,410,912	70,139,971	68,422,451	69,965,193	71,104,654	69,383,918	70,750,454
Federal and Other Activities	11,392	69,527	0	0	0	0	0	0
Bond Fund	234,710	0	0	0	0	0	0	0
Private Funds	18,500	0	0	0	0	0	0	0
<b>TOTAL Agency Programs - All Funds Net</b>	<b>62,065,558</b>	<b>67,480,439</b>	<b>70,139,971</b>	<b>68,422,451</b>	<b>69,965,193</b>	<b>71,104,654</b>	<b>69,383,918</b>	<b>70,750,454</b>

**OPERATIONS**

*Statutory Reference*

C.G.S. Title 12

*Statement of Need and Program Objectives*

To process and deposit revenues from 40 different state taxes in a timely manner and to administer and maintain the agency's Information Services System.

*Program Description*

This program is made up of two subprograms: the Operations Division and the Information Services Division that support the program's objectives.

**OPERATIONS DIVISION**

*Statutory Reference*

C.G.S. Title 12

*Statement of Need and Program Objectives*

To rapidly process and deposit all state tax revenues which finance the operations of the entire state government.

*Program Description*

Annually, more than \$12.5 billion from more than 40 different tax sources are deposited on the day of receipt. The processing of 5.7 million tax returns involves the following key activities:

registering taxpayers and issuing tax registration numbers, permits, licenses and motor carrier tax decals; processing incoming tax returns and payments and depositing revenues on day of receipt; verifying tax returns and creating bills and delinquencies to ensure collection of all revenues due to the state; verifying the timely issuance of any refunds; generating various reports on tax collection revenues; developing tax forms and publications and entering data and controlling all types of tax returns, corrections, registrations and accounts receivable batches.

*Program Measure*

	<u>2005-2006</u> Actual	<u>2006-2007</u> Estimated	<u>2007-2008</u> Projected	<u>2008-2009</u> Projected
Tax Returns processed/year (000)	5,700	5,800	5,900	6,000
Permits/decals issued (000)	30	30	30	30
Refunds processed	1,100,000	1,200,000	1,250,000	1,270,000
Payments on billings	125,000	125,000	125,000	125,000
Amount of payments on billings (\$000)	800,000	800,000	800,000	800,000
Tax return errors resolved within quarterly filing cycle (%)	90%	90%	91%	92%
Tax refunds issued without interest expense (%)	99.2%	99.2%	99.2%	99.2%
New Registrants	40,000	40,000	40,000	40,000
Number of returns filed electronically (included in total returns processed) (000)	1,709	1,800	1,900	2,000

*Personnel Summary*

<i>Permanent Full-Time Positions</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	186	2	0	188	188	188	188	188

*Financial Summary*

<i>(Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	12,068,645	12,916,599	13,462,155	13,308,614	13,308,614	13,597,412	13,439,265	13,439,265
Other Expenses	1,998,036	2,080,042	2,123,662	2,123,662	2,080,042	2,168,199	2,168,199	2,080,042

Capital Outlay

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Equipment	0	0	20,300	20,300	0	7,300	7,300	0
<b>TOTAL-General Fund</b>	<b>14,066,681</b>	<b>14,996,641</b>	<b>15,606,117</b>	<b>15,452,576</b>	<b>15,388,656</b>	<b>15,772,911</b>	<b>15,614,764</b>	<b>15,519,307</b>

**Operations**

## INFORMATION SERVICES DIVISION

*Statutory Reference*

C.G.S. Title 12

*Statement of Need and Program Objectives*

To effectively support the department in the efficient and cost effective administration of taxes through the use of technology. To further develop and maintain all agency Information Systems and supporting technology. To enhance the capacity of other agency programs to secure additional tax revenue by supplying vital information through a management information system.

*Program Description*

All divisions of the agency depend on the Information Services Division for: systems design, development and implementation; data communications network; technological support for data processing, office automation, internal email, anti-virus, computer security, personal computers and laptops; technological training; equipment evaluation, acquisition and maintenance; and storage and retrieval of electronic records.

*Personnel Summary**Permanent Full-Time Positions*

General Fund	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
	51	2	0	53	53	58	53	58

*Financial Summary**(Net of Reimbursements)*

Personal Services	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
	3,151,264	3,477,050	4,023,817	3,985,095	4,254,095	4,230,366	4,190,483	4,472,483
Other Expenses	2,397,832	2,520,085	2,572,403	2,572,403	2,523,585	2,625,821	2,625,821	2,523,585

*Capital Outlay*

Equipment	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>
	0	0	296,232	243,197	0	239,634	237,229
TOTAL-General Fund	5,549,096	5,997,135	6,892,452	6,800,695	6,777,680	7,095,821	7,053,533

Information Systems

## AUDIT

*Statutory Reference*

C.G.S. Title 12 and Chapters 216, 217 and 218

*Statement of Need and Program Objectives*

To determine the accuracy of tax reporting through a comprehensive field and office audit of targeted accounts in order to maximize tax revenue and induce compliance among the entire taxpayer population.

*Program Description*

The Audit Division is organized to administer audit programs for approximately 40 state taxes. The division performs the following functions:

Performs field audits of Connecticut and out-of-state based taxpayers to determine, by independent verification, the extent of their tax obligation to the state. The division operates seven field audit units and conducts more than 3,400 field audits annually resulting in more than \$171 million in assessments.

Conducts office audits of Connecticut and out-of-state based taxpayers to determine the extent of their tax obligation to the state. The division conducts approximately 60,000 office audits annually resulting in more than \$123 million in assessments.

Develops computer and manual audit selection programs that analyze the total population of tax returns to determine the most eligible candidates for audit and maintains automated and centralized control programs to develop pertinent audit and statistical information.

Directs agency, interagency and interstate compliance programs that include liaison and reciprocal agreements with the federal government, other state governments, other Connecticut agencies and private organizations.

Assists taxpayers in the preparation of tax returns and the maintenance of related tax records. Reviews, verifies and processes claims for tax refunds and credits.

Conducts a discovery program for investigations, special projects and analysis of tax specific and industry specific issues that typically results in an additional \$25 million per year in state revenue based on compliance from newly found taxpayers.

Monitors internal activities to review and evaluate the division's compliance with established policies, procedures and performance standards. Develops and administers an EDP Audit Program and administers all aspects of Inheritance taxation.

*Program Measure*

	2005-2006	2006-2007	2007-2008	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Field Audit Assessments (\$000)	255,089	192,000	201,600	211,680
Office Audit Assessments (\$000)	267,767	154,000	185,700	217,785
Field Audits Conducted (#)	3,361	3,275	3,438	3,610
Office Audit Cases Conducted (#)	60,663	56,625	68,281	80,078
Total refunds (#)	98	100	105	110
Total refunds (\$000)	20,292	20,000	21,000	22,050
Assessments per Field Audit (\$)	75,897	58,625	61,556	64,634
Assessments per Office Audit (\$)	4,414	2,720	2,720	2,720

*Personnel Summary*

	As of 06/30/2006	2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
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<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	271	9	0	280	280	304	280	304
<b><i>Financial Summary</i></b>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	21,152,199	23,579,180	23,801,356	22,988,324	24,341,555	23,951,738	23,114,315	24,508,143
Other Expenses	1,235,621	1,286,332	1,312,845	1,312,845	1,319,355	1,339,890	1,339,890	1,315,117
<b><i>Capital Outlay</i></b>								
Equipment	0	0	81,600	81,600	0	86,400	86,400	0
TOTAL-General Fund	22,387,820	24,865,512	25,195,801	24,382,769	25,660,910	25,378,028	24,540,605	25,823,260
<b>Audit</b>								

## COLLECTION AND ENFORCEMENT

### *Statutory Reference*

C.G.S. Title 12

### *Statement of Need and Program Objectives*

To ensure the collection of overdue state taxes and enforce compliance by those who do not voluntarily pay taxes through an efficient, comprehensive and highly visible collection and enforcement program.

### *Program Description*

Through a progression of specific collection, compliance and enforcement procedures, 75 employees collect more than \$100 million in overdue revenue annually.

The office collection agents conduct the first level of the collection process. The agents are primarily responsible for initiating telephone contact to resolve overdue accounts prior to referring cases to the next level. Upon identification, chronic debtors or high-risk cases are immediately referred for enforcement action. Additionally, more than 100,000 overdue notices are mailed annually. The agents respond to inquiries,

complaints and requests for repayment schedules initiated by the taxpayer in response to those mailings.

Each year approximately 10,000 overdue accounts are referred to the next level in the collection process. This would include collection of tax warrants, permit suspension hearings, imposition of security bonds and filing of tax liens and bankruptcy proofs of claims. The division's compliance/enforcement efforts begin at this level. These efforts include on-site investigations of citizen complaints pertaining to tax violations; routine inspections of problematic vendors; and follow-up of leads gained through audit examinations, other state regulatory agencies and advertisements. These civil-related matters are performed by revenue agents assigned to the Field Section.

The last level in this process involves criminal matters. Criminal investigations are referred to enforcement agents in the Special Investigation Section. Their activities may lead to arrests in cases involving operating without valid permits, bad checks, refusal to file/pay or filing of fraudulent returns and smuggling of contraband fuel, cigarettes and alcohol.

<i>Program Measure</i>	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Revenue collected (\$000)	142,092	112,000	121,100	128,980
Tax debtor contacts	0	0	0	0
Field inspections	0	0	0	0
New Registrants	0	0	0	0
Criminal investigations opened	556	600	649	680
Arrests	129	100	108	115
Tax Warrants	4,643	5,000	5,400	5,700
Permit Suspension Hearings	163	150	160	170
Percentage of overdue taxpayers to known taxpayer base (%)	3.2%	3.2%	3.2%	3.2%

### *Personnel Summary*

<i>Permanent Full-Time Positions</i>	As of 06/30/2006	2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009	
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	71	0	0	71	71	79	71	79

### *Financial Summary*

<b>(Net of Reimbursements)</b>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	5,013,329	5,552,833	5,825,543	5,470,971	5,933,189	5,863,459	5,498,250	5,974,335
Other Expenses	277,210	288,589	293,833	293,833	288,589	299,186	299,186	288,589
TOTAL-General Fund	5,290,539	5,841,422	6,119,376	5,764,804	6,221,778	6,162,645	5,797,436	6,262,924
<b><i>Additional Funds Available</i></b>								
Private Funds	907	0	0	0	0	0	0	0
TOTAL - All Funds	5,291,446	5,841,422	6,119,376	5,764,804	6,221,778	6,162,645	5,797,436	6,262,924
<b>Collections &amp; Enforcement</b>								

## MANAGEMENT SERVICES

### Statutory Reference

C.G.S. Title 12

### Statement of Need and Program Objectives

To set department policy and direction; to allocate, manage and monitor programs and resources; to provide support services and legal and research assistance within the department and to legislators, the Governor's office and the public.

### Program Description

The Executive Office sets departmental policy and direction; oversees legislative activities and legislatively mandated programs; determines public relations policy; and handles relations with the Governor's office, legislature and taxpayers. It administers the department's taxpayer records confidentiality and internal audit programs.

The Legal Division serves as in-house legal counsel to the department. The division is responsible for drafting regulations and legislation, issuing rulings to taxpayers and tax practitioners, on all Connecticut taxes, issuing legal opinions to the commissioner and other department officials on the proper interpretation of Connecticut tax statutes, reviewing issues of tax policy and representing the commissioner in all succession tax litigation.

The Taxpayer Services Division promotes voluntary taxpayer compliance through public information, taxpayer education and assistance activities. Assistance activities include responding to taxpayer inquiries received by telephone, letter, in person and by e-mail. Employees' assist in completing State applications returns and offer preparation and electronic filing of Federal and State income tax returns. The division provides speakers about state taxes to organizations and businesses. The division is also responsible for responding to requests from taxpayers and other state agencies for copies of taxpayers' tax returns and other confidential information and for administering exemption programs for farmers, fishermen and nonprofit organizations. The division maintains and updates the Department's Internet site and the Taxpayer Answer Center.

The Research Unit analyzes, prepares and disseminates the statistics generated by the Department, including preparation of the Annual Report and statistical overview of the Income Tax. The unit acts as liaison with the Connecticut General Assembly and is responsible for the submission of the Department's legislative package as well as working with the various committees of cognizance to facilitate other legislative initiatives. In addition, the unit administers the Neighborhood Assistance Act Tax Credit Program and responds to requests for information from other states as well as Connecticut's legislative and executive branches of government.

The Appellate Division receives, acknowledges and reviews all taxpayer protests (after final billing) of audit assessments and of corporate officer and successor liability impositions. It also reviews taxpayer protests of proposed disallowances of claims for refund. This division conducts hearings of appeals and is the final administrative adjudicator of the issues presented. It works closely with taxpayers, their legal and accounting representatives, as well as other divisions of the department.

The Administrative Services staff prepares and administers the agency budget, controls and monitors expenses. It also oversees all procurement, printing, budgetary, accounting and facilities management for the agency. Its Education Unit establishes, implements and evaluates personnel training and educational programs to help support management effectiveness, technical expertise and personal development of agency employees. The Personnel and Payroll units administer the rules, regulations, contracts and directives concerning state employment and recruit the staff for the agency.

The Litigation Division represents the Department in litigated tax appeals before the Tax Session of the Connecticut Superior Court. The Litigation Division is responsible for all aspects of these litigated tax appeals, including conducting discovery, filing and responding to pleadings, drafting and submitting pre and post trial memoranda of law and conducting all legal research related thereto, preparation of witnesses, conducting trials and drafting settlement agreements and closing documents. In addition, the Litigation Division represents the Department in all court ordered pretrial/settlement conferences held by and before the presiding judge of the Tax Session of the Connecticut Superior Court. The Litigation Division also acts as the Department liaison with the Office of the Attorney General, assisting the Office in preparing and arguing appeals of decisions of the Tax Session to the State's Appellate and Supreme Courts.

The Office of Planning and Organizational Development manages the agency's strategic planning process to ensure that business objectives are clearly defined and communicated, and that they are focused on what is best from an enterprise-wide perspective. It objectively evaluates what processes need to change, identifies and assesses opportunities and establishes measures to monitor business progress. The Unit assists in defining and rolling out strategies, exploring new ways of doing business, implementing new technology, and streamlining processes and procedures. This Office also includes the Internal Audit Division whose function is to serve the agency by performing independent evaluations of the adequacy and effectiveness of the agency's internal control structure and operations in order to provide reasonable assurance that agency assets and information are properly safeguarded and business risks are adequately mitigated.

### Program Measure

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Taxpayer Inquiries	252,000	252,000	264,000	264,000
Training programs/Individuals trained	80/1151	35/1400	30/1200	30/1200
Appeals Hearings	1,053	1,000	1,000	1,000
Taxpayer Appeals - Received/Resolved	1009/986	1000/1000	1100/1100	1150/1150
Dollar resolved/year (\$000) (Gross)	129,149	132,400	135,000	135,000
Percentage of caseload resolved that do not require litigation (%)	94%	94%	94%	94%
Taxpayer rulings issued within 120 days of receipt of a sufficiently completed ruling request (%)	100	100	100	100

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>

General Fund	124	15	0	139	139	139	139	139
<b>Financial Summary</b>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	9,721,639	10,670,452	11,878,732	11,577,946	11,577,946	12,141,528	11,831,718	11,831,718
Other Expenses	4,435,363	4,613,883	4,710,480	4,710,480	4,613,883	4,809,098	4,809,098	4,613,883
<u>Capital Outlay</u>								
Equipment	94	100	0	0	100	15,500	15,500	100
<u>Other Current Expenses</u>								
Collection and Litigation Contingency	349,724	425,767	438,540	434,708	425,767	451,696	443,837	425,767
TOTAL-General Fund	14,506,820	15,710,202	17,027,752	16,723,134	16,617,696	17,417,822	17,100,153	16,871,468
<u>Additional Funds Available</u>								
Bond Fund	234,710	0	0	0	0	0	0	0
Private Funds	17,593	0	0	0	0	0	0	0
<b>Federal Contributions</b>								
20205 Highway Planning & Construction	11,392	69,527	0	0	0	0	0	0
TOTAL - All Funds	14,770,515	15,779,729	17,027,752	16,723,134	16,617,696	17,417,822	17,100,153	16,871,468
<b>Management Services</b>								

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<b>Current Expenses by Minor Object</b>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	46,738,772	51,431,208	53,049,062	55,133,511	53,628,239	55,780,152
Other Positions	2,230,589	2,325,619	2,395,388	2,395,388	2,467,250	2,467,250
Other	1,486,410	1,698,625	2,784,270	1,123,617	2,903,246	1,192,774
Overtime	651,305	740,662	762,883	762,883	785,768	785,768
TOTAL-Personal Services Gross	51,107,076	56,196,114	58,991,603	59,415,399	59,784,503	60,225,944
Less Reimbursements						
Less Turnover	0	0	-701,527	-701,527	-722,573	-722,573
TOTAL-Personal Services Net	51,107,076	56,196,114	58,290,076	58,713,872	59,061,930	59,503,371
<u>Other Expenses-Contractual Services</u>						
Dues and Subscriptions	169,165	176,109	179,806	176,109	183,582	176,109
Utility Services	9,695	10,092	10,187	10,092	10,255	10,092
Rentals, Storage and Leasing	393,640	409,796	418,402	409,796	427,188	409,796
Telecommunication Services	514,792	535,921	547,176	535,921	558,666	535,921
General Repairs	157,216	163,668	167,105	163,668	170,614	163,668
Motor Vehicle Expenses	107,317	111,721	114,067	111,721	116,462	111,721
Fees for Outside Professional Services	1,832,794	1,908,016	1,948,085	1,908,016	1,988,994	1,908,016
Fees for Non-Professional Services	100,870	105,010	107,215	105,010	109,466	105,010
DP Services, Rentals and Maintenance	3,507,852	3,675,666	3,752,854	3,675,666	3,831,665	3,675,666
Postage	1,403,195	1,457,103	1,487,702	1,457,103	1,518,945	1,457,103
Travel	589,132	613,317	626,197	613,317	639,348	613,317
Other Contractual Services	55,854	58,146	59,366	58,146	60,613	58,146
Advertising	33,898	35,289	36,030	35,289	36,787	35,289
Printing & Binding	648,022	674,619	688,786	674,619	703,251	674,619
<u>Other Expenses-Commodities</u>						
Agriculture, Horticulture, Dairy & Food	406	423	432	423	441	423
Books	5,775	6,012	6,138	6,012	6,267	6,012
Clothing and Personal Supplies	1,211	1,261	1,288	1,261	1,315	1,261
Maintenance and Motor Vehicle Supplies	44,915	46,758	46,758	46,758	46,758	46,758
Medical Supplies	1,964	2,045	2,153	2,045	2,256	2,045
Office Supplies	706,406	735,398	750,841	771,921	766,610	767,683
<u>Other Expenses-Sundry</u>						
Sundry - Other Items	59,943	62,561	62,635	62,561	62,711	62,561

**Budget-in-Detail**

TOTAL-Other Expenses Gross	10,344,062	10,788,931	11,013,223	10,825,454	11,242,194	10,821,216
Less Reimbursements						
TOTAL-Other Expenses Net	10,344,062	10,788,931	11,013,223	10,825,454	11,242,194	10,821,216
<i>Other Current Expenses</i>						
Collection and Litigation Contingency	349,724	425,767	438,540	425,767	451,696	425,767
TOTAL-Other Current Expenses	349,724	425,767	438,540	425,767	451,696	425,767

**Character & Major Object Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	51,107,076	56,196,114	58,290,076	56,629,423	58,713,872	59,061,930	57,351,458	59,503,371
Other Expenses Net	10,344,062	10,788,931	11,013,223	11,013,223	10,825,454	11,242,194	11,242,194	10,821,216
Capital Outlay	94	100	398,132	345,097	100	348,834	346,429	100
Other Current Expenses	349,724	425,767	438,540	434,708	425,767	451,696	443,837	425,767
TOTAL-General Fund Net	61,800,956	67,410,912	70,139,971	68,422,451	69,965,193	71,104,654	69,383,918	70,750,454
<i>Additional Funds Available</i>								
Federal and Other Activities	11,392	69,527	0	0	0	0	0	0
Bond Fund	234,710	0	0	0	0	0	0	0
Private Funds	18,500	0	0	0	0	0	0	0
TOTAL-All Funds Net	62,065,558	67,480,439	70,139,971	68,422,451	69,965,193	71,104,654	69,383,918	70,750,454

# DIVISION OF SPECIAL REVENUE

## AGENCY DESCRIPTION

The mission of the Division of Special Revenue is to ensure the highest degree of integrity in the conduct of all forms of legalized gambling within the State of Connecticut and the Federally recognized Tribal Nations within the State. The agency accomplishes its mission by licensing or permitting all individuals and entities that are involved with legalized gambling and by monitoring and educating to ensure compliance with the gaming laws and the Tribal-State agreements, thereby insuring public confidence in the honesty and fairness of all facets of gambling for the highest quality benefit to the State.

With over \$21 billion wagered last year on all forms of legalized gambling in Connecticut, the Division's oversight is critical to assuring public confidence in the integrity of this thriving industry. The General Fund received in excess of \$718.9 million from gambling, making it the fourth largest revenue source for the State, surpassed only by the income tax, sales tax and corporate taxes.

The Division discharges its responsibilities through three primary types of program activities:

### Gambling Regulation Program

The Casino Section monitors compliance with gaming procedures and with agreements between the State and the Mashantucket Pequot and Mohegan Tribes.

The field staff assists in ensuring compliance with the Memoranda of Understanding between the Tribes and the State. They monitor the drops and buys (removing money and recording the amount collected from each slot machine), in addition to overseeing count room activities to verify slot revenues. They review the daily cash count to discover and reconcile any differences.

The field staff inspects the inventory of slot machines on each casino floor to maintain records of the status of the machines and to ensure that each machine is approved by the Independent Gaming Lab. In FY2006, \$427.5 million was contributed to the State under the Memoranda of Understanding, with Foxwoods contributing \$204.5 million and the Mohegan Sun contributing \$223.0 million.

### The Lottery Section

Ensures the integrity of the operation of the Connecticut Lottery Corporation by reviewing procedures governing operation of the Lottery; enforcing statutory mandates and regulations; conducting field inspections of CLC headquarters,

the Lottery on-line vendor and approximately 3,000 lottery agent locations; and overseeing the testing of new lottery games. The Lottery transferred \$284.9 million into the General Fund in FY2006. The division regulated lottery sales of almost \$970.3 million during FY2006.

### The Pari-Mutuel Section

Ensures the integrity of licensed greyhound racing facilities by maintaining an on-site presence to oversee daily operations in order to guard against statutory or regulatory violations monitors licensing and integrity issues and oversees pari-mutuel wagering activity to protect the public against unfair or illegal practices. The General Fund received a total of \$25,757 in FY2006, from Shoreline Star (Greyhound) in Bridgeport.

### The Off-Track Betting Section

Ensures the integrity of the Off-Track Betting system operations and betting activity by monitoring compliance with statutes and regulations involving licensing and integrity issues and oversees daily operations of telephone betting and eleven facilities, seven of which are simulcast facilities. Off-Track Betting provided \$5.1 million to the General Fund in FY2006.

### Charitable Games Program

Sells sealed tickets, issues registrations and/or permits for authorized charitable gaming activities, and assures compliance with applicable statutes and regulations through field oversight. Gambling activities by charitable organizations produced total receipts in excess of \$48.6 million. The Charitable Games program provided in excess of \$1.3 million to the General Fund in the year ending June 30, 2006.

### Management Services Program

Includes Executive Management and support units – Licensing and Security Administration, Business Management, Human Resources, Administrative Hearings, Legislation, Legal, and Affirmative Action.

### Energy Conservation Statement

Planned energy conservation activities for the next biennium include regular maintenance of HVAC, the use of energy efficient lighting technologies and equipment, and resetting or adjusting building temperature controls. This is a continuation of the efforts undertaken in the past two fiscal years.

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

### **Reductions to Current Services**

- Eliminate costs associated with Shoreline Star

*The Shoreline Star Greyhound racetrack ceased operations September 20, 2006.*

- Reduce Other Expenses
- Transfer Equipment to CEPF
- Remove or Limit Inflation

### **New or Expanded Services**

- Re-wire Computer Room to Replace Antiquated System

*This is a capital improvement of approximately \$220,000 that is being recommended in the bond authorization request.*

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
	-201,172	-206,817	
	-80,000	-80,000	
	-214,340	-214,340	
	-28,000	-56,178	
	0	0	0



## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	107	12	0	119	119	119	119	119
Private Funds	29	0	0	29	29	29	29	29
<i>Other Positions Equated to Full Time</i>								
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			3	3	3	3	3	3

### Agency Programs by Total Funds (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Gambling Regulation	5,104,747	5,817,813	5,744,145	5,731,702	5,530,530	5,833,161	5,820,344	5,607,570
Charitable Games	1,214,878	1,346,261	1,445,536	1,445,536	1,357,105	1,477,697	1,477,697	1,380,361
Management Services	3,239,035	3,360,381	4,439,326	4,253,910	4,020,001	5,081,892	5,014,223	4,766,998
TOTAL Agency Programs - All Funds Gross	9,558,660	10,524,455	11,629,007	11,431,148	10,907,636	12,392,750	12,312,264	11,754,929
Less Turnover	0	0	-229,242	-229,242	-229,242	-243,201	-243,201	-243,201
TOTAL Agency Programs - All Funds Net	9,558,660	10,524,455	11,399,765	11,201,906	10,678,394	12,149,549	12,069,063	11,511,728
<i>Summary of Funding</i>								
General Fund Net	6,176,724	7,402,903	7,858,293	7,660,434	7,136,922	8,608,077	8,527,591	7,970,256
Bond Fund	44,268	0	0	0	0	0	0	0
Private Funds	3,337,668	3,121,552	3,541,472	3,541,472	3,541,472	3,541,472	3,541,472	3,541,472
TOTAL Agency Programs - All Funds Net	9,558,660	10,524,455	11,399,765	11,201,906	10,678,394	12,149,549	12,069,063	11,511,728

## GAMBLING REGULATION

### Statutory Reference

Section 12-571, 12-572, 12-574, 12-575 and 12-576

### Statement of Need and Program Objectives

To ensure the integrity of licensed gambling activities by monitoring compliance with statutes, regulations, and agreements governing the operation and management of casino gambling, the Connecticut Lottery, greyhound racing and off-track betting.

### Program Description

The Casino Section of the Gambling Regulation Program has liaison officers stationed at the casinos. The casino liaison officers are responsible for monitoring compliance with gaming procedures and Tribal-State Agreements relating to video facsimile ("slot") machines. Field staff oversee the daily operation of casinos which includes monitoring facilities for public safety issues, insuring that the facilities comply with the prohibition against minors entering the premises, posting information pertaining to the availability of treatment for chronic gambling and oversight of all signal transmissions within and outside of the State. Other staff assess and collect applicable taxes and make payments to host municipalities.

