

# 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; appointments of various officials; presentation of

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

## AGENCY PROGRAM INDEX

Overall Direction and Supervision of the State

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions

- Annualize FY 2015 Rescissions
- Remove or Limit Inflation

**2015-2016**      **2016-2017**

-142,207      -142,207

-4,966      -11,284

### Reallocations

- Consolidate Statewide Appropriations for Estimated Change in Accruals

**2015-2016**      **2016-2017**

-11,867      -11,867

## AGENCY PROGRAMS

### Personnel Summary

	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	25	3	0	28	28	28	28	28

### Other Positions Equated to Full-Time

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund	0	0	0	0	0	0

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

	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Overall Direct & Supv of State	2,442,343	2,856,052	2,999,971	3,000,504	2,841,463	3,011,846	3,012,402	2,847,043
TOTAL Agency Programs - All Fund Gross	2,442,343	2,856,052	2,999,971	3,000,504	2,841,463	3,011,846	3,012,402	2,847,043

### Summary of Funding

General Fund	2,442,343	2,856,052	2,999,971	3,000,504	2,841,463	3,011,846	3,012,402	2,847,043
TOTAL Agency Programs - All Funds Net	2,442,343	2,856,052	2,999,971	3,000,504	2,841,463	3,011,846	3,012,402	2,847,043

## OVERALL DIRECTION AND SUPERVISION OF THE STATE

### Statutory Reference

C.G.S. Section 3-1.

### Statement of Need and Program Objectives

To direct and supervise the operation of state government.

### Program Description

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

The office provides staff assistance and liaison in all areas of state government administration and direction

for agency programs and policies as well as federal advocacy for all state agencies.

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.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	25	3	0	28	28	28	28	28
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	2,072,048	2,382,033	2,520,986	2,521,519	2,402,418	2,526,543	2,527,099	2,407,998
Other Expenses	163,304	213,963	218,929	218,929	203,265	225,247	225,247	203,265
<u>Capital Outlay</u>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<u>Pmts to Other than Local Govts</u>								
New England Governors' Conference	74,391	113,289	113,289	113,289	107,625	113,289	113,289	107,625
National Governors' Association	130,907	134,899	134,899	134,899	128,155	134,899	134,899	128,155
TOTAL - Pmts to Other than Local Govts	205,298	248,188	248,188	248,188	235,780	248,188	248,188	235,780
<u>Nonfunctional - Change to Accruals</u>	1,693	11,867	11,867	11,867	0	11,867	11,867	0
TOTAL - General Fund	2,442,343	2,856,052	2,999,971	3,000,504	2,841,463	3,011,846	3,012,402	2,847,043
TOTAL - All Funds	2,442,343	2,856,052	2,999,971	3,000,504	2,841,463	3,011,846	3,012,402	2,847,043

**AGENCY FINANCIAL SUMMARY - General Fund**

<b>Current Expenses by Minor Object</b>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	1,948,651	2,271,194	2,356,660	2,285,089	2,361,855	2,290,409
Other Positions	114,330	110,839	117,305	117,329	117,563	117,589
Other	9,067	0	47,021	0	47,125	0
TOTAL - Personal Services	2,072,048	2,382,033	2,520,986	2,402,418	2,526,543	2,407,998
<u>Other Expenses</u>						
DP Services, Rentals and Maintenance	26,433	34,633	35,435	32,901	36,460	32,901
Dues and Subscriptions	7,666	10,044	10,277	9,542	10,574	9,542
Fees for Non-Professional Services	14,511	19,011	19,447	18,062	20,008	18,062
Fees for Outside Professional Services	300	393	402	373	413	373
General Repairs	250	328	335	312	345	312
Maintenance and Motor Vehicle Supplies	813	1,066	1,111	1,013	1,132	1,013
Motor Vehicle Expenses	652	854	873	811	899	811
Office Supplies	7,026	9,205	9,418	8,745	9,689	8,745
Postage	2,446	3,206	3,279	3,046	3,373	3,046
Printing & Binding	6,313	7,000	7,191	6,650	7,436	6,650
Rentals, Storage and Leasing	56,431	78,619	80,332	74,686	82,520	74,686
Sundry - Other Items	845	1,107	1,132	1,052	1,165	1,052
Telecommunication Services	26,664	34,934	35,741	33,188	36,775	33,188
Travel	12,954	13,563	13,956	12,884	14,458	12,884
TOTAL - Other Expenses	163,304	213,963	218,929	203,265	225,247	203,265

Equipment

Equipment	0	1	1	0	1	0
TOTAL - Equipment	0	1	1	0	1	0

Pmts to Other Than Local Govts

New England Governors' Conference	74,391	113,289	113,289	107,625	113,289	107,625
National Governors' Association	130,907	134,899	134,899	128,155	134,899	128,155
TOTAL - Pmts to Other Than Local Govts	205,298	248,188	248,188	235,780	248,188	235,780

Nonfunctional - Change to Accruals

1,693	11,867	11,867	0	11,867	0
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**Character & Major Object Summary**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	2,072,048	2,382,033	2,520,986	2,521,519	2,402,418	2,526,543	2,527,099	2,407,998
Other Expenses	163,304	213,963	218,929	218,929	203,265	225,247	225,247	203,265
Capital Outlay	0	1	1	1	0	1	1	0
Pmts to Other than Local Govts	205,298	248,188	248,188	248,188	235,780	248,188	248,188	235,780
Nonfunctional - Change to Accruals	1,693	11,867	11,867	11,867	0	11,867	11,867	0
TOTAL - General Fund	2,442,343	2,856,052	2,999,971	3,000,504	2,841,463	3,011,846	3,012,402	2,847,043
TOTAL - All Funds Net	2,442,343	2,856,052	2,999,971	3,000,504	2,841,463	3,011,846	3,012,402	2,847,043

# SECRETARY OF THE STATE

<http://www.sots.ct.gov>

## AGENCY DESCRIPTION

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

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 state and federal law relating to voter registration and election administration, and promotes voter registration efforts in the public and private sectors.

## AGENCY PROGRAM INDEX

Commercial Recording  
Management and Support Services

Legislation & Elections Administration Division  
Board of Accountancy

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions

- Eliminate the Board of Accountancy  
*The licensing of accountants will be administered by the Department of Consumer Protection.*
- Annualize FY 2015 Rescissions
- Remove or Limit Inflation

**2015-2016**      **2016-2017**

-297,366      -302,193

-289,091      -289,091

-41,144      -93,545

### Current Services

- Eliminate Funding for One-Time Expenses Related to the Electronic Registration Information Center Project

**2015-2016**      **2016-2017**

-150,000      -150,000

### Reallocations

- Consolidate Statewide Appropriations for Estimated Change in Accruals

**2015-2016**      **2016-2017**

-34,701      -34,701

## AGENCY PROGRAMS

### Personnel Summary

	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	83	1	1	85	85	81	85	81

### Agency Programs by Total Funds

	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<i>(Net of Reimbursements)</i>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Commercial Recording	2,943,135	3,600,997	5,280,590	4,012,231	3,800,664	5,103,020	4,036,127	3,824,560
Management and Support Services	2,630,421	2,886,683	2,974,873	3,015,699	2,976,400	2,993,948	3,039,688	2,989,439
Board of Accountancy	270,088	281,025	337,364	297,366	0	341,245	302,193	0
Legislation and Elections Administration Division	3,464,385	3,514,258	3,602,205	3,452,419	3,338,348	3,653,991	3,504,244	3,348,722
TOTAL Agency Programs - All Fund Gross	9,308,029	10,282,963	12,195,032	10,777,715	10,115,412	12,092,204	10,882,252	10,162,721
<i>Summary of Funding</i>								
General Fund	9,308,029	10,282,963	12,195,032	10,777,715	10,115,412	12,092,204	10,882,252	10,162,721
TOTAL Agency Programs - All Funds Net	9,308,029	10,282,963	12,195,032	10,777,715	10,115,412	12,092,204	10,882,252	10,162,721

## 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, the 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, bar associations, 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 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; 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 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 Office of the Attorney General. The division also administers the Address Confidentiality Program.

### Personnel Summary

Permanent Full-Time Positions  
General Fund

	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
General Fund	33	1	0	34	34	34	34	34

### Financial Summary

(Net of Reimbursements)

#### General Fund

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
Personal Services	46,850	0	0	0	0	0	0	0
Other Expenses	15	0	0	0	0	0	0	0
<u>Other Current Expenses</u>								
Commercial Recording Division	2,896,270	3,589,430	5,269,023	4,000,664	3,800,664	5,091,453	4,024,560	3,824,560
TOTAL - Other Current Expenses	2,896,270	3,589,430	5,269,023	4,000,664	3,800,664	5,091,453	4,024,560	3,824,560
<u>Nonfunctional - Change to Accruals</u>	0	11,567	11,567	11,567	0	11,567	11,567	0
TOTAL - General Fund	2,943,135	3,600,997	5,280,590	4,012,231	3,800,664	5,103,020	4,036,127	3,824,560
TOTAL - All Funds	2,943,135	3,600,997	5,280,590	4,012,231	3,800,664	5,103,020	4,036,127	3,824,560

## 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; coordination of voter registration and outreach efforts aimed at young people and other voters and efforts to improve

the elections process and promote participation through legislative proposals and advocacy. 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. To electronically publish the Regulations of Connecticut State Agencies and manage the e-Regulations System.

**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 Voter Empowerment 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 election 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 and moderators) 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.

The Secretary of the State is also responsible for publishing the Regulations of Connecticut State Agencies through the web-based e-Regulations system. The e-Regulations system is the platform for public notice, publication and comments upon proposed regulations, as well as the means to manage the process of the promulgation of new regulations and amendments among the involved agencies and branches over government including the Office of the Secretary of the State, the various executive branch agencies, the Office of the Governor, the Office of the Attorney General and the legislature's Regulations Review Committee

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	15	0	1	16	16	16	16	16
<b>Financial Summary</b> <b>(Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	1,047,493	1,150,703	1,206,146	1,206,360	1,206,360	1,216,481	1,216,734	1,216,734
Other Expenses	1,106,069	1,403,946	1,436,450	1,286,450	1,183,946	1,477,901	1,327,901	1,183,946
<u>Other Current Expenses</u>								
Commercial Recording Division	1,310,823	948,042	948,042	948,042	948,042	948,042	948,042	948,042
TOTAL - Other Current Expenses	1,310,823	948,042	948,042	948,042	948,042	948,042	948,042	948,042
	0	11,567	11,567	11,567	0	11,567	11,567	0



Nonfunctional - Change to Accruals

TOTAL - General Fund	3,464,385	3,514,258	3,602,205	3,452,419	3,338,348	3,653,991	3,504,244	3,348,722
TOTAL - All Funds	3,464,385	3,514,258	3,602,205	3,452,419	3,338,348	3,653,991	3,504,244	3,348,722

**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.

**Personnel Summary**

	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	31	0	0	31	31	31	31	31
<i>Other Positions Equated to Full-Time</i>								
General Fund			0	0	0	0	0	0

**Financial Summary  
(Net of Reimbursements)**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	1,445,585	1,695,117	1,755,770	1,782,579	1,782,579	1,761,619	1,791,381	1,791,381
Other Expenses	313,317	377,890	386,530	386,530	358,799	397,480	397,480	358,799
<u>Capital Outlay</u>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<u>Other Current Expenses</u>								
Commercial Recording Division	810,794	802,108	821,005	835,022	835,022	823,281	839,259	839,259
TOTAL - Other Current Expenses	810,794	802,108	821,005	835,022	835,022	823,281	839,259	839,259
<u>Nonfunctional - Change to Accruals</u>	60,725	11,567	11,567	11,567	0	11,567	11,567	0
TOTAL - General Fund	2,630,421	2,886,683	2,974,873	3,015,699	2,976,400	2,993,948	3,039,688	2,989,439
TOTAL - All Funds	2,630,421	2,886,683	2,974,873	3,015,699	2,976,400	2,993,948	3,039,688	2,989,439

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

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	4	0	0	4	4	0	4	0
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0

<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Other Expenses	1	0	0	0	0	0	0	0
<u>Other Current Expenses</u>								
Board of Accountancy	270,087	281,025	337,364	297,366	0	341,245	302,193	0
TOTAL - Other Current Expenses	270,087	281,025	337,364	297,366	0	341,245	302,193	0
TOTAL - General Fund	270,088	281,025	337,364	297,366	0	341,245	302,193	0
TOTAL - All Funds	270,088	281,025	337,364	297,366	0	341,245	302,193	0

### AGENCY FINANCIAL SUMMARY - General Fund

<b>Current Expenses by Minor Object</b>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	2,505,390	2,813,019	2,913,440	2,955,119	2,929,465	2,974,163
Other	12,215	12,700	27,560	12,700	27,609	12,700
Overtime	22,323	20,101	20,916	21,120	21,026	21,252
TOTAL - Personal Services	2,539,928	2,845,820	2,961,916	2,988,939	2,978,100	3,008,115

<u>Other Expenses</u>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Recommended	Requested	Recommended
Advertising and Marketing	8,942	17,600	18,007	17,600	18,527	17,600
Agriculture, Horticulture, Dairy & Food	753	1,132	1,157	1,132	1,184	1,132
Books	2,656	2,850	2,916	2,850	3,000	2,850
DP Services, Rentals and Maintenance	947,349	1,252,366	1,281,416	1,032,366	1,318,449	1,032,366
Dues and Subscriptions	2,481	7,344	7,514	7,344	7,730	7,344
Fees for Non-Professional Services	16,485	20,342	20,806	20,342	21,407	20,342
Fees for Outside Professional Services	1,010	1,395	1,426	1,395	1,467	1,395
General Repairs	21,778	25,025	25,604	25,025	26,343	25,025
Maintenance and Motor Vehicle Supplies	2,592	2,337	2,436	2,337	2,482	2,337
Medical Supplies	0	120	122	120	126	120
Motor Vehicle Expenses	3,485	7,496	7,669	7,496	7,890	7,496
Office Supplies	99,956	95,259	97,416	95,259	100,171	95,259
Other Contractual Services	37,795	37,444	38,311	37,444	39,418	37,444
Postage	16,501	136,874	140,046	136,874	144,093	136,874
Printing & Binding	184,164	107,889	110,242	88,798	113,242	88,798
Reimbursements	45	50	50	50	50	50
Rentals, Storage and Leasing	2,701	3,170	3,242	3,170	3,336	3,170
Sundry - Other Items	5,146	1,720	1,759	1,720	1,809	1,720
Telecommunication Services	53,011	48,190	49,304	48,190	50,729	48,190
Travel	12,552	13,233	13,537	13,233	13,928	13,233
TOTAL - Other Expenses	1,419,402	1,781,836	1,822,980	1,542,745	1,875,381	1,542,745

<u>Equipment</u>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
Equipment	0	1	1	0	1	0
TOTAL - Equipment	0	1	1	0	1	0

<u>Other Current Expenses</u>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
Commercial Recording Division	5,017,887	5,339,580	7,038,070	5,583,728	6,862,776	5,611,861
Board of Accountancy	270,087	281,025	337,364	0	341,245	0
TOTAL - Other Current Expenses	5,287,974	5,620,605	7,375,434	5,583,728	7,204,021	5,611,861

<u>Nonfunctional - Change to Accruals</u>	60,725	34,701	34,701	0	34,701	0
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<b>Character &amp; Major Object Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	2,539,928	2,845,820	2,961,916	2,988,939	2,988,939	2,978,100	3,008,115	3,008,115
Other Expenses	1,419,402	1,781,836	1,822,980	1,672,980	1,542,745	1,875,381	1,725,381	1,542,745
Capital Outlay	0	1	1	1	0	1	1	0

Other Current Expenses	5,287,974	5,620,605	7,375,434	6,081,094	5,583,728	7,204,021	6,114,054	5,611,861
Nonfunctional - Change to Accruals	60,725	34,701	34,701	34,701	0	34,701	34,701	0
TOTAL - General Fund	<u>9,308,029</u>	<u>10,282,963</u>	<u>12,195,032</u>	<u>10,777,715</u>	<u>10,115,412</u>	<u>12,092,204</u>	<u>10,882,252</u>	<u>10,162,721</u>
TOTAL - All Funds Net	<u>9,308,029</u>	<u>10,282,963</u>	<u>12,195,032</u>	<u>10,777,715</u>	<u>10,115,412</u>	<u>12,092,204</u>	<u>10,882,252</u>	<u>10,162,721</u>

# 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 and casting the tie-breaking vote when the Senate is equally divided.

### AGENCY PROGRAM INDEX

Assisting in Supervision of the State

### RECOMMENDED SIGNIFICANT CHANGES

	<u>2015-2016</u>	<u>2016-2017</u>
<b>Reductions</b>		
• Annualize FY 2015 Rescissions	-35,785	-35,785
• Remove or Limit Inflation	-1,686	-3,854
<b>Reallocations</b>	<u>2015-2016</u>	<u>2016-2017</u>
• Consolidate Statewide Appropriations for Estimated Change in Accruals	-3,090	-3,090

### AGENCY PROGRAMS

<b>Personnel Summary</b>	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	5	2	0	7	7	7	7	7
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Assist Supervision of the State	473,192	718,821	757,987	758,131	717,569	761,655	761,804	719,074
TOTAL Agency Programs - All Fund Gross	473,192	718,821	757,987	758,131	717,569	761,655	761,804	719,074
<b>Summary of Funding</b>								
General Fund	473,192	718,821	757,987	758,131	717,569	761,655	761,804	719,074
TOTAL Agency Programs - All Funds Net	473,192	718,821	757,987	758,131	717,569	761,655	761,804	719,074

## ASSISTING IN SUPERVISION OF THE STATE

### Statutory Reference

Connecticut State Constitution Article IV, Sections 17-19.

### Statement of Need and Program Objectives

To provide assistance in the operation of state government and to assure the continued operation of state government in the Governor's absence from the state or in the event that the Governor is unable to

perform the duties of the office or the office becomes vacant.

### Program Description

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

The Connecticut Constitution provides for the election of the Lieutenant Governor and conditions for the succession to the Office of Governor. In case of the Governor's death, resignation, refusal to serve, or removal from office, the Lieutenant Governor shall become Governor until the next regular election. In the case of the inability of the Governor to exercise the powers and perform the duties of office, or in case of impeachment or absence from the state, the Lieutenant Governor shall exercise the powers and authority and perform the duties of Governor until the disability is removed, or the Governor is acquitted or returns.

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

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

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	5	2	0	7	7	7	7	7
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	437,180	642,515	679,995	680,139	648,014	681,495	681,644	649,519
Other Expenses	37,150	73,215	74,901	74,901	69,555	77,069	77,069	69,555
<u>Capital Outlay</u>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<u>Nonfunctional - Change to Accruals</u>	-1,138	3,090	3,090	3,090	0	3,090	3,090	0
TOTAL - General Fund	473,192	718,821	757,987	758,131	717,569	761,655	761,804	719,074
TOTAL - All Funds	473,192	718,821	757,987	758,131	717,569	761,655	761,804	719,074

**AGENCY FINANCIAL SUMMARY - General Fund**

<b>Current Expenses by Minor Object</b>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	421,271	619,133	655,249	623,263	656,694	624,713
Other Positions	15,909	23,382	24,746	24,751	24,801	24,806
TOTAL - Personal Services	437,180	642,515	679,995	648,014	681,495	649,519
<u>Other Expenses</u>						
Advertising and Marketing	363	715	731	679	752	679
Books	315	621	635	590	653	590
DP Services, Rentals and Maintenance	306	603	616	573	634	573
Dues and Subscriptions	1,303	2,568	2,626	2,439	2,703	2,439
General Repairs	443	873	892	829	918	829
Maintenance and Motor Vehicle Supplies	100	197	201	187	207	187
Motor Vehicle Expenses	5,424	10,689	10,936	10,155	11,253	10,155
Office Supplies	4,242	8,361	8,553	7,943	8,801	7,943
Other Contractual Services	250	493	504	468	519	468
Postage	316	623	637	592	655	592
Printing & Binding	4,001	7,884	8,066	7,490	8,300	7,490
Rentals, Storage and Leasing	2,226	4,387	4,488	4,168	4,618	4,168
Telecommunication Services	6,439	12,691	12,984	12,056	13,359	12,056
Travel	11,422	22,510	23,032	21,386	23,697	21,386
TOTAL - Other Expenses	37,150	73,215	74,901	69,555	77,069	69,555
<u>Equipment</u>						
Equipment	0	1	1	0	1	0
TOTAL - Equipment	0	1	1	0	1	0

Nonfunctional - Change to Accruals

-1,138                      3,090                      3,090                      0                      3,090                      0

**Character & Major Object Summary**

	<u>FY 2014</u> <u>Actual</u>	<u>FY 2015</u> <u>Estimated</u>	<u>FY 2016</u> <u>Requested</u>	<u>Current</u> <u>Services</u>	<u>FY 2016</u> <u>Recommended</u>	<u>FY 2017</u> <u>Requested</u>	<u>Current</u> <u>Services</u>	<u>FY 2017</u> <u>Recommended</u>
<b>General Fund</b>								
Personal Services	437,180	642,515	679,995	680,139	648,014	681,495	681,644	649,519
Other Expenses	37,150	73,215	74,901	74,901	69,555	77,069	77,069	69,555
Capital Outlay	0	1	1	1	0	1	1	0
Nonfunctional - Change to Accruals	-1,138	3,090	3,090	3,090	0	3,090	3,090	0
<b>TOTAL - General Fund</b>	<u>473,192</u>	<u>718,821</u>	<u>757,987</u>	<u>758,131</u>	<u>717,569</u>	<u>761,655</u>	<u>761,804</u>	<u>719,074</u>
<b>TOTAL - All Funds Net</b>	<u>473,192</u>	<u>718,821</u>	<u>757,987</u>	<u>758,131</u>	<u>717,569</u>	<u>761,655</u>	<u>761,804</u>	<u>719,074</u>

# 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 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	Investment Services
Cash Management	Second Injury Fund
Unclaimed Property & Escheats	Agency Management Services

## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions</b>	<u>2015-2016</u>	<u>2016-2017</u>
• Shift Costs of Three Administrative Staff to Nonappropriated Funds	-322,609	-324,186
• Annualize FY 2015 Rescissions	-189,515	-189,515
• Remove or Limit Inflation	-3,829	-8,658
<b>Reallocations</b>	<u>2015-2016</u>	<u>2016-2017</u>
• Consolidate Statewide Appropriations for Estimated Change in Accruals	-22,567	-22,567

## AGENCY PROGRAMS

<b>Personnel Summary</b>	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017	
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended	
General Fund	35	13	0	48	48	45	48	45	
Special Transportation Fund	1	0	0	1	1	1	1	1	
Private Funds	9	2	0	11	11	11	11	11	
Investment Trust Fund	24	7	0	31	31	32	31	32	
Second Injury Fund	37	7	0	44	44	45	45	45	
Unclaimed Property Fund	23	7	0	30	30	31	31	31	
<i>Other Positions Equated to Full-Time</i>				FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
General Fund				0	0	0	0	0	0
Special Transportation Fund				0	0	0	0	0	0
Investment Trust Fund				0	0	0	0	0	0
Second Injury Fund				0	0	0	0	0	0
Unclaimed Property Fund				0	0	0	0	0	0
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended	
Debt Management	1,819,631	2,308,019	1,300,773	1,302,949	1,259,745	1,317,510	1,319,372	1,275,637	
Investment Services	86,652,866	81,974,998	84,433,499	84,433,499	84,433,499	86,965,752	86,965,752	86,965,752	
Cash Management	5,690,894	5,719,833	5,911,112	5,909,231	5,848,330	6,055,951	6,054,676	5,993,572	

Second Injury Fund	20,232,241	20,977,994	21,607,110	21,607,110	21,607,110	22,255,097	22,255,097	22,255,097
Unclaimed Property & Escheats	4,835,501	4,910,369	5,057,533	5,057,533	5,057,533	5,209,109	5,209,109	5,209,109
Agency Management Services	4,487,077	4,842,179	5,003,683	5,018,925	4,584,509	5,107,156	5,123,630	4,683,542
TOTAL Agency Programs - All Fund Gross	123,718,210	120,733,392	123,313,710	123,329,247	122,790,726	126,910,575	126,927,636	126,382,709
<i>Summary of Funding</i>								
General Fund	3,293,536	3,812,887	3,979,774	3,995,311	3,456,790	3,997,780	4,014,841	3,469,914
Private Funds	18,956,176	19,871,883	19,477,090	19,477,090	19,477,090	20,061,374	20,061,374	20,061,374
Investment Trust FundCode	88,085,349	83,476,774	85,980,329	85,980,329	85,980,329	88,558,986	88,558,986	88,558,986
Second Injury FundCode	7,520,627	7,979,906	8,219,079	8,219,079	8,219,079	8,465,425	8,465,425	8,465,425
Unclaimed Property FundCode	5,403,563	5,492,800	5,657,438	5,657,438	5,657,438	5,827,010	5,827,010	5,827,010
Special Non-Appropriated Funds	458,959	99,142	0	0	0	0	0	0
TOTAL Agency Programs - All Funds Net	123,718,210	120,733,392	123,313,710	123,329,247	122,790,726	126,910,575	126,927,636	126,382,709

## DEBT MANAGEMENT

### **Statutory Reference**

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

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

Administers the state's bond and debt financing program, including the sale of state bonds. Monitors the bond markets, financing structures and economic trends that affect interest rates in order to realize favorable bond issuances. Oversees the issuance of bonds to finance state capital projects, refinances outstanding debt when appropriate, manages debt service payments and cash flow borrowing, and provides 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 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 2024.

