

## GENERAL GOVERNMENT

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# GOVERNOR'S OFFICE

## AGENCY DESCRIPTION

The Governor is the elected constitutional officer whose responsibilities include: executive direction and supervision of the general administration of the state, appointment of various officials,

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

## RECOMMENDED SIGNIFICANT CHANGES

### Changes to Current Services

- Remove or Limit Inflation
- Return Other Expenses Funding to Original FY 2011 Level  
*After 57% midterm reduction from \$236,995 to \$134,660, funding is restored in order to enable the Governor to travel on behalf of the State.*
- Adjust for Transition Expenses  
*Note that the FY 2011 estimate reflects Finance Advisory Committee action required to remedy the failure to appropriate any funds for gubernatorial transition.*

<u>2011-2012</u>	<u>2012-2013</u>
-7,202	-18,638

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	28	4	0	32	27	27	27	27
 <i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Overall Direct & Supv of State	2,583,844	2,760,631	2,838,503	2,838,504	2,836,816	2,775,616	2,775,617	2,769,502
TOTAL Agency Programs - All Funds Gross	2,583,844	2,760,631	2,838,503	2,838,504	2,836,816	2,775,616	2,775,617	2,769,502
Less Turnover								
TOTAL Agency Programs - All Funds Net	2,583,844	2,760,631	2,838,503	2,838,504	2,836,816	2,775,616	2,775,617	2,769,502
<i>Summary of Funding</i>								
General Fund Net	2,583,844	2,760,631	2,838,503	2,838,504	2,836,816	2,775,616	2,775,617	2,769,502
TOTAL Agency Programs - All Funds Net	2,583,844	2,760,631	2,838,503	2,838,504	2,836,816	2,775,616	2,775,617	2,769,502

## OVERALL DIRECTION AND SUPERVISION OF THE STATE

### Statutory Reference

Connecticut State Constitution Article IV; C.G.S. Section 3-1.

### Statement of Need and Program Objectives

To direct and supervise the operation of state government.

### Program Description

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

The cornerstone on which the Governor sets the fiscal policies is the submission of budget recommendations to the General Assembly. In odd-numbered years, the Governor makes operating and capital

budget recommendations for the biennium and in even-numbered years, recommends adjustments to the biennial budget as necessary.

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

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

### Personnel Summary

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	28	4	0	32	27	27	27	27

<b>Financial Summary</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,333,664	2,322,994	2,365,992	2,365,992	2,365,992	2,284,648	2,284,648	2,284,648
Other Expenses	170,180	217,044	238,683	238,683	236,995	243,110	243,110	236,995
<u>Capital Outlay</u>								
Equipment	0	1	0	1	1	0	1	1
<u>Pmts to Other Than Local Governments</u>								
New England Governors' Conference	0	100,692	106,734	106,734	106,734	113,138	113,138	113,138
National Governors' Association	80,000	119,900	127,094	127,094	127,094	134,720	134,720	134,720
TOTAL-General Fund	2,583,844	2,760,631	2,838,503	2,838,504	2,836,816	2,775,616	2,775,617	2,769,502
<b>Overall Direct &amp; Supv of State</b>								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<b>Current Expenses by Minor Object</b>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	2,136,084	2,123,446	2,250,172	2,250,172	2,172,388	2,172,388
Other Positions	116,808	199,548	96,132	96,132	92,572	92,572
Other	80,772	0	19,688	19,688	19,688	19,688
TOTAL-Personal Services Gross	2,333,664	2,322,994	2,365,992	2,365,992	2,284,648	2,284,648
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	2,333,664	2,322,994	2,365,992	2,365,992	2,284,648	2,284,648
<u>Other Expenses-Contractual Services</u>						
Rentals, Storage and Leasing	72,848	93,166	85,627	84,897	87,542	84,897
Telecommunication Services	25,993	31,540	28,988	28,741	29,637	28,741
General Repairs	1,971	2,405	2,210	2,192	2,260	2,192
Motor Vehicle Expenses	16,272	19,546	17,964	17,811	18,366	17,811
Fees for Outside Professional Services	2,991	3,604	3,312	3,284	3,386	3,284
Fees for Non-Professional Services	10,681	15,796	14,518	14,394	14,843	14,394
Postage	16,980	22,678	20,842	20,665	21,309	20,665
Travel	1,844	1,738	40,800	40,800	40,800	40,800
Other Contractual Services	20	24	22	22	23	22
Printing & Binding	14,601	18,018	16,560	16,419	16,930	16,419
<u>Other Expenses-Commodities</u>						
Agriculture, Horticulture, Dairy & Food	247	234	216	211	220	211
Maintenance and Motor Vehicle Supplies	972	1,809	1,663	1,649	1,700	1,649
Office Supplies	4,760	6,486	5,961	5,910	6,094	5,910
TOTAL-Other Expenses Gross	170,180	217,044	238,683	236,995	243,110	236,995
Less Reimbursements						
TOTAL-Other Expenses Net	170,180	217,044	238,683	236,995	243,110	236,995
<u>Pmts to Other Than Local Govts</u>						
New England Governors' Conference	0	100,692	106,734	106,734	113,138	113,138
National Governors' Association	80,000	119,900	127,094	127,094	134,720	134,720
TOTAL-Pmts to Other Than Local Govts	80,000	220,592	233,828	233,828	247,858	247,858

<b>Character &amp; Major Object Summary</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	2,333,664	2,322,994	2,365,992	2,365,992	2,365,992	2,284,648	2,284,648	2,284,648
Other Expenses Net	170,180	217,044	238,683	238,683	236,995	243,110	243,110	236,995
Capital Outlay	0	1	0	1	1	0	1	1
Payments to Other Than Local Governments	80,000	220,592	233,828	233,828	233,828	247,858	247,858	247,858
TOTAL-General Fund Net	2,583,844	2,760,631	2,838,503	2,838,504	2,836,816	2,775,616	2,775,617	2,769,502

# SECRETARY OF THE STATE

## AGENCY DESCRIPTION

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

The Secretary is the Commissioner of Elections and the keeper of the Great Seal of the State. The Secretary grants commissions to notaries

public and publishes the *State Register and Manual* (Blue Book). The Secretary oversees compliance with the federal "Motor Voter" law and promotes other voter registration efforts in both the public and private sectors.

## AGENCY PROGRAM INDEX

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Legislation & Elections Administration Division	27		

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2011-2012</b>	<b>2012-2013</b>
• Remove or Limit Inflation	-15,243	-47,577
• Fund Automation Through Bond Funds	-1,700,000	-150,000
<i>Funding for the Centralized Voter Registration System and to complete development of the Connecticut Online Commercial Recording Database (CONCORD) will be provided through bond funds.</i>		

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	85	3	-4	84	86	84	86	84
Federal Contributions	1	5	-5	1	1	1	1	1
Private Funds	0	1	-1	0	0	0	0	0

<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Commercial Recording	4,851,992	4,385,588	6,419,481	6,422,774	5,077,058	4,915,190	4,918,314	4,805,676
Legislation and Elections Administration Division	3,365,647	4,037,084	1,552,888	1,574,174	1,491,846	1,538,836	1,560,035	1,521,494
Management and Support Services	2,312,590	2,546,318	2,670,492	2,709,779	2,422,580	2,597,992	2,637,530	2,591,132
TOTAL Agency Programs - All Funds Gross	10,530,229	10,968,990	10,642,861	10,706,727	8,991,484	9,052,018	9,115,879	8,918,302
Less Turnover	0	0	0	-36,871	-36,871	0	-37,650	-37,650
TOTAL Agency Programs - All Funds Net	10,530,229	10,968,990	10,642,861	10,669,856	8,954,613	9,052,018	9,078,229	8,880,652

### Summary of Funding

General Fund Net	7,540,465	8,003,948	10,642,861	10,669,856	8,954,613	9,052,018	9,078,229	8,880,652
Federal and Other Activities	2,515,190	2,965,042	0	0	0	0	0	0
Private Funds	474,574	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	10,530,229	10,968,990	10,642,861	10,669,856	8,954,613	9,052,018	9,078,229	8,880,652

## COMMERCIAL RECORDING

### Statutory Reference

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

### Statement of Need and Program Objective

To make information available to the public regarding corporations, limited partnerships, limited liability companies, statutory trusts, limited liability partnerships, Uniform Commercial Code and trademarks by reviewing, recording, copying, computerizing, and certifying documents for and of public record. To facilitate and foster the growth of business in the state, by partnering with private

industry, trade organizations, the bar association, and other public and private agencies and organizations in various outreach and advocacy roles.

### Program Description

The major activities and responsibilities of the division include generating and transmitting annual reports to businesses of record; reviewing submitted documents for compliance with statutes; receiving records and forwarding writs, summonses and complaints;

creating and updating data records of businesses; and handling public inquiries.

The division reviews documents submitted for filing, provides certified copies and legal existence certificates within twenty-four hours of receipt; verifies funds deposited at the time of document review; and reviews and records all Uniform Commercial Code documents such as financial statements, amendments, judgment liens, notices of attachment and vessel liens. The division prepares abstracts or copies of recorded documents, creates and updates data records of the liens, and researches and answers in writing and in

person inquiries regarding information and status of filings. The division also identifies and investigates foreign businesses liable for penalties and past due license fees, if applicable, for transacting business in Connecticut prior to obtaining a certificate of authority to do so. The division assesses penalties, monitors and processes payments, issues demand letters, reviews dispute letters, and recommends proceedings to be initiated by the Attorney General's Office. The division also administers the Address Confidentiality Program.

#### **Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	44	0	0	44	44	44	44	44
Private Funds	0	1	-1	0	0	0	0	0

#### **Financial Summary**

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
<u>Other Current Expenses</u>								
Commercial Recording Division	4,378,377	4,385,588	6,419,481	6,422,774	5,077,058	4,915,190	4,918,314	4,805,676
TOTAL-General Fund	4,378,377	4,385,588	6,419,481	6,422,774	5,077,058	4,915,190	4,918,314	4,805,676
<u>Additional Funds Available</u>								
Private Funds	473,615	0	0	0	0	0	0	0
TOTAL - All Funds	4,851,992	4,385,588	6,419,481	6,422,774	5,077,058	4,915,190	4,918,314	4,805,676
Commercial Recording								

## LEGISLATION AND ELECTIONS ADMINISTRATION DIVISION

### **Statutory Reference**

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

### **Statement of Need and Program Objectives**

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

### **Program Description**

The division administers, interprets and implements all state and federal laws pertaining to elections, primaries, nominating procedures, and the acquisition and exercise of voting rights.

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

In conjunction with local town clerks and registrars, the division provides training for local elected officials and poll workers. The office regularly convenes conferences and meetings around the state

in an attempt to educate the local election officials (including registrars of voters, town clerks, moderators, and voting machine mechanics) of their statutory responsibilities regarding voter registration and the electoral process.

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

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

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

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

The division also administers Connecticut's notary public program.

Budget-in-Detail

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	10	1	-1	10	11	10	11	10
Federal Contributions	1	5	-5	1	1	1	1	1
 <i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	443,114	463,078	527,272	548,518	548,518	505,183	526,477	526,477
Other Expenses	163,355	287,843	680,148	680,011	670,103	701,369	701,063	670,137
<i>Other Current Expenses</i>								
Commercial Recording Division	229,257	321,121	345,468	345,645	273,225	332,284	332,495	324,880
TOTAL-General Fund	835,726	1,072,042	1,552,888	1,574,174	1,491,846	1,538,836	1,560,035	1,521,494
<i>Additional Funds Available</i>								
Private Funds	-2,384	0	0	0	0	0	0	0
<b>Federal Contributions</b>								
93618 Voting Access-Individ w/Disabilities	2,532,305	2,965,042	0	0	0	0	0	0
TOTAL - All Funds	3,365,647	4,037,084	1,552,888	1,574,174	1,491,846	1,538,836	1,560,035	1,521,494

MANAGEMENT AND SUPPORT SERVICES

**Statutory Reference**

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

**Statement of Need and Program Objective**

To support the Secretary of the State in the organization, direction, and control of all office operations.

**Program Description**

The program provides for the overall coordination of the office by performing budget, human resources, affirmative action, payroll,

accounting, training, publication distribution/sales, public communication, and revenue deposit. The division also is responsible for information technology support including support to the Centralized Voter Registration System, Connecticut Online Commercial Recording Database (CONCORD), Connecticut Finance Information System (CFIS), the agency web site and all E-Government initiatives within the office.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	31	2	-3	30	31	30	31	30
 <i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	866,157	902,580	959,683	998,353	998,353	922,297	961,173	961,173
Other Expenses	199,815	357,198	366,229	366,155	360,820	377,601	377,437	360,786
<i>Capital Outlay</i>								
Equipment	0	1	0	1	1	0	1	1
<i>Other Current Expenses</i>								
Commercial Recording Division	1,260,390	1,286,539	1,344,580	1,345,270	1,063,406	1,298,094	1,298,919	1,269,172
TOTAL-General Fund	2,326,362	2,546,318	2,670,492	2,709,779	2,422,580	2,597,992	2,637,530	2,591,132
<i>Additional Funds Available</i>								
Private Funds	3,343	0	0	0	0	0	0	0
<b>Federal Contributions</b>								
93618 Voting Access-Individ w/Disabilities	-17,115	0	0	0	0	0	0	0
TOTAL - All Funds	2,312,590	2,546,318	2,670,492	2,709,779	2,422,580	2,597,992	2,637,530	2,591,132

Management and Support Services

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013		
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>		
<i>Personal Services</i>								
Permanent Fulltime Positions	1,294,642	1,343,218	1,470,183	1,519,289	1,425,361	1,474,669		
Other	12,606	20,336	14,697	25,559	0	10,862		
Overtime	2,023	2,104	2,075	2,023	2,119	2,119		
TOTAL-Personal Services Gross	1,309,271	1,365,658	1,486,955	1,546,871	1,427,480	1,487,650		
Less Reimbursements								
Less Turnover	0	0	0	-36,871	0	-37,650		
TOTAL-Personal Services Net	1,309,271	1,365,658	1,486,955	1,510,000	1,427,480	1,450,000		
<i>Other Expenses-Contractual Services</i>								
Dues and Subscriptions	3,448	6,076	6,227	6,076	6,421	6,076		
Rentals, Storage and Leasing	2,750	4,846	4,967	4,846	5,121	4,846		
Telecommunication Services	33,455	58,951	60,424	58,951	62,298	58,951		
General Repairs	19,389	34,165	35,019	34,165	36,104	34,165		
Motor Vehicle Expenses	5,049	8,897	9,119	8,897	9,402	8,897		
Fees for Outside Professional Services	1,754	3,092	3,143	3,092	3,208	3,092		
Fees for Non-Professional Services	13,947	24,577	25,192	24,577	25,973	24,577		
DP Services, Rentals and Maintenance	74,914	132,003	520,303	517,886	536,432	517,886		
Postage	32,841	57,868	59,316	57,868	61,154	57,868		
Travel	3,476	6,125	6,278	6,125	6,473	6,125		
Other Contractual Services	3,627	6,390	6,550	6,390	6,753	6,390		
Advertising	1,000	1,762	1,806	1,762	1,862	1,762		
Printing & Binding	117,708	212,523	217,836	212,523	224,589	212,523		
<i>Other Expenses-Commodities</i>								
Books	1,476	2,595	2,870	2,594	3,211	2,594		
Maintenance and Motor Vehicle Supplies	1,871	3,296	3,464	3,296	3,579	3,296		
Medical Supplies	173	305	313	305	323	305		
Office Supplies	36,561	64,423	66,033	64,423	68,080	64,423		
<i>Other Expenses-Sundry</i>								
Sundry - Other Items	9,731	17,147	17,517	17,147	17,987	17,147		
TOTAL-Other Expenses Gross	363,170	645,041	1,046,377	1,030,923	1,078,970	1,030,923		
Less Reimbursements								
TOTAL-Other Expenses Net	363,170	645,041	1,046,377	1,030,923	1,078,970	1,030,923		
<i>Other Current Expenses</i>								
Commercial Recording Division	5,868,024	5,993,248	8,109,529	6,413,689	6,545,568	6,399,728		
TOTAL-Other Current Expenses	5,868,024	5,993,248	8,109,529	6,413,689	6,545,568	6,399,728		
<i>Character &amp; Major Object Summary</i>								
	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	1,309,271	1,365,658	1,486,955	1,510,000	1,510,000	1,427,480	1,450,000	1,450,000
Other Expenses Net	363,170	645,041	1,046,377	1,046,166	1,030,923	1,078,970	1,078,500	1,030,923
Capital Outlay	0	1	0	1	1	0	1	1
Other Current Expenses	5,868,024	5,993,248	8,109,529	8,113,689	6,413,689	6,545,568	6,549,728	6,399,728
TOTAL-General Fund Net	7,540,465	8,003,948	10,642,861	10,669,856	8,954,613	9,052,018	9,078,229	8,880,652
<i>Additional Funds Available</i>								
Federal and Other Activities	2,515,190	2,965,042	0	0	0	0	0	0
Private Funds	474,574	0	0	0	0	0	0	0
TOTAL-All Funds Net	10,530,229	10,968,990	10,642,861	10,669,856	8,954,613	9,052,018	9,078,229	8,880,652

# LIEUTENANT GOVERNOR'S OFFICE

## AGENCY DESCRIPTION

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

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

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

- Remove or Limit Inflation

<u>2011-2012</u>	<u>2012-2013</u>
-3,003	-3,702

## AGENCY PROGRAMS

### Personnel Summary

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	5	0	0	5	5	5	5	5

### Agency Programs by Total Funds

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Assist Supervision of the State	442,990	503,867	503,808	512,659	509,656	492,403	501,254	497,552
TOTAL Agency Programs - All Funds Gross	442,990	503,867	503,808	512,659	509,656	492,403	501,254	497,552
Less Turnover								
TOTAL Agency Programs - All Funds Net	442,990	503,867	503,808	512,659	509,656	492,403	501,254	497,552
<u>Summary of Funding</u>								
General Fund Net	442,990	503,867	503,808	512,659	509,656	492,403	501,254	497,552
TOTAL Agency Programs - All Funds Net	442,990	503,867	503,808	512,659	509,656	492,403	501,254	497,552

## ASSISTING IN SUPERVISION OF THE STATE

### Statutory Reference

Connecticut State Constitution Article IV, Sections 17-19.

### Statement of Need and Program Objectives

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

### Program Description

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

The Connecticut Constitution provides for the election of the Lieutenant Governor and conditions for the succession to the Office

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

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

### Personnel Summary

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	5	0	0	5	5	5	5	5

### Financial Summary

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	421,197	431,017	427,956	436,806	436,806	415,852	424,702	424,702
Other Expenses	21,793	72,849	75,852	75,852	72,849	76,551	76,551	72,849



Capital Outlay

Equipment	0	1	0	1	1	0	1	1
TOTAL-General Fund	442,990	503,867	503,808	512,659	509,656	492,403	501,254	497,552
Assist Supervision of the State								

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	419,807	429,594	427,956	433,606	415,852	421,502
Other	1,390	1,423	0	3,200	0	3,200
TOTAL-Personal Services Gross	421,197	431,017	427,956	436,806	415,852	424,702
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	421,197	431,017	427,956	436,806	415,852	424,702
<u>Other Expenses-Contractual Services</u>						
Rentals, Storage and Leasing	115	384	500	480	500	476
Telecommunication Services	4,719	15,774	19,531	18,759	19,826	18,867
General Repairs	93	311	500	480	500	476
Motor Vehicle Expenses	6,084	8,000	8,000	7,683	8,000	7,613
Postage	392	1,500	1,530	1,469	1,568	1,492
Travel	1,153	1,000	0	0	0	0
Other Contractual Services	50	167	171	164	176	167
Printing & Binding	2,165	7,237	10,000	9,604	10,000	9,516
<u>Other Expenses-Commodities</u>						
Maintenance and Motor Vehicle Supplies	6,342	10,000	10,620	10,200	10,981	10,450
Office Supplies	680	28,476	25,000	24,010	25,000	23,792
TOTAL-Other Expenses Gross	21,793	72,849	75,852	72,849	76,551	72,849
Less Reimbursements						
TOTAL-Other Expenses Net	21,793	72,849	75,852	72,849	76,551	72,849

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	421,197	431,017	427,956	436,806	436,806	415,852	424,702	424,702
Other Expenses Net	21,793	72,849	75,852	75,852	72,849	76,551	76,551	72,849
Capital Outlay	0	1	0	1	1	0	1	1
TOTAL-General Fund Net	442,990	503,867	503,808	512,659	509,656	492,403	501,254	497,552

# OFFICE OF GOVERNMENTAL ACCOUNTABILITY

## AGENCY DESCRIPTION

The Office of Governmental Accountability is a newly created agency formed by consolidating those agencies and programs whose primary mission is to enforce honesty, integrity, and accountability within state government.

The consolidated agencies include: the State Elections Enforcement Commission, which monitors the State's electoral process, inspects campaign finance records, and administers a grant program for candidates running in statewide elections; the Office of State Ethics, which enforces the State of Connecticut's Code of Ethics; and the Freedom of Information Commission, which ensures citizen's access

to public records and enforces the provisions of the Freedom of Information Act (FOIA). The Judicial Review Council, which investigates misconduct of judges, family support magistrates, and workers' compensation commissioners, is also included in this consolidation, as well as the Contracting Standards Board which investigates contracting and procurement procedures.

The goal of this consolidation is to restructure state government and strengthen enforcement and compliance practices through information and knowledge sharing.

## AGENCY PROGRAM INDEX

Legal Affairs and Enforcement	32	Agency Management Services	34
Public Affairs and Services	33		

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2011-2012</b>	<b>2012-2013</b>
• Remove or Limit Inflation	-55,147	-124,021
• Fund Equipment Through CEPF	-50,996	-49,176
• Reduce Funding to Account for Streamlined Functions	-1,573,768	-1,591,518
<b>Reallocations or Transfers</b>		
• Restructure State Government	10,190,442	10,064,036
<i>Consolidate the State Elections Enforcement Commission, the Office of State Ethics, the Freedom of Information Commission, the Contracting Standards Board, and the Judicial Review Council to form the Office of Governmental Accountability.</i>		

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	0	0	0	0	0	78	0	78
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Legal Affairs and Enforcement	0	0	0	0	3,921,014	0	0	3,823,532
Public Affairs and Services	0	0	0	0	4,048,893	0	0	13,943,878
Management and Support Services	0	0	0	0	1,887,424	0	0	1,841,391
TOTAL Agency Programs - All Funds Gross	0	0	0	0	9,857,331	0	0	19,608,801
Less Turnover								
TOTAL Agency Programs - All Funds Net	0	0	0	0	9,857,331	0	0	19,608,801
<b>Summary of Funding</b>								
General Fund Net	0	0	0	0	8,510,531	0	0	8,299,321
Private Funds	0	0	0	0	1,346,800	0	0	11,309,480
TOTAL Agency Programs - All Funds Net	0	0	0	0	9,857,331	0	0	19,608,801

## LEGAL AFFAIRS AND ENFORCEMENT

### Statutory Reference

C.G.S. Section 1-200; 4e-1 to 4e-48; 9-7a, 9-7b, 9-7c;  
C.G.S Chapters 10, Part I and Part II, limited jurisdiction over Part IV;  
155; 157; and P.A. 04-204, §11.

### Statement of Need and Program Objectives

To ensure that all public agencies fully comply with the state's Freedom of Information Act and Code of Ethics.

To ensure the integrity of the judiciary through investigation and enforcement.

To resolve citizen complaints and requests for declaratory rulings regarding Freedom of Information law and Code of Ethics violations.

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

### Program Description

Responsible for investigating complaints and adjudicating cases concerning the Freedom of Information Act, the Code of Ethics and allegations of misconduct by the judiciary. The department also issues interpretations of the law.

Conducts investigations of complaints concerning violations of state election laws. Civil enforcement sanctions, including monetary fines, may be imposed against violators. Evidence of criminal conduct is referred to the Chief State's Attorney for prosecution.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	0	0	0	0	0	36	0	36

<i>Financial Summary</i> (Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	0	0	0	3,217,923	0	0	3,145,463
Other Expenses	0	0	0	0	673,091	0	0	648,069
<i>Other Current Expenses</i>								
Judge Trial Referee Fees	0	0	0	0	10,000	0	0	10,000
Reserve for Attorney Fees	0	0	0	0	20,000	0	0	20,000
TOTAL-General Fund	0	0	0	0	3,921,014	0	0	3,823,532

Legal Affairs and Enforcement

## PUBLIC AFFAIRS AND SERVICES

### Statutory Reference

C.G.S. Section 1-200; 4e-1 to 4e-48; 9-7a, 9-7b, 9-7c;

C.G.S Chapters 10, Part I and Part II, limited jurisdiction over Part IV; 155; 157; and P.A. 04-204, §11.

### Statement of Need and Program Objective

To administer lobbyist and financial disclosure filing systems.

To provide the public with access to non-exempt information.

To monitor compliance with campaign financing laws and administer the Citizen's Election Program.

To adopt procurement regulations and review, monitor, and audit state contracting agencies' procurement processes.

### Program Description

Provides education to state employees, public officials, lobbyists and legislators on the Codes of Ethics and receive, process, and maintain records of all lobbyist filings along with public official and state employee Statements of Financial Interests.

Ensures that the people of Connecticut have access to the non-exempt records and meetings of all state, local and regional public agencies.

Prepares and distributes campaign guides for compliance with election financing laws; conducts seminars for candidates, campaign treasurers, business, professional and labor organizations, other political action groups and party officials.

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

Administers the Citizens' Election Program, which provides public grants to qualified candidates for statewide office and the General Assembly, and for the compliance of all contribution and expenditure limitations contained in statute.

Ensures that state contracting and procurement is conducted in the most efficient manner possible by adopting regulations and policies to carry out state procurement laws in order to facilitate consistent application and require the implementation of best procurement practices.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	0	0	0	0	0	25	0	25

<i>Financial Summary</i> (Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	0	0	0	2,234,669	0	0	2,184,350
Other Expenses	0	0	0	0	467,424	0	0	450,048
TOTAL-General Fund	0	0	0	0	2,702,093	0	0	2,634,398

Budget-in-Detail

Additional Funds Available

Private Funds	0	0	0	0	1,346,800	0	0	11,309,480
TOTAL - All Funds	0	0	0	0	4,048,893	0	0	13,943,878
Public Affairs and Services								

**MANAGEMENT AND SUPPORT SERVICES**

**Statutory Reference**

C.G.S. Section 1-200; 4e-1 to 4e-48; 9-7a, 9-7b, 9-7c;  
C.G.S Chapters 10, Part I and Part II, limited jurisdiction over Part IV;  
155; 157; and P.A. 04-204, §11.

**Statement of Need and Program Objectives**

To provide administrative oversight and direction to the agency divisions and programs so that they may serve their constituents most effectively.

**Program Description**

Responsible for overall strategic and program planning, budget development and administration: fiscal support, human resource management, accounting, procurement, payroll, inventory, computer/IT assistance, telecommunications, and affirmative action planning.

**Personnel Summary**

Permanent Full-Time Positions	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	0	0	0	0	0	17	0	17

**Financial Summary**

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	0	0	0	0	1,519,575	0	0	1,485,358
Other Expenses	0	0	0	0	317,848	0	0	306,032

Capital Outlay

Equipment	0	0	0	0	1	0	0	1
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Other Current Expenses

Information Technology Initiatives	0	0	0	0	50,000	0	0	50,000
TOTAL-General Fund	0	0	0	0	1,887,424	0	0	1,841,391

Agency Management Services

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

Current Expenses by Minor Object	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Actual	Estimated	Requested	Recommended	Requested	Recommended

Personal Services

Permanent Fulltime Positions	0	0	0	6,829,019	0	6,615,492
Other	0	0	0	138,648	0	194,979
Overtime	0	0	0	4,500	0	4,700
TOTAL-Personal Services Gross	0	0	0	6,972,167	0	6,815,171
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	0	0	0	6,972,167	0	6,815,171

Other Expenses-Contractual Services

Dues and Subscriptions	0	0	0	14,463	0	13,921
Rentals, Storage and Leasing	0	0	0	234,187	0	225,432
Telecommunication Services	0	0	0	86,102	0	82,884
General Repairs	0	0	0	8,348	0	8,036
Motor Vehicle Expenses	0	0	0	1,692	0	1,629
Fees for Outside Professional Services	0	0	0	389,695	0	375,299
Fees for Non-Professional Services	0	0	0	205,048	0	197,380
DP Services, Rentals and Maintenance	0	0	0	67,667	0	65,612

Budget-in-Detail

Postage	0	0	0	70,507	0	67,871
Travel	0	0	0	24,910	0	23,978
Other Contractual Services	0	0	0	196,237	0	188,901
Advertising	0	0	0	3,624	0	3,488
Printing & Binding	0	0	0	7,306	0	7,033
<u>Other Expenses-Commodities</u>						
Agriculture, Horticulture, Dairy & Food	0	0	0	947	0	900
Books	0	0	0	7,344	0	7,068
Maintenance and Motor Vehicle Supplies	0	0	0	307	0	294
Office Supplies	0	0	0	99,616	0	95,892
Refunds of Expenditures Not Otherwise Classified	0	0	0	1,379	0	1,327
<u>Other Expenses-Sundry</u>						
Sundry - Other Items	0	0	0	38,984	0	37,204
TOTAL-Other Expenses Gross	0	0	0	1,458,363	0	1,404,149
Less Reimbursements						
TOTAL-Other Expenses Net	0	0	0	1,458,363	0	1,404,149
<u>Other Current Expenses</u>						
Judge Trial Referee Fees	0	0	0	10,000	0	10,000
Reserve for Attorney Fees	0	0	0	20,000	0	20,000
Information Technology Initiatives	0	0	0	50,000	0	50,000
TOTAL-Other Current Expenses	0	0	0	80,000	0	80,000

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	0	0	0	0	6,972,167	0	0	6,815,171
Other Expenses Net	0	0	0	0	1,458,363	0	0	1,404,149
Capital Outlay	0	0	0	0	1	0	0	1
Other Current Expenses	0	0	0	0	80,000	0	0	80,000
TOTAL-General Fund Net	0	0	0	0	8,510,531	0	0	8,299,321
<u>Additional Funds Available</u>								
Private Funds	0	0	0	0	1,346,800	0	0	11,309,480
TOTAL-All Funds Net	0	0	0	0	9,857,331	0	0	19,608,801

# STATE ELECTIONS ENFORCEMENT COMMISSION

## AGENCY DESCRIPTION

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

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

***The State Elections Enforcement Commission is recommended for consolidation with the Office of Governmental Accountability in the Governor's budget as part of his proposal to restructure state government.***

## RECOMMENDED SIGNIFICANT CHANGES

### Reallocations or Transfers

- Restructure State Government

**2011-2012**    **2012-2013**

-5,136,377    -5,139,197

*In accordance with Section 9-7c, C.G.S., the commission's requested funding level is shown in the recommended amounts below. Notwithstanding Section 9-7c, requested funding is removed as a component of the bottom line lapse for the creation of the new Office of Governmental Accountability.*

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	50	2	0	52	49	49	49	49
<b><i>Agency Programs by Total Funds (Net of Reimbursements)</i></b>	<b>2009-2010</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>Current</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>Current</b>	<b>2012-2013</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Election Law Enforcement and Control	7,340,332	44,852,469	6,483,138	6,483,138	6,483,138	16,448,678	16,448,678	16,448,678
TOTAL Agency Programs - All Funds Gross	7,340,332	44,852,469	6,483,138	6,483,138	6,483,138	16,448,678	16,448,678	16,448,678
Less Turnover	0	0	-1	-1	-1	-1	-1	-1
TOTAL Agency Programs - All Funds Net	7,340,332	44,852,469	6,483,137	6,483,137	6,483,137	16,448,677	16,448,677	16,448,677
<b><i>Summary of Funding</i></b>								
General Fund Net	3,969,003	5,016,952	5,136,337	5,136,337	5,136,337	5,139,197	5,139,197	5,139,197
Private Funds	3,371,329	39,835,517	1,346,800	1,346,800	1,346,800	11,309,480	11,309,480	11,309,480
TOTAL Agency Programs - All Funds Net	7,340,332	44,852,469	6,483,137	6,483,137	6,483,137	16,448,677	16,448,677	16,448,677

## ELECTION LAW ENFORCEMENT AND CONTROL

### Statutory Reference

C.G.S. Sections 9-7a, 9-7b, 9-7c, and Chapters 155 and 157.

### Statement of Need and Program Objectives

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

### Program Description

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

Monitors compliance with campaign financing laws by auditing disclosure reports and disseminating information and advice to candidates, political action committees (PAC) and political parties. Auditing of financial disclosure statements is intended to ensure that errors and omissions are promptly corrected and that violations are deterred. The commission is now the campaign filing repository for reports of statewide and General Assembly candidates, PACs and political party committees, and prepares the forms and instructions necessary for compliance with these disclosure requirements.

Administers the Citizens' Election Fund, which provides public grants to qualified candidates for statewide office and the General Assembly, and for the compliance of all contribution and expenditure limitations contained in statute. Reports concerning participation in and receipts and expenditures from the Citizens' Election Program are required.

Enforces new restrictions on contributions by lobbyists and state contractors and is required to establish, maintain and update a

comprehensive database of state contractors and prospective state contractors to ensure compliance.

Designated agency for resolution of complaints filed under the Federal Help America Vote Act of 2002 (HAVA).