Lottery regulatory functions include ensuring compliance with the statutes, regulations and official procedures including on-site inspection of approximately 3,000 lottery agent sites. Central office regulatory staff has the authority to initiate hearings for violations. They also coordinate and review tests for lottery products and betting systems, review all procedures review denials of lottery agent applications for licensure, and provide testimony at administrative hearings. Additionally, field staff inspect the premises of lottery agents and ensure compliance with restrictions on the presence of minors at gambling facilities. They also verify that the facilities post information pertaining to the availability of treatment for chronic gambling.

The Pari-Mutuel central office staff ensures compliance with the statutes and regulations and implements safeguards against fraudulent practices and abuse or threats against any patron. The central office responds to written complaints and pari-mutuel inquiries.

Pari-mutuel field staff maintain high visibility at the facilities in order to resolve complaints, detect and report any violations, or any activity which endangers the safety of the patrons at the facilities. The field staff serves on the Board of Judges and hears cases involving ejection of patrons and requests for reinstatement. They conduct inspections of the kennels, and observe the selection of greyhounds for each race and post position, as well as the weighing-in of each dog. To ensure compliance with regulations against drug use, the field staff collects urine specimens from the greyhounds. In addition, the field staff judges the official results of each greyhound race.

The Off-Track Betting operation presently includes eleven OTB facilities, telephone betting, and the totalizator hub for all OTB wagering. OTB section employees are located at the Division of Special Revenue central office in Newington, the hub site in New Haven and the simulcast sites in New Haven and Windsor Locks. All other OTB facilities located throughout the State are visited by regulatory personnel on a random basis.

The central office staff ensure compliance with the regulations that govern the OTB operation, simulcasting, and telephone betting. Compliance includes the enforcement of rules for each of the wagering pools and approval of the procedures which govern common-pool wagering with out-of-state tracks or with locations outside of the United States, and the manual merging of pools from within and outside of the State.

The field staff ensures compliance with applicable statutes, regulations and policies including monitoring facilities for public safety issues, ensure that the facilities comply with the prohibition against minors entering the premises and posting information pertaining to the availability of treatment for



chronic gambling. Hub liaison officers monitor the closing of wagering pools, report on totalizator and race control incidents, and monitor currency exchange rates.

The Integrity Assurance/Technical Services section audits all licensed legalized gambling entities including the casinos, the Connecticut Lottery Corporation (CLC), and the pari-mutuel associations. The unit produces accounting and financial reports on State revenues from the casino slot machines, pari-

mutuel wagering, and charitable gaming. The auditing section of the unit performs acceptance-testing on the wagering systems of the CLC and the pari-mutuel industry. The unit also manages the agency information systems. Support services include maintaining the Division's database of all casino, lottery and pari-mutuel licensees, and all Charitable Games permittees.

**Program Measure**

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Gambling Regulation -State share of parimutuel and off-track betting revenue (\$M)	5.1	5	5	5

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	48	6	0	54	54	54	54	54
Private Funds	22	0	0	22	22	22	22	22
<i>Other Positions Equated to Full Time</i>								
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			2	2	2	2	2	2

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,829,482	3,272,483	3,274,661	3,262,218	3,104,407	3,356,809	3,343,992	3,181,447
Other Expenses	244,332	323,229	314,611	314,611	271,250	321,479	321,479	271,250
TOTAL-General Fund	3,073,814	3,595,712	3,589,272	3,576,829	3,375,657	3,678,288	3,665,471	3,452,697
<u>Additional Funds Available</u>								
Private Funds	2,030,933	2,222,101	2,154,873	2,154,873	2,154,873	2,154,873	2,154,873	2,154,873
TOTAL - All Funds	5,104,747	5,817,813	5,744,145	5,731,702	5,530,530	5,833,161	5,820,344	5,607,570
Gambling Regulation								

**CHARITABLE GAMES**

*Statutory Reference*

Chapter 98 of the General Statutes

*Statement of Need and Program Objectives*

To ensure the integrity of authorized charitable gaming activities, including the sale of sealed tickets.

*Program Description*

The Charitable Games Program sells sealed tickets, issues registrations, and/or permits for authorized charitable gaming activities, and assures compliance with applicable statutes and regulations through field oversight. The program's functions are divided between central office administrative operations and field activities.

Central office staff review registration and permit

applications to ensure conformance with statutory and regulatory requirements. Staff members design and develop sealed ticket games, distribute and sell sealed tickets to charitable organizations and account for revenue derived from registration and permit fees, and sealed ticket sales. Central office staff also initiate administrative proceedings for statutory and regulatory violations reported by the field staff.

Field staff inspect the conduct of charitable gaming activities, and audit the books and records of permittees. Field staff are liaisons between the central office and the permittees, assisting the permittees in complying with applicable rules, and maintain high visibility at the events they inspect. They also report statutory and regulatory violations.

**Program Measure**

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Charitable Games total revenue (\$M)	1.3	1.4	1.3	1.3

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	17	1	0	18	18	18	18	18

Budget-in-Detail

<i>Financial Summary</i> (Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	853,462	909,935	1,000,779	1,000,779	1,000,779	1,024,035	1,024,035	1,024,035
Other Expenses	361,416	436,326	444,757	444,757	356,326	453,662	453,662	356,326
TOTAL-General Fund	1,214,878	1,346,261	1,445,536	1,445,536	1,357,105	1,477,697	1,477,697	1,380,361
Charitable Games								

MANAGEMENT SERVICES

*Statutory Reference*

Section 12-559, Chapter 54

*Program Description:*

This program supports operational units as summarized below. Executive Management directs efforts of all agency units, and provides management oversight of agency operations. Executive Management includes: Office of the Executive Director, Legislation, Legal, Affirmative Action, Human Resources, and Administrative Hearings. In accordance with Chapter 54 of the Connecticut General Statutes, organizations or individuals who are denied gaming licenses or licensees who are found in violation of the statutes, regulations, or Tribal-State Agreements may have an administrative hearing. The Administrative Hearings Section (AHS) of the Division of Special Revenue conducts all hearings other than those held at greyhound track facilities, which may then be appealed to the AHS.

The Licensing Section has administrative authority over the gambling license issuance process. The Security section is

responsible for upholding statutes and regulations as the law enforcement component of Division operations.

Together the sections process all initial applications and annual renewals for lottery retailers and lottery employees as well as the owners, vendors and employees of pari-mutuel facilities, and all gambling-related employees and vendors at the casinos. More than 20,000 license applications are processed annually for over 16,000 casino employees and vendors, almost 3,000 lottery retailers and vendors, and 1,000 occupational licensees.

Security personnel conduct initial criminal history checks on all individuals applying for gambling licenses and track all applications sent to the Connecticut State Police for background investigation reports. Security staff investigate violations of the statutes and regulations, and testify at administrative hearings and in courts of law. They oversee all lottery drawings and the production of lottery instant ticket games. The Unit maintains liaison with Federal, State and local law enforcement agencies.

Business Management provides operational support for all components of the Division including budget preparation, purchasing, general fund accounting, building and grounds maintenance, and related services.

*Program Measure*

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Management Services General Fund Expense as a Ratio of Sales	.00008915:1	.00012823:1	.00014026:1	.00016616:1

*Personnel Summary*

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	42	5	0	47	47	47	47	47
Private Funds	7	0	0	7	7	7	7	7

*Other Positions Equated to Full Time*

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Requested</u>	<u>2007-2008</u> <u>Recommended</u>	<u>2008-2009</u> <u>Requested</u>	<u>2008-2009</u> <u>Recommended</u>
General Fund	1	1	1	1	1	1

*Financial Summary*  
(Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,344,751	1,862,420	2,086,166	2,077,750	2,077,750	2,170,327	2,161,658	2,161,658
Other Expenses	543,281	598,410	575,121	575,121	555,552	1,251,526	1,251,526	1,218,641

Capital Outlay

	2005-2006	2006-2007	2007-2008	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>	<u>Recommended</u>
Equipment	0	100	391,440	214,440	100	273,440	214,440
TOTAL-General Fund	1,888,032	2,460,930	3,052,727	2,867,311	2,633,402	3,695,293	3,627,624

Additional Funds Available

Bond Fund	44,268	0	0	0	0	0	0
Private Funds	1,306,735	899,451	1,386,599	1,386,599	1,386,599	1,386,599	1,386,599
TOTAL - All Funds	3,239,035	3,360,381	4,439,326	4,253,910	4,020,001	5,081,892	5,014,223

Management Services

AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	4,420,727	6,882,745	7,605,894	7,448,083	7,770,418	7,607,873
Other Positions	213,628	313,716	323,128	323,128	332,822	332,822
Other	316,371	278,402	243,072	222,213	250,674	229,188
Overtime	76,969	250,678	258,199	258,199	265,944	265,944
TOTAL-Personal Services Gross	5,027,695	7,725,541	8,430,293	8,251,623	8,619,858	8,435,827
Less Reimbursements	0	-1,680,703	-2,068,687	-2,068,687	-2,068,687	-2,068,687
Less Turnover	0	0	-229,242	-229,242	-243,201	-243,201
TOTAL-Personal Services Net	5,027,695	6,044,838	6,132,364	5,953,694	6,307,970	6,123,939
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	5,680	6,230	6,361	6,230	6,495	6,230
Utility Services	81,689	81,689	82,500	81,689	83,091	81,689
Rentals, Storage and Leasing	113,006	124,270	126,880	124,270	129,545	124,270
Telecommunication Services	71,321	72,855	74,385	72,855	75,947	72,855
General Repairs	179,703	185,804	189,707	185,804	193,692	185,804
Motor Vehicle Expenses	83,608	96,688	98,719	53,327	100,792	52,416
Fees for Outside Professional Services	18,747	46,846	47,832	46,846	712,839	710,846
Fees for Non-Professional Services	71,999	75,805	77,395	75,805	79,021	75,805
DP Services, Rentals and Maintenance	110,535	125,779	128,420	125,779	131,117	125,779
Postage	26,702	27,493	28,070	27,493	28,659	27,493
Travel	11,214	22,831	23,312	22,831	23,801	22,831
Other Contractual Services	17,456	19,121	19,523	19,121	19,934	19,121
Advertising	3,578	3,578	3,653	3,578	3,730	3,578
Printing & Binding	1,337	1,337	1,365	1,337	1,393	1,337
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	1,012	1,012	1,033	1,012	1,054	1,012
Books	862	942	962	942	983	942
Clothing and Personal Supplies	374	374	382	374	390	374
Maintenance and Motor Vehicle Supplies	66,219	71,232	71,913	71,232	72,609	71,232
Medical Supplies	399	399	420	399	440	399
Fuel	55,802	55,802	56,304	55,802	56,642	55,802
Office Supplies	81,551	111,500	113,841	111,500	116,232	111,500
Refunds of Expenditures Not Otherwise Classified	240,024	314,618	321,225	234,618	327,971	234,618
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	-93,789	14,547	14,550	14,547	14,553	14,547
TOTAL-Other Expenses Gross	1,149,029	1,460,752	1,488,752	1,337,391	2,180,930	2,000,480
Less Reimbursements	0	-102,787	-154,263	-154,263	-154,263	-154,263
TOTAL-Other Expenses Net	1,149,029	1,357,965	1,334,489	1,183,128	2,026,667	1,846,217

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	5,027,695	6,044,838	6,132,364	6,111,505	5,953,694	6,307,970	6,286,484	6,123,939
Other Expenses Net	1,149,029	1,357,965	1,334,489	1,334,489	1,183,128	2,026,667	2,026,667	1,846,217
Capital Outlay	0	100	391,440	214,440	100	273,440	214,440	100
TOTAL-General Fund Net	6,176,724	7,402,903	7,858,293	7,660,434	7,136,922	8,608,077	8,527,591	7,970,256
<i>Additional Funds Available</i>								
Bond Fund	44,268	0	0	0	0	0	0	0
Private Funds	3,337,668	3,121,552	3,541,472	3,541,472	3,541,472	3,541,472	3,541,472	3,541,472
TOTAL-All Funds Net	9,558,660	10,524,455	11,399,765	11,201,906	10,678,394	12,149,549	12,069,063	11,511,728

# STATE INSURANCE AND RISK MANAGEMENT BOARD

## AGENCY DESCRIPTION

The State Insurance and Risk Management Board determines the method by which the State will insure or self-insure itself against loss. After determining in which situations the State should be an insurer, the Board determines how much and what types of insurance to purchase. It considers the appropriateness of deductibles, self-insured retentions and other concepts and then enters a bid process to secure all commercially placed insurance contracts.

The Board serves as the focal point of all risk management and insurance matters affecting the State. The Board identifies and addresses the State's unique exposures by developing risk management tools to help reduce the cost of risk to the State. Some of these techniques include large loss review meetings, training sessions for State personnel, property inspections and accident review meetings. Board members receive no compensation for the performance of their duties.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

	<u>2007-2008</u>	<u>2008-2009</u>
	-1,300	-1,300
	-8,014	-16,277

## AGENCY PROGRAMS

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
General Fund	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
	3	0	0	3	3	3	3	3

### Agency Programs by Total Funds

#### (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Insurance on State Property & Surety Bonds	12,946,861	16,309,516	15,918,413	15,917,813	15,908,499	16,989,817	16,988,717	16,971,140
TOTAL Agency Programs - All Funds Gross	12,946,861	16,309,516	15,918,413	15,917,813	15,908,499	16,989,817	16,988,717	16,971,140
Less Turnover								
TOTAL Agency Programs - All Funds Net	12,946,861	16,309,516	15,918,413	15,917,813	15,908,499	16,989,817	16,988,717	16,971,140

#### Summary of Funding

General Fund Net	11,198,149	13,539,516	13,543,213	13,542,613	13,533,299	14,472,277	14,471,177	14,453,600
Special Transportation Fund Net	1,748,712	2,770,000	2,375,200	2,375,200	2,375,200	2,517,540	2,517,540	2,517,540
TOTAL Agency Programs - All Funds Net	12,946,861	16,309,516	15,918,413	15,917,813	15,908,499	16,989,817	16,988,717	16,971,140

## INSURANCE ON STATE PROPERTIES AND SURETY BONDS FOR STATE OFFICIALS & EMPLOYEES

### Statutory Reference

C.G.S. Sections 4a-19, 4a-20, 4a-20a and 4a-21

### Statement of Need and Program Objectives

To protect the state against loss by providing and promoting a coordinated risk management program within the state.

### Program Description

The principal duties of the State Insurance and Risk Management Board are:

Determining the method by which the state shall insure itself against losses by the purchase of insurance; obtaining the broadest coverage at the most reasonable costs; directing negotiations for the purchase of such insurance and determine the applicability of deductibles and self-insurance; designating the agent of record and selecting companies from which the insurance coverage shall be purchased; negotiating all elements of insurance premiums and the agent's commission and/or fee

for service; establishing specifications and request bids for each insurance contract through the agent of record; identifying the most effective and economical methods to reduce the state's losses through exposure identification, loss control, risk transfer or risk assumption.

Some of the risk management devices, which the board has utilized, are large loss review, loss control surveys, training sessions for state personnel, appraisals of buildings/contents and defensive driving programs. The board has undertaken initiatives to develop and implement a more proactive risk management program. As statutorily required, the board continues to assess the feasibility of self-insurance (including deductibles and retentions) as a possible alternative to commercial insurance.

The major areas of coverage under the board's purview are real and personal property insurance, liability insurance and surety bonds for state officials and employees.

<i>Program Measure</i>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Motor Vehicle liability (000)	6,536	8,028	8,064	8,440
Fire, Extended Coverage (000)	4,301	5,626	5,723	6,364
Liability (000)	4,260	5,118	5,092	5,423
All Other (000)	1,009	1,065	1,029	1,049

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	3	0	0	3	3	3	3	3

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	232,436	265,314	264,523	264,523	264,523	268,096	268,096	268,096
Other Expenses	10,956,578	13,181,352	13,207,340	13,207,340	13,199,326	14,179,981	14,179,981	14,163,704
<u>Capital Outlay</u>								
Equipment	1,500	100	2,000	1,400	100	2,500	1,400	100
<u>Other Current Expenses</u>								
Surety Bonds State Officials & Emps	7,635	92,750	69,350	69,350	69,350	21,700	21,700	21,700
TOTAL-General Fund	11,198,149	13,539,516	13,543,213	13,542,613	13,533,299	14,472,277	14,471,177	14,453,600
Other Expenses	1,748,712	2,770,000	2,375,200	2,375,200	2,375,200	2,517,540	2,517,540	2,517,540
TOTAL-Special Transportation Fund	1,748,712	2,770,000	2,375,200	2,375,200	2,375,200	2,517,540	2,517,540	2,517,540
<b>Insurance on State Property &amp; Surety Bonds</b>								

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	229,302	261,814	259,518	259,518	262,942	262,942
Other	3,134	3,500	5,005	5,005	5,154	5,154
TOTAL-Personal Services Gross	232,436	265,314	264,523	264,523	268,096	268,096
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	232,436	265,314	264,523	264,523	268,096	268,096
<u>Other Expenses-Contractual Services</u>						
Dues and Subscriptions	2,835	3,411	3,482	3,411	3,555	3,411
Rentals, Storage and Leasing	2,936	3,533	3,607	3,533	3,683	3,533
Telecommunication Services	658	792	809	792	826	792
Insurance	10,601,430	16,702,756	17,086,425	17,086,425	18,348,385	18,348,385
Fees for Outside Professional Services	319,000	337,811	348,733	341,641	359,249	344,834
DP Services, Rentals and Maintenance	21,567	25,946	26,491	25,946	27,047	25,946
Postage	226	272	279	272	286	272
Travel	2,598	3,522	3,596	3,522	3,671	3,522
Other Contractual Services	45	54	55	54	56	54
<u>Other Expenses-Commodities</u>						
Agriculture, Horticulture, Dairy & Food	1,046	1,258	1,284	1,258	1,310	1,258
Office Supplies	4,237	5,097	5,204	5,097	5,313	5,097
TOTAL-Other Expenses Gross	10,956,578	17,084,452	17,479,965	17,471,951	18,753,381	18,737,104
Less Reimbursements	0	-3,903,100	-4,272,625	-4,272,625	-4,573,400	-4,573,400
TOTAL-Other Expenses Net	10,956,578	13,181,352	13,207,340	13,199,326	14,179,981	14,163,704
<u>Other Current Expenses</u>						
Surety Bonds State Officials & Emps	7,635	92,750	69,350	69,350	21,700	21,700
TOTAL-Other Current Expenses	7,635	92,750	69,350	69,350	21,700	21,700

## AGENCY FINANCIAL SUMMARY – SPECIAL TRANSPORTATION FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Other Expenses-Contractual Services</i>						
Insurance	1,748,712	2,770,000	2,375,200	2,375,200	2,517,540	2,517,540
TOTAL-Other Expenses Gross	1,748,712	2,770,000	2,375,200	2,375,200	2,517,540	2,517,540
Less Reimbursements						
TOTAL-Other Expenses Net	1,748,712	2,770,000	2,375,200	2,375,200	2,517,540	2,517,540

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	232,436	265,314	264,523	264,523	264,523	268,096	268,096	268,096
Other Expenses Net	10,956,578	13,181,352	13,207,340	13,207,340	13,199,326	14,179,981	14,179,981	14,163,704
Capital Outlay	1,500	100	2,000	1,400	100	2,500	1,400	100
Other Current Expenses	7,635	92,750	69,350	69,350	69,350	21,700	21,700	21,700
TOTAL-General Fund Net	11,198,149	13,539,516	13,543,213	13,542,613	13,533,299	14,472,277	14,471,177	14,453,600
Other Expenses Net	1,748,712	2,770,000	2,375,200	2,375,200	2,375,200	2,517,540	2,517,540	2,517,540
TOTAL-Special Transportation Fund Net	1,748,712	2,770,000	2,375,200	2,375,200	2,375,200	2,517,540	2,517,540	2,517,540

# GAMING POLICY BOARD

## AGENCY DESCRIPTION

The Gaming Policy Board works in cooperation with the Division of Special Revenue to implement and administer provisions covering the conduct and operation of legalized gaming. The board's responsibilities include: establishing jai alai competition and greyhound racing meeting dates in the state and approving

the associated types of pari-mutuel wagering, advising and assisting the executive director of the Division of Special Revenue, advising the Governor on statewide plans and goals for legalized gaming, and approving administrative regulations covering activities such as charitable gaming.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Remove or Limit Inflation

<u>2007-2008</u>	<u>2008-2009</u>
-59	-121

## AGENCY PROGRAMS

<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Development of Gaming Policy	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903
TOTAL Agency Programs - All Funds Gross	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903
Less Turnover								
TOTAL Agency Programs - All Funds Net	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903
<i>Summary of Funding</i>								
General Fund Net	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903
TOTAL Agency Programs - All Funds Net	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903

## DEVELOPMENT OF GAMING POLICY

### Statutory Reference

C.G.S. Chapter 226 and 226b

### Statement of Need and Program Objectives

To protect the public interest by ensuring the highest standard of legalized gambling regulation and to continue to maintain public trust by working in cooperation with the Division of Special Revenue.

### Program Description

The Gaming Policy Board works in cooperation with the Division of Special Revenue to implement and administer the statutory and regulatory provisions governing legalized gambling.

The Gaming Policy Board consists of five members appointed by the Governor with the advice and consent of both houses of the General Assembly. Not more than three members of the Board at any one time shall be members of the same political party.

They serve a term of four years. The Executive Director serves on the Board ex officio without voting rights.

To insure the highest standard of legalized gambling regulation at least four of the Board members shall have training or experience in at least one of the following fields: corporate finance, economics, law, accounting, law enforcement, computer science, or the pari-mutuel industry. At least two of these fields shall be represented on the Board at any one time.

The Gaming Policy Board meets on a routine schedule in order to keep abreast of the status of authorized gambling activities. The Board approves requests of pari-mutuel licensees for types of wagering permitted. In addition, the Board approves, suspends or revokes association or affiliate licenses, sets greyhound racing performance dates, and advises and assists the Executive Director. The Board approves Division contracts for goods and services. They approve regulations prior to adoption and hear all appeals taken under subsection (j) of section 12-574 and section 12-802b of the general statutes.

### Financial Summary

<i>Financial Summary (Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903
TOTAL-General Fund	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903
Development of Gaming Policy								

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Other Expenses-Contractual Services</i>						
Postage	88	117	118	117	120	117
Travel	655	867	885	867	904	867
Other Contractual Services	1,450	1,919	1,959	1,919	2,000	1,919
TOTAL-Other Expenses Gross	2,193	2,903	2,962	2,903	3,024	2,903
Less Reimbursements						
TOTAL-Other Expenses Net	2,193	2,903	2,962	2,903	3,024	2,903

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses Net	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903
TOTAL-General Fund Net	2,193	2,903	2,962	2,962	2,903	3,024	3,024	2,903



# OFFICE OF POLICY AND MANAGEMENT

## AGENCY DESCRIPTION

The Office of Policy and Management (OPM) serves as a staff agency reporting directly to the Governor, providing the information and analysis required to formulate public policy for the state and assisting state agencies and municipalities in implementing policy decisions on the Governor's behalf.

The objectives of OPM are to: provide the staff functions of budget, management, planning, intergovernmental relations and labor relations through a single agency; encourage the integration of planning, budgeting and program analysis; provide necessary staff support to the Governor on policy analysis, development and implementation; and seek long-term improvements in the management of state agencies.

OPM is headed by a secretary and a deputy secretary who advise the Governor with the assistance of division heads for Budget and Financial Management, Criminal Justice Policy and Planning, Finance, Intergovernmental Policy, Labor Relations, and Policy Development and Planning. Much of OPM's work is affected by external forces such as general economic, environmental and social conditions, state-federal relations, natural disasters, and the energy supply and demand outlook.

OPM performs various fiscal functions to monitor, implement and report on the state's budget throughout the fiscal year. OPM prepares the Governor's biennial budget, including the state's capital budget, for submission to the legislature in odd-numbered years. OPM prepares the Governor's budget adjustments for the second half of the biennium that are submitted in even-numbered years.

Areas in which OPM is facilitating interagency coordination include urban policy (with particular focus on distressed municipalities), prison overcrowding and reentry strategies, crime prevention and youth development, land use and physical resources, water resources conservation, human capital development to match Connecticut's workers and their skills to available jobs, job creation and economic development, transportation, housing, health care access, and the purchase of human services.

OPM also performs grants management, intergovernmental reviews, and provides technical assistance to municipalities.

## AGENCY PROGRAM INDEX

Office of the Secretary and Administrative Support	138	Intergovernmental Policy	141
Policy Development, Coordination & Implementation	139		

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2007-2008</u>	<u>2008-2009</u>	
<b>Reductions to Current Services</b>			
• Eliminate State Support for Leadership, Education, Athletics in Partnership and Neighborhood Youth Centers Grants	-2,075,200	-2,100,930	
• Transfer Equipment to CEPP	-99,900	0	
• Remove or Limit Inflation	-349,688	-724,371	
• Remove or Limit Discretionary Grant Increases <i>Distressed Municipalities, Property Tax Relief - Elderly Circuit Breaker and Property Tax Relief - Additional Veterans' Exemption grants are maintained at current funding levels.</i>	-3,724,002	-5,609,002	
<b>Reallocations or Transfers</b>			
• Reallocate Justice Assistance Grant funding for Personnel Needs <i>Funding that is no longer needed to match federal grants is being reallocated to Personal Services to provide staff for increases associated with legislative mandates.</i>	0	0	
• Transfer Washington Center Funding to the Department of Higher Education	-25,000	-25,000	
• Governor's Energy Initiative - Transfer Energy Unit to the New Department of Energy	-839,114	-1,135,287	
• Transfer Office of the Business Advocate to the Department of Economic & Community Development	-573,510	-599,271	
<b>New or Expanded Services</b>			
• Staff Revitalization <i>Provide additional positions to accommodate increased workloads from legislative mandates.</i>	494,682	814,556	855,284
• Governor's Responsible Growth Initiative - Increase Regional Planning Agencies Grant <i>Regional Planning Organizations are to be used more extensively in planning and development functions.</i>	360,000	360,000	360,000
• Governor's Energy Initiative - Property Tax Exemption Hybrid Vehicles <i>Funding is provided for a 3 year property tax exemption for hybrid vehicles that attain 40 miles per gallon or better on the highway.</i>	500,000	900,000	900,000
• Private Provider Low Wage Pool <i>The Office of Policy and Management will allocate this funding to the Departments of Mental Retardation, Mental Health and Addiction Services and Children and Families in order to bring wages for providers whose employees are determined to be "low-wage" up to the median for all state-contracted providers of similar services.</i>	15,000,000	17,000,000	0
• Funding for UConn Extension Services CLEAR Program <i>Continue to expand and institutionalize the training of local land use commissioners.</i>	50,000	50,000	50,000
• Other Post Employment Benefits (OPEB) Study <i>Provide funding for a study on how to best address the state's unfunded obligation to provide retiree health insurance.</i>	100,000	0	0
• Governor's Initiative - Urban Youth Violence Prevention	4,000,000	4,000,000	4,000,000

## Budget-in-Detail

\$4 million is provided for grants to prevent violent criminal activity involving young people in urban areas.