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.

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.



<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	7	1	0	8	8	8	8	8
Private Funds	2	1	0	3	3	3	3	3
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary</b> <i>(Net of Reimbursements)</i>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	723,750	837,559	878,740	880,916	839,038	882,839	884,701	842,823
Other Expenses	17,952	18,047	18,459	18,459	17,133	18,990	18,990	17,133
TOTAL - General Fund	741,702	855,606	897,199	899,375	856,171	901,829	903,691	859,956
<b>Additional Funds Available</b>								
Private Funds	618,970	1,353,271	403,574	403,574	403,574	415,681	415,681	415,681
Special Non-Appropriated Funds	458,959	99,142	0	0	0	0	0	0
TOTAL - All Funds	1,819,631	2,308,019	1,300,773	1,302,949	1,259,745	1,317,510	1,319,372	1,275,637

## 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 nine trust funds involving approximately 194,000 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 assets are invested are externally managed with performance oversight maintained by the Pension Funds Management Division.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Investment Trust Fund	18	5	0	23	23	23	23	23
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
Investment Trust Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary</b> <i>(Net of Reimbursements)</i>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>Additional Funds Available</b>								
Investment Trust FundCode	86,652,866	81,974,998	84,433,499	84,433,499	84,433,499	86,965,752	86,965,752	86,965,752
TOTAL - All Funds	86,652,866	81,974,998	84,433,499	84,433,499	84,433,499	86,965,752	86,965,752	86,965,752

## 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 manage 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.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	11	2	0	13	13	13	13	13
Private Funds	7	1	0	8	8	8	8	8
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	1,044,107	1,207,908	1,264,399	1,262,518	1,202,123	1,269,874	1,268,599	1,208,204
Other Expenses	6,838	6,874	7,030	7,030	6,524	7,233	7,233	6,524
TOTAL - General Fund	1,050,945	1,214,782	1,271,429	1,269,548	1,208,647	1,277,107	1,275,832	1,214,728
<u>Additional Funds Available</u>								
Private Funds	4,639,949	4,505,051	4,639,683	4,639,683	4,639,683	4,778,844	4,778,844	4,778,844
TOTAL - All Funds	5,690,894	5,719,833	5,911,112	5,909,231	5,848,330	6,055,951	6,054,676	5,993,572

## 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 paid losses for medical and indemnity benefits incurred in the prior calendar year.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Second Injury Fund	33	5	0	38	38	38	38	38
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
Second Injury Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<u>Additional Funds Available</u>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Private Funds	13,546,011	13,859,691	14,275,482	14,275,482	14,275,482	14,703,747	14,703,747	14,703,747
Second Injury FundCode	6,686,230	7,118,303	7,331,628	7,331,628	7,331,628	7,551,350	7,551,350	7,551,350
TOTAL - All Funds	20,232,241	20,977,994	21,607,110	21,607,110	21,607,110	22,255,097	22,255,097	22,255,097

## UNCLAIMED PROPERTY AND ESCHEATS

### Statutory Reference

C.G.S. Chapter 32, Part III; Section 3-56a through 3-76.

### 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.

### Program Description

Under the 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 *CTBigList* 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.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
Unclaimed Property Fund	21	7	0	28	28	28	28	28
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
Unclaimed Property Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<u>Additional Funds Available</u>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Unclaimed Property FundCode	4,835,501	4,910,369	5,057,533	5,057,533	5,057,533	5,209,109	5,209,109	5,209,109
TOTAL - All Funds	4,835,501	4,910,369	5,057,533	5,057,533	5,057,533	5,209,109	5,209,109	5,209,109

## 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 agency 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.

The Policy Unit administers the state’s corporate governance program.

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

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	17	10	0	27	27	24	27	24
Special Transportation Fund	1	0	0	1	1	1	1	1
Investment Trust Fund	6	2	0	8	8	9	8	9
Second Injury Fund	4	2	0	6	6	7	7	7
Unclaimed Property Fund	2	0	0	2	2	3	3	3
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0
Special Transportation Fund			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	1,366,532	1,580,647	1,646,033	1,661,275	1,259,634	1,649,636	1,666,110	1,262,892
Other Expenses	138,253	139,284	142,545	142,545	132,338	146,640	146,640	132,338
<u>Capital Outlay</u>								
Equipment	1	1	1	1	0	1	1	0
TOTAL - Capital Outlay	1	1	1	1	0	1	1	0
<u>Nonfunctional - Change to Accruals</u>	-3,897	22,567	22,567	22,567	0	22,567	22,567	0
TOTAL - General Fund	1,500,889	1,742,499	1,811,146	1,826,388	1,391,972	1,818,844	1,835,318	1,395,230
<u>Additional Funds Available</u>								
Private Funds	151,246	153,870	158,351	158,351	158,351	163,102	163,102	163,102
Investment Trust FundCode	1,432,483	1,501,776	1,546,830	1,546,830	1,546,830	1,593,234	1,593,234	1,593,234
Second Injury FundCode	834,397	861,603	887,451	887,451	887,451	914,075	914,075	914,075
Unclaimed Property FundCode	568,062	582,431	599,905	599,905	599,905	617,901	617,901	617,901
TOTAL - All Funds	4,487,077	4,842,179	5,003,683	5,018,925	4,584,509	5,107,156	5,123,630	4,683,542

**AGENCY FINANCIAL SUMMARY - General Fund**

<b>Current Expenses by Minor Object</b>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	3,060,871	3,583,931	3,701,045	3,257,097	3,714,030	3,270,120
Other Positions	25,612	29,629	30,903	31,144	30,987	31,245
Other	47,906	12,554	57,224	12,554	57,332	12,554
TOTAL - Personal Services	3,134,389	3,626,114	3,789,172	3,300,795	3,802,349	3,313,919
<u>Other Expenses</u>						
Advertising and Marketing	653	656	671	623	690	623
Books	15	15	15	14	15	14
DP Services, Rentals and Maintenance	7,030	7,070	7,232	6,716	7,442	6,716
Dues and Subscriptions	17,997	18,094	18,511	17,189	19,046	17,189
Fees for Non-Professional Services	52,080	52,650	53,870	50,033	55,425	50,033
Fees for Outside Professional Services	8,106	8,149	8,337	7,743	8,578	7,743
General Repairs	7,878	7,919	8,100	7,524	8,334	7,524
Maintenance and Motor Vehicle Supplies	2,413	2,426	2,529	2,305	2,576	2,305
Motor Vehicle Expenses	5,852	5,883	6,019	5,589	6,193	5,589
Office Supplies	18,367	18,465	18,889	17,542	19,435	17,542
Other Contractual Services	3,560	3,579	3,659	3,390	3,766	3,390

Postage	5,943	5,975	6,111	5,671	6,288	5,671
Printing & Binding	2,042	2,053	2,100	1,950	2,161	1,950
Rentals, Storage and Leasing	11,076	11,135	11,393	10,578	11,722	10,578
Sundry - Other Items	90	90	92	85	94	85
Telecommunication Services	12,407	12,471	12,758	11,847	13,126	11,847
Travel	7,534	7,575	7,748	7,196	7,972	7,196
<b>TOTAL - Other Expenses</b>	<b>163,043</b>	<b>164,205</b>	<b>168,034</b>	<b>155,995</b>	<b>172,863</b>	<b>155,995</b>
<i>Equipment</i>						
Equipment	1	1	1	0	1	0
<b>TOTAL - Equipment</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<i>Nonfunctional - Change to Accruals</i>	-3,897	22,567	22,567	0	22,567	0

**Character & Major Object Summary**

	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	3,134,389	3,626,114	3,789,172	3,804,709	3,300,795	3,802,349	3,819,410	3,313,919
Other Expenses	163,043	164,205	168,034	168,034	155,995	172,863	172,863	155,995
Capital Outlay	1	1	1	1	0	1	1	0
Nonfunctional - Change to Accruals	-3,897	22,567	22,567	22,567	0	22,567	22,567	0
<b>TOTAL - General Fund</b>	<b>3,293,536</b>	<b>3,812,887</b>	<b>3,979,774</b>	<b>3,995,311</b>	<b>3,456,790</b>	<b>3,997,780</b>	<b>4,014,841</b>	<b>3,469,914</b>
<b>Private Funds</b>								
Investment Trust FundCode	88,085,349	83,476,774	85,980,329	85,980,329	85,980,329	88,558,986	88,558,986	88,558,986
Second Injury FundCode	7,520,627	7,979,906	8,219,079	8,219,079	8,219,079	8,465,425	8,465,425	8,465,425
Unclaimed Property FundCode	5,403,563	5,492,800	5,657,438	5,657,438	5,657,438	5,827,010	5,827,010	5,827,010
Special Non-Appropriated Funds	458,959	99,142	0	0	0	0	0	0
<b>TOTAL - All Funds Net</b>	<b>123,718,210</b>	<b>120,733,392</b>	<b>123,313,710</b>	<b>123,329,247</b>	<b>122,790,726</b>	<b>126,910,575</b>	<b>126,927,636</b>	<b>126,382,709</b>

# STATE COMPTROLLER

## AGENCY DESCRIPTION

The responsibilities of the Office of the State Comptroller (OSC) include preparing all accounting statements relating to the financial condition of the state; providing for the financial reporting needs of the executive branch through the Core-CT computerized

system; paying all wages and salaries of state employees and retirees; and administering miscellaneous appropriations including the procurement of medical, dental and pharmacy benefits.

### **AGENCY PROGRAM INDEX**

OSC and Administrative Services  
Retirement Services

Accounting, Payroll and Financial Services  
Healthcare Services

### **RECOMMENDED SIGNIFICANT CHANGES**

<b>Reductions</b>	<u>2015-2016</u>	<u>2016-2017</u>
• Remove or Limit Inflation	-94,930	-215,815
• Annualize FY 2015 Rescissions	-500,000	-500,000
• Eliminate Funding for Twelve Vacancies	-1,034,101	-1,179,550
<b>Reallocations</b>	<u>2015-2016</u>	<u>2016-2017</u>
• Consolidate Statewide Appropriations for Estimated Change in Accruals	-150,072	-150,072

### **AGENCY PROGRAMS**

<b>Personnel Summary</b>	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	262	14	0	276	276	276	276	276
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<i>(Net of Reimbursements)</i>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
OSC and Administrative Services	3,562,934	3,921,888	4,660,201	4,141,644	3,766,913	4,127,374	4,109,683	3,689,346
Accounting, Payroll and Financial Services	14,979,944	15,932,185	19,118,480	18,221,098	17,314,375	19,101,306	17,798,807	16,727,059
Retirement Services	5,559,360	6,331,985	6,652,922	6,651,609	6,286,949	6,718,953	6,717,802	6,310,930
Healthcare Services	2,015,111	2,301,318	2,443,338	2,441,898	2,308,908	2,476,063	2,474,574	2,328,093
TOTAL Agency Programs - All Fund Gross	26,117,349	28,487,376	32,874,941	31,456,249	29,677,145	32,423,696	31,100,866	29,055,428
<u>Summary of Funding</u>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
General Fund	26,117,349	28,487,376	32,874,941	31,456,249	29,677,145	32,423,696	31,100,866	29,055,428
TOTAL Agency Programs - All Funds Net	26,117,349	28,487,376	32,874,941	31,456,249	29,677,145	32,423,696	31,100,866	29,055,428

## OFFICE OF THE STATE COMPTROLLER AND ADMINISTRATIVE SERVICES

### **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 monitor agency compliance with the state's accounting procedures, and conduct agency internal

control reviews and fact-finding activities at the request of the Comptroller.

**Program Description**

The Administrative Services Division consists of the Business Services, Support Services, Human Resources, Statewide Tuition/Travel/Training Reimbursement, and Fiscal Policy units. The division provides policy and program direction for administrative functions of the Office of the State Comptroller. The division

monitors legislative initiatives affecting the agency's budget and interprets constitutional and statutory provisions affecting state financial expenditures and revenues. It is also responsible for the production and distribution of paycheck and deposit advices for state employees and retirees, as well as checks for statewide accounts payable.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	36	0	0	36	36	36	36	36
<b>Financial Summary</b> <b>(Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	2,613,493	2,848,172	3,064,633	3,066,453	2,884,948	3,005,788	3,007,802	2,807,381
Other Expenses	949,441	904,073	1,425,925	925,118	881,965	951,943	951,808	881,965
<b>Capital Outlay</b>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<b>Pmts to Other than Local Govts</b>								
Governmental Accounting Standards Board	0	19,570	0	0	0	0	0	0
TOTAL - Pmts to Other than Local Govts	0	19,570	0	0	0	0	0	0
<b>Nonfunctional - Change to Accruals</b>								
	0	150,072	0	150,072	0	0	150,072	0
TOTAL - General Fund	3,562,934	3,921,888	4,490,559	4,141,644	3,766,913	3,957,732	4,109,683	3,689,346
TOTAL - All Funds	3,562,934	3,921,888	4,490,559	4,141,644	3,766,913	3,957,732	4,109,683	3,689,346

**ACCOUNTING, PAYROLL AND FINANCIAL SERVICES**

**Statutory Reference**

Article Fourth, State Constitution; C.G.S. Sections 3-112, 3-113, 3-115, 3-117, 3-119, 5-260, 5-261 and 5-262.

**Statement of Need and Program Objectives**

To manage and operate the Core-CT system. To provide, maintain, and modify an integrated central accounting system and preserve purchasing and expenditure integrity. 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. To record, analyze and report state expenditures and receipts. To publish all official financial reports of the state for compliance with legal and regulatory disclosure requirements.

**Program Description**

The *Accounts Payable Division* manages the centralized accounts payable function for the state, maintains the vendor profile database, issues IRS forms in accordance

with federal regulations, conducts post-transactional examinations of encumbrances and expenditures for compliance, and performs a variety of processing activities to satisfy federal or state requirements and Freedom of Information requests. The division enforces the statutory, regulatory and accounting provisions mandated by state and federal law and facilitates the execution of statutory grant programs for payment to municipalities and non-for-profit organizations.

The division also processes special payments such as tax-exempt bond funds, debt service, state legal settlements, land condemnations, human resource benefits, federal pass-throughs and state grants.

The *Payroll Services Division* pays all state employees and coordinates all payroll deductions, tax withholdings and social security contributions. It pre-audits and issues state employee and deduction checks on a bi-weekly basis and administers direct deposit programs.

The *Budget and Financial Analysis Division* performs the statewide accounting and financial reporting functions. The division posts, analyzes and reports state expenses and revenues by fund, department and account category inclusive of federal and other funding sources. The division also reports on the state's assets and liabilities. The division prepares analyses of the state's budget condition and projects the budget position to year's end on a monthly basis. The division operates the state accounting components of the Core-CT financial

system and is responsible for implementing financial modules and system upgrades

The *Information Technology Division* is an inter-agency team that supports and maintains Core-CT. Core-CT performs the state's accounting, accounts payable, accounts receivable, purchasing, billing, project management, human resource, time and attendance, payroll, and benefits administration functions.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	131	9	0	140	140	140	140	140
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	11,682,218	12,975,181	13,666,189	13,633,544	12,867,725	13,779,135	13,745,530	12,902,126
Other Expenses	3,033,043	2,957,004	5,471,861	4,587,554	4,446,650	5,341,741	4,053,277	3,824,933
<b>Capital Outlay</b>								
Equipment	0	0	0	0	0	0	0	0
TOTAL - Capital Outlay	0	0	0	0	0	0	0	0
<b>Pmts to Other than Local Govts</b>								
Governmental Accounting Standards Board	0	0	0	0	0	0	0	0
TOTAL - Pmts to Other than Local Govts	0	0	0	0	0	0	0	0
<b>Nonfunctional - Change to Accruals</b>	264,683	0	150,072	0	0	150,072	0	0
TOTAL - General Fund	14,979,944	15,932,185	19,288,122	18,221,098	17,314,375	19,270,948	17,798,807	16,727,059
TOTAL - All Funds	14,979,944	15,932,185	19,288,122	18,221,098	17,314,375	19,270,948	17,798,807	16,727,059

## RETIREMENT SERVICES

### Statutory References

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

### 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

The Retirement Services Division administers state pension plans serving more than 45,000 retirees, providing a comprehensive package of services including retirement counseling and administrative support to the Connecticut State Employees Retirement Commission.

The Retirement Services Division analyzes and implements statutory, collectively bargained, and federally mandated revisions to the pension plans within its jurisdiction. It plans, researches and develops new products based on retirement conditions and trends.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	70	1	0	71	71	71	71	71



<b>Financial Summary (Net of Reimbursements)</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	5,361,952	6,108,811	6,424,177	6,423,265	6,069,233	6,483,940	6,482,856	6,093,214
Other Expenses	197,408	223,174	228,745	228,344	217,716	235,013	234,946	217,716
TOTAL - General Fund	5,559,360	6,331,985	6,652,922	6,651,609	6,286,949	6,718,953	6,717,802	6,310,930
TOTAL - All Funds	5,559,360	6,331,985	6,652,922	6,651,609	6,286,949	6,718,953	6,717,802	6,310,930

## HEALTHCARE SERVICES

### 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 Healthcare Policy and Benefit Services Division is responsible for the procurement, administration, and

evaluation of all benefit programs for state employees and retirees. The division administers the Connecticut Partnership Plan, a program that offers employee health benefit plans to non-state public employers.

The division is also responsible for the administration of the Health Enhancement Program (HEP), which is designed to encourage preventive care and better maintain chronic conditions – with the ultimate goal of reducing more costly emergency care.

<b>Personnel Summary</b>	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<b>Permanent Full-Time Positions</b>								
General Fund	25	4	0	29	29	29	29	29
<b>Other Positions Equated to Full-Time</b>								
General Fund			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	2,008,494	2,296,146	2,438,047	2,436,607	2,303,862	2,470,619	2,469,130	2,323,047
Other Expenses	6,617	5,172	5,291	5,291	5,046	5,444	5,444	5,046
<b>Capital Outlay</b>								
Equipment	0	0	0	0	0	0	0	0
TOTAL - Capital Outlay	0	0	0	0	0	0	0	0
TOTAL - General Fund	2,015,111	2,301,318	2,443,338	2,441,898	2,308,908	2,476,063	2,474,574	2,328,093
TOTAL - All Funds	2,015,111	2,301,318	2,443,338	2,441,898	2,308,908	2,476,063	2,474,574	2,328,093

## AGENCY FINANCIAL SUMMARY - General Fund

### Current Expenses by Minor Object

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<b>Personal Services</b>						
Permanent Fulltime Positions	20,589,504	23,422,265	24,549,974	23,211,515	24,762,928	23,279,172
Other Positions	374,005	390,450	485,001	485,105	414,699	414,837
Other	591,124	165,595	294,459	165,595	295,644	165,595
Overtime	111,524	250,000	263,612	263,553	266,211	266,164
TOTAL - Personal Services	21,666,157	24,228,310	25,593,046	24,125,768	25,739,482	24,125,768
<b>Other Expenses</b>						
Advertising and Marketing	995	6,895	7,054	6,726	7,258	6,726
Agriculture, Horticulture, Dairy & Food	539	0	0	0	0	0
Books	359	279	284	272	293	272
DP Services, Rentals and Maintenance	3,001,567	2,929,129	5,443,743	4,419,457	5,312,465	3,797,740
Dues and Subscriptions	12,603	14,446	14,778	14,093	15,207	14,093
Fees for Non-Professional Services	79,190	87,856	90,698	85,707	92,625	85,707
Fees for Outside Professional Services	148,261	158,261	661,931	154,391	166,611	154,391

General Repairs	62,653	61,401	62,820	59,900	64,636	59,900
Maintenance and Motor Vehicle Supplies	5,327	6,613	6,855	6,451	7,004	6,451
Motor Vehicle Expenses	7,656	7,656	7,833	7,469	8,060	7,469
Office Supplies	207,952	120,706	123,504	117,754	127,073	117,754
Other Contractual Services	18,488	20,891	21,373	20,380	21,990	20,380
Postage	516,819	559,449	572,427	545,768	588,970	545,768
Printing & Binding	5,903	4,551	4,655	4,440	4,790	4,440
Rentals, Storage and Leasing	31,439	34,272	35,065	33,434	36,079	33,434
Sundry - Other Items	1,260	0	0	0	0	0
Telecommunication Services	81,003	76,600	78,375	74,727	80,640	74,727
Travel	4,495	418	427	408	440	408
<b>TOTAL - Other Expenses</b>	<b>4,186,509</b>	<b>4,089,423</b>	<b>7,131,822</b>	<b>5,551,377</b>	<b>6,534,141</b>	<b>4,929,660</b>

Equipment

Equipment	0	1	1	0	1	0
<b>TOTAL - Equipment</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

Pmts to Other Than Local Govts

Governmental Accounting Standards Bd	0	19,570	0	0	0	0
<b>TOTAL - Pmts to Other Than Local Govts</b>	<b>0</b>	<b>19,570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Nonfunctional - Change to Accruals

264,683	150,072	150,072	0	150,072	0
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**Character & Major Object Summary**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	21,666,157	24,228,310	25,593,046	25,559,869	24,125,768	25,739,482	25,705,318	24,125,768
Other Expenses	4,186,509	4,089,423	7,131,822	5,746,307	5,551,377	6,534,141	5,245,475	4,929,660
Capital Outlay	0	1	1	1	0	1	1	0
Pmts to Other than Local Govts	0	19,570	0	0	0	0	0	0
Nonfunctional - Change to Accruals	264,683	150,072	150,072	150,072	0	150,072	150,072	0
<b>TOTAL - General Fund</b>	<b>26,117,349</b>	<b>28,487,376</b>	<b>32,874,941</b>	<b>31,456,249</b>	<b>29,677,145</b>	<b>32,423,696</b>	<b>31,100,866</b>	<b>29,055,428</b>
<b>TOTAL - All Funds Net</b>	<b>26,117,349</b>	<b>28,487,376</b>	<b>32,874,941</b>	<b>31,456,249</b>	<b>29,677,145</b>	<b>32,423,696</b>	<b>31,100,866</b>	<b>29,055,428</b>



# DEPARTMENT OF REVENUE SERVICES

<http://www.ct.gov/drs>

## 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 administers 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.

