



# GOVERNOR'S OFFICE

## AGENCY PURPOSE

The Governor is the elected constitutional officer who is responsible for:

- The executive direction and supervision of the general administration of the state.
- The appointment of commissioners of departments, members of boards and commissions, trustees and other officials.

- The presentation of the budget recommendations to the General Assembly.
- The approval or veto of legislation by the General Assembly.

## RECENT HIGHLIGHTS

Since taking office, the Governor has:

- Reformed CT's tax structure to make the state more competitive and create thousands of jobs.
- Expanded ConnPACE, the state's prescription program for the elderly, to include more middle income seniors.
- Diversified the economy in CT which has greatly contributed to helping the state to weather the current recession.
- Implemented two tax rebate programs in the State.
- Proposed and signed into law significant tax reductions.
- Significantly reduced the rate of growth in government spending.
- Instituted welfare reform.
- Developed the Husky Program to provide comprehensive health services to children.
- Instituted the Education First plan to provide access to a world class education for every child in Connecticut.
- Expanded access to home care and assisted living for the state's low and middle-income elderly so as to reduce the

- over-reliance on nursing home institutionalization and build a continuum of care in the state.
- Overhauled the policies and procedures of the child welfare system.
- Targeted investments in the economic development of the state's urban areas.
- Established a comprehensive land acquisition program to preserve open space.
- Toughened sentencing.
- Improved the educational infrastructure.
- Converted financing of school construction to a more cost-effective method.
- Developed industry cluster program to enhance competitiveness.
- Slashed the gas tax while maintaining the integrity of the Special Transportation Fund.

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-119,667	-119,667
• Remove Inflation	-6,875	-13,958
• Transfer Equipment to CEPF	-9,900	-9,900

## AGENCY SUMMARY

	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total	Change From	Total	Change From	Total
	Authorized	2002-2003	Recommended	2003-2004	Recommended
<b>Personnel Summary</b>					
<u>Permanent Full-Time Positions</u>					
General Fund	34	0	34	0	34
<u>Other Positions Equated to Fulltime</u>					
General Fund	2	0	2	0	2
<b>Financial Summary</b>					
	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current	Total	Current	Total
Personal Services	1,973,443	2,346,940	2,270,652	2,478,179	2,401,891
Other Expenses	265,720	291,948	265,720	298,965	265,720
<u>Capital Outlay</u>					
Equipment	100	10,000	100	10,000	100
<u>Pmts to Other than Local Govts</u>					
New England Governors' Conference	124,875	152,561	138,687	162,561	148,687
National Governors' Association	90,798	100,950	90,798	102,988	92,770
TOTAL - Pmts to Other than Local Govts	215,673	253,511	229,485	265,549	241,457
TOTAL - General Fund	2,454,936	2,902,399	2,765,957	3,052,693	2,909,168
<u>Additional Funds Available</u>					
Bond Funds	30,169	0	0	0	0
TOTAL - All Funds Net	2,485,105	2,902,399	2,765,957	3,052,693	2,909,168



# SECRETARY OF THE STATE

## AGENCY PURPOSE

The Secretary of the State educates and informs the public of services, programs and responsibilities of the office, and advocates issues, policies and programs, which promote a healthy democracy and an active, engaged citizenry, with emphasis on encouraging young people to participate in civic life. The office serves the public through seven divisions:

- Commercial Recording maintains and makes 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.
- Election Services 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. Personal disclosure statements from state and candidate committees are filed with the office and are available for public view electronically on the Secretary of the State's web site. The Election Division also encourages and monitors the implementation of the National Voter Registration Act and other voter registration efforts in Connecticut.
- Management & Support Services supports the office in areas of fiscal administration, business, revenue collection, purchasing, and other support services. The division also distributes and is a sales agent for the Connecticut State Register and Manual and other agency publications.

- Information Technology is responsible for the administration, support, development and maintenance of all computer systems and related applications within the agency. It also provides support to the Centralized Voter Registration System, Connecticut Online Commercial Recording Database (CONCORD), Connecticut Finance Information System (CFIS), agency web site and all E-Government initiatives within the office.
- Records and Legislative Services is the official keeper of all acts, orders, grants, and resolutions of the General Assembly, publishes the State Register and Manual, receives and maintains legislation, regulations and other executive branch records as required by statute, administers Connecticut's notary public program and provides records management services to the office.
- The State Board of Accountancy licenses and regulates public accountants. The Board is composed of seven members appointed by the Governor and is responsible to ensure that the highest standards of integrity and professionalism are maintained by Connecticut's Certified Public Accountants and licensed public accountants.
- Human Resources provides payroll, affirmative action and other assistance to employees.

## RECENT HIGHLIGHTS

- Pursuant to CGS 9-241, the Secretary of the State, as the chief election official of the state, must approve and certify any voting equipment to be used in the state. On December 29, 1998, conditional approval was granted to Global Systems, Inc. for a ballot-scanning device, "Accu Vote ES 2000," which to date offers the only technology that can accommodate a full-face ballot as required by Connecticut law. Samples of some of Connecticut's most complex ballots were tested. Regulations have been formulated, and beta testing of this equipment was completed in 2001. On June 8, 2001, the Accu Vote ES 200 was certified as meeting all criteria for use in Connecticut. This new type of voting equipment was used in four towns for the 2001 Municipal Elections.
- Collaboration with the Connecticut Business and Industry Association to enlist businesses in voter registration efforts for their employees, customers and clients led to the participation of hundreds of leading corporations. The division also worked with leading financial institutions to promote "voter registration weeks" at local credit unions and bank branches. These and other efforts have resulted in a registration rate over 85 percent. By the November 2000 election, the number of total registered voters had increased to 2,031,626. This is the first time in Connecticut history that the number of registered voters surpassed the two million mark.
- The Elections Division has developed the "File-It" system for campaign finance disclosure, which features scanned

- campaign finance reports and is accessed via the Secretary of the State's web site. All committee reports filed with the Secretary of the State are now accessible electronically through File-It. Any pre-2000 reports are still viewable at the Secretary of the State's office, but reports filed after January, 2000 are viewable via the Internet.
- Implemented the Campaign Finance Information System (CFIS), a new and secure means of electronically filing campaign finance reports via the Internet. This system has been completely enhanced as of October 2001. It is a user-friendly application, which is accessible over the Internet. It has also received national recognition.
- The office initiated a new automated system to process and track revenue. The office has been participating in the State of Connecticut Purchasing Card program. The division has installed a new program to track and maintain information regarding petty cash.
- Commercial Recording offers real time access to corporate and UCC (Uniform Commercial Code) documents via the Internet. Anyone who has access to the Internet can go to the Secretary of the State's web site and then to the Commercial Recording Division's database called "CONCORD", to obtain names and addresses of corporate officers and directors, business addresses and a listing of all filings made for that business. Our Public Service Area is open for customers from 8:30 a.m.- 4:00 p.m. These expanded hours have given the business community more

time during the business day to submit requests and file documents.

- In addition to accepting fax filings of corporate documents, on October 1, 2001, the Commercial Recording Division began accepting fax filings for Limited Liability Companies.
- Public Act 01-132 adopted Revised Article 9 of the Uniform Commercial Code. The Public Act became effective on October 1, 2001. Revised Article 9 dramatically changes how security interests are filed within the Secretary of the State's Office. The new law changes the place of filing financing statements, as well as the filing office requirements for accepting financing statements. The Commercial Recording Division's CONCORD system will be modified to enhance search logic, create a new indexing system, and increase the capacity in order to comply with the Revised Article 9.
- The Board initiated enforcement of Peer Review violations based upon the completed work on the Peer Review program. The Board also initiated enforcement of unlawful practice of public accountancy based upon a cross analysis of license and permit applications.

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Remove Inflation	-35,195	-70,964
• Transfer Equipment to CEPF	-194,972	-54,000
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-112,786	-200,039
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-72,000	-77,000
• Layoffs Necessitated by Failure to Achieve Concessions	-205,230	-208,688
• Transfer Centralized Voter Registration System Costs to the Commercial Recording Fund	-617,000	-617,000

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total	Change From	Total	Change From	Total
	Authorized	2002-2003	Recommended	2003-2004	Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	49	-5	44	0	44
Private Contributions	58	-3	55	0	55
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current	Total	Current	Total
		Services	Recommended	Services	Recommended
Personal Services	2,851,602	2,895,545	2,505,529	3,021,477	2,535,750
Other Expenses	1	2,160,231	1,508,036	1,991,473	1,303,509
<u>Capital Outlay</u>					
Equipment	1,000	195,972	1,000	55,000	1,000
TOTAL - General Fund	2,852,603	5,251,748	4,014,565	5,067,950	3,840,259
<u>Additional Funds Available</u>					
Bond Funds	282,798	146,500	146,500	55,000	55,000
Private Contributions	5,200,000	5,973,451	5,973,451	6,055,963	6,055,963
TOTAL - All Funds Net	8,335,401	11,371,699	10,134,516	11,178,913	9,951,222



# LIEUTENANT GOVERNOR'S OFFICE

## AGENCY PURPOSE

The Lieutenant Governor is the elected constitutional officer who is charged with:

- Succeeding the Governor in the event the office becomes vacant during the term.

- Operating the state government during the Governor's absence from the state.
- Providing overall assistance to the Governor.
- Presiding over the state Senate and casting the tie-breaking vote when the Senate is equally divided.

## RECENT HIGHLIGHTS

Since taking office, the Lieutenant Governor has:

- Established a comprehensive plan to ensure that Connecticut's schools and libraries are prepared to meet the computer and technology needs of the 21<sup>st</sup> Century.
- Helped dedicate the Connecticut State Firefighters Memorial in Windsor Locks after playing a key role in raising funds for the memorial.
- Worked with Governor Rowland to fund thermal imaging cameras for use by career and volunteer firefighters in each of the more than 300 fire departments in the state.
- Began a statewide anti-violence campaign titled "Silent No More: A Connecticut Conversation on Violence" to help residents discover the root and causes of violence and to work toward finding solutions.
- Worked to bring attention to breast cancer awareness, education and prevention. Continues to lead a campaign that collects funds for breast cancer research through donated state income tax funds.
- Secured funding for the Women in Military Services for America – including 15,000 from Connecticut – who have served in the U.S. military since the Revolutionary War.