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	140	12	12	164	164	172	164	173
<i>Other Positions Equated to Full Time</i>			2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Federal Contributions			5	5	3	3	1	1
<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Office of the Secretary and Administrative Support	24,185,189	15,294,862	12,849,140	12,699,140	27,646,904	13,020,503	12,870,603	29,804,731
Policy Development, Coordination and Implementation	31,264,674	40,915,468	36,978,323	50,978,323	46,283,456	33,262,064	47,262,064	42,238,544
Intergovernmental Policy	104,703,319	104,382,930	139,049,611	139,049,611	136,595,785	170,809,949	170,809,949	166,844,229
TOTAL Agency Programs - All Funds Gross	160,153,182	160,593,260	188,877,074	202,727,074	210,526,145	217,092,516	230,942,616	238,887,504
Less Turnover	0	0	-293,461	-293,461	-293,461	-303,109	-303,109	-303,109
TOTAL Agency Programs - All Funds Net	160,153,182	160,593,260	188,583,613	202,433,613	210,232,684	216,789,407	230,639,507	238,584,395
<i>Summary of Funding</i>								
General Fund Net	135,484,710	134,599,752	169,854,098	183,704,098	192,522,366	202,701,686	216,551,786	225,482,481
Federal and Other Activities	20,558,798	21,758,917	16,988,198	16,988,198	15,969,001	12,708,072	12,708,072	11,722,265
Bond Fund	30,747	0	0	0	0	0	0	0
Private Funds	4,078,927	4,234,591	1,741,317	1,741,317	1,741,317	1,379,649	1,379,649	1,379,649
TOTAL Agency Programs - All Funds Net	160,153,182	160,593,260	188,583,613	202,433,613	210,232,684	216,789,407	230,639,507	238,584,395

## OFFICE OF THE SECRETARY AND ADMINISTRATIVE SUPPORT

### Statutory Reference

C.G.S. Section 4-65a

### Statement of Need and Program Objectives

To assist and advise the Governor on policy and financial issues; to advocate the Governor's policies and to coordinate their implementation.

To attain OPM's objectives by directing and coordinating its programs and providing operational support services.

### Program Description

The Secretary, unique as chief financial and policy advisor to the Governor, is responsible for policy development and the overall financial management of state government. This responsibility includes protecting the long-term and short-term interests of the state.

The Office of the Secretary, with analytic support from the agency's divisions, advises the Governor on all matters related to fiscal policy; policy initiatives, particularly those initiatives that cross agency lines; state agency management issues, including agency strategic business planning; the reorganization of state government; labor relations; federal issues, in conjunction with the Governor's Washington Office; impact of federal and state policies on local governments; financial management policies and practices in all state agencies; and legislative matters.

The Secretary and Deputy Secretary advocate the Governor's policies with legislators, state agencies, private service providers, the general public, legislative task forces, and the boards and commissions to which the Secretary is named a member.

This office directs the development and implementation of the state's biennial operating and capital budgets as well as budget adjustments for the second half of the biennium. The Secretary

meets with the Governor to assist in establishing priorities and meets with state agency heads in developing the Governor's budget. The Secretary reviews agency requests for bonding of capital projects for submittal to the State Bond Commission and regularly meets with credit rating agencies, bond counsel, and economists concerning the status of the state's bond rating and projections on the national economy.

The office reviews legislative proposals of all state agencies and closely monitors such proposals during the legislative session.

In order to improve the quality of state agency management and control, the Office of the Secretary makes strategic and operational decisions that are consistent with the Governor's policies and programs. When state agency management issues arise, the Secretary may direct the analysis of those issues and work with agency heads on implementation of any recommendations.

The office establishes the priorities for the planning and analysis, coordination, and implementation efforts of OPM's divisions of Budget and Financial Management, Criminal Justice Policy and Planning, Finance, Intergovernmental Policy, Labor Relations, and Policy Development and Planning. The office provides guidance and support to the divisions to assist them in attaining their goals.

The Division of Administration is an adjunct to the Office of the Secretary. The division provides a myriad of diversified support services to the six OPM divisions and to all of its employees in the areas of accounting and audit, business operations, human resources, information systems, and organizational and staff development.

The Office of Transportation Policy is an adjunct to the Office of the Secretary. The office evaluates transportation initiatives and proposed expenditures; coordinates interagency policy and

initiatives concerning transportation; ensures the coordination of state and regional transportation planning with other state planning efforts, including but not limited to economic

development and housing plans; and provides and coordinates staff support and consultant services for the Transportation Strategy Board.

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	41	1	0	42	42	45	42	46
			2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			1	1	1	0	1	0
<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	4,544,980	5,695,323	3,687,776	3,537,776	3,790,961	3,839,991	3,689,991	4,017,965
Other Expenses	1,464,941	1,015,795	907,389	907,389	867,768	925,979	925,979	867,417
<i>Capital Outlay</i>								
Equipment	100	18,100	100,000	100,000	100	0	100	100
<i>Other Current Expenses</i>								
Litigation Settlement Costs	1,482,058	0	0	0	0	0	0	0
Contingency Needs	8,101,882	0	0	0	0	0	0	0
<i>Pmts to Other Than Local Governments</i>								
Private Providers	0	0	0	0	15,000,000	0	0	17,000,000
<i>Pmts to Local Governments</i>								
Capital City Economic Development	6,212,500	7,900,000	8,065,900	8,065,900	7,900,000	8,235,284	8,235,284	7,900,000
TOTAL-General Fund	21,806,461	14,629,218	12,761,065	12,611,065	27,558,829	13,001,254	12,851,354	29,785,482
<i>Additional Funds Available</i>								
Bond Fund	30,747	0	0	0	0	0	0	0
Private Funds	2,347,981	665,644	88,075	88,075	88,075	19,249	19,249	19,249
TOTAL - All Funds	24,185,189	15,294,862	12,849,140	12,699,140	27,646,904	13,020,503	12,870,603	29,804,731
Office of the Secretary and Administrative Support								

## POLICY DEVELOPMENT, COORDINATION AND IMPLEMENTATION

### *Statutory Reference*

C.G.S. Section 4-65a

### *Statement of Need and Program Objectives*

To assist the Governor, Secretary and state agencies in making policy decisions and in effectively deploying current and future financial and other resources by planning, formulating, coordinating, implementing and evaluating programs and policies that address state needs.

### *Program Description*

Five divisions of OPM participate in a comprehensive program of resource allocation, planning, policy analysis, management improvement, financial management improvement, and program evaluation that assists the Governor and the Secretary in formulating and implementing strategies, priorities and programs.

Budget and Financial Management Division develops and implements the state's fiscal and program policies through the formulation of the Governor's Operating and Capital Budget Proposals and the execution of the budget as enacted by the General Assembly and signed by the Governor; provides ongoing comprehensive analyses, evaluation and recommendations to the Governor and the Secretary regarding the financial and programmatic implications of public policies; and manages and coordinates the implementation of these financial and programmatic policies among state agencies.

Criminal Justice Policy and Planning Division promotes a more effective and cohesive criminal justice system by ensuring the efficient use of resources through research, policy development, and interagency coordination; identifies and analyzes critical issues in the criminal justice system such as drug abuse prevention, education and treatment, prison overcrowding and comprehensive reentry strategies, and youth initiatives as alternatives to violence and delinquency; manages state and federal assistance programs such as juvenile justice and mental health grants to schools and state and non-profit agencies; and identifies the long-range information needs of the criminal justice system and develops plans and programs to collect such information, such as the Criminal Justice Information System.

Office of Finance reviews and monitors the financial management policies and practices of state agencies, establishes standards and guidelines for Purchase of Service Contracts and Personal Service Agreements, and participates in the project to replace the State's core financial and administrative systems to insure state agencies involvement in the development and implementation process.

Office of Labor Relations delivers timely and effective labor relations and collective bargaining services on behalf of the state employer for state employees in the executive branch, other than the constituent units of Higher Education, the State Board of Education, and the Division of Criminal Justice; advises and consults with state agencies regarding labor relations and other employee relations matters; represents the State during the contract and statutory grievance process, contract negotiation,

**Budget-in-Detail**

midterm bargaining and interest arbitration for executive branch State employee bargaining units; represents the State in employee related whistleblower complaints and other legal matters; and represents the State in coalition negotiations on statewide issues such as pensions and health care benefits.

Policy Development and Planning Division coordinates the implementation of interagency service delivery systems and improves the effectiveness of state services through research and policy development; identifies and analyzes issues and trends in areas such as long term care financing, and health and human services; develops the State Capital and Facility Plan, and studies related to the reuse of state surplus properties.

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	74	10	6	90	90	90	90	90
			2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Other Positions Equated to Full Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			2	1	1	1	1	1
Federal Contributions			5	5	3	3	1	1

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	5,787,622	7,398,500	9,540,023	9,540,023	9,588,056	9,877,542	9,877,542	9,898,237
Other Expenses	212,946	1,771,030	2,783,425	2,783,425	2,722,922	2,849,688	2,849,688	2,730,750
<u>Other Current Expenses</u>								
Automated Budget Sys & Data Base Link	39,160	63,612	64,948	64,948	63,610	66,312	66,312	63,610
Leadership, Educ, Athletics-Partnership	850,000	850,000	867,850	867,850	0	886,075	886,075	0
Cash Management Improvement Act	0	100	100	100	100	100	100	100
Justice Assistance Grants	2,041,701	3,514,514	3,588,319	3,588,319	2,493,017	3,663,674	3,663,674	2,463,182
Emergency Contingency	0	0	0	10,000,000	10,000,000	0	10,000,000	10,000,000
Neighborhood Youth Centers	683,600	1,200,000	1,225,200	1,225,200	0	1,250,930	1,250,930	0
Licensing and Permitting Fees	0	500,000	0	0	0	0	0	0
Urban Youth Employment	0	4,000,000	0	4,000,000	0	0	4,000,000	0
Office of Business Advocate	0	535,000	573,510	573,510	0	599,271	599,271	0
Other Post Employment Benefits (OPEB)	0	0	0	0	100,000	0	0	0
Urban Youth Violence Prevention	0	0	0	0	4,000,000	0	0	4,000,000
<u>Pmts to Other Than Local Governments</u>								
HEARTH Program	237,547	0	0	0	0	0	0	0
<b>TOTAL-General Fund</b>	<b>9,852,576</b>	<b>19,832,756</b>	<b>18,643,375</b>	<b>32,643,375</b>	<b>28,967,705</b>	<b>19,193,592</b>	<b>33,193,592</b>	<b>29,155,879</b>
<u>Additional Funds Available</u>								
Private Funds	951,006	1,484,173	1,356,750	1,356,750	1,356,750	1,360,400	1,360,400	1,360,400
<b>Federal Contributions</b>								
16523 Juvenile Accountability Incentive Bkck	2,119,988	1,810,208	1,125,180	1,125,180	1,125,180	648,318	648,318	648,318
16540 Juv Just & Delinquency Prev Alloc Stat	796,107	1,884,001	923,504	923,504	923,504	762,300	762,300	762,300
16548 Title V Delinquency Prevention Pgm	63,532	106,250	214,125	214,125	214,125	68,063	68,063	68,063
16549 Part E State Challenge Activities	21,500	0	0	0	0	0	0	0
16554 National Criminal History Imprvmt	316,104	1,867,253	500,000	500,000	500,000	550,000	550,000	550,000
16555 National Sex Offender Registry Assist	0	60,000	60,000	60,000	60,000	60,000	60,000	60,000
16560 National Inst Justice Rsrch, Eval Dev	45,209	185,195	117,561	117,561	117,561	117,561	117,561	117,561
16579 Byrne Formula Grant Program	2,346,328	1,706,698	574,382	574,382	574,382	47,113	47,113	47,113
16580 Byrne Mem St & Lcl Law Enforcement	379,622	5,378	0	0	0	0	0	0
16586 Violent Offdr Incar/Truth Sentencing	7,603,208	1,855,482	0	0	0	0	0	0
16588 Violence Against Women Formula	1,614,174	1,868,971	3,262,768	3,262,768	3,262,768	2,057,000	2,057,000	2,057,000
16589 Rural Domestic Violence/Child Victimization Enforcement	175,403	0	480,000	480,000	480,000	0	0	0
16590 Encourage Arrest Pol/Prot Orders	210,000	797,924	297,924	297,924	297,924	500,000	500,000	500,000
16592 Local Law Enforcement Block Grants	289,407	9,986	0	0	0	0	0	0
16593 Res Subs Abuse Trtmt St Prisoners	456,218	304,236	1,319,801	1,319,801	1,319,801	1,228,472	1,228,472	1,228,472
16607 Bulletproof Vest Partnership Program	0	69,501	950	950	950	0	0	0
16727 Enforcing Underage Drinking Laws	825,427	1,031,044	765,000	765,000	765,000	423,500	423,500	423,500
16734 Spec Data Collections & Statistic Stud	5,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
16738 E Byrne Memorial Justice Assistance	1,506,290	1,534,326	4,576,795	4,576,795	4,576,795	4,302,069	4,302,069	4,302,069
20600 State & Community Highway Safety	66,413	1,232,000	666,130	666,130	666,130	0	0	0
81039 National Energy Information Center	13,148	13,776	13,776	13,776	0	13,776	13,776	0

81041 State Energy Program	654,477	602,000	425,000	425,000	0	425,000	425,000	0
81117 Energy Efficiency & Renewable	30,952	22,465	0	0	0	0	0	0
81119 St Energy Pgm Special Project	186,518	286,601	27,621	27,621	0	0	0	0
83516 Disaster Assistance	28,989	0	0	0	0	0	0	0
84186 Safe-Drug-Free Schools/Communities	601,783	1,747,444	1,029,881	1,029,881	1,029,881	912,869	912,869	912,869
99136 Other Federal Assistance	105,295	552,800	552,800	552,800	0	547,031	547,031	0
<b>TOTAL - All Funds</b>	<b>31,264,674</b>	<b>40,915,468</b>	<b>36,978,323</b>	<b>50,978,323</b>	<b>46,283,456</b>	<b>33,262,064</b>	<b>47,262,064</b>	<b>42,238,544</b>

**Policy Development, Coordination & Implementation**

## INTERGOVERNMENTAL POLICY

### Statutory Reference

C.G.S. Section 4-65a

### Statement of Need and Program Objectives

To promote sound financial management practices and accurate financial reporting by municipalities and those non-profit entities receiving state financial assistance; initiate and support state policy development with regard to municipalities and regional planning organizations; administer state tax relief programs and formula grant programs that benefit municipalities, companies and individuals; certify assessors and revaluation companies and their personnel; and collect, analyze, and publish municipal data.

### Program Description

The Intergovernmental Policy Division assists in formulating state policy pertaining to the relationship between the state and Connecticut's municipalities and regional planning organizations, and maintains ongoing relationships with municipal officials and regional stakeholders; administers and manages municipal and regional grants and local property tax relief programs; measures the property tax wealth of municipalities used in the distribution of certain state grants; monitors the financial conditions of the state's municipalities through review and analysis of audit reports and budget data to determine those encountering significant financial problems and provide technical assistance to such communities; develops the Conservation and Development Policies Plan for Connecticut; and develops and recommends policies relating to state, regional and municipal stakeholders.

### Program Measure

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Tax Relief-Elderly and Disabled Renters	35,000	35,500	36,000	36,500
Average Payment (\$)	\$441.5	\$445.0	\$445.0	\$445.0
Tax Relief-Elderly & Disabled Homeowners	38,000	38,000	38,000	38,000
Average credit (\$)	\$482.7	\$485.0	\$485.0	\$485.0
Elderly Homeowners-Freeze Program	910	850	800	750
Average credit (\$)	\$1,731.75	\$1,725.0	\$1,725.0	\$1,725.0
Real Estate Sales analyzed each year	63,000	64,500	66,000	66,000

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	25	1	6	32	32	37	32	37

### Financial Summary

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,782,445	2,300,827	2,599,794	2,599,794	2,991,291	2,652,405	2,652,405	3,049,987
Other Expenses	170,102	223,500	228,150	228,150	224,468	232,898	232,898	224,456

### Other Current Expenses

Land Use Education	0	100,000	102,100	102,100	150,000	104,244	104,244	150,000
Office of Property Rights Ombudsman	0	200,000	205,224	205,224	205,224	214,667	214,667	214,667

### Pmts to Other Than Local Governments

Tax Relief for Elderly Renters	16,071,746	16,891,590	17,736,170	17,736,170	17,736,170	18,622,979	18,622,979	18,622,979
Regional Planning Agencies	640,000	640,000	653,440	653,440	1,000,000	667,162	667,162	1,000,000

### Pmts to Local Governments

Reimb Property Tax-Disability Exempt	387,636	576,142	588,241	588,241	576,142	600,594	600,594	576,142
Distressed Municipalities	7,098,291	7,800,000	8,000,000	8,000,000	7,800,000	8,500,000	8,500,000	7,800,000
Prop Tax Relief Elder-Circuit Breaker	20,505,899	20,505,899	23,700,000	23,700,000	20,505,899	24,885,000	24,885,000	20,505,899
Prop Tax Relief Elderly Freeze Program	1,375,482	1,200,000	1,000,000	1,000,000	1,000,000	900,000	900,000	900,000
Property Tax Relief for Veterans	2,970,099	2,970,099	3,300,000	3,300,000	2,970,099	3,500,000	3,500,000	2,970,099
P.I.L.O.T. New Mfg Machine & Equipment	52,823,973	46,729,721	80,630,000	80,630,000	80,630,000	109,930,000	109,930,000	109,930,000
Property Tax Exemption for Hybrid Vehicles	0	0	0	0	500,000	0	0	900,000
<b>TOTAL-General Fund</b>	<b>103,825,673</b>	<b>100,137,778</b>	<b>138,743,119</b>	<b>138,743,119</b>	<b>136,289,293</b>	<b>170,809,949</b>	<b>170,809,949</b>	<b>166,844,229</b>

### Additional Funds Available

Private Funds	779,940	2,084,774	296,492	296,492	296,492	0	0	0
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### Federal Contributions

**Budget-in-Detail**

15809 Nat'l Spatial Data Infrass Coop Agreemnt	0	130,000	10,000	10,000	10,000	0	0	0
83516 Disaster Assistance	20,807	0	0	0	0	0	0	0
93623 Basic Center Grant	76,899	0	0	0	0	0	0	0
97004 St Domestic Preparedness Equipment	0	2,030,378	0	0	0	0	0	0
<b>TOTAL - All Funds</b>	<b>104,703,319</b>	<b>104,382,930</b>	<b>139,049,611</b>	<b>139,049,611</b>	<b>136,595,785</b>	<b>170,809,949</b>	<b>170,809,949</b>	<b>166,844,229</b>

**Intergovernmental Policy**

**AGENCY FINANCIAL SUMMARY – GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	11,134,218	14,177,705	14,673,048	15,365,763	15,155,462	15,901,713
Other Positions	201,024	148,499	429,481	429,481	444,504	444,504
Other	777,071	1,062,446	719,064	569,064	763,972	613,972
Overtime	2,734	6,000	6,000	6,000	6,000	6,000
<b>TOTAL-Personal Services Gross</b>	<b>12,115,047</b>	<b>15,394,650</b>	<b>15,827,593</b>	<b>16,370,308</b>	<b>16,369,938</b>	<b>16,966,189</b>
Less Reimbursements						
Less Turnover	0	0	-293,461	-293,461	-303,109	-303,109
<b>TOTAL-Personal Services Net</b>	<b>12,115,047</b>	<b>15,394,650</b>	<b>15,534,132</b>	<b>16,076,847</b>	<b>16,066,829</b>	<b>16,663,080</b>

Other Expenses-Contractual Services

Dues and Subscriptions	51,886	81,925	83,644	81,925	85,401	81,925
Rentals, Storage and Leasing	68,264	76,850	78,464	76,850	80,112	76,850
Telecommunication Services	49,612	89,650	91,531	89,650	93,452	89,650
General Repairs	12,148	62,000	63,302	62,000	64,631	62,000
Motor Vehicle Expenses	8,440	12,900	13,171	12,900	13,448	12,900
Fees for Outside Professional Services	1,258,279	1,097,450	1,049,239	1,033,369	1,079,092	1,047,999
Fees for Non-Professional Services	64,833	102,350	104,499	102,350	106,694	102,350
DP Services, Rentals and Maintenance	82,809	572,300	1,507,302	1,456,864	1,538,954	1,449,699
Postage	28,179	40,750	41,606	40,750	42,479	40,750
Travel	13,201	47,600	48,600	47,600	49,620	47,600
Other Contractual Services	20,258	79,850	81,528	79,850	83,240	79,850
Advertising	4,481	12,000	12,252	12,000	12,509	12,000
Printing & Binding	49,613	121,400	123,949	121,400	126,552	121,400

Other Expenses-Commodities

Agriculture, Horticulture, Dairy & Food	3,074	5,650	5,768	5,650	5,883	5,650
Books	3,424	5,900	6,024	5,900	6,150	5,900
Maintenance and Motor Vehicle Supplies	2,377	2,900	2,900	2,900	2,900	2,900
Office Supplies	69,154	104,650	106,847	89,000	109,090	89,000

Other Expenses-Sundry

Sundry - Other Items	57,957	494,200	498,338	494,200	508,358	494,200
<b>TOTAL-Other Expenses Gross</b>	<b>1,847,989</b>	<b>3,010,325</b>	<b>3,918,964</b>	<b>3,815,158</b>	<b>4,008,565</b>	<b>3,822,623</b>
Less Reimbursements						
<b>TOTAL-Other Expenses Net</b>	<b>1,847,989</b>	<b>3,010,325</b>	<b>3,918,964</b>	<b>3,815,158</b>	<b>4,008,565</b>	<b>3,822,623</b>

Other Current Expenses

Litigation Settlement Costs	1,482,058	0	0	0	0	0
Automated Budget Sys & Data Base Link	39,160	63,612	64,948	63,610	66,312	63,610
Leadership, Educ, Athletics-Partnership	850,000	850,000	867,850	0	886,075	0
Cash Management Improvement Act	0	100	100	100	100	100
Justice Assistance Grants	2,041,701	3,514,514	3,588,319	2,493,017	3,663,674	2,463,182
Emergency Contingency	0	0	0	10,000,000	0	10,000,000
Neighborhood Youth Centers	683,600	1,200,000	1,225,200	0	1,250,930	0
Licensing and Permitting Fees	0	500,000	0	0	0	0
Contingency Needs	8,101,882	0	0	0	0	0
Urban Youth Employment	0	4,000,000	0	0	0	0
Land Use Education	0	100,000	102,100	150,000	104,244	150,000
Office of Property Rights Ombudsman	0	200,000	205,224	205,224	214,667	214,667
Office of Business Advocate	0	535,000	573,510	0	599,271	0
Other Post Employment Benefits (OPEB)	0	0	0	100,000	0	0
Urban Youth Violence Prevention	0	0	0	4,000,000	0	4,000,000

TOTAL-Other Current Expenses	13,198,401	10,963,226	6,627,251	17,011,951	6,785,273	16,891,559
<i>Pmts to Other Than Local Govts</i>						
Tax Relief for Elderly Renters	16,071,746	16,891,590	17,736,170	17,736,170	18,622,979	18,622,979
Private Providers	0	0	0	15,000,000	0	17,000,000
Regional Planning Agencies	640,000	640,000	653,440	1,000,000	667,162	1,000,000
HEARTH Program	237,547	0	0	0	0	0
TOTAL-Pmts to Other Than Local Govts	16,949,293	17,531,590	18,389,610	33,736,170	19,290,141	36,622,979
<i>Pmts to Local Governments</i>						
Reimb Property Tax-Disability Exempt	387,636	576,142	588,241	576,142	600,594	576,142
Distressed Municipalities	7,098,291	7,800,000	8,000,000	7,800,000	8,500,000	7,800,000
Prop Tax Relief Elder-Circuit Breaker	20,505,899	20,505,899	23,700,000	20,505,899	24,885,000	20,505,899
Prop Tax Relief Elderly Freeze Program	1,375,482	1,200,000	1,000,000	1,000,000	900,000	900,000
Property Tax Relief for Veterans	2,970,099	2,970,099	3,300,000	2,970,099	3,500,000	2,970,099
P.I.L.O.T. New Mfg Machine & Equipment	52,823,973	46,729,721	80,630,000	80,630,000	109,930,000	109,930,000
Capital City Economic Development	6,212,500	7,900,000	8,065,900	7,900,000	8,235,284	7,900,000
Property Tax Exemption for Hybrid Vehicles	0	0	0	500,000	0	900,000
TOTAL-Pmts to Local Governments	91,373,880	87,681,861	125,284,141	121,882,140	156,550,878	151,482,140

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	12,115,047	15,394,650	15,534,132	15,384,132	16,076,847	16,066,829	15,916,829	16,663,080
Other Expenses Net	1,847,989	3,010,325	3,918,964	3,918,964	3,815,158	4,008,565	4,008,565	3,822,623
Capital Outlay	100	18,100	100,000	100,000	100	0	100	100
Other Current Expenses	13,198,401	10,963,226	6,627,251	20,627,251	17,011,951	6,785,273	20,785,273	16,891,559
Payments to Other Than Local Governments	16,949,293	17,531,590	18,389,610	18,389,610	33,736,170	19,290,141	19,290,141	36,622,979
Payments to Local Governments	91,373,880	87,681,861	125,284,141	125,284,141	121,882,140	156,550,878	156,550,878	151,482,140
TOTAL-General Fund Net	135,484,710	134,599,752	169,854,098	183,704,098	192,522,366	202,701,686	216,551,786	225,482,481
<i>Additional Funds Available</i>								
Federal and Other Activities	20,558,798	21,758,917	16,988,198	16,988,198	15,969,001	12,708,072	12,708,072	11,722,265
Bond Fund	30,747	0	0	0	0	0	0	0
Private Funds	4,078,927	4,234,591	1,741,317	1,741,317	1,741,317	1,379,649	1,379,649	1,379,649
TOTAL-All Funds Net	160,153,182	160,593,260	188,583,613	202,433,613	210,232,684	216,789,407	230,639,507	238,584,395



# DEPARTMENT OF VETERANS' AFFAIRS

## AGENCY DESCRIPTION

The Department of Veterans' Affairs (DVA) combines a program of advocacy and assistance with the Veterans' Home in Rocky Hill. The department's mission is to serve Connecticut veterans by advocating for veterans' interests and assisting them in obtaining entitlements and benefits through the Office of Advocacy and Assistance. In addition, the agency provides direct health, social and rehabilitative services through the Veterans' Health Care Facility and through residential and rehabilitative services programs.

### Energy Conservation Statement

The department endeavors to create and implement strategies that will be consistent with the Governor's mandate to all Connecticut state agencies "...to set an example of conservation and savings by cutting energy consumption in state buildings by 10 percent in 2006, and by implementing various steps to encourage a 'culture of energy efficiency' in state government."