## AGENCY PROGRAM INDEX

Audit  
Management Services

Collections & Enforcement

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions

	<u>2015-2016</u>	<u>2016-2017</u>
• Eliminate Funding for Fifteen Vacancies	-1,023,877	-1,023,877
• Annualize FY 2015 Rescissions	-625,000	-625,000
• Remove or Limit Inflation	-196,312	-445,039
• Eliminate the Collection and Litigation Contingency Fund Account	-94,294	-94,294

## AGENCY PROGRAMS

### Personnel Summary

	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	637	28	0	665	665	650	665	650
				FY 2014	FY 2015	FY 2016	FY 2016	FY 2017
<i>Other Positions Equated to Full-Time</i>				Actual	Estimated	Requested	Recommended	Requested
General Fund				0	0	0	0	0

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

	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Operations	3,481,284	3,380,916	3,459,343	2,759,343	2,680,916	3,559,317	2,859,317	2,680,916
Audit	1,244,263	1,233,262	1,260,811	1,260,811	1,201,464	1,295,612	1,295,612	1,201,464
Collections & Enforcement	358,042	347,718	423,241	422,241	413,718	436,287	434,194	415,625
Management Services	59,558,996	63,728,984	66,628,267	66,570,369	64,468,321	67,168,578	67,117,063	64,911,109
TOTAL Agency Programs - All Fund Gross	64,642,585	68,690,880	71,771,662	71,012,764	68,764,419	72,459,794	71,706,186	69,209,114
<i>Summary of Funding</i>								
General Fund	64,564,087	68,655,880	71,736,662	70,977,764	68,729,419	72,424,794	71,671,186	69,174,114
Federal Funds	78,498	35,000	35,000	35,000	35,000	35,000	35,000	35,000
TOTAL Agency Programs - All Funds Net	64,642,585	68,690,880	71,771,662	71,012,764	68,764,419	72,459,794	71,706,186	69,209,114

## 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 that support the program's objectives: the Operations Division and the Information Services Division.

Operations Division is responsible for annually collecting more than \$16.4 billion from more than 40 different tax sources and processing 4.3 million tax returns which 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 programs.

Information Services Division provides 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.

### Program Measure

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
Tax Returns processed/yr (000)	4,300	4,325	4,325	4,350
Permits/Decals issued (000)	32	32	32	32
Refund Processed	1,300,000	1,350,000	1,350,000	1,400,000
Payments on billings	176,775	177,000	180,000	180,000
Amount of payments on billings (\$000)	807,526	810,000	810,000	810,000
Tax return errors resolved with filing cycle (%)	95	95	95	95
Tax refunds issue without interest expense (%)	99.2	99.2	99.2	99.2
New Registrants	31,435	31,500	31,500	32,000
Returns filed electronically (included in total returns processed) (000)	3,045	3,500	3,500	3,500
Taxpayer customer service inquiries (000)	4,087	4,000	3,900	3,900
Inquiries resolved on self service basis (%)	91	92	92	92
Permits Renewed	48,437	48,000	48,000	48,000

### Personnel Summary

	06/30/2014		FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	0	0	0	0	0	0	0	0
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0

### Financial Summary

<i>(Net of Reimbursements)</i>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<i>General Fund</i>								
Other Expenses	3,481,284	3,380,916	3,459,343	2,759,343	2,680,916	3,559,317	2,859,317	2,680,916
TOTAL - General Fund	3,481,284	3,380,916	3,459,343	2,759,343	2,680,916	3,559,317	2,859,317	2,680,916
TOTAL - All Funds	3,481,284	3,380,916	3,459,343	2,759,343	2,680,916	3,559,317	2,859,317	2,680,916

## 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 six field audit units and five office units to conduct more than 60,000 audits annually.

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.

### Program Measure

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
Audit assessments (\$000)	345,000	350,000	350,000	350,000
Audits conducted (#)	60,000	45,000	45,000	45,000
Total audit refunds (#)	1,200	1,000	1,000	1,000
Total audit refund approved amount (\$000)	35,000	35,000	35,000	35,000
Average assessments per Audit (\$)	5,750	7,750	7,750	7,750

### Personnel Summary

	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	0	0	0	0	0	0	0	0
<i>Other Positions Equated to Full-Time</i>								
General Fund			FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
			0	0	0	0	0	0

### Financial Summary (Net of Reimbursements)

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	88	95	95	95	95	95	95	95
Other Expenses	1,217,577	1,182,469	1,210,018	1,210,018	1,182,469	1,244,819	1,244,819	1,182,469
<i>Other Current Expenses</i>								
Collection and Litigation Contingency Fund	2,788	31,798	31,798	31,798	0	31,798	31,798	0
TOTAL - Other Current Expenses	2,788	31,798	31,798	31,798	0	31,798	31,798	0
TOTAL - General Fund	1,220,453	1,214,362	1,241,911	1,241,911	1,182,564	1,276,712	1,276,712	1,182,564
<i>Additional Funds Available</i>								
<b>Federal Contributions</b>								
20205 Highway Planning & Construction	23,810	18,900	18,900	18,900	18,900	18,900	18,900	18,900
TOTAL - All Funds	1,244,263	1,233,262	1,260,811	1,260,811	1,201,464	1,295,612	1,295,612	1,201,464

## 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**

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.

Each year approximately 50,000 overdue accounts are referred for enforcement action. This includes 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 ID theft, refusal to file/pay trust-fund taxes, filing of fraudulent returns, and smuggling of contraband fuel, cigarettes, tobacco products and alcohol.

**Program Measure**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
SIS - Criminal Investigations Opened	379	384	389	393
SIS- Arrests	254	265	298	302
Tax Warrants	45000	50000	50000	50000
Past due tax revenue collected (\$000) (see note 1)	7388	7480	7573	7668

**Financial Summary  
(Net of Reimbursements)**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Other Expenses	358,042	347,718	423,241	422,241	413,718	436,287	434,194	415,625
TOTAL - General Fund	358,042	347,718	423,241	422,241	413,718	436,287	434,194	415,625
TOTAL - All Funds	358,042	347,718	423,241	422,241	413,718	436,287	434,194	415,625

**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 *Executive Office* sets departmental policy and direction, oversees legislative activities and legislatively mandated programs, and determines communications policy. The office includes the agency's affirmative action

program, internal audit, data security and business planning services.

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

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

activities include responding to taxpayer inquiries concerning bills, refunds, registration issues and general tax issues received by telephone, letter, in person and by e-mail. The division maintains and updates the department's Internet site and the taxpayer answer center.

The *Research Unit* analyzes, prepares and disseminates the statistics generated by the department, including preparation of the annual report and statistical overview of the income tax. In addition, the unit administers the neighborhood assistance act tax credit program.

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

representatives, as well as other divisions of the department.

The *Administrative Services* staff is responsible for budget development, reporting and monitoring. The Personnel and Payroll units administer the rules, regulations, contracts and directives concerning state employment and recruits staffing for the agency. The Records Unit is responsible for administering and maintaining the department's paper and electronic documents.

The *Litigation Division* represents the department in litigated tax appeals before the Tax Session of the Connecticut Superior Court. The Litigation Division is responsible for all aspects of these litigated tax appeals, including conducting discovery, filing and responding to pleadings, drafting and submitting pre- and post-trial memoranda of law and conducting all legal research related thereto, preparation of witnesses, conducting trials and drafting settlement agreements and closing documents.

**Program Measure**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
Appeals Hearings	1429	1450	1450	1450
Taxpayer Appeals - received/resolved	1490/1448	1590/1350	1670/1375	1750/1400
Appellate Gross Assessments resolved/yr (\$000)	53660	55000	55000	55000
Percentage of Appellate cases resolved (no litigation required)	99	98	98	98

**Personnel Summary**

	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	637	28	0	665	665	650	665	650
			FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Other Positions Equated to Full-Time</i>								
General Fund			0	0	0	0	0	0

**Financial Summary  
(Net of Reimbursements)**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	55,603,590	59,823,364	62,613,834	62,582,936	61,009,059	63,058,239	63,025,724	61,451,847
Other Expenses	3,622,605	3,518,162	3,626,975	3,599,975	3,443,162	3,722,881	3,703,881	3,443,162
<u>Capital Outlay</u>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<u>Other Current Expenses</u>								
Collection and Litigation Contingency Fund	5,479	62,496	62,496	62,496	0	62,496	62,496	0
TOTAL - Other Current Expenses	5,479	62,496	62,496	62,496	0	62,496	62,496	0
<u>Nonfunctional - Change to Accruals</u>	272,634	308,861	308,861	308,861	0	308,861	308,861	0
TOTAL - General Fund	59,504,308	63,712,884	66,612,167	66,554,269	64,452,221	67,152,478	67,100,963	64,895,009
<u>Additional Funds Available</u>								
<b>Federal Contributions</b>								
20205 Highway Planning & Construction	54,688	16,100	16,100	16,100	16,100	16,100	16,100	16,100

TOTAL - All Funds	59,558,996	63,728,984	66,628,267	66,570,369	64,468,321	67,168,578	67,117,063	64,911,109
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**AGENCY FINANCIAL SUMMARY - General Fund**

<b>Current Expenses by Minor Object</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	51,731,633	56,916,893	58,281,025	57,996,130	58,698,833	58,421,837
Other Positions	1,842,909	1,982,768	2,076,228	2,075,193	2,091,112	2,090,023
Other	1,749,321	622,748	1,941,436	622,748	1,950,889	622,748
Overtime	279,815	301,050	315,240	315,083	317,500	317,334
<b>TOTAL - Personal Services</b>	<b>55,603,678</b>	<b>59,823,459</b>	<b>62,613,929</b>	<b>61,009,154</b>	<b>63,058,334</b>	<b>61,451,942</b>
<u>Other Expenses</u>						
Agriculture, Horticulture, Dairy & Food	2,983	2,897	2,963	2,897	3,032	2,897
Books	3,161	3,070	3,141	3,070	3,232	3,070
DP Services, Rentals and Maintenance	3,676,497	3,570,501	3,653,330	2,970,501	3,758,913	2,970,501
Dues and Subscriptions	168,480	163,623	167,415	163,623	172,255	163,623
Fees for Non-Professional Services	66,393	64,479	65,973	64,479	67,880	64,479
Fees for Outside Professional Services	668,305	649,036	679,092	574,036	690,283	574,036
General Repairs	129,141	125,415	128,319	125,415	132,028	125,415
Maintenance and Motor Vehicle Supplies	45,584	44,269	46,135	44,269	47,014	44,269
Medical Supplies	3,602	3,498	3,579	3,498	3,682	3,498
Motor Vehicle Expenses	95,185	92,439	94,581	92,439	97,315	92,439
Office Supplies	248,371	241,208	258,798	241,208	265,931	241,208
Other Contractual Services	59,237	57,529	58,860	57,529	60,561	57,529
Postage	1,751,015	1,700,535	1,806,984	1,666,535	1,860,269	1,668,442
Printing & Binding	307,027	298,175	305,091	298,175	313,908	298,175
Rentals, Storage and Leasing	251,147	243,906	249,564	243,906	256,775	243,906
Sundry - Other Items	65,908	64,008	65,491	64,008	67,384	64,008
Telecommunication Services	596,022	578,838	592,263	578,838	609,376	578,838
Travel	520,378	505,374	517,096	505,374	532,039	505,374
Utility Services	21,072	20,465	20,902	20,465	21,427	20,465
<b>TOTAL - Other Expenses</b>	<b>8,679,508</b>	<b>8,429,265</b>	<b>8,719,577</b>	<b>7,720,265</b>	<b>8,963,304</b>	<b>7,722,172</b>
<u>Equipment</u>						
Equipment	0	1	1	0	1	0
<b>TOTAL - Equipment</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<u>Other Current Expenses</u>						
Collection and Litigation Contingency	8,267	94,294	94,294	0	94,294	0
<b>TOTAL - Other Current Expenses</b>	<b>8,267</b>	<b>94,294</b>	<b>94,294</b>	<b>0</b>	<b>94,294</b>	<b>0</b>
<u>Nonfunctional - Change to Accruals</u>	272,634	308,861	308,861	0	308,861	0

<b>Character &amp; Major Object Summary</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	55,603,678	59,823,459	62,613,929	62,583,031	61,009,154	63,058,334	63,025,819	61,451,942
Other Expenses	8,679,508	8,429,265	8,719,577	7,991,577	7,720,265	8,963,304	8,242,211	7,722,172
Capital Outlay	0	1	1	1	0	1	1	0
Other Current Expenses	8,267	94,294	94,294	94,294	0	94,294	94,294	0
Nonfunctional - Change to Accruals	272,634	308,861	308,861	308,861	0	308,861	308,861	0
<b>TOTAL - General Fund</b>	<b>64,564,087</b>	<b>68,655,880</b>	<b>71,736,662</b>	<b>70,977,764</b>	<b>68,729,419</b>	<b>72,424,794</b>	<b>71,671,186</b>	<b>69,174,114</b>
Federal and Other Activities	78,498	35,000	35,000	35,000	35,000	35,000	35,000	35,000
<b>TOTAL - All Funds Net</b>	<b>64,642,585</b>	<b>68,690,880</b>	<b>71,771,662</b>	<b>71,012,764</b>	<b>68,764,419</b>	<b>72,459,794</b>	<b>71,706,186</b>	<b>69,209,114</b>



# OFFICE OF GOVERNMENTAL ACCOUNTABILITY

## AGENCY DESCRIPTION

The Office of Governmental Accountability is comprised of agencies and programs whose primary mission is to foster honesty, integrity, and accountability within state government.

## AGENCY PROGRAM INDEX

OGA Central Administration Ethics Commission Judicial Review Council Office of the Child Advocate Contracting Standards Board	Elections Enforcement Commission Freedom of Information Commission Judicial Selection Office of the Victim Advocate Board of Firearms Permit Examiners
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## RECOMMENDED SIGNIFICANT CHANGES

<b>Reductions</b>	<u>2015-2016</u>	<u>2016-2017</u>
• Remove or Limit Inflation	-1,666	-3,795
• Implement Reduction Option Submitted by the Freedom of Information Commission	-5,000	-5,000
• Implement Reduction Option Submitted by the Office of State Ethics	-5,000	0
• Implement Reduction Option Submitted by the State Elections Enforcement Commission	-5,000	-5,000
• Reduce Expenses by Utilizing Cooperative Procurement Practices	-18,000	-18,000

## AGENCY PROGRAMS

<b>Personnel Summary</b>	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	82	7	0	89	90	90	90	90

<i>Other Positions Equated to Full-Time</i>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund	Actual	Estimated	Requested	Recommended	Requested	Recommended
	0	0	0	0	0	0

<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Office of the Child Advocate	552,452	643,848	715,088	673,332	670,332	720,864	674,474	671,474
Ethics Commission	1,395,491	1,537,350	1,674,844	1,674,844	1,669,844	1,711,905	1,711,905	1,711,905
Contracting Standards Board	124,812	302,263	302,263	316,368	314,368	302,263	316,932	314,932
Judicial Selection	81,498	89,956	94,600	94,600	93,100	94,779	94,779	93,279
Judicial Review Council	113,084	140,863	140,863	147,765	146,265	140,863	149,794	148,294
Office of the Victim Advocate	398,003	443,338	466,044	466,044	462,544	469,472	469,472	465,972
Board of Firearms Permit Examiners	81,214	120,591	129,459	129,459	127,959	129,922	129,922	128,422
Elections Enforcement Commission	3,040,068	3,439,860	3,636,915	3,636,915	3,631,915	3,700,456	3,700,456	3,695,456
Freedom of Information Commission	1,490,673	1,657,036	1,739,020	1,739,020	1,734,020	1,752,450	1,752,450	1,747,450
OGA Central Administration	807,834	925,123	1,013,729	989,729	928,688	1,029,741	1,005,241	942,071
<b>TOTAL Agency Programs - All Fund Gross</b>	<b>8,085,129</b>	<b>9,300,228</b>	<b>9,912,825</b>	<b>9,868,076</b>	<b>9,779,035</b>	<b>10,052,715</b>	<b>10,005,425</b>	<b>9,919,255</b>
<b><i>Summary of Funding</i></b>								
General Fund	8,085,129	9,300,228	9,912,825	9,868,076	9,779,035	10,052,715	10,005,425	9,919,255
<b>TOTAL Agency Programs - All Funds Net</b>	<b>8,085,129</b>	<b>9,300,228</b>	<b>9,912,825</b>	<b>9,868,076</b>	<b>9,779,035</b>	<b>10,052,715</b>	<b>10,005,425</b>	<b>9,919,255</b>

## CENTRAL ADMINISTRATION

### Statutory Reference

C.G.S. Section 1-300.

### Statement of Need and Program Objectives

To provide personnel, payroll, affirmative action, administrative and business office functions and information technology to the agency divisions so they may serve their constituents effectively.

### Program Description

Responsible for budget development and administration, fiscal support, human resource management, accounting, procurement, payroll, inventory, information technology assistance, telecommunications, and affirmative action planning.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	5	3	0	8	8	8	8	8
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<i>(Net of Reimbursements)</i>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	615,218	798,528	846,468	846,468	846,468	857,351	857,351	857,351
Other Expenses	102,099	72,220	112,886	88,886	82,220	118,015	93,515	84,720
<i>Capital Outlay</i>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<i>Nonfunctional - Change to Accruals</i>	90,517	54,374	54,374	54,374	0	54,374	54,374	0
TOTAL - General Fund	807,834	925,123	1,013,729	989,729	928,688	1,029,741	1,005,241	942,071
TOTAL - All Funds	807,834	925,123	1,013,729	989,729	928,688	1,029,741	1,005,241	942,071

## ELECTIONS ENFORCEMENT COMMISSION

### Statutory Reference

C.G.S. Section 9-7a, 9-7b, 9-7c and Chapters 155 through 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 enforcing election laws.

### Program Description

The commission conducts investigations concerning violations of state election laws. Civil enforcement sanctions, including monetary fines, may be imposed directly by the commission against violators of these laws.

The commission monitors compliance with campaign financing laws by auditing disclosure reports and

disseminating information and advice to candidates, political action committees (PACs) and political parties.

The commission is also responsible for the administration of the Citizens' Election Fund, which provides public grants to qualified candidates for statewide office and the General Assembly, and for the compliance of all contribution and expenditure limitations.

The staff prepares and distributes campaign guides for compliance with election financing laws. In addition, they conduct seminars for candidates, campaign treasurers, business, professional and labor organizations, other political action groups and party officials. They render formal and informal advisory opinions and rulings upon request and recommends revisions of election laws to the General Assembly.

<b>Personnel Summary</b> <i>Permanent Full-Time Positions</i>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	33	2	0	35	35	35	35	35
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0

<b>Financial Summary</b> <i>(Net of Reimbursements)</i>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended

**General Fund**

*Other Current Expenses*

Citizens' Election Fund Administration Account	1,528,275	1,948,699	2,054,254	2,054,254	0	2,103,036	2,103,036	0
Elections Enforcement Commission	1,511,793	1,491,161	1,582,661	1,582,661	3,631,915	1,597,420	1,597,420	3,695,456
TOTAL - Other Current Expenses	3,040,068	3,439,860	3,636,915	3,636,915	3,631,915	3,700,456	3,700,456	3,695,456
TOTAL - General Fund	3,040,068	3,439,860	3,636,915	3,636,915	3,631,915	3,700,456	3,700,456	3,695,456
TOTAL - All Funds	3,040,068	3,439,860	3,636,915	3,636,915	3,631,915	3,700,456	3,700,456	3,695,456

**OFFICE OF STATE ETHICS**

**Statutory Reference**

C.G.S. Chapter 10.

**Statement of Need and Program Objectives**

The Office of State Ethics (OSE) promotes integrity in government by providing advice, guidance and education to public officials, state employees and lobbyists; by interpreting and enforcing the applicable laws; by administering the lobbyist and financial disclosure filing systems; and by providing the public with access to non-exempt information.

**Program Description**

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

**Program Measure**

	FY 2014	FY 2015	FY 2016	FY 2017
	Actual	Estimated	Projected	Projected
Board Advisory Opinions	11	15	18	18
LEGAL ADVICE				
Staff communication (phone, email, written)	14,000	14,500	14,500	14,500
ENFORCEMENT				
Evaluations & Investigations	128	140	160	160
Matters Resolved	85	100	110	110
Penalties Collected	\$30,550	\$50,000	\$55,000	\$55,000
EDUCATION				
In-person trainings	35	50	65	65
On-Line and web-streaming training visits	3,500	4,000	4,750	4,750
FILINGS			0	0
Statement of Financial Interest filed	2,341	2,400	2,400	2,400
% of on-line SFI Filers	89%	92%	96%	96%
Lobbyists Registered	1,755	1,800	1,800	1,800

<b>Personnel Summary</b> <i>Permanent Full-Time Positions</i>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	15	0	0	15	15	15	15	15
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0

**Financial Summary  
(Net of Reimbursements)**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
<u>Other Current Expenses</u>								
Information Technology Initiatives	31,588	31,588	40,000	40,000	40,000	40,000	40,000	40,000
Office of State Ethics	1,363,903	1,505,762	1,634,844	1,634,844	1,629,844	1,671,905	1,671,905	1,671,905
TOTAL - Other Current Expenses	1,395,491	1,537,350	1,674,844	1,674,844	1,669,844	1,711,905	1,711,905	1,711,905
TOTAL - General Fund	1,395,491	1,537,350	1,674,844	1,674,844	1,669,844	1,711,905	1,711,905	1,711,905
TOTAL - All Funds	1,395,491	1,537,350	1,674,844	1,674,844	1,669,844	1,711,905	1,711,905	1,711,905

**FREEDOM OF INFORMATION COMMISSION**

**Statutory Reference**

C.G.S. Section 1-200 *et seq.*

**Statement of Need and Program Objectives**

To ensure that citizens 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**

To hear and decide citizen complaints and requests for declaratory rulings. The objective is to resolve cases

fairly, quickly and inexpensively. To this end, the commission attempts to resolve as many cases as possible without formal hearings by use of ombudsmen and its statutory powers to terminate meritless cases.