Prepares and distributes campaign guides for compliance with election financing laws; conducts seminars for candidates, campaign treasurers, business, professional and labor organizations, other political action groups and party officials; renders formal and informal advisory opinions and rulings upon request and recommends revisions of election laws to the General Assembly.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Cases investigated and resolved	96	150	175	200
Number of Audits Processed	550	575	450	525
Formal/informal opinions issued	4,100	4,500	4,250	4,600
Citizens' Election Program Grants issued	53	205	10	203
Educational Training Sessions conducted	13	9	16	11

### ***Personnel Summary***

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	50	2	0	52	49	49	49	49

### ***Financial Summary***

<i>(Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,372,912	1,490,556	1,484,403	1,484,403	1,484,403	1,515,725	1,515,725	1,515,725
Other Expenses	167,894	326,396	334,092	334,092	334,092	343,868	343,868	343,868
<i>Capital Outlay</i>								
Equipment	23,736	0	28,356	28,356	28,356	30,576	30,576	30,576
<i>Other Current Expenses</i>								
Citizens' Election Fund Admin	2,404,461	3,200,000	3,289,487	3,289,487	3,289,487	3,249,029	3,249,029	3,249,029
TOTAL-General Fund	3,969,003	5,016,952	5,136,338	5,136,338	5,136,338	5,139,198	5,139,198	5,139,198
<i>Additional Funds Available</i>								
Private Funds	3,371,329	39,835,517	1,346,800	1,346,800	1,346,800	11,309,480	11,309,480	11,309,480
TOTAL - All Funds	7,340,332	44,852,469	6,483,138	6,483,138	6,483,138	16,448,678	16,448,678	16,448,678
Election Law Enforcement and Control								

## **AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	1,320,739	1,433,912	1,400,979	1,400,979	1,365,746	1,365,746
Other Positions	31,509	0	0	0	0	0
Other	17,677	53,401	79,424	79,424	145,779	145,779
Overtime	2,987	3,243	4,000	4,000	4,200	4,200
TOTAL-Personal Services Gross	1,372,912	1,490,556	1,484,403	1,484,403	1,515,725	1,515,725
Less Reimbursements						
Less Turnover	0	0	-1	-1	-1	-1
TOTAL-Personal Services Net	1,372,912	1,490,556	1,484,402	1,484,402	1,515,724	1,515,724
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	1,795	3,432	3,518	3,518	3,627	3,627
Rentals, Storage and Leasing	60,452	117,173	120,102	120,102	123,825	123,825
Telecommunication Services	9,511	18,182	18,636	18,636	19,214	19,214
General Repairs	1,323	2,529	2,592	2,592	2,672	2,672
Motor Vehicle Expenses	421	805	825	825	851	851
Fees for Outside Professional Services	552	1,055	1,081	1,081	1,115	1,115
Fees for Non-Professional Services	27,004	51,623	52,913	52,913	54,553	54,553
DP Services, Rentals and Maintenance	7,675	14,673	15,040	15,040	15,506	15,506
Postage	9,432	18,031	18,481	18,481	19,054	19,054
Travel	4,481	8,570	8,785	8,785	9,057	9,057

**Budget-in-Detail**

Other Contractual Services	19,152	36,613	37,529	37,529	38,692	38,692
Advertising	395	755	774	774	798	798
Printing & Binding	208	398	408	408	421	421
<u>Other Expenses-Commodities</u>						
Books	234	447	458	458	472	472
Maintenance and Motor Vehicle Supplies	55	105	112	112	115	115
Office Supplies	14,789	32,095	32,898	32,898	33,918	33,918
<u>Other Expenses-Sundry</u>						
Sundry - Other Items	10,415	19,910	19,940	19,940	19,978	19,978
TOTAL-Other Expenses Gross	167,894	326,396	334,092	334,092	343,868	343,868
Less Reimbursements						
TOTAL-Other Expenses Net	167,894	326,396	334,092	334,092	343,868	343,868
<u>Other Current Expenses</u>						
Citizens' Election Fund Admin	2,404,461	3,200,000	3,289,487	3,289,487	3,249,029	3,249,029
TOTAL-Other Current Expenses	2,404,461	3,200,000	3,289,487	3,289,487	3,249,029	3,249,029

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	1,372,912	1,490,556	1,484,402	1,484,402	1,484,402	1,515,724	1,515,724	1,515,724
Other Expenses Net	167,894	326,396	334,092	334,092	334,092	343,868	343,868	343,868
Capital Outlay	23,736	0	28,356	28,356	28,356	30,576	30,576	30,576
Other Current Expenses	2,404,461	3,200,000	3,289,487	3,289,487	3,289,487	3,249,029	3,249,029	3,249,029
TOTAL-General Fund Net	3,969,003	5,016,952	5,136,337	5,136,337	5,136,337	5,139,197	5,139,197	5,139,197
<u>Additional Funds Available</u>								
Private Funds	3,371,329	39,835,517	1,346,800	1,346,800	1,346,800	11,309,480	11,309,480	11,309,480
TOTAL-All Funds Net	7,340,332	44,852,469	6,483,137	6,483,137	6,483,137	16,448,677	16,448,677	16,448,677



# OFFICE OF STATE ETHICS

## AGENCY DESCRIPTION

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

Ethical Considerations Concerning Bidding and State Contracting. The mission of the OSE is to ensure honesty, integrity and accountability in state government through education, interpretation and enforcement of the State of Connecticut Codes of Ethics.

*The Office of State Ethics is recommended for consolidation with the Office of Governmental Accountability in the Governor's budget as part of his proposal to restructure state government.*

## RECOMMENDED SIGNIFICANT CHANGES

### Reallocations or Transfers

- Restructure State Government

*In accordance with Section 1-81a, C.G.S., the commission's requested funding level is shown in the recommended amounts below. Notwithstanding Section 1-81a, requested funding is removed as a component of the bottom line lapse for the creation of the new Office of Governmental Accountability.*

<b>2011-2012</b>	<b>2012-2013</b>
-1,821,080	-1,787,123

## AGENCY PROGRAMS

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	18	0	0	18	18	18	18	18

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

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Codes of Ethics for Public Employees & Lobbyists	1,528,255	1,905,861	1,821,080	1,821,080	1,821,080	1,787,123	1,787,123	1,787,123
TOTAL Agency Programs - All Funds Gross	1,528,255	1,905,861	1,821,080	1,821,080	1,821,080	1,787,123	1,787,123	1,787,123
Less Turnover								
TOTAL Agency Programs - All Funds Net	1,528,255	1,905,861	1,821,080	1,821,080	1,821,080	1,787,123	1,787,123	1,787,123
<i>Summary of Funding</i>								
General Fund Net	1,528,255	1,905,861	1,821,080	1,821,080	1,821,080	1,787,123	1,787,123	1,787,123
TOTAL Agency Programs - All Funds Net	1,528,255	1,905,861	1,821,080	1,821,080	1,821,080	1,787,123	1,787,123	1,787,123

## CODES OF ETHICS FOR PUBLIC EMPLOYEES AND LOBBYISTS

### Statutory Reference

C.G.S. Chapter 10, Part I and Part II, limited jurisdiction over Part IV.

### Statement of Need and Program Objective

The OSE promotes integrity in government by providing advice, guidance and education to public officials, state employees and lobbyists; by sensibly interpreting and, when necessary, fairly and impartially enforcing the applicable laws; by administering the lobbyist and financial disclosure filing systems; and by providing the public with access to non-exempt information. The agency's principles are reflected in its logo: honesty, integrity and accountability.

### Program Description

The statutory responsibilities of the OSE are broken down into four main categories: education, interpretation, enforcement and

preservation. The OSE is charged with providing education to state employees, public officials, lobbyists and legislators on the Codes of Ethics. The Citizen's Ethics Advisory Board is responsible for adjudicating cases brought under the ethics codes and making findings of violations as well as issuing Advisory Opinions – interpretations of the codes as they apply to specific situations. All investigation and prosecution matters are the responsibility of the Ethics Enforcement Officer. The OSE is also statutorily obligated to receive, process, and maintain records of all lobbyist filings along with public official and state employee Statements of Financial Interests.

The OSE is committed to carrying out its mission in the most user-friendly manner possible and continues to update and improve upon its programs.

Budget-in-Detail

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Board Advisory Opinions	10	16	18	21
LEGAL ADVISE			0	0
Staff communication (phone, email, written)	10,100	12,000	12,300	12,600
ENFORCEMENT			0	0
Evaluations & Investigations	48	60	69	78
Matters Resolved	62	119	131	144
Penalties Collected	\$60,175.0	\$75,000.0	75,750	76,507
EDUCATION			0	0
Persons reached through in-person training	1,503	2,000	2,020	2,040
Web-streaming training video visits (DOIT)	1,000	1,100	1,200	1,300
On line training	2,401	3,000	3,500	3,750
Media and Press Release	3,600	3,500	3,550	3,750
FILINGS			0	0
Statement of Financial Interest filed	2,782	2,800	2,800	2,800
% of on-line SFI Filers	80	90	95	100
Lobbyists Registered	1,559	1,575	1,600	1,625

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	18	0	0	18	18	18	18	18

**Financial Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,353,784	1,548,936	1,582,388	1,582,388	1,582,388	1,543,751	1,543,751	1,543,751
Other Expenses	124,127	245,796	153,592	153,592	153,592	158,272	158,272	158,272
<u>Capital Outlay</u>								
Equipment	15,661	15,000	5,100	5,100	5,100	5,100	5,100	5,100
<u>Other Current Expenses</u>								
Judge Trial Referee Fees	0	20,000	10,000	10,000	10,000	10,000	10,000	10,000
Reserve for Attorney Fees	0	26,129	20,000	20,000	20,000	20,000	20,000	20,000
Information Technology Initiatives	34,683	50,000	50,000	50,000	50,000	50,000	50,000	50,000
TOTAL-General Fund	1,528,255	1,905,861	1,821,080	1,821,080	1,821,080	1,787,123	1,787,123	1,787,123

**Codes of Ethics for Public Employees &**

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	1,346,627	1,540,760	1,582,388	1,582,388	1,543,751	1,543,751
Other	7,157	8,176	0	0	0	0
TOTAL-Personal Services Gross	1,353,784	1,548,936	1,582,388	1,582,388	1,543,751	1,543,751
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	1,353,784	1,548,936	1,582,388	1,582,388	1,543,751	1,543,751
<u>Other Expenses-Contractual Services</u>						
Dues and Subscriptions	720	1,426	720	720	742	742
Rentals, Storage and Leasing	13,420	17,079	15,174	15,174	15,644	15,644
Telecommunication Services	11,154	22,088	13,367	13,367	13,781	13,781
Motor Vehicle Expenses	152	400	400	400	412	412
Fees for Outside Professional Services	11,339	50,606	9,606	9,606	9,904	9,904
Fees for Non-Professional Services	25,010	47,127	31,674	31,674	32,654	32,654
DP Services, Rentals and Maintenance	3,345	12,506	12,506	12,506	12,894	12,894

Postage	4,136	8,664	7,951	7,951	8,197	8,197
Travel	977	2,935	1,935	1,935	1,995	1,995
Other Contractual Services	37,200	50,000	35,000	35,000	36,085	36,085
Printing & Binding	6,762	9,000	2,000	2,000	2,062	2,062
<i><u>Other Expenses-Commodities</u></i>						
Books	233	500	461	461	475	475
Office Supplies	7,742	16,571	16,571	16,571	17,085	17,085
Refunds of Expenditures Not Otherwise Classified	475	1,000	941	941	970	970
<i><u>Other Expenses-Sundry</u></i>						
Sundry - Other Items	1,462	5,894	5,286	5,286	5,372	5,372
TOTAL-Other Expenses Gross	124,127	245,796	153,592	153,592	158,272	158,272
Less Reimbursements						
TOTAL-Other Expenses Net	124,127	245,796	153,592	153,592	158,272	158,272
<i><u>Other Current Expenses</u></i>						
Judge Trial Referee Fees	0	20,000	10,000	10,000	10,000	10,000
Reserve for Attorney Fees	0	26,129	20,000	20,000	20,000	20,000
Information Technology Initiatives	34,683	50,000	50,000	50,000	50,000	50,000
TOTAL-Other Current Expenses	34,683	96,129	80,000	80,000	80,000	80,000

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	1,353,784	1,548,936	1,582,388	1,582,388	1,582,388	1,543,751	1,543,751	1,543,751
Other Expenses Net	124,127	245,796	153,592	153,592	153,592	158,272	158,272	158,272
Capital Outlay	15,661	15,000	5,100	5,100	5,100	5,100	5,100	5,100
Other Current Expenses	34,683	96,129	80,000	80,000	80,000	80,000	80,000	80,000
TOTAL-General Fund Net	1,528,255	1,905,861	1,821,080	1,821,080	1,821,080	1,787,123	1,787,123	1,787,123



# FREEDOM OF INFORMATION COMMISSION

## AGENCY DESCRIPTION

The Freedom of Information Commission is charged with ensuring that the people of Connecticut have access to the records and meetings of all public agencies and that all public agencies fully comply with the Freedom of Information Act.

The commission is actively involved in policy initiatives and projects with other agencies concerning privacy, information technology and public records administration. It also works cooperatively with authorized local Freedom of Information liaisons for municipalities, school districts and state agencies.

***The Freedom of Information Commission is recommended for consolidation with the Office of Governmental Accountability in the Governor's budget as part of his proposal to restructure state government.***

## RECOMMENDED SIGNIFICANT CHANGES

### Reallocations or Transfers

- Restructure State Government

**2011-2012**    **2012-2013**

-2,465,801    -2,418,189

*In accordance with Section 1-205a, C.G.S., the commission's requested funding level is shown in the recommended amounts below. Notwithstanding Section 1-205a, requested funding is removed as a component of the bottom line lapse for the creation of the new Office of Governmental Accountability.*

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	20	3	0	23	23	23	23	23
<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Freedom of Information	1,876,890	2,306,883	2,465,801	2,465,801	2,465,801	2,418,189	2,418,189	2,418,189
TOTAL Agency Programs - All Funds Gross	1,876,890	2,306,883	2,465,801	2,465,801	2,465,801	2,418,189	2,418,189	2,418,189
Less Turnover								
TOTAL Agency Programs - All Funds Net	1,876,890	2,306,883	2,465,801	2,465,801	2,465,801	2,418,189	2,418,189	2,418,189
<i>Summary of Funding</i>								
General Fund Net	1,876,890	2,306,883	2,465,801	2,465,801	2,465,801	2,418,189	2,418,189	2,418,189
TOTAL Agency Programs - All Funds Net	1,876,890	2,306,883	2,465,801	2,465,801	2,465,801	2,418,189	2,418,189	2,418,189

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

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

The major activities of the Commission are as follows:

- Hear and decide citizen complaints and requests for declaratory rulings by means of a speedy and inexpensive process designed for use by laypersons. The objective of this activity is to resolve cases fairly, quickly and inexpensively. The commission

attempts to resolve as many cases as possible without formal hearings by use of ombudsmen (mediators) and its statutory powers to terminate meritless cases.

- Inform and educate public officials and the public of their rights under the Freedom of Information Act, provide information to legislators and other policy-makers, and introduce and comment on proposed legislation.
- Publish and distribute current versions of the Freedom of Information Act and other literature about the act and the commission. There is an interactive website [www.state.ct.us/foi/](http://www.state.ct.us/foi/), where decisions can be researched and downloaded. It sponsors symposia and studies concerning the Freedom of Information Act, compliance with that law and privacy rights.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Contested Cases	750	750	850	900
Cases Settled by Ombudsman	350	350	425	450
Court Appeals and Other Litigation	30	30	35	40
Advisory Opinions	3	3	3	3
Education Programs and Speaking Engagements	95	95	110	115
Commission Meetings - Regular	24	24	24	24

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	20	3	0	23	23	23	23	23

**Financial Summary**

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,736,848	2,009,938	2,167,297	2,167,297	2,167,297	2,096,602	2,096,602	2,096,602
Other Expenses	132,629	248,445	264,004	264,004	264,004	273,087	273,087	273,087
<u>Capital Outlay</u>								
Equipment	7,413	48,500	34,500	34,500	34,500	48,500	48,500	48,500
TOTAL-General Fund	1,876,890	2,306,883	2,465,801	2,465,801	2,465,801	2,418,189	2,418,189	2,418,189

**Freedom of Information****AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	1,700,836	1,968,263	2,109,888	2,109,888	2,046,902	2,046,902
Other Positions	12,227	14,149	0	0	0	0
Other	22,173	25,660	56,909	56,909	49,200	49,200
Overtime	112	130	500	500	500	500
ERROR	1,500	1,736	0	0	0	0
TOTAL-Personal Services Gross	1,736,848	2,009,938	2,167,297	2,167,297	2,096,602	2,096,602
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	1,736,848	2,009,938	2,167,297	2,167,297	2,096,602	2,096,602
<u>Other Expenses-Contractual Services</u>						
Dues and Subscriptions	3,285	6,081	6,233	6,233	6,426	6,426
Rentals, Storage and Leasing	13,853	28,568	29,282	29,282	30,190	30,190
Telecommunication Services	13,354	24,720	25,337	25,337	26,123	26,123
General Repairs	238	441	452	452	466	466
Fees for Outside Professional Services	32,285	59,766	61,461	61,461	63,499	63,499
Fees for Non-Professional Services	33,662	62,314	63,872	63,872	65,852	65,852
DP Services, Rentals and Maintenance	6,844	12,670	21,446	21,446	22,480	22,480
Postage	12,447	23,041	23,617	23,617	24,349	24,349
Travel	2,801	5,185	5,315	5,315	5,480	5,480
Other Contractual Services	1,239	2,294	2,351	2,351	2,424	2,424
Advertising	975	1,805	1,850	1,850	1,907	1,907
Printing & Binding	992	1,836	1,882	1,882	1,940	1,940
<u>Other Expenses-Commodities</u>						
Agriculture, Horticulture, Dairy & Food	364	674	686	686	698	698
Books	2,318	4,291	4,398	4,398	4,534	4,534
Maintenance and Motor Vehicle Supplies	58	107	110	110	113	113
Office Supplies	6,669	12,346	12,655	12,655	13,047	13,047
Refunds of Expenditures Not Otherwise Classified	30	56	57	57	59	59
<u>Other Expenses-Sundry</u>						

**Budget-in-Detail**

Sundry - Other Items	1,215	2,250	3,000	3,000	3,500	3,500
TOTAL-Other Expenses Gross	132,629	248,445	264,004	264,004	273,087	273,087
Less Reimbursements						
TOTAL-Other Expenses Net	132,629	248,445	264,004	264,004	273,087	273,087

***Character & Major Object Summary***

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	1,736,848	2,009,938	2,167,297	2,167,297	2,167,297	2,096,602	2,096,602	2,096,602
Other Expenses Net	132,629	248,445	264,004	264,004	264,004	273,087	273,087	273,087
Capital Outlay	7,413	48,500	34,500	34,500	34,500	48,500	48,500	48,500
TOTAL-General Fund Net	1,876,890	2,306,883	2,465,801	2,465,801	2,465,801	2,418,189	2,418,189	2,418,189

# JUDICIAL SELECTION COMMISSION

## AGENCY DESCRIPTION

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

for nomination as judges of the Superior Court, Appellate Court and Supreme Court.

*The Judicial Selection Commission is recommended for consolidation with the Department of Administrative Services in the Governor's budget as part of his proposal to restructure state government.*

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2011-2012</u>	<u>2012-2013</u>
<b>Reductions to Current Services</b>		
• Fund Equipment Through CEPF	0	-700
• Remove or Limit Inflation	-436	-991
<b>Reallocations or Transfers</b>		
• Restructure State Government	-93,314	-90,620
<i>Support for the Judicial Selection Commission is proposed for transfer to the Department of Administrative Services.</i>		

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	1	0	0	1	1	0	1	0
<b>Agency Programs by Total Funds</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Merit Selection of Judges	84,622	87,133	103,290	93,750	0	97,449	92,311	0
TOTAL Agency Programs - All Funds Gross	84,622	87,133	103,290	93,750	0	97,449	92,311	0
Less Turnover								
TOTAL Agency Programs - All Funds Net	84,622	87,133	103,290	93,750	0	97,449	92,311	0
<i>Summary of Funding</i>								
General Fund Net	84,622	87,133	103,290	93,750	0	97,449	92,311	0
TOTAL Agency Programs - All Funds Net	84,622	87,133	103,290	93,750	0	97,449	92,311	0

## MERIT SELECTION OF JUDGES

### Statutory Reference

C.G.S. Section 51-44a.

### Statement of Need and Program Objectives

To recommend qualified candidates to the Governor for nomination as judges and to also interview judges seeking reappointment and/or elevation in the Connecticut court system.

### Program Description

The purpose of the Judicial Selection Commission is to seek, evaluate, investigate and recommend qualified candidates for considerations by the Governor for nomination as judges of the Superior Court, Appellate Court and Supreme Court.

The Judicial Selection Commission consists of twelve members. Of the twelve members, six must not be attorneys. 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.

It is also the responsibility of the Judicial Selection Commission to interview judges seeking reappointment and/or elevation and evaluate the respective judge on legal ability, competence, integrity, character, temperament, and any other relevant factor.

The Judicial Selection Commission prepares a confidential listing for the Governor of qualified candidates for nomination as a judge and incumbent judges seeking appointment to a different court.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	1	0	0	1	1	0	1	0

**Budget-in-Detail**

<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	71,831	69,676	75,857	75,857	0	73,164	73,164	0
Other Expenses	12,791	17,456	22,433	17,892	0	23,085	18,447	0
<i>Capital Outlay</i>								
Equipment	0	1	5,000	1	0	1,200	700	0
TOTAL-General Fund	84,622	87,133	103,290	93,750	0	97,449	92,311	0

Merit Selection of Judges

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	69,206	69,676	72,707	0	70,014	0
Other	2,625	0	3,150	0	3,150	0
TOTAL-Personal Services Gross	71,831	69,676	75,857	0	73,164	0
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	71,831	69,676	75,857	0	73,164	0
<i>Other Expenses-Contractual Services</i>						
Rentals, Storage and Leasing	3,119	4,256	4,362	0	4,497	0
Telecommunication Services	224	306	400	0	425	0
Fees for Non-Professional Services	6,224	8,493	11,620	0	11,980	0
Postage	1,095	1,494	2,500	0	2,500	0
Travel	582	793	814	0	839	0
Advertising	169	231	237	0	244	0
Printing & Binding	180	246	500	0	500	0
<i>Other Expenses-Commodities</i>						
Office Supplies	1,198	1,637	2,000	0	2,100	0
TOTAL-Other Expenses Gross	12,791	17,456	22,433	0	23,085	0
Less Reimbursements						
TOTAL-Other Expenses Net	12,791	17,456	22,433	0	23,085	0

<i>Character &amp; Major Object Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	71,831	69,676	75,857	75,857	0	73,164	73,164	0
Other Expenses Net	12,791	17,456	22,433	17,892	0	23,085	18,447	0
Capital Outlay	0	1	5,000	1	0	1,200	700	0
TOTAL-General Fund Net	84,622	87,133	103,290	93,750	0	97,449	92,311	0



# CONTRACTING STANDARDS BOARD

## AGENCY DESCRIPTION

The Contracting Standards Board is a fourteen member board appointed to oversee all state contracts. The board's mission is to ensure that state contracting and procurement processes reflect the

highest standards of integrity, are clean and consistent, and are conducted in the most efficient manner possible.

*The Contracting Standards Board is recommended for consolidation with the Office of Governmental Accountability in the Governor's budget as part of his proposal to restructure state government.*

## RECOMMENDED SIGNIFICANT CHANGES

### Reallocations or Transfers

- Restructure State Government

<u>2011-2012</u>	<u>2012-2013</u>
-803,947	-792,973

Consolidate the Contracting Standards Board into the Office of Governmental Accountability.

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	0	5	0	5	5	0	5	0
<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Contracting Standards Board Operations	11,060	10,001	1,263,557	803,947	0	1,266,813	792,973	0
TOTAL Agency Programs - All Funds Gross	11,060	10,001	1,263,557	803,947	0	1,266,813	792,973	0
Less Turnover								
TOTAL Agency Programs - All Funds Net	11,060	10,001	1,263,557	803,947	0	1,266,813	792,973	0
<i>Summary of Funding</i>								
General Fund Net	11,060	10,001	1,263,557	803,947	0	1,266,813	792,973	0
TOTAL Agency Programs - All Funds Net	11,060	10,001	1,263,557	803,947	0	1,266,813	792,973	0

## CONTRACTING STANDARDS BOARD OPERATIONS

### Statutory Reference

C.G.S. Sections 4e-1 to 4e-48.

### Statement of Need and Program Objectives

The board is responsible for adopting procurement regulations and reviewing, monitoring, and auditing state contracting agencies' procurement processes.

The board ensures that state contracting and procurement is conducted in the most efficient manner possible by:

- Recommending the repeal of repetitive, conflicting, or obsolete state procurement laws.
- Making recommendations regarding information systems for state procurement including data element and design and the state contracting portal.

- Developing a guide to state statutes and regulations concerning procurement for use by all state contracting agencies.
- Helping state contracting agencies comply with state laws and regulations by providing guidance, models, advice, and practical assistance to their staff related to buying the best service at the best price; properly selecting contractors; and drafting contracts that achieve state goals of accountability, transparency, and results-based outcomes and protect taxpayers' interests.
- Adopting regulations and policies to carry out state procurement laws in order to facilitate consistent application and require the implementation of best procurement practices.
- Establishing a procurement and project management training program and certification procedure for agency procurement officers.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	0	5	0	5	5	0	5	0

Budget-in-Detail

<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	0	513,112	496,706	0	496,240	479,342	0
Other Expenses	11,060	10,000	747,405	304,200	0	770,573	313,630	0
<i>Capital Outlay</i>								
Equipment	0	1	3,040	3,041	0	0	1	0
TOTAL-General Fund	11,060	10,001	1,263,557	803,947	0	1,266,813	792,973	0

Contracting Standards Board Operations

AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	0	0	496,706	0	479,342	0
Other	0	0	16,406	0	16,898	0
TOTAL-Personal Services Gross	0	0	513,112	0	496,240	0
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	0	0	513,112	0	496,240	0
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	0	0	1,083	0	1,117	0
Rentals, Storage and Leasing	460	0	37,912	0	39,087	0
Telecommunication Services	0	0	5,416	0	5,584	0
General Repairs	0	0	3,250	0	3,350	0
Fees for Outside Professional Services	0	0	626,086	0	645,495	0
DP Services, Rentals and Maintenance	0	0	4,658	0	4,802	0
Postage	0	0	1,083	0	1,117	0
Travel	0	0	10,832	0	11,168	0
Other Contractual Services	10,600	10,000	21,664	0	22,335	0
Advertising	0	0	5,416	0	5,584	0
Printing & Binding	0	0	5,633	0	5,807	0
<i>Other Expenses-Commodities</i>						
Office Supplies	0	0	24,372	0	25,127	0
TOTAL-Other Expenses Gross	11,060	10,000	747,405	0	770,573	0
Less Reimbursements						
TOTAL-Other Expenses Net	11,060	10,000	747,405	0	770,573	0

<i>Character &amp; Major Object Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	0	0	513,112	496,706	0	496,240	479,342	0
Other Expenses Net	11,060	10,000	747,405	304,200	0	770,573	313,630	0
Capital Outlay	0	1	3,040	3,041	0	0	1	0
TOTAL-General Fund Net	11,060	10,001	1,263,557	803,947	0	1,266,813	792,973	0

# STATE TREASURER

## AGENCY DESCRIPTION

The State Treasurer, elected for a term of four years as prescribed by the State Constitution, is responsible for the safe custody of the property and money of the State and makes disbursements on warrants drawn and presented by the State Comptroller.

The Treasurer invests the State's General Fund as well as the assets of the State's pensions, trusts and other funds. The Treasurer administers the issuance of State bonds and the payment of principal and interest thereon. The Treasurer also manages the process of the

borrowing of those funds, the repayment of which is a limited or contingent liability of the State.

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

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

## AGENCY PROGRAM INDEX

Debt Management	50	Unclaimed Property & Escheats	52
Investment Services	51	Agency Management Services	53
Cash Management	51		
Second Injury Fund	52		

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	<u>2011-2012</u>	<u>2012-2013</u>
• Remove or Limit Inflation	-7,005	-15,718
• Reduce Personal Services to Reflect Reimbursements	-123,560	-123,560

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	41	7	0	48	48	48	48	48
Special Transportation Fund	1	0	0	1	0	1	0	1
Unclaimed Property Fund	27	4	0	31	31	31	31	31
Bond Funds	3	0	0	3	3	3	3	3
Second Injury & Compensation Assurance	42	3	0	45	45	45	45	45
Investment Trust Fund	24	4	0	28	28	28	28	28
Private Funds	6	2	0	8	8	8	8	8
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			1	1	1	1	1	1
<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Debt Management	110,638,798	133,803,751	52,377,561	52,377,561	52,376,904	3,435,206	3,435,206	3,433,714
Investment Services	67,683,841	72,563,886	74,740,053	74,740,053	74,740,053	76,981,503	76,981,503	76,981,503
Cash Management	6,217,219	6,548,837	6,681,361	6,681,361	6,681,053	6,797,799	6,797,799	6,797,101
Second Injury Fund	24,988,655	26,235,256	27,020,812	27,020,812	27,020,812	27,829,936	27,829,936	27,829,936
Unclaimed Property & Escheats	6,056,349	5,917,450	6,142,833	6,094,602	6,094,602	6,323,509	6,277,065	6,277,065
Agency Management Services	4,606,023	5,242,156	6,248,972	6,053,668	5,924,068	6,259,836	6,064,532	5,927,444
TOTAL Agency Programs - All Funds Gross	220,190,885	250,311,336	173,211,592	172,968,057	172,837,492	127,627,789	127,386,041	127,246,763
Less Turnover	0	0	-422,995	-422,995	-422,995	-422,995	-422,995	-422,995
TOTAL Agency Programs - All Funds Net	220,190,885	250,311,336	172,788,597	172,545,062	172,414,497	127,204,794	126,963,046	126,823,768
<i>Summary of Funding</i>								
General Fund Net	3,365,574	4,004,625	4,504,432	4,260,897	4,130,332	4,339,560	4,097,812	3,958,534
Unclaimed Property Fund	6,717,759	6,600,000	6,797,628	6,797,628	6,797,628	7,001,182	7,001,182	7,001,182
Special Funds, Non-Appropriated	704,460	500,000	450,000	450,000	450,000	450,000	450,000	450,000

## Budget-in-Detail

Bond Funds	438,041	451,183	464,718	464,718	464,718	478,660	478,660	478,660
Second Injury & Compensation Assurance	6,800,426	7,507,356	7,731,077	7,731,077	7,731,077	7,961,509	7,961,509	7,961,509
Investment Trust Fund	69,098,400	74,170,823	76,395,198	76,395,198	76,395,198	78,686,303	78,686,303	78,686,303
Private Funds	133,066,225	157,077,349	76,445,544	76,445,544	76,445,544	28,287,580	28,287,580	28,287,580
<b>TOTAL Agency Programs - All Funds Net</b>	<b>220,190,885</b>	<b>250,311,336</b>	<b>172,788,597</b>	<b>172,545,062</b>	<b>172,414,497</b>	<b>127,204,794</b>	<b>126,963,046</b>	<b>126,823,768</b>

## DEBT MANAGEMENT

### Statutory Reference

C.G.S. Chapter 32, Part I.

### Statement of Need and Program Objectives

Administer the State's bond and debt financing program, including the sale of State bonds. Monitor the bond markets, financing structures and economic trends that affect interest rates in order to realize favorable bond issuances. Oversee the issuance of bonds to finance State capital projects, refinance outstanding debt when appropriate, manage debt service payments and cash flow borrowing, and provide information and data to private credit rating agencies.

### Program Description

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

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

The division manages the issuance of the general and special obligation bonds of the University of Connecticut under a capital investment program to rebuild and refurbish the University of Connecticut. That program, which began in 1995, now extends to 2017.

The division has developed several revenue bonding programs to meet other State financing needs. The Clean Water Fund bonding program enhances the State's Clean Water Fund, which provides grants and loans to finance the planning, design and construction of water quality projects throughout the State including projects to improve water quality in Long Island Sound. Other specialized bonding programs include the Bradley International Airport bonding program and bonding programs backed by charges on electric utility bills.

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

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	8	0	0	8	8	8	8	8
Bond Funds	3	0	0	3	3	3	3	3

### Financial Summary

#### (Net of Reimbursements)

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	641,554	742,336	733,229	733,229	733,229	706,273	706,273	706,273
Other Expenses	14,945	26,313	26,970	26,970	26,313	27,805	27,805	26,313
<b>TOTAL-General Fund</b>	<b>656,499</b>	<b>768,649</b>	<b>760,199</b>	<b>760,199</b>	<b>759,542</b>	<b>734,078</b>	<b>734,078</b>	<b>732,586</b>

#### Additional Funds Available

Special Funds, Non-Appropriated	704,460	500,000	450,000	450,000	450,000	450,000	450,000	450,000
Bond Funds	438,041	451,183	464,718	464,718	464,718	478,660	478,660	478,660
Private Funds	108,839,798	132,083,919	50,702,644	50,702,644	50,702,644	1,772,468	1,772,468	1,772,468
<b>TOTAL - All Funds</b>	<b>110,638,798</b>	<b>133,803,751</b>	<b>52,377,561</b>	<b>52,377,561</b>	<b>52,376,904</b>	<b>3,435,206</b>	<b>3,435,206</b>	<b>3,433,714</b>

#### Debt Management

## INVESTMENT SERVICES

### Statutory Reference

C.G.S. Chapter 32, Part I.

### Statement of Need and Program Objectives

To maximize the long-term investment return on pension assets with an acceptable degree of risk so that beneficiary benefit payments are made when due and contributions required from the State and municipal plan sponsors are minimized.

### Program Description

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

The Combined Investment Funds in which the CRPTF's cash flow is invested through the purchase of units are the Liquidity Fund - money market instruments and short-term debt; the Mutual Equity Fund, Developed Markets International Stock Fund, and the Emerging Markets International Stock Fund; the Core Fixed Income Fund, Inflation Linked Bond Fund; Emerging Markets Debt Fund; High Yield Debt Fund; the Real Estate Fund – core, value add and opportunistic real estate funds; the Private Investment Fund – venture capital, corporate finance and other private equity fund investments, Commercial Mortgage Fund – commercial and Yankee Mac mortgages and the Alternative Investment Fund – strategies which do not fall into traditional classes.

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

### Personnel Summary

#### Permanent Full-Time Positions

	As of 06/30/2010		2010-2011 Change	2010-2011 Total	2011-2012 Requested	2011-2012 Recommended	2012-2013 Requested	2012-2013 Recommended
	Filled	Vacant						
Investment Trust Fund	16	4	0	20	20	20	20	20

### Financial Summary

#### (Net of Reimbursements)

#### Additional Funds Available

	2009-2010 Actual	2010-2011 Estimated	2011-2012 Requested	Current Services	2011-2012 Recommended	2012-2013 Requested	Current Services	2012-2013 Recommended
Investment Trust Fund	67,683,841	72,563,886	74,740,053	74,740,053	74,740,053	76,981,503	76,981,503	76,981,503
TOTAL - All Funds	67,683,841	72,563,886	74,740,053	74,740,053	74,740,053	76,981,503	76,981,503	76,981,503
Investment Services								

## CASH MANAGEMENT

### Statutory Reference

C.G.S. Chapter 32, Part I.

### Statement of Need and Program Objectives

To protect State deposits through effective internal operations that maximize investment balances, while meeting the State's financial obligations, by speeding deposits, controlling disbursements, minimizing banking costs and balances and providing accurate cash forecasts. To achieve as high a level of income in the Treasurer's Short-Term Investment Fund (STIF), which is an investment pool for the operating cash of State and local governments.

### Program Description

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

The Bank Control and Reconciliation Unit tracks the State's internal and external cash flow. The unit is also responsible for the reconciliation of Treasury bank accounts, the administration of

stop payments and check reissues and the release of State payroll and vendor checks.

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

The Short-Term Investments Unit invests STIF assets, monitors custodian activity and prepares quarterly and annual reports. The unit also administers STIF accounts for State agencies and authorities and municipal and local entities. In addition, the unit manages the Grant Express program, the Debt Express program, and the Clean Water program, which enable municipalities to transfer funds associated with these programs directly into and out of their STIF accounts.