## AGENCY PROGRAM INDEX

Office of the Commissioner	145	Veterans' Health Care Services	147
Office of Advocacy & Assistance	146	Residential and Rehabilitative Services	148

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2007-2008</u>	<u>2008-2009</u>
• Transfer Equipment to CEPF	-373,250	-89,800
• Remove or Limit Inflation	-171,941	-344,257

### Within Current Services

• Provide Operating Resources for the New Health Care Facility <i>Construction of the new state of the art Veterans' Health Care Facility is scheduled for completion in January of 2008. Funding is provided for 9 positions for the new facility and associated operating resources.</i>	607,960	757,405
• Provide Operating Resources to Enhance Residential Services <i>Funding is provided for 5 new social worker and health care professional positions and associated operating resources to address the complexity of cases and accommodate the increased residential census.</i>	230,529	286,849

### Reallocations or Transfers

• Reallocate IT Manager to DOIT <i>This adjustment reallocates one full time IT Manager to the Department of Information Technology for services and IT infrastructure improvements at the Department of Veterans' Affairs.</i>	-96,000	-102,000
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### New or Expanded Services

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
• Increase Veteran Headstone Installation Rate <i>The Department of Veterans' Affairs is required by statute to pay for the installation of headstones provided by the federal government for eligible veterans buried in any private or state owned cemetery located in Connecticut. This adjustment increases the Veteran Headstone Installation rate from \$70 to \$100.</i>	120,000	120,000	120,000
• Increase Veteran Burial Benefit <i>The Department of Veterans' Affairs provides a burial benefit to help veterans without sufficient estate pay for burial expenses. This adjustment increases the burial benefit from \$150 to \$1,800.</i>	6,300	6,300	6,300

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	283	18	0	301	332	315	334	315
Other Positions Equated to Full Time			2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			68	75	78	76	78	76

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Office of the Commissioner	11,062,796	13,039,254	15,581,548	14,340,864	14,014,522	15,844,389	14,445,017	14,210,441
Office of Advocacy & Assistance	906,319	1,090,898	1,304,527	1,218,753	1,223,892	1,385,842	1,266,590	1,270,069
Veterans' Health Care Services	10,991,701	16,150,560	17,239,560	17,027,338	16,833,848	17,863,974	17,616,244	17,437,951



Residential and Rehabilitative Services	3,071,840	3,483,887	3,676,577	3,650,341	3,650,143	3,898,265	3,787,194	3,786,827
TOTAL Agency Programs - All Funds Gross	26,032,656	33,764,599	37,802,212	36,237,296	35,722,405	38,992,470	37,115,045	36,705,288
Less Turnover	0	0	-100,000	-300,000	-300,000	-100,000	-300,000	-300,000
TOTAL Agency Programs - All Funds Net	26,032,656	33,764,599	37,702,212	35,937,296	35,422,405	38,892,470	36,815,045	36,405,288
<i>Summary of Funding</i>								
General Fund Net	22,108,553	31,178,099	35,437,427	33,350,796	32,835,905	36,627,685	34,228,545	33,818,788
Soldiers, Sailors and Marines' Fund Net	249,925	0	0	0	0	0	0	0
Bond Fund	684,863	0	0	0	0	0	0	0
Private Funds	2,989,315	2,586,500	2,264,785	2,586,500	2,586,500	2,264,785	2,586,500	2,586,500
TOTAL Agency Programs - All Funds Net	26,032,656	33,764,599	37,702,212	35,937,296	35,422,405	38,892,470	36,815,045	36,405,288

## OFFICE OF THE COMMISSIONER

### *Statutory Reference*

C.G.S. Section 27-102I through 27-137

### *Statement of Need and Program Objectives*

To guide the development of agency policy as well as provide administrative direction and support. To ensure compliance with laws, rules and regulations governing the operations of the department through the establishment, revision and distribution of agency policies and by reviewing the procedures used to implement those policies.

### *Program Description*

The Office of the Commissioner is tasked with administrative authority for the department; outreach to veterans and community agencies; liaisons with legislature, statutory and legislative authorities and veteran service organizations; assessment of the efficiency of programs and evaluation and development of new initiatives to better serve the 310,000 Connecticut's veterans and their families. The Office of the Commissioner also provides overall administrative support to all agency programs through human resource activities such as personnel and payroll; fiscal/administrative services such as: budgeting, accounting, third-party patient Medicaid and Medicare billing, veterans' accounts, information technologies support in automated systems planning, development and

installation, telecommunications, material management, and administration of grants.

In addition, the Office of the Commissioner provides comprehensive short and long-term planning services, ensures compliance with affirmative action laws and regulations and is responsible for safety compliance and security.

### *Energy Conservation*

The Office of the Commissioner has directed and coordinated all energy conservation and cost reduction activities to achieve the Governor's mandated goals. Pursuant to this charge, an Energy Conservation Standing Committee that represents a cross-section of employees and residents has been set up. Members of the Energy Committee generate and prioritize ideas and recommendations. With the approval of the Commissioner, the agency develops implementation plans and works with division managers and their staff, the Office of Policy and Management, state-approved vendors, and participates in OPM-sponsored energy roundtable conferences for state-wide energy initiatives such as are contained in Public Act 05-01, an Act Concerning Energy Independence.

The Office of the Commissioner also submits periodic recommendations for energy savings to the Secretary of the Policy and Management as recommended in Public Act 90-130, and consistent with the Connecticut General Statutes, Sec. 4 - 67(f).

### *Personnel Summary*

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	130	9	0	139	162	148	163	148
			2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
Other Positions Equated to Full Time			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			2	2	5	3	5	3

### *Financial Summary*

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	4,252,296	7,280,650	8,772,304	7,911,843	7,911,843	9,150,159	8,012,157	8,012,157
Other Expenses	4,913,440	4,520,735	5,041,150	4,913,285	4,744,810	5,210,084	5,087,717	4,840,415
<i>Capital Outlay</i>								
Equipment	375	1,000	509,550	270,350	1,000	117,000	90,800	1,000
<i>Other Current Expenses</i>								
Support Services for Veterans	171,273	168,000	171,528	171,267	168,000	175,130	174,864	168,000
<i>Pmts to Other Than Local Governments</i>								
Headstones	0	250,000	370,000	255,250	370,000	475,000	260,610	370,000
TOTAL-General Fund	9,337,384	12,220,385	14,864,532	13,521,995	13,195,653	15,127,373	13,626,148	13,391,572
Headstones	249,925	0	0	0	0	0	0	0
TOTAL-Soldiers, Sailors and Marines' Fund	249,925	0	0	0	0	0	0	0

Budget-in-Detail

Additional Funds Available

Bond Fund	527,706	0	0	0	0	0	0	0
Private Funds	947,781	818,869	717,016	818,869	818,869	717,016	818,869	818,869
TOTAL - All Funds	11,062,796	13,039,254	15,581,548	14,340,864	14,014,522	15,844,389	14,445,017	14,210,441
Office of the Commissioner								

**OFFICE OF ADVOCACY AND ASSISTANCE**

*Statutory Reference*

C.G.S. Sections 27-102I through 27-137

*Statement of Need and Program Objectives*

To provide comprehensive assistance and formal representation to veterans, their spouses and/or eligible dependents in obtaining rights, benefits and privileges to which they may be entitled under federal, state and local laws.

*Program Description*

The Office of Advocacy and Assistance (OAA) operates five regional offices staffed with Veterans' Service Officers (VSOs) who provide advice, assistance and formal representation to the state's approximately 310,000 veterans - administering the process of obtaining comprehensive rights, benefits and privileges to which they are entitled under law. OAA VSOs have assisted thousands of veterans in preparing and presenting benefit claims to the U.S. Department of Veterans' Affairs, resulting in tens of millions in federal dollars flowing into the state in the form of increased benefits to Connecticut veterans and their families. OAA also publishes a "Guide to Benefits for Connecticut Veterans" that helps explain the complex federal and state laws that govern health care and financial service for veterans and their dependents.

These federal benefits for veterans provide a direct savings to state taxpayers where the clients are Medicaid recipients and often serve to help clients from relying more heavily on state funded services.

OAA prepares studies and collects information concerning facilities and services available to veterans and conducts interviews in health care facilities to ascertain which benefits veterans are receiving or should receive. The Office cooperates with service organizations in disseminating information and furnishing counsel to resident veterans concerning the availability of educational training and retraining facilities; health, medical, rehabilitation and housing facilities and services; employment and reemployment services and other rights, benefits or privileges.

OAA also processes the applications for and issues the new Connecticut Veterans Wartime Service Medal and maintains the corresponding State Veterans Registry database.

*Outcome Measure*

New Federal Veterans' Benefits Acquired For Connecticut Veterans, Families And Dependents (In Millions):	
Actual FY2004	\$40.20
Actual FY2005	\$40.40
Actual FY2006	\$44.50
Projected FY2007	\$46.00
Projected FY2008	\$48.00
Projected FY2009	\$50.00

*Program Measure*

	<u>2005-2006</u> Actual	<u>2006-2007</u> Estimated	<u>2007-2008</u> Projected	<u>2008-2009</u> Projected
Applications filed on behalf of veterans:				
Compensation	750	1,000	1,000	1,000
Pension	375	450	450	450
Death Pension	275	200	250	250
Dependency Indemnity Compensation	30	50	50	50
Burial Benefit	35	40	40	40

*Personnel Summary*

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	17	0	0	17	20	18	20	18
Other Positions Equated to Full Time								
General Fund			1	1	1	1	1	1

*Financial Summary*

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	784,507	971,218	1,155,076	1,076,512	1,076,512	1,237,167	1,137,189	1,137,189
Other Expenses	13,614	33,411	58,566	55,467	54,811	44,754	42,073	40,311
Other Current Expenses								
Support Services for Veterans	24,774	25,000	25,525	25,486	25,000	26,061	26,021	25,000
Pmts to Other Than Local Governments								
Burial Expenses	0	900	12,500	919	7,200	25,000	938	7,200
TOTAL-General Fund	822,895	1,030,529	1,251,667	1,158,384	1,163,523	1,332,982	1,206,221	1,209,700

Additional Funds Available

Bond Fund	13,608	0	0	0	0	0	0	0
Private Funds	69,816	60,369	52,860	60,369	60,369	52,860	60,369	60,369
TOTAL - All Funds	906,319	1,090,898	1,304,527	1,218,753	1,223,892	1,385,842	1,266,590	1,270,069
Office of Advocacy & Assistance								

## VETERANS' HEALTH CARE SERVICES

### Statutory Reference

C.G.S. Sections 27-1021 through 27-126

### Statement of Need and Program Objectives

To deliver to Connecticut veterans a responsive system of inpatient and long-term health care and clinical support. To provide comprehensive healthcare for veterans across the continuum of needs. The department's inpatient healthcare covers a complete array of services, from long-term nursing care and dementia care to rehabilitation and hospice care. A plan of care is developed and continually updated throughout the veteran's stay and quality healthcare services provided to assist the veteran reach his/her maximum potential.

### Program Description

The Veterans' Home programs are a major element of the department's operations. The programs offer a progressive, caring continuum of health care, social and rehabilitative services dedicated to excellence. The department offers a progressive continuum of healthcare, social and rehabilitative services. The program has adopted a rehabilitative model of care.

The Health Care Facility is licensed by the state Department of Public Health as Chronic Disease Hospital for up to 300 beds, and is certified by the Federal Department of Veterans' Affairs for 183 licensed beds. The facility's average census is 145 and has been dropping to coincide with the total anticipated bed capacity of the new healthcare facility (125). While that new facility is being built, admissions continue to the existing facility and applications are reviewed as they are submitted. Under the direction of the healthcare services administrator, the medical staff, nursing department and substance abuse team provide comprehensive services to improve every aspect of care for each veteran served.

DVA offers 24 hour quality healthcare to veterans with chronic and disabling medical conditions and whose needs require specialized care. Examples of conditions treated include chronic obstructive pulmonary disease (COPD), congestive heart disease (CHF), end stage renal disease, diabetes, cardiovascular accident (CVA), Parkinson's disease, Alzheimer's disease, hospice, and pain management. The facility's medical team consists of two Board Certified Physicians and four Advanced Practice Registered Nurses who specialize in caring for patients who present with multiple complex conditions. The medical team provides healthcare management for all veterans at the facility (inpatient and residential facility).

Programs include general medical care, Alzheimer's and related dementia care, hospice care, palliative care, long term care, rehabilitation, respite care, and a formal substance abuse rehabilitation program. Primary care clinics are available for

veterans in the healthcare facility and residents in the residential facility. In addition to medicine and nursing, specialty areas include physical, occupational, speech, and recreational therapy, laboratory, radiology, pharmacy, social work, cardiopulmonary and dental.

The Special Care Unit provides a safe, structured and positive social environment with dedicated staff trained in understanding that Alzheimer's disease is an illness characterized by a decline in cognitive abilities. Veterans with Alzheimer's disease or other related dementias reside in a safe and supportive environment based on Person Centered Care.

The Respite Care Program is intermittent care provided to the disabled veteran in an inpatient setting for the purpose of providing relief to the family member or caregiver. Veterans are eligible for 28 days of respite care per calendar year.

The Hospice Program provides for special medical, psychological and spiritual needs of the terminally ill. Pain management, special nursing visits and extra attention is provided to comfort the veteran at end of life. A wide range of support and counseling services for veterans and their loved ones, including individual and grief counseling, spiritual counseling, resource planning and assistance with end-of-life issues are provided.

The Substance Abuse Rehabilitation Program provides education, motivation and environmental support for veterans seeking recovery from the effects of substance abuse. Veterans serious about their recovery from drug and/or alcohol addictions receive a concentrated program of treatment, work opportunities and community service.

A veteran requesting care at the Rocky Hill facility must be a resident of the State of Connecticut. A veteran must have served honorably to be eligible. Applications for admission are required in advance. The federal Department of Veterans' Affairs partially reimburses the state on a per diem basis for the care of eligible veterans at Rocky Hill. In addition, many veterans receive federal VA benefits directly as a result of limited assets and their need for medical care. Federal Medicare reimbursements are also generated through the care of hospital patients over 65 years of age and others determined to be eligible. The Veterans' inpatient facility program is a Medicaid provider. A recently developed interdisciplinary group's goal is to facilitate ways to maximize reimbursement to the state by improving patient services, streamlining operational functioning, improving the admissions process and insuring that users get requisite reports. This will result in significant reimbursement to the state and further enhances the capability of the facility at Rocky Hill to provide high quality rehabilitative and long-term care services at a low net cost to Connecticut taxpayers.

### Program Measure

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Patient Days in Hospital	51,665	51,600	47,500	45,625
Total Clinic Visits	8,000	8,000	8,400	8,400
Dental Treatments	9,500	9,500	9,500	9,500
Total X-Rays (Films)	2,250	2,250	2,250	2,250
Total Laboratory Analyses	140,500	140,500	140,500	140,500
Cardiopulmonary Tests & Treatments	49,000	49,000	58,000	58,000
Social Work Units of Service Programs	23,000	23,000	23,000	23,000

**Budget-in-Detail**

Pharmacy Transactions:			0	0
Total Medication Orders Processed	160,000	160,000	160,000	160,000
Total Prescriptions Dispensed	80,000	80,000	80,000	80,000

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	114	8	0	122	125	124	125	124
			2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			65	72	72	72	72	72

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	5,884,309	12,236,610	13,235,749	12,904,898	12,904,898	13,857,074	13,509,001	13,509,001
Other Expenses	3,443,572	2,594,297	2,743,498	2,698,498	2,609,297	2,850,393	2,787,107	2,609,297
<u>Capital Outlay</u>								
Equipment	0	0	103,900	103,900	0	0	0	0
<u>Other Current Expenses</u>								
Support Services for Veterans	1,004	4,060	4,456	4,449	4,060	4,550	4,543	4,060
TOTAL-General Fund	9,328,885	14,834,967	16,087,603	15,711,745	15,518,255	16,712,017	16,300,651	16,122,358
<u>Additional Funds Available</u>								
Bond Fund	141,346	0	0	0	0	0	0	0
Private Funds	1,521,470	1,315,593	1,151,957	1,315,593	1,315,593	1,151,957	1,315,593	1,315,593
TOTAL - All Funds	10,991,701	16,150,560	17,239,560	17,027,338	16,833,848	17,863,974	17,616,244	17,437,951

Veterans' Health Care Services

**RESIDENTIAL AND REHABILITATIVE SERVICES**

*Statutory Reference*

C.G.S. Sections 27-102I through 27-126

*Statement of Need and Program Objectives*

To provide veterans with a domiciliary level of care, substance abuse treatment and associated services to facilitate rehabilitation and a return to independent living whenever possible.

*Program Description*

The basic philosophy of the Residential and Rehabilitative Services (RRS) program is to facilitate rehabilitation of all its admittees to the greatest extent possible and at the fastest rate possible. This is accomplished through the Veterans Improvement Program (VIP). Rehabilitation includes substance abuse treatment, social work services, recreational services, educational and vocational services, job training and transitional housing. The ultimate goal is to return as many residents as possible to society as sober, productive citizens, capable of independent living.

The Substance Abuse Rehabilitation Program provides education, motivation and environmental support for veterans seeking recovery from the effects of substance abuse.

Each new resident is assigned a social worker upon admission who case manages them through the duration of their stay at the facility. They can assist residents in resolving problems with finances, family issues, legal matters and eventual housing needs when ready to discharge. They can also assist them with pursuing disability and retirement benefits they may be eligible for.

Vocational Services for residents include participating in a compensated work therapy program to begin earning income, receiving vocational counseling and testing to develop realistic future career goals, providing assistance to attend local colleges and training institutions to enhance marketability, and assisting

in developing a resume, learning interview skills and job placement.

Recreational Activities for all residents include bingo, table games, pool tournaments, weekly bowling leagues, softball, basketball and volleyball teams, movies and in-house groups. Community trips to professional ballgames, theater, shopping malls and local organizations are also available and encouraged.

Transitional Housing is available to residents who have secured full-time employment or schooling in the community.

In addition to employees involved in the above departments, a trained staff of domicile supervisors is available on a daily, 24/7, schedule to attend to residents needs in the off business hours.

The Residential Facility is certified by the Federal Department of Veterans Affairs and has 488 licensed beds.

An extensive rehabilitative initiative has been developed within the RRS program. The main goal is to return veterans to their respective communities with the financial, educational and vocational resources to be successful. The department has tracked the percentage of those program participants who have successfully returned to the community:

*Outcome Measure*

<u>Percentage Returned to the Community</u>	
FY2004	28%
FY2005	21%
FY2006	31%
<u>Projected Percentage Returned to the Community</u>	
FY2007	31%
FY2008	32%
FY2009	34%

<i>Program Measure</i>	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Domicile Occupancy Rate (%)	275/358 (77%)	286/373 (77%)	300/373 (80%)	310/373 (83%)
Veterans' Recovery Unit (%)	50/84 (60%)	69/92 (75%)	72/92 (78%)	75/92 (81%)
Transitional Living Unit (%)	19/28 (68%)	12/17(71%)	12/17 (71%)	13/17 (75%)
Alternative Living Unit (%)	15/21 (71%)	4/6 (67%)	4/6 (66%)	5/6 (83%)

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	22	1	0	23	25	25	26	25

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,616,449	3,080,441	3,286,647	3,246,697	3,246,697	3,507,920	3,383,381	3,383,381
Other Expenses	0	8,837	43,976	8,977	8,837	44,328	9,084	8,837
<i>Other Current Expenses</i>								
Support Services for Veterans	2,940	2,940	3,002	2,998	2,940	3,065	3,060	2,940
TOTAL-General Fund	2,619,389	3,092,218	3,333,625	3,258,672	3,258,474	3,555,313	3,395,525	3,395,158
<i>Additional Funds Available</i>								
Bond Fund	2,203	0	0	0	0	0	0	0
Private Funds	450,248	391,669	342,952	391,669	391,669	342,952	391,669	391,669
TOTAL - All Funds	3,071,840	3,483,887	3,676,577	3,650,341	3,650,143	3,898,265	3,787,194	3,786,827

## Residential and Rehabilitative Services

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	8,868,516	15,793,734	17,830,402	16,877,517	18,781,527	17,485,747
Other Positions	1,653,261	2,845,000	3,176,306	3,030,000	3,364,612	3,167,000
Other	1,608,660	2,564,607	2,886,068	2,736,433	2,996,181	2,792,981
Overtime	1,407,124	2,365,578	2,557,000	2,496,000	2,610,000	2,596,000
TOTAL-Personal Services Gross	13,537,561	23,568,919	26,449,776	25,139,950	27,752,320	26,041,728
Less Reimbursements						
Less Turnover	0	0	-100,000	-300,000	-100,000	-300,000
TOTAL-Personal Services Net	13,537,561	23,568,919	26,349,776	24,839,950	27,652,320	25,741,728

*Other Expenses-Contractual Services*

Utility Services	1,689,831	1,582,882	1,804,269	1,772,132	1,895,572	1,826,582
Rentals, Storage and Leasing	112,287	53,000	54,113	53,000	55,249	53,000
Telecommunication Services	36,429	43,500	135,380	75,000	110,134	75,000
General Repairs	431,427	148,350	166,465	163,350	179,647	172,350
Motor Vehicle Expenses	45,700	45,000	45,945	45,000	46,910	45,000
Fees for Outside Professional Services	799,491	426,249	539,032	474,249	567,419	459,749
Fees for Non-Professional Services	387,748	252,918	293,229	272,918	303,652	272,918
DP Services, Rentals and Maintenance	15,212	60,000	61,260	0	62,546	0
Postage	19,981	20,500	22,430	21,900	22,796	21,900
Travel	625	22,009	22,472	22,009	22,944	22,009
Other Contractual Services	1,056,313	770,000	786,170	750,000	802,679	750,000
Printing & Binding	295	295	4,801	2,295	4,901	2,295

*Other Expenses-Commodities*

Agriculture, Horticulture, Dairy & Food	1,425,974	1,257,199	1,283,600	1,257,199	1,309,272	1,257,199
Maintenance and Motor Vehicle Supplies	21,641	324,500	370,852	334,500	417,338	344,500
Medical Supplies	1,779,726	1,585,000	1,640,205	1,565,000	1,694,125	1,565,000
Fuel	503,220	393,741	433,110	429,566	457,864	451,721
Office Supplies	42,856	170,000	221,220	177,500	193,864	177,500
Refunds of Expenditures Not Otherwise Classified	0	0	500	0	510	0

*Other Expenses-Sundry*

Sundry - Other Items	1,870	2,137	2,137	2,137	2,137	2,137
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**Budget-in-Detail**

TOTAL-Other Expenses Gross	8,370,626	7,157,280	7,887,190	7,417,755	8,149,559	7,498,860
Less Reimbursements						
TOTAL-Other Expenses Net	8,370,626	7,157,280	7,887,190	7,417,755	8,149,559	7,498,860
<i>Other Current Expenses</i>						
Support Services for Veterans	199,991	200,000	204,511	200,000	208,806	200,000
TOTAL-Other Current Expenses	199,991	200,000	204,511	200,000	208,806	200,000
<i>Pmts to Other Than Local Govts</i>						
Burial Expenses	0	900	12,500	7,200	25,000	7,200
Headstones	0	250,000	370,000	370,000	475,000	370,000
TOTAL-Pmts to Other Than Local Govts	0	250,900	382,500	377,200	500,000	377,200

**AGENCY FINANCIAL SUMMARY – SOLDIERS, SAILORS AND MARINES FUND**

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Pmts to Other Than Local Govts</i>						
Headstones	249,925	0	0	0	0	0
TOTAL-Pmts to Other Than Local Govts	249,925	0	0	0	0	0

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	13,537,561	23,568,919	26,349,776	24,839,950	24,839,950	27,652,320	25,741,728	25,741,728
Other Expenses Net	8,370,626	7,157,280	7,887,190	7,676,227	7,417,755	8,149,559	7,925,981	7,498,860
Capital Outlay	375	1,000	613,450	374,250	1,000	117,000	90,800	1,000
Other Current Expenses	199,991	200,000	204,511	204,200	200,000	208,806	208,488	200,000
Payments to Other Than Local Governments	0	250,900	382,500	256,169	377,200	500,000	261,548	377,200
TOTAL-General Fund Net	22,108,553	31,178,099	35,437,427	33,350,796	32,835,905	36,627,685	34,228,545	33,818,788
Payments to Other Than Local Governments	249,925	0	0	0	0	0	0	0
TOTAL-Soldiers, Sailors and Marines' Fund Net	249,925	0	0	0	0	0	0	0
<i>Additional Funds Available</i>								
Bond Fund	684,863	0	0	0	0	0	0	0
Private Funds	2,989,315	2,586,500	2,264,785	2,586,500	2,586,500	2,264,785	2,586,500	2,586,500
TOTAL-All Funds Net	26,032,656	33,764,599	37,702,212	35,937,296	35,422,405	38,892,470	36,815,045	36,405,288



# OFFICE OF WORKFORCE COMPETITIVENESS

## AGENCY DESCRIPTION

The Office of Workforce Competitiveness (OWC) serves as the Governor's principal workforce development policy agency. OWC acts as liaison between the Governor and various federal, state, and local entities involved in workforce development issues and provides staff support to the Connecticut Employment and

Training Commission (CETC) and the Governor's JOBS Cabinet. A major task of OWC is to oversee implementation of the federal Workforce Investment Act of 1998 on behalf of the Governor, the JOBS Cabinet and the CETC.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2007-2008</u>	<u>2008-2009</u>
• Transfer Equipment to CEPF	-4,000	-4,000
• Remove or Limit Inflation	-99,660	-201,397
• Reduce Nanotechnology Study Account	-200,000	-200,000

*Reduce funding to effect economy. The study can be scaled back.*

### New or Expanded Services

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
• Provide Funding for SBIR Matching Grants	250,000	250,000	250,000

*Provide funds to match federal Small Business Innovation Research grants.*

## AGENCY PROGRAMS

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	1	0	5	5	5	5	5

### Agency Programs by Total Funds (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Workforce Competitiveness	5,916,833	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992
TOTAL Agency Programs - All Funds Gross	5,916,833	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992
Less Turnover								
TOTAL Agency Programs - All Funds Net	5,916,833	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992

### Summary of Funding

General Fund Net	5,915,340	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992
Bond Fund	1,493	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	5,916,833	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992

## OFFICE OF WORKFORCE COMPETITIVENESS

### Statutory Reference

C.G.S. Sections 4-124w and 4-124bb through 4-124gg  
P.A. 05-198, 06-182 and 06-187

### Statement of Need and Program Objectives

To plan, initiate, coordinate, and collaborate in the development of a comprehensive, statewide workforce development strategy that responds to the needs of current and future workers, as well as the state's employers.

### Program Description

The Office of Workforce Competitiveness (OWC) plans, tests, and demonstrates model workforce development strategies to improve programs and services for youths, students, job seekers, workers, and employers and assists the Workforce Investment Boards, the CETC and the JOBS Cabinet in building their capacity to meet the various requirements and responsibilities of the Workforce Investment Act (WIA).

On behalf of the CETC and the JOBS Cabinet, the office: supports and guides strategic planning and implementation initiatives advancing the development of 21<sup>st</sup> century talent involving state agencies, supports the CETC Youth Committee (including a new subcommittee, the Youth Vision Team, which is chaired and

staffed by OWC) in its policy guidance and oversight of the implementation of a comprehensive and integrated strategy for workforce and career development for youth, with particular attention to those who are at risk, out of school, or involved with the justice system.

### THE JOBS FUNNEL

The Jobs Funnel projects represent a joint, public-private effort to create career opportunities in the construction trades for city residents.