To inform and educate public officials and the public of their responsibilities and rights under the Freedom of Information Act, and conduct outreach to promote transparency and accountability in government.

To represent the commission, through staff counsel, in all court appeals and other litigation affecting the commission.

**Personnel Summary**

	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
Permanent Full-Time Positions								
General Fund	14	1	0	15	15	15	15	15
Other Positions Equated to Full-Time								
General Fund			0	0	0	0	0	0

**Financial Summary  
(Net of Reimbursements)**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
<u>Other Current Expenses</u>								
Freedom of Information Commission	1,490,673	1,657,036	1,739,020	1,739,020	1,734,020	1,752,450	1,752,450	1,747,450
TOTAL - Other Current Expenses	1,490,673	1,657,036	1,739,020	1,739,020	1,734,020	1,752,450	1,752,450	1,747,450
TOTAL - General Fund	1,490,673	1,657,036	1,739,020	1,739,020	1,734,020	1,752,450	1,752,450	1,747,450
TOTAL - All Funds	1,490,673	1,657,036	1,739,020	1,739,020	1,734,020	1,752,450	1,752,450	1,747,450

**JUDICIAL REVIEW**

**Statutory Reference**

C.G.S. Section 51-51k.

**Statement of Need and Program Objectives**

To investigate complaints of judicial misconduct made against state judges, family support magistrates and workers' compensation commissioners.

**PROGRAM DESCRIPTION**

The purpose of this agency is to help enforce high standards of judicial conduct on and off the bench in order to preserve the integrity of the court system and promote public confidence in the courts.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	1	0	0	1	1	1	1	1
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
<i>Other Current Expenses</i>								
Judicial Review Council	113,084	140,863	140,863	147,765	146,265	140,863	149,794	148,294
TOTAL - Other Current Expenses	113,084	140,863	140,863	147,765	146,265	140,863	149,794	148,294
TOTAL - General Fund	113,084	140,863	140,863	147,765	146,265	140,863	149,794	148,294
TOTAL - All Funds	113,084	140,863	140,863	147,765	146,265	140,863	149,794	148,294

## JUDICIAL SELECTION

### Statutory Reference

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

### Statement of Need and Program Objectives

To evaluate, investigate and recommend qualified candidates for consideration by the Governor for nomination as judges for the Superior Court, the Appellate Court and the Supreme Court.

### PROGRAM DESCRIPTION

The Judicial Selection Commission consists of twelve members. The commission develops a listing of qualified candidates by investigating and interviewing the candidates, including incumbent judges seeking appointment to a different court.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	1	0	0	1	1	1	1	1
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
<i>Other Current Expenses</i>								
Judicial Selection Commission	81,498	89,956	94,600	94,600	93,100	94,779	94,779	93,279
TOTAL - Other Current Expenses	81,498	89,956	94,600	94,600	93,100	94,779	94,779	93,279
TOTAL - General Fund	81,498	89,956	94,600	94,600	93,100	94,779	94,779	93,279
TOTAL - All Funds	81,498	89,956	94,600	94,600	93,100	94,779	94,779	93,279

## OFFICE OF THE CHILD ADVOCATE

### Statutory Reference

C.G.S. Sections 46a-13k through 46a-13q.

### Statement of Need and Program Objectives

To secure and ensure the legal, civil and special rights of children who reside in this state.

### Program Description

The Office of the Child Advocate (OCA) reviews the services provided to children by state agencies and investigates complaints against those agencies;

reviews the facilities and procedures of institutions where a juvenile has been placed by a state agency; recommends changes in policies and procedures concerning children including those regarding juvenile justice, child care, foster care and treatment; advocates for systemic reform and formal legal action in order to ensure the legal, civil and special rights of children; and provides training and technical assistance to attorneys representing children and guardians ad litem appointed by the Superior Court.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	6	0	0	6	6	6	6	6
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary</b> <b>(Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
<i>Other Current Expenses</i>								
Child Fatality Review Board	88,849	101,255	112,668	107,668	107,668	115,415	107,915	107,915
Office of the Child Advocate	463,603	542,593	602,420	565,664	562,664	605,449	566,559	563,559
TOTAL - Other Current Expenses	552,452	643,848	715,088	673,332	670,332	720,864	674,474	671,474
TOTAL - General Fund	552,452	643,848	715,088	673,332	670,332	720,864	674,474	671,474
TOTAL - All Funds	552,452	643,848	715,088	673,332	670,332	720,864	674,474	671,474

## OFFICE OF VICTIM ADVOCATE

### Statutory Reference

C.S.S. Sections 46a-13b, et seq.

### Statement of Need and Program Objectives

To provide oversight and advocacy when it has been determined the criminal justice or victim service delivery systems failed crime victims, works to promote the fair and just treatment of crime victims throughout the criminal justice process and helps ensure that the voices of crime victims play a central

role in Connecticut's response to violence and those victimized by crime.

### Program Description

The Office of the Victim Advocate protects and promotes the rights of crime victims through individual case advocacy; engages in multi-agency efforts to further the constitutional rights of crime victims and advocates for systemic reforms regarding victims' rights and services, legal action, public education and legislative advocacy.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	4	1	0	5	5	5	5	5
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary</b> <b>(Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
<i>Other Current Expenses</i>								
Office of Victim Advocate	398,003	443,338	466,044	466,044	462,544	469,472	469,472	465,972
TOTAL - Other Current Expenses	398,003	443,338	466,044	466,044	462,544	469,472	469,472	465,972
TOTAL - General Fund	398,003	443,338	466,044	466,044	462,544	469,472	469,472	465,972
TOTAL - All Funds	398,003	443,338	466,044	466,044	462,544	469,472	469,472	465,972

## STATE CONTRACTING STANDARDS BOARD

### Statutory Reference

C.G.S. Section 4e-1 through 47.

### Statement of Need and Program Objectives

To ensure integrity, consistency, and efficiencies in state contracting and procurement processes.

### Program Description

The State Contracting Standards Board functions as an oversight board, acting on contested awards and

procurements, requiring cost-benefit analyses by state contracting agencies before the utilization of privatization contracts, and ensuring compliance with state and federal procurement standards and statutes. The Board consists of 14 appointed members. The Chair of the Board is appointed by the Governor.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	2	0	0	2	2	2	2	2
<i>Other Positions Equated to Full-Time</i>			FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
General Fund			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
<i>Other Current Expenses</i>								
Contracting Standards Board	124,812	302,263	302,263	316,368	314,368	302,263	316,932	314,932
TOTAL - Other Current Expenses	124,812	302,263	302,263	316,368	314,368	302,263	316,932	314,932
TOTAL - General Fund	124,812	302,263	302,263	316,368	314,368	302,263	316,932	314,932
TOTAL - All Funds	124,812	302,263	302,263	316,368	314,368	302,263	316,932	314,932

## BOARD OF FIREARMS PERMIT EXAMINERS

### Statutory Reference

C.G.S. Sections 29-32b, 28-28 and 29-36f.

### Statement of Need and Program Objectives

To provide a means of appeal for any citizen aggrieved by any denial to issue or renew a pistol permit or revocation of a pistol permit issued, or refusal or failure of any issuing authority to furnish an application.

### Program Description

The Board of Firearms Permit Examiners functions as a civilian review board, acting on appeals due to the denial or revocation of pistol permit by a local Police Chief, First Selectman, or the Department of Emergency Services and Public Protection. The Board adjudicates appeals through civil administrative hearings.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	1	0	0	1	2	2	2	2
<i>Other Positions Equated to Full-Time</i>			FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
General Fund			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
<i>Other Current Expenses</i>								
Board of Firearms Permit Examiners	81,214	120,591	129,459	129,459	127,959	129,922	129,922	128,422
TOTAL - Other Current Expenses	81,214	120,591	129,459	129,459	127,959	129,922	129,922	128,422
TOTAL - General Fund	81,214	120,591	129,459	129,459	127,959	129,922	129,922	128,422
TOTAL - All Funds	81,214	120,591	129,459	129,459	127,959	129,922	129,922	128,422

**AGENCY FINANCIAL SUMMARY - General Fund**

**Current Expenses by Minor Object**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Personal Services</i>						
Permanent Fulltime Positions	570,242	779,028	825,798	825,798	836,416	836,416
Other Positions	0	14,500	15,370	15,370	15,567	15,567
Other	42,922	0	0	0	0	0
Overtime	2,054	5,000	5,300	5,300	5,368	5,368
<b>TOTAL - Personal Services</b>	<b>615,218</b>	<b>798,528</b>	<b>846,468</b>	<b>846,468</b>	<b>857,351</b>	<b>857,351</b>
<i>Other Expenses</i>						
Agriculture, Horticulture, Dairy & Food	328	1,200	1,227	1,200	1,255	1,200
DP Services, Rentals and Maintenance	50,635	24,981	45,560	36,481	43,798	38,981
Dues and Subscriptions	0	0	2,000	0	2,500	0
Fees for Non-Professional Services	2,797	2,800	2,864	1,300	2,947	1,300
Fees for Outside Professional Services	2,349	2,400	12,455	2,400	15,526	2,400
Maintenance and Motor Vehicle Supplies	1,300	1,400	1,432	1,400	1,473	1,400
Office Supplies	7,696	6,950	7,109	6,950	7,316	6,950
Other Contractual Services	14	25	25	25	26	25
Postage	2,629	3,000	3,069	3,000	3,158	3,000
Printing & Binding	299	350	358	350	368	350
Rentals, Storage and Leasing	10,483	10,700	10,947	10,700	11,264	10,700
Sundry - Other Items	2,007	2,000	6,546	2,000	7,605	2,000
Telecommunication Services	21,562	16,414	16,794	16,414	17,279	16,414
Travel	0	0	2,500	0	3,500	0
<b>TOTAL - Other Expenses</b>	<b>102,099</b>	<b>72,220</b>	<b>112,886</b>	<b>82,220</b>	<b>118,015</b>	<b>84,720</b>
<i>Equipment</i>						
Equipment	0	1	1	0	1	0
<b>TOTAL - Equipment</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<i>Other Current Expenses</i>						
Child Fatality Review Board	88,849	101,255	112,668	107,668	115,415	107,915
Information Technology Initiatives	31,588	31,588	40,000	40,000	40,000	40,000
Citizens' Election Fund Admin	1,528,275	1,948,699	2,054,254	0	2,103,036	0
Elections Enforcement Commission	1,511,793	1,491,161	1,582,661	3,631,915	1,597,420	3,695,456
Office of State Ethics	1,363,903	1,505,762	1,634,844	1,629,844	1,671,905	1,671,905
Freedom of Information Commission	1,490,673	1,657,036	1,739,020	1,734,020	1,752,450	1,747,450
Contracting Standards Board	124,812	302,263	302,263	314,368	302,263	314,932
Judicial Review Council	113,084	140,863	140,863	146,265	140,863	148,294
Judicial Selection Commission	81,498	89,956	94,600	93,100	94,779	93,279
Office of the Child Advocate	463,603	542,593	602,420	562,664	605,449	563,559
Office of Victim Advocate	398,003	443,338	466,044	462,544	469,472	465,972
Board of Firearms Permit Examiners	81,214	120,591	129,459	127,959	129,922	128,422
<b>TOTAL - Other Current Expenses</b>	<b>7,277,295</b>	<b>8,375,105</b>	<b>8,899,096</b>	<b>8,850,347</b>	<b>9,022,974</b>	<b>8,977,184</b>
<i>Nonfunctional - Change to Accruals</i>	90,517	54,374	54,374	0	54,374	0

**Character & Major Object Summary**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	615,218	798,528	846,468	846,468	846,468	857,351	857,351	857,351
Other Expenses	102,099	72,220	112,886	88,886	82,220	118,015	93,515	84,720
Capital Outlay	0	1	1	1	0	1	1	0
Other Current Expenses	7,277,295	8,375,105	8,899,096	8,878,347	8,850,347	9,022,974	9,000,184	8,977,184
Nonfunctional - Change to Accruals	90,517	54,374	54,374	54,374	0	54,374	54,374	0
<b>TOTAL - General Fund</b>	<b>8,085,129</b>	<b>9,300,228</b>	<b>9,912,825</b>	<b>9,868,076</b>	<b>9,779,035</b>	<b>10,052,715</b>	<b>10,005,425</b>	<b>9,919,255</b>
<b>TOTAL - All Funds Net</b>	<b>8,085,129</b>	<b>9,300,228</b>	<b>9,912,825</b>	<b>9,868,076</b>	<b>9,779,035</b>	<b>10,052,715</b>	<b>10,005,425</b>	<b>9,919,255</b>



# OFFICE OF POLICY AND MANAGEMENT

<http://www.ct.gov/opm>

## 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.

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

Areas in which OPM 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  
Intergovernmental Policy

Policy Development, Coordination & Implementation

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2015-2016</u>	<u>2016-2017</u>	
<b>Reductions</b>			
• Reduce Other Expenses to FY 2014 Levels	-680,087	-632,908	
• Reduce Funding for the Criminal Justice Information System	-668,032	-283,504	
<i>Carryforward of unexpended funds from FY 2015 reduces the need for funding in the biennium.</i>			
• Annualize FY 2015 Rescissions	-167,277	-167,277	
• Remove or Limit Inflation	-40,307	-91,699	
	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	
<b>Current Services</b>			
• Sunset Funding for Municipal Aid Adjustment	-3,608,728	-3,608,728	
• Sunset Funding for Youth Services Prevention Grants	-3,600,000	-3,600,000	
• Fund Caseload Change in the Tax Relief for Elderly Renters Program	-1,209,269	490,731	
• Sunset Funding for the Property Tax Relief Program	-1,126,814	-1,126,814	
• Reduce Funding for Tax Relief for Elderly Freeze Program	-51,400	-51,400	
	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	
<b>Reallocations</b>			
• Consolidate Statewide Appropriations for Estimated Change in Accruals	-74,987	-74,987	
• Consolidate Funding for Focus Deterrence into the Project Longevity Account	0	0	
	<b><u>2015-2016</u></b>	<b><u>2016-2017</u></b>	<b><u>2017-2018</u></b>
<b>Expansions</b>			
• Provide Funding for Second Chance Society Initiative	35,000	35,000	35,000
<i>Planning money is provided to develop a Connecticut program to assist nonprofits in hiring ex-offenders.</i>			

## AGENCY PROGRAMS

<b>Personnel Summary</b>								
	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	102	22	1	125	125	125	125	125
Insurance Fund	2	0	0	2	2	2	2	2
 <i>Other Positions Equated to Full-Time</i>								
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			2	2	2	2	2	2
Insurance Fund			0	0	0	0	0	0
 <b>Agency Programs by Total Funds (Net of Reimbursements)</b>								
	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Office of the Secretary and Administrative Support	4,147,024	2,833,501	3,009,763	2,943,061	2,831,768	3,021,955	2,955,717	2,843,148
Policy Development, Coordination and Implementation	24,265,870	26,928,050	20,793,633	20,253,060	18,993,726	20,052,234	19,512,173	18,628,578
Intergovernmental Policy	337,360,851	359,358,387	345,048,995	341,706,584	341,487,725	345,664,454	342,135,492	341,922,485
TOTAL Agency Programs - All Fund Gross	365,773,745	389,119,938	368,852,391	364,902,705	363,313,219	368,738,643	364,603,382	363,394,211
<u>Summary of Funding</u>								
General Fund	241,517,161	292,460,989	287,870,080	283,924,551	282,341,361	290,411,752	286,281,080	285,078,205
Insurance Fund	387,398	494,454	527,745	523,588	517,292	531,661	527,072	520,776
Mashantucket Pequot and Mohegan Fund	61,670,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907
Federal Funds	10,916,981	10,831,365	6,832,359	6,832,359	6,832,359	5,487,464	5,487,464	5,487,464
Private Funds	51,281,298	23,553,223	11,842,300	11,842,300	11,842,300	10,527,859	10,527,859	10,527,859
TOTAL Agency Programs - All Funds Net	365,773,745	389,119,938	368,852,391	364,902,705	363,313,219	368,738,643	364,603,382	363,394,211

## 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 for 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

As chief financial and policy advisor to the Governor, the Secretary 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.

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 of Administration provides support services in the areas of accounting and audit, business operations, human resources, and information and telecommunication systems.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	27	6	0	33	33	33	33	33
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			1	1	1	1	1	1
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<i>(Net of Reimbursements)</i>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	2,712,259	2,544,780	2,744,484	2,677,782	2,677,782	2,750,131	2,683,893	2,683,893
Other Expenses	133,399	234,505	239,660	239,660	146,686	246,205	246,205	151,955
<b>Capital Outlay</b>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<b>Other Current Expenses</b>								
Litigation Settlement Costs	732,716	0	0	0	0	0	0	0
TOTAL - Other Current Expenses	732,716	0	0	0	0	0	0	0
<b>Nonfunctional - Change to Accruals</b>								
TOTAL - General Fund	3,674,050	2,797,604	3,002,463	2,935,761	2,824,468	3,014,655	2,948,417	2,835,848
<b>Additional Funds Available</b>								
Private Funds	472,974	35,897	7,300	7,300	7,300	7,300	7,300	7,300
TOTAL - All Funds	4,147,024	2,833,501	3,009,763	2,943,061	2,831,768	3,021,955	2,955,717	2,843,148

## POLICY DEVELOPMENT, COORDINATION AND IMPLEMENTATION

### Statutory Reference

C.G.S. Sections 4-65a and 5-200.

### Statement of Need and Program Objectives

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

### Program Description

Five divisions of OPM participate in a comprehensive program of resource allocation, planning, policy analysis, management improvement, financial management

improvement, and program evaluation that assists the Governor and the Secretary in formulating and implementing strategies, priorities and programs.

The *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. The division also 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.

The *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. The division also manages federal and state grant programs: (a) to improve the criminal justice system response to violent crime, domestic violence, sexual assault and drug crime as well as assists local municipalities with implementing specialized law enforcement initiatives; (b) to implement and support juvenile justice and positive youth development grants to schools, state and non-profit agencies; and (c) to improve the state's major criminal justice record repositories through the National Criminal History Improvement Program (NCHIP).

The *Office of Finance* evaluates, makes recommendations and works to improve the financial management practices and analytical capabilities of the state and its agencies. The office also establishes policies and provides strategic direction related to the statewide efforts to increase operational effectiveness and efficiency through process improvement methods; the state's information technology systems; state agency personal service agreements and health and

human service purchase of service contracts; and the use of state-owned or leased property through development of the State Capital and Facility Plan and other actions.

The *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.

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

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	55	12	0	67	67	67	67	67
Insurance Fund	2	0	0	2	2	2	2	2
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
Insurance Fund			1	1	1	1	1	1
			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	6,483,429	7,801,277	8,628,843	8,546,659	8,546,659	8,653,625	8,583,790	8,583,790
Other Expenses	875,545	1,318,186	1,470,339	1,468,845	980,028	1,458,807	1,460,134	962,528
<b>Other Current Expenses</b>								
Automated Budget System and Data Base Link	46,040	49,706	49,706	49,706	47,221	49,706	49,706	47,221
Cash Management Improvement Act	0	91	91	91	0	91	91	0
Justice Assistance Grants	671,738	1,074,151	1,074,605	1,075,874	1,022,167	1,074,623	1,075,939	1,022,232
Criminal Justice Information System	820,413	482,700	1,122,039	668,032	0	1,735,792	1,267,512	984,008
Youth Services Prevention	3,341,116	3,600,000	0	0	0	0	0	0
Project Longevity	0	525,000	525,000	525,000	1,000,000	525,000	525,000	1,000,000
TOTAL - Other Current Expenses	4,879,307	5,731,648	2,771,441	2,318,703	2,069,388	3,385,212	2,918,248	3,053,461
<u>Pmts to Local Governments</u>								

Focus Deterrence	550,659	475,000	475,000	475,000	0	475,000	475,000	0
TOTAL - Pmts to Local Governments	550,659	475,000	475,000	475,000	0	475,000	475,000	0
<u>Nonfunctional - Change to Accruals</u>	0	39,906	39,906	39,906	0	39,906	39,906	0
TOTAL - General Fund	12,788,940	15,366,017	13,385,529	12,849,113	11,596,075	14,012,550	13,477,078	12,599,779
<b>Insurance Fund</b>								
Personal Services	221,532	291,800	307,292	312,051	312,051	309,311	313,882	313,882
Other Expenses	447	500	5,750	5,750	5,750	6,012	6,012	6,012
<u>Other Current Expenses</u>								
Fringe Benefits	161,810	195,858	208,407	199,491	199,491	210,042	200,882	200,882
TOTAL - Other Current Expenses	161,810	195,858	208,407	199,491	199,491	210,042	200,882	200,882
<u>Nonfunctional - Change to Accruals</u>	3,609	6,296	6,296	6,296	0	6,296	6,296	0
TOTAL - Insurance Fund	387,398	494,454	527,745	523,588	517,292	531,661	527,072	520,776
<u>Additional Funds Available</u>								
Private Funds	172,551	236,214	48,000	48,000	48,000	20,559	20,559	20,559
<b>Federal Contributions</b>								
16017 Sexual Assault Services Program	202,398	139,691	125,000	125,000	125,000	125,000	125,000	125,000
16523 Juvenile Accountability Incentive Blck	246,654	812,536	406,180	406,180	406,180	107,399	107,399	107,399
16540 Juv Just & Delinquency Prev Alloc	527,812	795,829	400,000	400,000	400,000	300,000	300,000	300,000
Stat								
16548 Title V Delinquency Prevention Program	62,473	0	0	0	0	0	0	0
16554 National Criminal History Improvement Pgm	-113,461	336,060	0	0	0	0	0	0
16580 Byrne Memorial State & Local Law Enforcement	2,144,540	571,975	0	0	0	0	0	0
16588 Violence Against Women Formula Grants	1,020,220	2,242,404	2,132,481	2,132,481	2,132,481	950,000	950,000	950,000
16590 Encourage Arrest Policies & Protection Orders	213,350	460,426	450,000	450,000	450,000	450,000	450,000	450,000
16593 Res Subs Abuse Trtmt State Prisoners	211,872	196,807	163,703	163,703	163,703	215,065	215,065	215,065
16607 Bulletproof Vest Partnership Program	115,810	0	0	0	0	0	0	0
16727 Enforcing Underage Drinking Laws Pgm	167,377	24,639	0	0	0	0	0	0
16734 Spec Data Collections & Statistic Studies	68,547	71,374	70,000	70,000	70,000	0	0	0
16738 E Byrne Memorial Justice Assistance Grant	3,700,335	4,136,617	2,944,995	2,944,995	2,944,995	3,200,000	3,200,000	3,200,000
16751 Edward Byrne Memorial Competitive Grant Program	140,506	364,043	140,000	140,000	140,000	140,000	140,000	140,000
16803 American Recovery/Reinvestment Act of 2009 (JAG)	165,756	0	0	0	0	0	0	0
16813 NICS Act Record Improvement Program	1,219,228	678,964	0	0	0	0	0	0
93624 Aca - State Innovation Models: Funding For Model D	823,564	0	0	0	0	0	0	0
TOTAL - All Funds	24,265,870	26,928,050	20,793,633	20,253,060	18,993,726	20,052,234	19,512,173	18,628,578

## INTERGOVERNMENTAL POLICY

### Statutory Reference

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

### Statement of Need and Program Objectives

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

### Program Description

The *Intergovernmental Policy Division* assists in formulating state policy pertaining to the relationship between the state and Connecticut's municipalities and regional planning organizations, and maintains ongoing relationships with municipal officials and regional stakeholders; administers and manages municipal and regional grants and local property tax relief programs; measures the property tax wealth of municipalities used in the distribution of certain state grants; monitors the financial conditions of the state's municipalities through review and analysis of audit reports and budget data to determine those encountering significant financial problems and 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; and coordinates

state agency efforts under the Connecticut Environmental Policy Act (CEPA).