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

## Budget-in-Detail

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	13	1	0	14	14	14	14	14
Private Funds	6	2	0	8	8	8	8	8

### Financial Summary

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	1,114,748	1,275,928	1,250,658	1,250,658	1,250,658	1,204,238	1,204,238	1,204,238
Other Expenses	6,975	12,281	12,589	12,589	12,281	12,979	12,979	12,281
TOTAL-General Fund	1,121,723	1,288,209	1,263,247	1,263,247	1,262,939	1,217,217	1,217,217	1,216,519
<b>Additional Funds Available</b>								
Private Funds	5,095,496	5,260,628	5,418,114	5,418,114	5,418,114	5,580,582	5,580,582	5,580,582
TOTAL - All Funds	6,217,219	6,548,837	6,681,361	6,681,361	6,681,053	6,797,799	6,797,799	6,797,101

Cash Management

## SECOND INJURY FUND

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

The Second Injury Fund, administered by the Treasurer, is a State-run workers' compensation insurance fund that pays lost wages and

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

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

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Second Injury & Compensation Assurance	36	3	0	39	39	39	39	39

### Financial Summary

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Second Injury & Compensation Assurance	5,967,819	6,643,795	6,841,608	6,841,608	6,841,608	7,045,355	7,045,355	7,045,355
Private Funds	19,020,836	19,591,461	20,179,204	20,179,204	20,179,204	20,784,581	20,784,581	20,784,581
TOTAL - All Funds	24,988,655	26,235,256	27,020,812	27,020,812	27,020,812	27,829,936	27,829,936	27,829,936

Second Injury Fund

## UNCLAIMED PROPERTY AND ESCHEATS

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

Under Connecticut General Statutes, the Treasurer is custodian of all unclaimed property remitted to the State. A primary activity of the division is to reunite owners with their property, administered through outreach efforts and advertising of its *Name It and Claim It* program. Another core activity of the division is its *Holder Outreach* program. Targeted to businesses and organizations, this program promotes compliance with the statutory obligation to report and remit unclaimed property to the State by the annual March 31<sup>st</sup> deadline.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
Unclaimed Property Fund	26	4	0	30	30	30	30	30
<b><i>Financial Summary</i></b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	0	48,231	0	0	46,444	0	0
TOTAL-General Fund	0	0	48,231	0	0	46,444	0	0
<u><i>Additional Funds Available</i></u>								
Unclaimed Property Fund	6,056,349	5,917,450	6,094,602	6,094,602	6,094,602	6,277,065	6,277,065	6,277,065
TOTAL - All Funds	6,056,349	5,917,450	6,142,833	6,094,602	6,094,602	6,323,509	6,277,065	6,277,065
Unclaimed Property & Escheats								

## MANAGEMENT SERVICES

### ***Statutory Reference***

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

### ***Statement of Need and Program Objectives***

To direct and support the operations of the Office of the State Treasurer by establishing long and short-term goals and objectives and coordinating and providing management services.

### ***Program Description***

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

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

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

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

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

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

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

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	20	6	0	26	26	26	26	26
Special Transportation Fund	1	0	0	1	0	1	0	1
Unclaimed Property Fund	1	0	0	1	1	1	1	1
Second Injury & Compensation Assurance	6	0	0	6	6	6	6	6
Investment Trust Fund	8	0	0	8	8	8	8	8
<i>Other Positions Equated to Full Time</i>								
General Fund			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			1	1	1	1	1	1
<b><i>Financial Summary</i></b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,453,843	1,712,704	2,606,348	2,419,343	2,295,783	2,507,926	2,320,921	2,197,361
Other Expenses	133,509	235,062	241,102	241,102	235,062	248,590	248,590	235,062
<u><i>Capital Outlay</i></u>								
Equipment	0	1	8,300	1	1	8,300	1	1
TOTAL-General Fund	1,587,352	1,947,767	2,855,750	2,660,446	2,530,846	2,764,816	2,569,512	2,432,424
<u><i>Additional Funds Available</i></u>								
Unclaimed Property Fund	661,410	682,550	703,026	703,026	703,026	724,117	724,117	724,117
Second Injury & Compensation Assurance	832,607	863,561	889,469	889,469	889,469	916,154	916,154	916,154
Investment Trust Fund	1,414,559	1,606,937	1,655,145	1,655,145	1,655,145	1,704,800	1,704,800	1,704,800



**Budget-in-Detail**

Private Funds	110,095	141,341	145,582	145,582	145,582	149,949	149,949	149,949
TOTAL - All Funds	4,606,023	5,242,156	6,248,972	6,053,668	5,924,068	6,259,836	6,064,532	5,927,444

**Agency Management Services**

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	3,068,719	3,567,193	4,543,241	4,503,860	4,391,401	4,353,807
Other Positions	92,685	95,310	14,291	14,291	13,762	13,762
Other	47,305	66,802	80,934	80,934	59,718	59,718
Overtime	1,436	1,663	0	0	0	0
TOTAL-Personal Services Gross	3,210,145	3,730,968	4,638,466	4,599,085	4,464,881	4,427,287
Less Reimbursements	0	0	0	-319,415	0	-319,415
Less Turnover	0	0	-422,995	-422,995	-422,995	-422,995
TOTAL-Personal Services Net	3,210,145	3,730,968	4,215,471	3,856,675	4,041,886	3,684,877
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	26,009	45,793	46,938	45,793	48,393	45,793
Rentals, Storage and Leasing	12,220	21,515	22,053	21,515	22,737	21,515
Telecommunication Services	16,825	29,622	30,363	29,622	31,304	29,622
General Repairs	2,099	3,696	3,788	3,696	3,905	3,696
Motor Vehicle Expenses	7,354	12,948	13,272	12,948	13,683	12,948
Fees for Outside Professional Services	1,170	2,060	2,112	2,060	2,177	2,060
Fees for Non-Professional Services	38,958	68,591	70,306	68,591	72,486	68,591
DP Services, Rentals and Maintenance	3,294	5,798	5,943	5,798	6,127	5,798
Postage	8,107	14,274	14,631	14,274	15,084	14,274
Travel	2,559	4,506	4,618	4,506	4,762	4,506
Other Contractual Services	1,697	2,988	3,064	2,988	3,159	2,988
Advertising	69	121	124	121	128	121
Printing & Binding	227	399	409	399	422	399
<i>Other Expenses-Commodities</i>						
Books	148	261	268	261	276	261
Maintenance and Motor Vehicle Supplies	2,709	4,771	5,048	4,771	5,217	4,771
Medical Supplies	108	190	198	190	206	190
Office Supplies	18,000	31,693	32,486	31,693	33,492	31,693
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	13,876	24,430	25,040	24,430	25,816	24,430
TOTAL-Other Expenses Gross	155,429	273,656	280,661	273,656	289,374	273,656
Less Reimbursements						
TOTAL-Other Expenses Net	155,429	273,656	280,661	273,656	289,374	273,656

<i>Character &amp; Major Object Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	3,210,145	3,730,968	4,215,471	3,980,235	3,856,675	4,041,886	3,808,437	3,684,877
Other Expenses Net	155,429	273,656	280,661	280,661	273,656	289,374	289,374	273,656
Capital Outlay	0	1	8,300	1	1	8,300	1	1
TOTAL-General Fund Net	3,365,574	4,004,625	4,504,432	4,260,897	4,130,332	4,339,560	4,097,812	3,958,534
<i>Additional Funds Available</i>								
Unclaimed Property Fund	6,717,759	6,600,000	6,797,628	6,797,628	6,797,628	7,001,182	7,001,182	7,001,182
Special Funds, Non-Appropriated	704,460	500,000	450,000	450,000	450,000	450,000	450,000	450,000
Bond Funds	438,041	451,183	464,718	464,718	464,718	478,660	478,660	478,660
Second Injury & Compensation Assurance	6,800,426	7,507,356	7,731,077	7,731,077	7,731,077	7,961,509	7,961,509	7,961,509
Investment Trust Fund	69,098,400	74,170,823	76,395,198	76,395,198	76,395,198	78,686,303	78,686,303	78,686,303
Private Funds	133,066,225	157,077,349	76,445,544	76,445,544	76,445,544	28,287,580	28,287,580	28,287,580
TOTAL-All Funds Net	220,190,885	250,311,336	172,788,597	172,545,062	172,414,497	127,204,794	126,963,046	126,823,768



# STATE COMPTROLLER

## AGENCY DESCRIPTION

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

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

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

### Reductions to Current Services

	2011-2012	2012-2013
• Fund Equipment Through CEPF	-49,999	-349,999
• Remove or Limit Inflation	0	-120,699
• Provide Electronic Pay Advices Rather Than Paper Advices	-10,000	-235,000
• Implement Mandatory Direct Deposit	-18,500	-86,000

Full implementation of this change is anticipated to require agreement by the state employee unions.

## AGENCY PROGRAMS

Personnel Summary	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	252	17	0	269	269	269	269	269

### Agency Programs by Total Funds

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Fiscal Policy	5,152,991	5,320,798	7,043,355	6,845,529	6,767,030	6,972,634	6,939,898	6,240,554
Payroll Services	2,136,883	2,212,425	2,800,639	2,800,365	2,800,365	2,709,261	2,708,985	2,708,795
Accounts Payable	1,442,824	1,490,021	1,760,227	1,760,055	1,760,055	1,701,319	1,701,146	1,700,979
Retirement Division	6,727,077	6,981,188	5,851,826	5,851,278	5,851,278	5,582,789	5,582,246	5,574,998
Budget & Fiscal Analysis	4,087,778	4,203,850	4,892,437	4,911,535	4,911,535	4,750,123	4,769,216	4,767,004
Information Technology Division	5,282,486	5,289,955	4,487,806	4,487,634	4,487,634	4,742,387	4,742,214	4,659,847
Healthcare Policy and Benefits Division	6,898	41,577	1,843,610	1,843,430	1,843,430	1,731,214	1,731,038	1,730,868
TOTAL Agency Programs - All Funds Gross	24,836,937	25,539,814	28,679,900	28,499,826	28,421,327	28,189,727	28,174,743	27,383,045
Less Turnover	0	0	-175,000	-350,000	-350,000	-175,000	-350,000	-350,000
TOTAL Agency Programs - All Funds Net	24,836,937	25,539,814	28,504,900	28,149,826	28,071,327	28,014,727	27,824,743	27,033,045
<b>Summary of Funding</b>								
General Fund Net	24,776,285	25,539,814	28,504,900	28,149,826	28,071,327	28,014,727	27,824,743	27,033,045
Private Funds	60,652	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	24,836,937	25,539,814	28,504,900	28,149,826	28,071,327	28,014,727	27,824,743	27,033,045

## FISCAL POLICY DIVISION

### Statutory Reference

Article Fourth, State Constitution; C.G.S. Sections 3-112, 3-117, 4-33, 4-33a, 4-36, 4-52 through 4-58 and 4-98.

### Statement of Need and Program Objectives

To provide policy and program direction for the administrative functions of the Office of the State Comptroller and to monitor agency compliance with the state's accounting procedures. To conduct agency internal control reviews and fact-finding activities at

the request of the Comptroller. To coordinate procurement, implementation and support of the information technology (IT) infrastructure for the office. To provide support services for the central processes within the Comptroller's Office.

### Program Description

The Fiscal Policy Division consists of two separate units. The Statewide Program Unit is responsible for establishing and monitoring accounting and financial policies; developing and promulgating complex accounting systems and procedures to

## Budget-in-Detail

maximize accountability, standardization and cost effectiveness; monitoring agency compliance with these systems and procedures; reviewing reports of the Auditors of Public Accounts to ensure agency compliance with audit recommendations; establishing procedures for the state's real and personal property records; monitoring activities of trustee funds; internal control; purchasing

card, fuel card and bank account establishment and the statewide processing of union funded tuition and travel reimbursements.

The Technology Management Unit is responsible for developing and maintaining the Comptroller's website and implementing and supporting the office's desktop computer and network infrastructure.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	49	17	0	66	66	66	66	66
 <i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	4,089,267	4,222,758	5,779,729	5,779,163	5,779,163	5,542,580	5,542,014	5,542,014
Other Expenses	1,003,072	1,098,039	1,016,366	1,016,366	987,866	1,047,884	1,047,884	698,539
<i>Capital Outlay</i>								
Equipment	0	1	247,260	50,000	1	382,170	350,000	1
TOTAL-General Fund	5,092,339	5,320,798	7,043,355	6,845,529	6,767,030	6,972,634	6,939,898	6,240,554
<i>Additional Funds Available</i>								
Private Funds	60,652	0	0	0	0	0	0	0
TOTAL - All Funds	5,152,991	5,320,798	7,043,355	6,845,529	6,767,030	6,972,634	6,939,898	6,240,554
Fiscal Policy								

## PAYROLL SERVICES DIVISION

### **Statutory Reference**

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

### **Statement of Need and Program Objectives**

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

### **Program Description**

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

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	32	0	0	32	32	32	32	32
 <i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,130,106	2,205,045	2,793,809	2,793,535	2,793,535	2,702,220	2,701,944	2,701,944
Other Expenses	6,777	7,380	6,830	6,830	6,830	7,041	7,041	6,851
TOTAL-General Fund	2,136,883	2,212,425	2,800,639	2,800,365	2,800,365	2,709,261	2,708,985	2,708,795
Payroll Services								

## ACCOUNTS PAYABLE DIVISION

### **Statutory Reference**

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

### **Statement of Need and Program Objectives**

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

### **Program Description**

The Accounts Payable Division manages the centralized accounts payable function for the state, maintains the 125,000-plus record vendor profile database that identifies the vendors that provide

goods and services to the state and is used by expending state agencies, initiates and monitors the pay cycle process for the generation of payments in settlement of the state's obligations, conducts post transactional examinations of encumbrances and expenditures for compliance, and performs a variety of necessary processing activities to satisfy federal or state requirements or in response to requests under Freedom of Information.

The division also processes special payments such as tax-exempt bond funds, debt service, legal settlements (involving the state), land condemnations, human resource benefits, federal pass-through and state grants, through various methods such as checks, Automated

Clearing House (ACH, also known as electronic funds transfer or EFT), wire transfers, and interagency transfers.

The division enforces the statutory, regulatory and accounting provisions mandated by state and federal law and by the Comptroller's policies; facilitates the execution of statutory grant programs for payment to municipalities and/or not-for-profit organizations; generates summary and detailed reports of payments to municipalities; provides assistance to the municipalities' independent auditors in the reconciliation of such payments;

maintains financial records, including garnishments or offsets through the vendor file database within the state's Core-CT administrative and financial system; assists agencies in processing transactions and troubleshooting problems with such transactions in Core-CT; develops manuals and provides training to the agencies' business office staff; develops test scripts for system functional testing; and processes and distributes Forms 1099-MISC, 1099-S and 1099-G to certain vendors, grantees and the Internal Revenue Service.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	21	0	0	21	21	21	21	21

<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	1,437,026	1,483,529	1,754,219	1,754,047	1,754,047	1,695,125	1,694,952	1,694,952
Other Expenses	5,798	6,492	6,008	6,008	6,008	6,194	6,194	6,027
TOTAL-General Fund	1,442,824	1,490,021	1,760,227	1,760,055	1,760,055	1,701,319	1,701,146	1,700,979
Accounts Payable								

## RETIREMENT SERVICES DIVISION

### *Statutory References*

Article Fourth, State Constitution; C.G.S. Chapters 65, 66, 104, 113, 774, 872, 886, pension agreement.

### *Statement of Need and Program Objectives*

To administer and maintain the records and accounts of the State Employees Retirement System; the Alternate Retirement Program for eligible employees of the Board of Higher Education; the State's Attorneys Retirement System; the Public Defenders Retirement System; the Judges, Family Support Magistrates and Compensation Commissioners Retirement System; Special Statutory Retirement Benefits; the Connecticut Municipal Employees Retirement System; and the Connecticut Probate Judges and Employees Retirement System.

### *Program Description*

As the agent of the State Employees Retirement Commission, the Retirement Services Division administers all state pension plans except the Teachers' Retirement System, providing a comprehensive package of services ranging from pre-retirement counseling to post-mortem accounting. The division provides counseling services to members of the pension plans it administers; manages computer,

accounting, investigatory, payroll, training, recordkeeping and compliance activities attendant to the state's retirement programs; analyzes and implements statutory, collectively-bargained and federally-mandated revisions to the pension plans within its jurisdiction; plans and develops new products and services and conducts, as part of this effort, research and analysis of retirement conditions and trends. In FY 2010, the division managed over \$5.9 billion in assets for the State Employees Retirement System and paid over \$1 billion in retirement benefits to almost 50,000 retired state and municipal employees and annuitants. In addition, under chapters 66 and 113 of the General Statutes, the State Employees Retirement Commission is authorized to act as agent for the state in all matters relating to social security executed under Section 218 of the Social Security Act. As agent of the Commission, the division provides informational material to state and municipal officials concerning social security coverage of public officers and employees under the provisions of federal and state laws and regulations; supervises referendums among members of retirement systems; and provides guidance in maintaining records, filing reports, and making payments.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	62	0	0	62	62	62	62	62

<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	6,519,371	6,700,957	5,591,758	5,591,210	5,591,210	5,314,816	5,314,273	5,314,273
Other Expenses	207,706	280,231	260,068	260,068	260,068	267,973	267,973	260,725
TOTAL-General Fund	6,727,077	6,981,188	5,851,826	5,851,278	5,851,278	5,582,789	5,582,246	5,574,998
Retirement Division								

## BUDGET AND FISCAL ANALYSIS DIVISION

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

The division performs the state's accounting, cost accounting and financial reporting functions. The division posts, analyzes and reports state expenditures and receipts by fund and account category inclusive of federal and other funding sources. The division computes and reports direct and indirect costs associated with major state

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

### Personnel Summary

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	50	0	0	50	50	50	50	50

### Financial Summary

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	4,003,492	4,099,806	4,813,032	4,812,560	4,812,560	4,668,325	4,667,848	4,667,848
Other Expenses	65,695	85,453	79,405	79,405	79,405	81,798	81,798	79,586
<i>Pmts to Other Than Local Governments</i>								
Governmental Accounting Standards Bd	18,591	18,591	0	19,570	19,570	0	19,570	19,570
TOTAL-General Fund	4,087,778	4,203,850	4,892,437	4,911,535	4,911,535	4,750,123	4,769,216	4,767,004

### Budget & Fiscal Analysis

## INFORMATION TECHNOLOGY DIVISION

### Statutory Reference

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

### Statement of Need and Program Objectives

To manage and operate the Core-CT system.

### Program Description

The employees of the Information Technology Division are assigned to the inter-agency team that supports and maintains Core-CT, the

state's enterprise-wide financial, human resource, and payroll system. The system performs the state's accounting, accounts payable, accounts receivable, purchasing, billing, project management, human resource, time and attendance, payroll, and benefits administration functions and is used by over 10,000 state employees.

### Personnel Summary

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	18	0	0	18	18	18	18	18

### Financial Summary

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
(Net of Reimbursements)								
Personal Services	2,524,983	2,610,145	1,751,454	1,751,282	1,751,282	1,697,136	1,696,963	1,696,963
Other Expenses	2,757,503	2,679,810	2,736,352	2,736,352	2,736,352	3,045,251	3,045,251	2,962,884
TOTAL-General Fund	5,282,486	5,289,955	4,487,806	4,487,634	4,487,634	4,742,387	4,742,214	4,659,847

### Information Technology Division

## HEALTHCARE POLICY &amp; BENEFIT SERVICES DIVISION

**Statutory Reference**

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

**Statement of Need and Program Objectives**

To administer state employee and retiree health insurance and other benefits including the state's defined contribution plans.

**Program Description**

The division administers active state employee benefits including medical, dental, and pharmacy benefits, and the state's defined contribution plans. In addition, the division is responsible for providing staff support to the Health Care Cost Containment Committee, administers continuation coverage (COBRA) for terminated employees and/or their dependents, and administers supplemental benefit programs. In coordination with the State Employees Retirement Commission, the division oversees the

investments of the State's Alternate Retirement Plan, 403(b) plan, and deferred compensation plan.

The division conducts accounting, investigatory, record-keeping and compliance activities attendant to the state's employee and retiree benefit programs; analyzes and implements statutory, collectively-bargained and federally-mandated revisions to the plans within its jurisdiction; plans and develops new products and services and conducts, as part of this effort, research and analysis of trends; provides direction for plan design, benefit administration and interpretation and policy for all state benefits, including medical, surgical, hospital, pharmacy and life insurance; negotiates with providers to supply insurance; monitors providers; and monitors utilization and costs and conducts investment research and analysis for the state's defined contribution plans.

**Personnel Summary***Permanent Full-Time Positions*

General Fund

As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
20	0	0	20	20	20	20	20

**Financial Summary****(Net of Reimbursements)**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	34,982	1,837,507	1,837,327	1,837,327	1,724,921	1,724,745	1,724,745
Other Expenses	6,898	6,595	6,103	6,103	6,103	6,293	6,293	6,123
TOTAL-General Fund	6,898	41,577	1,843,610	1,843,430	1,843,430	1,731,214	1,731,038	1,730,868

Healthcare Policy and Benefits Division

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

**Current Expenses by Minor Object**

	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<b>Personal Services</b>						
Permanent Fulltime Positions	19,746,087	20,325,300	22,910,554	22,919,420	22,264,353	22,273,219
Other Positions	197,625	175,504	175,981	175,981	186,698	186,698
Other	405,852	519,572	824,881	813,631	469,181	457,931
Overtime	354,681	336,846	410,092	410,092	424,891	424,891
TOTAL-Personal Services Gross	20,704,245	21,357,222	24,321,508	24,319,124	23,345,123	23,342,739
Less Reimbursements						
Less Turnover	0	0	-175,000	-350,000	-175,000	-350,000
TOTAL-Personal Services Net	20,704,245	21,357,222	24,146,508	23,969,124	23,170,123	22,992,739

**Other Expenses-Contractual Services**

Dues and Subscriptions	9,284	9,345	8,649	8,649	8,917	8,675
Rentals, Storage and Leasing	30,584	32,192	29,789	29,789	30,713	29,882
Telecommunication Services	65,336	66,526	61,562	61,562	63,471	61,755
General Repairs	144,411	137,140	126,904	126,904	130,838	127,298
Motor Vehicle Expenses	10,299	10,430	9,652	9,652	9,951	9,682
Fees for Outside Professional Services	167,578	245,791	228,696	228,696	235,563	229,192
Fees for Non-Professional Services	52,867	66,222	61,281	61,281	63,181	61,472
DP Services, Rentals and Maintenance	2,850,946	2,788,359	2,836,800	2,836,800	3,148,811	3,063,644
Postage	553,730	617,094	571,040	571,040	588,742	351,337
Travel	546	605	559	559	576	560
Other Contractual Services	20,411	27,536	25,482	25,482	26,273	25,562
Advertising	3,683	4,080	3,775	3,775	3,892	3,787
Printing & Binding	6,930	2,950	2,730	2,730	2,814	2,738

**Budget-in-Detail**

Other Expenses-Commodities

Books	1,418	1,510	1,397	1,397	1,440	1,401
Maintenance and Motor Vehicle Supplies	3,616	3,101	2,974	2,974	3,075	2,992
Office Supplies	131,810	151,119	139,842	111,342	144,177	40,758
TOTAL-Other Expenses Gross	4,053,449	4,164,000	4,111,132	4,082,632	4,462,434	4,020,735
Less Reimbursements						
TOTAL-Other Expenses Net	4,053,449	4,164,000	4,111,132	4,082,632	4,462,434	4,020,735

Pmts to Other Than Local Govts

Governmental Accounting Standards Bd	18,591	18,591	0	19,570	0	19,570
TOTAL-Pmts to Other Than Local Govts	18,591	18,591	0	19,570	0	19,570

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	20,704,245	21,357,222	24,146,508	23,969,124	23,969,124	23,170,123	22,992,739	22,992,739
Other Expenses Net	4,053,449	4,164,000	4,111,132	4,111,132	4,082,632	4,462,434	4,462,434	4,020,735
Capital Outlay	0	1	247,260	50,000	1	382,170	350,000	1
Payments to Other Than Local Governments	18,591	18,591	0	19,570	19,570	0	19,570	19,570
TOTAL-General Fund Net	24,776,285	25,539,814	28,504,900	28,149,826	28,071,327	28,014,727	27,824,743	27,033,045
<u>Additional Funds Available</u>								
Private Funds	60,652	0	0	0	0	0	0	0
TOTAL-All Funds Net	24,836,937	25,539,814	28,504,900	28,149,826	28,071,327	28,014,727	27,824,743	27,033,045



# DEPARTMENT OF REVENUE SERVICES

## AGENCY DESCRIPTION

The Department of Revenue Services (DRS) is statutorily responsible for administering and enforcing state tax laws and collecting state tax revenues while safeguarding and protecting Connecticut taxpayer rights, privacy and property. The agency is responsible for ensuring taxpayer compliance with the tax laws, and when necessary, initiating actions to collect unpaid taxes and applying enforcement measures. DRS is responsible for exercising its authority fairly and impartially for both the state and the taxpayer.

The agency is organized into four programs designed to accomplish its major business objectives to collect what is due, increase taxpayer compliance, protect taxpayer information, treat taxpayers fairly and consistently, and reduce the cost of performance.

*Operations* consists of two functions: operations and information services. This program internally accounts for all tax documents and payments and serves the data processing needs of the agency.

*Audit* administers audit compliance and administrative programs for Connecticut taxes.

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

*Management Services* consists of the department's executive office, the agency's administrative and support services, taxpayer services, appellate and legal functions. It provides technical, legal, litigation, taxpayer assistance, legislative support and records management needs to the entire department and the general public.

### **Energy Conservation Statement**

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

## AGENCY PROGRAM INDEX

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Information Systems	63	Management Services	65
Audit	63		

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2011-2012</u>	<u>2012-2013</u>	
<b>Reductions to Current Services</b>			
• Fund Equipment Through CEPF	-278,079	-407,810	
• Remove or Limit Inflation	-217,188	-490,344	
• Reduce the Management Services Program <i>Eliminate the Tax Products Unit and the Office of Planning and Organizational Development / Internal Audit Division due to the streamlining of agency operations.</i>	-1,102,206	-1,065,087	
• Reduce the Mailing of Forms <i>Savings are generated by no longer mailing the 1040 and 1040 - NRPY (non-resident/part-year resident) and 1099-G (overpayment of Connecticut income tax) forms to taxpayers.</i>	-262,868	-262,868	
• Remove Funding for Vacant Positions	-500,000	-500,000	
<b>Reallocations or Transfers</b>			
• Transfer Information Technology Managers from DOIT to Line Agencies <i>Funding for three Information Technology Managers is being transferred.</i>	376,213	362,801	
<b>Revenues</b>			
• Provide Funding for a Collection System <i>Purchase of a collection system based on risk-based scoring, decision analytics or collection scoring. This will result in \$6 million in additional revenue in FY 2012 and \$18 million annually beginning in FY 2013.</i>	740,000	0	
<b>New or Expanded Services</b>			
• Provide Funding to Administer an Earned Income Tax Credit Program <i>Funding is provided for eleven staff and associated expenses due to the need to handle tax returns from those previously not required to file, as well as making payments to eligible filers.</i>	<u>877,750</u>	<u>863,750</u>	<u>863,750</u>



## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	696	35	0	731	731	734	731	734

<i>Agency Programs by Total Funds</i> (Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Operations	14,147,052	15,365,354	16,975,563	17,060,909	17,488,800	17,066,979	16,867,276	17,274,805
Information Systems	4,887,928	5,516,187	6,281,470	6,217,270	7,153,894	6,211,008	6,057,506	6,323,656
Audit	23,454,794	25,117,680	28,339,797	28,278,334	28,037,439	27,693,523	27,347,282	26,759,439
Collections & Enforcement	6,465,850	7,208,986	8,080,665	8,059,484	7,893,439	7,898,666	7,797,421	7,597,918
Management Services	13,550,199	13,923,835	15,753,792	15,732,151	14,408,198	15,644,677	15,257,653	13,871,762
TOTAL Agency Programs - All Funds Gross	62,505,823	67,132,042	75,431,287	75,348,148	74,981,770	74,514,853	73,327,138	71,827,580
Less Turnover	0	0	-737,024	-1,184,688	-1,184,688	-737,024	-1,147,590	-1,147,590
TOTAL Agency Programs - All Funds Net	62,505,823	67,132,042	74,694,263	74,163,460	73,797,082	73,777,829	72,179,548	70,679,990

### Summary of Funding

General Fund Net	62,048,893	67,067,722	74,694,263	74,163,460	73,797,082	73,777,829	72,179,548	70,679,990
Federal and Other Activities	207,039	64,320	0	0	0	0	0	0
Private Funds	249,891	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	62,505,823	67,132,042	74,694,263	74,163,460	73,797,082	73,777,829	72,179,548	70,679,990

## OPERATIONS

### **Statutory Reference**

C.G.S. Title 12.

### **Statement of Need and Program Objectives**

To process and deposit state tax revenues in a timely manner and to administer and maintain the agency's information services system.

### **Program Description**

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

## OPERATIONS DIVISION

### **Statutory Reference**

C.G.S. Title 12.

### **Statement of Need and Program Objectives**

To carry out the agency's core functions of registration, returns processing, taxpayer accounting and revenue accounting.

### **Program Description**

Annually, more than \$12.6 billion from more than 40 different tax sources are deposited on the day of receipt. The processing of 4.3 million tax returns involves the following key activities: processing all

state tax returns and corresponding documents; registering taxpayers and issuing tax registration numbers, permits, licenses, cigarette stamps and both motor carrier and International Fuel Tax Agreement decals; processing tax payments and ensuring the timely deposit of state tax revenue; maintaining the internal accounting of all state tax revenue; reviewing the accuracy of tax returns entered into the agency's integrated tax administration system; the timely issuance of bills and refunds; oversight of the agency's electronic filing and payment program.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Tax Returns processed/year (000)	4,300	4,325	4,350	4,375
Permits/decals issued (000)	27	30	30	30
Refunds processed	1,132,000	1,150,000	1,200,000	1,200,000
Payments on billings	139,000	150,000	150,000	150,000
Amount of payments on billings (\$000)	576,000	625,000	625,000	625,000
Tax return errors resolved within quarterly filing cycle (%)	92%	92%	92%	92%
Tax refunds issued without interest expense (%)	99.2%	99.2%	99.2%	99.2%
New Registrants	26,000	30,000	30,000	30,000
Returns filed electronically (included in total returns processed) (000)	2,000	2,100	2,500	2,750



<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	157	10	0	167	167	177	167	177
 <i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	11,310,304	12,069,406	13,597,216	13,681,507	14,240,470	13,283,846	13,179,582	13,738,545
Other Expenses	2,836,748	3,295,948	3,378,347	3,379,402	3,248,330	3,483,078	3,484,362	3,536,260
<i>Capital Outlay</i>								
Equipment	0	0	0	0	0	300,055	203,332	0
TOTAL-General Fund	14,147,052	15,365,354	16,975,563	17,060,909	17,488,800	17,066,979	16,867,276	17,274,805
Operations								

## INFORMATION SERVICES DIVISION

### Statutory Reference

C.G.S. Title 12.

### Statement of Need and Program Objectives

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

### Program Description

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

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	52	4	0	56	56	60	56	60
 <i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	3,738,012	4,172,258	4,782,681	4,729,543	5,069,965	4,702,485	4,556,034	5,056,553
Other Expenses	1,149,916	1,343,928	1,377,088	1,377,956	2,083,928	1,419,233	1,420,754	1,267,102
<i>Capital Outlay</i>								
Equipment	0	1	121,701	109,771	1	89,290	80,718	1
TOTAL-General Fund	4,887,928	5,516,187	6,281,470	6,217,270	7,153,894	6,211,008	6,057,506	6,323,656
Information Systems								

## AUDIT

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

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

Performs audits of Connecticut and out-of-state based taxpayers to determine the extent of their tax obligations to the state for a variety of tax types. The division operates seven field audit units and five office units as well as two support units to conduct more than 43,000 audits annually resulting in more than \$490 million in assessments.

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

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

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

Conducts matching of numerous data sources by querying large amounts of data stored in the data warehouse to develop and modify compliance programs that identify non-compliant taxpayers who are then prioritized for audit selection purposes.

Budget-in-Detail

Monitors internal activities to review and evaluate the division's standards. compliance with established policies, procedures and performance

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Audit Assessments (\$000)	490,868	491,000	500,000	510,000
Audits Conducted (#)	43,437	43,500	44,000	45,000
Total audit refunds (#)	651	1,000	1,000	1,000
Total audit refund approved amount (\$000)	81,670	80,000	80,000	80,000
Average assessments per Audit (\$)	11,300	11,300	11,500	11,500

**Personnel Summary**

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	270	10	0	280	280	280	280	280

**Financial Summary**

<i>(Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	22,128,561	23,561,038	26,768,531	26,708,067	26,505,950	26,072,590	25,728,245	25,315,498
Other Expenses	1,300,378	1,531,489	1,571,266	1,570,267	1,531,489	1,620,933	1,619,037	1,443,941
TOTAL-General Fund	23,428,939	25,092,527	28,339,797	28,278,334	28,037,439	27,693,523	27,347,282	26,759,439

**Additional Funds Available**

<b>Federal Contributions</b>								
20205 Highway Planning & Construction	18,075	24,497	0	0	0	0	0	0
20240 Fuel Tax Evasion-Intergovernmental Enforcement Eff	7,780	656	0	0	0	0	0	0
TOTAL - All Funds	23,454,794	25,117,680	28,339,797	28,278,334	28,037,439	27,693,523	27,347,282	26,759,439

**Audit**

**COLLECTION AND ENFORCEMENT**

**Statutory Reference**

C.G.S. Title 12.

**Statement of Need and Program Objectives**

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

**Program Description**

Through a progression of specific collection, compliance and enforcement procedures, 79 employees collect more than \$148 million in overdue revenue.

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

respond to inquiries, and requests for repayment schedules initiated by the taxpayer in response to those mailings.

Each year approximately 11,000 overdue accounts are referred to the next level in the collection process. This would include collection of tax warrants, permit suspension hearings, imposition of security bonds and filing of tax liens and bankruptcy proofs of claims. In addition, enforcement efforts include on-site investigations of citizen complaints pertaining to tax violations; and follow-up of leads gained through audit examinations, and from various third parties.

The final level in this process involves criminal matters. Criminal investigations are referred to enforcement agents in the Special Investigation Section. Their activities may lead to arrests in cases involving operating without valid permits, refund and identification theft, refusal to file/pay trust-fund taxes, filing of fraudulent returns, and smuggling of contraband fuel, cigarettes, tobacco products and alcohol.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Past due tax revenue collected (\$000)	148,078	120,000	120,000	120,000
Criminal investigations opened	805	800	800	800
Arrests	398	300	300	300
Tax Warrants	10,057	10,000	12,000	12,000
Permit Suspension Hearings	845	750	750	750

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	77	5	0	82	82	82	82	82
 <i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	5,990,200	6,589,449	7,489,254	7,469,596	7,413,069	7,295,143	7,195,563	7,139,036
Other Expenses	325,235	375,891	386,932	385,409	375,891	399,044	397,379	354,403
<i>Other Current Expenses</i>								
Collection and Litigation Contingency	-30,070	204,479	204,479	204,479	104,479	204,479	204,479	104,479
TOTAL-General Fund	6,285,365	7,169,819	8,080,665	8,059,484	7,893,439	7,898,666	7,797,421	7,597,918
<i>Additional Funds Available</i>								
<b>Federal Contributions</b>								
20240 Fuel Tax Evasion-Intergovernmental Enforcement Eff	180,485	39,167	0	0	0	0	0	0
TOTAL - All Funds	6,465,850	7,208,986	8,080,665	8,059,484	7,893,439	7,898,666	7,797,421	7,597,918
<b>Collections &amp; Enforcement</b>								

## MANAGEMENT SERVICE

### Statutory Reference

C.G.S. Title 12.

### Statement of Need and Program Objectives

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

### Program Description

**The Taxpayer Services Division** promotes voluntary taxpayer compliance through public information, taxpayer education and assistance activities.

**The Research Unit** analyzes, prepares and disseminates the statistics generated by the department, including preparation of the annual report which includes a statistical overview of the income tax.