### CAREER LADDER PILOT PROGRAM

The Connecticut Career Ladder Program aligns education and training programs along a continuum that leads to career advancement in occupations with projected workforce shortages as forecasted by OWC. Initial focus has been in the areas of early care and education, and allied health.

### ALLIED HEALTH WORKFORCE POLICY BOARD

The Allied Health Workforce Policy Board, chaired and staffed by OWC, addresses the state's current and future supply and demand for allied health professionals.

**TECHNICAL ASSISTANCE AND RESOURCE PROGRAM**

Funds are provided to support a program developed by the Spanish American Merchants Association (SAMA) to enhance the efforts of the Latino/minority-owned small businesses in targeted communities to grow and produce job opportunities.

**SMALL BUSINESS INNOVATION RESEARCH (SBIR)**

The state SBIR program offers small firms the opportunity to compete for set-asides from federal R&D budgets to advance research, innovation and product development.

**INNOVATION CHALLENGE GRANTS**

This program encourages inter-university and university/industry collaboration in research and development in core competency areas and provides access to funding for new lab equipment, faculty recruitment, curriculum development, and

support for faculty-sponsored or industry-sponsored collaborative research.

**NANOTECHNOLOGY**

A competitive assessment of Connecticut's relative position in nanotechnology was completed and a plan was developed to leverage Connecticut's nanotechnology resources and assets. A strategic framework was developed which includes potential areas of focus and enabling strategies to foster technology-based economic development in a timely manner. Implementation of these strategies is ongoing.

**CONNECTICUT CAREER CHOICES (CCC)**

CCC is a specific initiative intended to create and maintain a "pipeline" of skilled technology workers to maintain Connecticut's competitiveness and sustain its economic future.

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	4	1	0	5	5	5	5	5

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	406,796	453,278	603,408	489,026	457,026	630,031	507,029	475,029
Other Expenses	258,129	301,824	308,115	308,115	301,824	314,524	314,524	301,824
<u>Capital Outlay</u>								
Equipment	0	100	5,000	5,000	1,000	5,000	5,000	1,000
<u>Other Current Expenses</u>								
CETC Workforce	2,400,415	2,096,139	2,700,000	2,140,158	2,096,139	3,200,000	2,185,101	2,096,139
Jobs Funnel Projects	1,000,000	1,000,000	1,200,000	1,021,000	1,000,000	1,500,000	1,042,441	1,000,000
Connecticut Career Choices	800,000	800,000	1,200,000	816,800	800,000	1,500,000	833,952	800,000
Nanotechnology Study	0	450,000	500,000	500,000	300,000	500,000	500,000	300,000
SBIR Initiative	250,000	250,000	400,000	255,250	250,000	500,000	260,610	250,000
Career Ladder Pilot Programs	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Spanish American Merchant Association	300,000	300,000	350,000	306,300	300,000	400,000	312,732	300,000
SBIR Matching Grants	0	0	0	0	250,000	0	0	250,000
TOTAL-General Fund	5,915,340	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992
<u>Additional Funds Available</u>								
Bond Fund	1,493	0	0	0	0	0	0	0
TOTAL - All Funds	5,916,833	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992

**Workforce Competitiveness****AGENCY FINANCIAL SUMMARY – GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	353,708	385,659	454,018	422,018	467,441	435,441
Other Positions	11,885	12,971	14,138	14,138	15,411	15,411
Other	41,203	54,648	135,252	20,870	147,179	24,177
TOTAL-Personal Services Gross	406,796	453,278	603,408	457,026	630,031	475,029
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	406,796	453,278	603,408	457,026	630,031	475,029
<u>Other Expenses-Contractual Services</u>						
Dues and Subscriptions	1,150	1,345	1,373	1,345	1,402	1,345
Utility Services	3,391	3,965	4,001	3,965	4,025	3,965
Rentals, Storage and Leasing	64,803	75,772	77,363	75,772	78,988	75,772
Telecommunication Services	29,695	34,722	35,451	34,722	36,195	34,722
General Repairs	1,873	2,191	2,238	2,191	2,285	2,191



Budget-in-Detail

Fees for Outside Professional Services	125,000	146,160	149,229	146,160	152,363	146,160
Fees for Non-Professional Services	7,684	8,985	9,174	8,985	9,366	8,985
DP Services, Rentals and Maintenance	1,945	2,274	2,322	2,274	2,371	2,274
Postage	3,900	4,560	4,656	4,560	4,754	4,560
Travel	3,089	3,611	3,687	3,611	3,764	3,611
Printing & Binding	1,670	1,953	1,994	1,953	2,036	1,953
<i><u>Other Expenses-Commodities</u></i>						
Books	450	526	537	526	548	526
Office Supplies	13,479	15,760	16,090	15,760	16,427	15,760
TOTAL-Other Expenses Gross	258,129	301,824	308,115	301,824	314,524	301,824
Less Reimbursements						
TOTAL-Other Expenses Net	258,129	301,824	308,115	301,824	314,524	301,824
<i><u>Other Current Expenses</u></i>						
CETC Workforce	2,400,415	2,096,139	2,700,000	2,096,139	3,200,000	2,096,139
Jobs Funnel Projects	1,000,000	1,000,000	1,200,000	1,000,000	1,500,000	1,000,000
Connecticut Career Choices	800,000	800,000	1,200,000	800,000	1,500,000	800,000
Nanotechnology Study	0	450,000	500,000	300,000	500,000	300,000
SBIR Initiative	250,000	250,000	400,000	250,000	500,000	250,000
Career Ladder Pilot Programs	500,000	500,000	500,000	500,000	500,000	500,000
Spanish American Merchant Association	300,000	300,000	350,000	300,000	400,000	300,000
SBIR Matching Grants	0	0	0	250,000	0	250,000
TOTAL-Other Current Expenses	5,250,415	5,396,139	6,850,000	5,496,139	8,100,000	5,496,139

<i><b>Character &amp; Major Object Summary</b></i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	406,796	453,278	603,408	489,026	457,026	630,031	507,029	475,029
Other Expenses Net	258,129	301,824	308,115	308,115	301,824	314,524	314,524	301,824
Capital Outlay	0	100	5,000	5,000	1,000	5,000	5,000	1,000
Other Current Expenses	5,250,415	5,396,139	6,850,000	5,539,508	5,496,139	8,100,000	5,634,836	5,496,139
TOTAL-General Fund Net	5,915,340	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992
<i><u>Additional Funds Available</u></i>								
Bond Fund	1,493	0	0	0	0	0	0	0
TOTAL-All Funds Net	5,916,833	6,151,341	7,766,523	6,341,649	6,255,989	9,049,555	6,461,389	6,273,992

# BOARD OF ACCOUNTANCY

## AGENCY DESCRIPTION

The Board of Accountancy licenses and regulates public accountants and is responsible for ensuring the highest standards of integrity and professionalism are maintained by Connecticut's certified public accountants and licensed public accountants. The Governor recommended, and the General

Assembly endorsed, the establishment of the Board of Accountancy as a separate agency effective July 1, 2005. The board had been a program within the Office of the Secretary of the State.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2007-2008</u>	<u>2008-2009</u>
• Remove or Limit Inflation	-1,632	-3,340
• Reduce Personal Services	-4,000	-4,000
• Reduce Other Expenses	-18,000	-18,000

## AGENCY PROGRAMS

### Personnel Summary

<i>Permanent Full-Time Positions</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	0	1	5	5	5	5	5

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Board of Accountancy	259,883	367,357	419,468	419,468	395,836	433,572	433,572	408,232
TOTAL Agency Programs - All Funds Gross	259,883	367,357	419,468	419,468	395,836	433,572	433,572	408,232
Less Turnover								
TOTAL Agency Programs - All Funds Net	259,883	367,357	419,468	419,468	395,836	433,572	433,572	408,232
<u>Summary of Funding</u>								
General Fund Net	253,501	367,357	419,468	419,468	395,836	433,572	433,572	408,232
Bond Fund	6,382	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	259,883	367,357	419,468	419,468	395,836	433,572	433,572	408,232

## REGULATION OF LICENSED ACCOUNTANTS

### Statutory Reference

C.G.S. Chapter 389

### Statement of Need and Program Objectives

To protect the users of services rendered by Connecticut licensed accountants by regulating the authorized practice of public accountancy by certified public accountants (CPA) and public accountants as well as the unauthorized practice of public accountancy by unlicensed individuals and firms.

### Program Description

Through its licensing, continuing education, quality review, and examination activities, the Board of Accountancy (BOA) ensures that highly qualified individuals are granted the certificate for public accountants and that they continue to be current with the most recent developments in the accounting field. If there are difficulties encountered by a consumer(s) with a licensed accountant or firm, the BOA investigates all complaints to assiduously and aggressively protect the public.

After ensuring that all regulatory requirements have been met, the board votes monthly to accept or reject requests and proffer initial certification, licenses, registrations, and permits.

On an annual basis, the board renews currently held licenses, registrations and permits.

Permit holders, as a condition of renewal, must undergo a peer review to determine compliance with technical standards. The results are reported to the board for review and action. All licensees must report 40 hours of continuing education each year. Disclosure forms are received, reviewed and audited for compliance.

The board administers the uniform national CPA exam. Certification requires fulfillment of education, exam and experience requirements.

Allegations of violations are received and investigated. Formal hearings or settlements may result in suspension, revocation, reprimand, probation or censure of a respondent's Connecticut certificate, license or permit or the issuance of an Order of Immediate Discontinuance in the case of unauthorized practice and use of title. Civil penalties of up to \$50,000 may be imposed.

<b>Program Measure</b>	<u>2005-2006</u> Actual	<u>2006-2007</u> Estimated	<u>2007-2008</u> Projected	<u>2008-2009</u> Projected
Licenses and Permits Issued Initial				
CPA Certificates	500	525	525	525
CPA Licenses	600	625	625	625
CPA Certificates Registered	225	250	250	250
Firm Permits	190	200	200	200
Renewal				
CPA Licenses/ Public Account Licenses	4600/20	4750/15	4750/15	4750/15
CPA Certificates Registered	2,300	2,400	2,400	2,400
Firm Permits	1,800	1,850	1,850	1,850
Exam Applicants	800	800	800	800
Written Complaints				
Received/Resolved	50/30	50/30	50/30	50/30
Pending	70	70	70	70
Disciplinary Hearings Held	20	20	20	20

<b>Personnel Summary</b>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	0	1	5	5	5	5	5

<b>Financial Summary</b>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	200,663	287,675	313,160	313,160	309,160	325,075	325,075	321,075
Other Expenses	48,282	79,682	106,308	106,308	86,676	108,497	108,497	87,157
<u>Other Current Expenses</u>								
Information Technology	4,556	0	0	0	0	0	0	0
TOTAL-General Fund	253,501	367,357	419,468	419,468	395,836	433,572	433,572	408,232
<u>Additional Funds Available</u>								
Bond Fund	6,382	0	0	0	0	0	0	0
TOTAL - All Funds	259,883	367,357	419,468	419,468	395,836	433,572	433,572	408,232

## Board of Accountancy

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<b>Current Expenses by Minor Object</b>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	196,076	279,974	304,398	300,398	314,450	310,450
Other	4,587	7,701	8,762	8,762	10,625	10,625
TOTAL-Personal Services Gross	200,663	287,675	313,160	309,160	325,075	321,075
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	200,663	287,675	313,160	309,160	325,075	321,075

Other Expenses-Contractual Services

Dues and Subscriptions	5,399	6,200	6,330	5,161	6,463	5,194
Telecommunication Services	641	1,500	1,531	1,249	1,563	1,275
General Repairs	0	5,500	5,615	4,579	5,733	4,611
Fees for Non-Professional Services	5,161	16,232	41,572	33,889	42,444	34,059
DP Services, Rentals and Maintenance	3,132	14,000	14,294	11,655	14,594	11,687
Postage	11,439	13,000	13,273	10,821	13,552	10,866
Travel	0	3,250	3,317	2,705	3,387	2,746
Other Contractual Services	12,718	500	510	416	521	429
Advertising	2,217	3,000	3,063	2,498	3,127	2,514
Printing & Binding	1,786	2,500	2,552	2,081	2,606	2,097

Other Expenses-Commodities

Agriculture, Horticulture, Dairy & Food	0	500	510	416	520	428
Books	0	500	510	416	521	429
Office Supplies	5,789	11,000	11,231	9,159	11,466	9,210

Other Expenses-Sundry

General Government

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Board of Accountancy

**Budget-in-Detail**

Sundry - Other Items	0	2,000	2,000	1,631	2,000	1,612
TOTAL-Other Expenses Gross	48,282	79,682	106,308	86,676	108,497	87,157
Less Reimbursements						
TOTAL-Other Expenses Net	48,282	79,682	106,308	86,676	108,497	87,157

*Other Current Expenses*

Information Technology	4,556	0	0	0	0	0
TOTAL-Other Current Expenses	4,556	0	0	0	0	0

**Character & Major Object Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	200,663	287,675	313,160	313,160	309,160	325,075	325,075	321,075
Other Expenses Net	48,282	79,682	106,308	106,308	86,676	108,497	108,497	87,157
Other Current Expenses	4,556	0	0	0	0	0	0	0
TOTAL-General Fund Net	253,501	367,357	419,468	419,468	395,836	433,572	433,572	408,232
<i>Additional Funds Available</i>								
Bond Fund	6,382	0	0	0	0	0	0	0
TOTAL-All Funds Net	259,883	367,357	419,468	419,468	395,836	433,572	433,572	408,232

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## AGENCY DESCRIPTION

The Department of Administrative Services (DAS) coordinates the purchase of goods and services; provides document management services; provides policy direction and support for statewide human resources administration; distributes surplus property; orders and distributes federally donated foods;

manages the state's fleet of vehicles; investigates and collects money owed for care received in state institutions and assists state agencies with communications, affirmative action, human resources and fiscal services.

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2007-2008</b>	<b>2008-2009</b>
• Remove or Limit Inflation	-27,561	-50,923
• Transfer Equipment to CEPF	-259,800	-192,300
• Utilize FY2007 Surplus for One-time Expenditure	0	-40,000
<i>Surplus funds are provided in FY2009 for appraisal services for state owned employee housing.</i>		
<b>Within Current Services</b>		
• Provide Staff for Subcontractor Prequalification Program	159,000	167,250
<i>Funding is provided for 3 positions to implement PA 06-134 which requires substantial subcontractors to prequalify with DAS to bid on public building construction contracts which are estimated at more than \$500,000.</i>		
<b>Reallocations or Transfers</b>		
• Core-CT Consolidation	-2,109,966	-2,173,523
<i>Reallocation of 24 authorized full-time positions and 2 part-time positions along with funding to the Office of the State Comptroller in order to consolidate all Core-CT operations.</i>		

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	274	11	1	286	286	265	286	265

<b>Agency Programs by Total Funds</b>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Agency Management Services	4,586,008	4,674,731	3,782,153	3,535,255	2,958,093	3,760,742	3,547,375	3,024,509
Human Capital Management	7,764,277	8,051,270	9,662,209	9,449,697	9,137,951	10,365,806	9,600,771	9,274,236
Financial Services Center	7,367,518	7,880,003	8,479,619	8,786,898	8,035,359	8,649,500	8,953,779	8,171,177
Strategic Leadership	3,332,907	3,633,013	4,385,724	4,262,333	3,938,076	4,540,508	4,439,664	4,062,120
Business Enterprises	2,879,270	3,234,283	3,634,747	3,780,807	3,326,425	3,687,042	3,841,234	3,372,276
TOTAL Agency Programs - All Funds Gross	25,929,980	27,473,300	29,944,452	29,814,990	27,395,904	31,003,598	30,382,823	27,904,318
Less Turnover	0	0	0	-400,767	-400,767	0	-400,767	-400,767
TOTAL Agency Programs - All Funds Net	25,929,980	27,473,300	29,944,452	29,414,223	26,995,137	31,003,598	29,982,056	27,503,551
<b>Summary of Funding</b>								
General Fund Net	25,558,205	27,473,300	29,944,452	29,414,223	26,995,137	31,003,598	29,982,056	27,503,551
Federal and Other Activities	1,000	0	0	0	0	0	0	0
Bond Fund	370,775	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	25,929,980	27,473,300	29,944,452	29,414,223	26,995,137	31,003,598	29,982,056	27,503,551

## AGENCY MANAGEMENT SERVICES

*Statutory Reference*

C.G.S. Sections 4a-1, 4a-2, PA 4-14

*Statement of Need and Program Objectives*

To direct and support the DAS business centers and to provide communications and affirmative action services as well as legal and business advice.

*Program Description*

Agency Management provides communications, media support, affirmative action services and legal and business advice to all DAS businesses and to numerous other state agencies.

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	30	1	1	32	32	32	32	32

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	4,031,190	4,225,046	2,865,965	2,865,965	2,548,603	3,000,628	3,000,628	2,670,062
Other Expenses	241,869	304,724	271,332	217,902	217,902	276,758	211,854	211,854
<u>Capital Outlay</u>								
Equipment	0	1,000	451,500	259,900	100	290,000	192,400	100
<u>Other Current Expenses</u>								
Employees' Review Board	26,926	42,956	43,356	41,488	41,488	43,356	41,488	41,488
Hospital Billing System	83,834	101,005	150,000	150,000	150,000	150,000	101,005	101,005
TOTAL-General Fund	4,383,819	4,674,731	3,782,153	3,535,255	2,958,093	3,760,742	3,547,375	3,024,509
<u>Additional Funds Available</u>								
Bond Fund	202,189	0	0	0	0	0	0	0
TOTAL - All Funds	4,586,008	4,674,731	3,782,153	3,535,255	2,958,093	3,760,742	3,547,375	3,024,509

Agency Management Services

## HUMAN CAPITAL MANAGEMENT

*Statutory Reference*

C.G.S. Section 5-200

*Statement of Need and Program Objectives*

To assist state agencies through the delivery of cost effective, innovative and timely human resource services and products.

Human Capital Management designs and manages human resource systems; administers the statewide Workers' Compensation System; provides quality control and auditing of personnel transactions and provides comprehensive services in the areas of organizational design, classification, staffing, objective job evaluation, compensation, human resource planning, workforce development and the administration of human resource laws and regulations.

*Program Description*

**Program Measure**

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Workers' Compensation Payments (\$)	83.2M	91.3M	93.3M	96.6M

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	43	2	0	45	45	45	45	45

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	1,989,228	2,298,242	3,521,816	3,521,816	3,231,829	3,674,248	3,674,248	3,369,472
Other Expenses	51,325	56,086	60,983	48,973	48,973	62,203	47,615	47,615
<u>Capital Outlay</u>								
Equipment	1,000	0	0	0	0	0	0	0
<u>Other Current Expenses</u>								
Loss Control Risk Management	303,081	278,241	500,000	300,000	278,241	500,000	300,000	278,241
Employees' Review Board	6,064	9,674	11,644	11,142	11,142	11,644	11,142	11,142
Quality of Work-Life	196,802	117,711	117,711	117,711	117,711	117,711	117,711	117,711

W. C. Administrator	5,216,200	5,291,316	5,450,055	5,450,055	5,450,055	6,000,000	5,450,055	5,450,055
TOTAL-General Fund	7,763,700	8,051,270	9,662,209	9,449,697	9,137,951	10,365,806	9,600,771	9,274,236
<u>Additional Funds Available</u>								
Bond Fund	577	0	0	0	0	0	0	0
TOTAL - All Funds	7,764,277	8,051,270	9,662,209	9,449,697	9,137,951	10,365,806	9,600,771	9,274,236
Human Capital Management								

## FINANCIAL SERVICES CENTER

### Statutory Reference:

C.G.S. Section 4a-12

### Statement of Need and Program Objectives

To provide comprehensive financial services to DAS as well as to several agencies and to maximize revenue through the collection of money owed the state.

### Program Description

The DAS Business Office provides budgeting, accounting, purchasing and property management services to DAS and to

several agencies, as well as the collection of delinquent accounts receivable, print, mail and courier services, and the distribution of federally donated foods. Collection Services investigates, bills and collects for services provided by the Departments of Mental Health and Addiction Services, Children and Families, Mental Retardation, Veterans' Affairs, as well as the Department of Education's School Based Child Health Program. The DAS Business Office administers approximately 1,200 trust accounts on behalf of individuals residing in state facilities and collects the re-payment of public assistance benefits paid by the Department of Social Services.

### Program Measure

	<u>2005-2006</u> Actual	<u>2006-2007</u> Estimated	<u>2007-2008</u> Projected	<u>2008-2009</u> Projected
Dollars collected	859M	876 M	893M	911M

### Personnel Summary

	As of 06/30/2006	2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009	
Permanent Full-Time Positions	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	110	6	0	116	116	92	116	92

### Financial Summary

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	6,132,762	6,982,366	7,531,614	7,531,614	6,798,370	7,654,177	7,654,177	6,911,716
Other Expenses	668,252	336,347	365,716	305,716	293,700	413,034	350,034	316,172
<u>Other Current Expenses</u>								
Tuition Reimburs Training, Travel	0	1	0	382,000	382,000	0	382,000	382,000
Quality of Work-Life	388,366	232,289	232,289	232,289	232,289	232,289	232,289	232,289
Refunds of Collections	13,079	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Correctional Ombudsman	0	299,000	320,000	305,279	299,000	320,000	305,279	299,000
TOTAL-General Fund	7,202,459	7,880,003	8,479,619	8,786,898	8,035,359	8,649,500	8,953,779	8,171,177
<u>Additional Funds Available</u>								
Bond Fund	165,059	0	0	0	0	0	0	0
TOTAL - All Funds	7,367,518	7,880,003	8,479,619	8,786,898	8,035,359	8,649,500	8,953,779	8,171,177

Financial Services Center

## STRATEGIC LEADERSHIP

### Statutory Reference

C.G.S. Sections 5-200, 4a-2 and 5-199c

### Statement of Need and Program Objectives

Strategic Leadership is responsible for statewide human resource (HR) planning and the DAS Learning Center; managing Workers' Compensation program operations and the state's third party administrator, state agency safety programs, and loss control efforts; coordinates quality improvement, strategic planning, and performance measurement at DAS; coordinates agency workplace wellness and employee recognition programs; administers the Governor's Service Award; supplies subject matter expertise in the proper administration of statutory federal and state family and medical leave; regularly reports on the characteristics and trends of the state executive branch workforce; supplies management of the administration of the

managerial performance awards and recognition system (PARS) by agencies; comprehensively orients newly appointed managers to the rules, regulations, ethics, and parameters of working in state service; and oversees and publishes the state travel regulations.

### Program Description

Strategic Leadership offers training for state employees through the DAS Learning Center; arranges for state employees to access training classes and programs through the community and technical college system; coordinates statewide HR planning, DAS strategic planning and the agency business plan; developed and conducts a multi-module New Managers Orientation program; publishes an HR Almanac reflecting the statistical characteristics and trends of the state workforce; supplies tools, methods and data access necessary for agencies to conduct

**Budget-in-Detail**

workforce planning and anticipate future workforce requirements; maintains and explains the state travel guidelines for non-union travel; and trains state agencies and consults in the appropriate and effective use of the managerial performance assessment and recognition system. Strategic Leadership centralizes Workers' Compensation program operations. The

Workers' Compensation program coordinators facilitate consistent claim processing, TPA file reviews and loss control initiatives throughout state agencies. Loss control funding supports DAS initiatives within agencies to promote safety as a workplace culture.

**Program Measure**

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Employee satisfaction - % of DAS employees who are satisfied or very satisfied.	65.0%	65.0%	100%	100%

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	43	1	0	44	44	44	44	44

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,999,320	3,333,040	3,759,557	3,759,557	3,443,244	3,911,791	3,911,791	3,580,846
Other Expenses	332,010	299,973	616,167	502,776	494,832	628,717	527,873	481,274

**Capital Outlay**

Equipment	0	0	10,000	0	0	0	0	0
<b>TOTAL-General Fund</b>	<b>3,331,330</b>	<b>3,633,013</b>	<b>4,385,724</b>	<b>4,262,333</b>	<b>3,938,076</b>	<b>4,540,508</b>	<b>4,439,664</b>	<b>4,062,120</b>

**Additional Funds Available**

Bond Fund	577	0	0	0	0	0	0	0
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**Federal Contributions**

17720 Employment Programs for People with Di	1,000	0	0	0	0	0	0	0
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<b>TOTAL - All Funds</b>	<b>3,332,907</b>	<b>3,633,013</b>	<b>4,385,724</b>	<b>4,262,333</b>	<b>3,938,076</b>	<b>4,540,508</b>	<b>4,439,664</b>	<b>4,062,120</b>
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Strategic Leadership

**BUSINESS ENTERPRISES**

**Statutory Reference:**

C.G.S. Sections 4a-4, 4a-5, 4a-50, 4a-51, 4a-67 and 4a-68

**Statement of Need and Program Objectives**

To provide value added and cost effective services to our clients, including state agencies, municipalities, certain non-profit organizations and Connecticut small and minority businesses.

**Program Description**

Business Enterprises is responsible for managing the statewide procurement of goods and services and related activities such as contract administration; quality assurance; advocacy for small and minority businesses; prequalification of construction contractors; administering the state p-card program; providing housing insurance to municipal housing programs, operating the surplus property programs which recycles; sells and disposes of surplus state property and distributes federal surplus property to state agencies, municipalities and eligible non-profit organizations.