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	20	4	1	25	25	25	25	25
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	1,493,506	1,678,217	1,762,301	1,761,738	1,761,738	1,771,828	1,771,267	1,771,267
Other Expenses	172,472	543,092	655,091	298,091	89,699	661,470	304,470	101,930
<u>Pmts to Other than Local Govts</u>								
Tax Relief for Elderly Renters	0	28,409,269	30,184,848	27,200,000	27,200,000	32,071,401	28,900,000	28,900,000
TOTAL - Pmts to Other than Local Govts	0	28,409,269	30,184,848	27,200,000	27,200,000	32,071,401	28,900,000	28,900,000
<u>Pmts to Local Governments</u>								
Reimbursement to Towns for Loss of Taxes on State Property	73,641,646	83,641,646	83,641,646	83,641,646	83,641,646	83,641,646	83,641,646	83,641,646
Reimbursements to Towns for Loss of Taxes on Private Tax-Exempt Property	115,431,737	125,431,737	125,431,737	125,431,737	125,431,737	125,431,737	125,431,737	125,431,737
Reimbursement Property Tax - Disability Exemption	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Distressed Municipalities	5,800,000	5,800,000	5,800,000	5,800,000	5,800,000	5,800,000	5,800,000	5,800,000
Property Tax Relief Elderly Circuit Breaker	20,505,900	20,505,900	20,505,900	20,505,900	20,505,900	20,505,900	20,505,900	20,505,900
Property Tax Relief Elderly Freeze Program	171,356	171,400	120,000	120,000	120,000	120,000	120,000	120,000
Property Tax Relief for Veterans	2,970,098	2,970,098	2,970,098	2,970,098	2,970,098	2,970,098	2,970,098	2,970,098
Property Tax Relief	0	1,126,814	0	0	0	0	0	0
Municipal Aid Adjustment	4,467,456	3,608,728	0	0	0	0	0	0
TOTAL - Pmts to Local Governments	223,388,193	243,656,323	238,869,381	238,869,381	238,869,381	238,869,381	238,869,381	238,869,381
<u>Nonfunctional - Change to Accruals</u>	0	10,467	10,467	10,467	0	10,467	10,467	0
TOTAL - General Fund	225,054,171	274,297,368	271,482,088	268,139,677	267,920,818	273,384,547	269,855,585	269,642,578
<b>Mashantucket Pequot and Mohegan Fund</b>								
<u>Pmts to Local Governments</u>								
Grants to Towns	61,670,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907
TOTAL - Pmts to Local Governments	61,670,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907
TOTAL - Mashantucket Pequot and Mohegan Fund	61,670,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907
<u>Additional Funds Available</u>								
Private Funds	50,635,773	23,281,112	11,787,000	11,787,000	11,787,000	10,500,000	10,500,000	10,500,000
TOTAL - All Funds	337,360,851	359,358,387	345,048,995	341,706,584	341,487,725	345,664,454	342,135,492	341,922,485

**AGENCY FINANCIAL SUMMARY - General Fund**

<b>Current Expenses by Minor Object</b>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	10,118,835	11,885,128	12,989,986	12,840,723	13,029,595	12,892,962
Other Positions	108,371	112,875	119,020	118,846	119,340	119,349
Other	427,632	19,644	19,644	19,644	19,644	19,644
Overtime	34,356	6,627	6,978	6,966	7,005	6,995
TOTAL - Personal Services	10,689,194	12,024,274	13,135,628	12,986,179	13,175,584	13,038,950
<u>Other Expenses</u>						
Advertising and Marketing	5,124	5,500	5,627	3,441	5,790	3,564
Agriculture, Horticulture, Dairy & Food	0	1,000	1,022	625	1,046	648
Books	459	600	613	376	631	389
DP Services, Rentals and Maintenance	72,429	73,125	553,816	166,247	505,979	120,714
Dues and Subscriptions	43,369	49,360	50,502	30,874	51,961	31,986
Fees for Non-Professional Services	71,940	91,080	93,188	56,971	95,879	59,023
Fees for Outside Professional Services	651,987	1,143,513	1,170,040	669,937	1,203,852	703,052

General Repairs	9,780	50,910	52,088	31,846	53,592	32,991
Maintenance and Motor Vehicle Supplies	939	1,000	1,042	626	1,062	648
Medical Supplies	142	150	153	94	157	98
Motor Vehicle Expenses	2,296	4,835	4,946	3,025	5,088	3,132
Office Supplies	35,655	76,100	77,573	47,600	79,453	49,313
Other Contractual Services	72,231	75,950	77,710	47,507	79,956	49,217
Postage	14,282	14,340	14,670	8,971	15,092	9,296
Printing & Binding	18,438	24,400	24,964	15,263	25,686	15,812
Reimbursements	101,579	344,555	94,555	10,836	94,555	11,226
Rentals, Storage and Leasing	42,954	52,980	54,207	33,139	55,774	34,331
Sundry - Other Items	9,257	14,750	15,091	44,225	15,526	44,558
Telecommunication Services	13,992	25,610	26,194	16,024	26,955	16,599
Travel	14,563	46,025	47,089	28,786	48,448	29,816
TOTAL - Other Expenses	1,181,416	2,095,783	2,365,090	1,216,413	2,366,482	1,216,413

Equipment

Equipment	0	1	1	0	1	0
TOTAL - Equipment	0	1	1	0	1	0

Other Current Expenses

Litigation Settlement Costs	732,716	0	0	0	0	0
Automated Budget Sys & Database Lnk	46,040	49,706	49,706	47,221	49,706	47,221
Cash Management Improvement Act	0	91	91	0	91	0
Justice Assistance Grants	671,738	1,074,151	1,074,605	1,022,167	1,074,623	1,022,232
Criminal Justice Information System	820,413	482,700	1,122,039	0	1,735,792	984,008
Youth Services Prevention	3,341,116	3,600,000	0	0	0	0
Project Longevity	0	525,000	525,000	1,000,000	525,000	1,000,000
TOTAL - Other Current Expenses	5,612,023	5,731,648	2,771,441	2,069,388	3,385,212	3,053,461

Pmts to Other Than Local Govts

Tax Relief for Elderly Renters	0	28,409,269	30,184,848	27,200,000	32,071,401	28,900,000
TOTAL - Pmts to Other Than Local Govts	0	28,409,269	30,184,848	27,200,000	32,071,401	28,900,000

Pmts to Local Governments

Loss of Taxes on State Property	73,641,646	83,641,646	83,641,646	83,641,646	83,641,646	83,641,646
Loss Taxes Private Tax-Exempt Property	115,431,737	125,431,737	125,431,737	125,431,737	125,431,737	125,431,737
Reimb Property Tax-Disability Exempt	400,000	400,000	400,000	400,000	400,000	400,000
Distressed Municipalities	5,800,000	5,800,000	5,800,000	5,800,000	5,800,000	5,800,000
Prop Tax Relief Elder-Circuit Breaker	20,505,900	20,505,900	20,505,900	20,505,900	20,505,900	20,505,900
Prop Tax Relief Elderly Freeze Program	171,356	171,400	120,000	120,000	120,000	120,000
Property Tax Relief for Veterans	2,970,098	2,970,098	2,970,098	2,970,098	2,970,098	2,970,098
Property Tax Relief	0	1,126,814	0	0	0	0
Focus Deterrence	550,659	475,000	475,000	0	475,000	0
Municipal Aid Adjustment	4,467,456	3,608,728	0	0	0	0
TOTAL - Pmts to Local Governments	223,938,852	244,131,323	239,344,381	238,869,381	239,344,381	238,869,381

Nonfunctional - Change to Accruals

95,676	68,691	68,691	0	68,691	0
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**AGENCY FINANCIAL SUMMARY - Insurance Fund**

**Current Expenses by Minor Object**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	217,282	241,800	257,292	262,051	259,311	263,882
Other Positions	2,472	0	0	0	0	0
Reimbursements	1,778	50,000	50,000	50,000	50,000	50,000
TOTAL - Personal Services	221,532	291,800	307,292	312,051	309,311	313,882
<u>Other Expenses</u>						
Sundry - Other Items	0	0	5,250	5,250	5,512	5,512
Travel	447	500	500	500	500	500
TOTAL - Other Expenses	447	500	5,750	5,750	6,012	6,012
<u>Other Current Expenses</u>						
Fringe Benefits	161,810	195,858	208,407	199,491	210,042	200,882
TOTAL - Other Current Expenses	161,810	195,858	208,407	199,491	210,042	200,882
<u>Nonfunctional - Change to Accruals</u>						
3,609	6,296	6,296	0	6,296	0	

**AGENCY FINANCIAL SUMMARY - Mashantucket Pequot and Mohegan Fund**

**Current Expenses by Minor Object**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Pmts to Local Governments</i>						
Grants to Towns	61,670,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907
TOTAL - Pmts to Local Governments	61,670,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907

**Character & Major Object Summary**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	10,689,194	12,024,274	13,135,628	12,986,179	12,986,179	13,175,584	13,038,950	13,038,950
Other Expenses	1,181,416	2,095,783	2,365,090	2,006,596	1,216,413	2,366,482	2,010,809	1,216,413
Capital Outlay	0	1	1	1	0	1	1	0
Other Current Expenses	5,612,023	5,731,648	2,771,441	2,318,703	2,069,388	3,385,212	2,918,248	3,053,461
Pmts to Other than Local Govts	0	28,409,269	30,184,848	27,200,000	27,200,000	32,071,401	28,900,000	28,900,000
Pmts to Local Governments	223,938,852	244,131,323	239,344,381	239,344,381	238,869,381	239,344,381	239,344,381	238,869,381
Nonfunctional - Change to Accruals	95,676	68,691	68,691	68,691	0	68,691	68,691	0
TOTAL - General Fund	241,517,161	292,460,989	287,870,080	283,924,551	282,341,361	290,411,752	286,281,080	285,078,205
<b>Insurance Fund</b>								
Personal Services	221,532	291,800	307,292	312,051	312,051	309,311	313,882	313,882
Other Expenses	447	500	5,750	5,750	5,750	6,012	6,012	6,012
Other Current Expenses	161,810	195,858	208,407	199,491	199,491	210,042	200,882	200,882
Nonfunctional - Change to Accruals	3,609	6,296	6,296	6,296	0	6,296	6,296	0
TOTAL - Insurance Fund	387,398	494,454	527,745	523,588	517,292	531,661	527,072	520,776
<b>Mashantucket Pequot and Mohegan Fund</b>								
Pmts to Local Governments	61,670,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907
TOTAL - Mashantucket Pequot and Mohegan Fund	61,670,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907	61,779,907
<b>Federal and Other Activities</b>								
Federal and Other Activities	10,916,981	10,831,365	6,832,359	6,832,359	6,832,359	5,487,464	5,487,464	5,487,464
Private Funds	51,281,298	23,553,223	11,842,300	11,842,300	11,842,300	10,527,859	10,527,859	10,527,859
TOTAL - All Funds Net	365,773,745	389,119,938	368,852,391	364,902,705	363,313,219	368,738,643	364,603,382	363,394,211



# DEPARTMENT OF VETERANS' AFFAIRS

## AGENCY DESCRIPTION

The mission of the Department of Veterans' Affairs is "serving those who served" through the assessment of veterans' needs and identification of necessary resources and supports. In addition, the agency advocates for federal, state and local laws, claims representation, counseling, employment services, financial rights, privileges and benefits for Connecticut veterans and their families who are and have been members of the Armed Forces of the United States.

## AGENCY PROGRAM INDEX

Office of the Commissioner  
Veterans' Health Care Services

Office of Advocacy & Assistance  
Residential and Rehabilitative Services

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2015-2016</u>	<u>2016-2017</u>
<b>Reductions</b>		
• Annualize FY 2015 Rescissions	-787,249	-787,249
• Remove or Limit Inflation	-129,798	-292,878
• Adjust Funding for the American Legion to Reflect Ongoing Costs	-41,690	-41,690
• Fund Equipment Through CEPF	-1	-1
<b>Reallocations</b>	<u>2015-2016</u>	<u>2016-2017</u>
• Reallocate Veterans' Substance Abuse Programming to DMHAS <i>Five positions and associated funding will be transferred to support this change.</i>	-351,574	-351,574
• Consolidate Statewide Appropriations for Estimated Change in Accruals	-121,794	-121,794

## AGENCY PROGRAMS

<b>Personnel Summary</b>	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	233	15	0	248	248	243	248	243
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Office of Advocacy & Assistance	935,865	1,016,011	1,071,858	1,072,072	920,298	1,085,303	1,085,567	933,501
Office of the Commissioner	12,523,739	13,783,956	14,305,343	14,223,929	13,689,040	14,480,599	14,396,094	13,749,880
Veterans' Health Care Services	13,986,364	14,091,819	14,677,316	14,676,203	14,434,036	14,832,435	14,831,594	14,538,213
Residential and Rehabilitative Services	1,512,627	1,740,182	1,800,483	1,800,712	1,297,436	1,808,376	1,808,635	1,305,110
TOTAL Agency Programs - All Fund Gross	28,958,595	30,631,968	31,855,000	31,772,916	30,340,810	32,206,713	32,121,890	30,526,704
<b>Summary of Funding</b>								
General Fund	28,041,723	29,416,968	30,640,000	30,557,916	29,125,810	30,991,713	30,906,890	29,311,704
Private Funds	916,872	1,215,000	1,215,000	1,215,000	1,215,000	1,215,000	1,215,000	1,215,000
TOTAL Agency Programs - All Funds Net	28,958,595	30,631,968	31,855,000	31,772,916	30,340,810	32,206,713	32,121,890	30,526,704

## OFFICE OF THE COMMISSIONER

### Statutory Reference

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

### Statement of Need and Program Objectives

To guide the development of agency policy as well as provide administrative direction and support. To ensure compliance with laws, rules and regulations governing the operations of the department through the establishment, revision and distribution of agency policies and by reviewing the procedures used to implement those policies. To provide support to veterans and collaborate with other agencies and organizations to end veterans' homelessness in Connecticut.

### Program Description

The Office of the Commissioner is tasked with administrative authority for the department. It also provides outreach to veterans and community agencies, acts as a liaison to legislative authorities and veterans service organizations, assesses the efficiency of programs, and evaluates and develops new initiatives to better serve 277,000 Connecticut veterans and their families. The Office of the Commissioner also provides overall administrative support to all agency programs through human resource activities, fiscal/administrative services and information technology services. In addition, the Office of the Commissioner provides comprehensive short and long-term planning services, ensures compliance with regulations and is responsible for safety compliance and security.

### Personnel Summary

	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
Permanent Full-Time Positions								
General Fund	112	6	0	118	118	118	118	118
Other Positions Equated to Full-Time								
General Fund			0	0	0	0	0	0

### Financial Summary (Net of Reimbursements)

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	7,995,450	8,540,261	8,894,762	8,893,581	8,742,331	8,956,286	8,954,421	8,803,171
Other Expenses	3,415,572	3,616,700	3,783,586	3,703,353	3,483,199	3,897,318	3,814,678	3,483,199
<u>Capital Outlay</u>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<u>Other Current Expenses</u>								
Support Services for Veterans	180,498	180,500	180,500	180,500	180,500	180,500	180,500	180,500
SSMF Administration	0	635,000	635,000	635,000	593,310	635,000	635,000	593,310
TOTAL - Other Current Expenses	180,498	815,500	815,500	815,500	773,810	815,500	815,500	773,810
<u>Pmts to Other than Local Govts</u>								
Burial Expenses	7,200	7,200	7,200	7,200	7,200	7,200	7,200	7,200
Headstones	272,780	332,500	332,500	332,500	332,500	332,500	332,500	332,500
TOTAL - Pmts to Other than Local Govts	279,980	339,700	339,700	339,700	339,700	339,700	339,700	339,700
<u>Nonfunctional - Change to Accruals</u>								
TOTAL - General Fund	12,261,727	13,433,956	13,955,343	13,873,929	13,339,040	14,130,599	14,046,094	13,399,880
<u>Additional Funds Available</u>								
Private Funds	262,012	350,000	350,000	350,000	350,000	350,000	350,000	350,000
TOTAL - All Funds	12,523,739	13,783,956	14,305,343	14,223,929	13,689,040	14,480,599	14,396,094	13,749,880

## OFFICE OF ADVOCACY AND ASSISTANCE

### Statutory Reference

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

### Statement of Need and Program Objectives

To provide comprehensive assistance and formal representation to veterans, their spouses and/or eligible dependents in obtaining rights, benefits and

privileges to which they may be entitled under federal, state and local laws.

### Program Description

The Office of Advocacy and Assistance (OAA) operates five regional offices staffed with Veterans' Service Officers (VSOs) who provide advice, assistance and

formal representation to the state's veterans - administering the process of obtaining comprehensive rights, benefits and privileges to which they are entitled under law. VSOs have assisted thousands of veterans in preparing and presenting benefit claims to the U.S. Department of Veterans Affairs, resulting in 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 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.

OAA collaborates 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 opportunities; employment and reemployment services and other rights, benefits or privileges. On average, the five district offices assist more than 10,000 callers and process approximately 1,000 claims for disability, compensation and pension. In addition, OAA processes applications for the Connecticut Veterans' Wartime Service Medal; to date over 30,000 medals have been awarded. The State Veterans' Registry database, which contains the electronic discharges of more than 90,000 Connecticut resident veterans, is also maintained by the OAA.

The Cemetery and Memorial Services unit is responsible for processing all necessary paperwork for burial in state cemeteries at Rocky Hill and Middletown for veterans and their eligible dependents. Additionally, the unit pre-approves those who wish to establish eligibility for burial planning purposes. More than 600 burials are conducted annually in the state veterans' cemeteries and more than 1,500 calls for assistance are handled by this section.

Additional programs and benefits offered through the OAA to Connecticut residents include:

*Veterans' Flag Identifier on Connecticut Driver's Licenses:* This program was established in December of 2012 and provides eligible veterans proof of military service. To date, more than 8,600 identity cards have been issued.

*Town and Municipal Veterans Representatives:* This program appoints a Veterans' Representative in each Connecticut town and municipality. The OAA is responsible for training and advising these representatives; a total of 122 representatives have been trained. Additional training is scheduled throughout the fiscal year through a series of outreach and assistance programs.

*Yellow Ribbon Programs:* The OAA partakes in approximately 12 of these programs yearly, which links discharged veterans to programs and benefits.

<b>Program Measure</b>	FY 2014	FY 2015	FY 2016	FY 2017
	Actual	Estimated	Projected	Projected
Applications Filed on Behalf of Veterans for Compensation/ Disability/ Pension	1009	1200	1250	1300
Wartime Service Medals Awarded	1000	800	750	700
Veterans Flag Identifier on CT Driver's Licenses	4400	4000	3500	3000
State Cemetery Burials	600	650	675	700

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	15	1	0	16	16	16	16	16
<i>Other Positions Equated to Full-Time</i>								
General Fund			0	0	0	0	0	0

**Financial Summary  
(Net of Reimbursements)**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	902,917	996,111	1,051,731	1,051,945	900,695	1,064,884	1,065,148	913,898
Other Expenses	29,814	9,900	10,127	10,127	9,603	10,419	10,419	9,603
<b>TOTAL - General Fund</b>	<b>932,731</b>	<b>1,006,011</b>	<b>1,061,858</b>	<b>1,062,072</b>	<b>910,298</b>	<b>1,075,303</b>	<b>1,075,567</b>	<b>923,501</b>
<b>Additional Funds Available</b>								
Private Funds	3,134	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>TOTAL - All Funds</b>	<b>935,865</b>	<b>1,016,011</b>	<b>1,071,858</b>	<b>1,072,072</b>	<b>920,298</b>	<b>1,085,303</b>	<b>1,085,567</b>	<b>933,501</b>

**VETERANS' HEALTH CARE SERVICES**

**Statutory Reference**

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

**Statement of Need and Program Objectives**

To ensure quality healthcare services are provided to assist the veteran reach his/her maximum potential through the development of individualized care plans.

**Program Description**

The agency offers 24 hour quality healthcare to veterans with chronic and disabling medical conditions whose needs require specialized care. The healthcare program provides veterans with a rehabilitative model of care as well as treats veterans suffering from; chronic obstructive pulmonary disease, congestive heart failure, end stage renal disease, diabetes, cardiovascular accident, Parkinson's disease, Alzheimer's disease, end of life, pain management and palliative care. The healthcare center's medical team consists of two board certified physicians and three advanced practice registered nurses who specialize in caring for veterans with complex conditions. The medical team provides healthcare management and primary care clinics for all veterans at the healthcare center clinic as well as those residing in the residential facility. In addition to medicine and nursing, specialty areas include physical, occupational, speech and recreational therapy, laboratory, pharmacy, social work, cardiopulmonary, contracted dental, podiatry, psychiatry and radiology services. An electronic health records system (EHR) is being implemented to achieve an integrated HIPAA compliant system of documenting and coordinating health care services.

*The John L. Levitow Healthcare Center* delivers continuous, professional and comprehensive healthcare to veterans across the age continuum diagnosed with chronic illnesses. The facility is licensed by the state Department of Public Health as a 125-bed chronic disease hospital and is certified by the federal Department of Veterans Affairs for skilled nursing

services. The healthcare center opened its doors in October of 2008, under the direction of the Healthcare Services Administration to provide ongoing comprehensive medical and rehabilitation services in order to improve every aspect of care for each veteran served. The facility continues to meet the high standards for continued certification as a Medicare and Medicaid provider.

*The Special Care Unit* provides a safe, structured and positive social environment with dedicated and trained staff who understand 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. A multi-sensory room was recently added to the unit in order to improve the veterans' quality of life.

*The Respite Care Program* is intermittent care designed to provide occasional periods of relief to family members or caregivers of the disabled. Veterans are eligible for 28 days of respite care per calendar year.

*End of Life and Palliative Care* 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 are available for veterans and their loved ones. These services include individual and grief counseling, spiritual counseling, resource planning and assistance with end-of-life issues as needed.