**The Appellate Division** receives, acknowledges and reviews all taxpayer protests (after final billing) of audit assessments and of corporate officer and successor liability impositions.

**The Litigation Division** represents the department in litigated tax appeals before the Tax Session of the Connecticut Superior Court.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Taxpayer Customer Service Inquiries (000)	2,273	2,354	2,452	2,654
Inquiries resolved on a self service basis (%)	84.81	85.07	85.76	86.77
Appeals Hearings	938	1,000	975	950
Taxpayer Appeals - Received/Resolved	1338/1231	1200/1225	950/1225	925/925
Appellate gross assessments resolved/yr (\$000)	213,208	215,000	175,000	175,000
Percentage of Appellate cases resolved that do not require litigation (%)	99%	97%	97%	97%

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	140	6	0	146	146	135	146	135
 <i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	11,491,469	11,893,440	13,485,988	13,482,037	12,377,803	13,110,670	12,987,429	11,957,435
Other Expenses	1,808,140	2,030,395	2,081,204	2,081,805	2,030,395	2,145,707	2,146,463	1,914,327
<i>Capital Outlay</i>								
Equipment	0	0	186,600	168,309	0	388,300	123,761	0
TOTAL-General Fund	13,299,609	13,923,835	15,753,792	15,732,151	14,408,198	15,644,677	15,257,653	13,871,762
<i>Additional Funds Available</i>								
Private Funds	249,891	0	0	0	0	0	0	0

Budget-in-Detail

Federal Contributions

20240 Fuel Tax Evasion-Intergovernmental Enforcement Eff	699	0	0	0	0	0	0
TOTAL - All Funds	13,550,199	13,923,835	15,753,792	15,732,151	14,408,198	15,644,677	15,257,653

Management Services

AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	51,797,381	55,337,569	62,416,878	61,878,525	60,668,017	60,140,638
Other Positions	1,660,965	1,710,188	1,761,497	1,741,881	1,814,348	1,741,881
Other	926,272	955,003	1,654,096	1,695,652	1,682,433	1,024,612
Overtime	273,928	282,831	291,199	291,199	299,936	299,936
TOTAL-Personal Services Gross	54,658,546	58,285,591	66,123,670	65,607,257	64,464,734	63,207,067
Less Reimbursements						
Less Turnover	0	0	-737,024	-1,184,688	-737,024	-1,147,590
TOTAL-Personal Services Net	54,658,546	58,285,591	65,386,646	64,422,569	63,727,710	62,059,477
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	192,055	222,006	227,556	222,006	234,610	222,006
Utility Services	26,846	61,974	64,976	61,974	67,933	61,974
Rentals, Storage and Leasing	308,980	356,852	365,773	356,852	377,113	356,852
Telecommunication Services	485,802	561,564	575,603	561,564	593,447	561,564
General Repairs	106,683	123,321	126,404	123,321	130,323	123,321
Motor Vehicle Expenses	126,217	145,900	149,549	145,900	154,184	145,900
Fees for Outside Professional Services	111,801	146,037	149,689	146,037	154,330	146,037
Fees for Non-Professional Services	48,187	55,622	57,012	55,622	58,780	55,622
DP Services, Rentals and Maintenance	3,247,320	3,756,570	3,850,483	4,586,820	3,969,848	3,832,819
Postage	1,427,327	1,590,278	1,630,035	1,377,410	1,680,566	1,377,411
Travel	597,408	688,263	705,470	688,263	727,339	688,263
Other Contractual Services	52,857	61,101	62,628	61,101	64,572	61,101
Printing & Binding	357,560	413,323	423,656	488,323	436,790	488,323
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	42	49	50	49	51	49
Books	2,908	3,362	3,446	3,362	3,553	3,362
Maintenance and Motor Vehicle Supplies	42,308	48,837	51,866	48,837	53,691	48,837
Medical Supplies	521	602	628	602	654	602
Office Supplies	277,611	320,905	328,928	320,905	339,126	320,905
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	7,984	21,085	21,085	21,085	21,085	21,085
TOTAL-Other Expenses Gross	7,420,417	8,577,651	8,794,837	9,270,033	9,067,995	8,516,033
Less Reimbursements						
TOTAL-Other Expenses Net	7,420,417	8,577,651	8,794,837	9,270,033	9,067,995	8,516,033
<i>Other Current Expenses</i>						
Collection and Litigation Contingency	-30,070	204,479	204,479	104,479	204,479	104,479
TOTAL-Other Current Expenses	-30,070	204,479	204,479	104,479	204,479	104,479

<i>Character &amp; Major Object Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	54,658,546	58,285,591	65,386,646	64,886,062	64,422,569	63,727,710	62,499,263	62,059,477
Other Expenses Net	7,420,417	8,577,651	8,794,837	8,794,839	9,270,033	9,067,995	9,067,995	8,516,033
Capital Outlay	0	1	308,301	278,080	1	777,645	407,811	1
Other Current Expenses	-30,070	204,479	204,479	204,479	104,479	204,479	204,479	104,479
TOTAL-General Fund Net	62,048,893	67,067,722	74,694,263	74,163,460	73,797,082	73,777,829	72,179,548	70,679,990
<i><u>Additional Funds Available</u></i>								
Federal and Other Activities	207,039	64,320	0	0	0	0	0	0
Private Funds	249,891	0	0	0	0	0	0	0
TOTAL-All Funds Net	62,505,823	67,132,042	74,694,263	74,163,460	73,797,082	73,777,829	72,179,548	70,679,990

# DIVISION OF SPECIAL REVENUE

## AGENCY DESCRIPTION

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

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

- Gambling Regulation.
- Charitable Games.
- Management Services.

### **Energy Conservation Statement**

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

***The Division of Special Revenue is recommended for consolidation with the Department of Consumer Protection in the Governor's budget as part of his proposal to restructure state government.***

## AGENCY PROGRAM INDEX

Gambling Regulation	69	Management Services	70
Charitable Games	70		

## RECOMMENDED SIGNIFICANT CHANGES

### **Reductions to Current Services**

	<b>2011-2012</b>	<b>2012-2013</b>
• Fund Equipment Through CEPF	-33,494	-30,449
• Remove or Limit Inflation	-38,172	-80,439
• Remove Funding for Vacant Positions	-132,918	-132,267
• Eliminate the Charitable Games Unit	-1,020,103	-1,006,862

### **Reallocations or Transfers**

• Restructure State Government	-5,071,168	-4,568,056
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*Transfer the Division of Special Revenue to the Department of Consumer Protection.*

## AGENCY PROGRAMS

### **Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	84	20	0	104	104	0	104	0
Private Funds	28	2	0	30	30	0	30	0
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			3	3	3	0	3	0

### **Agency Programs by Total Funds**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Gambling Regulation	8,560,481	7,001,503	7,894,166	7,611,506	0	7,937,310	7,436,823	0
Charitable Games	1,057,326	1,349,412	1,391,781	1,573,315	0	1,416,027	1,466,693	0
Management Services	3,884,827	4,569,338	5,567,595	5,260,746	0	5,547,670	5,064,269	0
TOTAL Agency Programs - All Funds Gross	13,502,634	12,920,253	14,853,542	14,445,567	0	14,901,007	13,967,785	0
Less Turnover	0	0	-156,524	0	0	-150,727	0	0
TOTAL Agency Programs - All Funds Net	13,502,634	12,920,253	14,697,018	14,445,567	0	14,750,280	13,967,785	0
<i>Summary of Funding</i>								
General Fund Net	4,498,366	5,291,818	6,547,306	6,295,855	0	6,600,568	5,818,073	0

Bond Funds	3,333,089	3,161,758	3,128,066	3,128,066	0	3,128,066	3,128,066	0
Private Funds	5,671,179	4,466,677	5,021,646	5,021,646	0	5,021,646	5,021,646	0
TOTAL Agency Programs - All Funds Net	13,502,634	12,920,253	14,697,018	14,445,567	0	14,750,280	13,967,785	0

## GAMBLING REGULATION

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

Casino Regulation has liaison officers stationed at the casinos. The casino liaison officers are responsible for monitoring compliance with gaming procedures and Tribal-State Agreements relating to video facsimile ("slot") machines. Field staff oversee the daily operation of casinos which includes monitoring the drops and buy and overseeing count room activities to verify slot revenues. The casino staff also maintain records on all slot machines to insure they meet minimum standards for payout purposes. They track movement of all slot machines in and out of the casino and verify that they have been independently tested.

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

The Off-Track Betting (OTB) operation presently includes twelve OTB facilities, telephone betting, and the totalizator hub (which transfers

the signal and odds computed by the tracks) for all OTB wagering. OTB section employees are located at the Division of Special Revenue central office in Newington, the hub site in New Haven and the simulcast sites in New Haven and Windsor Locks. All other OTB facilities located throughout the State are visited by regulatory personnel on a random basis.

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

The field staff ensure compliance with applicable statutes, regulations and policies including monitoring facilities for public safety issues, ensuring that the facilities comply with the prohibition against minors entering the premises and posting information pertaining to the availability of treatment for chronic gambling. Hub liaison officers monitor the closing of wagering pools, report on totalizator and race control incidents, and monitor currency exchange rates.

The Integrity Assurance/Technical Services section audits all licensed legalized gambling entities including the casinos and the Connecticut Lottery Corporation (CLC). The unit produces accounting and financial reports on State revenues from the casino slot machines, pari-mutuel wagering, and charitable gaming. The auditing section of the unit performs acceptance testing on the wagering systems of the CLC and the pari-mutuel industry. The unit also manages the agency information systems. Support services include maintaining the division's database of all casino, lottery and pari-mutuel licensees, and all charitable games permittees.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Gambling Regulation -State share of parimutuel and off-track betting revenue (\$M)	3.8	3.8	3.7	3.7

### Personnel Summary

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	36	2	0	38	38	0	38	0
Private Funds	19	2	0	21	21	0	21	0

### Financial Summary

<i>(Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,279,330	1,430,446	2,030,835	1,748,175	0	2,072,480	1,571,993	0
Other Expenses	96,578	129,626	133,213	133,213	0	137,757	137,757	0
<i>Capital Outlay</i>								
Equipment	0	1	33,495	33,495	0	30,450	30,450	0
TOTAL-General Fund	2,375,908	1,560,073	2,197,543	1,914,883	0	2,240,687	1,740,200	0

## Budget-in-Detail

### Additional Funds Available

Bond Funds	3,320,100	3,148,758	3,115,066	3,115,066	0	3,115,066	3,115,066	0
Private Funds	2,864,473	2,292,672	2,581,557	2,581,557	0	2,581,557	2,581,557	0
TOTAL - All Funds	8,560,481	7,001,503	7,894,166	7,611,506	0	7,937,310	7,436,823	0
Gambling Regulation								

## CHARITABLE GAMES

### **Statutory Reference**

Chapter 98 of the General Statutes.

### **Statement of Need and Program Objectives**

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

### **Program Description**

The charitable games program sells sealed tickets, issues registrations, and/or permits for authorized charitable gaming activities, and assures compliance with applicable statutes and regulations. Staff review registration and permit applications to ensure conformance with statutory and regulatory requirements. Staff members design and develop sealed ticket games, distribute and sell sealed tickets to charitable organizations and account for revenue derived from registration and permit fees and sealed ticket sales. Staff members also initiate administrative proceedings for statutory and regulatory violations.

### **Personnel Summary**

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	11	17	-11	17	17	0	17	0

### **Financial Summary**

<b>(Net of Reimbursements)</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	846,363	965,186	998,039	1,179,573	0	1,010,028	1,060,694	0
Other Expenses	197,974	371,226	380,742	380,742	0	392,999	392,999	0
TOTAL-General Fund	1,044,337	1,336,412	1,378,781	1,560,315	0	1,403,027	1,453,693	0
<u>Additional Funds Available</u>								
Bond Funds	12,989	13,000	13,000	13,000	0	13,000	13,000	0
TOTAL - All Funds	1,057,326	1,349,412	1,391,781	1,573,315	0	1,416,027	1,466,693	0
Charitable Games								

## MANAGEMENT SERVICES

### **Statutory Reference**

Section 12-559, Chapter 54.

### **Program Description:**

Executive Management directs efforts of all agency units, and provides management oversight of agency operations and includes: Office of the Executive Director, Legislation, Legal, Affirmative Action, Human Resources, and Administrative Hearings. In accordance with Chapter 54 of the Connecticut General Statutes, organizations or individuals who are denied gaming licenses or licensees who are found in violation of the statutes, regulations, or Tribal-State Agreements may have an administrative hearing. The Administrative Hearings Section conducts all hearings and hearing appeals.

The Licensing Section has administrative authority over the gambling license issuance process. The security section is responsible for upholding statutes and regulations as the law enforcement component of division operations.

Together the sections process all initial applications and annual renewals for lottery retailers as well as the owners, vendors and employees of pari-mutuel facilities, and all gambling-related employees and vendors at the casinos. More than 18,000 license applications are processed annually for over 14,000 casino employees and vendors, almost 3,000 lottery retailers and vendors, and almost 700 occupational licensees.

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

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



<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	37	1	11	49	49	0	49	0
Private Funds	9	0	0	9	9	0	9	0
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			3	3	3	0	3	0
<b>Financial Summary</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	589,766	1,801,985	2,509,089	2,202,240	0	2,463,698	1,980,297	0
Other Expenses	486,364	590,590	615,590	615,590	0	640,968	640,968	0
<u>Other Current Expenses</u>								
Gaming Policy Board	1,991	2,758	2,827	2,827	0	2,915	2,915	0
TOTAL-General Fund	1,078,121	2,395,333	3,127,506	2,820,657	0	3,107,581	2,624,180	0
<u>Additional Funds Available</u>								
Private Funds	2,806,706	2,174,005	2,440,089	2,440,089	0	2,440,089	2,440,089	0
TOTAL - All Funds	3,884,827	4,569,338	5,567,595	5,260,746	0	5,547,670	5,064,269	0
Management Services								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<b>Current Expenses by Minor Object</b>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	4,746,863	5,345,810	6,769,737	0	6,576,484	0
Other Positions	102,302	113,886	121,406	0	120,116	0
Other	-1,196,529	342,411	384,162	0	577,491	0
Overtime	62,823	192,569	210,087	0	219,544	0
TOTAL-Personal Services Gross	3,715,459	5,994,676	7,485,392	0	7,493,635	0
Less Reimbursements	0	-1,797,059	-1,947,429	0	-1,947,429	0
Less Turnover	0	0	-156,524	0	-150,727	0
TOTAL-Personal Services Net	3,715,459	4,197,617	5,381,439	0	5,395,479	0
<u>Other Expenses-Contractual Services</u>						
Dues and Subscriptions	766	1,067	1,094	0	1,128	0
Utility Services	106,023	159,712	166,874	0	173,503	0
Rentals, Storage and Leasing	67,609	94,194	96,549	0	99,542	0
Telecommunication Services	44,465	61,949	63,497	0	65,465	0
General Repairs	49,799	69,382	71,115	0	73,320	0
Motor Vehicle Expenses	89,758	135,585	138,974	0	143,282	0
Fees for Outside Professional Services	2,893	5,031	5,157	0	5,317	0
Fees for Non-Professional Services	55,963	83,968	86,067	0	88,735	0
DP Services, Rentals and Maintenance	53,259	74,201	76,056	0	78,415	0
Postage	31,478	45,855	47,001	0	48,457	0
Travel	1,947	2,869	2,941	0	3,032	0
Other Contractual Services	8,949	12,468	12,779	0	13,176	0
Printing & Binding	10,788	15,030	15,406	0	15,883	0
<u>Other Expenses-Commodities</u>						
Books	1,124	1,566	1,605	0	1,655	0
Maintenance and Motor Vehicle Supplies	39,132	55,003	57,987	0	59,921	0
Fuel	91,129	130,961	137,378	0	143,286	0
Office Supplies	14,072	22,101	22,653	0	23,356	0
Refunds of Expenditures Not Otherwise Classified	107,547	246,627	252,792	0	260,629	0
<u>Other Expenses-Sundry</u>						

**Budget-in-Detail**

Sundry - Other Items	4,215	8,870	8,871	0	8,873	0
TOTAL-Other Expenses Gross	780,916	1,226,439	1,264,796	0	1,306,975	0
Less Reimbursements	0	-134,997	-135,251	0	-135,251	0
TOTAL-Other Expenses Net	780,916	1,091,442	1,129,545	0	1,171,724	0

Other Current Expenses

Gaming Policy Board	1,991	2,758	2,827	0	2,915	0
TOTAL-Other Current Expenses	1,991	2,758	2,827	0	2,915	0

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	3,715,459	4,197,617	5,381,439	5,129,988	0	5,395,479	4,612,984	0
Other Expenses Net	780,916	1,091,442	1,129,545	1,129,545	0	1,171,724	1,171,724	0
Capital Outlay	0	1	33,495	33,495	0	30,450	30,450	0
Other Current Expenses	1,991	2,758	2,827	2,827	0	2,915	2,915	0
TOTAL-General Fund Net	4,498,366	5,291,818	6,547,306	6,295,855	0	6,600,568	5,818,073	0
<u>Additional Funds Available</u>								
Bond Funds	3,333,089	3,161,758	3,128,066	3,128,066	0	3,128,066	3,128,066	0
Private Funds	5,671,179	4,466,677	5,021,646	5,021,646	0	5,021,646	5,021,646	0
TOTAL-All Funds Net	13,502,634	12,920,253	14,697,018	14,445,567	0	14,750,280	13,967,785	0

# OFFICE OF POLICY AND MANAGEMENT

## AGENCY DESCRIPTION

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

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

OPM is headed by a secretary and a deputy secretary who advise the Governor with the assistance of division heads for Budget and Financial Management, Criminal Justice Policy and Planning, Finance, Intergovernmental Policy, Labor Relations, and Policy Development and Planning.

Much of OPM's work is affected by external forces such as general economic, environmental and social conditions, state-federal

relations, natural disasters, and the energy supply and demand outlook.

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

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

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

## AGENCY PROGRAM INDEX

Office of the Secretary and Administrative Support	74	Intergovernmental Policy	77
Policy Development, Coordination & Implementation	75		

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2011-2012</u>	<u>2012-2013</u>	
<b>Reductions to Current Services</b>			
• Fund Equipment Through CEPF	-97,499	0	
• Reduce the Water Planning Council Funding <i>Remove funding for Other Expenses and reallocate staff expenses to Personal Services.</i>	-3,816	-3,092	
• Transfer Funding for the Leadership, Education, Athletics and Partnership to The Department of Education	-850,000	-850,000	
• Transfer Funding for Neighborhood Youth Centers to the Department of Education	-1,487,000	-1,487,000	
• Reduce Distressed Municipalities Funding	-2,000,000	-2,000,000	
• Eliminate Funding for PILOT Manufacturing and Equipment Grant	-47,895,199	-47,895,199	
• Remove or Limit Inflation	-2,934,460	-6,078,892	
• Reduce Funding for Other Expenses	-56,400	-56,418	
• Reduce Funding for Insurance Fund Staffing <i>Reduce funding to reflect the change in the current workforce from full time to part time and paying for staff time from long term care administrative funds.</i>	-72,570	-72,504	
<b>Reallocations or Transfers</b>			
• Restructure State Government <i>Transfer the Policy and Planning Functions of DOIT to the Office of Policy and Management.</i>	300,412	289,437	
• Reallocate Staff funding to the General Fund from Consumer Counsel and Public Utility Control Fund	108,256	104,247	
• Restructure State Government <i>Transfer Energy Unit to the Department of Energy and Environmental Protection.</i>	-1,388,114	-1,348,004	
<b>New or Expanded Services</b>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
• Provide Additional Funding for Regional Planning Agencies <i>Includes incentive funding for RPAs that consolidate.</i>	600,000	600,000	600,000
• Provide Funding for Assistance for Agencies Reorganizing/Streamlining	350,000	0	0
• Provide Funding to Assist with Revenue Maximization Efforts	250,000	0	0

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	116	26	0	142	142	146	142	146
Insurance Fund	2	0	0	2	2	2	2	2
Consumer Counsel and Public Utility Control Fund	7	0	0	7	7	0	7	0
Federal Contributions	6	3	-1	8	8	8	4	4
<i>Other Positions Equated to Full Time</i>								
			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			2	2	2	2	2	2
Consumer Counsel and Public Utility Control Fund			0	1	1	1	1	1
<i>Agency Programs by Total Funds (Net of Reimbursements)</i>								
	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Office of the Secretary and Administrative Support	9,653,647	9,307,264	10,347,085	10,173,670	9,935,077	10,296,625	10,121,240	9,776,528
Policy Development, Coordination and Implementation	56,609,084	64,983,197	51,813,753	52,099,283	34,620,555	27,572,329	27,710,261	23,633,484
Intergovernmental Policy	141,379,244	142,248,968	145,945,790	146,350,713	94,358,505	150,749,848	152,001,396	97,264,960
TOTAL Agency Programs - All Funds Gross	207,641,975	216,539,429	208,106,628	208,623,666	138,914,137	188,618,802	189,832,897	130,674,972
Less Turnover	0	0	-1,500,000	-1,500,000	-1,500,000	-1,444,444	-1,444,444	-1,444,444
TOTAL Agency Programs - All Funds Net	207,641,975	216,539,429	206,606,628	207,123,666	137,414,137	187,174,358	188,388,453	129,230,528
<i>Summary of Funding</i>								
General Fund Net	137,000,869	129,798,608	135,339,092	135,814,612	82,106,167	140,059,749	141,257,849	83,889,286
Insurance Fund Net	0	380,765	423,629	448,799	369,656	415,941	438,622	359,325
Consumer Counsel/Public Utility Fund Net	0	1,206,123	1,372,454	1,388,802	0	1,341,751	1,349,565	0
Federal and Other Activities	31,929,582	36,372,303	30,130,014	30,130,014	15,596,875	8,316,935	8,302,435	7,941,935
Bond Funds	32,655,688	40,785,425	33,236,717	33,236,717	33,236,717	31,074,174	31,074,174	31,074,174
Private Funds	6,055,836	7,996,205	6,104,722	6,104,722	6,104,722	5,965,808	5,965,808	5,965,808
TOTAL Agency Programs - All Funds Net	207,641,975	216,539,429	206,606,628	207,123,666	137,414,137	187,174,358	188,388,453	129,230,528

## OFFICE OF THE SECRETARY AND ADMINISTRATIVE SUPPORT

### **Statutory Reference**

C.G.S. Section 4-65a.

### **Statement of Need and Program Objectives**

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

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

### **Program Description**

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

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

management policies and practices in all state agencies; and legislative matters.

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

This office directs the development and implementation of the state's biennial operating and capital budgets as well as budget adjustments for the second half of the biennium. The Secretary meets with the Governor to assist in establishing priorities and meets with state agency heads in developing the Governor's budget. The Secretary reviews agency requests for bonding of capital projects for submittal to the State Bond Commission and regularly meets with credit rating agencies, bond counsel, and economists concerning the status of the state's bond rating and projections on the national economy.

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

In order to improve the quality of state agency management and control, the Office of the Secretary makes strategic and operational decisions that are consistent with the Governor's policies and programs. When state agency management issues arise, the

Secretary may direct the analysis of those issues and work with agency heads on implementation of any recommendations.

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

*The Division of Administration* delivers diversified services which provide OPM employees with the tools, environment, information, and support necessary to accomplish OPM's mission; articulates and implements the vision and policies of the Secretary of OPM and directs the administrative management of the agency. The division provides support services in the areas of accounting and audit, business operations, human resources, information systems, and organizational and staff development.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	27	6	0	33	33	33	33	33
			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			1	1	1	1	1	1
<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,731,748	2,796,913	3,448,246	3,307,266	3,331,477	3,329,696	3,151,932	3,174,806
Other Expenses	107,830	296,805	303,916	305,231	291,176	312,895	315,273	291,176
<u>Capital Outlay</u>								
Equipment	0	1	131,250	97,500	1	0	1	1
<u>Other Current Expenses</u>								
Litigation Settlement Costs	743,009	0	0	0	0	0	0	0
<u>Pmts to Local Governments</u>								
Capital City Economic Development	6,050,000	6,190,000	6,451,250	6,451,250	6,300,000	6,643,489	6,643,489	6,300,000
TOTAL-General Fund	9,632,587	9,283,719	10,334,662	10,161,247	9,922,654	10,286,080	10,110,695	9,765,983
<u>Additional Funds Available</u>								
Bond Funds	7,140	15,000	3,878	3,878	3,878	2,000	2,000	2,000
Private Funds	13,920	8,545	8,545	8,545	8,545	8,545	8,545	8,545
TOTAL - All Funds	9,653,647	9,307,264	10,347,085	10,173,670	9,935,077	10,296,625	10,121,240	9,776,528
Office of the Secretary and Administrative Support								

## POLICY DEVELOPMENT, COORDINATION AND IMPLEMENTATION

### **Statutory Reference**

C.G.S. Section 4-65a.

### **Statement of Need and Program Objectives**

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

### **Program Description**

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

*Budget and Financial Management Division* develops and implements the state's fiscal and program policies through the formulation of the Governor's operating and capital budget proposals and the execution of the budget as enacted by the General Assembly and signed by the Governor; provides ongoing comprehensive analyses, evaluation and recommendations to the Governor and the Secretary regarding the financial and programmatic implications of public policies; and manages and

coordinates the implementation of these financial and programmatic policies among state agencies.

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

*Office of Finance* evaluates, makes recommendations and works to improve the administrative, operational and financial management practices and effectiveness of the state and its agencies; establishes standards and guidelines for Purchase of Service Contracts and Personal Service Agreements; participates in the planning and design to enhance the state's core financial and administrative systems to implement improved reporting and business processes; and develops

Budget-in-Detail

the State Capital and Facility Plan and takes other actions to ensure the efficient use of state-owned or leased property.

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

represents the state in employee related whistleblower complaints and other legal matters; and represents the state in coalition negotiations on statewide issues such as pension and health care benefits.

*Policy Development and Planning Division* researches, analyzes, and develops coordinated policies in a broad array of areas such as long term care financing, health and human services, and energy. The division coordinates implementation of programs and policies across state agencies with the goal of improving the effectiveness of state services.

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	64	16	0	80	80	84	80	84
Insurance Fund	2	0	0	2	2	2	2	2
Consumer Counsel and Public Utility Control Fund	7	0	0	7	7	0	7	0
Federal Contributions	6	3	-1	8	8	8	4	4
<i>Other Positions Equated to Full Time</i>								
			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			1	1	1	1	1	1
Consumer Counsel and Public Utility Control Fund			0	1	1	1	1	1

**Financial Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	7,759,720	7,635,214	8,786,558	9,028,414	9,500,174	8,479,408	8,604,370	9,057,498
Other Expenses	1,260,075	2,212,807	2,277,369	2,275,628	2,173,838	2,353,553	2,350,491	2,173,838
<i>Other Current Expenses</i>								
Automated Budget Sys & Database Lnk	39,891	55,075	56,452	56,452	55,075	58,202	58,202	55,075
Leadership, Educ., Athletics-Partnership	602,556	850,000	871,250	871,250	0	898,259	898,259	0
Cash Management Improvement Act	0	95	97	97	95	100	100	95
Justice Assistance Grants	853,395	1,129,572	1,157,811	1,161,708	1,133,469	1,193,703	1,193,740	1,131,353
Neighborhood Youth Centers	1,088,312	1,487,000	1,524,175	1,524,175	0	1,571,424	1,571,424	0
Office of Business Advocate	13,360	0	0	0	0	0	0	0
Crim Jus/CT Imp. Driving Rcds Info Sys	902,500	902,857	925,428	925,428	902,857	954,116	954,116	925,428
Furnace Repair and Upgrade	147,740	0	0	0	0	0	0	0
Energy Audit Subsidy	27,000	0	0	0	0	0	0	0
Revenue Maximization	0	0	0	0	250,000	0	0	0
Reorganization Best Practices	0	0	0	0	350,000	0	0	0
<i>Pmts to Other Than Local Governments</i>								
Operation Fuel 200% Federal Poverty Level	1,750,000	0	0	0	0	0	0	0
<b>TOTAL-General Fund</b>	<b>14,444,549</b>	<b>14,272,620</b>	<b>15,599,140</b>	<b>15,843,152</b>	<b>14,365,508</b>	<b>15,508,765</b>	<b>15,630,702</b>	<b>13,343,287</b>
Personal Services	0	248,140	263,159	263,159	219,888	255,224	255,224	212,322
Other Expenses	0	6,900	7,073	7,073	500	7,293	7,293	500
<i>Capital Outlay</i>								
Equipment	0	0	0	2,250	2,250	0	0	0
<i>Other Current Expenses</i>								
Fringe Benefits	0	125,725	153,397	176,317	147,018	153,424	176,105	146,503
<b>TOTAL-Insurance Fund</b>	<b>0</b>	<b>380,765</b>	<b>423,629</b>	<b>448,799</b>	<b>369,656</b>	<b>415,941</b>	<b>438,622</b>	<b>359,325</b>
Personal Services	0	746,000	809,833	809,833	0	781,397	781,397	0
Other Expenses	0	27,443	28,131	28,131	0	29,004	29,004	0
<i>Capital Outlay</i>								
Equipment	0	0	0	8,250	0	0	0	0
<i>Other Current Expenses</i>								
Fringe Benefits	0	432,680	534,490	542,588	0	531,350	539,164	0
<b>TOTAL-Consumer Counsel/Public Utility Fund</b>	<b>0</b>	<b>1,206,123</b>	<b>1,372,454</b>	<b>1,388,802</b>	<b>0</b>	<b>1,341,751</b>	<b>1,349,565</b>	<b>0</b>

Additional Funds Available

Bond Funds	6,549,021	10,729,925	3,192,339	3,192,339	3,192,339	1,031,674	1,031,674	1,031,674
Private Funds	3,685,932	2,021,461	1,096,177	1,096,177	1,096,177	957,263	957,263	957,263
<b>Federal Contributions</b>								
16017 Sexual Assault Services Program	120,923	128,377	241,821	241,821	241,821	240,000	240,000	240,000
16523 Juvenile Accountability Incentive Blck	407,822	579,571	501,500	501,500	501,500	525,100	525,100	525,100
16540 Juv Just & Delinquency Prev Alloc Stat	614,992	663,569	353,734	353,734	353,734	414,624	414,624	414,624
16548 Title V Delinquency Prevention Program	117,481	0	118,431	118,431	118,431	118,431	118,431	118,431
16554 National Criminal History Improvement Pgm	303,739	541,667	562,020	562,020	562,020	565,438	565,438	565,438
16588 Violence Against Women Formula Grants	2,074,617	2,585,394	2,061,845	2,061,845	2,061,845	1,660,000	1,660,000	1,660,000
16593 Res Subs Abuse Trtmt State Prisoners	55,627	97,625	332,247	332,247	332,247	330,000	330,000	330,000
16727 Enforcing Underage Drinking Laws Pgm	297,586	401,398	360,000	360,000	360,000	356,400	356,400	356,400
16734 Spec Data Collections & Statistic Studies	84,564	76,153	76,153	76,153	76,153	76,153	76,153	76,153
16738 E Byrne Memorial Justice Assistance Grant	2,702,770	2,556,605	8,822,318	8,822,318	8,822,318	3,641,289	3,641,289	3,641,289
16803 American Recovery/Reinvestment Act of 2009 (JAG)	6,853,961	4,000,000	1,658,134	1,658,134	1,658,134	0	0	0
20600 State & Community Highway Safety	1,055,930	624,812	0	0	0	0	0	0
81039 National Energy Information Center - Deleted 2007	9,136	14,474	14,500	14,500	0	14,500	0	14,500
81041 State Energy Program	13,017,635	15,525,000	11,249,267	11,249,267	0	375,000	375,000	0
81117 Energy Efficiency & Renewable Energy	900	0	0	0	0	0	0	0
81122 Electricity Delivery and Energy Reliability, Resea	45,773	250,000	225,476	225,476	0	0	0	0
81127 ARRA SEEARP	2,920,635	438,365	0	0	0	0	0	0
81128 A Energy Conservation Block Grant	49,604	6,500,000	3,043,896	3,043,896	0	0	0	0
84186 Safe & Drug-Free Schools & Communities	575,988	765,850	193,544	193,544	193,544	0	0	0
99136 Exxon Overcharge	0	68,303	0	0	0	0	0	0
99136 Stripper Well	619,899	555,140	315,128	315,128	315,128	0	0	0
TOTAL - All Funds	56,609,084	64,983,197	51,813,753	52,099,283	34,620,555	27,572,329	27,710,261	23,633,484
<b>Policy Development, Coordination &amp; Implementation</b>								

**INTERGOVERNMENTAL POLICY****Statutory Reference**

C.G.S. Section 4-65a.

**Statement of Need and Program Objectives**

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

**Program Description**

*Intergovernmental Policy Division* assists in formulating state policy pertaining to the relationship between the state and Connecticut's

municipalities and regional planning organizations, and maintains ongoing relationships with municipal officials and regional stakeholders; administers and manages municipal and regional grants and local property tax relief programs; measures the property tax wealth of municipalities used in the distribution of certain state grants; monitors the financial conditions of the state's municipalities through review and analysis of audit reports and budget data to determine those encountering significant financial problems and provides technical assistance to such communities; develops and updates the Conservation and Development Policies Plan for Connecticut; develops and recommends policies relating to state, regional and municipal stakeholders; staffs the Office of Responsible Growth, created under Executive Order No. 15; and coordinates state agency efforts under the Connecticut Environmental Policy Act (CEPA).