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	48	1	0	49	49	52	49	52

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,812,643	3,172,062	3,567,093	3,713,153	3,272,093	3,618,035	3,772,227	3,319,452
Other Expenses	64,254	62,221	67,654	67,654	54,332	69,007	69,007	52,824
<b>TOTAL-General Fund</b>	<b>2,876,897</b>	<b>3,234,283</b>	<b>3,634,747</b>	<b>3,780,807</b>	<b>3,326,425</b>	<b>3,687,042</b>	<b>3,841,234</b>	<b>3,372,276</b>

**Additional Funds Available**

Bond Fund	2,373	0	0	0	0	0	0	0
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<b>TOTAL - All Funds</b>	<b>2,879,270</b>	<b>3,234,283</b>	<b>3,634,747</b>	<b>3,780,807</b>	<b>3,326,425</b>	<b>3,687,042</b>	<b>3,841,234</b>	<b>3,372,276</b>
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Business Enterprises

**AGENCY FINANCIAL SUMMARY – GENERAL FUND**



*Current Expenses by Minor Object*

	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	16,707,087	18,650,869	20,038,338	18,090,372	20,594,517	18,590,974
Other Positions	512,303	670,259	630,033	630,033	644,915	644,915
Other	723,502	654,628	541,623	537,683	582,316	578,528
Overtime	22,251	35,000	36,051	36,051	37,131	37,131
TOTAL-Personal Services Gross	17,965,143	20,010,756	21,246,045	19,294,139	21,858,879	19,851,548
Less Reimbursements						
Less Turnover	0	0	0	-400,767	0	-400,767
TOTAL-Personal Services Net	17,965,143	20,010,756	21,246,045	18,893,372	21,858,879	19,450,781

Other Expenses-Contractual Services

Dues and Subscriptions	14,929	14,814	16,106	12,934	16,430	12,577
Utility Services	46	36	36	29	36	28
Rentals, Storage and Leasing	66,573	60,095	115,342	92,628	117,700	90,098
Telecommunication Services	58,106	53,374	58,035	46,606	59,195	45,313
General Repairs	23,553	23,033	25,045	20,115	25,544	19,553
Motor Vehicle Expenses	11,930	11,921	12,962	10,409	13,220	10,119
Fees for Outside Professional Services	364,715	68,854	74,866	60,124	116,363	89,075
Fees for Non-Professional Services	71,969	62,096	127,517	102,408	130,068	99,565
DP Services, Rentals and Maintenance	183,964	182,385	198,310	159,258	202,277	154,840
Postage	133,389	125,914	161,907	130,025	165,171	126,437
Travel	28,691	28,977	31,508	25,304	32,138	24,601
Other Contractual Services	23,094	20,188	21,950	17,629	22,389	17,138
Advertising	163,492	130,066	266,423	213,959	271,877	208,118
Printing & Binding	65,593	65,900	101,654	81,636	103,718	79,395

Other Expenses-Commodities

Agriculture, Horticulture, Dairy & Food	4,990	4,275	4,648	3,733	4,742	3,630
Books	7,613	6,894	7,498	6,022	7,653	5,844
Maintenance and Motor Vehicle Supplies	652	528	577	463	589	450
Office Supplies	97,227	97,611	106,136	85,235	108,256	82,868
Refunds of Expenditures Not Otherwise Classified	846	699	762	610	771	605

Other Expenses-Sundry

Sundry - Other Items	36,338	101,691	50,570	40,612	51,582	39,485
TOTAL-Other Expenses Gross	1,357,710	1,059,351	1,381,852	1,109,739	1,449,719	1,109,739
Less Reimbursements						
TOTAL-Other Expenses Net	1,357,710	1,059,351	1,381,852	1,109,739	1,449,719	1,109,739

Other Current Expenses

Tuition Reimburs Training, Travel	0	1	0	382,000	0	382,000
Loss Control Risk Management	303,081	278,241	500,000	278,241	500,000	278,241
Employees' Review Board	32,990	52,630	55,000	52,630	55,000	52,630
Quality of Work-Life	585,168	350,000	350,000	350,000	350,000	350,000
Refunds of Collections	13,079	30,000	30,000	30,000	30,000	30,000
W. C. Administrator	5,216,200	5,291,316	5,450,055	5,450,055	6,000,000	5,450,055
Hospital Billing System	83,834	101,005	150,000	150,000	150,000	101,005
Correctional Ombudsman	0	299,000	320,000	299,000	320,000	299,000
TOTAL-Other Current Expenses	6,234,352	6,402,193	6,855,055	6,991,926	7,405,000	6,942,931

*Character & Major Object Summary*

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
General Government			161					
								Department of Administrative Services

**Budget-in-Detail**

	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	17,965,143	20,010,756	21,246,045	20,991,338	18,893,372	21,858,879	21,612,304	19,450,781
Other Expenses Net	1,357,710	1,059,351	1,381,852	1,143,021	1,109,739	1,449,719	1,206,383	1,109,739
Capital Outlay	1,000	1,000	461,500	259,900	100	290,000	192,400	100
Other Current Expenses	6,234,352	6,402,193	6,855,055	7,019,964	6,991,926	7,405,000	6,970,969	6,942,931
TOTAL-General Fund Net	<u>25,558,205</u>	<u>27,473,300</u>	<u>29,944,452</u>	<u>29,414,223</u>	<u>26,995,137</u>	<u>31,003,598</u>	<u>29,982,056</u>	<u>27,503,551</u>
<i>Additional Funds Available</i>								
Federal and Other Activities	1,000	0	0	0	0	0	0	0
Bond Fund	370,775	0	0	0	0	0	0	0
TOTAL-All Funds Net	<u>25,929,980</u>	<u>27,473,300</u>	<u>29,944,452</u>	<u>29,414,223</u>	<u>26,995,137</u>	<u>31,003,598</u>	<u>29,982,056</u>	<u>27,503,551</u>

# DEPARTMENT OF INFORMATION TECHNOLOGY

## AGENCY DESCRIPTION

The Department of Information Technology (DOIT) was created to make effective use of information technology, build the statewide information infrastructure for state agencies and citizens, and direct the development of IT systems to meet the common business and technology needs of multiple state agencies.

DOIT's mission is to provide quality IT services and solutions to customers, effectively aligning business and technology objectives through collaboration, in order to provide the most cost-effective solutions that facilitate and improve the conduct of business for state residents, businesses, visitors and government entities.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

**2007-2008**   **2008-2009**

-1,400   -1,400

-218,636   -439,383

### Reallocations or Transfers

- Reallocate IT Managers from Revolving Fund to General Fund

518,129   549,457

*Funding is reallocated from the Departments of Veterans' Affairs, Mental Retardation, Mental Health and Addiction Services and Correction for five IT Manager positions.*

- Core-CT Consolidation

-2,378,657   -2,495,885

*As part of the consolidation of Core-CT responsibilities, thirty positions and related funding will be reallocated to the State Comptroller.*

### New or Expanded Services

**2007-2008**   **2008-2009**   **2009-2010**

- Modernize Connecticut's Internet Presence, Portal Upgrade

399,467   328,985   347,944

*Funding is provided to upgrade the State's Web portal and for two positions in FY 2008 and two more positions in FY 2009 to support the State's e-government initiatives. Additional funding of \$830,000 in FY 2008 and \$80,000 in FY 2009 is provided through CEPF and/or carry forward money for equipment and one-time expenses.*

- Disaster Recovery and Risk Management

495,738   371,509   393,800

*Funding is provided for four positions and related expenses to improve the ability of all state agencies to maintain/resume critical functions in the event of an emergency and to identify and mitigate security risks. Additional funding of \$1,358,738 in FY 2008 is provided through CEPF and carry forward money for equipment and one-time expenses.*

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	75	0	22	97	97	78	97	80
Technical Services	168	51	0	219	219	219	219	219

Other Positions Equated to Full Time	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund	1	1	1	1	1	1
Special Transportation Fund	1	1	1	1	1	1
Technical Services	1	1	1	1	1	1

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Information Technology	53,067,501	57,217,576	59,841,550	59,216,425	57,617,328	61,438,248	60,813,648	59,126,931
TOTAL Agency Programs - All Funds Gross	53,067,501	57,217,576	59,841,550	59,216,425	57,617,328	61,438,248	60,813,648	59,126,931
Less Turnover	0	0	-588,948	-437,694	-437,694	-624,285	-427,393	-427,393
TOTAL Agency Programs - All Funds Net	53,067,501	57,217,576	59,252,602	58,778,731	57,179,634	60,813,963	60,386,255	58,699,538
<b>Summary of Funding</b>								
General Fund Net	16,375,387	19,926,167	19,944,879	19,471,008	17,871,911	20,519,463	20,091,755	18,405,038
Federal and Other Activities	92,696	845,120	678,601	678,601	678,601	585,400	585,400	585,400
Technical Services	35,375,973	36,182,097	38,353,022	38,353,022	38,353,022	39,425,000	39,425,000	39,425,000
Private Funds	1,223,445	264,192	276,100	276,100	276,100	284,100	284,100	284,100
TOTAL Agency Programs - All Funds Net	53,067,501	57,217,576	59,252,602	58,778,731	57,179,634	60,813,963	60,386,255	58,699,538

## INFORMATION TECHNOLOGY

*Statutory Reference*

C.G.S. Sec. 4d

*Statement of Need and Program Objectives*

DOIT's strategic focus is on building a high performance organization by investing in IT personnel and the DOIT organization; strengthening and improving disaster backup and recovery strategies and security programs; enhancing and enforcing a technology architectural blueprint and standards; using technology to improve program effectiveness and resolve business issues, making services more accessible for residents and businesses; and implementing technology best practices to improve delivery of services.

*Program Description*

DOIT provides enterprise services to support state agency business and operational needs, from phones and desktops to the state's most critical financial, human service and public safety applications.

DOIT provides infrastructure, hosting and development support for state data and distributed systems. DOIT works to protect

the state's IT infrastructure with a broad array of IT security services, including intrusion protection, business continuity and disaster recovery services for HIPAA-impacted agencies.

DOIT provides customer agencies with advanced office environments through provision of enterprise messaging and e-mail, directory, desktop, file/print, anti-virus and patch management services.

DOIT provides network connectivity to 93 state agencies and facilities through maintenance and enhancement of the statewide local and wide area networks. DOIT also provides telecommunication system consulting and project management services.

DOIT provides the tools and management for expansion and advancement of the State's internet presence, including deployment of a statewide online web content management system for 74 state agencies.

DOIT provides statewide procurement services for information technology and network products and services and administers the centralized telecommunication billing system for state agencies.

*Program Measure*

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Spam E-mails Blocked (per day)	180,000	250,000	300,000	300,000
CT Education Network Bandwidth (Megabits)	2,200	2,200	3,000	3,000
CT Education Network Usage (Megabits)	1,000	1,300	1,300	1,300
E-mails Processed (millions per year)	42	48	50	52
State Bandwidth Capacity for State Agencies (Megabits)	155	155	175	175
State Bandwidth Usage for State Agencies (Megabits)	60	80	90	90
Storage Capacity (terabytes)	68	85	90	95
Millions of Instructions Per Second (MIPS) Capability	840	840	840	840
Routers in the DOIT Enterprise Network	1,000	1,200	1,250	1,250

*Personnel Summary*

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	75	0	22	97	97	78	97	80
Technical Services	168	51	0	219	219	219	219	219
<i>Other Positions Equated to Full Time</i>								
			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			1	1	1	1	1	1
Special Transportation Fund			1	1	1	1	1	1
Technical Services			1	1	1	1	1	1

*Financial Summary*

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
<i>(Net of Reimbursements)</i>								
Personal Services	6,034,224	9,025,195	9,412,819	8,787,694	7,423,633	9,801,993	9,177,393	7,933,459
Other Expenses	7,629,590	7,661,753	7,812,368	7,812,368	7,646,753	7,963,665	7,963,665	7,659,753
<i>Capital Outlay</i>								
Equipment	0	100	1,500	1,500	100	1,500	1,500	100
<i>Other Current Expenses</i>								
Connecticut Education Network	2,711,573	3,239,119	3,307,140	3,307,140	3,239,119	3,376,590	3,376,590	3,239,119
TOTAL-General Fund	16,375,387	19,926,167	20,533,827	19,908,702	18,309,605	21,143,748	20,519,148	18,832,431
<i>Additional Funds Available</i>								
Technical Services	35,375,973	36,182,097	38,353,022	38,353,022	38,353,022	39,425,000	39,425,000	39,425,000
Private Funds	1,223,445	264,192	276,100	276,100	276,100	284,100	284,100	284,100
<i>Federal Contributions</i>								
93778 Medical Assistance Program	92,696	845,120	678,601	678,601	678,601	585,400	585,400	585,400
TOTAL - All Funds	53,067,501	57,217,576	59,841,550	59,216,425	57,617,328	61,438,248	60,813,648	59,126,931

*Information Technology*

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	5,508,765	8,247,121	8,519,035	7,165,704	8,891,520	7,658,316
Other Positions	77,388	150,451	155,453	155,453	160,670	160,670
Other	443,334	807,413	929,205	293,350	952,409	317,079
Overtime	4,737	6,883	7,000	7,000	7,140	7,140
TOTAL-Personal Services Gross	6,034,224	9,211,868	9,610,693	7,621,507	10,011,739	8,143,205
Less Reimbursements	0	-186,673	-197,874	-197,874	-209,746	-209,746
Less Turnover	0	0	-588,948	-437,694	-624,285	-427,393
TOTAL-Personal Services Net	6,034,224	9,025,195	8,823,871	6,985,939	9,177,708	7,506,066
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	9,111	9,154	9,346	9,154	9,542	9,154
Utility Services	775,546	779,177	786,190	779,177	790,907	779,177
Rentals, Storage and Leasing	3,777,933	4,604,601	4,695,327	4,604,601	4,776,709	4,604,601
General Repairs	194,626	195,537	199,643	195,537	203,836	195,537
Fees for Outside Professional Services	49,168	49,398	50,435	49,398	51,494	49,398
Fees for Non-Professional Services	11,832	11,887	12,137	11,887	12,392	11,887
DP Services, Rentals and Maintenance	2,725,512	2,745,890	2,803,553	2,730,890	2,862,427	2,743,890
Travel	7,540	10,956	0	10,956	0	10,956
Other Contractual Services	34	34	35	34	36	34
Advertising	3,425	3,441	3,513	3,441	3,587	3,441
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	438	440	449	440	458	440
Books	146	147	150	147	153	147
Maintenance and Motor Vehicle Supplies	13,392	13,455	13,738	13,455	14,026	13,455
Fuel	12,020	12,076	12,185	12,076	12,258	12,076
Office Supplies	11,557	8,057	8,226	8,057	8,399	8,057
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	37,310	37,503	37,441	37,503	37,441	37,503
TOTAL-Other Expenses Gross	7,629,590	8,481,753	8,632,368	8,466,753	8,783,665	8,479,753
Less Reimbursements	0	-820,000	-820,000	-820,000	-820,000	-820,000
TOTAL-Other Expenses Net	7,629,590	7,661,753	7,812,368	7,646,753	7,963,665	7,659,753
<i>Other Current Expenses</i>						
Connecticut Education Network	2,711,573	3,239,119	3,307,140	3,239,119	3,376,590	3,239,119
TOTAL-Other Current Expenses	2,711,573	3,239,119	3,307,140	3,239,119	3,376,590	3,239,119

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	6,034,224	9,025,195	8,823,871	8,350,000	6,985,939	9,177,708	8,750,000	7,506,066
Other Expenses Net	7,629,590	7,661,753	7,812,368	7,812,368	7,646,753	7,963,665	7,963,665	7,659,753
Capital Outlay	0	100	1,500	1,500	100	1,500	1,500	100
Other Current Expenses	2,711,573	3,239,119	3,307,140	3,307,140	3,239,119	3,376,590	3,376,590	3,239,119
TOTAL-General Fund Net	16,375,387	19,926,167	19,944,879	19,471,008	17,871,911	20,519,463	20,091,755	18,405,038
<i>Additional Funds Available</i>								
Federal and Other Activities	92,696	845,120	678,601	678,601	678,601	585,400	585,400	585,400
Technical Services	35,375,973	36,182,097	38,353,022	38,353,022	38,353,022	39,425,000	39,425,000	39,425,000
Private Funds	1,223,445	264,192	276,100	276,100	276,100	284,100	284,100	284,100
TOTAL-All Funds Net	53,067,501	57,217,576	59,252,602	58,778,731	57,179,634	60,813,963	60,386,255	58,699,538

# DEPARTMENT OF PUBLIC WORKS

## AGENCY DESCRIPTION

The Department of Public Works' mission is to be the leader in providing quality facilities and in delivering cost-effective, responsive, timely services to state agencies in the areas of design, construction, facilities management, leasing and property disposition.

The Department of Public Works (DPW) is responsible for the design and construction of nearly all major capital projects, maintenance of security standards for most facilities housing offices and equipment of the state, leasing and property acquisitions for most state agencies as well as facility management, maintenance and security of state buildings in the greater Hartford area and surplus property statewide. The department is also mandated to assist agencies and departments with long-term facilities planning and the preparation of cost estimates for such plans.

DPW provides facility related services to the majority of Connecticut's state agencies and commissions. Many DPW services, such as security, parking and snow and ice removal, also benefit the public who visit the facilities. It is the policy of DPW to work in close cooperation with its client agencies to ensure that the finished product reflects the needs of the agency and facilitates the delivery of services to their client.

### Energy Conservation Statement

The DPW plans to undertake a wide range of energy conservation activities in the next biennium. In addition to regular maintenance and use of Energy Star equipment, the Department plans to continue its energy benchmarking efforts and to upgrade existing windows with high-efficiency units. The DPW has a stated conservation goal to achieve lower energy usage and cost savings. The Department's plans are a continuation of the significant efforts made over the last two years.

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2007-2008</u>	<u>2008-2009</u>
• Transfer Equipment to CEPF	-217,200	-209,000
• Remove or Limit Inflation	-468,550	-885,161
• Eliminate Unfunded Vacancies	0	0

10 unfunded positions are removed from the agency's budget.

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	127	23	-1	149	149	139	149	139
Bond Fund	55	3	0	58	58	58	58	58

### Agency Programs by Total Funds (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Management and Planning	4,429,996	4,708,571	5,419,268	5,197,068	5,023,999	5,535,766	5,338,875	5,155,259
Facilities Management	32,750,046	29,427,116	32,122,125	33,795,645	33,286,353	32,566,836	34,388,034	33,484,340
Leasing & Property Transfer	9,240,100	10,376,137	11,547,486	11,947,487	11,944,098	11,336,911	11,886,912	11,880,061
Facilities Design & Construction	8,512,543	9,094,006	9,394,224	9,088,814	9,088,814	9,709,280	9,397,425	9,397,425
TOTAL Agency Programs - All Funds Gross	54,932,685	53,605,830	58,483,103	60,029,014	59,343,264	59,148,793	61,011,246	59,917,085
Less Turnover	0	0	-390,817	-390,817	-390,817	-402,348	-402,348	-402,348
TOTAL Agency Programs - All Funds Net	54,932,685	53,605,830	58,092,286	59,638,197	58,952,447	58,746,445	60,608,898	59,514,737
<u>Summary of Funding</u>								
General Fund Net	50,342,243	48,859,264	53,067,423	54,613,334	53,927,584	53,455,273	55,317,726	54,223,565
Bond Fund	4,590,442	4,746,566	5,024,863	5,024,863	5,024,863	5,291,172	5,291,172	5,291,172
TOTAL Agency Programs - All Funds Net	54,932,685	53,605,830	58,092,286	59,638,197	58,952,447	58,746,445	60,608,898	59,514,737

## MANAGEMENT AND PLANNING

### Statutory Reference

C.G.S. Section 4b-1

### Statement of Need and Program Objectives

To manage the staff and activities of the Department of Public Works to ensure the responsive and cost effective implementation of the state's facilities space management and

capital development program plans by setting departmental policy, standards and priorities and managing internal processes.

*Program Description*

This program consists of the Commissioner's Office, the Design and Construction Deputy Commissioner's Office, the Property Management Deputy Commissioner's Office and the Office of the Chief of Staff.

The Chief of Staff oversees the department's support service units including Human Resources, Legal Services, Financial Management and Information Technology.

The Legal Services Division provides the full array of legal advice to the agency, covering areas that include, but are not limited to, contract, real estate, and administrative law. Additionally, the Division is responsible for proposing and keeping up to date on legislative changes. The Division also provides services to the public concerning legal requirements, freedom of information, and press inquiries.

The Financial Management Unit provides purchasing, accounts payable and inventory control services, accounting for Capital Project Fund construction, renovation and repair projects, as well as Capital and Operating budget development, reporting and monitoring. The unit solicits bids for all contracts for construction, remodeling or demolition of state buildings and solicits lease proposals. In addition the office is responsible for monitoring the small business set-aside program.

The Information Technology Unit is responsible for preparing and implementing the annual Information Technology Plan, coordinating purchase and installation of hardware and software and providing technical support services for DPW's automated systems.

The Statewide Security Unit under the direction of the Property Management Deputy Commissioner develops and implements security standards, policies and procedures and standardizes equipment and systems to provide an adequate level of security to the employees and the public and to state assets at all nonexempt state-owned and leased facilities. It also administers the statewide workplace violence online reporting system and helps other state agencies manage incidents.

The Quality and Process Improvement Unit under the direction of the Design and Construction Deputy Commissioner supports other units in the agency to address ongoing customer service improvement and business improvement activities. The process management staff may take a leadership role in specific improvement efforts at the request of the core business managers and/or senior management.

In accordance with the provisions of Public Act 05 251, and to promote more efficient delivery of services, the Human Resources, Payroll and Diversity Programs units of the DPW have been transferred to the Department of Administrative Services (DAS).

**Personnel Summary**

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	41	4	-1	44	44	43	44	43

**Financial Summary**

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	3,120,408	3,378,425	3,705,541	3,675,841	3,675,841	3,836,762	3,807,371	3,807,371
Other Expenses	310,795	371,046	378,728	378,728	371,046	386,567	386,567	371,046
<u>Capital Outlay</u>								
Equipment	100	100	347,500	155,000	100	314,500	147,000	100
<u>Other Current Expenses</u>								
Facilities Design Expenses	929,541	959,000	987,499	987,499	977,012	997,937	997,937	976,742
TOTAL-General Fund	4,360,844	4,708,571	5,419,268	5,197,068	5,023,999	5,535,766	5,338,875	5,155,259
<u>Additional Funds Available</u>								
Bond Fund	69,152	0	0	0	0	0	0	0
TOTAL - All Funds	4,429,996	4,708,571	5,419,268	5,197,068	5,023,999	5,535,766	5,338,875	5,155,259

**Management and Planning**

**FACILITIES MANAGEMENT**

*Statutory Reference*

C.G.S. Section 4b-1

*Statement of Need and Program Objectives*

To ensure that state employees and the visiting public have a clean, safe and healthy environment in which to work or visit by providing facilities management services such as building maintenance, health safety, environmental compliance, audits, inspections, housekeeping security, and general building improvements for nearly all state-owned buildings in the greater Hartford area and several regional locations occupied by the executive branch. Services are also provided for other facilities that are transferred to the department for management while being sold or transferred to other agencies.

*Program Description*

The Facilities Management Division administers the operation, maintenance and security of 5.9 million square feet of state owned occupied buildings, and 1.5 million square feet of vacant buildings. Buildings are located throughout the Hartford/Wethersfield area and major cities in the state including Mystic, Newtown and Waterbury. The Facilities Management Division is responsible for the long term management of the asset including the physical integrity of property, containment of overall operating expenditures, oversight of the preventative maintenance program as well as recommended capital expenditures, administration of contracts for property management and service contracts, standardization of procedures, participation in relocation of agencies within DPW managed buildings and oversight of security personnel, procedures and equipment.

The Facilities Management Division works closely with the Office of Policy and Management (OPM) Asset Management Division

**Budget-in-Detail**

regarding campus closure and re-use scenarios. The division interacts with the DPW client teams and statewide programs unit regarding planning and implementation of facility renovations, monitoring and implementation of energy savings programs and asbestos abatement and removal in DPW facilities. The division

also works closely with the DAS Small Business Set-aside Program providing contracting opportunities to vendors certified by the program. The department works closely with DAS to develop and integrate many services into standardized specifications and contracts.

**Program Measure**

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Operating and Maintenance costs per sq. ft. Hartford area (\$M)	8.36	7.61	8.3	8.41

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	50	10	0	60	60	55	60	55

**Financial Summary**

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,458,865	2,781,668	3,566,137	2,901,757	2,901,757	3,615,391	3,094,889	3,094,889
Other Expenses	25,938,446	22,329,809	24,011,457	26,423,457	26,056,363	24,351,205	26,763,205	26,056,363
<u>Capital Outlay</u>								
Equipment	0	0	136,400	62,300	0	132,400	62,100	0
<u>Other Current Expenses</u>								
Management Services	4,139,035	4,213,683	4,300,573	4,300,573	4,220,675	4,355,427	4,355,427	4,220,675
Facilities Design Expenses	213,700	101,956	107,558	107,558	107,558	112,413	112,413	112,413
TOTAL-General Fund	32,750,046	29,427,116	32,122,125	33,795,645	33,286,353	32,566,836	34,388,034	33,484,340
Facilities Management								

**LEASING AND PROPERTY TRANSFER**

**Statutory Reference**

C.G.S. Sections 4b-30 and 4b-21

**Statement of Need and Program Objectives**

To acquire adequate leased facilities of all types for use and occupancy by all state agencies (except the Labor Department and the University of Connecticut) using established state standards and departmental procedures to procure the most economically advantageous terms and conditions. To acquire, sell and transfer real property based on sound economic principles pursuant to the best interests of the state. To lease out state facilities to private parties, where appropriate.

**Program Description**

At the end of FY2006, this division administered approximately 211 leases with an annual rent roll in excess of \$43.3 million for approximately 2,997,646 square feet. Objectives are achieved by:

assisting state agencies in determining office space requirements; maintaining an up-to-date statewide inventory of available office space; advertising for office space requirements in excess of 2,500 square feet; conducting extensive site searches for suitable office space to meet agency requirements; negotiating to obtain the best transaction possible; preparing lease proposals for the approval of OPM and the State Properties Review Board; preparing lease documents for the approval of the Attorney General; performing on-site inspections to ensure renovations are performed in accordance with the approved plans and specifications and lease terms; acquiring, selling, or transferring real property to meet agency requirements; ensuring quality control of lease files; performing lease compliance activities for all leased facilities and leasing state-owned property to private and non profit groups when appropriate.

**Program Measure**

	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
Average cost per sq. ft. of space leased by the state (\$)	14.8	15.5	15.97	16
Cost per sq. ft. Hartford (\$)	14.99	16.3	16.79	17

**Personnel Summary**

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	10	2	0	12	12	12	12	12



<i>Financial Summary</i> (Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	508,373	547,092	817,910	817,910	817,910	853,873	853,873	853,873
Other Expenses	77,176	49,171	50,161	50,161	49,171	51,173	51,173	49,171
<i>Other Current Expenses</i>								
Rents and Moving	8,494,583	9,665,624	10,562,766	10,962,767	10,962,767	10,312,766	10,862,767	10,862,767
Capitol Day Care Center	108,918	114,250	116,649	116,649	114,250	119,099	119,099	114,250
Facilities Design Expenses	51,050	0	0	0	0	0	0	0
TOTAL-General Fund	9,240,100	10,376,137	11,547,486	11,947,487	11,944,098	11,336,911	11,886,912	11,880,061
Leasing & Property Transfer								

## FACILITIES DESIGN AND CONSTRUCTION

### *Statutory Reference*

C.G.S. Section 4b-1

### *Statement of Need and Program Objectives*

To manage the planning, design and construction of state-owned facilities, which provide adequate, efficient and environmentally sound buildings, including associated utilities and site improvements. To provide technical assistance to agency facility managers, including all state-managed institutions.

### *Program Description*

Under this program, the department provides technical assistance and oversight of the design and construction of state projects including client teams, statewide programs, technical support, special projects, energy management, construction and claims management.

Client Plans and Programs Teams provide client agencies with a single point of contact with the DPW. The four agency teams are empowered to move horizontally throughout the department to gather the technical, administrative, financial, facilities management and lease assistance required to respond to any client agency issue which falls under the department's statutory purview.

A second but important function the client teams provide either with in-house staff or a hired 3<sup>rd</sup> party is construction overview. This construction administration duty is essential to ensure

compliance with the intended design and adherence to the established schedule and budget. The construction administrator is responsible for monitoring the status of all assigned projects and reporting the status, when processing change orders and provisions of final completion when accomplished.

The Statewide Services Sections offer services that can review preliminary, basic and final design plans submitted by consultants and also perform in some instances design of smaller projects where immediate need arises. They also assist agencies in emergency situations and with design problems on the construction site. These sections also ensure participation in energy conservation programs and life cycle cost analysis with the Office of Policy and Management and provide project support in the implementation of the Clean Air Act. Additionally, they are involved in programs that administer energy conservation, asbestos removal, lead paint removal and underground fuel tank removal.