**Program Measure**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
DVA Reimbursement Percentage based on the VA Drug Sharing Agreement	0%	+40%	+60%	+72%
Staffing Replacement Cost Percentage for Overtime and Pool Expenses	0%	-33.60%	-42.00%	-50%
Medical Care On-Call Expense	0%	-17.5%	-37.50%	-50%

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	87	8	0	95	95	95	95	95
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	11,458,412	11,965,290	12,508,066	12,506,953	12,355,703	12,611,971	12,611,130	12,459,880
Other Expenses	2,091,305	1,606,529	1,649,250	1,649,250	1,558,333	1,700,464	1,700,464	1,558,333
TOTAL - General Fund	13,549,717	13,571,819	14,157,316	14,156,203	13,914,036	14,312,435	14,311,594	14,018,213
<u>Additional Funds Available</u>								
Private Funds	436,647	520,000	520,000	520,000	520,000	520,000	520,000	520,000
TOTAL - All Funds	13,986,364	14,091,819	14,677,316	14,676,203	14,434,036	14,832,435	14,831,594	14,538,213

## 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 a domiciliary level of care to facilitate rehabilitation and to improve the quality of life of veterans, ensuring they acquire the benefits, services and resources needed to return to independent living as productive citizens in the community.

### Program Description

The residential facility is certified by the federal Department of Veterans Affairs and has 435 licensed beds. The basic philosophy of the Residential and Rehabilitative Services (RRS) Program is to facilitate rehabilitation of all veterans. Rehabilitation includes medical care, substance abuse treatment, social work services, recreational services, educational and vocational services, job training and supportive housing.

**Recovery Support Program:** This program is located in the Fellowship House and offers a bridge between an intensive inpatient or day treatment program and the independent lifestyle associated with returning to the community. Support groups focus on relapse prevention, 12-step meetings, anger management, meditation, leisure education, and dialectical behavioral therapy which provide motivation and environmental support for veterans seeking recovery from substance abuse.

**Social Work Services:** All veterans admitted to the residential facility are assigned to a social worker who provides case management services. Social workers

assist veterans in resolving problems with finances, family and legal matters. They educate and assist veterans in applying for Medicare, Medicaid, Social Security and federal benefits. Social workers also link veterans to necessary supports, including housing opportunities, to ensure a successful to independent living.

**Recreational Activities:** A monthly calendar of daily events is provided to all veterans with the residential facility. Activities include bingo, table games, pool tournaments, weekly bowling leagues, softball, movies, and pet therapy. Community trips are also provided to professional ballgames, theater, fishing excursions and shopping malls in order to integrate veterans with social and recreational opportunities within local communities.

**Vocational Services:** This program offers a variety of services such as; vocational exploration and counseling, employment search assistance, educational assistance and transportation to prepare veterans gain employment in the community. Veterans also have the opportunity to participate in the Patient/Veteran Worker Program which residents are paid minimum wage for work performed in various departments throughout the agency.

**Patriots' Landing:** This is an alternative living program available to veterans and their families who are homeless or at risk of homelessness. This temporary housing program offers supportive services to assist veterans and their families prepare for transition to permanent housing. Case management services are provided through a memorandum of agreement with

the Department of Mental Health and Addiction Services.

**Program Measure**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
Admissions	60	65	70	75
Recovery Support Program Completion	30	30	35	40
Occupancy Rate	61%	60%	62%	62%
Successful Discharge	40	40	45	50

**Personnel Summary**

Permanent Full-Time Positions General Fund	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
		19	0	0	19	19	14	19
Other Positions Equated to Full-Time General Fund			FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
			0	0	0	0	0	0

**Financial Summary  
(Net of Reimbursements)**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	1,295,745	1,396,682	1,456,786	1,457,015	954,191	1,464,430	1,464,689	961,865
Other Expenses	1,803	8,500	8,697	8,697	8,245	8,946	8,946	8,245
TOTAL - General Fund	1,297,548	1,405,182	1,465,483	1,465,712	962,436	1,473,376	1,473,635	970,110
<b>Additional Funds Available</b>								
Private Funds	215,079	335,000	335,000	335,000	335,000	335,000	335,000	335,000
TOTAL - All Funds	1,512,627	1,740,182	1,800,483	1,800,712	1,297,436	1,808,376	1,808,635	1,305,110

**AGENCY FINANCIAL SUMMARY - General Fund**

**Current Expenses by Minor Object**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<b>Personal Services</b>						
Permanent Fulltime Positions	14,337,396	15,644,564	16,257,729	15,451,952	16,395,561	15,590,719
Other Positions	3,003,698	3,415,172	3,579,432	3,579,089	3,610,783	3,610,499
Other	2,294,814	2,102,608	2,254,737	2,254,737	2,256,081	2,102,608
Overtime	2,016,616	1,736,000	1,819,447	1,819,271	1,835,146	1,834,988
TOTAL - Personal Services	21,652,524	22,898,344	23,911,345	22,952,920	24,097,571	23,138,814

**Other Expenses**

Agriculture, Horticulture, Dairy & Food	966,028	950,000	971,658	921,500	994,299	921,500
Clothing and Personal Supplies	20,465	25,000	25,580	24,250	26,319	24,250
DP Services, Rentals and Maintenance	78,631	109,000	173,759	105,730	178,849	105,730
Dues and Subscriptions	100	0	0	0	0	0
Fees for Non-Professional Services	67,794	69,500	71,111	67,415	73,166	67,415
Fees for Outside Professional Services	129,598	220,000	225,103	213,400	231,607	213,400
Fuel	538,799	560,000	575,344	543,200	604,283	543,200
General Repairs	278,090	305,000	312,076	295,850	321,092	295,850
Maintenance and Motor Vehicle Supplies	305,801	300,000	306,960	291,000	315,828	291,000
Medical Supplies	1,413,295	835,000	859,844	809,950	888,505	809,950
Office Supplies	127,178	127,500	130,457	123,675	134,222	123,675
Other Contractual Services	662,525	633,129	647,817	589,135	666,538	589,135
Postage	13,104	15,000	15,346	14,550	15,791	14,550
Printing & Binding	14,423	15,000	15,347	14,550	15,790	14,550
Rentals, Storage and Leasing	73,785	78,000	79,809	75,660	82,115	75,660
Telecommunication Services	86,814	79,500	99,343	77,115	102,232	77,115
Utility Services	762,064	920,000	942,106	892,400	966,511	892,400
TOTAL - Other Expenses	5,538,494	5,241,629	5,451,660	5,059,380	5,617,147	5,059,380

**Equipment**

Equipment	0	1	1	0	1	0
TOTAL - Equipment	0	1	1	0	1	0

**Other Current Expenses**

Support Services for Veterans	180,498	180,500	180,500	180,500	180,500	180,500
SSMF Administration	0	635,000	635,000	593,310	635,000	593,310
TOTAL - Other Current Expenses	180,498	815,500	815,500	773,810	815,500	773,810
<i>Pmts to Other Than Local Govts</i>						
Burial Expenses	7,200	7,200	7,200	7,200	7,200	7,200
Headstones	272,780	332,500	332,500	332,500	332,500	332,500
TOTAL - Pmts to Other Than Local Govts	279,980	339,700	339,700	339,700	339,700	339,700
<i>Nonfunctional - Change to Accruals</i>	390,227	121,794	121,794	0	121,794	0

**Character & Major Object Summary**

	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	21,652,524	22,898,344	23,911,345	23,909,494	22,952,920	24,097,571	24,095,388	23,138,814
Other Expenses	5,538,494	5,241,629	5,451,660	5,371,427	5,059,380	5,617,147	5,534,507	5,059,380
Capital Outlay	0	1	1	1	0	1	1	0
Other Current Expenses	180,498	815,500	815,500	815,500	773,810	815,500	815,500	773,810
Pmts to Other than Local Govts	279,980	339,700	339,700	339,700	339,700	339,700	339,700	339,700
Nonfunctional - Change to Accruals	390,227	121,794	121,794	121,794	0	121,794	121,794	0
TOTAL - General Fund	28,041,723	29,416,968	30,640,000	30,557,916	29,125,810	30,991,713	30,906,890	29,311,704
Private Funds	916,872	1,215,000	1,215,000	1,215,000	1,215,000	1,215,000	1,215,000	1,215,000
TOTAL - All Funds Net	28,958,595	30,631,968	31,855,000	31,772,916	30,340,810	32,206,713	32,121,890	30,526,704

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## AGENCY DESCRIPTION

The Department of Administrative Services' (DAS) mission is to provide statewide policy to agencies on matters related to purchasing, collections, motor vehicle fleet, human resources, information technology, property and facilities management, design and construction of state facilities, state building and fire code administration, school construction grant administration, and to supply the best possible people, goods and services to the agencies on time, in

accordance with their business needs, and within statutory requirements.

DAS' services enable the state to save money by taking advantage of economies of scale and streamlining services and processes. The services provided cross state agencies, municipalities, vendors, colleges and universities, non-profit organizations and the public at large.

## AGENCY PROGRAM INDEX

Central Administration  
Facilities & Property Mgmt  
Construction Management

Enterprise Systems & Technology  
Boards and Commissions

## RECOMMENDED SIGNIFICANT CHANGES

	<u>2015-2016</u>	<u>2016-2017</u>
<b>Reductions</b>		
• Transfer Lease for the Capitol Day Care Center to the Office of Legislative Management	-120,888	-120,888
• Annualize FY 2015 Rescissions	-751,110	-751,110
• Reduce or Limit Inflation	-1,482,286	-3,182,390
• Reduce Funding for Security, Cleaning, and Maintenance Contracts for DAS Managed Properties	-1,700,000	-1,700,000
• Eliminate State Funding for the Connecticut Education Network	-3,291,857	-3,291,857
<b>Reallocations</b>	<u>2015-2016</u>	<u>2016-2017</u>
• Consolidate Statewide Appropriations for Estimated Change in Accruals	-353,538	-353,538

## AGENCY PROGRAMS

<b>Personnel Summary</b>	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	545	105	6	656	670	662	670	662
Bond Funds	0	0	46	46	46	46	46	46
Private Funds	0	0	49	49	49	49	49	49
<i>Other Positions Equated to Full-Time</i>								
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0
Bond Funds			0	0	0	0	0	0
Private Funds			0	0	0	0	0	0
<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Construction Management	9,938,671	12,106,523	17,080,498	12,555,429	12,505,920	17,193,760	12,672,610	12,564,106
Facilities & Property Mgmt	45,357,348	58,448,989	60,099,870	54,190,560	51,516,503	66,587,155	53,595,472	49,817,289
Enterprise Systems & Technology	45,168,104	33,303,814	36,242,568	35,873,338	31,701,272	37,224,569	36,862,349	32,218,936



Central Administration	29,259,753	32,933,493	34,527,506	34,364,600	33,567,060	34,670,820	33,790,487	32,935,394
Boards and Commissions	29,887,626	22,480,118	23,825,791	23,824,224	23,817,408	24,319,263	24,317,657	24,302,758
TOTAL Agency Programs - All Fund Gross	159,611,502	159,272,937	171,776,233	160,808,151	153,108,163	179,995,567	161,238,575	151,838,483
<i>Summary of Funding</i>								
General Fund	141,446,803	146,546,848	158,154,135	147,186,053	139,486,373	166,071,849	147,314,857	137,915,073
Special Transportation Fund	6,332,309	7,916,382	8,728,478	8,728,478	8,728,170	8,960,883	8,960,883	8,960,575
Federal Funds	6,241,806	250,216	250,216	250,216	250,216	250,216	250,216	250,216
Private Funds	5,590,584	4,559,491	4,643,404	4,643,404	4,643,404	4,712,619	4,712,619	4,712,619
TOTAL Agency Programs - All Funds Net	159,611,502	159,272,937	171,776,233	160,808,151	153,108,163	179,995,567	161,238,575	151,838,483

## CENTRAL ADMINISTRATION

### **Statutory References**

C.G.S. Chapters 57, 58, 59, 60a, 61 and 67; Sections 1-83(a)(2), 1-101rr, 31-284a, and 46a-68(b).

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

To set agency policy and direction, allocate, manage and monitor agency programs and resources, and provide legal and legislative support to DAS. To provide Equal Employment Opportunity and Affirmative Action services. To provide written and electronic communications and print, media and web design services. To maximize revenue through collection of money owed to the state. To provide financial services to DAS and several small agencies. To provide statewide human resource planning and training. To administer the Workers' Compensation program and promote a culture of safety. To provide and maintain vehicles that meet the diverse needs of state agencies in a timely and cost effective manner.

### **Program Description**

In addition to the *Office of the Commissioner*, Central Administration includes the legislative and business office operations of the agency.

The *Equal Employment Opportunity/Affirmative Action (EEO/AA) Unit* develops and implements Affirmative Action Plans and goals for DAS and several other agencies.

The *Communications Unit* develops a wide range of communications and marketing materials, and provides graphic and web design services.

*Collections Services* provides 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 ninety towns

participating in the School Based Child and Health Services Program. Collections Services also maintains trustee accounts for individuals residing in state humane institutions. In addition, this division administers the State and Federal Tax Intercept Program.

*Statewide Human Resources* 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; and provides services in the areas of organizational design, classification, staffing, job evaluation, compensation and the administration of HR laws and regulations.

The *DAS HR/SmART (Small Agency Resource Team)* unit performs various human resources functions, payroll functions and benefit administration for several small state agencies.

*Strategic Services* offers training for state employees, and manages communications between state agencies and the Governor's Unified Command during emergencies to maintain continuity of operations for state government.

The *Workers' Compensation Unit* administers the State of Connecticut workers' compensation program and offers a wide array of loss control and safety services statewide. This division also manages the master property and casualty insurance program for state-funded and federally-funded housing units and fleet auto claims.

*Fleet Services* acquires, maintains, replaces and disposes of motor vehicles for the state.

The *Procurement Unit* manages the statewide procurement of goods and services and related activities such the certification of Connecticut small and minority businesses, prequalification of construction contractors,

administration of the state p-card program, administration of the surplus property programs, and administration of the federal Food Distribution Program and Employee Housing program.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	268	53	6	327	330	329	330	329
Bond Funds	0	0	46	46	46	46	46	46
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>	Actual	Estimated	Requested	Recommended	Requested	Recommended	Requested	Recommended
General Fund	0	0	0	0	0	0	0	0
Bond Funds	0	0	0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	21,874,618	24,372,931	25,784,580	25,738,757	25,238,757	25,940,629	25,905,455	25,405,455
Other Expenses	670,715	1,095,746	1,238,267	1,121,184	1,095,746	1,190,141	1,151,982	1,095,746
<b>Other Current Expenses</b>								
Tuition Reimbursement - Training and Travel	412,690	382,000	382,000	382,000	382,000	382,000	0	0
Special Labor Management	6,500	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Loss Control Risk Management	51,763	114,854	114,854	114,854	114,854	114,854	39,854	39,854
Employees' Review Board	8,393	22,210	22,210	22,210	21,100	22,210	22,210	21,100
Quality of Work-Life	75,695	350,000	350,000	350,000	350,000	350,000	0	0
Refunds of Collections	24,000	25,723	25,723	25,723	25,723	25,723	25,723	25,723
W. C. Administrator	5,250,000	5,250,000	5,250,000	5,250,000	5,000,000	5,250,000	5,250,000	5,000,000
IT Services	469,920	994,813	1,034,656	1,034,656	1,013,664	1,070,047	1,070,047	1,022,300
TOTAL - Other Current Expenses	6,298,961	7,214,600	7,254,443	7,254,443	6,982,341	7,289,834	6,482,834	6,183,977
TOTAL - General Fund	28,844,294	32,683,277	34,277,290	34,114,384	33,316,844	34,420,604	33,540,271	32,685,178
<b>Additional Funds Available</b>								
<b>Federal Contributions</b>								
10560 State Admin Expenses Child Nutrition	415,459	250,216	250,216	250,216	250,216	250,216	250,216	250,216
TOTAL - All Funds	29,259,753	32,933,493	34,527,506	34,364,600	33,567,060	34,670,820	33,790,487	32,935,394

## ENTERPRISE SYSTEMS AND TECHNOLOGY

### Statutory Reference

C.G.S. Section 4d-2.

### Statement of Need and Program Objectives

To improve program effectiveness and resolve business issues using technology. To improve delivery of services by implementing technology best practices. To provide and maintain a standardized technology system to streamline government operations, increase efficiency, facilitate better decision-making and eliminate redundant systems for the statewide human resources and procurement functions.

### Program Description

The *Bureau of Enterprise Systems and Technology (BEST)* provides enterprise services to support state agency business and operational needs, from phones and desktops to the state's most critical financial, human service and public safety applications.

BEST provides infrastructure, hosting and development support for state data and distributed systems. BEST works to protect the state's IT infrastructure with a broad array of IT security services, including intrusion protection, business continuity and disaster recovery services for HIPAA-impacted agencies.

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

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

BEST offers the tools and management for expansion and advancement of the state's internet presence,

including deployment of a statewide online web content management system.

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

<b>Program Measure</b>	FY 2014	FY 2015	FY 2016	FY 2017
	Actual	Estimated	Projected	Projected
CT Education Network Bandwidth (Megabits)	50,000	170,000	220,000	250,000
CT Education Network Usage (Megabits)	30,000	40,000	55,000	75,000
Routers in the State Wide Area Network	2,106	2,200	2,300	2,400
State Internet Bandwidth Capacity for State Agencies (Megabits)	1,000	1,000	1,000	1,000
State Internet Bandwidth Usage for State Agencies (Megabits) Monthly Avg	319	330	360	400
State Network (WAN) Bandwidth Capacity for State Agencies (Megabits)	10,000	10,000	10,000	10,000
State Network (WAN) Bandwidth Usage for State Agencies (Megabits)	3,534	4,000	4,500	5,000
State Network (MAN) Bandwidth Capacity for State Agencies (Megabits)	100,000	130,000	140,000	160,000
State Network (MAN) Bandwidth Usage for State Agencies (Megabits)	35,000	50,000	55,000	60,000
Bandwidth Capacity for Public Safety Agencies - PSDN (Megabits)	20,000	20,000	40,000	40,000
Bandwidth Usage for Public Safety Agencies - PSDN (Megabits)	2,500	5,000	6,000	7,000
Cyber Attacks Blocked - Intrusion Prevention System (millions)	9.60	12.50	13.75	15.13
Cyber Attacks Blocked - Firewall (millions)	295	325	357	393
Spam E-mails Blocked ( millions)	37.70	37.70	37.70	37.70
E-mails Processed (millions)	58.76	60.00	60.00	60.00
Mainframe Processing Capability (Millions of Instructions Per School)	1106	1256	1256	1256
Mainframe Data Storage (Terabytes)	11	11	12	14
Total Backup Data (Petabytes)	20	24	28	32
Virtual Machine Hosted by DAS/BEST	850	1,000	1,100	1,200
Virtual Machines Replicated for Improved Disaster Recovery	0	50	250	500
Requests for DAS/BEST Service	32,598	35,000	38,000	40,000
Help Desk Incidents Reported and Resolved	5,740	6,000	6,000	6,000
Requests for Agency Consultation	333	350	350	350
Batch Programs Executed and Monitored	288,320	300,000	300,000	300,000

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	149	27	0	176	183	180	183	180
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017

<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	13,455,984	15,002,428	16,307,862	16,033,380	16,033,380	16,422,946	16,209,655	16,209,655
Other Expenses	6,501,846	0	0	0	0	0	0	0
<u>Capital Outlay</u>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<u>Other Current Expenses</u>								
Connecticut Education Network	3,263,199	3,291,857	3,462,976	3,368,228	0	3,617,237	3,468,308	0
IT Services	12,963,336	12,299,886	13,723,225	13,723,225	13,272,926	14,366,666	14,366,666	13,545,100
TOTAL - Other Current Expenses	16,226,535	15,591,743	17,186,201	17,091,453	13,272,926	17,983,903	17,834,974	13,545,100
<u>Nonfunctional - Change to Accruals</u>	-354,519	353,538	353,538	353,538	0	353,538	353,538	0
TOTAL - General Fund	35,829,846	30,947,710	33,847,602	33,478,372	29,306,306	34,760,388	34,398,168	29,754,755
<u>Additional Funds Available</u>								
Private Funds	3,511,911	2,356,104	2,394,966	2,394,966	2,394,966	2,464,181	2,464,181	2,464,181
<b>Federal Contributions</b>								
11557 Broadband Technology Opportunities Program	5,826,347	0	0	0	0	0	0	0
TOTAL - All Funds	45,168,104	33,303,814	36,242,568	35,873,338	31,701,272	37,224,569	36,862,349	32,218,936

## FACILITIES AND PROPERTY MANAGEMENT

### Statutory Reference

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

### Statement Of Need And Program Objectives

To acquire, sell and transfer real property based on sound economic principles pursuant to the best interests of the state. To ensure that state employees and the visiting public have a clean, safe and healthy environment in which to work or visit. To ensure the responsive and cost-effective implementation of the state's facilities management plan, capital development program, leasing and property acquisition activities, statewide security of buildings and disposition of surplus state property. To lease out state facilities to private parties, where appropriate.

### Program Description

The *Leasing and Property Transfer Unit* acquires, sells, and transfers real property for state agencies.

Additionally, it also leases state-owned property to private and nonprofit groups when appropriate.

The *Facilities Management Unit* administers the operation, maintenance and security of state owned buildings.

The *CAS Management Unit* operates the Capitol Area Energy System (CAS) district heating and cooling loop. The CAS provides hot water for space heating and domestic hot water production, and chilled water for space cooling for nineteen facilities.

The *Statewide Security Unit* provides for the overall physical security of the state employees, clients, and in both state-owned and leased facilities, except where specifically exempted by statute.

The *Technical Services Unit* provides technical engineering, planning and environmental support such as facilities project initiation, infrastructure improvement planning, monthly bonding requests and supervision of agency administered construction projects.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	49	15	0	64	64	64	64	64
Private Funds	0	0	1	1	1	1	1	1
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0
Private Funds			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Requested	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	3,163,490	3,527,056	3,698,176	3,697,587	3,697,587	3,726,023	3,725,492	3,725,492
Other Expenses	26,575,538	32,557,232	33,242,866	31,981,383	29,845,749	39,485,069	32,944,461	29,935,484
<b>Other Current Expenses</b>								
Management Services	4,735,687	4,753,809	5,181,157	4,975,057	4,623,259	5,333,481	4,928,886	4,428,787
Rents and Moving	10,512,355	17,221,693	17,552,829	13,133,248	13,069,421	17,629,556	11,590,914	11,447,039
Capitol Day Care Center	120,886	120,888	142,445	120,888	0	128,195	120,888	0
IT Services	71,324	82,312	84,222	84,222	82,312	86,656	86,656	82,312
TOTAL - Other Current Expenses	15,440,252	22,178,702	22,960,653	18,313,415	17,774,992	23,177,888	16,727,344	15,958,138
TOTAL - General Fund	45,179,280	58,262,990	59,901,695	53,992,385	51,318,328	66,388,980	53,397,297	49,619,114
<b>Additional Funds Available</b>								
Private Funds	178,068	185,999	198,175	198,175	198,175	198,175	198,175	198,175
TOTAL - All Funds	45,357,348	58,448,989	60,099,870	54,190,560	51,516,503	66,587,155	53,595,472	49,817,289

## BOARDS AND COMMISSIONS

### Statutory Reference

C.G.S. Sections 4b-3, 4-142a et seq., 4a-19-4a-21, and 6-38b.