Budget-in-Detail

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Tax Relief-Elderly and Disabled Renters	21,972,962.92	24,000,000.0	28,450,000.0	28,450,000.0
Average Payment (\$)	499.6	515.0	545.0	545.0
Tax Relief-Elderly & Disabled Homeowners	20,505,899.0	20,505,899.0	21,670,121.0	21,670,121.0
Average credit (\$)	525.0	530.0	545.0	545.0
Elderly Homeowners-Freeze Program	504,497.0	560,000.0	390,000.0	390,000.0
Average credit (\$)	1,875.0	1,900.0	1,950.0	1,950.0
Real Estate Sales analyzed each year	40,500	41,310	44,250	44,250

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	25	4	0	29	29	29	29	29

**Financial Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,830,773	1,819,932	2,412,892	2,152,016	2,167,769	2,324,873	2,050,939	2,065,824
Other Expenses	93,903	126,640	129,809	130,235	124,238	133,835	134,519	124,238
<i>Other Current Expenses</i>								
Office of Property Rights Ombudsman	11,644	0	0	0	0	0	0	0
Water Planning Council	93,174	104,500	107,113	112,485	0	110,434	107,731	0
<i>Pmts to Other Than Local Governments</i>								
Tax Relief for Elderly Renters	21,972,963	24,000,000	26,100,000	26,760,000	26,160,000	28,450,000	29,977,500	29,168,400
Regional Planning Agencies	150,000	200,000	205,000	205,000	800,000	211,355	211,355	800,000
<i>Pmts to Local Governments</i>								
Reimb Property Tax-Disability Exempt	360,502	400,000	410,000	410,000	400,000	422,710	422,710	400,000
Distressed Municipalities	7,265,292	7,800,000	7,995,000	7,995,000	5,800,000	8,242,845	8,242,845	5,800,000
Prop Tax Relief Elder-Circuit Breaker	20,505,899	20,365,899	21,018,546	21,018,547	20,505,900	21,670,121	21,670,122	20,505,900
Prop Tax Relief Elderly Freeze Program	504,497	560,000	390,000	390,000	390,000	390,000	390,000	390,000
Property Tax Relief for Veterans	2,786,871	2,970,099	3,044,351	3,044,351	2,970,098	3,138,726	3,138,726	2,970,098
P.I.L.O.T. New Mfg Machine & Equip	57,348,215	47,895,199	49,092,579	49,092,579	0	50,614,449	50,614,449	0
TOTAL-General Fund	112,923,733	106,242,269	110,905,290	111,310,213	59,318,005	115,709,348	116,960,896	62,224,460
<i>Additional Funds Available</i>								
Bond Funds	26,099,527	30,040,500	30,040,500	30,040,500	30,040,500	30,040,500	30,040,500	30,040,500
Private Funds	2,355,984	5,966,199	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
TOTAL - All Funds	141,379,244	142,248,968	145,945,790	146,350,713	94,358,505	150,749,848	152,001,396	97,264,960

**Intergovernmental Policy**

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	11,508,648	11,444,139	13,765,573	14,277,297	13,279,327	13,608,998
Other Positions	273,780	100,164	106,914	106,914	102,954	102,954
Other	507,601	676,876	742,382	582,382	720,085	553,349
Overtime	32,212	30,880	32,827	32,827	31,611	32,827
TOTAL-Personal Services Gross	12,322,241	12,252,059	14,647,696	14,999,420	14,133,977	14,298,128
Less Reimbursements						
Less Turnover	0	0	-1,500,000	-1,500,000	-1,444,444	-1,444,444
TOTAL-Personal Services Net	12,322,241	12,252,059	13,147,696	13,499,420	12,689,533	12,853,684
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	26,870	49,126	50,355	48,249	51,916	48,249
Rentals, Storage and Leasing	46,258	61,856	63,403	60,752	65,368	60,752
Telecommunication Services	37,537	37,800	38,746	37,126	39,948	37,126
General Repairs	12,759	58,170	59,625	57,132	61,473	57,132



Motor Vehicle Expenses	5,837	8,016	8,217	7,873	8,471	7,873
Fees for Outside Professional Services	853,304	1,789,881	1,843,870	1,757,934	1,906,616	1,757,934
Fees for Non-Professional Services	156,331	251,065	257,341	246,583	265,319	246,583
DP Services, Rentals and Maintenance	175,128	87,426	89,612	85,866	92,391	85,866
Postage	41,356	24,448	25,061	24,012	25,839	24,012
Travel	6,553	21,203	21,735	20,825	22,409	20,825
Other Contractual Services	17,884	3,820	3,916	3,752	4,037	3,752
Advertising	0	2,500	2,563	2,455	2,642	2,455
Printing & Binding	50,986	121,561	124,600	119,391	128,463	119,391
<u>Other Expenses-Commodities</u>						
Agriculture, Horticulture, Dairy & Food	1,946	2,100	2,138	2,063	2,177	2,063
Books	294	1,677	1,719	1,647	1,773	1,647
Maintenance and Motor Vehicle Supplies	637	1,005	1,067	987	1,104	987
Office Supplies	24,585	95,098	97,476	96,400	100,497	96,400
<u>Other Expenses-Sundry</u>						
Sundry - Other Items	3,543	19,500	19,650	16,205	19,840	16,205
TOTAL-Other Expenses Gross	1,461,808	2,636,252	2,711,094	2,589,252	2,800,283	2,589,252
Less Reimbursements						
TOTAL-Other Expenses Net	1,461,808	2,636,252	2,711,094	2,589,252	2,800,283	2,589,252
<u>Other Current Expenses</u>						
Litigation Settlement Costs	743,009	0	0	0	0	0
Automated Budget Sys & Database Lnk	39,891	55,075	56,452	55,075	58,202	55,075
Leadership, Educ, Athletics-Partnership	602,556	850,000	871,250	0	898,259	0
Cash Management Improvement Act	0	95	97	95	100	95
Justice Assistance Grants	853,395	1,129,572	1,157,811	1,133,469	1,193,703	1,131,353
Neighborhood Youth Centers	1,088,312	1,487,000	1,524,175	0	1,571,424	0
Office of Property Rights Ombudsman	11,644	0	0	0	0	0
Office of Business Advocate	13,360	0	0	0	0	0
Water Planning Council	93,174	104,500	107,113	0	110,434	0
Crim Jus/CT Imp. Driving Rcds Info Sys	902,500	902,857	925,428	902,857	954,116	925,428
Furnace Repair and Upgrade	147,740	0	0	0	0	0
Energy Audit Subsidy	27,000	0	0	0	0	0
Revenue Maximization	0	0	0	250,000	0	0
Reorganization Best Practices	0	0	0	350,000	0	0
TOTAL-Other Current Expenses	4,522,581	4,529,099	4,642,326	2,691,496	4,786,238	2,111,951
<u>Pmts to Other Than Local Govts</u>						
Tax Relief for Elderly Renters	21,972,963	24,000,000	26,100,000	26,160,000	28,450,000	29,168,400
Regional Planning Agencies	150,000	200,000	205,000	800,000	211,355	800,000
Operation Fuel 200% Federal Poverty Level	1,750,000	0	0	0	0	0
TOTAL-Pmts to Other Than Local Govts	23,872,963	24,200,000	26,305,000	26,960,000	28,661,355	29,968,400
<u>Pmts to Local Governments</u>						
Reimb Property Tax-Disability Exempt	360,502	400,000	410,000	400,000	422,710	400,000
Distressed Municipalities	7,265,292	7,800,000	7,995,000	5,800,000	8,242,845	5,800,000
Prop Tax Relief Elder-Circuit Breaker	20,505,899	20,365,899	21,018,546	20,505,900	21,670,121	20,505,900
Prop Tax Relief Elderly Freeze Program	504,497	560,000	390,000	390,000	390,000	390,000
Property Tax Relief for Veterans	2,786,871	2,970,099	3,044,351	2,970,098	3,138,726	2,970,098
P.I.L.O.T. New Mfg Machine & Equip	57,348,215	47,895,199	49,092,579	0	50,614,449	0
Capital City Economic Development	6,050,000	6,190,000	6,451,250	6,300,000	6,643,489	6,300,000
TOTAL-Pmts to Local Governments	94,821,276	86,181,197	88,401,726	36,365,998	91,122,340	36,365,998

## AGENCY FINANCIAL SUMMARY - INSURANCE FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	0	213,101	226,260	219,888	219,463	212,322
Other	0	35,039	36,899	0	35,761	0
TOTAL-Personal Services Gross	0	248,140	263,159	219,888	255,224	212,322
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	0	248,140	263,159	219,888	255,224	212,322
<i>Other Expenses-Contractual Services</i>						
Postage	0	5,400	5,535	450	5,707	450
Travel	0	1,500	1,538	50	1,586	50
TOTAL-Other Expenses Gross	0	6,900	7,073	500	7,293	500
Less Reimbursements						
TOTAL-Other Expenses Net	0	6,900	7,073	500	7,293	500
<i>Other Current Expenses</i>						
Fringe Benefits	0	125,725	153,397	147,018	153,424	146,503
TOTAL-Other Current Expenses	0	125,725	153,397	147,018	153,424	146,503

## AGENCY FINANCIAL SUMMARY - CONSUMER COUNSEL AND PUBLIC UTILITY CONTROL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	0	636,856	694,748	0	672,138	0
Other Positions	0	86,227	89,543	0	86,227	0
Other	0	22,917	25,542	0	23,032	0
TOTAL-Personal Services Gross	0	746,000	809,833	0	781,397	0
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	0	746,000	809,833	0	781,397	0
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	0	4,500	4,613	0	4,756	0
Rentals, Storage and Leasing	0	3,825	3,921	0	4,043	0
Telecommunication Services	0	3,000	3,075	0	3,170	0
General Repairs	0	470	482	0	497	0
Motor Vehicle Expenses	0	2,250	2,306	0	2,377	0
Fees for Non-Professional Services	0	1,800	1,845	0	1,902	0
Postage	0	5,398	5,533	0	5,705	0
Travel	0	750	769	0	793	0
Printing & Binding	0	150	154	0	159	0
<i>Other Expenses-Commodities</i>						
Office Supplies	0	5,300	5,433	0	5,602	0
TOTAL-Other Expenses Gross	0	27,443	28,131	0	29,004	0
Less Reimbursements						
TOTAL-Other Expenses Net	0	27,443	28,131	0	29,004	0
<i>Other Current Expenses</i>						
Fringe Benefits	0	432,680	534,490	0	531,350	0
TOTAL-Other Current Expenses	0	432,680	534,490	0	531,350	0

<i>Character &amp; Major Object Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	12,322,241	12,252,059	13,147,696	12,987,696	13,499,420	12,689,533	12,362,797	12,853,684
Other Expenses Net	1,461,808	2,636,252	2,711,094	2,711,094	2,589,252	2,800,283	2,800,283	2,589,252
Capital Outlay	0	1	131,250	97,500	1	0	1	1
Other Current Expenses	4,522,581	4,529,099	4,642,326	4,651,595	2,691,496	4,786,238	4,783,572	2,111,951
Payments to Other Than Local Governments	23,872,963	24,200,000	26,305,000	26,965,000	26,960,000	28,661,355	30,188,855	29,968,400
Payments to Local Governments	94,821,276	86,181,197	88,401,726	88,401,727	36,365,998	91,122,340	91,122,341	36,365,998
TOTAL-General Fund Net	137,000,869	129,798,608	135,339,092	135,814,612	82,106,167	140,059,749	141,257,849	83,889,286
Personal Services Net	0	248,140	263,159	263,159	219,888	255,224	255,224	212,322
Other Expenses Net	0	6,900	7,073	7,073	500	7,293	7,293	500
Capital Outlay	0	0	0	2,250	2,250	0	0	0
Other Current Expenses	0	125,725	153,397	176,317	147,018	153,424	176,105	146,503
TOTAL-Insurance Fund Net	0	380,765	423,629	448,799	369,656	415,941	438,622	359,325
Personal Services Net	0	746,000	809,833	809,833	0	781,397	781,397	0
Other Expenses Net	0	27,443	28,131	28,131	0	29,004	29,004	0
Capital Outlay	0	0	0	8,250	0	0	0	0
Other Current Expenses	0	432,680	534,490	542,588	0	531,350	539,164	0
TOTAL-Consumer Counsel/Public Utility Fund Net	0	1,206,123	1,372,454	1,388,802	0	1,341,751	1,349,565	0
<i>Additional Funds Available</i>								
Federal and Other Activities	31,929,582	36,372,303	30,130,014	30,130,014	15,596,875	8,316,935	8,302,435	7,941,935
Bond Funds	32,655,688	40,785,425	33,236,717	33,236,717	33,236,717	31,074,174	31,074,174	31,074,174
Private Funds	6,055,836	7,996,205	6,104,722	6,104,722	6,104,722	5,965,808	5,965,808	5,965,808
TOTAL-All Funds Net	207,641,975	216,539,429	206,606,628	207,123,666	137,414,137	187,174,358	188,388,453	129,230,528

# DEPARTMENT OF VETERANS' AFFAIRS

## AGENCY DESCRIPTION

The mission of the Department of Veterans' Affairs (DVA) is to serve Connecticut's 280,000 veterans by advocating for veterans' interests and assisting them in obtaining entitlements and benefits through the Office of Advocacy and Assistance. In addition, the agency provides direct health, social and rehabilitative services through the Veterans' Health Care Facility, residential facility, and rehabilitative services/ programs. These services are provided by the Veterans' Home and Hospital in Rocky Hill.

## AGENCY PROGRAM INDEX

Office of the Commissioner	82	Residential and Rehabilitative Services	85
Office of Advocacy & Assistance	83		
Veterans' Health Care Services	84		

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2011-2012</b>	<b>2012-2013</b>
• Fund Equipment Through CEPF	-299,999	-799,999
• Remove or Limit Inflation	-238,014	-483,428
• Reduce OE by \$250,000	-250,000	-250,000
<i>A continued increase in efficiencies in Other Expenses is expected, resulting in a reduction in spending.</i>		
• Remove Funding for Vacant Positions	-363,817	-353,540
• Reduce Funding to Reflect Energy Savings	0	-85,000
<i>It is expected that a more efficient power plant system will produce annual energy savings beginning in FY 2013.</i>		
<b>Reallocations or Transfers</b>		
• Transfer Information Technology Managers from DOIT to Line Agencies	88,069	84,807

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	261	37	-20	278	278	279	278	279
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Office of the Commissioner	14,620,411	16,285,115	17,524,417	16,803,049	16,250,172	16,715,615	17,257,692	15,867,664
Office of Advocacy & Assistance	980,555	1,073,260	1,189,143	1,122,138	1,076,150	1,162,311	1,113,468	1,069,624
Veterans' Health Care Services	13,310,450	14,767,440	16,128,732	15,540,791	15,118,521	15,260,313	15,132,976	14,755,286
Residential and Rehabilitative Services	1,435,608	1,636,195	1,697,886	1,682,276	1,639,650	1,655,910	1,683,432	1,607,834
TOTAL Agency Programs - All Funds Gross	30,347,024	33,762,010	36,540,178	35,148,254	34,084,493	34,794,149	35,187,568	33,300,408
Less Turnover	0	0	-100,000	-250,000	-250,000	-100,000	-250,000	-250,000
TOTAL Agency Programs - All Funds Net	30,347,024	33,762,010	36,440,178	34,898,254	33,834,493	34,694,149	34,937,568	33,050,408
<b>Summary of Funding</b>								
General Fund Net	28,752,449	31,727,010	34,405,178	32,873,254	31,809,493	32,659,149	32,912,568	31,025,408
Private Funds	1,594,575	2,035,000	2,035,000	2,025,000	2,025,000	2,035,000	2,025,000	2,025,000
TOTAL Agency Programs - All Funds Net	30,347,024	33,762,010	36,440,178	34,898,254	33,834,493	34,694,149	34,937,568	33,050,408

## OFFICE OF THE COMMISSIONER

### Statutory Reference

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

### Statement of Need and Program Objectives

To guide the development of agency policies as well as provide administrative direction and support. To ensure compliance with laws, rules and regulations governing the operations of the department through the establishment, revision and distribution of

agency policies and by reviewing the procedures used to implement those policies.

### Program Description

The Office of the Commissioner is tasked with administrative authority for the department; outreach to veterans and community agencies; liaisons with legislature, statutory and legislative authorities and veteran service organizations; assessment of the

efficiency of programs and evaluation and development of new initiatives to better serve 280,000 Connecticut veterans and their families. The Office of the Commissioner also provides overall administrative support to all agency programs through human resource activities such as personnel and payroll; fiscal/administrative services such as budgeting, accounting, third-party patient Medicaid and Medicare billing, veterans' accounts,

material management, and administration of grants; and information technology services such as support in automated systems planning, development, installation, and telecommunications.

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

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	127	7	-1	133	133	134	133	134
<b>Financial Summary</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	8,983,390	9,850,646	10,093,994	10,475,189	10,422,432	9,738,731	10,130,630	10,109,488
Other Expenses	4,492,878	5,066,269	5,221,275	4,825,910	4,480,539	5,392,984	5,000,215	4,410,975
<u>Capital Outlay</u>								
Equipment	0	0	850,948	150,000	1	225,700	770,000	1
<u>Other Current Expenses</u>								
Support Services for Veterans	187,876	190,000	200,000	194,750	190,000	200,000	199,647	190,000
<u>Pmts to Other Than Local Governments</u>								
Burial Expenses	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200
Headstones	322,966	370,000	350,000	350,000	350,000	350,000	350,000	350,000
TOTAL-General Fund	13,994,310	15,484,115	16,723,417	16,003,049	15,450,172	15,914,615	16,457,692	15,067,664
<u>Additional Funds Available</u>								
Private Funds	626,101	801,000	801,000	800,000	800,000	801,000	800,000	800,000
TOTAL - All Funds	14,620,411	16,285,115	17,524,417	16,803,049	16,250,172	16,715,615	17,257,692	15,867,664
Office of the Commissioner								

## OFFICE OF ADVOCACY AND ASSISTANCE

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

The Office of Advocacy and Assistance (OAA) operates five regional offices staffed with Veterans' Service Officers (VSOs) who provide advice, assistance and formal representation to the state's approximately 280,000 veterans - administering the process of obtaining comprehensive rights, benefits and privileges to which they are entitled under law. OAA VSOs have assisted thousands of veterans in preparing and presenting benefit claims to the U.S. Department of Veterans' Affairs, resulting in tens of millions in federal dollars flowing into the state in the form of increased benefits to Connecticut veterans and their families. OAA also publishes numerous brochures including "Office of Advocacy and Assistance," "State of Connecticut Veterans' Benefits" and "2008 Reference Guide for Connecticut Veterans, Active Duty, National Guard and Reserves" that help explain the complex federal and state laws that govern health care and financial services for veterans and their dependents.

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

### Outcome Measure

New Federal Veterans' Benefits Acquired for Connecticut Veterans, Families and Dependents (in Millions):	
Actual FY2008	\$52.50
Actual FY2009	\$56.50
Actual FY2010	\$60.00
Projected FY2011	\$61.00
Projected FY2012	\$65.00
Projected FY2013	\$68.00

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

## Budget-in-Detail

OAA provides cemetery and memorial services and is responsible for processing all necessary paperwork for burial in the state cemeteries at Rocky Hill and Middletown for veterans and their eligible dependents. OAA also pre-approves those who wish to establish eligibility for burial planning purposes and processes the applications for and issues the new Connecticut Veterans Wartime Service Medal

while maintaining the corresponding State Veterans Registry database.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Applications filed on behalf of veterans:				
Compensation	1,450	1,600	1,760	1,936
Pension	230	300	336	370
Death Pension	110	125	138	152
Dependency Indemnity Compensation	50	60	66	74
Burial Benefit	30	40	44	48
Aid and Attendance	250	275	302	330

### *Personnel Summary*

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	17	1	0	18	18	18	18	18

### *Financial Summary*

<i>(Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	931,758	1,022,457	1,133,262	1,072,638	1,029,236	1,106,021	1,062,211	1,023,220
Other Expenses	38,847	40,802	44,881	39,500	36,914	46,290	41,257	36,404
<i>Capital Outlay</i>								
Equipment	0	1	1,000	0	0	0	0	0
<i>Other Current Expenses</i>								
Support Services for Veterans	2,122	0	0	0	0	0	0	0
TOTAL-General Fund	972,727	1,063,260	1,179,143	1,112,138	1,066,150	1,152,311	1,103,468	1,059,624
<i>Additional Funds Available</i>								
Private Funds	7,828	10,000	10,000	10,000	10,000	10,000	10,000	10,000
TOTAL - All Funds	980,555	1,073,260	1,189,143	1,122,138	1,076,150	1,162,311	1,113,468	1,069,624
Office of Advocacy & Assistance								

## VETERANS' HEALTH CARE SERVICES

### *Statutory Reference*

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

### *Statement of Need and Program Objectives*

The department's inpatient healthcare covers an array of services, from long-term nursing care and dementia care to rehabilitation and end of life care. A plan of care is developed and continually updated throughout the veteran's stay and quality healthcare services are provided to assist the veteran reach his/her maximum potential.

### *Program Description*

The Veteran's Home offers a progressive, caring continuum of health care, social and rehabilitative services dedicated to excellence. The program has adopted a rehabilitative model of care.

*The Health Care Facility* is licensed by the state Department of Public Health as a Chronic Disease Hospital for up to 125 beds, and is certified by the Federal Department of Veterans' Affairs for 125 licensed beds. The new healthcare facility officially opened on October 23, 2008. Under the direction of the Healthcare Services Administrator, the medical staff, nursing department and substance abuse team, comprehensive medical and rehabilitation services are provided to improve every aspect of care for each veteran served.

DVA offers 24 hour quality healthcare to veterans with chronic and disabling medical conditions and whose needs require specialized

care. Programs include general medical care, Alzheimer's and related dementia care, end of life care, palliative care, long term care, rehabilitation, respite care, mental health and psychological counseling, and a formal substance abuse rehabilitation program. Primary care clinics are available for veterans in the healthcare facility and residents in the residential facility. In addition to medicine and nursing, specialty areas include physical, occupational, speech, and recreational therapy, laboratory, radiology, pharmacy, social work, cardiopulmonary and dental.

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

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

*The End of Life and Palliative Care Program* provides special medical, psychological and spiritual needs to the terminally ill. Pain management, special nursing visits, alternative therapies and volunteer companions are provided to comfort the veteran at end of

life. A wide range of support and counseling services for veterans and their loved ones, including individual and grief counseling, spiritual counseling, resource planning and assistance with end-of-life issues are provided.

*The Recovery Support Rehabilitation Program* provides education, motivation and environmental support for veterans seeking recovery

from the effects of substance abuse. Veterans who are committed toward their recovery from drug and/or alcohol addictions receive a concentrated program of treatment, work opportunities and community service.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Patient Days in Hospital	39,677	41,661	41,661	41,661
Total Clinic Visits	2,798	2,938	2,938	2,938
Dental Treatments	1,790	1,880	1,880	1,880
Total X-Rays (Films)	775	814	814	814
Total Laboratory Analyses	55,784	58,574	58,574	58,574
Cardiopulmonary Tests & Treatments	61,598	59,000	59,000	59,000
Social Work Units of Service Programs	23,081	24,235	24,235	24,235
Pharmacy Transactions:				
Total Medication Orders Processed	131,167	131,167	131,167	131,167
Total Prescriptions Dispensed	81,646	81,646	81,646	81,646

### *Personnel Summary*

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	99	29	-19	109	109	109	109	109

### *Financial Summary*

<i>(Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	11,000,691	12,071,513	12,798,964	12,788,974	12,651,414	12,398,314	12,436,726	12,302,665
Other Expenses	1,632,571	1,836,927	1,898,741	1,751,817	1,617,107	1,965,999	1,816,250	1,602,621

### *Capital Outlay*

Equipment	0	0	572,027	150,000	0	37,000	30,000	0
TOTAL-General Fund	12,633,262	13,908,440	15,269,732	14,690,791	14,268,521	14,401,313	14,282,976	13,905,286

### *Additional Funds Available*

Private Funds	677,188	859,000	859,000	850,000	850,000	859,000	850,000	850,000
TOTAL - All Funds	13,310,450	14,767,440	16,128,732	15,540,791	15,118,521	15,260,313	15,132,976	14,755,286

Veterans' Health Care Services

## RESIDENTIAL AND REHABILITATIVE SERVICES

### *Statutory Reference*

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

### *Statement of Need and Program Objectives*

To provide homeless and needy veterans with a domiciliary level of care to facilitate rehabilitation and a return to independent living whenever possible.

### *Program Description*

The basic philosophy of the Residential and Rehabilitative Services (RRS) program is to facilitate rehabilitation of all its residents to the greatest extent possible as quickly as possible. This is accomplished through the Veterans Improvement Program. Rehabilitation includes medical care, recovery support, social work services, recreational services, educational and vocational services, job training and supportive housing. The ultimate goal is to return as many residents as possible to society as sober, productive citizens, capable of independent living.

*The Recovery Support Program:* This program provides a variety of recovery support services to veterans who have chosen to live a clean and sober lifestyle and whose long-term goal is to reintegrate

back to independent living in the community. Treatment components include relapse prevention, anger management, 12 Step groups and daily support meetings.

*Social Work Services:* Residents are assigned a Social Worker once they are admitted to the Residential Facility. Social Workers provide case management services to assist them with managing a variety of issues. They can assist residents in resolving problems with finances, family issues, legal matters and eventual housing needs upon discharge. They can also assist them with pursuing disability and retirement benefits they may be eligible for.

*Vocational Counseling:* This service is available to residents who express an interest in pursuing a specific career goal. They meet with the Vocational Counselor to determine career areas of interest and to identify the skills, abilities, and training required to prepare them for competitive employment in that field. An individualized vocational rehabilitation plan is then developed outlining the steps necessary to achieve that career goal. Assistance with developing a resume, learning interview skills and job placement is also available. Residents can also utilize the Career Resource Center at the facility

Budget-in-Detail

which provides computer and internet access to maximize their job search efforts.

**Veteran Work Program:** This compensated work therapy program is available to residents if physically qualified. Residents are paid minimum wage for work performed in various departments throughout the agency. Residents are assigned work depending on previous work experience, job interests, and available openings. Quarterly work evaluations are completed on each worker to provide feedback on work performance.

**Educational Services:** Residents may participate in a variety of educational courses offered at the facility, at local state universities, community colleges, vocational technical schools, private training centers and adult education centers. Assistance with financial aid applications, registration forms, and transportation is provided. A

separate residence is available to residents participating in educational training and or degree programs.

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

**Star Program:** This program is available to residents who have secured full-time employment in the community. A separate residence with private rooms is available to program participants. The length of stay is a maximum of one year.

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

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Domicile Occupancy Rate (390 available slots)	83%	87%	83%	85%
Veterans' Recovery Unit (80 available slots)	71%	84%	72%	72%
STAR (Supportive Transitional Alternative Residency) Unit (12 available slots)	92%	95%	92%	92%

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Permanent Full-Time Positions								
General Fund	18	0	0	18	18	18	18	18

**Financial Summary**

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	1,135,653	1,253,398	1,325,469	1,298,834	1,256,805	1,286,251	1,299,968	1,225,429
Other Expenses	16,497	17,797	4,518	18,442	17,845	4,659	18,464	17,405
<b>Capital Outlay</b>								
Equipment	0	0	2,899	0	0	0	0	0
TOTAL-General Fund	1,152,150	1,271,195	1,332,886	1,317,276	1,274,650	1,290,910	1,318,432	1,242,834
<b>Additional Funds Available</b>								
Private Funds	283,458	365,000	365,000	365,000	365,000	365,000	365,000	365,000
TOTAL - All Funds	1,435,608	1,636,195	1,697,886	1,682,276	1,639,650	1,655,910	1,683,432	1,607,834

**Residential and Rehabilitative Services**

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<b>Personal Services</b>						
Permanent Fulltime Positions	15,081,875	16,549,965	17,520,223	17,423,631	17,068,826	16,945,499
Other Positions	2,774,696	3,044,789	3,070,007	3,159,528	2,942,090	3,071,563
Other	2,564,487	2,814,121	2,933,767	2,920,144	2,790,516	2,838,848
Overtime	1,630,570	1,789,292	1,827,692	1,856,719	1,727,885	1,805,026
TOTAL-Personal Services Gross	22,051,628	24,198,167	25,351,689	25,360,022	24,529,317	24,660,936
Less Reimbursements						
Less Turnover	0	0	-100,000	-250,000	-100,000	-250,000
TOTAL-Personal Services Net	22,051,628	24,198,167	25,251,689	25,110,022	24,429,317	24,410,936
<b>Other Expenses-Contractual Services</b>						
Utility Services	1,823,887	2,054,352	2,151,448	1,815,510	2,241,033	1,790,427
Rentals, Storage and Leasing	72,729	81,919	83,805	72,394	86,202	71,395
Telecommunication Services	67,466	75,991	77,890	67,156	80,306	66,228
General Repairs	153,200	172,557	176,871	152,496	182,354	150,389
Motor Vehicle Expenses	2,649	2,984	3,059	2,637	3,154	2,600



Fees for Outside Professional Services	253,403	285,428	297,561	252,239	309,806	248,754
Fees for Non-Professional Services	205,763	231,763	237,558	204,818	244,921	201,988
DP Services, Rentals and Maintenance	101,215	114,003	116,853	100,750	120,475	99,358
Postage	15,088	16,994	17,419	15,019	17,959	14,811
Other Contractual Services	311,136	350,451	359,213	309,708	370,349	305,428
<i><u>Other Expenses-Commodities</u></i>						
Agriculture, Horticulture, Dairy & Food	1,205,857	1,358,230	1,382,678	1,200,319	1,407,566	1,183,735
Maintenance and Motor Vehicle Supplies	271,399	305,693	287,206	270,152	296,110	266,420
Medical Supplies	1,172,935	1,321,146	1,363,109	1,167,548	1,410,765	1,151,418
Fuel	366,941	413,307	433,559	365,256	452,202	360,209
Office Supplies	154,889	174,459	178,821	154,178	184,365	152,048
<i><u>Other Expenses-Sundry</u></i>						
Sundry - Other Items	2,100	2,365	2,365	2,090	2,365	2,063
TOTAL-Other Expenses Gross	6,180,657	6,961,642	7,169,415	6,152,270	7,409,932	6,067,271
Less Reimbursements						
TOTAL-Other Expenses Net	6,180,657	6,961,642	7,169,415	6,152,270	7,409,932	6,067,271
<i><u>Other Current Expenses</u></i>						
Support Services for Veterans	189,998	190,000	200,000	190,000	200,000	190,000
TOTAL-Other Current Expenses	189,998	190,000	200,000	190,000	200,000	190,000
<i><u>Pmts to Other Than Local Govts</u></i>						
Burial Expenses	7,200	7,200	7,200	7,200	7,200	7,200
Headstones	322,966	370,000	350,000	350,000	350,000	350,000
TOTAL-Pmts to Other Than Local Govts	330,166	377,200	357,200	357,200	357,200	357,200

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	22,051,492	24,198,014	25,251,689	25,385,635	25,109,887	24,429,317	24,679,535	24,410,802
Other Expenses Net	6,180,793	6,961,795	7,169,415	6,635,669	6,152,405	7,409,932	6,876,186	6,067,405
Capital Outlay	0	1	1,426,874	300,000	1	262,700	800,000	1
Other Current Expenses	189,998	190,000	200,000	194,750	190,000	200,000	199,647	190,000
Payments to Other Than Local Governments	330,166	377,200	357,200	357,200	357,200	357,200	357,200	357,200
TOTAL-General Fund Net	28,752,449	31,727,010	34,405,178	32,873,254	31,809,493	32,659,149	32,912,568	31,025,408
<i><u>Additional Funds Available</u></i>								
Private Funds	1,594,575	2,035,000	2,035,000	2,025,000	2,025,000	2,035,000	2,025,000	2,025,000
TOTAL-All Funds Net	30,347,024	33,762,010	36,440,178	34,898,254	33,834,493	34,694,149	34,937,568	33,050,408

# OFFICE OF WORKFORCE COMPETITIVENESS

## AGENCY DESCRIPTION

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

The OWC also provides support to the Connecticut Employment and Training Commission (CETC) and other legislatively mandated groups, including the Allied Health Policy Council, Youth Policy Council and the Nanotechnology Advisory Board.

*The Office of Workforce Competitiveness is recommended for consolidation with the Department of Economic and Community Development in the Governor's budget as part of his proposal to restructure state government.*

## RECOMMENDED SIGNIFICANT CHANGES

	<b>2011-2012</b>	<b>2012-2013</b>
<b>Reductions to Current Services</b>		
• Remove or Limit Inflation	-60,015	-136,655
• Reduce Grants by 15%	-348,375	-348,375
<b>Reallocations or Transfers</b>		
• Restructure State Government	-2,369,484	-2,358,260
<i>Transfer state job training and economic development initiatives by consolidating the agency with the Department of Economic and Community Development.</i>		

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	3	1	-1	3	3	0	3	0
<i>Other Positions Equated to Full Time</i>								
Federal Contributions			2009-2010 <u>Actual</u>	2010-2011 <u>Estimated</u>	2011-2012 <u>Requested</u>	2011-2012 <u>Recommended</u>	2012-2013 <u>Requested</u>	2012-2013 <u>Recommended</u>
			0	1	1	0	1	0
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Workforce Competitiveness	3,775,906	6,066,397	5,137,533	4,121,874	0	5,354,309	3,515,290	0
TOTAL Agency Programs - All Funds Gross	3,775,906	6,066,397	5,137,533	4,121,874	0	5,354,309	3,515,290	0
Less Turnover								
TOTAL Agency Programs - All Funds Net	3,775,906	6,066,397	5,137,533	4,121,874	0	5,354,309	3,515,290	0
<b>Summary of Funding</b>								
General Fund Net	2,210,621	2,687,472	3,793,533	2,777,874	0	4,682,309	2,843,290	0
Federal and Other Activities	708,970	3,378,925	1,344,000	1,344,000	0	672,000	672,000	0
Private Funds	856,315	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	3,775,906	6,066,397	5,137,533	4,121,874	0	5,354,309	3,515,290	0

## WORKFORCE COMPETITIVENESS

### Statutory Reference

C.G.S. Sections 4-12w and 4-124bb through 4-124gg.

### Statement of Need and Program Objectives

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

### Program Description

OWC tests and demonstrates model workforce development strategies to improve programs and services for youths, students, job seekers, workers and employers; and assists the Workforce Investment Boards, the CETC and the JOBS Cabinet, in building their

capacity to meet the various requirements and responsibilities of the Workforce Investment Act (WIA).