- Led the initiative to award high school diplomas to veterans of World War II who left high school to serve their country.
- Chaired the Hartford Economic Development Advisory Group, which recommended the "Six Pillars" plan for downtown Hartford.
- Chaired the Maternal Depression Working Group, whose members made recommendations for treating postpartum depression.
- Established the "Connecticut Treasures" award program that recognizes the volunteer efforts of individuals and groups.
- Established the Lieutenant Governor's Commission on State Mandate Reform. Many commission recommendations were approved by the General Assembly and signed into law.
- Chairs the State of Connecticut/American Red Cross Disaster Cabinet.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation
- Transfer Equipment to CEPF

	2003-2004	2004-2005
Annualization of FY 03 Reductions	-7,687	-7,687
Remove Inflation	-1,421	-2,894
Transfer Equipment to CEPF	-9,900	-9,900

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	5	0	5	0	5
<u>Other Positions Equated to Fulltime</u>					
General Fund	1	0	1	0	1
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	264,703	400,306	397,787	418,230	415,711
Other Expenses	46,520	53,109	46,520	54,582	46,520
<u>Capital Outlay</u>					
Equipment	100	10,000	100	10,000	100
TOTAL - General Fund	311,323	463,415	444,407	482,812	462,331
<u>Additional Funds Available</u>					
Bond Funds	4,000	0	0	0	0
TOTAL - All Funds Net	315,323	463,415	444,407	482,812	462,331



# STATE ELECTIONS ENFORCEMENT COMMISSION

## AGENCY PURPOSE

The Elections Enforcement Commission seeks to improve public confidence in the electoral process and those seeking or holding a public office. The Commission achieves this objective by focusing on the following core functions:

- Monitor compliance with elections and campaign finance laws.
- Conduct investigations of complaints concerning violations of the state laws governing elections, primaries, and referenda.
- Audit financial disclosure statements filed by state, district and municipal candidates for public office, political parties, and political action committees.
- Render formal and informal advisory opinions and rulings.
- Conduct educational seminars, and publish explanatory guides to enhance compliance with the campaign finance laws.

***The Elections Enforcement Commission is being downsized and merged with the Ethics Commission and the Freedom of Information Commission to create the new Commission on Fair and Open Government as part of the Governor's initiative to streamline state government.***

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2003-2004</u>	<u>2004-2005</u>
<b><i>Reductions to Current Services</i></b>		
• Annualization of FY 03 Reductions	-3,963	-3,963
• Remove Inflation	-2,220	-4,502
• Transfer Equipment to CEPF	-5,200	-15,050
• Minor Reductions in Personal Services and Other Expenses	-13,700	-13,700
• Downsize the Elections Enforcement Commission	-445,153	-466,278
<b><i>Reallocations or Transfers</i></b>		
• Merge the Elections Commission into the Commission on Fair and Open Government	-424,657	-446,382

## AGENCY SUMMARY

	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
<b><i>Personnel Summary</i></b>	Total	Change From	Total	Change From	Total
	Authorized	2002-2003	Recommended	2003-2004	Recommended
<u><i>Permanent Full-Time Positions</i></u>					
General Fund	11	-11	0	0	0
<b><i>Financial Summary</i></b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current	Total	Current	Total
Personal Services	777,158	807,203	0	850,053	0
Other Expenses	75,307	81,490	0	83,772	0
<u><i>Capital Outlay</i></u>					
Equipment	1,000	6,200	0	16,050	0
TOTAL - General Fund	853,465	894,893	0	949,875	0
<u><i>Additional Funds Available</i></u>					
Bond Funds	9,500	0	0	0	0
TOTAL - All Funds Net	862,965	894,893	0	949,875	0



# ETHICS COMMISSION

## AGENCY PURPOSE

In order to build and maintain the confidence of Connecticut citizens in the integrity of their government, the Ethics Commission administers and enforces:

- A code of ethics for public officials and state employees (also covering officials and employees of the state's quasi-public agencies and state consultants) including conflict of interest provisions, post-state employment restrictions, and financial disclosure requirements.
- A code of ethics for lobbyists including a lobbyist registration and reporting requirement and a ban on gifts from lobbyists to public officials, state employees, and members of their staffs and families.

*The Ethics Commission is being downsized and merged with the Elections Enforcement Commission and the Freedom of Information Commission to create the new Commission on Fair and Open Government as part of the Governor's initiative to streamline state government.*

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-1,896	-1,896
• Remove Inflation	-2,925	-5,935
• Layoffs Necessitated by Failure to Achieve Concessions	-53,508	-53,508
• Downsize the Ethics Commission	-347,399	-360,236
• Merge the Clerical and Fiscal Functions of the Elections, Ethics and Freedom of Information Commissions	-52,880	-55,945
<b>Reallocations or Transfers</b>		
• Merge the Ethics Commission into the Commission on Fair and Open Government	-463,818	-484,900

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003 Total Authorized	2003-2004 Change From 2002-2003	2003-2004 Total Recommended	2004-2005 Change From 2003-2004	2004-2005 Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	10	-10	0	0	0
<b>Financial Summary</b>	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	754,681	772,610	0	809,594	0
Other Expenses	102,895	107,716	0	110,726	0
<u>Capital Outlay</u>					
Equipment	100	100	0	100	0
<u>Other Current Expenses</u>					
Lobbyist Electronic Filing Program	42,000	42,000	0	42,000	0
TOTAL - General Fund	899,676	922,426	0	962,420	0



# FREEDOM OF INFORMATION COMMISSION

## AGENCY PURPOSE

The Freedom of Information (FOI) Commission is an independent, government oversight agency charged with administering and enforcing Connecticut's FOI Act and thereby ensuring that the people of our state have full access to the records and meetings of all public agencies to the extent provided by law. In furtherance of this purpose, the commission focuses on the following core functions:

- Settle complaints informally through an ombudsman or mediation process.
- Decide complaints by a speedy, inexpensive process designed for lay people.

- Representation of the commission, by staff counsel, in all court appeals from its decisions and in all other litigation affecting the commission.
- Render declaratory rulings that apply the FOI Act to situations of general concern.
- Conduct programs, publish literature, answer written and oral inquiries and perform other educational functions so that the requirements of the law will be known and understood by everyone upon whom the act confers rights and duties.

***The Freedom of Information Commission is being downsized and merged with the Elections Enforcement Commission and the Ethics Commission to create the new Commission on Fair and Open Government as part of the Governor's initiative to streamline state government.***

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2003-2004</u>	<u>2004-2005</u>
<b><i>Reductions to Current Services</i></b>		
• Annualization of FY 03 Reductions	-2,226	-2,226
• Remove Inflation	-3,432	-6,966
• Transfer Equipment to CEPF	-13,995	-11,025
• Layoffs Necessitated by Failure to Achieve Concessions	-42,614	-42,614
• Miscellaneous Reduction in Other Expenses	-10,000	-10,000
• Downsize the Freedom of Information Commission	-398,912	-432,010
• Merge the Clerical and Fiscal Functions of the Elections, Ethics and Freedom of Information Commission	-204,009	-211,608
<b><i>Reallocations or Transfers</i></b>		
• Merge the Freedom of Information Commission into the Commission on Fair and Open Government	-736,066	-754,744

## AGENCY SUMMARY

<b><i>Personnel Summary</i></b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<b><i>Permanent Full-Time Positions</i></b>					
General Fund	16	-16	0	0	0
<b><i>Financial Summary</i></b>					
	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	1,212,020	1,269,792	0	1,329,167	0
Other Expenses	120,809	126,467	0	130,001	0
<b><i>Capital Outlay</i></b>					
Equipment	1,000	14,995	0	12,025	0
TOTAL - General Fund	1,333,829	1,411,254	0	1,471,193	0



# JUDICIAL SELECTION COMMISSION

## AGENCY PURPOSE

- To evaluate, investigate and recommend qualified candidates for consideration by the Governor for nomination as judges for the superior court, the appellate court and the supreme court.
- The Judicial Selection Commission consists of 12 members: 2 from each of Connecticut's 5 congressional districts. No more than six members can be from the same political party and none can be an elected or appointed state official or hold a 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 also evaluate incumbent judges who seek reappointment to the same court.
- The commission develops a listing of qualified candidates by investigating and interviewing the candidates, including incumbent judges seeking appointment to a different court.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2003-2004</u>	<u>2004-2005</u>
• Annualization of FY 03 Reductions	-5,520	-5,520
• Remove Inflation	-493	-1,032
• Transfer Equipment to CEPF	-1,400	0

## AGENCY SUMMARY

### Personnel Summary

#### Permanent Full-Time Positions

	2002-2003 Total Authorized	2003-2004 Change From 2002-2003	2003-2004 Total Recommended	2004-2005 Change From 2003-2004	2004-2005 Total Recommended
General Fund	1	0	1	0	1

### Financial Summary

	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	85,199	81,789	77,305	86,381	81,897
Other Expenses	19,691	21,220	19,691	21,759	19,691
<u>Capital Outlay</u>					
Equipment	100	1,500	100	100	100
TOTAL - General Fund	104,990	104,509	97,096	108,240	101,688
<u>Additional Funds Available</u>					
Bond Funds	4,262	0	0	0	0
TOTAL - All Funds Net	109,252	104,509	97,096	108,240	101,688





# COMMISSION ON FAIR AND OPEN GOVERNMENT

## AGENCY PURPOSE

The Elections Enforcement Unit seeks to improve public confidence in the electoral process and those seeking or holding a public office. The unit focuses on the following core functions:

- Monitor compliance with elections and campaign finance laws.
- Conduct investigations of complaints concerning violations of the state laws governing elections, primaries, and referenda.
- Audit financial disclosure statements filed by state, district and municipal candidates for public office, political parties, and political action committees.
- Render formal and informal advisory opinions and rulings.
- Conduct educational seminars, and publish explanatory guides to enhance compliance with the campaign finance laws.

The Ethics Unit administers and enforces:

- A code of ethics for public officials and state employees (also covering officials and employees of the state's quasi-public agencies and state consultants) including conflict of interest provisions, post-state employment restrictions, and financial disclosure requirements.

- A code of ethics for lobbyists including a lobbyist registration and reporting requirement and a ban on gifts from lobbyists to public officials, state employees, and members of their staffs and families.

The Freedom of Information Unit is charged with administering and enforcing Connecticut's FOI Act. The unit focuses on the following core functions:

- Settle complaints informally through an ombudsman or mediation process.
- Decide complaints by a speedy, inexpensive process.
- Representation of the commission, by staff counsel, in all court appeals from its decisions and in all other litigation affecting the commission.
- Render declaratory rulings that apply the FOI Act to situations of general concern.
- Conduct programs, publish literature, answer written and oral inquiries and perform other educational functions so that the requirements of the law will be known and understood by everyone upon whom the act confers rights and duties.

