

Office of Administration

The Honorable Margaret "Lyn" McDermid, Secretary of Administration



The five state agencies in the Administration secretariat manage the Commonwealth's buildings and grounds, administer employee policies and benefits, oversee elections, safeguard human rights, work to improve manager-employee relations in state government, direct state funds to constitutional officers, and oversee the Commonwealth's information technology.

Office of Administration Includes:

[Secretary of Administration](#)

[Compensation Board](#)

[Department of Human Resource Management](#)

[Department of General Services](#)

[Administration of Health Insurance](#)

[Virginia Information Technologies Agency](#)

[Department of Elections](#)

For agency details, click the applicable link above to open the agency budget document page.

Operating Summary for Office of Administration (Dollars in Millions)

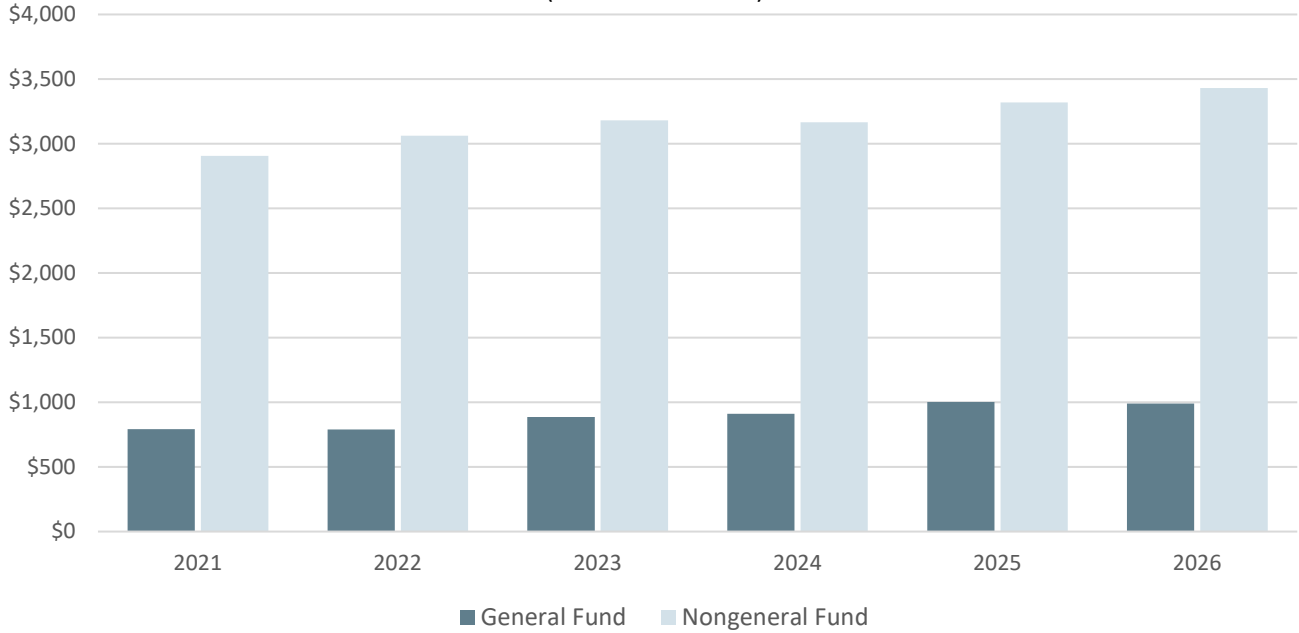
Funds	FY 2025 Base Budget	FY 2025 Changes	FY 2025 Total	FY 2026 Base Budget	FY 2026 Changes	FY 2026 Total
Total	\$4,313.91	\$6.23	\$4,320.15	\$4,366.59	\$54.87	\$4,421.46
General	\$996.47	\$5.37	\$1,001.84	\$986.40	\$3.97	\$990.38
Special	\$28.14	\$0.37	\$28.50	\$26.14	\$1.66	\$27.80
Enterprise	\$636.04	\$0.00	\$636.04	\$636.04	\$0.00	\$636.04
Internal Service	\$2,498.42	\$0.50	\$2,498.92	\$2,563.16	\$48.24	\$2,611.40
Trust and Agency	\$138.59	\$0.00	\$138.59	\$138.59	\$0.00	\$138.59
Dedicated Special	\$8.59	\$0.00	\$8.59	\$8.59	\$1.00	\$9.59
Federal	\$7.66	\$0.00	\$7.66	\$7.66	\$0.00	\$7.66