The Special Projects Section oversees and administers the minor capital program projects and the major capital improvement projects (Agency Administered) which cost \$500,000 or less (\$2,000,000 or less for the higher education units). In addition, the section enforces all guarantees and bonds on all state projects undertaken under DPW.

The Claims Management Section assists the Office of the Attorney General in processing project claims and develops techniques for the department to avoid future claims

### *Program Measure*

	2005-2006	2006-2007	2007-2008	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Construction projects in process at start of FY	60	57	52	44
Construction projects started in FY	35	20	20	20
Construction projects completed in FY	38	25	28	30
Value of projects completed in FY (\$M)	125.3	175.	230	275

### *Personnel Summary*

<i>Permanent Full-Time Positions</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	26	7	0	33	33	29	33	29
Bond Fund	55	3	0	58	58	58	58	58

### *Financial Summary*

<i>(Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	181,477	192,542	94,230	94,230	94,230	94,230	94,230	94,230

### *Other Current Expenses*

Facilities Design Expenses	3,809,776	4,154,898	4,275,131	3,969,721	3,969,721	4,323,878	4,012,023	4,012,023
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**Budget-in-Detail**

TOTAL-General Fund	3,991,253	4,347,440	4,369,361	4,063,951	4,063,951	4,418,108	4,106,253	4,106,253
<i>Additional Funds Available</i>								
Bond Fund	4,521,290	4,746,566	5,024,863	5,024,863	5,024,863	5,291,172	5,291,172	5,291,172
TOTAL - All Funds	8,512,543	9,094,006	9,394,224	9,088,814	9,088,814	9,709,280	9,397,425	9,397,425
Facilities Design & Construction								

**AGENCY FINANCIAL SUMMARY – GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	5,963,900	6,572,447	7,816,343	7,171,963	8,046,958	7,546,456
Other Positions	6,109	10,000	20,000	10,300	20,000	10,609
Other	222,063	202,280	232,475	192,475	218,298	178,298
Overtime	77,051	115,000	115,000	115,000	115,000	115,000
TOTAL-Personal Services Gross	6,269,123	6,899,727	8,183,818	7,489,738	8,400,256	7,850,363
Less Reimbursements						
Less Turnover	0	0	-390,817	-390,817	-402,348	-402,348
TOTAL-Personal Services Net	6,269,123	6,899,727	7,793,001	7,098,921	7,997,908	7,448,015
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	3,463	5,048	5,154	5,048	5,262	5,048
Utility Services	8,319,459	9,950,308	10,041,655	12,150,308	10,104,195	12,150,308
Rentals, Storage and Leasing	78,570	113,640	116,026	113,640	118,462	113,640
Telecommunication Services	165,441	77,750	79,382	77,750	81,047	77,750
General Repairs	889,814	726,490	741,748	726,490	757,327	726,490
Motor Vehicle Expenses	56,042	31,246	31,902	31,246	32,572	31,246
Fees for Outside Professional Services	14,354,641	11,032,392	12,578,624	12,346,946	12,815,171	12,346,946
Fees for Non-Professional Services	553,027	448,899	458,327	660,899	467,950	660,899
DP Services, Rentals and Maintenance	13,907	163,591	167,028	163,591	170,535	163,591
Postage	9,455	11,773	12,021	11,773	12,274	11,773
Travel	4,168	1,900	1,940	1,900	1,980	1,900
Other Contractual Services	50,994	32,582	33,266	32,582	33,965	32,582
Advertising	60,229	38,453	39,260	38,453	40,084	38,453
Printing & Binding	9,806	10,778	11,004	10,778	11,235	10,778
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	28,058	31,518	32,179	31,518	32,829	31,518
Books	1,723	9,929	10,138	9,929	10,351	9,929
Clothing and Personal Supplies	233	580	592	580	604	580
Maintenance and Motor Vehicle Supplies	117,909	162,380	165,663	162,380	169,014	162,380
Medical Supplies	25	125	132	125	138	125
Fuel	1,521,965	1,372,482	1,384,834	1,372,482	1,393,143	1,372,482
Office Supplies	70,152	59,284	60,528	59,284	61,798	59,284
Refunds of Expenditures Not Otherwise Classified	12,653	3,100	3,165	3,100	3,231	3,100
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	4,683	8,068	8,068	8,068	8,068	8,068
TOTAL-Other Expenses Gross	26,326,417	24,292,316	25,982,636	28,018,870	26,331,235	28,018,870
Less Reimbursements	0	-1,542,290	-1,542,290	-1,542,290	-1,542,290	-1,542,290
TOTAL-Other Expenses Net	26,326,417	22,750,026	24,440,346	26,476,580	24,788,945	26,476,580
<i>Other Current Expenses</i>						
Management Services	4,139,035	4,213,683	4,300,573	4,220,675	4,355,427	4,220,675
Rents and Moving	8,494,583	9,665,624	10,562,766	10,962,767	10,312,766	10,862,767
Capitol Day Care Center	108,918	114,250	116,649	114,250	119,099	114,250
Facilities Design Expenses	5,004,067	5,215,854	5,370,188	5,054,291	5,434,228	5,101,178
TOTAL-Other Current Expenses	17,746,603	19,209,411	20,350,176	20,351,983	20,221,520	20,298,870

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	6,269,123	6,899,727	7,793,001	7,098,921	7,098,921	7,997,908	7,448,015	7,448,015
Other Expenses Net	26,326,417	22,750,026	24,440,346	26,852,346	26,476,580	24,788,945	27,200,945	26,476,580
Capital Outlay	100	100	483,900	217,300	100	446,900	209,100	100
Other Current Expenses	17,746,603	19,209,411	20,350,176	20,444,767	20,351,983	20,221,520	20,459,666	20,298,870
TOTAL-General Fund Net	50,342,243	48,859,264	53,067,423	54,613,334	53,927,584	53,455,273	55,317,726	54,223,565
<u>Additional Funds Available</u>								
Bond Fund	4,590,442	4,746,566	5,024,863	5,024,863	5,024,863	5,291,172	5,291,172	5,291,172
TOTAL-All Funds Net	54,932,685	53,605,830	58,092,286	59,638,197	58,952,447	58,746,445	60,608,898	59,514,737

# ATTORNEY GENERAL

## AGENCY DESCRIPTION

The Attorney General is the chief legal officer of the State of Connecticut. The Attorney General's Office serves as legal counsel to all state agencies and acts to protect the public interest for the people of the State of Connecticut.

The critical missions of this office are to represent and advocate the interest of the state and its citizens as vigorously as possible,

to ensure that state government acts within the letter and spirit of the law, that public resources are protected for present and future generations, that the quality of life of all our citizens is preserved and enhanced, and that the rights of our most vulnerable citizens are safeguarded.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

	<u>2007-2008</u>	<u>2008-2009</u>
	-299,900	-59,900
	-24,586	-50,222

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	296	17	0	313	313	313	313	313

### Agency Programs by Total Funds (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Legal Services	33,178,939	36,684,055	39,077,738	37,910,188	37,585,702	41,073,147	39,926,598	39,816,476
TOTAL Agency Programs - All Funds Gross	33,178,939	36,684,055	39,077,738	37,910,188	37,585,702	41,073,147	39,926,598	39,816,476
Less Turnover	0	0	-405,000	-421,178	-421,178	-410,000	-427,285	-427,285
TOTAL Agency Programs - All Funds Net	33,178,939	36,684,055	38,672,738	37,489,010	37,164,524	40,663,147	39,499,313	39,389,191

### Summary of Funding

General Fund Net	27,921,491	31,239,055	32,617,738	31,434,010	31,109,524	33,683,147	32,519,313	32,409,191
Bond Fund	233,235	0	0	0	0	0	0	0
Private Funds	5,024,213	5,445,000	6,055,000	6,055,000	6,055,000	6,980,000	6,980,000	6,980,000
TOTAL Agency Programs - All Funds Net	33,178,939	36,684,055	38,672,738	37,489,010	37,164,524	40,663,147	39,499,313	39,389,191

## LEGAL SERVICES

### Statutory Reference

Sections 3-124 through 3-131

### Statement of Need and Program Objectives

To facilitate the efficient and effective provision of state services by preventing legal problems from impeding state operations. To advocate before the courts and administrative boards the rights and welfare of citizens of the state and the public policies of Connecticut.

### Program Description

The Office of the Attorney General is organized into one administrative and fourteen legal departments. Each of the fourteen departments provides the entire range of legal services to groups of state agencies. These legal services consist primarily of counseling and representation. The counseling function includes the rendering of informal advice and

preparation of formal opinions, as well as the drafting and review of regulations, contracts and other instruments for legal sufficiency. The representation function involves representing all state agencies and employees, elected and appointed officials in their official capacities in all phases of litigation in federal and state courts and in administrative proceedings. The office also initiates affirmative litigation as appropriate.

The central management of the Office of the Attorney General includes an executive and administrative staff. The executive staff oversees, directs and manages litigation and the provision of legal services, including contract review and issuance of advisory opinions; oversees education to the public on legal issues; and formulates proposed legislation. The administrative staff manages all business operations, recruits and trains personnel, maintains the information systems, maintains the law libraries of the office and plans and develops systems to improve the efficiency and effectiveness of the office.

<i>Program Measure</i>	<u>2005-2006</u>		<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>			
	<u>Actual</u>		<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>			
Formal written opinions and informal written advices rendered	1,200		1,200	1,200	1,200			
Court Cases Completed	26,000		26,000	26,000	26,000			
Legal documents examined	16,000		16,000	16,000	16,000			
General Fund dollars collected (000)	345,000		345,000	360,000	360,000			
<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	296	17	0	313	313	313	313	313
<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	26,487,822	29,716,381	31,031,291	29,921,178	29,921,178	32,330,549	31,207,285	31,207,285
Other Expenses	1,433,669	1,522,574	1,691,447	1,634,010	1,609,424	1,702,598	1,679,313	1,629,091
<i>Capital Outlay</i>								
Equipment	0	100	300,000	300,000	100	60,000	60,000	100
TOTAL-General Fund	27,921,491	31,239,055	33,022,738	31,855,188	31,530,702	34,093,147	32,946,598	32,836,476
<i>Additional Funds Available</i>								
Bond Fund	233,235	0	0	0	0	0	0	0
Private Funds	5,024,213	5,445,000	6,055,000	6,055,000	6,055,000	6,980,000	6,980,000	6,980,000
TOTAL - All Funds	33,178,939	36,684,055	39,077,738	37,910,188	37,585,702	41,073,147	39,926,598	39,816,476

## Legal Services

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006		2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>		<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>							
Permanent Fulltime Positions	24,299,644		27,505,955	28,600,125	28,240,012	29,760,920	29,387,656
Other Positions	1,134,847		1,486,536	1,284,985	1,284,985	1,349,234	1,349,234
Other	1,053,294		1,373,890	1,826,181	1,076,181	1,930,395	1,180,395
Overtime	37		20,000	20,000	20,000	20,000	20,000
TOTAL-Personal Services Gross	26,487,822		30,386,381	31,731,291	30,621,178	33,060,549	31,937,285
Less Reimbursements	0		-670,000	-700,000	-700,000	-730,000	-730,000
Less Turnover	0		0	-405,000	-421,178	-410,000	-427,285
TOTAL-Personal Services Net	26,487,822		29,716,381	30,626,291	29,500,000	31,920,549	30,780,000
<i>Other Expenses-Contractual Services</i>							
Dues and Subscriptions	176,825		182,812	191,756	182,812	195,784	182,812
Rentals, Storage and Leasing	161,030		173,036	176,669	173,036	180,380	173,036
Telecommunication Services	134,354		142,703	178,121	142,703	160,601	142,703
General Repairs	13,001		19,608	20,020	19,608	20,440	19,608
Motor Vehicle Expenses	19,072		20,457	20,887	20,457	21,326	20,457
Fees for Outside Professional Services	22,282		24,211	24,177	24,211	24,684	24,211
Fees for Non-Professional Services	306,921		380,194	412,615	389,767	406,496	394,434
DP Services, Rentals and Maintenance	154,916		164,541	246,856	246,818	266,895	266,818
Postage	74,019		76,209	77,865	76,209	79,649	76,209
Travel	143,772		168,043	171,571	168,043	175,174	168,043
Other Contractual Services	11,795		15,528	15,854	15,528	16,187	15,528
Printing & Binding	12,861		13,660	13,947	13,660	14,240	13,660
<i>Other Expenses-Commodities</i>							
Agriculture, Horticulture, Dairy & Food	245		260	265	260	270	260
Books	161		171	175	171	179	171
Maintenance and Motor Vehicle Supplies	14,605		15,512	15,512	15,512	15,512	15,512
Office Supplies	171,290		198,109	202,269	198,109	206,517	198,109

*Other Expenses-Sundry*

**Budget-in-Detail**

Sundry - Other Items	16,520	17,520	17,888	17,520	18,264	17,520
TOTAL-Other Expenses Gross	1,433,669	1,612,574	1,786,447	1,704,424	1,802,598	1,729,091
Less Reimbursements	0	-90,000	-95,000	-95,000	-100,000	-100,000
TOTAL-Other Expenses Net	1,433,669	1,522,574	1,691,447	1,609,424	1,702,598	1,629,091

***Character & Major Object Summary***

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	26,487,822	29,716,381	30,626,291	29,500,000	29,500,000	31,920,549	30,780,000	30,780,000
Other Expenses Net	1,433,669	1,522,574	1,691,447	1,634,010	1,609,424	1,702,598	1,679,313	1,629,091
Capital Outlay	0	100	300,000	300,000	100	60,000	60,000	100
TOTAL-General Fund Net	27,921,491	31,239,055	32,617,738	31,434,010	31,109,524	33,683,147	32,519,313	32,409,191
<u>Additional Funds Available</u>								
Bond Fund	233,235	0	0	0	0	0	0	0
Private Funds	5,024,213	5,445,000	6,055,000	6,055,000	6,055,000	6,980,000	6,980,000	6,980,000
TOTAL-All Funds Net	33,178,939	36,684,055	38,672,738	37,489,010	37,164,524	40,663,147	39,499,313	39,389,191

# OFFICE OF THE CLAIMS COMMISSIONER

## AGENCY DESCRIPTION

The Claims Commissioner is charged with the responsibility to hear and determine claims against the State and may make awards up to \$7,500 on any given claim. The commissioner makes recommendations to the General Assembly on those

claims, which exceed \$7,500. The Claims Commissioner may authorize a suit against the State if a claim presents an issue of law or fact under which the State, if it were a private person, could be liable.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Remove or Limit Inflation

<u>2007-2008</u>	<u>2008-2009</u>
0	-778

## AGENCY PROGRAMS

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	0	0	4	4	4	4	4

### Agency Programs by Total Funds

#### (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Claims Adjudication & Administration	316,325	415,527	402,684	402,784	402,784	417,867	417,967	417,189
TOTAL Agency Programs - All Funds Gross	316,325	415,527	402,684	402,784	402,784	417,867	417,967	417,189
Less Turnover								
TOTAL Agency Programs - All Funds Net	316,325	415,527	402,684	402,784	402,784	417,867	417,967	417,189

#### Summary of Funding

General Fund Net	316,325	415,527	402,684	402,784	402,784	417,867	417,967	417,189
TOTAL Agency Programs - All Funds Net	316,325	415,527	402,684	402,784	402,784	417,867	417,967	417,189

## CLAIMS ADJUDICATION AND ADMINISTRATION

### Statutory Reference

C.G.S. Chapter 53

### Statement of Need and Program Objectives

To receive, hear and adjudicate claims against the State and to authorize payment of claims within the commission's jurisdiction. To recommend other claims for consideration by the legislature or grant permission for claimants to institute suit against the State.

### Program Description

The Claims Commissioner makes recommendations to the General Assembly on those claims which exceed \$7,500, annually at the start of a legislative session, maintains caseloads, schedules and conducts hearings, receives motions, makes findings and issues orders.

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	0	0	4	4	4	4	4

### Financial Summary

#### (Net of Reimbursements)

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	246,280	270,673	280,605	280,605	280,605	294,583	294,583	294,583
Other Expenses	20,831	51,258	37,079	37,079	37,079	38,284	38,284	37,506

#### Capital Outlay

Equipment	0	100	0	100	100	0	100	100
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#### Other Current Expenses

Adjudicated Claims	49,214	93,496	85,000	85,000	85,000	85,000	85,000	85,000
TOTAL-General Fund	316,325	415,527	402,684	402,784	402,784	417,867	417,967	417,189

Claims Adjudication & Administration

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	238,921	262,021	271,355	271,355	284,633	284,633
Other	7,359	8,652	9,250	9,250	9,950	9,950
TOTAL-Personal Services Gross	246,280	270,673	280,605	280,605	294,583	294,583
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	246,280	270,673	280,605	280,605	294,583	294,583
<i>Other Expenses-Contractual Services</i>						
Rentals, Storage and Leasing	2,934	4,500	3,573	3,573	3,648	3,573
Telecommunication Services	848	2,500	1,531	1,531	1,563	1,531
General Repairs	36	0	0	0	0	0
Fees for Outside Professional Services	8,930	20,000	15,795	15,795	16,553	16,222
Fees for Non-Professional Services	980	7,100	4,798	4,798	4,899	4,798
DP Services, Rentals and Maintenance	554	2,500	1,531	1,531	1,563	1,531
Postage	3,204	6,500	4,594	4,594	4,691	4,594
Travel	10	0	0	0	0	0
Printing & Binding	12	158	153	153	156	153
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	266	500	510	510	520	510
Office Supplies	3,057	7,500	4,594	4,594	4,691	4,594
TOTAL-Other Expenses Gross	20,831	51,258	37,079	37,079	38,284	37,506
Less Reimbursements						
TOTAL-Other Expenses Net	20,831	51,258	37,079	37,079	38,284	37,506
<i>Other Current Expenses</i>						
Adjudicated Claims	49,214	93,496	85,000	85,000	85,000	85,000
TOTAL-Other Current Expenses	49,214	93,496	85,000	85,000	85,000	85,000

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	246,280	270,673	280,605	280,605	280,605	294,583	294,583	294,583
Other Expenses Net	20,831	51,258	37,079	37,079	37,079	38,284	38,284	37,506
Capital Outlay	0	100	0	100	100	0	100	100
Other Current Expenses	49,214	93,496	85,000	85,000	85,000	85,000	85,000	85,000
TOTAL-General Fund Net	316,325	415,527	402,684	402,784	402,784	417,867	417,967	417,189



# DIVISION OF CRIMINAL JUSTICE

## AGENCY DESCRIPTION

The Division of Criminal Justice is constitutionally charged with the investigation and prosecution of all criminal matters in the Superior Court. Pursuant to Article 23 of the Connecticut Constitution, the Division's mission is to contribute to the due process of criminal law and to achieve justice. Article 23, enacted by the voters in 1984, established the Division as an Executive Branch agency and transferred it from the Judicial Branch.

The Chief State's Attorney, as administrative head of the agency, is responsible for planning and establishing agency policy and administering the operations and activities of the central office and over 50 prosecutor's offices throughout the state. These offices are grouped into thirteen Judicial Districts, each supervised by a State's Attorney with the assistance of Supervisory Assistant State's Attorneys, who supervise Geographical Area prosecutors and Supervisory Juvenile Prosecutors who supervise larger Juvenile Matters offices.

The Division is organized into three major activity areas: investigation and prosecution, appellate and collateral litigation, and management and support services. These program areas include: prosecution of all felonies, misdemeanors, infractions,

motor vehicle offenses and violations arising under state statutes; investigation and prosecution of particular crimes and offenses of statewide scope and/or requiring special expertise and representation of the state in all appellate, post-trial and post conviction proceedings related to criminal matters.

The Division has expanded its activities in the areas of public integrity, "cold case" investigation, elder services and prosecution of elder abuse, gun violence prosecution, computer crime, neighborhood prosecution, domestic violence, youth violence, teen pregnancy, and drunk driving. Such crimes often require specialized knowledge and resources. The inclusion of juvenile prosecution in the Division's repertoire of duties continues to present specialized issues. The Division attained jurisdiction over juvenile prosecution as a result of Public Act No. 95-225. Juvenile offenders provide special challenges to prosecutors in that some juveniles may best be diverted to rehabilitative programs to avoid judicial action and detention. However, some juvenile offenders commit crimes serious enough to warrant their transfer to the adult docket.

## AGENCY PROGRAM INDEX

Investigation & Prosecution	178	Management and Support Services	181
Appellate & Collateral Litigation	180		

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2007-2008</u>	<u>2008-2009</u>
• Transfer Equipment to CEPF	-996,298	-586,178
• Remove or Limit Inflation	-84,666	-168,892
• Utilize FY2007 Surplus for One-time Expenditure <i>Funding is provided to replace holsters &amp; magazine pouches for law enforcement personnel.</i>	-4,500	0
• Utilize FY2007 Surplus for One-time Expenditure <i>Funding is provided to replace bullet proof vests for law enforcement personnel.</i>	-54,000	0

### New or Expanded Services

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>
• Pick-Up of Expiring Grant Positions <i>Funding is provided for 1 Clerical, 1 Prosecutor and 3 Investigator positions previously funded through the Juvenile Accountability Block Grant (JAIBG).</i>	286,107	293,887	308,840

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	498	1	26	525	525	530	525	530
Federal Contributions	12	0	2	14	14	14	12	12
Private Funds	3	0	0	3	3	3	3	3

### Other Positions Equated to Full Time

	2005-2006	2006-2007	2007-2008	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>
Federal Contributions	1	1	1	1	1	1	1

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Investigation & Prosecution	36,704,894	40,034,745	41,641,392	41,160,153	40,480,370	42,260,390	41,694,679	41,114,650

## Budget-in-Detail

Appellate & Collateral Litigation	3,512,740	3,826,860	3,970,709	3,931,158	3,927,372	4,012,081	3,971,689	3,963,959
Management and Support Services	4,117,080	4,489,844	4,944,275	4,856,181	4,498,292	4,801,016	4,737,781	4,617,756
TOTAL Agency Programs - All Funds Gross	44,334,714	48,351,449	50,556,376	49,947,492	48,906,034	51,073,487	50,404,149	49,696,365
Less Turnover	0	0	-259,960	-360,162	-360,162	-267,759	-360,162	-360,162
TOTAL Agency Programs - All Funds Net	44,334,714	48,351,449	50,296,416	49,587,330	48,545,872	50,805,728	50,043,987	49,336,203
<i>Summary of Funding</i>								
General Fund Net	42,884,263	47,060,711	49,018,036	48,308,950	47,514,093	49,756,175	48,994,434	48,533,251
Federal and Other Activities	1,132,287	1,069,738	1,050,750	1,050,750	804,149	815,094	815,094	568,493
Bond Fund	74,674	0	0	0	0	0	0	0
Private Funds	243,490	221,000	227,630	227,630	227,630	234,459	234,459	234,459
TOTAL Agency Programs - All Funds Net	44,334,714	48,351,449	50,296,416	49,587,330	48,545,872	50,805,728	50,043,987	49,336,203

## INVESTIGATION AND PROSECUTION

### *Statutory References*

C.G.S. Sections 51-276, 51-286e, 54-821-m and 54-36h

### *Statement of Need and Program Objectives*

To represent the people of the State of Connecticut in the investigation and prosecution of all felonies, misdemeanors and motor vehicle offenses against the laws of the State of Connecticut and the ordinances of local government after arrest by state or local law enforcement officials.

### *Program Description*

Thirteen Judicial District (JD) State's Attorneys' Offices handle major felonies. Twenty Geographic Area (GA) Offices are responsible for lesser felonies and misdemeanors, including motor vehicle and criminal infractions. Thirteen Juvenile Matters Offices are responsible for juvenile crimes.

Connecticut prosecutors are assigned to specific offices and the process of handling cases is the same in both JD and GA locations.

Throughout the process, significant time may be spent in negotiation with defense counsel, with the anticipated result being that many cases are resolved without a jury or court trial. In capital cases, prosecution requires the attention of more than one prosecutor and centralized research assistance is provided by Appellate Bureau staff that specializes in capital litigation.

In addition to the ongoing review of filed criminal cases, substantial prosecutor time must be devoted to the review and issuance of arrest, re-arrest and search warrants, as well as post-conviction actions, and the collection of forfeited bail bonds. The Division is responsible for the extradition of prisoners from other states and for bringing in witnesses needed for trial who reside in other states.

The volume of capital felony prosecutions in the state has significantly increased. As of September 2006, there were thirty-three capital cases pending in the state's courts. Connecticut's speedy trial law requires that all incarcerated defendants be tried within eight months of arrest.

**Juvenile Prosecution** The Office of the Chief State's Attorney provides statewide coordination of juvenile matters. The inclusion of juvenile prosecution in the Division's responsibilities brings with it the full gamut of offenses, from truancy to capital crimes, and thus requires recommendations ranging from diversionary programming to transfer of the most serious juvenile offenders to the adult docket. Juvenile matters are handled by Juvenile Prosecutors in courthouses separate from Judicial District facilities, although recently constructed courthouses now provide facilities for both adult and juvenile matters prosecutors. In some cases, Divisional juvenile court jurisdictions cross Judicial District boundaries, thus requiring supervision by more than one State's Attorney. The Division of Criminal Justice has taken substantial steps to improve the effectiveness of juvenile prosecution by the hiring of Supervisory

Juvenile Prosecutors and additional Juvenile Investigators and Juvenile Prosecutors.

**Domestic Violence Prosecution** The Division of Criminal Justice has enhanced its prosecution of domestic violence in the Judicial Districts of Ansonia/Milford, Fairfield, Hartford, New Haven, Stamford, Waterbury, and Windham (with a special emphasis on rural domestic violence and child sexual assault issues) where prosecutors are given specialized training and handle domestic violence cases exclusively. They work with judicial, police and social service agencies to create a global approach that recognizes the special needs of victims and the importance of accountability for offenders. This approach includes expertise in the investigation and prosecution of statutory rape and also includes outreach programs designed to prevent teen pregnancy. Federal funding has also enabled the Division to establish a centralized Domestic Violence Unit, which will assist in domestic violence investigation and prosecution as well as assist in the formation, codification, dissemination and implementation of best policies and procedures.

**The Asset Forfeiture Bureau** works in conjunction with prosecutors handling drug-related prosecutions by filing civil actions for the forfeiture to the state of property or assets used in the commission of the drug-related crime as a means to deter criminal activity. The Bureau provides revenue to the state and programs for local and state agencies through forfeited assets. In recent years approximately \$1.9 million has been collected annually in drug asset forfeitures. The Bureau represents the state in the collection of bonds forfeited in criminal cases, with an average annual collection of \$4.5 million.

**Housing Court** Prosecutors assigned to Housing Court deal with criminal cases in the state's urban areas and deal with issues including fire code violations, lead paint abatement and building code violations. This equates to approximately 200 prosecutions per year.