On behalf of the CETC and the JOBS Cabinet, the office: supports the CETC Youth Committee in its policy guidance and oversight of the implementation of a comprehensive and integrated strategy for workforce and career development for youth, with particular attention to those who are at risk, out of school, or involved with the justice system; coordinates and facilitates the design of the Connecticut Career Choices program which builds career pathways for students in emerging and growth industries and facilitates the development of innovative workforce development programs, including job funnel initiatives.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	3	1	-1	3	3	0	3	0
			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Federal Contributions			0	1	1	0	1	0
<b><i>Financial Summary</i></b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	314,817	286,190	349,506	305,471	0	338,282	294,247	0
Other Expenses	90,637	78,782	94,027	91,839	0	94,027	94,680	0
<u>Capital Outlay</u>								
Equipment	0	0	0	1	0	0	1	0
<u>Other Current Expenses</u>								
CETC Workforce	748,667	1,000,000	1,200,000	1,025,000	0	1,500,000	1,056,775	0
Jobs Funnel Projects	425,000	500,000	1,000,000	512,500	0	1,500,000	528,388	0
Nanotechnology Study	140,000	140,000	250,000	143,500	0	250,000	147,949	0
Spanish American Merchant Association	399,000	570,000	650,000	584,250	0	750,000	602,362	0
SBIR Matching Grants	92,500	112,500	250,000	115,313	0	250,000	118,888	0
<b>TOTAL-General Fund</b>	<b>2,210,621</b>	<b>2,687,472</b>	<b>3,793,533</b>	<b>2,777,874</b>	<b>0</b>	<b>4,682,309</b>	<b>2,843,290</b>	<b>0</b>
<u>Additional Funds Available</u>								
Private Funds	856,315	0	0	0	0	0	0	0
<b>Federal Contributions</b>								
17260 WIA Dislocated Workers	0	1,850,000	0	0	0	0	0	0
17275 Competitive Grants - Worker Training	18,895	1,344,000	1,344,000	1,344,000	0	672,000	672,000	0
81042 Weatherization Assist for Low-Income	690,075	184,925	0	0	0	0	0	0
<b>TOTAL - All Funds</b>	<b>3,775,906</b>	<b>6,066,397</b>	<b>5,137,533</b>	<b>4,121,874</b>	<b>0</b>	<b>5,354,309</b>	<b>3,515,290</b>	<b>0</b>
<b>Workforce Competitiveness</b>								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	284,926	278,948	295,733	0	284,970	0
Other Positions	21,925	0	44,035	0	44,035	0
Other	7,966	7,242	9,738	0	9,277	0
<b>TOTAL-Personal Services Gross</b>	<b>314,817</b>	<b>286,190</b>	<b>349,506</b>	<b>0</b>	<b>338,282</b>	<b>0</b>
Less Reimbursements						
Less Turnover						
<b>TOTAL-Personal Services Net</b>	<b>314,817</b>	<b>286,190</b>	<b>349,506</b>	<b>0</b>	<b>338,282</b>	<b>0</b>
<u>Other Expenses-Contractual Services</u>						
Rentals, Storage and Leasing	72,911	63,373	76,300	0	76,300	0
Telecommunication Services	11,004	9,565	11,004	0	11,004	0
General Repairs	345	299	345	0	345	0
Postage	127	110	127	0	127	0
Travel	1,378	1,200	1,378	0	1,378	0
<u>Other Expenses-Commodities</u>						
Office Supplies	4,872	4,235	4,873	0	4,873	0
<b>TOTAL-Other Expenses Gross</b>	<b>90,637</b>	<b>78,782</b>	<b>94,027</b>	<b>0</b>	<b>94,027</b>	<b>0</b>
Less Reimbursements						
<b>TOTAL-Other Expenses Net</b>	<b>90,637</b>	<b>78,782</b>	<b>94,027</b>	<b>0</b>	<b>94,027</b>	<b>0</b>
<u>Other Current Expenses</u>						
CETC Workforce	748,667	1,000,000	1,200,000	0	1,500,000	0
Jobs Funnel Projects	425,000	500,000	1,000,000	0	1,500,000	0

**Budget-in-Detail**

Nanotechnology Study	140,000	140,000	250,000	0	250,000	0
Spanish American Merchant Association	399,000	570,000	650,000	0	750,000	0
SBIR Matching Grants	92,500	112,500	250,000	0	250,000	0
TOTAL-Other Current Expenses	<u>1,805,167</u>	<u>2,322,500</u>	<u>3,350,000</u>	<u>0</u>	<u>4,250,000</u>	<u>0</u>

***Character & Major Object Summary***

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	314,817	286,190	349,506	305,471	0	338,282	294,247	0
Other Expenses Net	90,637	78,782	94,027	91,839	0	94,027	94,680	0
Capital Outlay	0	0	0	1	0	0	1	0
Other Current Expenses	1,805,167	2,322,500	3,350,000	2,380,563	0	4,250,000	2,454,362	0
TOTAL-General Fund Net	<u>2,210,621</u>	<u>2,687,472</u>	<u>3,793,533</u>	<u>2,777,874</u>	<u>0</u>	<u>4,682,309</u>	<u>2,843,290</u>	<u>0</u>
<u><i>Additional Funds Available</i></u>								
Federal and Other Activities	708,970	3,378,925	1,344,000	1,344,000	0	672,000	672,000	0
Private Funds	856,315	0	0	0	0	0	0	0
TOTAL-All Funds Net	<u>3,775,906</u>	<u>6,066,397</u>	<u>5,137,533</u>	<u>4,121,874</u>	<u>0</u>	<u>5,354,309</u>	<u>3,515,290</u>	<u>0</u>

# BOARD OF ACCOUNTANCY

## AGENCY DESCRIPTION

The Board of Accountancy licenses and regulates certified public accountants and is responsible for ensuring the highest standards of

integrity and professionalism are maintained by Connecticut's certified public accountants.

*The Board of Accountancy is recommended for consolidation with the Department of Consumer Protection in the Governor's budget as part of his proposal to restructure state government.*

## RECOMMENDED SIGNIFICANT CHANGES

	<b><u>2011-2012</u></b>	<b><u>2012-2013</u></b>
<b>Reductions to Current Services</b>		
• Fund Equipment Through CEPF	-4,404	0
• Remove or Limit Inflation	-1,079	-2,450
• Reduce Other Expenses	-9,819	-9,819
<b>Reallocations or Transfers</b>		
• Restructure State Government	-396,569	-387,331
<i>The Board of Accountancy will be transferred to the Department of Consumer Protection.</i>		

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	5	0	0	5	5	0	5	0
<b>Agency Programs by Total Funds</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Board of Accountancy	337,870	383,688	415,943	411,871	0	405,298	399,600	0
TOTAL Agency Programs - All Funds Gross	337,870	383,688	415,943	411,871	0	405,298	399,600	0
Less Turnover								
TOTAL Agency Programs - All Funds Net	337,870	383,688	415,943	411,871	0	405,298	399,600	0
<b>Summary of Funding</b>								
General Fund Net	337,870	383,688	415,943	411,871	0	405,298	399,600	0
TOTAL Agency Programs - All Funds Net	337,870	383,688	415,943	411,871	0	405,298	399,600	0

## REGULATION OF LICENSED ACCOUNTANTS

### Statutory Reference

C.G.S. Chapter 389.

### Statement of Need and Program Objectives

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

### Program Description

Through its licensing, continuing education, peer review, and examination activities, the Board of Accountancy (BOA) ensures that qualified individuals are granted the certificate for public accountants and that they continue to be current with the most recent developments in the accounting field. If there are difficulties

encountered by a consumer with a licensed accountant or firm, the board investigates all complaints to protect the public.

After ensuring that all regulatory requirements have been met, the board accepts or rejects requests and proffers initial certification, licenses, registrations, and permits. The board renews currently held licenses, registrations and permits annually.

The board administers the uniform national CPA exam and ensures that education, exam and experience requirements for certification are met.

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

Budget-in-Detail

**Personnel Summary**

As of 06/30/2010	2010-2011		2010-2011	2011-2012	2011-2012	2012-2013	2012-2013	
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions	5	0	0	5	5	0	5	0
General Fund								

**Financial Summary**

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	307,129	336,533	363,206	363,206	0	355,468	353,968	0
Other Expenses	30,741	47,155	48,333	44,261	0	49,830	45,632	0
<u>Capital Outlay</u>								
Equipment	0	0	4,404	4,404	0	0	0	0
TOTAL-General Fund	337,870	383,688	415,943	411,871	0	405,298	399,600	0

Board of Accountancy

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

**Current Expenses by Minor Object**

2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>					
Permanent Fulltime Positions	300,315	328,969	355,642	0	346,942
Other	6,814	7,564	7,564	0	8,526
TOTAL-Personal Services Gross	307,129	336,533	363,206	0	355,468
Less Reimbursements					
Less Turnover					
TOTAL-Personal Services Net	307,129	336,533	363,206	0	355,468
<u>Other Expenses-Contractual Services</u>					
Dues and Subscriptions	5,300	8,130	8,333	0	8,591
Rentals, Storage and Leasing	1,290	1,979	2,028	0	2,091
Telecommunication Services	1,131	1,735	1,779	0	1,834
General Repairs	1,001	1,535	1,573	0	1,622
Fees for Non-Professional Services	5,576	8,554	8,767	0	9,038
Postage	9,841	15,096	15,473	0	15,953
Travel	87	132	136	0	140
Printing & Binding	3,803	5,834	5,980	0	6,165
<u>Other Expenses-Commodities</u>					
Office Supplies	2,712	4,160	4,264	0	4,396
TOTAL-Other Expenses Gross	30,741	47,155	48,333	0	49,830
Less Reimbursements					
TOTAL-Other Expenses Net	30,741	47,155	48,333	0	49,830

**Character & Major Object Summary**

2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	307,129	336,533	363,206	0	355,468	353,968	0
Other Expenses Net	30,741	47,155	48,333	0	49,830	45,632	0
Capital Outlay	0	0	4,404	0	0	0	0
TOTAL-General Fund Net	337,870	383,688	415,943	411,871	405,298	399,600	0

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## AGENCY DESCRIPTION

The Department of Administrative Services (DAS) coordinates the purchase of goods and services; provides document management services; provides policy direction and support for statewide human resources administration; distributes surplus property; orders and distributes federally donated foods; provides state mail and courier services; manages the state's fleet of vehicles; investigates and collects money owed for care received in state institutions; assists state agencies with communications, affirmative action, human

resources and fiscal services; and supports the Boards and Commissions that fall under DAS' authority.

The Department of Information Technology (DOIT), a portion of the Department of Public Works (DPW), and the Judicial Selection Commission are recommended for consolidation into DAS. Centralized IT functions from DOIT will be consolidated within the Department of Administrative Services as well as leasing and facilities management from DPW.

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

	<u>2011-2012</u>	<u>2012-2013</u>
<b>Reductions to Current Services</b>		
• Fund Equipment Through CEPF	-30,800	-30,800
• Remove or Limit Inflation	-101,651	-295,950
• Remove Funding for Vacant Positions	-38,427	-38,427
<i>Reduce the Claims Commissioner Account by removing funding for a contracted position.</i>		
• Reduce the Insurance and Risk Management Account in Line with Historical Spending	-358,905	-987,180
<b>Reallocations or Transfers</b>		
• Transfer Insurance Payments from Department of Transportation	4,343,057	4,380,273
<i>Transfer insurance payments from the Department of Transportation into the Department of Administrative Services.</i>		
• Restructure State Government	90,833,743	90,337,061
<i>Consolidate the Department of Information Technology, the Judicial Selection Commission, and portions of the Department of Public Works into DAS. Also transfer affirmative action duties from Commission of Human Rights and Opportunities into DAS.</i>		

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	245	16	2	263	263	553	263	553
Bond Funds	82	42	0	124	124	124	124	124
<i>Other Positions Equated to Full Time</i>			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			5	5	5	5	5	5
Special Funds, Non-Appropriated			0	0	0	21	0	21
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Insurance and Risk Management	2,047,443	2,717,500	2,814,500	2,814,500	7,157,557	2,955,100	2,955,100	7,335,373
Agency Management Services	1,298,079	1,256,605	1,282,071	1,051,526	1,059,248	1,246,145	1,013,450	1,021,092
Human Capital Management	4,860,452	5,219,762	5,884,280	6,478,587	6,490,426	5,636,394	6,230,363	6,228,516
Financial Services Center	10,805,119	10,952,980	13,014,748	12,573,752	12,653,744	11,843,266	11,380,131	11,458,217
Strategic Leadership	6,285,178	6,897,999	6,623,434	6,452,792	6,379,979	6,758,782	6,589,207	6,346,554
Business Enterprises	7,682,861	8,581,115	9,329,369	9,276,983	9,316,526	9,047,476	8,989,475	9,028,713

## Budget-in-Detail

Information & Technology	2,091,528	2,139,565	2,547,402	2,304,882	41,350,454	2,449,816	2,214,888	40,642,453
Boards and Commissions	13,059,114	15,581,013	16,235,720	14,370,112	13,974,521	16,656,580	15,045,829	14,016,231
Leasing and Facilities Management	0	0	0	0	53,335,358	0	0	53,389,265
TOTAL Agency Programs - All Funds Gross	48,129,774	53,346,539	57,731,524	55,323,134	151,717,813	56,593,559	54,418,443	149,466,414
Less Turnover	0	0	0	-800,000	-800,000	0	-800,000	-800,000
TOTAL Agency Programs - All Funds Net	48,129,774	53,346,539	57,731,524	54,523,134	150,917,813	56,593,559	53,618,443	148,666,414
<u>Summary of Funding</u>								
General Fund Net	37,961,494	41,881,343	45,475,516	42,451,102	132,755,062	44,493,671	41,702,531	130,687,235
Special Transportation Fund Net	2,047,443	2,717,500	2,814,500	2,814,500	7,157,557	2,955,100	2,955,100	7,335,373
Federal and Other Activities	262,997	183,976	183,976	0	0	183,976	0	0
Special Funds, Non-Appropriated	0	0	0	0	1,747,662	0	0	1,682,994
Bond Funds	7,855,440	8,561,320	9,256,704	9,256,704	9,256,704	8,960,812	8,960,812	8,960,812
Private Funds	2,400	2,400	828	828	828	0	0	0
TOTAL Agency Programs - All Funds Net	48,129,774	53,346,539	57,731,524	54,523,134	150,917,813	56,593,559	53,618,443	148,666,414

## AGENCY MANAGEMENT SERVICES

### Statutory Reference

C.G.S. Sections 4a-1; 4a-2; 4a-51(5); 5-200; 5-199c; 1-101rr; 1-83(a)(2); 46a-68(b)(5); Sections 24-26, 31, and 139-141 of Public Act 09-7 (Sept. Spec. Session).

### Statement of Need and Program Objectives

To direct and support the DAS divisions and the boards and commissions that fall under DAS's authority, and to provide administrative services to other state agencies. To provide legal support, policy guidance and training to both internal and external clients; to represent DAS before administrative agencies and act as the liaison to the Office of the Attorney General; to provide government relations services for DAS; and to provide Ethics Compliance Officer functions for DAS and act as a repository for other agencies' Ethics Statements. To provide internal written and electronic communications and print, media and web design; to provide external written and electronic communications to market DAS services and develop a positive public image of the agency

through media outlets; and to support the design/print needs of state agencies.

### Program Description

In addition to the Office of the Commissioner, Agency Management Services includes Staff Counsel and Communications. Staff Counsel is responsible for assisting the DAS Commissioners with the development and implementation of the agency's policies and assisting managers and staff with their implementation; assisting in the development of statewide policies relating to human resources and other DAS business units; providing employment law guidance and training; acting as the agency's legislative liaison; and serving as the agency's Ethics Compliance Officer. DAS Communications offers a wide range of communications and marketing materials and print services; provides graphic and web design services to the Governor's Office, Lieutenant Governor's Office and other state agencies; and is the central clearinghouse for all Freedom of Information requests.

### Personnel Summary

	As of 06/30/2010		2010-2011 Change	2010-2011 Total	2011-2012 Requested	2011-2012 Recommended	2012-2013 Requested	2012-2013 Recommended
	Filled	Vacant						
Permanent Full-Time Positions								
General Fund	6	1	1	8	8	8	8	8
Bond Funds	2	0	0	2	2	2	2	2

### Financial Summary

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	664,726	818,978	793,889	789,126	796,880	766,415	760,720	768,430
Other Expenses	35,317	1,771	43,996	2,190	2,158	45,230	2,206	2,138
<u>Other Current Expenses</u>								
Placement and Training	3,270	0	0	0	0	0	0	0
TOTAL-General Fund	703,313	820,749	837,885	791,316	799,038	811,645	762,926	770,568
<u>Additional Funds Available</u>								
Bond Funds	329,369	249,480	259,382	259,382	259,382	250,524	250,524	250,524
Private Funds	2,400	2,400	828	828	828	0	0	0
<b>Federal Contributions</b>								
10550 Equipment	242,997	183,976	183,976	0	0	183,976	0	0
93069 Public Health Emergency Preparedness	20,000	0	0	0	0	0	0	0
TOTAL - All Funds	1,298,079	1,256,605	1,282,071	1,051,526	1,059,248	1,246,145	1,013,450	1,021,092

### Agency Management Services



## HUMAN CAPITAL MANAGEMENT

### Statutory Reference

C.G.S. Section 5-200.

### Statement of Need and Program Objectives

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

### Program Description

The DAS Statewide Human Resources unit designs and manages human resources systems for state agencies; provides quality control and auditing of personnel transactions; develops and administers

employment examinations for all classified competitive job titles in the state; provides comprehensive services in the areas of organizational design, classification, staffing, objective job evaluation, and compensation and the administration of HR laws and regulations. The DAS Small Agency Resource Team (the SmART unit) performs the various human resources functions, Affirmative Action responsibilities, payroll functions and benefit administration for DAS and 22 other executive branch offices and agencies. In the fall of 2009, the Commission on Human Rights and Opportunities was added to the list of client agencies served by the SmART unit.

### Personnel Summary

Permanent Full-Time Positions	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	56	5	2	63	63	66	63	66
Bond Funds	2	0	0	2	2	2	2	2
			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
Other Positions Equated to Full Time			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			2	2	2	2	2	2

### Financial Summary

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Personal Services	4,569,970	5,025,456	5,457,959	5,425,211	5,478,519	5,286,873	5,247,573	5,300,778
Other Expenses	91,067	4,566	113,445	747,979	737,310	116,809	757,557	733,305
<u>Capital Outlay</u>								
Equipment	0	1	38,280	30,801	1	38,280	30,801	1
<u>Other Current Expenses</u>								
Labor - Management Fund	31,168	0	75,000	75,000	75,000	0	0	0
TOTAL-General Fund	4,692,205	5,030,023	5,684,684	6,278,991	6,290,830	5,441,962	6,035,931	6,034,084
<u>Additional Funds Available</u>								
Bond Funds	168,247	189,739	199,596	199,596	199,596	194,432	194,432	194,432
TOTAL - All Funds	4,860,452	5,219,762	5,884,280	6,478,587	6,490,426	5,636,394	6,230,363	6,228,516
Human Capital Management								

## FINANCIAL SERVICES CENTER

### Statutory Reference

C.G.S. Sections 4a-12; 4a-13; 4a-15; and 4a-16.

### Statement of Need and Program Objectives

To maximize revenue through collection of money owed to the state. To provide financial services to DAS as well as 22 state agencies. The State Properties Review Board, State Marshal Commission, Claims Commissioner, and State Insurance Risk Management have been merged within DAS, and the DAS Business Office provides financial services for those programs as well as for the DAS Revolving Fund businesses.

### Program Description

DAS Collections Services provides comprehensive billing and collection services for care provided by the Departments of Developmental Services, Social Services, Mental Health and Addiction Services, Children and Families, Correction, and Veterans

Affairs, as well as over 80 towns participating in the School Based Child and Health Services Program. Collections Services maintains 1,200 trustee accounts for individuals residing in state humane institutions. In addition, this division acts as a collection agency for the state as well as administers the State and Federal Tax Intercept Program. DAS Business Office processes payments from Medicare and Medicaid; bills vendors for services; pays for services; performs travel, P-card, and petty cash functions; procures goods and services; provides competitive printing services to state agencies, municipalities and non-profits; develops and reports small business set aside goals; obtains grant funds, monitors the use of the funds and completes required federal reporting; develops budgets and monitors expenditures; conducts financial analysis; develops rates; maintains inventory reports for agency assets; and delivers mail to 270 stops throughout the state daily.

Budget-in-Detail

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Dollars collected	1.22 Billion	1.22 Billion	1.28 Billion	1.34 Billion

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	100	5	0	105	105	105	105	105
Bond Funds	32	37	0	69	69	69	69	69
			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			2	2	2	2	2	2
<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	6,943,797	7,635,881	8,293,044	8,243,286	8,324,283	7,986,063	7,926,698	8,007,067
Other Expenses	330,512	16,571	411,729	20,491	20,199	424,495	20,725	20,061
<i>Other Current Expenses</i>								
Tuition Reimburs Training, Travel	293,214	0	382,000	382,000	382,000	0	0	0
Quality of Work-Life	18,600	0	350,000	350,000	350,000	0	0	0
Refunds of Collections	17,842	28,500	29,213	29,213	28,500	30,119	30,119	28,500
Correctional Ombudsman	110,674	0	0	0	0	0	0	0
TOTAL-General Fund	7,714,639	7,680,952	9,465,986	9,024,990	9,104,982	8,440,677	7,977,542	8,055,628
<i>Additional Funds Available</i>								
Bond Funds	3,090,480	3,272,028	3,548,762	3,548,762	3,548,762	3,402,589	3,402,589	3,402,589
TOTAL - All Funds	10,805,119	10,952,980	13,014,748	12,573,752	12,653,744	11,843,266	11,380,131	11,458,217
Financial Services Center								

STRATEGIC LEADERSHIP

**Statutory Reference**

C.G.S. Sections 5-199c; 5-204; 5-248a; 5-248b; 5-248i; 31-284a.

**Statement of Need and Program Objectives**

To provide statewide human resource planning and training. To empower and support state agencies to meet the established operational procedures within the Workers' Compensation Program as well as promoting a culture of safety within their respective workforces.

**Program Description**

DAS Strategic Services coordinates statewide HR planning, DAS strategic planning and the agency's business plan and performance measurement; offers training for state employees through the DAS Learning Center and arranges for state employees to access training classes and programs through the community and technical college system; coordinates agency workplace wellness programs; administers the Governor's Service Award; coordinates and supports agency Continuity of Operations planning and exercises across three branches of government; supplies subject matter expertise in the proper administration of statutory federal and state family and

medical leave; publishes an HR Almanac reflecting the characteristics and trends of the state executive branch workforce; supplies tools, methods and data access necessary for agencies to conduct present and anticipate future workforce planning; manages the administration of the managerial performance awards and recognition system (PARS) by agencies; comprehensively orients newly appointed via New Managers' Orientation Program; provides in-depth training on the Enterprise Performance Management (EPM) reporting module of Core-CT for state fiscal and human resources professionals; and publishes the states' telecommuting guidelines. The DAS Workers' Compensation Division designs the State of Connecticut Workers' Compensation Program, establishes statewide reporting and processing procedures, manages statewide workers' compensation fiscal and accounting functions, procures and manages the third party claim administration company, and offers a wide array of loss control and safety services statewide. The main objective is to achieve the delicate balance between cost effectiveness for our organization and the delivery of a responsive program to injured workers.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	10	1	-1	10	10	10	10	10
<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<i>(Net of Reimbursements)</i>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	820,134	901,876	979,494	973,617	983,184	947,295	940,253	949,786
Other Expenses	61,260	3,072	76,314	3,798	3,744	78,670	3,841	3,718

Other Current Expenses

Loss Control Risk Management	190,230	143,051	238,876	146,627	143,051	238,876	151,172	143,050
W. C. Administrator	5,213,554	5,850,000	5,328,750	5,328,750	5,250,000	5,493,941	5,493,941	5,250,000
TOTAL-General Fund	6,285,178	6,897,999	6,623,434	6,452,792	6,379,979	6,758,782	6,589,207	6,346,554
Strategic Leadership								

**BUSINESS ENTERPRISES****Statutory Reference**

C.G.S. Sections 4a-2b; 4a-4; 4a-5; 4a-51; 4a-57a; 4a-60g; 4a-67; 4a-67d; and 4a-100.

**Statement of Need and Program Objectives**

To provide and maintain vehicles that meet the diverse needs of state agencies in an efficient and cost effective manner. To provide value added and cost effective services to our clients, including state agencies, municipalities, certain non-profit organizations and Connecticut small and minority businesses.

**Program Description**

DAS Fleet Services has the responsibility of acquisition, maintenance, replacement and disposal of motor vehicles for 70 state agencies.

Fleet Services maintains over 3,500 vehicles, works with user agencies to control vehicle costs while allocating vehicles based on their specific requirements and directs a safety program aimed at reducing accidents involving fleet vehicles. DAS Procurement is responsible for managing the statewide procurement of goods and services and related activities such as contract administration and purchasing, certification of Connecticut small and minority businesses, prequalification of construction contractors, administration of the state p-card program and administration of the surplus state property and federal surplus property programs. DAS is also responsible for the provision of housing insurance to municipal housing program.

**Personnel Summary**

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	43	2	0	45	45	45	45	45
Bond Funds	46	5	0	51	51	51	51	51
			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			1	1	1	1	1	1

**Financial Summary**

<b>(Net of Reimbursements)</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	3,391,794	3,729,853	4,050,853	4,026,548	4,066,112	3,903,739	3,874,720	3,914,006
Other Expenses	23,723	1,189	29,552	1,471	1,450	30,470	1,488	1,440
TOTAL-General Fund	3,415,517	3,731,042	4,080,405	4,028,019	4,067,562	3,934,209	3,876,208	3,915,446
<u>Additional Funds Available</u>								
Bond Funds	4,267,344	4,850,073	5,248,964	5,248,964	5,248,964	5,113,267	5,113,267	5,113,267
TOTAL - All Funds	7,682,861	8,581,115	9,329,369	9,276,983	9,316,526	9,047,476	8,989,475	9,028,713
Business Enterprises								

**INFORMATION AND TECHNOLOGY****Statutory Reference**

C.G.S. Section 5-200d; and 4a-51.

**Statement of Need and Program Objectives**

To provide management information solutions in response to agency needs. To provide and maintain a standardized technology system to streamline government operations, increase efficiency, facilitate better decision-making and eliminate redundant systems for all divisions, commissions, and boards supported by the Department of Administrative Services.

**Program Description**

The DAS Management Information Solutions (MIS) goal is to listen and develop solutions for customer needs. MIS develops, maintains

and supports a Web Portal for our internal and business unit external customers. IT services provided include procurement, statewide Human Resources, collection services, workers' compensation, state surplus and the food distribution program.

Core-CT is the State's enterprise-wide financial, human resource and payroll system. The Human Resource Management System (HRMS) modules of the system are used to conduct the DAS functions of human resources and time and attendance employees in all three branches of government and in the State's institutions of higher education. The Enterprise Performance Management (EPM) application in Core-CT allows employees to fulfill and supplement financial and human resources reporting needs in state agencies.

## Budget-in-Detail

### Personnel Summary

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	22	1	0	23	23	205	23	205
<i>Other Positions Equated to Full Time</i>								
Special Funds, Non-Appropriated			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
			0	0	0	21	0	21

### Financial Summary

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	1,833,041	2,015,740	2,189,219	2,176,084	16,812,202	2,098,289	2,082,691	16,311,878
Other Expenses	177,009	8,875	220,506	10,974	5,825,560	219,564	10,720	5,825,118
<i>Other Current Expenses</i>								
Hospital Billing System	81,478	114,950	137,677	117,824	114,950	131,963	121,477	114,951
Connecticut Education Network	0	0	0	0	3,291,493	0	0	3,291,493
IT Services	0	0	0	0	13,558,587	0	0	13,416,019
TOTAL-General Fund	2,091,528	2,139,565	2,547,402	2,304,882	39,602,792	2,449,816	2,214,888	38,959,459
<i>Additional Funds Available</i>								
Special Funds, Non-Appropriated	0	0	0	0	1,747,662	0	0	1,682,994
TOTAL - All Funds	2,091,528	2,139,565	2,547,402	2,304,882	41,350,454	2,449,816	2,214,888	40,642,453

### Information & Technology

## BOARDS AND COMMISSIONS

### Statutory Reference

C.G.S. Section 4b-3; 4-142a et seq.; 4a-19; 6-38b.

### Statement Of Need And Program Objectives

To provide oversight of nine executive branch agencies concerning the leasing, sale and acquisition of real estate, as well as proposals for the hiring of architects and engineers to ensure financial prudence and compliance with state statutes.

To hear and determine all claims against the state except those claims specifically exempted in statute.

To appoint and oversee the administration of the State Marshals.

To determine the method by which the state insures itself against losses; to direct the negotiations for purchase of insurance for the state; to develop and implement risk management and loss prevention programs related to state insurance plans, and to designate the state's agent(s) of record.

### Program Description

The State Properties Review Board reviews and approves 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 the Department of Developmental Services; lease of warehouse/distribution space of the Connecticut Regional Market; leases, operating or concession

agreements at state airports and piers; acquisition of highway and railroad rights-of-way and related facilities; and other transactions/hearings mandated by the legislature.

The Office of the Claims Commissioner receives claims filed against the state pursuant to Chapter 53 of the Connecticut General Statutes; conducts hearings for claims seeking more than \$7,500 and/or permission to sue the state; adjudicates, with or without hearings, all claims against the state for less than \$7,500; processes all claims in an expeditious manner; and decides which claims are "just and equitable" and meet the other statutory elements warranting a waiver of the sovereign immunity of the State.

The State Marshal Commission establishes professional standards, including training requirements and minimum fees for the execution and service of process; equitably assigns service of restraining orders to state marshals in each county; fills vacancies in the position of state marshal in any county; investigates complaints brought against state marshals and determines whether just cause exists to remove appointments; and reviews and audits marshals' accounts.

The State Insurance and Risk Management Board promotes a coordinated insurance and risk management program within the state; protects the assets of the State of Connecticut by developing and implementing risk management and loss prevention programs; determines the method by which the state shall insure/self-insure; obtains the broadest coverage at the most reasonable cost; designates the agent of record and selects insurance companies; and utilizes risk management methods such as exposure identification, loss control, risk transfer or risk assumption.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Items Reviewed by the State Properties Review Board	356	400	400	400
Savings Realized as a Result of the State Properties Review Board's Actions (\$)	89,276	750,000	750,000	750,000
Insurance & Risk Management Motor Vehicle liability (000)	7,666	7,700	7,758	8,015
Insurance & Risk Management Fire, Extended Coverage (000)	5,031	5,844	6,451	6,755
Insurance & Risk Management Liability (000)	4,196	4,992	5,572	5,816
Insurance & Risk Management All Other (000)	1,029	1,094	1,036	1,083

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	8	1	0	9	9	9	9	9

<i>Financial Summary</i> (Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	536,293	589,744	640,499	636,656	642,911	621,119	616,501	622,753
Other Expenses	12,186,945	611,037	15,181,655	13,240	13,051	15,668,454	13,112	12,692
<i>Other Current Expenses</i>								
Employees' Review Board	19,414	25,135	25,763	25,763	25,135	26,562	26,562	25,135
Surety Bonds for State Officials/Employees	76,187	74,400	12,000	12,000	12,000	17,100	82,000	82,000
Claims Commissioner Operations	240,275	326,208	375,803	323,548	281,424	323,345	320,474	273,651
Insurance & Risk Operations	0	13,954,489	0	13,358,905	13,000,000	0	13,987,180	13,000,000
TOTAL-General Fund	13,059,114	15,581,013	16,235,720	14,370,112	13,974,521	16,656,580	15,045,829	14,016,231
Other Expenses	2,047,443	0	0	0	0	0	0	0
<i>Other Current Expenses</i>								
Insurance & Risk Operations	0	2,717,500	2,814,500	2,814,500	7,157,557	2,955,100	2,955,100	7,335,373
TOTAL-Special Transportation Fund	2,047,443	2,717,500	2,814,500	2,814,500	7,157,557	2,955,100	2,955,100	7,335,373

**Boards and Commissions**

**LEASING AND FACILITIES MANAGEMENT**

**Statutory Reference**

C.G.S. Section 4b-1, 4b-21, and 4b-30.

Provide facilities management services such as building maintenance, health safety, and general building improvements.

**Statement of Need And Program Objectives**

To manage the maintenance of state owned facilities and facility leases.

Acquire lease facilities of all types for use and occupancy by all state agencies except the Department of Labor and the University of Connecticut.

**Program Description**

Ensure the responsive and cost effective implementation of the state's facilities space management.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	0	0	0	0	0	105	0	105

<i>Financial Summary</i> (Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	0	0	0	7,505,397	0	0	7,234,498
Other Expenses	0	0	0	0	28,272,725	0	0	28,272,725
<i>Other Current Expenses</i>								
Management Services	0	0	0	0	5,062,697	0	0	5,030,792
Rents and Moving	0	0	0	0	12,367,289	0	0	12,724,000
Capitol Day Care Center	0	0	0	0	127,250	0	0	127,250
TOTAL-General Fund	0	0	0	0	53,335,358	0	0	53,389,265

**Leasing and Facilities Management**

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	18,078,740	19,878,609	21,370,368	43,500,000	20,707,164	41,999,708
Other Positions	281,862	322,888	348,235	500,000	335,337	500,000
Other	398,204	504,031	673,134	589,488	554,561	589,488
Overtime	949	12,000	13,220	20,000	12,731	20,000
TOTAL-Personal Services Gross	18,759,755	20,717,528	22,404,957	44,609,488	21,609,793	43,109,196
Less Reimbursements						
Less Turnover	0	0	0	-800,000	0	-800,000
TOTAL-Personal Services Net	18,759,755	20,717,528	22,404,957	43,809,488	21,609,793	42,309,196
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	10,565	7,501	16,179	18,393	16,680	18,393
Utility Services	0	0	0	14,723,612	0	14,723,612
Rentals, Storage and Leasing	53,757	45,000	82,233	546,188	84,781	546,188
Telecommunication Services	35,180	34,119	56,744	218,147	58,503	218,147
General Repairs	9,839	7,805	14,914	1,939,879	15,377	1,939,879
Motor Vehicle Expenses	24,797	15,000	41,260	89,657	42,539	89,657
Insurance	11,839,428	0	14,599,489	0	15,068,961	0
Fees for Outside Professional Services	359,038	57,842	398,493	13,435,852	415,845	13,435,852
Fees for Non-Professional Services	37,032	40,540	44,020	1,009,148	45,386	1,009,148
DP Services, Rentals and Maintenance	147,296	143,000	224,580	2,080,803	226,386	2,075,803
Postage	78,876	57,034	130,400	74,371	134,442	74,371
Travel	25,650	26,148	38,421	33,365	39,597	33,365
Other Contractual Services	143,074	107,879	180,560	173,112	181,197	173,112
Advertising	15,127	15,000	29,414	49,008	30,326	49,008
Printing & Binding	11,825	5,000	17,368	9,645	17,907	9,645
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	251	360	366	18,155	373	18,155
Books	310	509	522	357	538	357
Clothing and Personal Supplies	0	500	1,025	1,873	1,057	1,873
Maintenance and Motor Vehicle Supplies	5,307	3,011	9,489	131,750	9,812	131,750
Medical Supplies	0	0	0	98	0	98
Fuel	0	0	0	1,227,546	0	1,227,546
Office Supplies	46,942	38,297	69,582	53,858	71,737	53,858
Refunds of Expenditures Not Otherwise Classified	25	36	37	1,992	38	1,992
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	61,514	42,500	122,101	135,188	122,210	135,188
TOTAL-Other Expenses Gross	12,905,833	647,081	16,077,197	35,971,997	16,583,692	35,966,997
Less Reimbursements	0	0	0	-1,095,800	0	-1,095,800
TOTAL-Other Expenses Net	12,905,833	647,081	16,077,197	34,876,197	16,583,692	34,871,197
<i>Other Current Expenses</i>						
Tuition Reimburs Training, Travel	293,214	0	382,000	382,000	0	0
Labor - Management Fund	31,168	0	75,000	75,000	0	0
Management Services	0	0	0	5,062,697	0	5,030,792
Loss Control Risk Management	190,230	143,051	238,876	143,051	238,876	143,050
Employees' Review Board	19,414	25,135	25,763	25,135	26,562	25,135
Placement and Training	3,270	0	0	0	0	0
Surety Bonds for State Officials/Employees	76,187	74,400	12,000	12,000	17,100	82,000
Quality of Work-Life	18,600	0	350,000	350,000	0	0
Refunds of Collections	17,842	28,500	29,213	28,500	30,119	28,500
Rents and Moving	0	0	0	12,367,289	0	12,724,000
Capitol Day Care Center	0	0	0	127,250	0	127,250
W. C. Administrator	5,213,554	5,850,000	5,328,750	5,250,000	5,493,941	5,250,000
Hospital Billing System	81,478	114,950	137,677	114,950	131,963	114,951
Connecticut Education Network	0	0	0	3,291,493	0	3,291,493

Correctional Ombudsman	110,674	0	0	0	0	0
Claims Commissioner Operations	240,275	326,208	375,803	281,424	323,345	273,651
Insurance & Risk Operations	0	13,954,489	0	13,000,000	0	13,000,000
IT Services	0	0	0	13,558,587	0	13,416,019
TOTAL-Other Current Expenses	6,295,906	20,516,733	6,955,082	54,069,376	6,261,906	53,506,841

## AGENCY FINANCIAL SUMMARY - SPECIAL TRANSPORTATION FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Other Expenses-Contractual Services</i>						
Insurance	2,047,443	0	0	0	0	0
TOTAL-Other Expenses Gross	2,047,443	0	0	0	0	0
Less Reimbursements						
TOTAL-Other Expenses Net	2,047,443	0	0	0	0	0
<i>Other Current Expenses</i>						
Insurance & Risk Operations	0	2,717,500	2,814,500	7,157,557	2,955,100	7,335,373
TOTAL-Other Current Expenses	0	2,717,500	2,814,500	7,157,557	2,955,100	7,335,373

<i>Character &amp; Major Object Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	18,759,755	20,717,528	22,404,957	21,470,528	43,809,488	21,609,793	20,649,156	42,309,196
Other Expenses Net	12,905,833	647,081	16,077,197	800,143	34,876,197	16,583,692	809,649	34,871,197
Capital Outlay	0	1	38,280	30,801	1	38,280	30,801	1
Other Current Expenses	6,295,906	20,516,733	6,955,082	20,149,630	54,069,376	6,261,906	20,212,925	53,506,841
TOTAL-General Fund Net	37,961,494	41,881,343	45,475,516	42,451,102	132,755,062	44,493,671	41,702,531	130,687,235
Other Expenses Net	2,047,443	0	0	0	0	0	0	0
Other Current Expenses	0	2,717,500	2,814,500	2,814,500	7,157,557	2,955,100	2,955,100	7,335,373
TOTAL-Special Transportation Fund Net	2,047,443	2,717,500	2,814,500	2,814,500	7,157,557	2,955,100	2,955,100	7,335,373
<i>Additional Funds Available</i>								
Federal and Other Activities	262,997	183,976	183,976	0	0	183,976	0	0
Special Funds, Non-Appropriated	0	0	0	0	1,747,662	0	0	1,682,994
Bond Funds	7,855,440	8,561,320	9,256,704	9,256,704	9,256,704	8,960,812	8,960,812	8,960,812
Private Funds	2,400	2,400	828	828	828	0	0	0
TOTAL-All Funds Net	48,129,774	53,346,539	57,731,524	54,523,134	150,917,813	56,593,559	53,618,443	148,666,414



# DEPARTMENT OF INFORMATION TECHNOLOGY

## AGENCY DESCRIPTION

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

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

*The Department of Information Technology is recommended for consolidation with the Department of Administrative Services in the Governor's budget as part of his proposal to restructure state government. In addition, agency IT managers that were housed in DOIT will be transferred to the applicable agencies and an IT policy unit will be housed in the Office of Policy and Management.*

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2011-2012</b>	<b>2012-2013</b>
• Fund Equipment Through CEPF	-2,492,245	-3,017,945
• Remove or Limit Inflation	-451,814	-1,064,733
• Eliminate Three Consultant Positions	-800,000	-800,000
• Achieve Savings Through Alternative E-mail Service <i>Savings can be achieved as alternatives such as cloud computing can provide e-mail services at less than the cost of DOIT's current e-mail service.</i>	-1,350,000	-1,350,000
• Eliminate CITRIX Monitoring - Edgesight <i>Staff will have to correct any problems with the CITRIX environment without the information provided by this service.</i>	-357,417	-357,417
<b>Reallocations or Transfers</b>		
• Transfer Information Technology Managers from DOIT to Line Agencies	-2,496,594	-2,406,039
• Restructure State Government <i>Centralized IT operations will be transferred to the Department of Administrative Services. IT policy responsibilities and three positions will be transferred to the Office of Policy and Management.</i>	-39,452,663	-38,769,767

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	203	108	-15	296	219	0	219	0
Special Transportation Fund	3	0	0	3	0	0	0	0
Insurance Fund	1	0	0	1	0	0	0	0
Bond Funds	22	9	0	31	31	0	31	0
<b>Other Positions Equated to Full Time</b>			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			2	2	2	0	2	0
<b>Agency Programs by Total Funds</b>								
(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Information Technology	52,221,062	54,229,976	57,756,617	56,257,724	0	56,567,474	56,014,447	0
TOTAL Agency Programs - All Funds Gross	52,221,062	54,229,976	57,756,617	56,257,724	0	56,567,474	56,014,447	0
Less Turnover	0	0	-192,055	-237,990	0	-186,102	-229,545	0
TOTAL Agency Programs - All Funds Net	52,221,062	54,229,976	57,564,562	56,019,734	0	56,381,372	55,784,902	0
<b>Summary of Funding</b>								
General Fund Net	41,703,864	43,235,101	48,945,562	47,400,734	0	48,362,372	47,765,902	0
Federal and Other Activities	69,295	57,012	0	0	0	0	0	0
Bond Funds	7,822,122	8,318,863	6,800,000	6,800,000	0	6,800,000	6,800,000	0
Private Funds	2,625,781	2,619,000	1,819,000	1,819,000	0	1,219,000	1,219,000	0
TOTAL Agency Programs - All Funds Net	52,221,062	54,229,976	57,564,562	56,019,734	0	56,381,372	55,784,902	0



## INFORMATION TECHNOLOGY

**Statutory Reference**

C.G.S. Sec. 4d.

