

# Administration

The Governor's proposed amendments for Administration result in a net decrease of \$63.2 million GF and an increase of \$16.1 million NGF for the biennium. This represents a 4.4 percent reduction in GF appropriations for the biennium.

The only significant spending initiative is \$3.5 million GF in the second year for staffing at new jails, which is partially offset by a decrease of \$1.0 million in funding the first year due to the delay in the opening of the second phase of the Riverside Regional Jail.

The majority of the savings initiatives are included within the Compensation Board's budget. The introduced budget proposes a reduction of \$55.9 million GF for the Compensation Board including \$43.5 million from reduced funding for constitutional officers, savings of \$12.0 million GF from supplanting E-911 funds with general funds to support dispatcher positions, and one-time savings of \$1.5 million GF from supplanting general funds with technology trust fund revenue to support circuit court clerk offices.

Included in the budget under Administration is a \$463,125 GF reduction in the second year from merging the Human Rights Council into the Department of Labor and Industry. This is not an actual reduction as this funding will be reflected within the Secretariat of Commerce and Trade.

- **Secretary of Administration**

- *Reduced Funding for Public Broadcasting Board Grants.* Proposes reductions of \$318,070 GF the first year and \$636,139 GF the second year in the community service and instructional television services grants to public television and radio stations. The proposed reductions represent a 5 percent cut the first year and a 10 percent cut the second year.
- *Remove Additional Funding for Pay Practices.* Includes a reduction of \$4,580 GF the second year to remove the half-percent pay practices funding provided to executive branch agencies during the 2006-08 biennium.

- **Compensation Board**

- *Adjust Funding for Staffing for New Jails.* Assumes a GF decrease of \$1.0 million in the first year and a \$3.5 million GF increase the second year to staff new jails. The savings in the first year is the result of a delay in the opening of the second phase of the Riverside Regional Jail. The second year increase results from the staffing needs at the Loudon Jail, the New River Regional Jail, and the Newport News Jail.
- *Reduce Funding for Constitutional Offices.* Recommends a reduction of \$43.5 million GF the second year in the appropriations for the constitutional officers.

The budget proposes a 10 percent reduction for Commissioners of Revenue, Treasurers, Directors of Finance, and the Clerk of Circuit Courts, and a 7 percent reduction Sheriffs and Commonwealth's Attorney offices.

- ***Eliminate Funding for the Constitutional Officers' Retiree Health Care Credit.*** Assumes \$402,725 GF savings in the second year of the biennium from eliminating the state funding for the retiree health care credit for constitutional officers. Beginning in FY 2009 state support for this benefit was decreased from 100 percent to 50 percent.
- ***Increase Agency Efficiencies.*** Reduces funding for the Compensation Board's administrative budget by \$389,008 GF the first year and \$220,469 GF the second year based on proposed streamlining of the Compensation Boards administrative operations.
- ***Improve Internal Systems Efficiencies.*** Assumes savings of \$100,000 GF the first year and \$190,542 GF the second year from improved systems efficiencies including the archiving of historical data, overnight report generation and training on efficient practices.
- ***Reduce Information Technology Equipment Expenditures.*** Assumes \$9,000 GF savings the first year and \$18,000 GF savings the second year through reduced expenditures on information technology equipment. This proposal includes the discontinuation of the agency's training room.
- ***Supplant GF with E-911 Funds.*** Proposes a \$6.0 million GF reduction in each year of the biennium for sheriffs' dispatchers. These funds are supplanted with a \$6.0 million NGF appropriation from the E-911 funds each year.
- ***Supplant GF with the Technology Trust Fund.*** Recommends a reduction of \$1.5 million GF in the second year in the appropriation for the circuit court clerks' offices. These funds are supplanted with a \$1.5 million NGF appropriation from the Circuit Court Clerks' Technology Trust Fund. This is intended to be a one-time savings.
- ***Revert General Fund Balances.*** Reflects a one time reduction in the first year of \$55,020 GF from the reversion of general fund balances.
- ***Discontinue Geronimo Legal Research Contract.*** Assumes savings of \$55,020 GF in the second year from discontinuing the Geronimo Legal Research contract.
- ***Remove Additional Funding for Pay Practices.*** Includes a reduction of \$8,053 GF the second year to remove the half-percent pay practices funding provided to executive branch agencies during the 2006-08 biennium.