### Statement Of Need And Program Objectives

To provide oversight of 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, leasing, and development of land and buildings for state use. The board also reviews the sale or lease of surplus state buildings and land and acquisition of highway and railroad rights-of-way.

The *Office of the Claims Commissioner* conducts hearings for claims seeking more than \$7,500 and/or permission to sue the state, adjudicates all claims

against the state for less than \$7,500 and decides which claims meet the statutory rules 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. The commission also investigates and resolves complaints brought against state marshals and reviews and audits marshals' accounts.

The *State Insurance and Risk Management Board* implements risk management and loss prevention programs and determines the method by which the state shall insure.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	9	1	0	10	10	10	10	10
<i>Other Positions Equated to Full-Time</i>			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
General Fund			Actual	Estimated	Requested	Recommended	Requested	Recommended
			0	0	0	0	0	0
<b>Financial Summary (Net of Reimbursements)</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	840,667	937,283	990,519	988,952	988,952	999,015	997,409	997,409
Other Expenses	511,325	275,467	281,975	281,975	275,467	290,058	290,058	275,467
<b>Other Current Expenses</b>								
Surety Bonds for State Officials and Employees	58,936	5,600	141,800	141,800	141,800	73,600	73,600	73,600
Insurance and Risk Operations	22,137,831	13,345,386	13,683,019	13,683,019	13,683,019	13,995,707	13,995,707	13,995,707
IT Services	6,558	0	0	0	0	0	0	0
TOTAL - Other Current Expenses	22,203,325	13,350,986	13,824,819	13,824,819	13,824,819	14,069,307	14,069,307	14,069,307
TOTAL - General Fund	23,555,317	14,563,736	15,097,313	15,095,746	15,089,238	15,358,380	15,356,774	15,342,183
<b>Special Transportation Fund</b>								
<b>Other Current Expenses</b>								
Insurance and Risk Operations	6,168,250	7,916,074	8,728,170	8,728,170	8,728,170	8,960,575	8,960,575	8,960,575
TOTAL - Other Current Expenses	6,168,250	7,916,074	8,728,170	8,728,170	8,728,170	8,960,575	8,960,575	8,960,575
<i>Nonfunctional - Change to Accruals</i>	164,059	308	308	308	0	308	308	0
TOTAL - Special Transportation Fund	6,332,309	7,916,382	8,728,478	8,728,478	8,728,170	8,960,883	8,960,883	8,960,575
TOTAL - All Funds	29,887,626	22,480,118	23,825,791	23,824,224	23,817,408	24,319,263	24,317,657	24,302,758

**CONSTRUCTION MANAGEMENT**

**Statutory Reference**

C.G.S. Sections 4b-1, 10-284, and 29-250.

**Statement of Need and Program Objectives**

To manage the planning, design and construction of state-owned facilities. To provide technical assistance to agency facility managers, including all state-managed institutions. To develop, and ensure compliance with,

the State's Building, Fire Safety, and Fire Prevention Codes. To review and approve applications for state grants, and review project construction documents for conformance with building codes and program requirements.

**Program Description**

*Construction Management* provides technical assistance and oversight of the design and construction of state

capital projects. The department is responsible for ensuring code compliance for all large-scale state owned construction projects by performing plan reviews, conducting inspections and issuing certificates of occupancy.

The *Bureau of School Facilities* provides technical review of the design documents for state funded local school

construction projects and is responsible for the review and approval of requests for grant funding for local school construction.

The *State Building Inspector and State Fire Marshal* staff develop, publish and administer a broad range of codes and agency regulations intended to protect the public from natural or technological failure or disaster.

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	70	9	0	79	83	79	83	79
Private Funds	0	0	48	48	48	48	48	48
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0
Private Funds			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	7,218,977	8,048,625	11,190,216	8,415,147	8,415,147	11,244,483	8,473,333	8,473,333
Other Expenses	626,634	1,750,982	3,543,774	1,793,774	1,750,982	3,594,207	1,844,207	1,750,982
<u>Other Current Expenses</u>								
IT Services	192,455	289,528	296,245	296,245	289,528	304,807	304,807	289,528
TOTAL - Other Current Expenses	192,455	289,528	296,245	296,245	289,528	304,807	304,807	289,528
TOTAL - General Fund	8,038,066	10,089,135	15,030,235	10,505,166	10,455,657	15,143,497	10,622,347	10,513,843
<u>Additional Funds Available</u>								
Private Funds	1,900,605	2,017,388	2,050,263	2,050,263	2,050,263	2,050,263	2,050,263	2,050,263
TOTAL - All Funds	9,938,671	12,106,523	17,080,498	12,555,429	12,505,920	17,193,760	12,672,610	12,564,106

**AGENCY FINANCIAL SUMMARY - General Fund**

<b>Current Expenses by Minor Object</b>	FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Recommended	Requested	Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	44,250,751	50,351,750	55,311,082	52,795,118	55,659,619	53,226,136
Other Positions	363,242	404,988	424,830	424,603	427,629	427,543
Other	1,516,743	659,971	1,741,178	659,971	1,748,145	659,971
Overtime	423,000	471,614	494,263	494,131	497,703	497,694
TOTAL - Personal Services	46,553,736	51,888,323	57,971,353	54,373,823	58,333,096	54,811,344
<u>Other Expenses</u>						
Advertising and Marketing	58,227	64,714	66,126	64,714	67,929	64,714
Agriculture, Horticulture, Dairy & Food	39,191	60,959	62,246	60,959	63,697	60,959
Books	13,183	14,388	14,720	14,388	15,146	14,388
Clothing and Personal Supplies	2,721	3,017	3,083	3,017	3,171	3,017
DP Services, Rentals and Maintenance	279,926	565,266	578,125	565,266	594,514	565,266
Dues and Subscriptions	28,347	31,505	32,231	31,505	33,161	31,505
Employee Fringe Benefits	95	105	105	105	105	105
Fees for Non-Professional Services	5,496,669	6,195,556	6,445,075	5,745,556	7,696,879	5,838,419
Fees for Outside Professional Services	625,254	1,555,144	3,340,010	1,555,144	3,533,164	1,563,760
Fuel	558,803	864,681	886,480	864,681	927,590	864,681
General Repairs	9,724,258	10,916,375	11,149,442	9,750,820	13,236,563	9,883,571
Insurance	284,296	0	0	0	60,000	0
Maintenance and Motor Vehicle Supplies	1,223,165	1,356,718	1,389,954	1,262,746	1,548,341	1,272,633
Medical Supplies	482	536	547	536	562	536
Motor Vehicle Expenses	404,192	553,532	566,271	553,532	582,512	553,532
Office Supplies	141,631	157,487	161,036	157,487	174,026	156,365
Other Contractual Services	644,145	715,914	731,567	697,234	774,645	698,983
Postage	148,897	165,485	169,312	165,485	174,197	165,485
Printing & Binding	42,723	47,484	48,581	47,484	88,740	47,484
Reimbursements	3,919	4,259	4,259	4,259	4,259	4,259
Rentals, Storage and Leasing	4,768,392	187,050	191,321	187,050	196,770	186,696

Sundry - Other Items	-24,853	140,096	141,498	140,096	144,786	140,096
Telecommunication Services	161,973	240,832	246,191	240,832	275,028	237,136
Travel	38,239	42,503	43,483	42,503	44,742	42,503
Utility Services	10,222,183	11,795,821	12,035,219	10,812,545	14,318,948	10,661,586
<b>TOTAL - Other Expenses</b>	<b>34,886,058</b>	<b>35,679,427</b>	<b>38,306,882</b>	<b>32,967,944</b>	<b>44,559,475</b>	<b>33,057,679</b>

Equipment

Equipment	0	1	1	0	1	0
<b>TOTAL - Equipment</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

Other Current Expenses

Tuition Reimburs Training, Travel	412,690	382,000	382,000	382,000	382,000	0
Labor - Management Fund	6,500	75,000	75,000	75,000	75,000	75,000
Management Services	4,735,687	4,753,809	5,181,157	4,623,259	5,333,481	4,428,787
Loss Control Risk Management	51,763	114,854	114,854	114,854	114,854	39,854
Employees' Review Board	8,393	22,210	22,210	21,100	22,210	21,100
Surety Bonds for State Officials/Employees	58,936	5,600	141,800	141,800	73,600	73,600
Quality of Work-Life	75,695	350,000	350,000	350,000	350,000	0
Refunds of Collections	24,000	25,723	25,723	25,723	25,723	25,723
Rents and Moving	10,512,355	17,221,693	17,552,829	13,069,421	17,629,556	11,447,039
Capitol Day Care Center	120,886	120,888	142,445	0	128,195	0
W. C. Administrator	5,250,000	5,250,000	5,250,000	5,000,000	5,250,000	5,000,000
Connecticut Education Network	3,263,199	3,291,857	3,462,976	0	3,617,237	0
Insurance & Risk Operations	22,137,831	13,345,386	13,683,019	13,683,019	13,995,707	13,995,707
IT Services	13,703,593	13,666,539	15,138,348	14,658,430	15,828,176	14,939,240
<b>TOTAL - Other Current Expenses</b>	<b>60,361,528</b>	<b>58,625,559</b>	<b>61,522,361</b>	<b>52,144,606</b>	<b>62,825,739</b>	<b>50,046,050</b>

<u>Nonfunctional - Change to Accruals</u>	-354,519	353,538	353,538	0	353,538	0
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**AGENCY FINANCIAL SUMMARY - Special Transportation Fund**

<b>Current Expenses by Minor Object</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<u>Other Current Expenses</u>						
Insurance & Risk Operations	6,168,250	7,916,074	8,728,170	8,728,170	8,960,575	8,960,575
<b>TOTAL - Other Current Expenses</b>	<b>6,168,250</b>	<b>7,916,074</b>	<b>8,728,170</b>	<b>8,728,170</b>	<b>8,960,575</b>	<b>8,960,575</b>
<u>Nonfunctional - Change to Accruals</u>	164,059	308	308	0	308	0

**Character & Major Object Summary**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	46,553,736	51,888,323	57,971,353	54,873,823	54,373,823	58,333,096	55,311,344	54,811,344
Other Expenses	34,886,058	35,679,427	38,306,882	35,178,316	32,967,944	44,559,475	36,230,708	33,057,679
Capital Outlay	0	1	1	1	0	1	1	0
Other Current Expenses	60,361,528	58,625,559	61,522,361	56,780,375	52,144,606	62,825,739	55,419,266	50,046,050
Nonfunctional - Change to Accruals	-354,519	353,538	353,538	353,538	0	353,538	353,538	0
<b>TOTAL - General Fund</b>	<b>141,446,803</b>	<b>146,546,848</b>	<b>158,154,135</b>	<b>147,186,053</b>	<b>139,486,373</b>	<b>166,071,849</b>	<b>147,314,857</b>	<b>137,915,073</b>
<b>Special Transportation Fund</b>								
Other Current Expenses	6,168,250	7,916,074	8,728,170	8,728,170	8,728,170	8,960,575	8,960,575	8,960,575
Nonfunctional - Change to Accruals	164,059	308	308	308	0	308	308	0
<b>TOTAL - Special Transportation Fund</b>	<b>6,332,309</b>	<b>7,916,382</b>	<b>8,728,478</b>	<b>8,728,478</b>	<b>8,728,170</b>	<b>8,960,883</b>	<b>8,960,883</b>	<b>8,960,575</b>
Federal and Other Activities	6,241,806	250,216	250,216	250,216	250,216	250,216	250,216	250,216
Private Funds	5,590,584	4,559,491	4,643,404	4,643,404	4,643,404	4,712,619	4,712,619	4,712,619
<b>TOTAL - All Funds Net</b>	<b>159,611,502</b>	<b>159,272,937</b>	<b>171,776,233</b>	<b>160,808,151</b>	<b>153,108,163</b>	<b>179,995,567</b>	<b>161,238,575</b>	<b>151,838,483</b>

# ATTORNEY GENERAL

<http://www.ct.gov/ag>

## 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.

## AGENCY PROGRAM INDEX

Legal Services

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions

- Remove or Limit Inflation
- Eliminate Funding for Four Vacancies
- Annualize FY 2015 Rescissions

### 2015-2016

### 2016-2017

-29,231

-66,247

-344,787

-344,787

-366,259

-366,259

### Reallocations

- Consolidate Statewide Appropriations for Estimated Change in Accruals

### 2015-2016

### 2016-2017

-190,510

-190,510

## AGENCY PROGRAMS

### Personnel Summary

	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	284	19	0	303	303	303	303	303
Second Injury Fund	11	0	0	11	11	11	11	11

### Other Positions Equated to Full-Time

	FY 2014	FY 2015	FY 2016	FY 2016	FY 2016	FY 2016	FY 2017	FY 2017
	Actual	Estimated	Requested	Requested	Recommended	Requested	Requested	Recommended
General Fund	0	0	0	0	0	0	0	0

### Agency Programs by Total Funds

<i>(Net of Reimbursements)</i>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
Legal Services	31,682,166	35,646,225	37,716,429	37,448,185	36,517,397	37,889,130	37,611,268	36,643,464
TOTAL Agency Programs - All Fund Gross	31,682,166	35,646,225	37,716,429	37,448,185	36,517,397	37,889,130	37,611,268	36,643,464

### Summary of Funding

	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
General Fund	30,400,948	34,306,225	36,316,429	36,048,185	35,117,397	36,479,130	36,201,268	35,233,464
Federal Funds	79,987	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Private Funds	89,970	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Second Injury FundCode	1,111,261	1,170,000	1,230,000	1,230,000	1,230,000	1,240,000	1,240,000	1,240,000
TOTAL Agency Programs - All Funds Net	31,682,166	35,646,225	37,716,429	37,448,185	36,517,397	37,889,130	37,611,268	36,643,464



## LEGAL SERVICES

### Statutory Reference

C.G.S. 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.

### Program Measure

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
Formal Written Opinions	14	10	10	10
Court Cases Completes	15,477	16,000	16,100	16,200
Legal Documents Examined	8,479	9,000	9,100	9,200
General Fund Dollars Collected	260,612,640	260,000,000	260,500,000	261,000,000
Revenue Generated for Special Funds	1,591,947	1,600,000	1,600,000	1,600,000
Revenue Awarded or Paid to Individuals or Businesses	303,250,858	253,000,000	253,500,000	254,000,000

### Personnel Summary

Permanent Full-Time Positions	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	284	19	0	303	303	303	303	303
Second Injury Fund	11	0	0	11	11	11	11	11
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
Other Positions Equated to Full-Time			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0

### Financial Summary (Net of Reimbursements)

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	29,051,862	32,790,529	34,771,502	34,683,258	34,038,471	34,897,187	34,799,325	34,154,538
Other Expenses	1,104,753	1,325,185	1,354,416	1,174,416	1,078,926	1,391,432	1,211,432	1,078,926
<b>Capital Outlay</b>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<b>Nonfunctional - Change to Accruals</b>								
TOTAL - General Fund	30,400,948	34,306,225	36,316,429	36,048,185	35,117,397	36,479,130	36,201,268	35,233,464
<b>Additional Funds Available</b>								
Private Funds	89,970	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Second Injury Fund Code	1,111,261	1,170,000	1,230,000	1,230,000	1,230,000	1,240,000	1,240,000	1,240,000
<b>Federal Contributions</b>								

66468 Capitalization Grants for Drinking Water	79,987	80,000	80,000	80,000	80,000	80,000	80,000	80,000
TOTAL - All Funds	31,682,166	35,646,225	37,716,429	37,448,185	36,517,397	37,889,130	37,611,268	36,643,464

**AGENCY FINANCIAL SUMMARY - General Fund**

<b>Current Expenses by Minor Object</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	27,518,708	31,637,893	32,939,203	32,821,929	33,058,426	32,934,078
Other Positions	978,639	1,104,579	1,171,407	1,168,428	1,175,647	1,172,343
Other	553,648	47,078	659,854	47,078	662,072	47,078
Overtime	867	979	1,038	1,036	1,042	1,039
TOTAL - Personal Services	29,051,862	32,790,529	34,771,502	34,038,471	34,897,187	34,154,538
<u>Other Expenses</u>						
Advertising and Marketing	3,721	6,500	6,650	6,175	6,843	6,175
Books	1,030	1,000	1,023	950	1,052	950
DP Services, Rentals and Maintenance	151,396	160,002	163,714	152,002	168,443	152,002
Dues and Subscriptions	47,683	49,000	50,136	46,550	51,585	46,550
Fees for Non-Professional Services	272,583	368,102	376,638	169,697	387,519	169,697
Fees for Outside Professional Services	7,206	21,779	22,283	20,690	22,926	20,690
General Repairs	39,655	48,500	49,625	46,075	51,057	46,075
Maintenance and Motor Vehicle Supplies	8,548	57,000	57,297	54,150	57,435	54,150
Motor Vehicle Expenses	9,234	13,000	13,301	12,350	13,686	12,350
Office Supplies	198,484	140,000	142,783	133,000	146,331	133,000
Other Contractual Services	6,051	20,902	21,386	19,857	22,003	19,857
Postage	46,163	49,000	50,136	46,550	51,584	46,550
Printing & Binding	8,032	30,000	30,696	28,500	31,583	28,500
Rentals, Storage and Leasing	74,945	94,000	96,180	89,300	98,960	89,300
Sundry - Other Items	300	300	306	285	315	285
Telecommunication Services	91,443	95,100	97,305	90,345	100,116	90,345
Travel	134,399	166,000	169,851	157,700	174,759	157,700
Utility Services	3,880	5,000	5,106	4,750	5,235	4,750
TOTAL - Other Expenses	1,104,753	1,325,185	1,354,416	1,078,926	1,391,432	1,078,926
<u>Equipment</u>						
Equipment	0	1	1	0	1	0
TOTAL - Equipment	0	1	1	0	1	0
<u>Nonfunctional - Change to Accruals</u>	244,333	190,510	190,510	0	190,510	0

<b>Character &amp; Major Object Summary</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	29,051,862	32,790,529	34,771,502	34,683,258	34,038,471	34,897,187	34,799,325	34,154,538
Other Expenses	1,104,753	1,325,185	1,354,416	1,174,416	1,078,926	1,391,432	1,211,432	1,078,926
Capital Outlay	0	1	1	1	0	1	1	0
Nonfunctional - Change to Accruals	244,333	190,510	190,510	190,510	0	190,510	190,510	0
TOTAL - General Fund	30,400,948	34,306,225	36,316,429	36,048,185	35,117,397	36,479,130	36,201,268	35,233,464
Federal and Other Activities	79,987	80,000	80,000	80,000	80,000	80,000	80,000	80,000
Private Funds	89,970	90,000	90,000	90,000	90,000	90,000	90,000	90,000
Second Injury FundCode	1,111,261	1,170,000	1,230,000	1,230,000	1,230,000	1,240,000	1,240,000	1,240,000
TOTAL - All Funds Net	31,682,166	35,646,225	37,716,429	37,448,185	36,517,397	37,889,130	37,611,268	36,643,464

# 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.

The division has expanded its activities in the areas of public integrity, "cold case" investigation, prosecution of elder abuse, Medicaid fraud, Unemployment Compensation fraud, gun violence prosecution, computer crime, neighborhood prosecution, shooting task force provision and assistance, domestic violence, youth violence, recorded custodial interrogation research, and drunk driving.

Juvenile prosecution continues to present a specialized focus as juvenile offenders provide special challenges to prosecutors in that some juveniles may best be diverted to rehabilitative programs to avoid judicial action and detention. However, some juvenile offenders commit crimes serious enough to warrant their transfer to the adult docket.

## AGENCY PROGRAM INDEX

Investigation & Prosecution  
Management and Support Services

Appellate & Collateral Litigation

## RECOMMENDED SIGNIFICANT CHANGES

### Reductions

	<u>2015-2016</u>	<u>2016-2017</u>
• Remove or Limit Inflation	-73,354	-158,986
• Reduce Equipment	-1,000	-1,000
• Reduce Other Expenses Based on Actual Expenditures	-7,000	-7,000
• Reduce Witness Protection Funding Based on Actual Expenditures	-20,000	-20,000
• Reduce Expert Witness Funding Based on Actual Expenditures	-20,000	-20,000
• Eliminate Funding for Sixteen Vacant Positions	-1,070,000	-1,090,000
• Eliminate Programmatic Positions	-1,396,691	-1,417,084

*Eliminates funding for three positions in the Cold Case Unit and eleven positions for the Shooting Taskforce.*

## AGENCY PROGRAMS

### Personnel Summary

	06/30/2014	06/30/2014	2014-2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	472	15	11	498	498	468	498	468
Workers' Compensation Fund	4	0	0	4	4	4	4	4
Federal Funds	0	0	3	3	3	3	3	3
Private Funds	0	0	3	3	3	3	3	3

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Other Positions Equated to Full-Time</i>						
General Fund	0	0	0	0	0	0
Workers' Compensation Fund	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
Private Funds	0	0	0	0	0	0

<b>Agency Programs by Total Funds (Net of Reimbursements)</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
Management and Support Services	4,210,906	4,413,066	4,943,369	4,750,151	4,424,013	5,024,692	4,853,548	4,503,910
Investigation & Prosecution	42,102,745	44,725,051	46,325,489	47,024,807	44,468,638	46,673,063	47,480,287	44,827,365
Appellate & Collateral Litigation	5,066,142	5,361,828	5,591,923	5,655,144	5,650,623	5,650,663	5,725,489	5,715,196
<b>TOTAL Agency Programs - All Fund Gross</b>	<b>51,379,793</b>	<b>54,499,945</b>	<b>56,860,781</b>	<b>57,430,102</b>	<b>54,543,274</b>	<b>57,348,418</b>	<b>58,059,324</b>	<b>55,046,471</b>

Summary of Funding

General Fund	50,000,510	53,166,717	55,462,950	56,012,504	53,137,365	55,935,480	56,629,965	53,628,801
Workers' Compensation Fund	610,210	676,960	740,831	760,598	748,909	750,938	767,359	755,670
Federal Funds	585,339	441,018	433,250	433,250	433,250	438,250	438,250	438,250
Private Funds	183,734	215,250	223,750	223,750	223,750	223,750	223,750	223,750
<b>TOTAL Agency Programs - All Funds Net</b>	<b>51,379,793</b>	<b>54,499,945</b>	<b>56,860,781</b>	<b>57,430,102</b>	<b>54,543,274</b>	<b>57,348,418</b>	<b>58,059,324</b>	<b>55,046,471</b>

## 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.

Prosecutors negotiate with defense counsel, resulting in many cases being resolved without a jury or court trial. In capital cases, prosecution requires the attention of more than one prosecutor and centralized research assistance is provided by Appellate Bureau staff that specializes in capital litigation.

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

The prosecution of juvenile delinquents and status offenders runs the gamut of offenses from truancy to the most serious of crimes. The State's Attorneys provide supervision of the juvenile matters personnel while the Office of the Chief State's Attorney provides statewide coordination of juvenile matters as well as training and educational programs for staff, police agencies, schools and community groups. The division handles in excess of 15,000 juvenile delinquency and Family With Service Needs (FWSN) matters each year. The prosecutors assigned to the juvenile courts have worked with the probation department and the Department of Children and Families (DCF) to respond in a manner that continues the rehabilitative goal of the juvenile justice system while also protecting public safety. Prosecutors serve on numerous committees, task forces and advisory boards that handle juvenile matters

as well as participating on community-based diversion panels, such as juvenile review boards, in an effort to divert young first offenders from the court system while still holding them accountable for their actions and providing services to get at the root of the behavior.