***The Ethics Commission, Elections Enforcement Commission and Freedom of Information Commission have been merged to create the new Commission on Fair and Open Government as part of the Governor's initiative to streamline state government.***

## RECOMMENDED SIGNIFICANT CHANGES

### ***Reductions to Current Services***

- Eliminate Funding for Unsettled Collective Bargaining Contracts

<u>2003-2004</u>	<u>2004-2005</u>
-83,150	-183,265

### ***Reallocations or Transfers***

- Combine the Election, Ethics and Freedom of Information Commissions to Create Commission on Fair and Open Government

1,624,541	1,686,026
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## AGENCY SUMMARY

### ***Personnel Summary***

#### Permanent Full-Time Positions

	2002-2003 Total Authorized	2003-2004 Change From 2002-2003	2003-2004 Total Recommended	2004-2005 Change From 2003-2004	2004-2005 Total Recommended
General Fund	0	17	17	0	17

### ***Financial Summary***

	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	0	0	1,316,093	0	1,280,753
Other Expenses	0	0	290,811	0	290,811
<u>Capital Outlay</u>					
Equipment	0	0	2,100	0	2,100
<u>Other Current Expenses</u>					
Lobbyist Electronic Filing Program	0	0	42,000	0	42,000
TOTAL - General Fund	0	0	1,651,004	0	1,615,664



# STATE PROPERTIES REVIEW BOARD

## AGENCY PURPOSE

Review and approve State transactions involving:

- The acquisition and development of land and buildings for State use.
- Leasing of private buildings for State Agencies.
- Sale or lease of surplus State buildings and lands.
- Acquisition of farms or development rights.
- Assignment of State Agencies to State buildings.
- The selection of and contracts for DPW project consultants.
- Lease and/or purchase of Group Homes for DMR.
- Lease of warehouse/distribution space at the CT Regional Market.
- Leases, Operating or Concession Agreements at State airports and piers.
- Acquisition of highway and railroad rights-of-way and related facilities.
- Other transactions mandated by the Legislature.

## RECENT HIGHLIGHTS

### Five Years In Review:

	1997-98	1998- 99	1999-00	2000-01	2001-02
<b>Number of Transactions</b>	<b>611</b>	<b>631</b>	<b>645</b>	<b>672</b>	<b>635</b>
<b>Average Calendar Days to Process</b>	<b>11.5</b>	<b>11.5</b>	<b>11.6</b>	<b>10.7</b>	<b>7.6</b>
<b>Savings to the State</b>	<b>\$1,224,887</b>	<b>\$981,993</b>	<b>\$1,619,239</b>	<b>\$3,143,292</b>	<b>\$1,617,272</b>

- Despite the receipt of 635 transactions, the board was able to decrease its average time to process transactions submitted by client agencies during the fiscal years ending 2001 and 2002 from 10.69 to 7.62 calendar days, respectively, including weekends and holidays.
- Documented savings were \$1.617 million and exceeded the board's entire recurring operating expenditures by 312 percent. Not tabulated are future savings that can not be precisely quantified on the date of the Board's action.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	2003-2004	2004-2005
• Annualization of FY 03 Reductions	-3,287	-3,287
• Remove Inflation	-5,085	-6,795
• Transfer Equipment to CEPF	0	-8,900
• Layoffs Necessitated by Failure to Achieve Concessions	-49,470	-49,470
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-12,787	-23,680

## AGENCY SUMMARY

### Personnel Summary

	2002-2003 Total Authorized	2003-2004 Change From 2002-2003	2003-2004 Total Recommended	2004-2005 Change From 2003-2004	2004-2005 Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	6	-1	5	0	5

### Financial Summary

	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	360,705	339,756	277,499	358,376	285,226
Other Expenses	178,294	186,666	178,294	188,376	178,294
<u>Capital Outlay</u>					
Equipment	1,000	1,000	1,000	9,900	1,000
TOTAL - General Fund	539,999	527,422	456,793	556,652	464,520



# STATE TREASURER

## AGENCY PURPOSE

- The State Treasurer is an elected constitutional officer who is responsible for the custody of the property and money of the state and pays out those moneys on warrants drawn and presented by the State Comptroller.
- The Treasurer invests the temporarily idle moneys in the state's General Fund as well as the assets of the state pension and other trust funds.
- The mission of the Office is to serve as the premier Treasurer's Office in the nation through effective management of public resources, high standards of professionalism and integrity and expansion of opportunity for the citizens and businesses of Connecticut.
- With the approval of the State Bond Commission, the Treasurer administers the sale of state bonds, payment of the interest thereon and their redemption.
- With the approval of the Governor, the Treasurer may borrow short-term funds, which are binding on the state and redeemed by the Treasurer when there are funds available for such purpose.

## RECENT HIGHLIGHTS

- The Connecticut Retirement Plans and Trust Funds (CRPTF) is made up of six pension funds and nine State trust funds with a combined market value portfolio in excess of \$18 billion ranging in investment diversity from domestic and international stocks to fixed income, real estate and private investment equity. The CRPTF's performance for the four-year period ending September 30, 2002, was in the 1<sup>st</sup> percentile, outperforming 99% of other public funds in the Trust Universe Comparison Service (TUCS) (its peer group for Public Funds with assets greater than \$1 billion dollars).
- Recovery of Assets, a comprehensive asset recovery and loss prevention program, the first of its kind in the State Treasurer's Office, has brought solid results and more than \$1 billion. These efforts go beyond the management of the state pension fund to all other aspects of the Treasurer's Office. The program includes enhanced contract compliance and monitoring and new, expanded safeguards and guidelines in the establishment of future contractual obligations. Initiative includes aggressive pursuit of lost assets, achieving voluntary modification of agreements, active participation in class action litigation, coordination and collaboration with other institutional investors, negotiating asset reduction, termination of managers, and, as a last resort, litigation.
- Sound management and tighter fiscal controls in the Second Injury Fund led to a reduction in rates for the second consecutive year in a row, saving Connecticut businesses \$14.4 million annually. Total savings to the fund through defeasances and management reforms have achieved a total savings to employers of more than \$674 million over the next 10-12 years.
- As a result of a formalized Second Injury Fund assessment audit program ordered by the Treasurer, the Fund realized a one-time increase of \$16.8 million in additional assessment revenue and interest payments during fiscal year 2002. Since the program began, the Fund has realized a net increase of \$32.6 million in recoveries. In addition, during fiscal year 2002, the Fund recovered \$1.2 million as a result of aggressively pursuing collections on outstanding receivables: \$761,960 in payments from uninsured and bankrupt employers who failed to obtain workers' compensation insurance and \$170,000 on incorrectly filed claims and fraudulent receipt of benefits.
- Corporate governance proxy voting program highlighted the need for greater corporate accountability and achieved notable success on issues including independence of boards of directors, executive compensation, working conditions, board diversity, auditor independence and shareholder rights.
- Strong response from individual and institutional investors in state bond sales and refinancing of existing debt resulted in savings to taxpayers of \$225 million over the last four years.
- Returned more unclaimed assets – \$10.1 million in fiscal year 2002 – to rightful owners than in any previous year in the 66-year history of the unclaimed property program, on more than 10,000 claims. Increased outreach to unclaimed property holders resulted in \$35.4 million being remitted to the Treasurer's Office.
- The Connecticut Higher Education Trust (CHET) attracted a record number of new investors saving for college, with more than 13,000 new accounts, a 70% increase over the previous year. CHET surpassed \$250 million in assets under management and is now one of the leading programs in the country.
- Participated in launch of public-private partnership to provide series of community-based conferences to provide financial education to Connecticut residents, non-profit organizations, small businesses and neighborhood economic development organizations.
- Continued to implement the Treasury Reform Act of 2000, including adoption of the first-ever Investment Policy Statement for the state pension funds.
- Short-Term Investment Fund (STIF) outperformed its investment benchmark by 39 basis points, resulting in \$16 million in additional interest income for the state, municipalities, local governments and their taxpayers.
- Cash management continued a series of initiatives aimed at further implementation of electronic transfers of funds and banking data to and from the State, including the support of several agencies collecting licensing fees over the Internet.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2003-2004</u>	<u>2004-2005</u>
• Annualization of FY 03 Reductions	-27,931	-27,931
• Remove Inflation	-11,480	-23,279
• Transfer Equipment to CEPF	-27,900	-18,900
• Layoffs Necessitated by Failure to Achieve Concessions	-49,188	-49,188
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-69,988	-150,386
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-40,676	-20,324

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	53	-1	52	0	52
Second Injury Fund	99	0	99	0	99
Unclaimed Property Fund	30	0	30	0	30
Investment Trust Funds	29	0	29	0	29
Private Contributions	10	0	10	0	10
<u>Other Positions Equated to Fulltime</u>					
General Fund	6	-3	3	0	3
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	3,505,479	3,964,653	3,804,801	4,149,463	3,929,565
Other Expenses	382,227	421,638	382,227	433,437	382,227
<u>Capital Outlay</u>					
Equipment	1,000	28,000	100	19,000	100
TOTAL - General Fund	3,888,706	4,414,291	4,187,128	4,601,900	4,311,892
<u>Additional Funds Available</u>					
Second Injury Fund	8,614,734	8,869,103	8,869,103	9,133,674	9,133,674
Unclaimed Property Fund	3,322,420	3,333,816	3,333,816	3,433,454	3,433,454
Investment Trust Funds	52,790,653	54,373,623	54,373,623	56,004,082	56,004,082
Special Funds	1,066,373	1,099,625	1,099,625	1,133,815	1,133,815
Bond Funds	24,000	0	0	0	0
Federal Contributions	9,269	9,547	9,547	9,833	9,833
Private Contributions	37,706,680	16,944,180	16,944,180	16,608,465	16,608,465
TOTAL - All Funds Net	107,422,835	89,044,185	88,817,022	90,925,223	90,635,215



# STATE COMPTROLLER

## AGENCY PURPOSE

The Office of State Comptroller has a wide variety of duties and projects which originate from both its constitutional charges and directives from the Legislature such as:

- Administer the State Payroll, Retirement, Employee Benefits, Health Insurance and Accounting Systems.
- Analyze state expenditures and receipts.

- Prepare financial statements and reports as required by statute.
- Monitor and assist state agencies in the areas of compliance with regard to both the accounting systems and procedures related to the maximization of accountability, standardization and cost effectiveness.

## RECENT HIGHLIGHTS

- Introduced enhancements to both the Municipal Employee Health Program and the Municipal Employee Retirement Fund.
- Proposed allowing small businesses to purchase health insurance through the state's Municipal Employees' Health Insurance Program.

- Maintained the internet website to provide public access to information concerning all state bonding appropriations.
- Continued to oversee the comprehensive upgrade and unification of the state's core financial computer systems.

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-218,373	-218,373
• Remove Inflation	-89,788	-182,088
• Transfer Equipment to CEPF	-129,650	-35,900
• Layoffs Necessitated by Failure to Achieve Concessions	-887,757	-919,463
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-510,044	-998,954
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-145,185	-145,185
• Eliminate Unfunded Positions from the Authorized Position Count	0	0

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	277	-33	244	0	244
Private Contributions	11	0	11	0	11
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	16,159,695	16,933,645	15,390,659	17,745,341	15,681,739
Other Expenses	2,988,283	3,296,444	2,988,283	3,388,744	2,988,283
<u>Capital Outlay</u>					
Equipment	1,000	129,750	100	36,000	100
<u>Pmts to Other than Local Govts</u>					
Governmental Accounting Standards Bd	19,570	19,570	19,570	19,570	19,570
<b>TOTAL - General Fund</b>	<b>19,168,548</b>	<b>20,379,409</b>	<b>18,398,612</b>	<b>21,189,655</b>	<b>18,689,692</b>



# DEPARTMENT OF REVENUE SERVICES

## AGENCY PURPOSE

- Administers the tax laws of the State of Connecticut.
- Collects the tax revenues in the most cost effective manner.
- Strives for the highest level of voluntary compliance among all Connecticut taxpayers through accurate, efficient and courteous customer services.
- Executes its duties in a manner which instills public confidence in the integrity and fairness of the State's tax programs.