- *Change Due Date for Annual Report.* Includes language which changes the due date for the Compensations Board’s annual report on the number and diagnoses of inmates with mental illness in local and regional jails from October 1 to November 1 of each year, to be consistent with the jail cost report due date.

- **Department of Employment Dispute Resolution**

- *Merge the Department of Employment Dispute Resolution Into the Department of Human Resources Management.* Transfers, in the second year, all of the funding and staffing for the Department of Employment Dispute Resolution into the Department of Human Resources Management.
- *Reduce Personnel Costs.* Includes savings of \$61,699 GF the first year from a delay in filling a budget/fiscal position.
- *Supplant General Funds with Nongeneral Funds.* Assumes savings of \$64,105 GF for costs in the hearing program the first year from the one time use of special funds. The budget includes a corresponding \$64,105 NGF in appropriations in the first year.
- *Management and Efficiency Savings.* Assumes general fund savings of \$37,702 the first year from several savings actions. Planned actions include reducing expenditures for temporary labor, computer equipment, rent, and travel and training. These savings initiatives are continued in the second year in the Department of Human Resources Management’s budget.

- **Department of General Services**

- *Transfer Positions to the Virginia Enterprise Applications Program.* Transfers nine positions from the Department to the Virginia Enterprise Applications Program along with the responsibility for oversight of the Virginia Election, Registration and Information System (VERIS).
- *Eliminate Equipment Replacement Funding.* Recommends savings of \$595,607 GF the second year from the elimination of funding for the purchase of laboratory equipment by the Division of Consolidated Laboratory Services.
- *Reduce Staffing in the Director’s Office.* Proposes savings of \$19,000 GF the first year and \$29,000 GF the second year through the elimination of one position in the Director’s office. This proposal includes one layoff.
- *Improve Efficiencies in Director’s Office.* Assumes savings of \$60,000 GF in the first year and \$586,450 GF in the second year from increased efficiencies in the Director’s office. The proposal assumes reduced expenditures for supplies, travel, the communication office and other administrative costs.

- *Transfer Nongeneral Fund Cash Balances into the General Fund.* Proposes approximately \$2.0 million in transfers into the general fund from cash balances from six different nongeneral fund revenue sources. The transfers are assumed in the first year of the biennium.
  - *Capture Office Depot Refund.* Reflects \$1.2 million in revenues in the first year from the nonfederal portions of a refund from Office Depot as a result of overpayments.
  - *Supplant GF with NGF from the Virginia Procurement Program.* Assumes savings of \$582,572 GF each year of the biennium, and an identical NGF increase, from the supplanting of GF with NGF to cover the cost of procurement administration and oversight.
  - *Improve Efficiencies in Information Systems Services Business Unit.* Assumes savings of \$83,000 GF in each year of the biennium from increased operational efficiencies in the unit. A portion of the reduction is offset by a \$33,000 NGF increase in each year of the biennium.
  - *Remove Additional Funding for Pay Practices.* Includes a reduction of \$69,851 GF the second year to remove the half-percent pay practices funding provided to executive branch agencies during the 2006-08 biennium.
  - *Allow the Provision of Fleet Management Services to Local Public Entities.* Includes language which allows the Department to provide fleet management services to local public entities on a fee-for-service basis.
  - *Update Internal Service Funds Costs.* Includes language which revises the estimated cost for the Real Estate Services, Procurement Services, Statewide Building Management, and Fleet Management internal services funds. Included in these adjustments is an \$11.2 million decrease in the expected cost for Real Estate Services in the second year. Language is included which requires the Department to develop a plan to reduce by 15 percent the fees it charges agencies and institutions for Real Estate Services. The report is due to the Department of Planning and Budget by July 15, 2009.
- **Department of Human Resources Management**
    - *Merge the Department of Employment Dispute Resolution Into the Department of Human Resources Management.* Transfers, in the second year, all of the funding and staffing for the Department of Employment Dispute Resolution into the Department of Human Resources Management.
    - *Continue Savings Initiatives Implemented Within DEDR.* Includes savings of \$163,506 GF in the second year, and an increase of \$34,410 NGF, from the continuation of savings initiatives that were included in the first year under the

Department of Employment Dispute Resolution prior to the two agencies combining.