The Asset Forfeiture Bureau works in conjunction with prosecutors handling drug-related prosecutions by filing civil actions, where appropriate, for the forfeiture to the state of property or assets used in the commission of the drug-related crime as a means to deter criminal activity. The bureau provides revenue to the state and programs for local and state agencies through forfeited assets. The bureau represents the state in the collection of bonds forfeited in criminal cases, with an average annual collection of \$1 million over the past three years.

The 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. In addition to litigation responsibilities, the prosecutors conduct training of law enforcement personnel for nuisance abatement investigations and conduct community group education regarding the program.

Housing Court Prosecution is responsible for the prosecution of criminal housing matters. Housing cases are initiated upon complaint of a municipal official, or by any other person to a housing prosecutor for violations of a state or municipal health or safety code.

Community Court handles “quality of life” offenses which otherwise would be assigned to the regular court docket. These crimes and violations are targeted because of their impact on the public safety of citizens and their contribution to the deterioration of many neighborhoods.

The Statewide Prosecution Bureau has responsibility for public integrity matters, elder abuse, and environmental and 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), environmental laws, election laws and other designated matters.

The Witness Protection Unit implements the Leroy Brown, Jr. and Karen Clarke Witness Protection Program. The unit administers a statewide program to identify and protect witnesses in criminal proceedings where there is evidence of substantial danger that they may suffer from intimidation or retaliatory violence. Services rendered include providing armed escorts to and from court proceedings, temporary relocation, semi-permanent relocation in or outside Connecticut and police protection.

The Government Program Fraud Bureau, through its constituent subunits, investigates and prosecutes criminal violations relating to economic fraud, social services recipient and provider fraud, and private health care fraud.

The Worker’s Compensation Fraud Control Bureau has the broad responsibility of investigating and prosecuting offenses related to workers' compensation fraud.

The Unemployment Compensation Fraud Bureau, established in May 2013, receives referrals from the Connecticut Department of Labor regarding fraudulent claims for unemployment compensation benefits.

The Medicaid Fraud Control Unit operates pursuant to federal law and is charged with conducting a statewide program for investigating and prosecuting violations of all applicable laws pertaining to fraud in the administration of the Medicaid program, the provision of medical assistance, and the activities of providers of medical assistance under the State Medicaid Plan. The unit also investigates and prosecutes complaints of abuse or neglect of patients in health care facilities that receive payments under Medicaid, and may review complaints of the misappropriation of patient’s private funds in such facilities.

Domestic Violence Prosecution has been enhanced in the various Judicial Districts where prosecutors and investigators are given specialized training and handle domestic violence cases exclusively. The unit works with the Judicial Department, police and social service agencies to create a global approach that recognizes the special needs of victims and the importance of accountability for offenders.

The Cold Case Unit investigates and prosecutes serious crimes that have gone "cold," or unsolved for a long

period of time. The cases assigned to this unit typically include unsolved murders, some of which took place decades ago. The unit works with the Connecticut State Police, local police departments, and nationally recognized forensics experts.

Shooting Task Forces were established by the Office of the Chief State's Attorney in 2011 and currently are deployed in Hartford and New Haven. These teams link experienced Division of Criminal Justice Inspectors with

state and local police officers to aggressively investigate cases involving known shooters in Connecticut's most violent cities.

**The 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.

**Program Measure**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
<b>ADULT PROSECUTION:</b>				
Active pending cases - JD (July 1)	2167	2330	2330	2330
# of Professional Development Experiences for All Employees	1703	1703	1703	1703
Active pending cases - GA (July 1) - includes motor vehicle	56791	62097	62097	62097
Cases added - JD	2779	3040	3040	3040
Cases added - GA - includes motor vehicle	272334	287760	287760	287760
Pending cases per FT JD prosecutor	26	26	26	26
Pending cases per FT GA prosecutor	503	503	503	503
Trials - JD	156	196	196	196
Dispositions - JD	2770	2328	2328	2328
Witness Protection - Persons Assisted	129	135	135	135
Dispositions - GA - includes motor vehicle	297428	297608	297608	297608
<b>JUVENILE PROSECUTION:</b>				
Delinquency Case In-Take	11472	11200	11200	11200
Delinquency Case Disposals	11265	12000	12000	12000
Family with Service Needs - Intake	3702	2295	2295	2295
Family with Service Needs - Disposals	3567	4272	4272	4272
<b>SPECIALIZED PROSECUTION UNITS:</b>				
Investigations Opened	112	112	112	112
Investigations Closed	127	127	127	127
Investigations Opened	55	55	55	55
Investigations Closed	57	57	57	57
<b>MEDICAID FRAUD CONTROL UNIT:</b>				
<b>WORKERS' COMPENSATION FRAUD CONTROL UNIT:</b>				
Investigations Opened	26	24	24	24
Investigations Closed	26	36	36	36
<b>ALL SPECIALIZED PROSECUTION UNITS:</b>				
Restitution (\$)	816354	800000	800000	800000
<b>DRUG ASSET FORFEITURE BUREAU:</b>				
New Cases	252	270	270	270
Disposed Cases	183	140	140	140
Forfeitures Collected (DCJ Share only)	319,761	200,000	200,000	200,000
Unemployment Compensation Fraud Bureau - Investigations Opened	47	64	64	64
Unemployment Compensation Fraud Bureau - Investigations Closed	41	53	53	53
Unemployment Compensation Fraud Bureau - Arrests Made	30	40	40	40

<b>Personnel Summary</b>	06/30/2014	06/30/2014	FY 2015	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Permanent Full-Time Positions</i>	Filled	Vacant	Change	Total	Requested	Recommended	Requested	Recommended
General Fund	403	11	11	425	425	395	425	395
Workers' Compensation Fund	4	0	0	4	4	4	4	4
Federal Funds	0	0	3	3	3	3	3	3
Private Funds	0	0	3	3	3	3	3	3
			FY 2014	FY 2015	FY 2016	FY 2016	FY 2017	FY 2017
<i>Other Positions Equated to Full-Time</i>			Actual	Estimated	Requested	Recommended	Requested	Recommended
General Fund			0	0	0	0	0	0
Workers' Compensation Fund			0	0	0	0	0	0
Federal Funds			0	0	0	0	0	0
Private Funds			0	0	0	0	0	0
<b>Financial Summary</b>	FY 2014	FY 2015	FY 2016	Current	FY 2016	FY 2017	Current	FY 2017
<b>(Net of Reimbursements)</b>	Actual	Estimated	Requested	Services	Recommended	Requested	Services	Recommended
<b>General Fund</b>								
Personal Services	36,492,984	38,722,252	39,992,032	40,753,525	39,893,525	40,233,001	41,112,314	40,242,314
Other Expenses	1,529,377	1,439,135	1,476,182	1,476,182	1,439,135	1,516,826	1,516,826	1,439,135
<u>Capital Outlay</u>								
Equipment	26,883	1,001	1,001	1,001	0	1,001	1,001	0
TOTAL - Capital Outlay	26,883	1,001	1,001	1,001	0	1,001	1,001	0
<u>Other Current Expenses</u>								
Witness Protection	168,294	186,323	200,000	186,323	166,323	210,000	186,323	166,323
Training and Education	25,691	30,705	40,460	30,705	30,705	43,960	30,705	30,705
Expert Witnesses	207,849	247,988	253,741	253,741	225,621	261,074	261,074	222,605
Medicaid Fraud Control	1,016,781	1,451,346	1,481,848	1,522,970	1,308,565	1,494,042	1,539,813	1,309,792
Cold Case Unit	278,977	261,518	297,140	275,623	0	300,556	283,348	0
Shooting Taskforce	1,099,044	1,056,856	1,190,583	1,112,465	0	1,205,028	1,124,884	0
TOTAL - Other Current Expenses	2,796,636	3,234,736	3,463,772	3,381,827	1,731,214	3,514,660	3,426,147	1,729,425
TOTAL - General Fund	40,845,880	43,397,124	44,932,987	45,612,535	43,063,874	45,265,488	46,056,288	43,410,874
<b>Workers' Compensation Fund</b>								
Personal Services	323,853	382,159	395,133	402,519	402,519	398,263	405,969	405,969
Other Expenses	8,880	15,855	16,363	16,363	8,855	16,757	16,757	9,249
<u>Other Current Expenses</u>								
Fringe Benefits	270,244	273,645	324,009	336,390	336,390	330,558	339,273	339,273
TOTAL - Other Current Expenses	270,244	273,645	324,009	336,390	336,390	330,558	339,273	339,273
TOTAL - Workers' Compensation Fund	602,977	671,659	735,505	755,272	747,764	745,578	761,999	754,491
<u>Additional Funds Available</u>								
Private Funds	183,734	215,250	223,750	223,750	223,750	223,750	223,750	223,750
<b>Federal Contributions</b>								
16579 Byrne Formula Grant Program	128,668	20,000	0	0	0	0	0	0
16586 Violent Offender Incarceration/Truth Sentencing	189,015	243,750	251,250	251,250	251,250	251,250	251,250	251,250
16738 E Byrne Memorial Justice Assistance Grant	849	0	0	0	0	0	0	0
20600 State & Community Highway Safety	132,515	177,268	182,000	182,000	182,000	187,000	187,000	187,000
99125 Other Federal Assistance	19,107	0	0	0	0	0	0	0
TOTAL - All Funds	42,102,745	44,725,051	46,325,492	47,024,807	44,468,638	46,673,066	47,480,287	44,827,365

## 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 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.

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.

**Program Measure**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
Medicaid Fraud - Collections (Fees, Restitution, Recovery)	0	0	0	0
<b>APPELLATE &amp; COLLATERAL LITIGATION:</b>				
State Supreme & Appellate Court Appeals Opened	278	278	278	278
State Supreme & Appellate Court Appeals Closed	605	605	605	605
State Supreme & Appellate Court Appelas Pending	375	375	375	375
Habeas Corpus, State & Federal Court Pending	810	1,100	1,100	1,100
Bond Forfeiture Collections	1,087,950	1,100,000	1,100,000	1,100,000
Investigations Opened	72	72	72	72
Investigations Closed	69	69	69	69

**Personnel Summary**

	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	39	4	0	43	43	43	43	43
			FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Other Positions Equated to Full-Time</i>								
General Fund			0	0	0	0	0	0

**Financial Summary  
(Net of Reimbursements)**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	4,771,583	5,063,066	5,285,821	5,349,494	5,349,494	5,335,273	5,411,051	5,411,051
Other Expenses	207,444	195,202	199,720	199,723	195,202	205,492	205,495	195,202
<i>Other Current Expenses</i>								
Training and Education	1,296	1,548	2,000	1,548	1,548	2,500	1,548	1,548
Expert Witnesses	85,500	102,012	104,379	104,379	104,379	107,395	107,395	107,395
TOTAL - Other Current Expenses	86,796	103,560	106,379	105,927	105,927	109,895	108,943	108,943
TOTAL - General Fund	5,065,823	5,361,828	5,591,920	5,655,144	5,650,623	5,650,660	5,725,489	5,715,196
<b>Workers' Compensation Fund</b>								
Personal Services	0	0	0	0	0	0	0	0
Other Expenses	319	0	0	0	0	0	0	0
TOTAL - Workers' Compensation Fund	319	0	0	0	0	0	0	0
TOTAL - All Funds	5,066,142	5,361,828	5,591,920	5,655,144	5,650,623	5,650,660	5,725,489	5,715,196

**MANAGEMENT AND SUPPORT SERVICES**

**Statutory Reference**

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

**Statement of Need and Program Objectives**

To direct and coordinate the policy, planning and administration of the Division of Criminal Justice. To ensure that the personnel, payroll, budgeting,

accounting, information technology, training and service requirements of the central office and 50 geographically disparate field offices are met in a timely and efficient manner.



**Program Description**

Management and Support Services 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. Financial and personnel records are maintained for each office location and in aggregate.

Management and Support Services is also responsible for providing information technology policies and strategies in conjunction with the Department of Administrative Services' Bureau of Enterprise Systems and Technology, law enforcement and other agencies,

developing and implementing electronic case management, establishing electronic means for document management and legal research and implementing the Criminal Justice Information System (CJIS) initiatives.

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 provides an Employee Assistance Program (EAP) in conjunction with the University of Connecticut. Other activities performed by Management Services include: responding to Freedom of Information Act requests, 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 opportunities for all division staff with particular emphasis on statutory development requirements for prosecutors.

<b>Program Measure</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	FY 2017 Projected
TRAINING:				
# of Prosecutor Professional Development Training Experiences	470	470	470	470
# of Employees Trained in Sexual Harassment Prevention	7	7	7	7
Witness Protection Cases Provided Assistance	42	45	45	45

<b>Personnel Summary</b>	06/30/2014 Filled	06/30/2014 Vacant	FY 2015 Change	FY 2015 Total	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Permanent Full-Time Positions</i>								
General Fund	30	0	0	30	30	30	30	30
<i>Other Positions Equated to Full-Time</i>								
General Fund			0	0	0	0	0	0

<b>Financial Summary (Net of Reimbursements)</b>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	3,059,641	3,246,546	3,350,398	3,442,573	3,442,573	3,356,545	3,522,006	3,522,006
Other Expenses	855,773	805,273	1,196,521	945,746	927,018	1,259,984	968,997	927,018
<u>Other Current Expenses</u>								
Witness Protection	12,354	13,677	25,000	13,677	13,677	30,000	13,677	13,677
Training and Education	20,286	24,246	47,541	24,246	24,246	53,541	24,246	24,246
Medicaid Fraud Control	10,183	14,536	14,873	14,873	14,873	15,303	15,303	15,303
Criminal Justice Commission	481	481	481	481	481	481	481	481
Cold Case Unit	3,548	3,326	3,403	3,403	0	3,502	3,502	0
Shooting Taskforce	5,255	5,054	5,200	5,200	0	5,350	5,350	0
TOTAL - Other Current Expenses	52,107	61,320	96,498	61,880	53,277	108,177	62,559	53,707

<i>Nonfunctional - Change to Accruals</i>	121,286	294,626	294,626	294,626	0	294,626	294,626	0
TOTAL - General Fund	4,088,807	4,407,765	4,938,043	4,744,825	4,422,868	5,019,332	4,848,188	4,502,731
<b>Workers' Compensation Fund</b>								
Other Expenses	641	1,145	1,170	1,170	1,145	1,204	1,204	1,179
<i>Capital Outlay</i>								
Equipment	0	1	1	1	0	1	1	0
TOTAL - Capital Outlay	0	1	1	1	0	1	1	0
<i>Nonfunctional - Change to Accruals</i>	6,273	4,155	4,155	4,155	0	4,155	4,155	0
TOTAL - Workers' Compensation Fund	6,914	5,301	5,326	5,326	1,145	5,360	5,360	1,179
<i>Additional Funds Available</i>								
<b>Federal Contributions</b>								
16738 E Byrne Memorial Justice Assistance Grant	101,090	0	0	0	0	0	0	0
20600 State & Community Highway Safety	948	0	0	0	0	0	0	0
99125 Other Federal Assistance	13,147	0	0	0	0	0	0	0
TOTAL - All Funds	4,210,906	4,413,066	4,943,369	4,750,151	4,424,013	5,024,692	4,853,548	4,503,910

### AGENCY FINANCIAL SUMMARY - General Fund

<i>Current Expenses by Minor Object</i>	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<i>Personal Services</i>						
Permanent Fulltime Positions	40,579,964	43,058,896	44,564,283	44,574,401	44,843,198	45,036,860
Other Positions	1,531,422	1,624,972	1,686,712	1,716,397	1,698,811	1,735,448
Other	2,212,260	2,347,400	2,376,634	2,394,162	2,382,182	2,402,422
Overtime	562	596	622	632	628	641
TOTAL - Personal Services	44,324,208	47,031,864	48,628,251	48,685,592	48,924,819	49,175,371
<i>Other Expenses</i>						
Advertising and Marketing	3,883	3,654	3,738	3,654	3,846	3,654
Agriculture, Horticulture, Dairy & Food	4,535	4,267	4,363	4,267	4,465	4,267
Books	22,874	21,524	21,931	21,524	22,452	21,524
DP Services, Rentals and Maintenance	178,664	168,122	512,793	258,122	557,978	258,122
Dues and Subscriptions	30,815	28,996	29,667	28,996	30,524	28,996
Employee Fringe Benefits	278	262	262	262	262	262
Fees for Non-Professional Services	330,189	310,702	317,748	310,702	326,750	310,702
Fees for Outside Professional Services	47,382	44,589	43,802	44,589	45,067	44,589
Fuel	20,610	19,394	19,924	19,394	20,926	19,394
General Repairs	143,577	135,106	138,234	135,106	142,229	135,106
Insurance	19,789	18,621	19,053	18,621	19,603	18,621
Maintenance and Motor Vehicle Supplies	277,423	261,052	271,222	261,052	276,834	261,052
Medical Supplies	131	123	125	123	129	123
Motor Vehicle Expenses	57,818	54,406	55,666	54,406	57,275	54,406
Office Supplies	279,829	263,319	269,508	263,319	277,414	263,319
Other Contractual Services	519,480	488,825	500,161	488,825	514,615	488,825
Postage	32,858	30,919	31,634	30,919	32,548	30,919
Printing & Binding	47	44	45	44	46	44
Rentals, Storage and Leasing	312,195	293,773	332,329	325,518	341,018	325,518
Sundry - Other Items	2,175	2,047	2,092	2,047	2,153	2,047
Telecommunication Services	95,765	90,112	92,195	90,112	94,862	90,112
Travel	47,269	44,481	47,328	44,481	48,697	44,481
Utility Services	165,008	155,272	158,603	155,272	162,609	155,272
TOTAL - Other Expenses	2,592,594	2,439,610	2,872,423	2,561,355	2,982,302	2,561,355
<i>Equipment</i>						
Equipment	26,883	1,001	1,001	0	1,001	0
TOTAL - Equipment	26,883	1,001	1,001	0	1,001	0
<i>Other Current Expenses</i>						
Witness Protection	180,648	200,000	225,000	180,000	240,000	180,000
Training and Education	47,273	56,499	90,001	56,499	100,001	56,499
Expert Witnesses	293,349	350,000	358,120	330,000	368,469	330,000
Medicaid Fraud Control	1,026,964	1,465,882	1,496,721	1,323,438	1,509,345	1,325,095
Criminal Justice Commission	481	481	481	481	481	481
Cold Case Unit	282,525	264,844	300,543	0	304,058	0
Shooting Taskforce	1,104,299	1,061,910	1,195,783	0	1,210,378	0
TOTAL - Other Current Expenses	2,935,539	3,399,616	3,666,649	1,890,418	3,732,732	1,892,075
<i>Nonfunctional - Change to Accruals</i>	121,286	294,626	294,626	0	294,626	0

**AGENCY FINANCIAL SUMMARY - Workers' Compensation Fund**

**Current Expenses by Minor Object**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	FY 2016 Recommended	FY 2017 Requested	FY 2017 Recommended
<u>Personal Services</u>						
Permanent Fulltime Positions	314,376	370,976	383,950	391,336	387,080	394,786
Other	9,477	11,183	11,183	11,183	11,183	11,183
<b>TOTAL - Personal Services</b>	<b>323,853</b>	<b>382,159</b>	<b>395,133</b>	<b>402,519</b>	<b>398,263</b>	<b>405,969</b>
<u>Other Expenses</u>						
DP Services, Rentals and Maintenance	110	196	200	196	206	202
Dues and Subscriptions	75	134	137	134	141	138
Fees for Non-Professional Services	171	305	312	305	321	314
Maintenance and Motor Vehicle Supplies	4,633	8,274	8,608	4,124	8,779	4,295
Motor Vehicle Expenses	3,566	6,366	6,512	3,816	6,700	4,004
Office Supplies	97	173	177	173	182	178
Sundry - Other Items	860	966	988	766	1,016	794
Telecommunication Services	328	586	599	486	616	503
<b>TOTAL - Other Expenses</b>	<b>9,840</b>	<b>17,000</b>	<b>17,533</b>	<b>10,000</b>	<b>17,961</b>	<b>10,428</b>
<u>Equipment</u>						
Equipment	0	1	1	0	1	0
<b>TOTAL - Equipment</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
<u>Other Current Expenses</u>						
Fringe Benefits	270,244	273,645	324,009	336,390	330,558	339,273
<b>TOTAL - Other Current Expenses</b>	<b>270,244</b>	<b>273,645</b>	<b>324,009</b>	<b>336,390</b>	<b>330,558</b>	<b>339,273</b>
<u>Nonfunctional - Change to Accruals</u>	6,273	4,155	4,155	0	4,155	0

**Character & Major Object Summary**

	FY 2014 Actual	FY 2015 Estimated	FY 2016 Requested	Current Services	FY 2016 Recommended	FY 2017 Requested	Current Services	FY 2017 Recommended
<b>General Fund</b>								
Personal Services	44,324,208	47,031,864	48,628,251	49,545,592	48,685,592	48,924,819	50,045,371	49,175,371
Other Expenses	2,592,594	2,439,610	2,872,423	2,621,651	2,561,355	2,982,302	2,691,318	2,561,355
Capital Outlay	26,883	1,001	1,001	1,001	0	1,001	1,001	0
Other Current Expenses	2,935,539	3,399,616	3,666,649	3,549,634	1,890,418	3,732,732	3,597,649	1,892,075
Nonfunctional - Change to Accruals	121,286	294,626	294,626	294,626	0	294,626	294,626	0
<b>TOTAL - General Fund</b>	<b>50,000,510</b>	<b>53,166,717</b>	<b>55,462,950</b>	<b>56,012,504</b>	<b>53,137,365</b>	<b>55,935,480</b>	<b>56,629,965</b>	<b>53,628,801</b>
<b>Workers' Compensation Fund</b>								
Personal Services	323,853	382,159	395,133	402,519	402,519	398,263	405,969	405,969
Other Expenses	9,840	17,000	17,533	17,533	10,000	17,961	17,961	10,428
Capital Outlay	0	1	1	1	0	1	1	0
Other Current Expenses	270,244	273,645	324,009	336,390	336,390	330,558	339,273	339,273
Nonfunctional - Change to Accruals	6,273	4,155	4,155	4,155	0	4,155	4,155	0
<b>TOTAL - Workers' Compensation Fund</b>	<b>610,210</b>	<b>676,960</b>	<b>740,831</b>	<b>760,598</b>	<b>748,909</b>	<b>750,938</b>	<b>767,359</b>	<b>755,670</b>
Federal and Other Activities	585,339	441,018	433,250	433,250	433,250	438,250	438,250	438,250
Private Funds	183,734	215,250	223,750	223,750	223,750	223,750	223,750	223,750
<b>TOTAL - All Funds Net</b>	<b>51,379,793</b>	<b>54,499,945</b>	<b>56,860,781</b>	<b>57,430,102</b>	<b>54,543,274</b>	<b>57,348,418</b>	<b>58,059,324</b>	<b>55,046,471</b>