## RECENT HIGHLIGHTS

- Managed tax revenue deposits of \$10 billion, and produced, distributed and processed over 5.1 million tax returns.
- Added many user-friendly enhancements to the filing and payment process for filers of personal income:
  - Expanded Telefiling eligibility to nearly 60 percent of personal income tax filers.
  - Made available on our Web site a "fill-in" Form CT-1040 EZ, with automated calculations and links to tables.
  - Introduced optional direct payment of income tax from personal bank accounts (in addition to existing program of direct deposit of refunds).
  - Added credit card payment option for income tax payments with extension requests and quarterly payments of estimated tax.
  - Expanded the telephone and Internet Spanish language assistance program during the filing season.
- Increased participation in cost-efficient, non-paper (Telefile, electronic filing, and personal computer filing) personal income tax filing by 22 percent over prior year.
- Launched Fast-File program to enable business taxpayers to register, report and pay certain business taxes by Internet and phone.
- Worked closely with the Office of the Attorney General to ensure compliance with the federal cigarette Master Settlement Agreement.
- In a joint effort with the CT Department of Mental Health and Addiction Services (DMHAS) to curb underage smoking, held a record 307 hearings and collected \$69,000 in fines from retailers in violation.
- Conducted 20 new business workshops at locations throughout the state. Nearly 600 new small business owners attended the evening workshops. The Speakers Bureau also provided agency speakers for 40 other engagements at which nearly 3,000 attendees were educated about state taxes.
- Set new Special Investigations Section (SIS) records for compliance during fiscal 2002:
  - 142 criminal arrests
  - Recovered more than \$2 million in owed taxes, penalties and fines through SIS court proceedings.
- Internet Top 100 Tax Delinquents List has added more than \$133.5 million of previously uncollected revenue since 1997.
- Selected firm to implement the Integrated Tax Administration System (ITAS) and received bond funding to begin first phase of the project.
- The Governor has recommended additional bond authorizations to complete the replacement of the agency's 25 year old data base system with the ITAS and to generate new annual revenues well in excess of its cost.

## RECOMMENDED SIGNIFICANT CHANGES

### **Reductions to Current Services**

- Annualization of FY 03 Reductions
- Remove Inflation
- Transfer Equipment to CEPF
- Layoffs Necessitated by Failure to Achieve Concessions
- Eliminate Funding for Unsettled Collective Bargaining Contracts
- Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan

### **Within Current Services**

- Integrated Tax Administration System  
*Funding is provided for additional data capture requirements for corporation quarterly and individual withholding tax returns.*

### **New or Expanded Services**

- Add Positions to Implement Tobacco Settlement Agreement

### **2003-2004    2004-2005**

-202,503	-202,503
-279,211	-496,956
-275,100	-234,710
-5,162,101	-5,193,917
-2,284,843	-4,933,998
-209,743	-216,035

370,000	990,000
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### **2003-2004    2004-2005    2005-2006**

76,954	79,678	82,467
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## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003 Total Authorized	2003-2004 Change From 2002-2003	2003-2004 Total Recommended	2004-2005 Change From 2003-2004	2004-2005 Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	831	-116	715	0	715
<b>Financial Summary</b>	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	52,129,793	56,052,159	48,460,426	58,589,282	48,314,910
Other Expenses	9,769,905	10,664,796	10,215,515	11,569,109	10,902,083
<u>Capital Outlay</u>					
Equipment	1,000	276,100	4,800	235,710	2,900
<u>Other Current Expenses</u>					
Collection and Litigation Contingency	425,767	450,000	425,767	450,000	425,767
TOTAL - General Fund	62,326,465	67,443,055	59,106,508	70,844,101	59,645,660
<u>Additional Funds Available</u>					
Bond Funds	0	0	20,100,000	0	20,100,000
TOTAL - All Funds Net	62,326,465	67,443,055	79,206,508	70,844,101	79,745,660



# DIVISION OF SPECIAL REVENUE

## AGENCY PURPOSE

The Division of Special Revenue is the regulatory agency charged with ensuring the highest degree of integrity in the operation of all legalized gambling activity within the State, by ensuring compliance with the gaming laws of the State of Connecticut and monitoring compliance with the Tribal-State Agreements governing gambling at Tribal casinos. In furtherance of this purpose, the Division focuses on the following core functions:

- Ensuring compliance with statutes, regulations, and procedures, to assure the public that all legalized gambling is conducted in a fair and honest manner.
- Licensing, registering or permitting only suitable individuals, organizations and vendors of equipment and services to be employed by, or contracted with gaming

licensees or permittees within the State, or to sell Lottery tickets.

- Providing due process and an opportunity to be heard to those individuals or entities denied initial licensure or whose current license is in the process of being revoked, pursuant to the Uniform Administrative Procedures Act.
- Testing wagering systems and related equipment to insure the integrity of games.
- Conducting independent audits to ensure operations are compliant with statutory and regulatory requirements.
- Collecting pari-mutuel taxes and regulation fees, and paying grants to municipalities.

## RECENT HIGHLIGHTS

- Automated the annual Bingo and Sealed Ticket permit renewal processes as well as the issuance of Bazaar and Raffle permit certificates. This automation has substantially improved efficiency.
- Automated receipt of Off-Track Betting accounting records over a dedicated line, replacing hard copy reports. This automation produced increased efficiency and has resulted in substantial cost savings.
- Consolidated regulations for Greyhound Racing, Jai Alai, and Off-Track Betting into a single booklet entitled, "Administrative Regulations for Pari-Mutuel Operations".
- Updated the Division's web site to comply with the State's Universal Web Site Accessibility Policy.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	2003-2004	2004-2005
• Annualization of FY 03 Reductions	-33,485	-33,485
• Remove Inflation	-57,283	-116,105
• Transfer Equipment to CEPF	-154,596	-134,596
• Layoffs Necessitated by Failure to Achieve Concessions	-508,308	-519,593
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-341,258	-683,767
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-62,966	-65,501
• Change Gaming Study Requirement from 7 Years to 10 Years	-600,000	0
• Eliminate State Support for Greyhound Testing	-486,000	-499,650

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<b><u>Permanent Full-Time Positions</u></b>					
General Fund	162	-10	152	0	152
Private Contributions	30	0	30	0	30
<b><u>Other Positions Equated to Fulltime</u></b>					
General Fund	7	0	7	0	7
<b><u>Financial Summary</u></b>					
	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	7,492,230	8,129,499	7,216,967	8,545,311	7,276,450
Other Expenses	1,816,551	2,557,994	1,381,226	2,016,816	1,367,576
<b><u>Capital Outlay</u></b>					
Equipment	1,000	154,696	100	134,696	100
TOTAL - General Fund	9,309,781	10,842,189	8,598,293	10,696,823	8,644,126
<b><u>Additional Funds Available</u></b>					
Special Funds, Non-Appropriated	4,807,000	4,865,000	4,865,000	4,872,000	4,872,000
Bond Funds	84,180	0	0	0	0
Private Contributions	3,019,093	3,109,666	3,109,666	3,202,956	3,202,956
TOTAL - All Funds Net	17,220,054	18,816,855	16,572,959	18,771,779	16,719,082





# STATE INSURANCE AND RISK MANAGEMENT BOARD

## AGENCY PURPOSE

- Promote a coordinated insurance and risk management program within the State.
- Protect the assets of the State of Connecticut by developing and implementing risk management and loss prevention programs.
- Determine method by which the State shall insure/self-insure.
- Obtain broadest coverage at the most reasonable cost.
- Designate agent of record and select insurance companies.
- Utilize risk management methods such as exposure identification, loss control, risk transfer or risk assumption.

## RECENT HIGHLIGHTS

- The Board developed and distributed a Risk Management Manual that included a standardized format regarding insurance requirements for the use of State facilities by non-state entities. The manual is now available on the Board web-site, [www.irmb.state.ct.us](http://www.irmb.state.ct.us).
- The Board continued to undertake some specific proactive risk management initiatives such as property inspections, loss cause coding, accident review boards and defensive driving programs. The effect of these initiatives is to reduce the frequency and severity of claims.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2003-2004</u>	<u>2004-2005</u>
• Transfer Equipment to CEPF	-1,600	-300
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-5,732	-15,111

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	3	0	3	0	3
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	218,583	232,984	227,252	248,182	233,071
Other Expenses	10,555,632	13,306,968	13,306,968	15,747,898	15,747,898
<u>Capital Outlay</u>					
Equipment	1,000	2,600	1,000	1,300	1,000
<u>Other Current Expenses</u>					
Surety Bonds State Officials & Emps	151,148	115,300	115,300	284,350	284,350
TOTAL - General Fund	10,926,363	13,657,852	13,650,520	16,281,730	16,266,319
Other Expenses	2,457,000	2,250,000	2,250,000	2,504,000	2,504,000
TOTAL - Special Transportation Fund	2,457,000	2,250,000	2,250,000	2,504,000	2,504,000
TOTAL - All Funds Net	13,383,363	15,907,852	15,900,520	18,785,730	18,770,319



# GAMING POLICY BOARD

## AGENCY PURPOSE

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.

Statutory responsibilities include:

- Advising the Governor on statewide plans and goals for legalized gambling.
- Assisting the Division of Special Revenue Executive Director in the development of regulations and other matters.

- Approving, suspending or revoking association and affiliate licenses.
- Setting greyhound racing dates in the State and approving the types of pari-mutuel wagering to be permitted.
- Approving Division contracts for goods and services.
- Approving regulations prior to adoption for all programs.
- Hearing all appeals of any licensee or applicant for a license aggrieved by a decision of the Executive Director.