**Statement of Need and Program Objectives**

To strengthen and improve disaster backup and recovery strategies and security programs. To enhance and enforce a technology architectural blueprint and standards. To improve program effectiveness and resolve business issues using technology and making services more accessible for residents and businesses. To improve delivery of services by implementing technology best practices.

**Program Description**

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

To provide infrastructure, hosting and development support for state data and distributed systems. DOIT works to protect the state's IT infrastructure with a broad array of IT security services, including

intrusion protection, and business continuity and disaster recovery services.

To provide customer agencies with enterprise messaging and e-mail, directory, desktop, file/print, anti-virus and patch management services.

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

To provide the tools and management for expansion and advancement of the State's internet presence, including a statewide online web content management system and support and hosting for online services.

To provide statewide procurement services for information technology and network products and services and to administer the centralized telecommunication billing system for state agencies.

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	203	108	-15	296	219	0	219	0
Special Transportation Fund	3	0	0	3	0	0	0	0
Insurance Fund	1	0	0	1	0	0	0	0
Bond Funds	22	9	0	31	31	0	31	0

*Other Positions Equated to Full Time*

	2009-2010	2010-2011	2011-2012	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	2	2	2	2	0	2	0

**Financial Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	6,560,924	7,537,752	7,722,000	7,637,990	0	7,491,614	7,379,545	0
Other Expenses	5,668,213	6,431,680	6,709,806	6,709,806	0	6,806,979	6,806,979	0

Capital Outlay

Equipment	0	1	2,101,480	1,660,813	0	2,009,846	2,186,513	0
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Other Current Expenses

Connecticut Education Network	3,503,878	4,003,401	4,324,759	4,190,506	0	4,438,265	4,304,012	0
Internet and E-Mail Services	4,980,592	4,995,784	5,048,742	4,929,521	0	5,070,887	4,898,059	0
Statewide Information Technology Services	20,990,257	20,266,483	23,230,830	22,510,088	0	22,730,883	22,420,339	0
TOTAL-General Fund	41,703,864	43,235,101	49,137,617	47,638,724	0	48,548,474	47,995,447	0

Additional Funds Available

Bond Funds	7,822,122	8,318,863	6,800,000	6,800,000	0	6,800,000	6,800,000	0
Private Funds	2,625,781	2,619,000	1,819,000	1,819,000	0	1,219,000	1,219,000	0

**Federal Contributions**

15809 Nat'l Spatial Data Infrass Coop Agreemnt	27,015	23,938	0	0	0	0	0	0
93778 Medical Assistance Program	42,280	33,074	0	0	0	0	0	0
TOTAL - All Funds	52,221,062	54,229,976	57,756,617	56,257,724	0	56,567,474	56,014,447	0

**Information Technology**

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013		
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>		
<i>Personal Services</i>								
Permanent Fulltime Positions	6,240,033	7,198,658	7,350,175	0	7,111,291	0		
Other Positions	136,857	138,875	127,428	0	122,709	0		
Other	184,034	200,219	244,397	0	257,614	0		
TOTAL-Personal Services Gross	6,560,924	7,537,752	7,722,000	0	7,491,614	0		
Less Reimbursements								
Less Turnover	0	0	-192,055	0	-186,102	0		
TOTAL-Personal Services Net	6,560,924	7,537,752	7,529,945	0	7,305,512	0		
<i>Other Expenses-Contractual Services</i>								
Dues and Subscriptions	672	673	690	0	711	0		
Utility Services	956,191	1,143,607	1,199,644	0	1,251,228	0		
Rentals, Storage and Leasing	3,937,721	5,008,565	5,201,833	0	5,208,432	0		
Telecommunication Services	21,290	21,316	21,849	0	22,526	0		
General Repairs	258,039	313,728	321,571	0	331,540	0		
Fees for Outside Professional Services	10,582	11,241	11,522	0	11,880	0		
Fees for Non-Professional Services	6,986	7,588	7,778	0	8,019	0		
DP Services, Rentals and Maintenance	429,843	819,640	840,131	0	866,175	0		
Travel	2,227	2,167	2,221	0	2,289	0		
Advertising	1,951	5,000	5,125	0	5,284	0		
<i>Other Expenses-Commodities</i>								
Agriculture, Horticulture, Dairy & Food	72	75	76	0	77	0		
Maintenance and Motor Vehicle Supplies	26,769	26,770	27,439	0	28,290	0		
Fuel	9,858	11,748	12,324	0	12,854	0		
Office Supplies	0	2,000	2,050	0	2,114	0		
<i>Other Expenses-Sundry</i>								
Sundry - Other Items	6,012	6,004	6,009	0	6,016	0		
TOTAL-Other Expenses Gross	5,668,213	7,380,122	7,660,262	0	7,757,435	0		
Less Reimbursements	0	-948,442	-950,456	0	-950,456	0		
TOTAL-Other Expenses Net	5,668,213	6,431,680	6,709,806	0	6,806,979	0		
<i>Other Current Expenses</i>								
Connecticut Education Network	3,503,878	4,003,401	4,324,759	0	4,438,265	0		
Internet and E-Mail Services	4,980,592	4,995,784	5,048,742	0	5,070,887	0		
Statewide Information Technology Services	20,990,257	20,266,483	23,230,830	0	22,730,883	0		
TOTAL-Other Current Expenses	29,474,727	29,265,668	32,604,331	0	32,240,035	0		
<i>Character &amp; Major Object Summary</i>								
	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	6,560,924	7,537,752	7,529,945	7,400,000	0	7,305,512	7,150,000	0
Other Expenses Net	5,668,213	6,431,680	6,709,806	6,709,806	0	6,806,979	6,806,979	0
Capital Outlay	0	1	2,101,480	1,660,813	0	2,009,846	2,186,513	0
Other Current Expenses	29,474,727	29,265,668	32,604,331	31,630,115	0	32,240,035	31,622,410	0
TOTAL-General Fund Net	41,703,864	43,235,101	48,945,562	47,400,734	0	48,362,372	47,765,902	0
<i>Additional Funds Available</i>								
Federal and Other Activities	69,295	57,012	0	0	0	0	0	0
Bond Funds	7,822,122	8,318,863	6,800,000	6,800,000	0	6,800,000	6,800,000	0
Private Funds	2,625,781	2,619,000	1,819,000	1,819,000	0	1,219,000	1,219,000	0
TOTAL-All Funds Net	52,221,062	54,229,976	57,564,562	56,019,734	0	56,381,372	55,784,902	0

# DEPARTMENT OF PUBLIC WORKS

## AGENCY DESCRIPTION

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

Department of Public Works is responsible for the design and construction of nearly all major capital projects, maintenance of security standards for most facilities housing offices and equipment of the state, leasing and property acquisitions for most state agencies as well as facility management, maintenance and security of state buildings in the greater Hartford area and surplus property statewide. The department is also mandated to assist agencies and

departments with long-term facilities planning and the preparation of cost estimates for such plans.

### **Energy Conservation Statement**

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

*The Department of Public Works is recommended for consolidation with the Department of Administrative Services and the Department of Construction Services in the Governor's budget as part of his proposal to restructure state government.*

## AGENCY PROGRAM INDEX

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## RECOMMENDED SIGNIFICANT CHANGES

	<u>2011-2012</u>	<u>2012-2013</u>	
<b>Reductions to Current Services</b>			
• Fund Equipment Through CEPF	-59,400	-125,000	
• Remove or Limit Inflation	-1,182,406	-2,430,497	
• Remove Funding for the Soldiers, Sailors and Marines Fund Office Lease	-20,000	-22,500	
<b>Reallocations or Transfers</b>			
• Restructure State Government <i>Transfer funding to establish the Department of Construction Services.</i>	-4,248,733	-4,117,909	
• Restructure State Government <i>Transfer management and planning, facilities management, leasing and property transfer functions to the Department of Administrative Services.</i>	-54,554,762	-54,649,731	
<b>New or Expanded Services</b>			
• Provide Funding for Facilities Design Bond Staff <i>Funding will provide flexibility where a direct bond authorization is no longer available to fund a position.</i>	500,000	500,000	<u>2013-2014</u> 500,000

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	116	13	0	129	132	0	132	0
Bond Funds	55	5	0	60	60	0	60	0
Private Funds	1	0	0	1	1	0	1	0

<i>Agency Programs by Total Funds</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Management and Planning	4,190,925	4,505,572	5,620,339	5,021,063	0	5,440,697	4,909,611	0
Facilities Management	31,080,722	37,474,886	37,889,744	37,352,347	0	38,958,423	38,444,083	0
Leasing & Property Transfer	11,597,751	15,433,674	13,709,823	13,377,885	0	13,874,285	13,711,341	0
Facilities Design & Construction	13,587,871	13,767,780	14,484,597	14,347,071	0	14,229,450	14,088,697	0
TOTAL Agency Programs - All Funds Gross	60,457,269	71,181,912	71,704,503	70,098,366	0	72,502,855	71,153,732	0
Less Turnover	0	0	-207,049	0	0	-217,416	0	0
TOTAL Agency Programs - All Funds Net	60,457,269	71,181,912	71,497,454	70,098,366	0	72,285,439	71,153,732	0

Summary of Funding

General Fund Net	50,241,619	61,102,580	60,964,389	59,565,301	0	61,977,344	60,845,637	0
Bond Funds	5,681,717	5,530,221	5,980,800	5,980,800	0	5,758,984	5,758,984	0
Private Funds	4,533,933	4,549,111	4,552,265	4,552,265	0	4,549,111	4,549,111	0
TOTAL Agency Programs - All Funds Net	60,457,269	71,181,912	71,497,454	70,098,366	0	72,285,439	71,153,732	0

## MANAGEMENT AND PLANNING

**Statutory Reference**

C.G.S. Section 4b-1.

**Statement of Need and Program Objectives**

To oversee and direct staff and activities of the Department of Public Works to ensure the responsive and cost effective implementation of the state's facilities space management and capital development program plans by setting departmental policy, standards and priorities and managing internal processes.

**Program Description**

This program consists of:

- Commissioner's Office.
- Chief of Staff oversees the daily function of the agency.
- Legal Services Division provides legal advice to the agency.

- Financial Management Unit provides business office functions for the agency.
- Information Technology Unit is responsible for preparing and implementing the annual Information Technology Plan.
- Statewide Security Unit develops and implements security standards, policies and procedures and standardizes equipment and systems to provide an adequate level of security to the employees and the public and to state assets at all nonexempt state-owned and leased facilities.
- Quality and Process Improvement Unit supports other units in the agency to address ongoing customer service improvement and business improvement activities.

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	47	5	2	54	54	0	54	0

<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	2,667,026	2,874,577	3,707,614	3,332,372	0	3,584,247	3,205,525	0
Other Expenses	204,742	229,937	235,758	228,773	0	243,065	237,090	0

Capital Outlay

Equipment	0	0	186,000	16,537	0	139,000	34,800	0
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Other Current Expenses

Facilities Design Expenses	1,316,007	1,401,058	1,490,967	1,443,381	0	1,474,385	1,432,196	0
TOTAL-General Fund	4,187,775	4,505,572	5,620,339	5,021,063	0	5,440,697	4,909,611	0

Additional Funds Available

Private Funds	3,150	0	0	0	0	0	0	0
TOTAL - All Funds	4,190,925	4,505,572	5,620,339	5,021,063	0	5,440,697	4,909,611	0

**Management and Planning**

## FACILITIES MANAGEMENT

### Statutory Reference

C.G.S. Section 4b-1.

### Statement of Need and Program Objectives

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

### Program Description

The Facilities Management Division administers the operation, maintenance and security of 5.9 million square feet of state owned occupied buildings, and 1.5 million square feet of vacant buildings. These buildings house state agencies and are located throughout the Hartford/Wethersfield area and other towns and cities in the state

including Mystic, Newtown and Waterbury. The division is responsible for the long term management of the asset including the physical integrity of property, containment of overall operating expenditures, oversight of the preventative maintenance program as well as recommended capital expenditures, administration of contracts for property management and service contracts, standardization of procedures, participation in relocation of agencies within DPW managed buildings and oversight of security personnel, procedures and equipment.

The division works closely with the Office of Policy and Management (OPM) Asset Management Division regarding campus closure and re-use scenarios. The division interacts with the DPW client teams and statewide programs unit regarding planning and implementation of facility renovations, monitoring and implementation of energy savings programs and asbestos abatement and removal in DPW facilities. The division also works closely with the DAS Small Business Set-aside Program providing contracting opportunities to vendors certified by the program.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Operating and Maintenance costs per sq. ft. Hartford area (\$M)	8.77	8.96	9.15	9.34

### Personnel Summary

#### Permanent Full-Time Positions

General Fund

As of 06/30/2010	2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013	
Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
47	7	-2	52	55	0	55	0

### Financial Summary

#### (Net of Reimbursements)

Personal Services

Other Expenses

Equipment

Other Current Expenses

Management Services

Rents and Moving

Facilities Design Expenses

TOTAL-General Fund

Additional Funds Available

Bond Funds

Private Funds

TOTAL - All Funds

Facilities Management

2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
2,774,926	3,004,283	3,380,668	3,482,736	0	3,284,925	3,350,165	0
23,676,997	28,819,090	28,646,224	28,474,180	0	29,682,546	29,509,350	0
0	1	482,100	42,863	0	472,500	90,200	0
4,348,499	5,536,508	5,259,287	5,234,090	0	5,402,005	5,376,808	0
15,474	0	0	0	0	0	0	0
111,185	115,004	121,465	118,478	0	116,447	117,560	0
30,927,081	37,474,886	37,889,744	37,352,347	0	38,958,423	38,444,083	0
55,825	0	0	0	0	0	0	0
97,816	0	0	0	0	0	0	0
31,080,722	37,474,886	37,889,744	37,352,347	0	38,958,423	38,444,083	0

## LEASING AND PROPERTY TRANSFER

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

At the end of FY 2010, this division administered approximately 209 leases with an annual rent roll in excess of \$48 million for 2,932,212 square feet. Objectives are achieved by: assisting state agencies in determining office space requirements; maintaining an up-to-date statewide inventory of available office space; advertising for office space requirements in excess of 2,500 square feet; conducting extensive site searches for suitable office space to meet agency requirements; negotiating to obtain the best transaction possible; preparing lease proposals for the approval of

Budget-in-Detail

OPM and the State Properties Review Board; preparing lease documents for the approval of the Attorney General; performing on-site inspections to ensure renovations are performed in accordance with the approved plans and specifications and lease terms; acquiring, selling, or transferring real property to meet

agency requirements; ensuring quality control of lease files; performing lease compliance activities for all leased facilities and leasing state-owned property to private and non profit groups when appropriate.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Average cost per sq. ft. of space leased by the state (\$)	15.97	16.0	17.106	17.69
Cost per sq. ft. Hartford (\$)	22.96	23.77	22.31	22.61

**Personnel Summary**

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	9	1	0	10	10	0	10	0

**Financial Summary**

<i>(Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	642,700	713,440	792,559	827,060	0	772,693	795,578	0
Other Expenses	28,769	32,343	33,150	32,179	0	34,178	33,349	0
<i>Other Current Expenses</i>								
Rents and Moving	10,803,414	14,560,641	12,752,757	12,387,289	0	12,931,500	12,746,500	0
Capitol Day Care Center	122,868	127,250	131,357	131,357	0	135,914	135,914	0
TOTAL-General Fund	11,597,751	15,433,674	13,709,823	13,377,885	0	13,874,285	13,711,341	0
Leasing & Property Transfer								

**FACILITIES DESIGN AND CONSTRUCTION**

**Statutory Reference**

C.G.S. Section 4b-1.

**Statement of Need and Program Objectives**

To plan and manage the construction of new state-owned facilities and major renovations of existing state facilities for state agencies. The primary services provided by Facilities Design and Construction are capital project planning, design management, procurement of both design firm services, and construction contractor services and the related program management and contract management. DPW has an average yearly construction award value in excess of \$250 million.

**Facilities Design & Construction Project Management**

The Department of Public Works Project Management Teams are composed of architectural, engineering, and construction

professionals who support individual state agencies by managing the capital projects design and construction process.

**Facilities Design & Construction Technical Services**

The Technical Services Group has three (3) operating units:

- Code Unit reviews design documents and performs field inspections of state construction projects to ensure compliance with the state building, fire safety and energy codes and statutes.
- Environmental Planning Unit works with capital project teams and regulatory agencies to obtain all required permits and approvals for all projects.
- Energy Unit oversees energy conservation programs including the United States Department of Energy American Recovery and Reinvestment Act State Facilities Energy Conservation Grant, as well as a program of state-funded conservation projects.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Construction projects in process at start of FY	39	34	30	20
Construction projects started in FY	20	20	20	20
Construction projects completed in FY	25	22	30	24
Value of projects completed in FY (\$M)	230	175	115	125

**Personnel Summary**

<i>Permanent Full-Time Positions</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	13	0	0	13	13	0	13	0
Bond Funds	55	5	0	60	60	0	60	0
Private Funds	1	0	0	1	1	0	1	0

<i>Financial Summary</i> (Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	101,209	109,565	115,862	127,014	0	109,257	122,179	0
<i>Other Current Expenses</i>								
Facilities Design Expenses	3,427,803	3,578,883	3,835,670	3,686,992	0	3,812,098	3,658,423	0
TOTAL-General Fund	3,529,012	3,688,448	3,951,532	3,814,006	0	3,921,355	3,780,602	0
<i>Additional Funds Available</i>								
Bond Funds	5,625,892	5,530,221	5,980,800	5,980,800	0	5,758,984	5,758,984	0
Private Funds	4,432,967	4,549,111	4,552,265	4,552,265	0	4,549,111	4,549,111	0
TOTAL - All Funds	13,587,871	13,767,780	14,484,597	14,347,071	0	14,229,450	14,088,697	0
Facilities Design & Construction								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	5,950,556	6,453,627	7,779,668	0	7,545,868	0
Other Positions	85,917	56,962	0	0	0	0
Other	115,251	153,727	179,535	0	167,754	0
Overtime	34,137	37,549	37,500	0	37,500	0
TOTAL-Personal Services Gross	6,185,861	6,701,865	7,996,703	0	7,751,122	0
Less Reimbursements						
Less Turnover	0	0	-207,049	0	-217,416	0
TOTAL-Personal Services Net	6,185,861	6,701,865	7,789,654	0	7,533,706	0
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	7,104	7,986	8,185	0	8,439	0
Utility Services	9,837,041	12,604,295	11,432,419	0	11,918,937	0
Rentals, Storage and Leasing	33,101	37,213	38,144	0	39,327	0
Telecommunication Services	122,915	138,188	141,643	0	146,034	0
General Repairs	1,084,183	1,218,892	1,249,364	0	1,288,094	0
Motor Vehicle Expenses	59,114	66,459	68,121	0	70,233	0
Fees for Outside Professional Services	10,624,100	13,200,618	14,580,633	0	15,000,082	0
Fees for Non-Professional Services	851,327	957,105	981,034	0	1,011,446	0
DP Services, Rentals and Maintenance	57,807	64,989	66,614	0	68,679	0
Postage	1,117	1,256	1,288	0	1,327	0
Travel	2,333	2,622	2,686	0	2,769	0
Other Contractual Services	60,569	68,095	69,798	0	71,961	0
Advertising	19,201	21,587	22,126	0	22,812	0
Printing & Binding	154	173	177	0	183	0
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	15,658	17,603	17,920	0	18,243	0
Books	64	72	74	0	76	0
Clothing and Personal Supplies	1,156	1,300	1,333	0	1,374	0
Maintenance and Motor Vehicle Supplies	60,258	66,326	68,407	0	70,564	0
Medical Supplies	86	97	101	0	105	0
Fuel	1,060,654	1,688,168	1,246,388	0	1,299,983	0
Office Supplies	10,087	11,339	11,623	0	11,984	0
Refunds of Expenditures Not Otherwise Classified	1,736	1,952	2,001	0	2,062	0
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	743	835	853	0	875	0
TOTAL-Other Expenses Gross	23,910,508	30,177,170	30,010,932	0	31,055,589	0
Less Reimbursements	0	-1,095,800	-1,095,800	0	-1,095,800	0
TOTAL-Other Expenses Net	23,910,508	29,081,370	28,915,132	0	29,959,789	0

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Other Current Expenses

Management Services	4,348,499	5,536,508	5,259,287	0	5,402,005	0
Rents and Moving	10,818,888	14,560,641	12,752,757	0	12,931,500	0
Capitol Day Care Center	122,868	127,250	131,357	0	135,914	0
Facilities Design Expenses	4,854,995	5,094,945	5,448,102	0	5,402,930	0
TOTAL-Other Current Expenses	<u>20,145,250</u>	<u>25,319,344</u>	<u>23,591,503</u>	<u>0</u>	<u>23,872,349</u>	<u>0</u>

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	6,185,861	6,701,865	7,789,654	7,769,182	0	7,533,706	7,473,447	0
Other Expenses Net	23,910,508	29,081,370	28,915,132	28,735,132	0	29,959,789	29,779,789	0
Capital Outlay	0	1	668,100	59,400	0	611,500	125,000	0
Other Current Expenses	20,145,250	25,319,344	23,591,503	23,001,587	0	23,872,349	23,467,401	0
TOTAL-General Fund Net	<u>50,241,619</u>	<u>61,102,580</u>	<u>60,964,389</u>	<u>59,565,301</u>	<u>0</u>	<u>61,977,344</u>	<u>60,845,637</u>	<u>0</u>
<u>Additional Funds Available</u>								
Bond Funds	5,681,717	5,530,221	5,980,800	5,980,800	0	5,758,984	5,758,984	0
Private Funds	4,533,933	4,549,111	4,552,265	4,552,265	0	4,549,111	4,549,111	0
TOTAL-All Funds Net	<u>60,457,269</u>	<u>71,181,912</u>	<u>71,497,454</u>	<u>70,098,366</u>	<u>0</u>	<u>72,285,439</u>	<u>71,153,732</u>	<u>0</u>



# DEPARTMENT OF CONSTRUCTION SERVICES

## AGENCY DESCRIPTION

The Department of Construction Services is formed to centralize the management of construction projects and fire and building safety inspections. The department is made up of staff from the former Department of Public Works Facilities and Design section, Building

and Safety Inspectors from the Department of Public Safety and school construction grant oversight staff from the State Department of Education.

*The Department of Construction Services is formed through the consolidation of the Department of Public Works facilities design unit, the Department of Education school construction grant unit and the Department of Public Safety building and fire safety unit in the Governor's budget as part of his proposal to restructure state government.*

## RECOMMENDED SIGNIFICANT CHANGES

### Reallocations or Transfers

- Restructure State Government

*Reallocate school facilities bureau from the Department of Education; transfer fire and building safety services from Department of Public Safety and transfer facilities design staff to establish a new centralized construction services agency.*

2011-2012	2012-2013
9,444,980	9,215,667

## AGENCY PROGRAMS

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	0	0	0	0	0	85	0	85
Bond Funds	0	0	0	0	0	55	0	55
Federal Contributions	0	0	0	0	0	8	0	8
<i>Agency Programs by Total Funds</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Construction Services	0	0	0	0	19,914,771	0	0	19,687,805
TOTAL Agency Programs - All Funds Gross	0	0	0	0	19,914,771	0	0	19,687,805
Less Turnover								
TOTAL Agency Programs - All Funds Net	0	0	0	0	19,914,771	0	0	19,687,805
<i>Summary of Funding</i>								
General Fund Net	0	0	0	0	9,444,980	0	0	9,215,667
Bond Funds	0	0	0	0	5,980,800	0	0	5,980,800
Private Funds	0	0	0	0	4,488,991	0	0	4,491,338
TOTAL Agency Programs - All Funds Net	0	0	0	0	19,914,771	0	0	19,687,805

## CONSTRUCTION SERVICES

### Statutory Reference

C.G.S. Section 1-76e, 4b-1, 10-65.and Title 28, Chapter 173, Chapter 518a; Title 29, Chapters 531, 532, 538, 538a, 539, 540 and 541.

### Statement of Need and Program Objectives

To plan and manage the construction of new state-owned facilities and major renovations of existing state facilities for state agencies. To promote safety and prevent loss of life, injury and damage by adopting, promulgating, amending and administering safety codes and standards; by training all municipal fire and building officials and by performing a variety of investigative and licensing activities. To provide reviews of plans and processing of funding for school construction projects.

### Facilities Design & Construction Project Management

The Project Management Teams are composed of architectural, engineering, and construction professionals who support individual

state agencies by managing the capital projects design and construction process.

### Building and Fire Safety Inspections

The inspections staff develops, publishes and administers a broad range of codes, standards and agency regulations intended to protect the public from natural or technological failure or disaster. The Office of State Building Inspector is responsible for issuing building permits, performing plan reviews, conducting inspections and issuing certificates of occupancy for all large-scale state owned construction projects to ensure code compliance. The office provides training, testing and licensing of all municipal building officials, assistant building officials and technical assistants.

### School Construction Program

The staff reviews applications and plans for school construction projects and processes the payments to the towns for these projects.

Budget-in-Detail

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	0	0	0	0	0	85	0	85
Bond Funds	0	0	0	0	0	55	0	55
Federal Contributions	0	0	0	0	0	8	0	8

**Financial Summary**

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	0	0	0	0	6,789,162	0	0	6,568,535
Other Expenses	0	0	0	0	2,655,818	0	0	2,647,132
<b>TOTAL-General Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,444,980</b>	<b>0</b>	<b>0</b>	<b>9,215,667</b>

Additional Funds Available

Bond Funds	0	0	0	0	5,980,800	0	0	5,980,800
Private Funds	0	0	0	0	4,488,991	0	0	4,491,338
<b>TOTAL - All Funds</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,914,771</b>	<b>0</b>	<b>0</b>	<b>19,687,805</b>

Construction Services

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

**Current Expenses by Minor Object**

	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	0	0	0	6,789,162	0	6,568,535
<b>TOTAL-Personal Services Gross</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,789,162</b>	<b>0</b>	<b>6,568,535</b>
Less Reimbursements						
Less Turnover						
<b>TOTAL-Personal Services Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,789,162</b>	<b>0</b>	<b>6,568,535</b>

Other Expenses-Contractual Services

Dues and Subscriptions	0	0	0	10,498	0	10,464
Rentals, Storage and Leasing	0	0	0	165,778	0	165,236
Telecommunication Services	0	0	0	87,589	0	87,303
Motor Vehicle Expenses	0	0	0	232,546	0	231,786
Fees for Outside Professional Services	0	0	0	675,545	0	673,335
Fees for Non-Professional Services	0	0	0	239,106	0	238,323
DP Services, Rentals and Maintenance	0	0	0	624,102	0	622,060
Postage	0	0	0	42,800	0	42,661
Travel	0	0	0	129,856	0	129,431
Advertising	0	0	0	92,084	0	91,783
Printing & Binding	0	0	0	259,172	0	258,324

Other Expenses-Commodities

Books	0	0	0	1,176	0	1,172
Maintenance and Motor Vehicle Supplies	0	0	0	73,699	0	73,458
Office Supplies	0	0	0	21,867	0	21,796
<b>TOTAL-Other Expenses Gross</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,655,818</b>	<b>0</b>	<b>2,647,132</b>
Less Reimbursements						
<b>TOTAL-Other Expenses Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,655,818</b>	<b>0</b>	<b>2,647,132</b>

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	0	0	0	0	6,789,162	0	0	6,568,535
Other Expenses Net	0	0	0	0	2,655,818	0	0	2,647,132
<b>TOTAL-General Fund Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,444,980</b>	<b>0</b>	<b>0</b>	<b>9,215,667</b>

Additional Funds Available

Bond Funds	0	0	0	0	5,980,800	0	0	5,980,800
Private Funds	0	0	0	0	4,488,991	0	0	4,491,338
<b>TOTAL-All Funds Net</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>19,914,771</b>	<b>0</b>	<b>0</b>	<b>19,687,805</b>

# ATTORNEY GENERAL

## AGENCY DESCRIPTION

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

The mission of the office is to represent and advocate the interests of the state and its citizens, to ensure that state government acts

within the letter and spirit of the law, to protect public resources for present and future generations, to preserve and enhance the quality of life of all the state's citizens, and to safeguard the rights of its most vulnerable citizens.

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions to Current Services</b>	<b>2011-2012</b>	<b>2012-2013</b>
• Fund Equipment Through CEPF	0	-99,999
• Remove or Limit Inflation	-26,050	-59,372

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Permanent Full-Time Positions</i>	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund	281	7	0	288	288	288	288	288
Second Injury & Compensation Assurance	13	1	0	14	14	14	14	14
			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			15	15	15	15	15	15
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Legal Services	30,050,035	31,341,165	34,260,843	33,503,867	33,477,817	33,534,164	32,528,030	32,368,659
TOTAL Agency Programs - All Funds Gross	30,050,035	31,341,165	34,260,843	33,503,867	33,477,817	33,534,164	32,528,030	32,368,659
Less Turnover	0	0	-415,000	-500,000	-500,000	-415,000	-500,000	-500,000
TOTAL Agency Programs - All Funds Net	30,050,035	31,341,165	33,845,843	33,003,867	32,977,817	33,119,164	32,028,030	31,868,659
<b>Summary of Funding</b>								
General Fund Net	27,868,493	29,136,165	31,625,843	30,783,867	30,757,817	30,889,164	29,798,030	29,638,659
Federal and Other Activities	79,344	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Second Injury & Compensation Assurance	1,832,072	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000
Private Funds	270,126	275,000	290,000	290,000	290,000	300,000	300,000	300,000
TOTAL Agency Programs - All Funds Net	30,050,035	31,341,165	33,845,843	33,003,867	32,977,817	33,119,164	32,028,030	31,868,659

## LEGAL SERVICES

### Statutory Reference

Sections 3-124 through 3-131.

### Statement of Need and Program Objectives

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

### Program Description

The Office of the Attorney General is organized into one administrative and fourteen legal departments. Each of the fourteen departments provides the entire range of legal services to groups of state agencies. These legal services consist primarily of counseling and representation. The counseling function includes the rendering of informal advice and preparation of formal opinions, as well as the drafting and review of regulations, contracts and other instruments

for legal sufficiency. The representation function involves representing all state agencies and employees, elected and appointed officials in their official capacities in all phases of litigation in federal and state courts and in administrative proceedings. The office also initiates affirmative litigation as appropriate.