- *Allocate Administrative Expenses to Programs.* Assumes savings of \$514,906 GF each year of the biennium along with a corresponding increase in NGF as the agency will allocate certain administrative expenditures to the appropriate nongeneral fund sources.
- *Recognize VEAP Office Special Fund Reimbursement.* Includes a \$10,644 GF savings in the first year and an identical NGF increase to reflect reimbursements made by the Virginia Enterprise Application Project Office for agency staff time during the first quarter of FY 2009.
- *Charge Agencies for Specialized Training.* Includes savings of \$50,000 GF in the first year and \$15,000 GF in the second year, with corresponding NGF increases, reflecting a proposal to charge agencies for the cost of special training previously provided by the agency free of charge.
- *Management and Efficiency Savings.* Assumes savings of \$180,126 GF and \$35,495 NGF the first year and \$214,494 GF the second year from several savings actions. Planned actions include turnover and vacancy savings, eliminating the employee reward and recognition bonuses, reducing expenditures for wage positions, and reducing computer equipment expenditures.

- **Human Rights Council**

- *Eliminate One Position.* Proposes savings of \$40,998 GF the first year through the elimination of the Equal Opportunity Employment Manager position. This proposal includes one layoff.
- *Merge the Human Rights Council Into the Department of Labor and Industry.* Transfers, in the second year, all of the funding and staffing for the Human Rights Council into the Department of Labor and Industry.
- *Management and Efficiency Savings.* Assumes savings of \$10,639 GF the first year from several savings actions. Planned actions include eliminating one wage position and reducing expenditures on furniture and computer equipment. These savings initiatives are continued in the second year in the Department of Labor and Industry's budget.

- **Department of Minority Business Enterprise**

- *Eliminate One Position.* Proposes savings of \$57,055 GF each year from the elimination of one vacant executive administrative assistant position.

- *Transfer Unobligated Nongeneral Fund Balances.* Recommends the transfer of \$350,634 in unused cash balances for disparity studies to the general fund in the first year of the biennium.
- *Management and Efficiency Savings.* Assumes savings of \$67,378 GF the first year and \$36,270 GF the second year from several savings actions. Planned actions include reducing contractor costs, expenditures on office supplies, and delaying the hiring of the Director of Operations until January 1, 2009.

- **State Board of Elections**

- *Eliminate Obsolete Servers.* Assumes savings of \$111,840 GF the first year from reduced expenditures as a result of the transfer of server storage from the old statewide voter registration system to a server owned and maintained by the Virginia Information Technologies Agency.
- *Reduce Expenditures to VEAP Office.* Proposes savings of \$113,679 GF the first year and \$113,769 GF the second year by using internal agency staff to perform tasks related to the Help America Vote Act which have been provided through a contract with the Virginia Enterprise Application Program office.
- *Recover Indirect Costs Related to Help America Vote Activities.* Assumes savings of \$111,839 GF the first year and \$75,000 GF the second year from the recovery of indirect costs incurred in support of the federal Help America Vote Act. The budget proposes a \$111,839 NGF increase in appropriation.
- *Implement Campaign Finance Filing Fees.* Includes increased revenues of \$100,772 NGF the second year from a proposal to require payment of an annual filing fee for campaign finance disclosure reporting. These NGF revenues will be appropriated and will supplant GF appropriations. This proposal would include filing fees for candidate campaign committees, local candidates, political action committees and political party committees.
- *Require Cities and Towns to Pay for the Cost of May Elections.* Reflects savings of \$80,000 GF the second year which will be realized from requiring localities that chose to hold May elections to cover 100 percent of the cost of these elections.
- *Allow Absentee Voting “for Any Reason”.* Proposes savings of \$18,000 GF in the second year of the biennium from allowing absentee voting “for any reason.” Savings is expected to be realized through reduced costs associated with designing, printing and distributing absentee voting applications.
- *Additional Funding for Pay Practices.* Includes a reduction of \$6,138 GF the second year to remove the half-percent pay practices funding provided to executive branch agencies during the 2006-08 biennium.