## RECOMMENDED SIGNIFICANT CHANGES

### **Reductions to Current Services**

- Annualization of FY 03 Reductions
- Remove Inflation

	<u>2003-2004</u>	<u>2004-2005</u>
	-170	-170
	-95	-192

## AGENCY SUMMARY

<b>Financial Summary</b>	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Other Expenses	3,230	3,495	3,230	3,592	3,230
TOTAL - General Fund	3,230	3,495	3,230	3,592	3,230



# OFFICE OF POLICY AND MANAGEMENT

## AGENCY PURPOSE

- Support the Governor in development, implementation and analysis of various policies.
- Prepare executive budget and execute biennial budgets as passed by the General Assembly.
- Provide analyses, evaluations and recommendations to the Governor and the Secretary regarding the financial implications of state policies and practices.
- Formulate policy pertaining to the relationship between the state and Connecticut's municipalities.
- Improve the effectiveness of state services by ensuring the efficient use of resources through research, policy development and interagency coordination.
- Deliver timely and effective labor relations and collective bargaining services on behalf of the state as an employer.
- Improve the core financial management policies and practices in state agencies.
- Provide statewide organizational management to state agencies.
- Ensure the implementation of programs enacted by law.
- Review and approve agency legislative proposals.

**The Mission of the Office of Policy and Management is to provide information and analysis that the Governor uses to formulate public policy goals for the State and to assist State agencies and municipalities in implementing policy decisions on behalf of the people of Connecticut.**

## RECENT HIGHLIGHTS

The resources of the Office of Policy and Management have been devoted to improving fiscal stability, reducing the overall growth in government, cutting taxes, improving the business climate and providing additional funding to targeted areas to improve the long term economic and competitive outlook for the state, and the health and welfare of Connecticut's citizens. Through the use of interdisciplinary teams comprised of members from the agency's various divisions, the Office of Policy and Management has assisted in the development and implementation of the Governor's goals.

Recent accomplishments include:

- Actively monitored the volatile 2001-02 adopted budget to assure that the Governor was provided with timely information to address the rapidly changing fiscal climate. As a result, implemented rescission and reduction plans, which mitigated the state's deficit. Produced a Midterm Adjustment Budget for 2002-03 that reflected the Governor's major policy to restrain growth in spending and minimize any increases in taxes.
- Under the direction of the Waterbury Financial Planning and Assistance Board, which is chaired by OPM, the City of Waterbury developed a balanced budget for the first time in many years and posted over a \$1 million surplus for Fiscal Year 2002. Assisted the City in the selection of a competitive natural gas supplier, which will save the City approximately 3% per year in natural gas costs.
- As one of the four sponsoring agencies for the Core-CT project, which will replace the state's existing financial and human resource systems, completed the Analysis and Design Phase of the project and installed PeopleSoft software into the development environment and began the detailed design and software configuration process.
- Continued to coordinate the implementation and development of several assisted living initiatives. Along with DSS and DECD, helped continue the implementation of assisted living projects in 17 State-funded congregate facilities and two federally funded HUD facilities. In addition, coordinated the work of the inter-agency team (CHFA, DPH, DSS and DECD) that is developing up to 300 subsidized assisted living units.
- Completed planning of the Offender Based Tracking System, a comprehensive and nationally unique undertaking that will link 18 independent criminal justice databases and impact the capacity to share information and improve system inter-operability within the State of Connecticut.
- In the wake of the September 11, 2001 terrorist acts, led state preparedness activities to prevent, mitigate, respond and recover from emergencies.
- Supported the Transportation Strategy Board in its organization and development of its initial Transportation Strategy Report. The focus of the Board is to relate transportation enhancement to economic development.
- Arbitrated and submitted for legislative approval successor contracts with Service and Maintenance, Engineering and Scientific, and Education Professionals, and negotiated and submitted for legislative approval a successor contract for Corrections.
- Continued lead role in the development of Adriaen's Landing, a \$771 million economic development project in Downtown Hartford, and construction of a 40,000-seat stadium at Rentschler Field in East Hartford. Utility relocation and site development work at Adriaen's Landing is nearly completed, and the convention center construction has begun. Construction of the stadium is 60% complete and operational planning is underway in anticipation of the stadium opening in August 2003.
- Continued development and oversight of the Governor's High Efficiency Licensing Program (HELP) to provide quick and easy access to state government licensing, permitting and registration information. The Department of Consumer Protection launched its licensing renewal on-line transaction system, participating state agencies converted forms that can be filled on-line by the public, and the HELP web site received a Connecticut Quality Improvement Award for managing quality improvements for business growth and success.
- Administered municipal grant programs to provide property tax relief for individuals, exemptions on new machinery and

## Budget Summary

equipment, payment in lieu of taxes on state property and on private colleges and hospitals, and tax-exemptions for manufacturers in distressed and targeted communities.

- In cooperation with the Commission on Fire Prevention and Control, facilitated the ordering and transfer of thermal imaging cameras to local fire departments and districts.
- Administered state and federal grants for programs of law enforcement and narcotics control.

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-12,513,970	-12,513,970
• Remove Inflation	-779,938	-1,599,722
• Transfer Equipment to CEPF	-46,000	-363,500
• Layoffs Necessitated by Failure to Achieve Concessions	-920,775	-920,775
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-269,813	-527,380
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-195,000	-207,000
• Eliminate property tax exemption for the disabled. <i>Property tax assistance is available to persons with disabilities under Elderly Homeowners and Renters grants.</i>	-452,500	-477,500
• Reduce M&E Account <i>Make various changes to this grant to bring it back to basic idea of how the grant was designed to support the purchase of Machinery.</i>	-20,000,000	-20,000,000
• Eliminate Non-income Qualified Veterans from the Additional Vets Program	-5,433,807	-5,223,200
• Reduce funding for Various Grant accounts <i>Reduce or eliminate account balances for Drugs Don't Work, Leadership, Education, Athletics in Partnership, Children and Youth Program Development, Justice Assistance, Neighborhood Youth Centers and Boys and Girls Clubs grants.</i>	-3,344,611	-3,344,611
• Cap Distressed Municipalities Program <i>Cap expenditures at FY 2003 estimated expenditure levels.</i>	-5,873,800	-9,073,800
• Reduce Elderly Homeowner's Program <i>Cap Circuit Breaker Program at current (FY 03) expenditure levels.</i>	-2,223,101	-4,266,101
<b>Reallocations or Transfers</b>		
• Reallocate Funding from OPM for General Fund Pickup of Federal Grants <i>Funding is transferred to the Judicial Department and the Division of Criminal Justice.</i>	-536,435	-536,435

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<b><u>Permanent Full-Time Positions</u></b>					
General Fund	182	-11	171	0	171
<b><u>Other Positions Equated to Fulltime</u></b>					
General Fund	7	0	7	0	7
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	14,235,674	15,300,009	13,914,421	15,982,607	14,327,452
Other Expenses	2,101,556	2,200,142	2,101,556	2,261,693	2,101,556
<b><u>Capital Outlay</u></b>					
Equipment	1,000	47,000	1,000	364,500	1,000
<b><u>Other Current Expenses</u></b>					
Automated Budget Sys & Data Base Link	98,538	106,627	98,538	109,613	98,538
Drugs Don't Work	150,000	254,630	0	261,760	0
Leadership, Educ, Athletics-Partnership	1,200,000	1,948,625	0	2,003,187	0
Children and Youth Program Development	250,000	504,966	0	519,105	0
Cash Management Improvement Act	100	100	100	100	100
Justice Assistance Grants	605,000	5,695,163	3,511,662	5,715,994	3,514,514
Neighborhood Youth Centers	584,611	1,260,241	0	1,295,528	0

Boys and Girls Clubs	160,000	267,563	0	275,055	0
TOTAL - Other Current Expenses	3,048,249	10,037,915	3,610,300	10,180,342	3,613,152
<i><u>Pmts to Other than Local Govts</u></i>					
Tax Relief for Elderly Renters	12,800,000	14,166,623	13,808,223	15,257,155	14,530,320
Drug Enforcement Program	536,435	1,226,541	0	1,260,884	0
TOTAL - Pmts to Other than Local Govts	13,336,435	15,393,164	13,808,223	16,518,039	14,530,320
<i><u>Pmts to Local Governments</u></i>					
Reimb Property Tax-Disability Exempt	427,500	475,000	0	500,000	0
Distressed Municipalities	7,838,640	11,300,000	5,013,640	14,500,000	5,013,640
Prop Tax Relief Elder-Circuit Breaker	20,900,000	23,829,000	20,505,899	25,872,000	20,505,899
Prop Tax Relief Elderly Freeze Program	2,700,000	2,150,000	2,150,000	1,950,000	1,950,000
Property Tax Relief for Veterans	8,455,000	8,750,000	2,871,193	8,460,000	2,791,800
Drug Enforcement Program	3,500,000	5,032,002	1,850,000	5,219,098	1,850,000
P.I.L.O.T. New Mfg Machine & Equipment	48,138,750	71,250,000	47,663,750	67,900,000	44,313,750
Interlocal Agreements	0	48,500	48,500	25,000	25,000
Capital City Economic Development	712,500	771,000	712,500	792,588	712,500
Waste Water Treatmt Facility Host Town	0	257,000	0	264,196	0
TOTAL - Pmts to Local Governments	92,672,390	123,862,502	80,815,482	125,482,882	77,162,589
TOTAL - General Fund	125,395,304	166,840,732	114,250,982	170,790,063	111,736,069
<i><u>Additional Funds Available</u></i>					
Special Funds, Non-Appropriated	130,231,503	60,916,199	60,916,199	27,958,099	27,958,099
Bond Funds	32,775,642	30,305,000	30,305,000	305,000	305,000
Federal Contributions	28,658,063	23,256,195	23,256,195	21,971,209	21,971,209
Private Contributions	82,903,495	14,363,420	14,363,420	9,531,831	9,531,831
TOTAL - All Funds Net	399,964,007	295,681,546	243,091,796	230,556,202	171,502,208



# DEPARTMENT OF VETERANS' AFFAIRS

## AGENCY PURPOSE

- 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.
- To deliver a responsive system of inpatient and long-term health care and clinical support to Connecticut's veterans.
- To provide a domiciliary level of care, substance abuse treatment, and associated services which facilitate rehabilitation and the return to independent living to the greatest extent possible.

## RECENT HIGHLIGHTS

- Continued the highly successful comprehensive partnership with the University of Connecticut Health Center for the provision of specialized medical services that provides patients with quality care.
- Expanded nursing home and general services to veterans throughout the state thereby increasing the standard of living for veterans and their families while at the same time increasing revenues for the State.
- Continued safeguarding taxpayer dollars through the implementation of various cost-savings initiatives.