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

Budget-in-Detail

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
Formal written opinions	10	10	10	10
Court Cases Completed	18,463	19,000	19,100	19,200
Legal documents examined	6,257	6,300	6,400	6,450
General Fund dollars collected (000)	255,606,393	256,000,000	256,500,000	257,000,000
Revenue generated for special funds	1,190,382	2,000,000	2,000,000	2,000,000
Revenue awarded or paid to Individuals or Businesses	252,977,173	253,000,000	253,500,000	254,000,000

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	281	7	0	288	288	288	288	288
Second Injury & Compensation Assurance	13	1	0	14	14	14	14	14
			2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
<i>Other Positions Equated to Full Time</i>			<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
General Fund			15	15	15	15	15	15

**Financial Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
<b>(Net of Reimbursements)</b>	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	26,705,050	28,116,892	30,739,521	30,240,544	30,240,544	29,814,520	29,123,386	29,123,386
Other Expenses	1,163,443	1,019,272	1,043,322	1,043,322	1,017,272	1,074,644	1,074,644	1,015,272
<i>Capital Outlay</i>								
Equipment	0	1	258,000	1	1	415,000	100,000	1
TOTAL-General Fund	27,868,493	29,136,165	32,040,843	31,283,867	31,257,817	31,304,164	30,298,030	30,138,659
<i>Additional Funds Available</i>								
Second Injury & Compensation Assurance	1,832,072	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000
Private Funds	270,126	275,000	290,000	290,000	290,000	300,000	300,000	300,000
<b>Federal Contributions</b>								
Drinking Water ST Revolving Fd	79,344	80,000	80,000	80,000	80,000	80,000	80,000	80,000
TOTAL - All Funds	30,050,035	31,341,165	34,260,843	33,503,867	33,477,817	33,534,164	32,528,030	32,368,659

**Legal Services**

**AGENCY FINANCIAL SUMMARY - GENERAL FUND**

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	24,598,300	26,707,858	28,876,778	28,885,644	27,872,020	27,880,886
Other Positions	1,325,928	1,395,369	1,390,500	1,390,500	1,352,000	1,352,000
Other	780,407	845,278	1,306,743	798,900	1,440,000	740,000
Overtime	415	437	500	500	500	500
TOTAL-Personal Services Gross	26,705,050	28,948,942	31,574,521	31,075,544	30,664,520	29,973,386
Less Reimbursements	0	-832,050	-835,000	-835,000	-850,000	-850,000
Less Turnover	0	0	-415,000	-500,000	-415,000	-500,000
TOTAL-Personal Services Net	26,705,050	28,116,892	30,324,521	29,740,544	29,399,520	28,623,386
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	77,531	67,924	69,622	67,924	71,780	67,924
Rentals, Storage and Leasing	86,690	75,947	77,846	75,947	80,259	75,947
Telecommunication Services	91,958	80,563	82,577	80,563	85,136	80,563
General Repairs	20,345	17,823	18,268	17,823	18,835	17,823
Motor Vehicle Expenses	10,106	8,854	9,075	8,854	9,356	8,854
Fees for Outside Professional Services	32,175	22,188	22,743	22,188	23,448	22,188
Fees for Non-Professional Services	349,035	341,784	350,329	341,784	361,189	341,784
DP Services, Rentals and Maintenance	104,054	91,161	93,440	91,161	96,336	91,161
Postage	61,828	54,167	55,521	54,167	57,242	54,167
Travel	150,361	131,729	135,022	131,729	139,208	131,729

Other Contractual Services	4,096	3,589	3,679	3,589	3,794	3,589
Advertising	799	700	718	700	740	700
Printing & Binding	12,424	10,884	11,156	10,884	11,502	10,884
<i>Other Expenses-Commodities</i>						
Maintenance and Motor Vehicle Supplies	5,637	6,001	6,373	6,001	6,373	6,001
Office Supplies	156,359	141,922	144,916	141,922	149,408	141,922
<i>Other Expenses-Sundry</i>						
Sundry - Other Items	45	36	37	36	38	36
TOTAL-Other Expenses Gross	1,163,443	1,055,272	1,081,322	1,055,272	1,114,644	1,055,272
Less Reimbursements	0	-36,000	-38,000	-38,000	-40,000	-40,000
TOTAL-Other Expenses Net	1,163,443	1,019,272	1,043,322	1,017,272	1,074,644	1,015,272

**Character & Major Object Summary**

	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	26,705,050	28,116,892	30,324,521	29,740,544	29,740,544	29,399,520	28,623,386	28,623,386
Other Expenses Net	1,163,443	1,019,272	1,043,322	1,043,322	1,017,272	1,074,644	1,074,644	1,015,272
Capital Outlay	0	1	258,000	1	1	415,000	100,000	1
TOTAL-General Fund Net	27,868,493	29,136,165	31,625,843	30,783,867	30,757,817	30,889,164	29,798,030	29,638,659
<i>Additional Funds Available</i>								
Federal and Other Activities	79,344	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Second Injury & Compensation Assurance	1,832,072	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000	1,850,000
Private Funds	270,126	275,000	290,000	290,000	290,000	300,000	300,000	300,000
TOTAL-All Funds Net	30,050,035	31,341,165	33,845,843	33,003,867	32,977,817	33,119,164	32,028,030	31,868,659

# DIVISION OF CRIMINAL JUSTICE

## AGENCY DESCRIPTION

The Division of Criminal Justice is constitutionally charged with the investigation and prosecution of all criminal matters in the Superior Court. Pursuant to Article 23 of the Connecticut Constitution, the division's mission is to contribute to the due process of criminal law and to achieve justice. Article 23, enacted by the voters in 1984, established the division as an Executive Branch agency and transferred it from the Judicial Branch.

The Chief State's Attorney, as administrative head of the agency, is responsible for planning and establishing agency policy and administering the operations and activities of the central office and over 50 prosecutor's offices throughout the state.

The division is organized into three major activity areas: investigation and prosecution, appellate and collateral litigation, and management and support services. These program areas include: prosecution of all felonies, misdemeanors, infractions, motor vehicle offenses and violations arising under state statutes; investigation and prosecution

of particular crimes and offenses of statewide scope and/or requiring special expertise and representation of the state in all appellate, post-trial and post conviction proceedings related to criminal matters.

### **Energy Conservation Statement**

As part of the statewide effort to promote energy conservation and efficiency, division employees are instructed to shut off all electric appliances and office machines before they leave each night, and to be conscious of only lighting common areas when occupied. In those buildings where division employees work that are not managed by the division, such as courthouse, employees are directed to comply with the energy conservation guidelines of the agency which manages the building.

## AGENCY PROGRAM INDEX

Investigation & Prosecution	117	Management and Support Services	120
Appellate & Collateral Litigation	119		

## RECOMMENDED SIGNIFICANT CHANGES

### **Reductions to Current Services**

	<u>2011-2012</u>	<u>2012-2013</u>
• Fund Equipment Through CEPF	-346,900	-325,350
• Remove or Limit Inflation - General Fund	-106,889	-229,280
• Remove or Limit Inflation - Workers' Compensation Fund	-864	-1,589
• Remove Funding for Vacant Positions <i>Funding is removed for 5 vacancies.</i>	-450,000	-450,000
• Transfer Vehicles to Fleet Services – Workers' Compensation Fund <i>Funding is removed for purchases; the agency will utilize state fleet vehicles through the Department of Administrative Services.</i>	0	-26,999
• Achieve Various Efficiencies <i>Funding is removed in the Other Expenses, Witness Protection, Training and Education, and Expert Witnesses accounts.</i>	-175,185	-268,737

## AGENCY PROGRAMS

<b>Personnel Summary</b>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	508	19	-29	498	498	493	498	493
Workers' Compensation Fund	4	0	0	4	4	4	4	4
Federal Contributions	8	0	0	8	1	1	0	0
Private Funds	3	0	0	3	3	3	3	3
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>								
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Current Services</u>	<u>2011-2012 Recommended</u>	<u>2012-2013 Requested</u>	<u>Current Services</u>	<u>2012-2013 Recommended</u>
Investigation & Prosecution	40,633,770	42,338,576	47,070,812	46,408,666	45,527,624	46,228,684	45,279,207	44,245,372
Appellate & Collateral Litigation	4,522,648	4,686,527	5,261,753	5,217,362	5,154,573	5,144,340	5,069,039	4,992,970
Management and Support Services	4,324,355	5,382,110	4,259,194	3,982,011	3,846,004	4,183,219	3,932,882	3,740,831
TOTAL Agency Programs - All Funds Gross	49,480,773	52,407,213	56,591,759	55,608,039	54,528,201	55,556,243	54,281,128	52,979,173
Less Turnover	0	0	-250,000	-1,000,000	-1,000,000	-257,500	-1,000,000	-1,000,000

TOTAL Agency Programs - All Funds Net	49,480,773	52,407,213	56,341,759	54,608,039	53,528,201	55,298,743	53,281,128	51,979,173
<i>Summary of Funding</i>								
General Fund Net	47,445,168	49,958,949	55,173,152	53,403,302	52,324,328	54,118,163	52,055,447	50,782,080
Workers' Compensation Fund Net	540,325	582,887	682,602	718,732	717,868	702,951	748,052	719,464
Federal and Other Activities	1,022,052	1,474,463	217,189	217,189	217,189	217,189	217,189	217,189
Private Funds	473,228	390,914	268,816	268,816	268,816	260,440	260,440	260,440
TOTAL Agency Programs - All Funds Net	49,480,773	52,407,213	56,341,759	54,608,039	53,528,201	55,298,743	53,281,128	51,979,173

## INVESTIGATION AND PROSECUTION

### Statutory References

C.G.S. Sections 51-276, 51-286e, 54-82l-m and 54-36h.

### Statement of Need and Program Objectives

To represent the people of the State of Connecticut in the investigation and prosecution of all felonies, misdemeanors and motor vehicle offenses against the laws of the State of Connecticut and the ordinances of local government after arrest by state or local law enforcement officials.

### Program Description

Thirteen Judicial District (JD) State's Attorneys' Offices handle major felonies. Twenty Geographic Area (GA) Offices are responsible for lesser felonies and misdemeanors, including motor vehicle and criminal infractions. Thirteen Juvenile Matters Offices are responsible for juvenile crimes.

Connecticut prosecutors are assigned to specific offices and the process of handling cases is the same in both JD and GA locations.

Throughout the process, significant time may be spent in negotiation with defense counsel, with the anticipated result being that many cases are resolved without a jury or court trial. In capital cases, prosecution requires the attention of more than one prosecutor and centralized research assistance is provided by Appellate Bureau staff who specializes in capital litigation.

Substantial prosecutor time must be devoted to the review and issuance of arrest, re-arrest and search warrants, as well as post-conviction actions, and the collection of forfeited bail bonds. The division is responsible for the extradition of prisoners from other states and for bringing in witnesses needed for trial who reside in other states.

As of August 2010, there were twenty-three capital felony cases pending in the state's courts. Connecticut's speedy trial law requires that all incarcerated defendants be tried within eight months of arrest.

*Juvenile Prosecution* became the responsibility of the division of Criminal Justice in 1996. The prosecution of juvenile delinquents and status offenders runs the full gamut of offenses from truancy to capital crimes. The division has taken substantial steps to improve the effectiveness of juvenile prosecution by the hiring of supervisory prosecutors and additional juvenile investigators and prosecutors in juvenile offices and upgrading the technology used by the staff. The division handles in excess of 20,000 juvenile delinquency matters each year, a figure that will rise as implementation of the Raise the Age legislation continues.

*Asset Forfeiture Bureau* works in conjunction with prosecutors handling drug-related prosecutions by filing civil actions for the forfeiture to the state of property or assets used in the commission of the drug-related crime as a means to deter criminal activity. The bureau represents the state in the collection of bonds forfeited in criminal cases.

*Nuisance Abatement Unit*, within the Asset Forfeiture Bureau, employs two prosecutors assigned to handle Nuisance Abatement cases. These prosecutors are responsible for filing civil actions seeking injunctive relief against criminal nuisances as authorized in Connecticut General Statutes Section 19a-343, et seq. Another function of the nuisance abatement program is to provide cooperating landlords an opportunity to correct problems at their properties with the assistance of local police and the Chief State's Attorney's Office.

*Housing Court* Prosecutors deal with criminal cases in the state's urban areas and deal with issues including fire code violations, lead paint abatement and building code violations.

*Community Court*, through an innovative partnership between the Judicial Branch, city officials and the Division of Criminal Justice, handles "quality of life" offenses which otherwise would be assigned to the regular court docket. These crimes and violations are targeted because of their impact on the public safety of citizens and their contribution to the deterioration of many neighborhoods.

*Office of the Chief State's Attorney* conducts investigations and prosecutions on a statewide basis in a number of different specialized areas. Pre-arrest activities are organized based on their highly technical, complex or statewide nature. In the majority of cases that fall into these areas, referrals will be made from state or local police departments or the State's Attorney's Offices throughout the state.

*Financial Crimes Bureau* is responsible for public integrity matters, elder abuse, and environmental and other financial crimes. Highlights include the investigation and prosecution of public corruption; elder abuse prosecutorial activities to combat the increasing incidence of crimes against the elderly which range from telemarketing scams to physical abuse; and the investigation and prosecution of criminal violations relating to economic fraud, social services recipient and provider fraud, private health care fraud, environmental laws, election laws and other designated matters. Significant subunit activities include:

*Worker's Compensation Fraud Control Bureau*, within the *Financial Crimes Bureau*, has the broad responsibility of investigating and prosecuting offenses related to workers' compensation fraud.

*Medicaid Fraud Control Unit*, also within the *Financial Crimes Bureau*, protects the State of Connecticut and its citizens by investigating and prosecuting fraud committed by health care professionals and facilities that provide services paid for by the Connecticut Medicaid program. In addition, the unit investigates and prosecutes abuse and neglect of patients by Medicaid providers as well as misappropriation of patients' personal funds.

*Violent Crimes Bureau* has jurisdiction over the Leroy Brown, Jr., and Karen Clarke Witness Protection Program, cold cases, organized crime, domestic violence, narcotics and other violent crimes. Highlights include the vertical prosecution of gang and gun-related crimes across the state, as well as other organized criminal activity,



through use of the state's CORA (Corrupt Organization and Racketeering Act) laws. Significant subunit activities include:

*Domestic Violence Prosecution* has been enhanced in the Judicial Districts of Ansonia/Milford, Fairfield, Hartford, New Britain, New Haven, Stamford, Waterbury, and Windham (with a special emphasis on rural domestic violence and child sexual assault issues) where prosecutors and investigators are given specialized training and handle domestic violence cases exclusively. This approach includes expertise in the investigation and prosecution of statutory rape and also includes outreach programs designed to prevent teen pregnancy. Federal funding has also enabled the division to establish a centralized Domestic Violence Unit, which assists in domestic violence investigation and prosecution as well as in the formation, codification, dissemination and implementation of best policies and procedures. The centralized unit, housed at the Office of the Chief State's Attorney, also conducts in-depth statewide trainings on specialized domestic violence topics including the prosecution of strangulation crimes.

*Cold Case Unit* investigates and prosecutes serious crimes that have gone "cold," or unsolved for a long period of time. The cases assigned to this Unit typically include unsolved murders, some of which took place decades ago. Since its inception in 1998, the unit has obtained convictions in fifteen cases in which arrests have been made, a significant majority of them homicides.

*Witness Protection Unit* was created in 1999 as a result of Public Act 99-40 and implements the Leroy Brown, Jr. and Karen Clarke Witness Protection Program. The unit administers a statewide program, in cooperation with the State's Attorneys and local, state and federal law enforcement agencies, to identify and protect witnesses in criminal proceedings where there is evidence of substantial danger that they may suffer from intimidation or retaliatory violence.

*Centralized Case Presentation Unit*, within the Office of the Chief State's Attorney, formed with federal assistance, assists prosecutors statewide in the collection and usage of digitized evidence and in utilizing the latest technology in trial presentations.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
INVESTIGATION & PROSECUTION:				
ADULT PROSECUTION:				
Active pending cases - JD (July 1)	4,272	4,272	4,272	4,272
Active pending cases - GA (July 1) - includes motor vehicle	52,727	52,727	52,727	52,727
Cases added - JD	3,314	3,314	3,314	3,314
Cases added - GA - includes motor vehicle	339,043	339,043	339,043	339,043
Pending Cases per FT JD prosecutor	53	53	53	53
Pending Cases per FT GA prosecutor	475	475	475	475
Trials - JD	150	150	150	150
Dispositions - JD	3,448	3,448	3,448	3,448
Dispositions - GA - includes motor vehicle	328,323	328,323	328,323	328,323
JUVENILE PROSECUTION:				
Delinquency Case In-Take	11,507	11,507	11,507	11,507
Delinquency Case Disposals	10,510	10,510	10,510	10,510
Family With Service Needs In-Take	2,699	2,699	2,699	2,699
Family With Service Needs Disposals	2,498	2,498	2,498	2,498
Youth in Crisis - New Cases	694	694	694	694
Youth in Crisis - Disposed Cases	852	852	852	852
SPECIALIZED CENTRAL PROSECUTION UNITS:				
FINANCIAL CRIMES BUREAU:				
Investigations Opened	154	154	154	154
Investigations Closed	149	149	149	149
VIOLENT CRIMES BUREAU:				
Investigations Opened	26	26	26	26
Investigations Closed	18	18	18	18
MEDICAID FRAUD CONTROL UNIT:				
Investigations Opened	91	91	91	91
Investigations Closed	85	85	85	85
WORKERS' COMPENSATION FRAUD CONTROL UNIT:				
Investigations Opened	99	99	99	99
Investigations Closed	65	65	65	65
ALL SPECIALIZED PROSECUTION UNITS:				
Charitable Contributions (\$)	400	400	400	400
Restitution (\$)	1,200,238	1,200,238	1,200,238	1,200,238
DRUG ASSET FORFEITURE BUREAU:				
New Cases (2009)	1,267	1,267	1,267	1,267
Disposed Cases (2009)	1,209	1,209	1,209	1,209
Forfeitures Collected (DCJ share only)	182,078	182,078	182,078	182,078



<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	435	14	-26	423	423	418	423	418
Workers' Compensation Fund	4	0	0	4	4	4	4	4
Federal Contributions	8	0	0	8	1	1	0	0
Private Funds	3	0	0	3	3	3	3	3
 <i>Financial Summary</i>								
(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	36,161,536	37,684,126	42,295,022	42,218,303	41,840,053	41,407,323	40,991,056	40,612,522
Other Expenses	1,540,134	1,869,881	1,930,031	1,535,240	1,384,631	1,986,140	1,652,645	1,382,392
<u>Capital Outlay</u>								
Equipment	100	1	454,500	330,885	1	454,500	325,351	1
<u>Other Current Expenses</u>								
Witness Protection	9,816	0	0	0	0	0	0	0
Training and Education	3,186	153,941	154,000	75,000	70,000	154,000	75,000	70,000
Expert Witnesses	276,125	98,643	275,000	265,060	251,807	275,000	273,277	251,807
Medicaid Fraud Control	615,795	767,282	793,652	779,441	777,259	771,141	736,197	731,557
TOTAL-General Fund	38,606,692	40,573,874	45,902,205	45,203,929	44,323,751	45,048,104	44,053,526	43,048,279
Personal Services	533,648	349,182	416,895	416,894	416,894	407,580	407,580	407,580
Other Expenses	6,677	21,653	22,517	22,517	21,653	23,242	23,242	30,653
<u>Capital Outlay</u>								
Equipment	0	1	0	1	1	36,000	36,000	1
<u>Other Current Expenses</u>								
Fringe Benefits	0	212,051	243,190	279,320	279,320	236,129	281,230	281,230
TOTAL-Workers' Compensation Fund	540,325	582,887	682,602	718,732	717,868	702,951	748,052	719,464
<u>Additional Funds Available</u>								
Private Funds	471,823	367,789	268,816	268,816	268,816	260,440	260,440	260,440
<b>Federal Contributions</b>								
DV Police Investigation Kits	74,343	38,845	0	0	0	0	0	0
16579 Byrne Formula Grant Program	172,478	176,789	0	0	0	0	0	0
16586 Violent Offender Incarceration/Truth Sentencing	111,186	386,500	0	0	0	0	0	0
16588 Violence Against Women Formula Grants	451,203	0	0	0	0	0	0	0
20600 State & Community Highway Safety	205,720	211,892	217,189	217,189	217,189	217,189	217,189	217,189
TOTAL - All Funds	40,633,770	42,338,576	47,070,812	46,408,666	45,527,624	46,228,684	45,279,207	44,245,372
<b>Investigation &amp; Prosecution</b>								

## APPELLATE AND COLLATERAL LITIGATION

### Statutory Reference

C.G.S. Sections 51-276, 51-277, 51-279 and 51-279b.

### Statement of Need and Program Objectives

To participate on behalf of the state in all appellate, post-trial and post-conviction proceedings arising out of the initiation of any criminal action, whether or not the proceedings are denominated civil or criminal for other purposes. To provide research in matters of criminal law and legislation to further specific prosecutorial action and agency policy.

### Program Description

Criminal prosecution and investigation generates numerous pre- or post-arrest activities. The Appellate Bureau's activities include: handling direct appeals in criminal cases, whether in the state or federal appellate court system; representing the state in state and federal habeas corpus matters referred to it by the field offices; conducting legal research to assist division personnel as well as responding to state and municipal law enforcement agencies'

information requests; coordinating capital research and litigation on a statewide basis; providing representation of agency interests in collateral litigation, such as habeas corpus and subpoenas of agency personnel and the collection of bonds forfeited in criminal cases.

The bureau also assists in the preparation, editing and publication of legal summaries, manuals and handbooks that are disseminated to division personnel and others to be used in training.

The bureau has seen a consistently high death penalty caseload. As of August, 2010, there were eleven capital cases pending trial and seven on appeal in the Connecticut Supreme Court. Five capital cases are in habeas litigation and there are sixteen parties to the class action lawsuit titled In Re Racial Disparity. The percentage of all capital cases on appeal will likely increase as appellate review, in both state and federal courts, occurs.

The Civil Litigation Bureau's primary focus is the representation of the division's interests in civil matters not otherwise handled by the agency's prosecutors or the Attorney General's Office.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
APPELLATE & COLLATERAL LITIGATION:				
State Supreme & Appellate Court Appeals Opened	271	271	271	271
State Supreme & Appellate Court Appeals Pending	820	820	820	820
Habeas Corpus, State and Federal Court Pending (at 6/30/10)	1,111	1,111	1,111	1,111
Bond Forfeiture Collections	1,278,695	1,278,695	1,278,695	1,278,695

**Personnel Summary**

	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
Permanent Full-Time Positions								
General Fund	40	2	0	42	42	42	42	42

**Financial Summary**

(Net of Reimbursements)	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	4,264,331	4,441,966	4,973,579	4,964,557	4,920,078	4,851,573	4,802,800	4,758,449
Other Expenses	118,378	144,561	148,174	117,865	106,302	152,767	127,116	106,328
<i>Other Current Expenses</i>								
Training and Education	103	0	0	0	0	0	0	0
Expert Witnesses	139,836	100,000	140,000	134,940	128,193	140,000	139,123	128,193
TOTAL-General Fund	4,522,648	4,686,527	5,261,753	5,217,362	5,154,573	5,144,340	5,069,039	4,992,970

**Appellate & Collateral Litigation****MANAGEMENT AND SUPPORT SERVICES****Statutory Reference**

C.G.S. Sections 51-276 and 54-142h.

**Statement of Need and Program Objectives**

To direct and coordinate the policy, planning and administration of the Division of Criminal Justice. To ensure that the personnel, payroll, budgeting, accounting, information technology, training and service requirements are met in a timely and efficient manner.

**Program Description**

Responsibilities include: establishing and enforcing policy for the division, developing and supporting legislation related to the criminal justice process, coordinating training and developing manuals related to new issues in prosecution and the law, implementing collective bargaining agreements and coordinating all contracts and grant applications and awards.

In addition, planning, implementation and service delivery for budget, payroll, purchasing, accounting, auditing, data systems, inventory control, communications and personnel functions, including labor relations, are handled in the central office.

Management and Support Services is also responsible for providing information technology policies and strategies, such as planning major infrastructure improvements, developing and implementing electronic case management, establishing electronic means for document management and legal research and implementing the Criminal Justice Information System (CJIS) initiatives. Federal grants totaling more than \$3 million were secured to support these activities.

Further duties include delivering in-service training on issues of criminal law, ethics and forensic science, as well as diversity training, workplace violence training and management training. The division has prepared a criminal records manual for police departments and has conducted training sessions for police records officers. Other activities performed by Management Services include: processing complaints concerning division personnel; coordinating prisoner transportation for extradition; planning facilities for field offices; coordinating firearms training and law enforcement related purchases and organizing, conducting, and tracking training sessions for prosecutors and support staff. The division is required by statute to conduct audits of randomly-selected agencies retaining criminal records to insure that these agencies comply with state law.

<i>Program Measure</i>	2009-2010 Actual	2010-2011 Estimated	2011-2012 Projected	2012-2013 Projected
MANAGEMENT & SUPPORT SERVICES:				
Purchase Requisitions Processed	545	545	545	545
Purchase Orders Processed	1,920	1,920	1,920	1,920
Vouchers Processed	4,712	4,712	4,712	4,712
TRAINING:			0	0
# of Professional Development Training Experiences	934	934	934	934
# of Employees Trained in Sexual Assault Prevention	3	3	3	3
Witness Protection Cases Assisted	49	49	49	49

<i>Personnel Summary</i>	As of 06/30/2010		2010-2011	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Filled</u>	<u>Vacant</u>	<u>Change</u>	<u>Total</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Permanent Full-Time Positions</i>								
General Fund	33	3	-3	33	33	33	33	33
<i>Financial Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
(Net of Reimbursements)	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	3,422,091	3,537,825	3,049,339	3,043,808	3,016,537	2,966,069	2,936,251	2,909,136
Other Expenses	663,974	821,859	848,976	675,316	609,067	878,251	730,783	611,280
<i>Capital Outlay</i>								
Equipment	0	0	22,000	16,016	0	0	0	0
<i>Other Current Expenses</i>								
Witness Protection	227,848	338,247	338,247	246,456	220,000	338,247	265,398	220,000
Training and Education	1,560	0	0	0	0	0	0	0
Criminal Justice Commission	355	617	632	415	400	652	450	415
TOTAL-General Fund	4,315,828	4,698,548	4,259,194	3,982,011	3,846,004	4,183,219	3,932,882	3,740,831
<i>Additional Funds Available</i>								
Private Funds	1,405	23,125	0	0	0	0	0	0
<i>Federal Contributions</i>								
Audit Criminal History - fed shar	3,132	70,000	0	0	0	0	0	0
IT Initiative - Phase 1	3,990	590,437	0	0	0	0	0	0
TOTAL - All Funds	4,324,355	5,382,110	4,259,194	3,982,011	3,846,004	4,183,219	3,932,882	3,740,831
Management and Support Services								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<i>Personal Services</i>						
Permanent Fulltime Positions	41,089,761	42,870,605	46,907,931	46,403,340	45,725,571	44,847,883
Other Positions	1,229,339	1,244,990	1,250,641	1,237,188	1,250,641	1,226,635
Other	1,528,292	1,547,740	2,158,786	2,135,564	2,248,171	2,205,018
Overtime	566	582	582	576	582	571
TOTAL-Personal Services Gross	43,847,958	45,663,917	50,317,940	49,776,668	49,224,965	48,280,107
Less Reimbursements						
Less Turnover	0	0	-250,000	-1,000,000	-257,500	-1,000,000
TOTAL-Personal Services Net	43,847,958	45,663,917	50,067,940	48,776,668	48,967,465	47,280,107
<i>Other Expenses-Contractual Services</i>						
Dues and Subscriptions	90,155	110,095	112,846	81,044	116,343	81,059
Utility Services	176,374	221,490	232,191	166,756	242,050	168,641
Rentals, Storage and Leasing	194,438	243,551	249,640	179,287	257,379	179,322
Telecommunication Services	90,999	110,891	113,665	81,632	117,189	81,648
General Repairs	152,774	186,565	191,229	137,338	197,156	137,364
Motor Vehicle Expenses	47,695	58,244	59,701	42,877	61,552	42,885
Insurance	20,562	20,562	20,562	14,767	20,562	14,326
Fees for Outside Professional Services	35,505	38,779	39,749	28,547	40,981	28,552
Fees for Non-Professional Services	399,290	492,184	504,486	362,314	520,126	362,383
DP Services, Rentals and Maintenance	141,170	172,778	177,097	127,189	182,587	127,213
Postage	37,849	46,220	47,376	34,025	48,844	34,031
Travel	62,089	75,820	77,717	55,815	80,127	55,826
Other Contractual Services	364,316	444,895	456,016	327,503	470,153	327,566
Advertising	17,981	15,437	15,823	11,364	16,313	11,366
Printing & Binding	294	359	368	264	380	265
<i>Other Expenses-Commodities</i>						
Agriculture, Horticulture, Dairy & Food	6,160	7,522	7,533	5,410	7,669	5,343
Books	1,737	2,121	2,175	1,563	2,242	1,561
Clothing and Personal Supplies	54	66	68	49	70	49
Maintenance and Motor Vehicle Supplies	237,777	294,769	315,561	226,630	320,958	223,619
Medical Supplies	767	937	963	692	994	693
Fuel	28,952	35,356	37,088	26,636	38,683	26,951
Office Supplies	213,828	264,559	271,174	194,752	279,580	194,790
Refunds of Expenditures Not Otherwise	1,720	2,101	2,153	1,546	2,220	1,547

## Budget-in-Detail

Classified

TOTAL-Other Expenses Gross	2,322,486	2,845,301	2,935,181	2,108,000	3,024,158	2,107,000
Less Reimbursements	0	-9,000	-8,000	-8,000	-7,000	-7,000
TOTAL-Other Expenses Net	2,322,486	2,836,301	2,927,181	2,100,000	3,017,158	2,100,000

### Other Current Expenses

Witness Protection	237,664	338,247	338,247	220,000	338,247	220,000
Training and Education	4,849	153,941	154,000	70,000	154,000	70,000
Expert Witnesses	415,961	198,643	415,000	380,000	415,000	380,000
Medicaid Fraud Control	615,795	767,282	793,652	777,259	771,141	731,557
Criminal Justice Commission	355	617	632	400	652	415
TOTAL-Other Current Expenses	1,274,624	1,458,730	1,701,531	1,447,659	1,679,040	1,401,972

## AGENCY FINANCIAL SUMMARY - WORKERS' COMPENSATION FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>
<u>Personal Services</u>						
Permanent Fulltime Positions	327,602	337,040	404,098	404,098	391,993	391,993
Other	206,046	12,142	12,797	12,796	15,587	15,587
TOTAL-Personal Services Gross	533,648	349,182	416,895	416,894	407,580	407,580
Less Reimbursements						
Less Turnover						
TOTAL-Personal Services Net	533,648	349,182	416,895	416,894	407,580	407,580
<u>Other Expenses-Contractual Services</u>						
Telecommunication Services	200	649	665	639	686	905
Motor Vehicle Expenses	1,983	6,431	6,592	6,339	6,796	8,963
Fees for Non-Professional Services	9	25	26	25	27	35
Postage	91	295	302	291	311	410
<u>Other Expenses-Commodities</u>						
Maintenance and Motor Vehicle Supplies	4,375	14,188	14,865	14,295	15,353	20,249
Office Supplies	19	65	67	64	69	91
TOTAL-Other Expenses Gross	6,677	21,653	22,517	21,653	23,242	30,653
Less Reimbursements						
TOTAL-Other Expenses Net	6,677	21,653	22,517	21,653	23,242	30,653
<u>Other Current Expenses</u>						
Fringe Benefits	0	212,051	243,190	279,320	236,129	281,230
TOTAL-Other Current Expenses	0	212,051	243,190	279,320	236,129	281,230

<i>Character &amp; Major Object Summary</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	43,847,958	45,663,917	50,067,940	49,226,668	48,776,668	48,967,465	47,730,107	47,280,107
Other Expenses Net	2,322,486	2,836,301	2,927,181	2,328,421	2,100,000	3,017,158	2,510,544	2,100,000
Capital Outlay	100	1	476,500	346,901	1	454,500	325,351	1
Other Current Expenses	1,274,624	1,458,730	1,701,531	1,501,312	1,447,659	1,679,040	1,489,445	1,401,972
TOTAL-General Fund Net	47,445,168	49,958,949	55,173,152	53,403,302	52,324,328	54,118,163	52,055,447	50,782,080
Personal Services Net	533,648	349,182	416,895	416,894	416,894	407,580	407,580	407,580
Other Expenses Net	6,677	21,653	22,517	22,517	21,653	23,242	23,242	30,653
Capital Outlay	0	1	0	1	1	36,000	36,000	1
Other Current Expenses	0	212,051	243,190	279,320	279,320	236,129	281,230	281,230
TOTAL-Workers' Compensation Fund Net	540,325	582,887	682,602	718,732	717,868	702,951	748,052	719,464
<i>Additional Funds Available</i>								
Federal and Other Activities	1,022,052	1,474,463	217,189	217,189	217,189	217,189	217,189	217,189
Private Funds	473,228	390,914	268,816	268,816	268,816	260,440	260,440	260,440
TOTAL-All Funds Net	49,480,773	52,407,213	56,341,759	54,608,039	53,528,201	55,298,743	53,281,128	51,979,173

## STATE MARSHAL COMMISSION

## AGENCY DESCRIPTION

The State Marshal Commission is an independent agency charged with overseeing the administration of the State Marshals.

*This agency was consolidated within the Department of Administrative Services in FY 2010.*

## AGENCY PROGRAMS

<i>Agency Programs by Total Funds (Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
State Marshals	69,083	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Gross	69,083	0	0	0	0	0	0	0
Less Turnover								
TOTAL Agency Programs - All Funds Net	69,083	0	0	0	0	0	0	0
<i>Summary of Funding</i>								
General Fund Net	69,083	0	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	69,083	0	0	0	0	0	0	0

## STATE MARSHAL COMMISSION

<i>Financial Summary (Net of Reimbursements)</i>	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services	51,782	0	0	0	0	0	0	0
Other Expenses	17,301	0	0	0	0	0	0	0
TOTAL-General Fund	69,083	0	0	0	0	0	0	0
State Marshals								

## AGENCY FINANCIAL SUMMARY - GENERAL FUND

<i>Current Expenses by Minor Object</i>	2009-2010	2010-2011	2011-2012	2011-2012	2012-2013	2012-2013		
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Recommended</u>	<u>Requested</u>	<u>Recommended</u>		
<i>Personal Services</i>								
Permanent Fulltime Positions	51,782	0	0	0	0	0		
TOTAL-Personal Services Gross	51,782	0	0	0	0	0		
Less Reimbursements								
Less Turnover								
TOTAL-Personal Services Net	51,782	0	0	0	0	0		
<i>Other Expenses-Contractual Services</i>								
Rentals, Storage and Leasing	1,694	0	0	0	0	0		
Telecommunication Services	1,285	0	0	0	0	0		
Motor Vehicle Expenses	10,734	0	0	0	0	0		
Postage	899	0	0	0	0	0		
Travel	810	0	0	0	0	0		
<i>Other Expenses-Commodities</i>								
Maintenance and Motor Vehicle Supplies	1,871	0	0	0	0	0		
Office Supplies	8	0	0	0	0	0		
TOTAL-Other Expenses Gross	17,301	0	0	0	0	0		
Less Reimbursements								
TOTAL-Other Expenses Net	17,301	0	0	0	0	0		
<i>Character &amp; Major Object Summary</i>								
	2009-2010	2010-2011	2011-2012	Current	2011-2012	2012-2013	Current	2012-2013
	<u>Actual</u>	<u>Estimated</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>	<u>Requested</u>	<u>Services</u>	<u>Recommended</u>
Personal Services Net	51,782	0	0	0	0	0	0	0
Other Expenses Net	17,301	0	0	0	0	0	0	0
TOTAL-General Fund Net	69,083	0	0	0	0	0	0	0