**Community Court** Through an innovative partnership between the Judicial Branch, city officials and the Division of Criminal Justice, this court handles "quality of life" offenses which otherwise would be assigned to the regular court docket. These crimes and violations are targeted because of their impact on the public safety of citizens and their contribution to the deterioration of many neighborhoods. From September 1, 2004 through August 1, 2006, the Division prosecuted over 20,000 cases, resulting in some 72,000 hours of community service, 6,957 referrals to human service providers and over 1,000 referrals to Hartford-area mediation.

**Office of the Chief State's Attorney** conducts investigations and prosecutions on a statewide basis in a number of different specialized areas. Pre-arrest activities are organized based on their highly technical, complex or statewide nature. In the majority of cases that fall into these areas, referrals will be made from state or local police departments or the State's Attorney's Offices throughout the state.

The Public Integrity Bureau was established in August of 2003. The purpose of the Bureau is to investigate and prosecute cases of corruption. The Division has inaugurated a toll-free "tip line" to allow the public to confidentially report allegations of corruption at the state and local levels of government. Calls to the "tip line", at 1-888-742-2726, are processed by the Public Integrity Bureau in the Office of the Chief State's Attorney. The "tip line" has received over 500 calls since its inception.

The Statewide Prosecution Bureau investigates and prosecutes criminal violations relating to economic fraud, social services recipient and provider fraud, private health care fraud, environmental laws, election laws and other designated matters. The Bureau is charged with the vertical prosecution of gang and gun-related crimes across the state, as well as other organized criminal activity, through use of the state's CORA (Corrupt Organization and Racketeering Act) laws.

The Cold Case Unit investigates and prosecutes serious crimes that have gone "cold," or unsolved for a long period of time. The cases assigned to this Unit typically include unsolved murders, some of which took place decades ago. The Unit works with the Connecticut State Police, local police departments, and nationally recognized forensics experts. The Unit has obtained convictions in all eight homicide cases in which arrests have been made.

The Nuisance Abatement Unit, within the Asset Forfeiture Bureau, employs four prosecutors. These prosecutors have developed three programs related to nuisance abatement and quality of life issues and have produced training materials to educate law enforcement agencies and community watch groups. The first program focuses on the effective use of Public Act 98-220, which authorizes state prosecutors to bring civil "nuisance" actions against persons and property involved in certain types of illegal activity. Program two, Multi-Agency Response to Community HotSpots (MARCH), addresses problem properties through targeted administrative inspections. The third, Landlord Intervention Program (LIP), affords cooperating landlords an opportunity to correct problems at their properties with the assistance of local police and the Chief State's Attorney's Office.

The Elder Services Bureau was created in 2003 to enhance and focus the Division's efforts to address all manner of crimes perpetrated against senior citizens.

The Elder Abuse Unit, within the Elder Services Bureau, was established in 2000. The creation of this unit recognizes the increasing incidence of crimes against the elderly, ranging from telemarketing scams to physical abuse. Prosecutors and Investigators assigned to this Unit work with other local, state and federal agencies to segregate abuses of the aged and vertically prosecute them. The Unit averages over 50 open cases representing more than \$5,000,000 in financial abuse.

The Medicaid Fraud Control Unit, also within the Elder Services Bureau, protects the State of Connecticut and its citizens by investigating and prosecuting fraud committed by health care professionals and facilities that provide services paid for by the Connecticut Medicaid program. In addition, the Unit investigates and prosecutes abuse and neglect of patients by Medicaid providers as well as misappropriation of patients' personal funds. In recent years penalty fees, restitution and recovery proceeds collections have averaged \$4.5 million annually.

The Worker's Compensation Fraud Control Bureau at the Chief State's Attorney's Office has the broad responsibility of investigating and prosecuting offenses related to workers' compensation fraud.

The Witness Protection Unit was created in 1999 as a result of Public Act 99-40 and implements the Leroy Brown, Jr. and Karen Clarke Witness Protection Program. The Unit administers a statewide program, in cooperation with the State's Attorneys and local, state and federal law enforcement agencies, to identify and protect witnesses in criminal proceedings where there is evidence of substantial danger that they may suffer from intimidation or retaliatory violence. Services rendered include temporary relocation, semi-permanent relocation in or outside Connecticut and police protection. Since its inception, the Unit has handled 393 witness protection matters and has assisted 1,015 persons with some form of protection.

The Centralized Case Presentation Unit was formed within the Office of the Chief State's Attorney, with federal assistance, to assist prosecutors statewide in the collection and usage of digitized evidence and in utilizing the latest technology in trial presentations.

<i>Program Measure</i>	<u>2005-2006</u> <u>Actual</u>	<u>2006-2007</u> <u>Estimated</u>	<u>2007-2008</u> <u>Projected</u>	<u>2008-2009</u> <u>Projected</u>
<b>ADULT PROSECUTION:</b>				
Active pending cases-JD (July 1)	1,971	2,000	2,000	2,000
Active pending cases-GA (July 1) - includes motor vehicle	57,221	58,000	58,000	58,000
Cases added-JD	3,136	3,200	3,200	3,200
Cases added-GA - includes motor vehicle	318,321	319,000	319,000	319,000
Pending Cases per FT JD prosecutor	23	25	25	25
Pending Cases per FT GA prosecutor	485	490	490	490
Trials-JD	165	165	165	165
Dispositions-JD	3,049	3,100	3,100	3,100
Dispositions-GA	308,705	309,000	300,000	309,000
<b>JUVENILE PROSECUTION:</b>				
Delinquency Case In-Take	15,315	15,400	15,400	15,400
Delinquency Case Disposals	15,484	15,500	15,500	15,500
Family With Service Needs In-Take	4,505	4,510	4,510	4,510
Family With Service Needs Disposals	4,636	4,700	4,700	4,700
Youth in Crisis - New Cases	1,322	1,400	1,400	1,400
Youth in Crisis - Disposed Cases	1,415	1,400	1,400	1,400
<b>STATEWIDE ACTIVITY:</b>				
Investigations Opened	622	625	625	625
Investigations Closed	612	620	620	620
Fines (\$)	150,250	50,000	50,000	50,000

## Budget-in-Detail

Restitution (\$)	1,688,793	1,700,000	1,700,000	1,700,000
DRUG ASSET FORFEITURE:				
New Cases	1,291	1,300	1,300	1,300
Disposed Cases	904	950	950	950

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	425	0	19	444	444	449	444	449
Federal Contributions	12	0	2	14	14	14	12	12
Private Funds	3	0	0	3	3	3	3	3
			2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Other Positions Equated to Full Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
Federal Contributions			1	1	1	1	1	1

### Financial Summary

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
(Net of Reimbursements)								
Personal Services	32,217,464	35,243,273	36,084,776	35,707,034	35,987,641	36,922,449	36,532,278	36,820,665
Other Expenses	1,410,845	1,446,907	1,487,422	1,482,845	1,458,945	1,515,752	1,511,234	1,459,997
<u>Capital Outlay</u>								
Equipment	6,241	31,158	767,265	666,329	0	685,400	522,717	0
<u>Other Current Expenses</u>								
Forensic Sex Evidence Exams	921,845	1,200,000	1,100,000	1,100,000	1,074,800	1,133,000	1,123,100	1,074,800
Training and Education	43,826	40,968	55,200	57,216	58,856	56,856	58,417	58,856
Expert Witnesses	128,679	236,643	236,643	236,643	236,643	236,643	236,643	236,643
Medicaid Fraud Control	594,905	545,058	631,706	631,706	631,706	660,737	660,737	660,737
TOTAL-General Fund	35,323,805	38,744,007	40,363,012	39,881,773	39,448,591	41,210,837	40,645,126	40,311,698
<u>Additional Funds Available</u>								
Bond Fund	31,084	0	0	0	0	0	0	0
Private Funds	243,490	221,000	227,630	227,630	227,630	234,459	234,459	234,459
<b>Federal Contributions</b>								
16523 Juvenile Accountability Incentive Bkck	336,289	246,601	246,601	246,601	0	246,601	246,601	0
16560 National Inst Justice Rsrch, Eval Dev Prj	3,211	21,686	0	0	0	0	0	0
16579 Byrne Formula Grant Program	155,229	241,126	241,126	241,126	241,126	0	0	0
16586 Violent Offender Incarceration/Truth Sentencing	441,160	383,325	380,713	380,713	380,713	380,713	380,713	380,713
16609 Comm Prosecution & Project Safe Neighbor	10,542	0	0	0	0	0	0	0
20600 State & Community Highway Safety	160,084	177,000	182,310	182,310	182,310	187,780	187,780	187,780
TOTAL - All Funds	36,704,894	40,034,745	41,641,392	41,160,153	40,480,370	42,260,390	41,694,679	41,114,650

### Investigation & Prosecution

## APPELLATE AND COLLATERAL LITIGATION

### Statutory Reference

C.G.S. Sections 51-276, 51-277, 51-279 and 51-279b

### Statement of Need and Program Objectives

To participate on behalf of the state in all appellate, post-trial and post-conviction proceedings arising out of the initiation of any criminal action, whether or not the proceedings are denominated civil or criminal for other purposes. To provide research in matters of criminal law and legislation to further specific prosecutorial action and agency policy.

### Program Description

Criminal prosecution and investigation generates numerous pre- or post-arrest activities. The Appellate Bureau's activities include: handling direct appeals in criminal cases, whether in the state or federal appellate court system; representing the state in state and federal habeas corpus matters referred to it by

the field offices; conducting legal research to assist Division personnel as well as responding to state and municipal law enforcement agencies' information requests; coordinating capital research and litigation on a statewide basis; providing representation of agency interests in collateral litigation, such as habeas corpus and subpoenas of agency personnel and the collection of bonds forfeited in criminal cases.

The Bureau also assists in the preparation, editing and publication of legal summaries, manuals and handbooks that are disseminated to Division personnel and others to be used in training.

The Bureau has seen a consistently high death penalty caseload. As of September, 2006, there were thirty-three capital cases pending trial and two on appeal in the Connecticut Supreme Court. Four capital cases are in habeas litigation. The percentage of all capital cases on appeal will likely increase as appellate review, in both state and federal courts, occurs.

The Civil Litigation Bureau's primary focus is the representation of the Division's interests in civil matters not otherwise handled

by the agency's prosecutors or the Attorney General's Office.

<i>Program Measure</i>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>				
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>				
State Supreme & Appellate Court Appeals Pending	800	800	800	800				
Habeas Corpus, State and Federal Court Pending	601	601	601	601				
Bond Forfeiture Collections	1,719,941	2,000,000	2,000,000	2,000,000				

  

<i>Personnel Summary</i>	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	37	0	6	43	43	43	43	43

  

<i>Financial Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	3,311,780	3,622,817	3,759,762	3,720,404	3,720,404	3,795,427	3,755,320	3,755,320
Other Expenses	190,634	195,507	199,447	198,834	195,227	204,809	204,198	196,898
<i>Other Current Expenses</i>								
Training and Education	9,131	8,536	11,500	11,920	11,741	11,845	12,171	11,741
TOTAL-General Fund	3,511,545	3,826,860	3,970,709	3,931,158	3,927,372	4,012,081	3,971,689	3,963,959
<i>Additional Funds Available</i>								
Bond Fund	1,195	0	0	0	0	0	0	0
TOTAL - All Funds	3,512,740	3,826,860	3,970,709	3,931,158	3,927,372	4,012,081	3,971,689	3,963,959

Appellate & Collateral Litigation

## MANAGEMENT AND SUPPORT SERVICES

### Statutory Reference

C.G.S. Sections 51-276 and 54-142h

### Statement of Need and Program Objectives

To direct and coordinate the policy, planning and administration of the Division of Criminal Justice. To ensure that the personnel, payroll, budgeting, accounting, information technology, training and service requirements of the central office and 50 geographically disparate field offices are met in a timely and efficient manner.

### Program Description

Management and Support Services coordinate a variety of activities and services that respond to the programmatic and logistical demands of the Division. The responsibilities include:

Establishing and enforcing policy for the Division, develops and supports legislation related to the criminal justice process, coordinates training and develops manuals related to new issues in prosecution and the law, implements collective bargaining agreements and coordinates all grant applications and awards.

Planning, implementation and service delivery for budget, payroll, purchasing, accounting, auditing, data systems, inventory control, communications and personnel functions, including labor relations, are handled in the central office.

Financial and personnel records are maintained for each office location and in aggregate.

Providing information technology policies and strategies in conjunction with the Department of Information Technology, such as planning for major infrastructure improvements, establishing electronic means for document management and legal research and implementing the Criminal Justice Information System (CJIS) initiatives.

Delivering in-service training on issues of criminal law, ethics and forensic science, as well as diversity training, workplace violence training and management training. The Division has prepared a criminal records manual for police departments and has conducted training sessions for police records officers. Providing the Employee Assistance Program (EAP) in conjunction with the University of Connecticut. Other activities performed by Management Services include: processing complaints concerning Division personnel; coordinating prisoner transportation for extradition; planning facilities for field offices; records retention; managing the agency's fleet of vehicles; coordinating firearms training and law enforcement related purchases and organizing and conducting training sessions for prosecutors and support staff. The Division is required by statute to conduct random audits of agencies retaining criminal records to insure that these agencies comply with state law.

<i>Program Measure</i>	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>	<u>Projected</u>
Purchase Requisitions Processed	1,049	1,049	1,049	1,049
Purchase orders Processed	3,008	3,008	3,008	3,008
Vouchers Processed	5,854	5,854	5,854	5,854

## Budget-in-Detail

### TRAINING:

# of Professional Development Training Experiences	919	920	920	920
# of Employees Provided Diversity Training	0	43	25	25
# of Employees Trained in Sexual Harassment Prevention	2	2	2	2
# of Sexual Assault Exams Subsidized by State	1,140	1,200	1,300	1,400
Witness Protection Cases Assisted	50	50	50	50

### Personnel Summary

	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	36	1	1	38	38	38	38	38

### Financial Summary

	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,788,273	3,050,143	3,071,818	3,039,662	3,039,662	3,195,468	3,161,700	3,161,700
Other Expenses	928,421	952,152	982,089	979,067	961,306	997,456	994,482	958,732
<u>Capital Outlay</u>								
Equipment	759	3,789	380,068	330,069	100	83,343	63,561	100
<u>Other Current Expenses</u>								
Witness Protection	293,112	447,913	462,000	457,319	447,913	475,000	466,923	447,913
Training and Education	38,348	35,847	48,300	50,064	49,311	49,749	51,115	49,311
<b>TOTAL-General Fund</b>	<b>4,048,913</b>	<b>4,489,844</b>	<b>4,944,275</b>	<b>4,856,181</b>	<b>4,498,292</b>	<b>4,801,016</b>	<b>4,737,781</b>	<b>4,617,756</b>
<u>Additional Funds Available</u>								
Bond Fund	42,395	0	0	0	0	0	0	0
<b>Federal Contributions</b>								
16579 Byrne Formula Grant Program	25,772	0	0	0	0	0	0	0
<b>TOTAL - All Funds</b>	<b>4,117,080</b>	<b>4,489,844</b>	<b>4,944,275</b>	<b>4,856,181</b>	<b>4,498,292</b>	<b>4,801,016</b>	<b>4,737,781</b>	<b>4,617,756</b>

### Management and Support Services

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

### Current Expenses by Minor Object

	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	35,984,627	39,364,242	40,135,779	40,145,093	40,954,815	41,074,798
Other Positions	830,159	908,126	998,240	926,140	1,028,187	947,589
Other	1,502,372	1,643,472	1,781,937	1,676,073	1,929,942	1,714,889
Overtime	359	393	400	401	400	409
<b>TOTAL-Personal Services Gross</b>	<b>38,317,517</b>	<b>41,916,233</b>	<b>42,916,356</b>	<b>42,747,707</b>	<b>43,913,344</b>	<b>43,737,685</b>
Less Reimbursements						
Less Turnover	0	0	-259,960	-360,162	-267,759	-360,162
<b>TOTAL -Personal Services Net</b>	<b>38,317,517</b>	<b>41,916,233</b>	<b>42,656,396</b>	<b>42,387,545</b>	<b>43,645,585</b>	<b>43,377,523</b>

	3,577	3,652	0	0	0	0
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### Other Expenses-Contractual Services

Dues and Subscriptions	125,992	128,637	131,339	129,113	134,098	129,451
Utility Services	146,705	149,787	151,177	148,616	152,138	146,866
Rentals, Storage and Leasing	225,347	230,080	234,912	232,540	239,846	233,146
Telecommunication Services	148,555	151,675	154,861	152,237	158,113	152,634
General Repairs	169,090	172,640	176,267	173,280	179,968	173,729
Motor Vehicle Expenses	51,289	52,367	53,467	52,561	54,590	52,698
Insurance	19,238	19,642	22,000	21,627	22,000	21,238
Fees for Outside Professional Services	67,921	69,347	67,389	66,247	68,940	66,551
Fees for Non-Professional Services	322,689	329,469	345,082	339,236	353,697	341,438
DP Services, Rentals and Maintenance	114,636	117,043	119,500	117,475	122,009	117,781
Postage	18,952	19,349	19,755	19,420	20,170	19,472
Travel	92,541	94,485	100,918	99,208	101,918	98,387
Other Contractual Services	379,676	387,651	395,792	389,085	404,103	390,101
Advertising	34,881	58,671	59,903	58,888	61,161	59,042

Printing & Binding	1,176	1,201	1,226	1,205	1,252	1,209
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	9,233	9,427	9,625	9,462	9,817	9,477
Books	8,302	8,476	8,654	8,507	8,836	8,530
Clothing and Personal Supplies	746	761	777	764	794	767
Maintenance and Motor Vehicle Supplies	236,982	241,959	260,637	242,778	262,016	239,733
Medical Supplies	19	19	20	20	21	19
Fuel	53,397	54,518	55,009	54,077	55,339	53,421
Office Supplies	284,979	290,964	297,073	295,803	303,310	296,574
Refunds of Expenditures Not Otherwise Classified	13,977	14,276	14,575	14,329	14,881	14,363
TOTAL-Other Expenses Gross	2,529,900	2,606,096	2,679,958	2,626,478	2,729,017	2,626,627
Less Reimbursements	0	-11,530	-11,000	-11,000	-11,000	-11,000
TOTAL-Other Expenses Net	2,529,900	2,594,566	2,668,958	2,615,478	2,718,017	2,615,627
<i>Other Current Expenses</i>						
Forensic Sex Evidence Exams	921,845	1,200,000	1,100,000	1,074,800	1,133,000	1,074,800
Witness Protection	293,112	447,913	462,000	447,913	475,000	447,913
Training and Education	91,305	85,351	115,000	119,908	118,450	119,908
Expert Witnesses	128,679	236,643	236,643	236,643	236,643	236,643
Medicaid Fraud Control	594,905	545,058	631,706	631,706	660,737	660,737
TOTAL-Other Current Expenses	2,029,846	2,514,965	2,545,349	2,510,970	2,623,830	2,540,001

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	38,317,517	41,916,233	42,656,396	42,106,938	42,387,545	43,645,585	43,089,136	43,377,523
Other Expenses Net	2,529,900	2,594,566	2,668,958	2,660,746	2,615,478	2,718,017	2,709,914	2,615,627
Capital Outlay	7,000	34,947	1,147,333	996,398	100	768,743	586,278	100
Other Current Expenses	2,029,846	2,514,965	2,545,349	2,544,868	2,510,970	2,623,830	2,609,106	2,540,001
TOTAL-General Fund Net	42,884,263	47,060,711	49,018,036	48,308,950	47,514,093	49,756,175	48,994,434	48,533,251
<i>Additional Funds Available</i>								
Federal and Other Activities	1,132,287	1,069,738	1,050,750	1,050,750	804,149	815,094	815,094	568,493
Bond Fund	74,674	0	0	0	0	0	0	0
Private Funds	243,490	221,000	227,630	227,630	227,630	234,459	234,459	234,459
TOTAL-All Funds Net	44,334,714	48,351,449	50,296,416	49,587,330	48,545,872	50,805,728	50,043,987	49,336,203

# CRIMINAL JUSTICE COMMISSION

## AGENCY DESCRIPTION

The Criminal Justice Commission is composed of the Chief State's Attorney and six members nominated by the Governor and appointed by the General Assembly. The commission is

charged with making certain prosecutorial appointments as required by statute or at the request of the Chief State's Attorney.

## AGENCY PROGRAMS

<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Enhance Operation of DCJ	316	500	1,550	1,000	1,000	1,581	1,000	1,000
TOTAL Agency Programs - All Funds Gross	316	500	1,550	1,000	1,000	1,581	1,000	1,000
Less Turnover								
TOTAL Agency Programs - All Funds Net	316	500	1,550	1,000	1,000	1,581	1,000	1,000
<i>Summary of Funding</i>								
General Fund Net	316	500	1,550	1,000	1,000	1,581	1,000	1,000
TOTAL Agency Programs - All Funds Net	316	500	1,550	1,000	1,000	1,581	1,000	1,000

## ENHANCE THE OPERATION OF THE DIVISION OF CRIMINAL JUSTICE

### Statutory Reference

Section 51-275a

### Statement of Need and Program Objectives

To appoint well qualified individuals to certain prosecutorial positions as required by statute or at the request of the Chief State's Attorney.

### Program Description

The Criminal Justice Commission appoints the Chief State's Attorney, two deputy chief state's attorneys and a state's attorney for each judicial district and may fill any prosecutor vacancy at the request of the Chief State's Attorney or State's Attorneys.

<i>Financial Summary (Net of Reimbursements)</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses	316	500	1,550	1,000	1,000	1,581	1,000	1,000
TOTAL-General Fund	316	500	1,550	1,000	1,000	1,581	1,000	1,000
Enhance Operation of DCJ								

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Other Expenses-Contractual Services</i>						
Printing & Binding	0	0	500	500	510	500
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	316	500	1,050	500	1,071	500
TOTAL-Other Expenses Gross	316	500	1,550	1,000	1,581	1,000
Less Reimbursements						
TOTAL-Other Expenses Net	316	500	1,550	1,000	1,581	1,000

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Other Expenses Net	316	500	1,550	1,000	1,000	1,581	1,000	1,000
TOTAL-General Fund Net	316	500	1,550	1,000	1,000	1,581	1,000	1,000



# STATE MARSHAL COMMISSION

## AGENCY DESCRIPTION

The State Marshal Commission is an independent agency charged with overseeing the administration of the state marshals.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Transfer Equipment to CEPF
- Remove or Limit Inflation

	<u>2007-2008</u>	<u>2008-2009</u>
	-1,900	-3,900
	-2,429	-4,904

## AGENCY PROGRAMS

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	0	0	4	4	4	4	4

### Agency Programs by Total Funds

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
State Marshals	264,606	401,677	472,751	423,731	419,402	484,730	433,908	425,104
TOTAL Agency Programs - All Funds Gross	264,606	401,677	472,751	423,731	419,402	484,730	433,908	425,104
Less Turnover								
TOTAL Agency Programs - All Funds Net	264,606	401,677	472,751	423,731	419,402	484,730	433,908	425,104
<u>Summary of Funding</u>								
General Fund Net	264,606	401,677	472,751	423,731	419,402	484,730	433,908	425,104
TOTAL Agency Programs - All Funds Net	264,606	401,677	472,751	423,731	419,402	484,730	433,908	425,104

## STATE MARSHAL COMMISSION

### Statutory Reference

PA 00-99; Sections 8, 150-152

### Statement of Need or Program Objective

To oversee the administration of the state marshals providing legal execution and service of process throughout the State.

### Program Description

The State Marshal Commission consists of eight voting members. One member of the Commission is appointed by each the Supreme Court Chief Justice (whose appointee must be a judge), the House Speaker, the Senate president pro tempore, the House and Senate majority and minority leaders, and the Governor (who appoints the chairperson).

The chairperson serves a three-year term and no more than four members (excluding the chairperson) can belong to the same political party. At least three of the seven non-judicial members (excluding the chairperson) must not be members of any state bar. No member can be a state marshal, but two state marshals from the State Marshal Advisory Board serve as non-voting members.

The Commission sets professional standards, training requirements and minimum fees for execution and service of process. It must also review and audit the records and accounts of state marshals.

The Commission also adopts rules for conduct of the Commission's internal affairs and for the application and investigation requirements for filling state marshal vacancies and conducts hearings for the removal of state marshals.

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2006		2006-2007	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	4	0	0	4	4	4	4	4

### Financial Summary

(Net of Reimbursements)	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	229,102	287,776	308,933	306,432	306,432	316,355	313,630	313,630
Other Expenses	35,504	113,801	161,818	115,299	112,870	163,375	116,278	111,374
<u>Capital Outlay</u>								
Equipment	0	100	2,000	2,000	100	5,000	4,000	100
TOTAL-General Fund	264,606	401,677	472,751	423,731	419,402	484,730	433,908	425,104
State Marshals								

## AGENCY FINANCIAL SUMMARY – GENERAL FUND

<i>Current Expenses by Minor Object</i>	2005-2006	2006-2007	2007-2008	2007-2008	2008-2009	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	224,038	278,158	298,726	298,726	305,513	305,513
Other	5,064	9,618	10,207	7,706	10,842	8,117
TOTAL-Personal Services Gross	229,102	287,776	308,933	306,432	316,355	313,630
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	229,102	287,776	308,933	306,432	316,355	313,630
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	205	633	646	633	660	633
Rentals, Storage and Leasing	3,605	11,125	11,359	11,125	11,597	11,125
Telecommunication Services	2,259	6,971	7,117	6,971	7,266	6,971
General Repairs	44	136	139	136	142	136
Motor Vehicle Expenses	8,883	31,645	64,620	31,764	65,978	31,843
Fees for Outside Professional Services	760	7,595	7,802	7,595	8,008	7,595
Fees for Non-Professional Services	11	34	35	34	36	34
DP Services, Rentals and Maintenance	152	469	479	469	489	469
Postage	2,207	6,812	6,956	6,812	7,103	6,812
Travel	597	1,842	1,881	1,842	1,921	1,842
Other Contractual Services	91	281	287	281	293	281
Advertising	334	1,031	1,053	1,031	1,075	1,031
Printing & Binding	267	824	841	824	859	824
<i>Other Expenses-Commodities</i>						
Books	55	170	174	170	178	170
Maintenance and Motor Vehicle Supplies	1,831	5,651	20,000	5,651	20,000	5,651
Office Supplies	9,043	27,908	28,494	27,908	29,092	27,908
Refunds of Expenditures Not Otherwise Classified	4,800	14,813	15,124	14,813	15,442	14,813
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	360	1,111	1,111	1,111	1,111	1,111
TOTAL-Other Expenses Gross	35,504	119,051	168,118	119,170	171,250	119,249
Less Reimbursements	0	-5,250	-6,300	-6,300	-7,875	-7,875
TOTAL-Other Expenses Net	35,504	113,801	161,818	112,870	163,375	111,374

<i>Character &amp; Major Object Summary</i>	2005-2006	2006-2007	2007-2008	Current	2007-2008	2008-2009	Current	2008-2009
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	229,102	287,776	308,933	306,432	306,432	316,355	313,630	313,630
Other Expenses Net	35,504	113,801	161,818	115,299	112,870	163,375	116,278	111,374
Capital Outlay	0	100	2,000	2,000	100	5,000	4,000	100
TOTAL-General Fund Net	264,606	401,677	472,751	423,731	419,402	484,730	433,908	425,104