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2003-2004</b>	<b>2004-2005</b>
• Annualization of FY 03 Reductions	-109,566	-109,566
• Remove Inflation	-85,259	-315,326
• Transfer Equipment to CEPF	-334,600	-343,100
• Layoffs Necessitated by Failure to Achieve Concessions	-1,167,903	-1,192,723
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-270,469	-465,741
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-125,000	-125,000

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<b><u>Permanent Full-Time Positions</u></b>					
General Fund	355	-26	329	0	329
<b><u>Other Positions Equated to Fulltime</u></b>					
General Fund	94	0	94	0	94
<b><u>Financial Summary</u></b>					
	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	22,561,675	23,930,000	22,366,628	24,910,000	23,126,536
Other Expenses	5,943,836	6,951,784	6,756,959	7,181,801	6,756,909
<b><u>Capital Outlay</u></b>					
Equipment	1,000	335,600	1,000	344,100	1,000
TOTAL - General Fund	28,506,511	31,217,384	29,124,587	32,435,901	29,884,445
<b><u>Pmts to Other than Local Govts</u></b>					
Burial Expenses	4,500	1,800	1,800	1,800	1,800
Headstones	243,000	247,500	247,500	250,000	250,000
TOTAL - Pmts to Other than Local Govts	247,500	249,300	249,300	251,800	251,800
TOTAL - Soldiers, Sailors and Marines' Fund	247,500	249,300	249,300	251,800	251,800
<b><u>Additional Funds Available</u></b>					
Private Contributions	3,401,633	2,765,000	2,765,000	2,765,000	2,765,000
TOTAL - All Funds Net	32,155,644	34,231,684	32,138,887	35,452,701	32,901,245



# OFFICE OF WORKFORCE COMPETITIVENESS

## AGENCY PURPOSE

The Office of Workforce Competitiveness (OWC) was established by Governor Rowland by Executive Order and ultimately by the legislature in P.A. 00-192. The OWC serves as the Governor's principal workforce development policy agency. The legislation establishing the OWC recognizes the necessity of a skilled workforce for Connecticut's continued economic health and development. The OWC, headed by a Director who reports directly to the Governor, acts as:

- Liaison between the Governor and various federal, state and local entities involved in workforce development issues.
- Staff support to the Connecticut Employment and Training Commission (CETC) and the Governor's JOBS Cabinet.

The CETC, which is a partnership of appointed private and public sector volunteers, oversees the development of statewide workforce development policy. The Governor's JOBS Cabinet guides the implementation of integrated, coordinated, multi-agency education and training programs and services that are responsive to customers and labor force needs. A major task of the OWC is to oversee implementation of the federal Workforce Investment Act of 1998 (WIA) on behalf of the Governor, the JOBS Cabinet and the CETC. Since the implementation of WIA has been institutionalized the focus of the ongoing work of OWC is now more closely connected to the function of job creation and economic development, therefore the OWC is to be merged with the Department of Economic and Community Development.

## RECENT HIGHLIGHTS

- Guided the development of the state's One-Stop service delivery system (CT Works) as required by the Workforce Investment Act (WIA), by facilitating and coordinating significant planning and implementation efforts on the part of the State Department of Labor, as well as the local Regional Workforce Investment Boards (RWIB's);
- Through the RWIB's and working with community organizations and labor unions, developed the Jobs Funnel program to recruit, assess and train qualified individuals for placement in careers in specific industries;
- Produced a statewide strategic plan for information technology workforce development in response to legislative requirements;
- Developed and implemented the Connecticut Career Choice (CCC), a key component in the state's IT workforce development strategy;
- Facilitated and guided a planning process in Waterbury to create and strengthen linkages and pathways among educational institutions in the area, focusing on opportunities in healthcare, digital arts and multimedia;
- Provided technical assistance and guidance to Regional Workforce Investment Boards as the state reorganizes local Workforce Investment Areas;
- Coordinated with other state agencies and private entities to address the looming staff shortages in healthcare.

***The functions of the Office of Workforce Competitiveness are being merged with the Department of Economic and Community Development to effect economies.***

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2003-2004</u>	<u>2004-2005</u>
<b><i>Reductions to Current Services</i></b>		
• Annualization of FY 03 Reductions	-319,847	-319,847
• Remove Inflation	-100,776	-204,390
• Transfer Equipment to CEPF	-40,110	-40,110
• Reduce Funding for CETC Workforce	-310,000	-310,000
<b><i>Reallocations or Transfers</i></b>		
• Reallocate the Office of Workforce Competitiveness to DECD	-3,501,864	-3,549,100

## AGENCY SUMMARY

<b><i>Personnel Summary</i></b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u><i>Permanent Full-Time Positions</i></u>					
General Fund	5	-5	0	0	0
<u><i>Other Positions Equated to Fulltime</i></u>					
General Fund	3	-3	0	0	0

Budget Summary

<b>Financial Summary</b>	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	509,169	521,294	0	547,073	0
Other Expenses	483,586	513,834	0	549,432	0
<u>Capital Outlay</u>					
Equipment	1,710	42,000	0	42,000	0
<u>Other Current Expenses</u>					
CETC Workforce	2,487,589	3,195,469	0	3,284,942	0
TOTAL - General Fund	3,482,054	4,272,597	0	4,423,447	0





# DEPARTMENT OF ADMINISTRATIVE SERVICES

## AGENCY PURPOSE

The Department of Administrative Services (DAS) offers support to state agencies by:

- Providing HR policy direction and assistance
- Distributing surplus property and ordering and distributing federally donated foods
- Managing the state's fleet of vehicles
- Managing the procurement of goods and services
- Collecting money owed the state
- Assisting state agencies with document management and financial services.



## RECENT HIGHLIGHTS

- The Strategic Leadership Center, the Human Resources Business Center and the Procurement Services Unit of DAS are involved with Core-CT, the project to replace Connecticut state government's core financial and administrative computer systems. As the statutory authority for the State's human resources and procurement functions, DAS is one of four agencies sponsoring the project.
- As part of the conversion process to the Core-CT system, the HR Team identified functional requirements for the system and developed specifications to centrally address those systems that will not be part of the core effort.
- DAS hosted a first ever summit on the nursing shortage culminating in the first State of Connecticut Nurse of the Year award along with the "Grow Your Own Nurses" program featuring specialized recruitment tools, a targeted education/career counseling model, and nurse recruitment marketing materials.
- DAS initiated its' first human resources workforce-planning effort with a group of pilot agencies based on a comprehensive model using structured planning tools that were developed and adopted by team members from DAS Human Resources and the Strategic Leadership Center.
- Significant strides have been made in completing the classification audit study of bargaining unit classes mandated by the collective bargaining agreement between the State and the State Coalition on Pay Equity. Seven bargaining units are complete with three remaining to be completed by early 2003.
- The DAS Financial Services Center collected over \$744 million in revenue owed the State for services or care provided by state-run programs and facilities.
- DAS Procurement Services increased its contract count involving Environmentally Preferable Products (EPP) to twenty-six less with five more under development. DAS also completed a contract for the environmentally preferable disposal of electronic equipment in compliance with environmental laws.
- A new venture with IKON combining Judicial, DOIT and DAS contracts under one umbrella and delivering special pricing for educational institutions has resulted in \$89,163 in savings to participating institutions.
- 118 Connecticut cities and towns (70%) are participating in the State's road salt contract for the 2002-03-winter season.
- CTGovcenter (the State's E-Commerce System) usage and training expanded rapidly during 2002. DAS conducted classes for both school and town business office personnel as well as vendor training on how to use the CTGovcenter as a marketing tool.
- Cost reductions were achieved through a program allowing Department of Public Works contracted property management firms to purchase goods and services off of state contracts.
- DAS worked with Adriaen's Landing project directors on the cost saving usage of state contracts for purchases associated with the proposed UCONN Stadium and Convention Center.
- The minimum ordering quantity for food purchases off of the state contract was reduced, increasing the potential use of this contract by more schools.
- DAS teamed with the Military Department and the Office of Emergency Management to procure first responder emergency equipment for state agencies and municipalities through grants provided by the U.S. Department of Justice.
- A cooperative contract with the Commonwealth of Massachusetts was created for the acquisition of art and school supplies allowing for increased discounts based on larger purchasing volumes.

## Budget Summary

- The Business Connections Team certified 475 new small and/or minority businesses and administered 780 recertifications to the Set-Aside program.
- DAS developed a Paperless Billing System, streamlining and expediting the process used to recover costs from

local school systems for USDA commodities distributed by the Food Distribution Program. DAS also automated the ordering process for USDA foods allowing customers to view and submit monthly commodity order forms on-line.

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2003-2004</u>	<u>2004-2005</u>
<b>Reductions to Current Services</b>		
• Annualization of FY 03 Reductions	-211,311	-211,311
• Remove Inflation	-86,610	-173,594
• Transfer Equipment to CEPF	-119,125	-214,105
• Layoffs Necessitated by Failure to Achieve Concessions	-700,281	-715,926
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-569,294	-1,109,181
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-300,000	-300,000
• Reduce Personal Services Account for Vacant and Unnecessary Positions	-580,800	-580,800
<b>Reallocations or Transfers</b>		
• Transfer Position to the Department of Motor Vehicles	-35,030	-37,267

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	307	-29	278	0	278
General Services	143	-19	124	0	124
Private Contributions	4	-4	0	0	0
<u>Other Positions Equated to Fulltime</u>					
General Fund	20	0	20	0	20
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	18,695,624	20,574,087	18,294,337	21,555,182	18,717,663
Other Expenses	2,429,118	2,679,081	2,523,463	2,753,668	2,523,463
<u>Capital Outlay</u>					
Equipment	1,000	120,125	1,000	215,105	1,000
<u>Other Current Expenses</u>					
Loss Control Risk Management	409,157	442,750	409,157	455,147	409,157
Employees' Review Board	52,630	55,400	52,630	55,400	52,630
Quality of Work-Life	344,750	350,000	350,000	350,000	350,000
Refunds of Collections	49,400	52,000	49,400	52,000	49,400
W. C. Administrator	5,280,500	5,182,000	5,182,000	5,322,486	5,322,486
Hospital Billing System	131,005	140,000	131,005	140,000	131,005
TOTAL - Other Current Expenses	6,267,442	6,222,150	6,174,192	6,375,033	6,314,678
TOTAL - General Fund	27,393,184	29,595,443	26,992,992	30,898,988	27,556,804
<u>Additional Funds Available</u>					
Bond Funds	98,527	0	0	0	0
General Services	34,956,174	34,956,174	34,956,174	34,956,174	34,956,174
Federal Contributions	100,421	110,000	110,000	120,000	120,000
Private Contributions	241,463	250,000	250,000	260,000	260,000
TOTAL - All Funds Net	62,789,769	64,911,617	62,309,166	66,235,162	62,892,978



# DEPARTMENT OF INFORMATION TECHNOLOGY

## AGENCY PURPOSE

DOIT was created in 1997 to make the State of Connecticut a leader in the effective use of technology to improve government operations and services. It is carrying out this mission through

consolidating state IT services and resources and developing enterprise-wide solutions to meet the common IT needs among more than 60 client agencies in the executive branch.

## RECENT HIGHLIGHTS

- Completed and opened new state-of-the-art Data Center to serve as nerve center of state's IT operations.
- Launched Ct.Gov, the state's first internet portal. Ct.Gov is a user-centric on-line gateway to government information and services.
- More than 14 state sites transitioned to CT.Gov as pilot phase nears completion.
- Developing on-line motor vehicle registration renewal system.
- Co-leading multi-year overhaul of state's core financial systems impacting every state agency.
- Overseeing the state's compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA). The law impacts more than 11 state agencies, and establishes federal policy for security of electronic health care transmissions and privacy protections for medical information and medical records.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2003-2004</u>	<u>2004-2005</u>
• Remove Inflation	-48,413	-94,742
• Layoffs Necessitated by Failure to Achieve Concessions	-106,234	-112,703
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-14,093	-27,152
• Reduce Funding for the Automated Personnel System Account	-194,597	-194,597

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	17	0	17	0	17
Technical Services	273	-17	256	0	256
<u>Other Positions Equated to Fulltime</u>					
General Fund	1	0	1	0	1
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	1,597,916	1,635,858	1,621,765	1,704,349	1,677,197
Other Expenses	4,102,944	4,653,864	4,632,097	4,671,601	4,630,897
<u>Capital Outlay</u>					
Equipment	1,000	100	100	100	100
<u>Other Current Expenses</u>					
Automated Personnel System	1,892,967	1,850,980	1,523,503	1,909,447	1,548,109
TOTAL - General Fund	7,594,827	8,140,802	7,777,465	8,285,497	7,856,303
<u>Additional Funds Available</u>					
Bond Funds	21,457,083	35,500,000	25,500,000	10,500,000	10,500,000
Technical Services	75,894,201	78,019,239	77,169,239	80,203,778	79,353,778
Private Contributions	1,027	1,056	1,056	1,085	1,085
TOTAL - All Funds Net	104,947,138	121,661,097	110,447,760	98,990,360	97,711,166

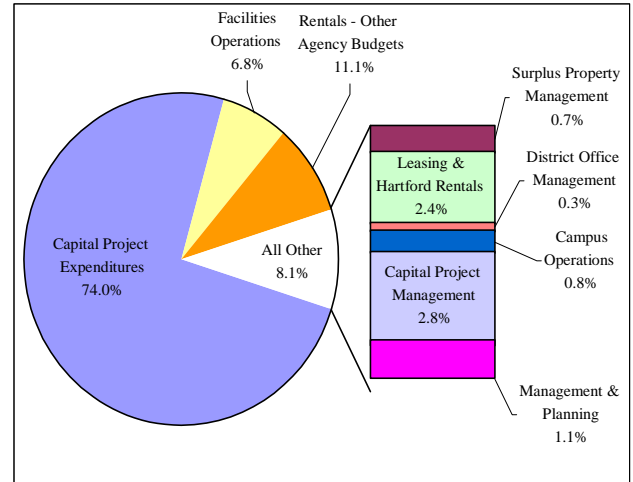


# DEPARTMENT OF PUBLIC WORKS

## AGENCY PURPOSE

- Supervise care and control of State property, including buildings and grounds in Hartford, district office facilities in the major urban centers, various locations outside of Hartford by agreement and surplus property of the state, with some exceptions.
- Purchase, lease and acquire property and space for state agencies.
- Provide technical assistance to agencies in developing plans for improvement to their facilities.
- Provide construction planning and management services for all capital improvements undertaken by the state, with some exceptions.
- Provide energy management technical support and guidance on the state's energy policy.
- Collaborate with OPM Assets Management in the sale of surplus state property.
- Maintain an inventory of state land and buildings, including space utilization information.
- Establish and maintain security standards for all facilities housing offices and equipment of the state, with some exceptions.

**State Expenditures from DPW Programs  
FY 2002 Cash Outlay - \$300 Million**



## RECENT HIGHLIGHTS

- DPW continues to provide energy conservation assistance to all state agencies by taking the lead role in acquiring funding and technical services from Connecticut's electric distribution companies. During FY2002 the department began administration of \$12m in State Building Energy Conservation Program funds provided under PA 01-9.
- The department provided security assistance to state agencies by performing building security audits and assistance in issue management in the workplace. During the fiscal year, implementation of capital security improvements recommended by building security audits continued.
- DPW continued its participation in a mutual effort along with the Office of Policy and Management and the Office of the State Comptroller to develop a common database to maintain an inventory of state owned structures. The Joint Effort State Inventory Reporting (JESTIR) database will allow improved management of statewide land and building inventories.
- The department bonded a total of \$344 million to fund a wide range of multi-million dollar projects from state office buildings, college campus buildings, laboratories, hospitals, and prisons. The department awarded 29 contracts for construction totaling \$221.2 million. Major

projects include a new Energy Center at Southern CT State University, \$18.7m; Central CT State University, Power Plant & Tunnel, \$35.1m; West Campus Addition at Norwalk Community College, \$9.1m; 600 Bed Add to the MacDougall Correction Institution, \$35.9m; addition to Hartford Community Correction Center, \$17.7m; 2 Garages at ECSU & CCSU, \$26.5m; 3 renovation and improvement projects at CCSU, \$23.9m; Juvenile Matters Court, Bridgeport, \$29.5; NWCC Library, \$8.6m and Wilcox VTS addition and renovation, \$4.6m.

- In the interest of providing a better working environment, the Governor proposes to move elected officials currently at 55 Elm Street to a facility in downtown Hartford that will provide increased space and additional parking at significant long term cost savings.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	2003-2004	2004-2005
• Annualization of FY 03 Reductions	-1,231,978	-1,231,978
• Remove Inflation	-543,858	-1,117,879
• Transfer Equipment to CEPF	-116,500	-128,500
• Layoffs Necessitated by Failure to Achieve Concessions	-587,780	-604,170
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-143,086	-291,986

• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-30,000	-30,000
• Relocate Elected Officials from 55 Elm St. to 20 Church St. Hartford	0	-394,600
<i>A significant increase in space and reduced costs necessitate this move.</i>		
<b>Reallocations or Transfers</b>		
• Reallocate Funding for Operation of 61 Woodland Street, Hartford <i>Transfer funds from Community Technical Colleges to the Department of Public Works.</i>	516,293	516,293
• Transfer Funding for Authorized Position Count of DPW <i>Reallocate \$75,538 from the agency's Facilities Design Expenses account to the Personal Services account.</i>	0	0
• Reallocate Moving Expenses from BESB and CDHI to Public Works <i>Reallocate Moving Expenses from the Board of Education and Services for the Blind and the Commission on the Deaf and Hearing Impaired to the Department of Public Works.</i>	95,000	15,000

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total	Change From	Total	Change From	Total
	Authorized	2002-2003	Recommended	2003-2004	Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	181	-12	169	0	169
Bond Funds	77	-9	68	0	68
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current	Total	Current	Total
	Estimated	Services	Recommended	Services	Recommended
Personal Services	6,225,316	7,031,050	6,526,546	7,477,586	6,812,834
Other Expenses	16,022,843	17,562,703	17,382,866	17,982,486	19,760,866
<u>Capital Outlay</u>					
Equipment	1,000	117,500	1,000	129,500	1,000
<u>Other Current Expenses</u>					
Management Services	5,204,275	5,031,573	4,529,548	5,189,257	4,533,683
Rents and Moving	7,272,940	8,256,597	7,968,811	8,269,303	5,128,917
Capitol Day Care Center	103,788	117,771	109,250	120,916	109,250
Facilities Design Expenses	5,214,794	5,431,814	4,989,078	5,530,965	5,085,643
TOTAL - Other Current Expenses	17,795,797	18,837,755	17,596,687	19,110,441	14,857,493
TOTAL - General Fund	40,044,956	43,549,008	41,507,099	44,700,013	41,432,193
<u>Additional Funds Available</u>					
Bond Funds	3,865,639	3,865,639	3,270,601	3,865,639	3,270,601
TOTAL - All Funds Net	43,910,595	47,414,647	44,777,700	48,565,652	44,702,794



# ATTORNEY GENERAL

## AGENCY PURPOSE

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 represents the people of the State of Connecticut to protect the public interest. Critical missions of this office include:

- Represent and advocate the interests of the state and its citizens as vigorously as possible.

- Ensure that state government acts within the letter and spirit of the law.
- Protect public resources for present and future generations.
- Preserve and enhance the quality of life for all of our citizens.
- Safeguard the rights of our most vulnerable citizens.

## RECENT HIGHLIGHT

- Reached a \$1 million settlement with Terminix, a pesticide application company, for numerous violations of state environmental laws. The settlement also requires Terminix to change its business practices, adhere to a comprehensive compliance program and provide more effective supervision of employees who apply pesticides.
- Reached a settlement with Bridgestone/Firestone for failure to disclose a safety risk associated with the placement of its tires on Ford Explorers. Pursuant to this settlement, the state received a total of \$1.2 million plus restitution for purchasers of the tires amounting to nearly \$7 million.
- Recovered \$2.2 million from Graham/Massey Analytical Laboratory, Inc. for overpayments for drug testing for Medicaid and State Assisted General Assistance beneficiaries. The Health Care Fraud department is continuing to work to identify and recover further overpayments for the State.

## RECOMMENDED SIGNIFICANT CHANGES

### **Reductions to Current Services**

	<u>2003-2004</u>	<u>2004-2005</u>
• Annualization of FY 03 Reductions	-85,727	-85,727
• Remove Inflation	-37,276	-75,596
• Transfer Equipment to CEPF	-223,900	-103,900
• Layoffs Necessitated by Failure to Achieve Concessions	-467,408	-467,408
• Eliminate Funding for Unsettled Collective Bargaining Contracts	-451,088	-766,852
• Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-350,000	-350,000

## AGENCY SUMMARY

### **Personnel Summary**

#### Permanent Full-Time Positions

	2002-2003 Total Authorized	2003-2004 Change From 2002-2003	2003-2004 Total Recommended	2004-2005 Change From 2003-2004	2004-2005 Total Recommended
General Fund	330	-12	318	0	318
Special Transportation Fund	11	0	11	0	11
Consumer Counsel and Public Utility Fund	5	0	5	0	5
Second Injury Fund	30	0	30	0	30
Federal Contributions	2	0	2	0	2
Private Contributions	15	0	15	0	15
<u>Other Positions Equated to Fulltime</u>					
General Fund	16	0	16	0	16

<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	26,372,508	28,295,082	27,026,586	29,698,103	28,113,843
Other Expenses	1,173,115	1,693,227	1,570,224	1,729,551	1,568,228
<u>Capital Outlay</u>					
Equipment	1,000	224,000	100	104,000	100
TOTAL - General Fund	27,546,623	30,212,309	28,596,910	31,531,654	29,682,171
<u>Additional Funds Available</u>					
Second Injury Fund	1,804,000	1,860,000	1,860,000	1,915,000	1,915,000
Bond Funds	105,000	0	0	0	0
Federal Contributions	224,000	230,500	230,500	240,000	240,000
Private Contributions	3,221,000	3,317,500	3,317,500	3,415,000	3,415,000
TOTAL - All Funds Net	32,900,623	35,620,309	34,004,910	37,101,654	35,252,171



# OFFICE OF THE CLAIMS COMMISSIONER

## AGENCY PURPOSE

- Receive claims filed against the state pursuant to section 4-141 of the Connecticut General Statutes.
- Conduct hearings for claims seeking more than \$7,500 and/or permission to sue the state.
- Adjudicate, with or without hearings, all claims against the state for less than \$7,500.
- Process all claims in an expeditious manner.
- Decide which claims are "just and equitable" and meet the other statutory elements warranting a waiver of the Sovereign Immunity of the State.

## RECENT HIGHLIGHTS

- Continued to reduce the backlog of claims.
- Initiated substantial changes in the way claims are processed to improve efficiency.
- Worked with the Department of Correction to reduce the number of inmate claims being filed.

## RECOMMENDED SIGNIFICANT CHANGES

### **Reductions to Current Services**

	<u>2003-2004</u>	<u>2004-2005</u>
• Annualization of FY 03 Reductions	-7,101	-7,101
• Remove Inflation	-1,435	-2,909

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	4	0	4	0	4
 <b>Financial Summary</b>					
	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	242,577	245,772	238,671	259,295	252,194
Other Expenses	51,258	52,693	51,258	54,167	51,258
<u>Capital Outlay</u>					
Equipment	100	100	100	100	100
<u>Other Current Expenses</u>					
Adjudicated Claims	103,425	115,000	115,000	115,000	115,000
TOTAL - General Fund	397,360	413,565	405,029	428,562	418,552



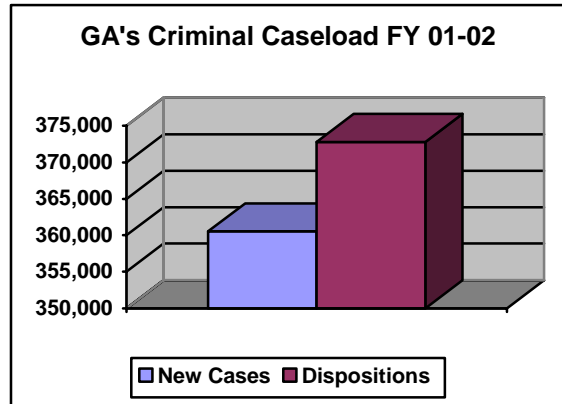
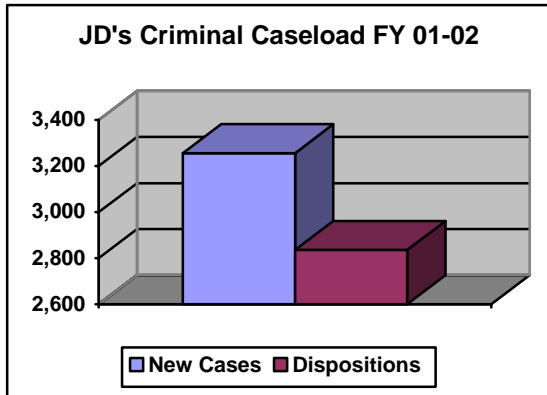


# DIVISION OF CRIMINAL JUSTICE

## AGENCY PURPOSE

- To investigate and prosecute crime in Connecticut.
- The Division of Criminal Justice (DCJ) operates out of some 50 offices, located in 13 Judicial Districts, 23 Geographic Areas, 13 Juvenile Matters and 4 Housing Court locations.

## RECENT HIGHLIGHTS



- Connecticut currently has sixteen (16) death penalty cases pending in the Superior Court. Another three cases are pending in the Connecticut Supreme Court and two cases in which the death penalty was affirmed by the Supreme Court of the United States are now pending habeas corpus review. The Division utilizes at least two prosecutors in the trial of capital cases because of their complexity. Further, appeals from death sentences routinely take years of state and federal court review. Federal habeas corpus review of death penalty cases may result in a retrial of many issues of the criminal trial and the litigation of new constitutional issues.
- Since its inception in 2000, the Elder Abuse Unit has processed 105 cases, 75 of which are financial abuse cases representing over \$5,000,000 in losses to elders. In 2002, the Unit developed a specialized focus on elder spousal abuse.
- The Cold Case Unit, established in 1998 to investigate crimes that go unsolved for a prolonged period of time, secured its sixth conviction. Significant dispositions for the Unit included the convictions of Edward Grant for the murder of Concetta "Penny" Serra, 29 years after the crime was committed and Michael Skakel for the murder of Martha Moxley, 27 years after the crime was committed.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Annualization of FY 03 Reductions
- Remove Inflation
- Transfer Equipment to CEPF
- Layoffs Necessitated by Failure to Achieve Concessions
- Eliminate Funding for Unsettled Collective Bargaining Contracts
- Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan

	<u>2003-2004</u>	<u>2004-2005</u>
Annualization of FY 03 Reductions	-156,649	-156,649
Remove Inflation	-92,266	-199,132
Transfer Equipment to CEPF	-385,396	-360,396
Layoffs Necessitated by Failure to Achieve Concessions	-1,444,874	-1,485,576
Eliminate Funding for Unsettled Collective Bargaining Contracts	-982,311	-2,128,970
Remove Accruals Pursuant to Governor's Early Retirement Incentive Plan	-160,000	-160,000

### Reallocations or Transfers

- Reallocate Funding from the Drug Enforcement Program

Reallocate Funding from the Drug Enforcement Program	284,675	284,675
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### New or Expanded Services

- Pickup the Expiring Elder Abuse Prosecution Program

	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>
Pickup the Expiring Elder Abuse Prosecution Program	0	132,190	136,156

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	526	-21	505	2	507
Private Contributions	4	0	4	0	4
<b>Financial Summary</b>					
	2002-2003 Estimated	2003-2004 Current Services	2003-2004 Total Recommended	2004-2005 Current Services	2004-2005 Total Recommended
Personal Services	36,486,001	38,309,972	36,003,430	40,149,734	36,783,805
Other Expenses	2,644,931	2,768,757	2,645,963	2,845,696	2,648,179
<u>Capital Outlay</u>					
Equipment	362,603	405,480	1,000	380,480	1,000
<u>Other Current Expenses</u>					
Forensic Sex Evidence Exams	316,593	342,586	316,593	352,178	316,593
Witness Protection	514,663	400,000	372,913	411,200	372,913
Training and Education	79,685	86,226	82,685	88,641	84,685
Expert Witnesses	187,150	240,000	230,150	256,720	240,150
Medicaid Fraud Control	589,351	667,519	630,985	764,845	728,311
TOTAL - Other Current Expenses	1,687,442	1,736,331	1,633,326	1,873,584	1,742,652
TOTAL - General Fund	41,180,977	43,220,540	40,283,719	45,249,494	41,175,636
<u>Additional Funds Available</u>					
Federal Contributions	1,628,672	1,315,612	1,315,612	773,896	773,896
Private Contributions	1,406,797	1,405,999	1,405,999	1,341,854	1,341,854
TOTAL - All Funds Net	44,216,446	45,942,151	43,005,330	47,365,244	43,291,386



# CRIMINAL JUSTICE COMMISSION

## AGENCY PURPOSE

- The Criminal Justice Commission is an autonomous body constitutionally charged to appoint certain prosecutors of the Division of Criminal Justice. The Commission makes appointments of statutorily mandated prosecutors, as well as other prosecutors requested by the Chief State's Attorney, who is responsible for the administration of the Division of Criminal Justice. The Commission's appointment authority includes the Chief State's Attorney, Deputy Chief State's Attorneys, State's Attorneys and Deputy Assistant State's Attorneys.
- The terms of appointment for prosecutors required by statute are: Chief State's Attorney, five years; Deputy Chief State's Attorneys, four years and State's Attorneys, eight years.
- The Commission is composed of the Chief State's Attorney and six members nominated by the Governor and appointed by the General Assembly, two of whom must be judges of the Superior Court. The Governor appoints the chairperson.

## RECENT HIGHLIGHTS

- On December 23, 2002, the Criminal Justice Commission appointed Christopher L. Morano as the Chief State's Attorney to succeed the retired John M. Bailey. Mr. Morano's term ends on June 30, 2006.
- Effective June 30, 2002, the Commission reappointed Steven M. Sellers as Deputy Chief State's Attorney for Personnel, Finance and Administration. Mr. Sellers' term runs until June 30, 2006.
- During the summer of 2002, the Commission made the following appointments: Mary Galvin as State's Attorney in the Ansonia-Milford Judicial District; Walter D. Flanagan as State's Attorney in the Danbury Judicial District; Timothy J. Liston as State's Attorney in the Middlesex Judicial District; and David I. Cohen as State's Attorney in the Stamford/Norwalk Judicial District.
- During the fiscal year, the Commission appointed fifteen new Deputy Assistant State's Attorneys for offices throughout the Division of Criminal Justice.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2003-2004</u>	<u>2004-2005</u>
• Annualization of FY 03 Reductions	-59	-59
• Remove Inflation	-33	-67

## AGENCY SUMMARY

### Financial Summary

	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Other Expenses	1,136	1,228	1,136	1,262	1,136
TOTAL - General Fund	1,136	1,228	1,136	1,262	1,136



# STATE MARSHAL COMMISSION

## AGENCY PURPOSE

The State Marshal Commission is an independent agency that oversees the administration of the state marshals. The commission consists of eight appointed members and two non-voting representatives of the state marshals.

- The commission sets professional standards, including training requirements and minimum fees for execution and services of process.

- The commission may remove a state marshal for cause after due notice and hearing.
- The commission must periodically review and audit records and accounts of state marshals.

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2003-2004</u>	<u>2004-2005</u>
• Annualization of FY 03 Reductions	-2,750	-2,750
• Remove Inflation	-1,540	-3,124
• Transfer Equipment to CEPF	-2,400	-2,900
• Increase Funds Provided Through the State Marshal Annual Fee	-62,500	-62,500

*Increase fee from \$250 to \$500. Change the State Marshal Account from a non-lapsing to a lapsing account; increase the amount available to support the Commission expenditures from \$250,000 to \$312,500.*

## AGENCY SUMMARY

<b>Personnel Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Total Authorized	Change From 2002-2003	Total Recommended	Change From 2003-2004	Total Recommended
<u>Permanent Full-Time Positions</u>					
General Fund	4	0	4	0	4
<b>Financial Summary</b>	2002-2003	2003-2004	2003-2004	2004-2005	2004-2005
	Estimated	Current Services	Total Recommended	Current Services	Total Recommended
Personal Services	173,383	154,024	91,524	164,942	102,442
Other Expenses	52,250	56,540	52,250	58,124	52,250
<u>Capital Outlay</u>					
Equipment	100	2,500	100	3,000	100
TOTAL - General Fund	225,733	213,064	143,874	226,066	154,792
<u>Additional Funds Available</u>					
Private Contributions	250,000	250,000	312,500	250,000	312,500
TOTAL - All Funds Net	475,733	463,064	456,374	476,066	467,292