Authorized Positions for Office of Administration

Funds	FY 2025 Base Budget	FY 2025 Changes	FY 2025 Totals	FY 2026 Base Budget	FY 2026 Changes	FY 2026 Totals
Total	1,302.40	0.00	1,302.40	1,302.40	28.00	1,330.40
General Fund	457.35	0.00	457.35	457.35	2.50	459.85
Nongeneral Fund	845.05	0.00	845.05	845.05	25.50	870.55

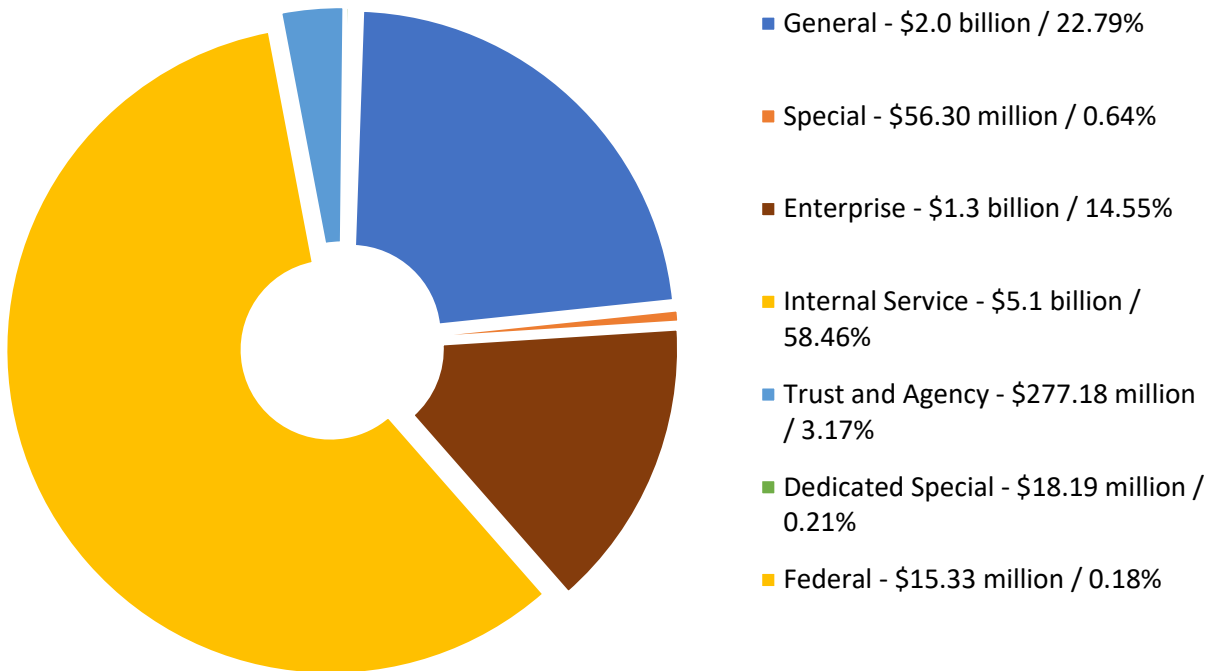
Operating Budget History

Office of Administration (Dollars in Millions)



2024-2026 Biennium Total Proposed Operating Budget

Office of Administration



Part B: 2025 Amendments to the Biennial Budget - 2024-2026 Biennium

Secretary of Administration

	Operating Budget Summary			Authorized Position Summary		
	General Fund	Nongeneral Fund	Personnel Cost	General Fund	Nongeneral Fund	Total Positions
2021 Appropriation	\$1,753,686	\$2,602,000	\$1,575,823	13.00	0.00	13.00
2022 Appropriation	\$1,753,686	\$2,602,000	\$2,217,823	13.00	4.00	17.00
2023 Appropriation	\$1,854,596	\$4,652,000	\$1,997,225	13.00	6.00	19.00
2024 Appropriation	\$1,854,596	\$5,252,000	\$1,997,225	13.00	7.00	20.00
2025 Appropriation	\$2,254,310	\$5,289,468	\$3,504,036	14.00	7.00	21.00
2025 Intro Changes	\$0	\$0	\$0	0.00	0.00	0.00
2025 Total	\$2,254,310	\$5,289,468	\$3,504,036	14.00	7.00	21.00
2026 Appropriation	\$2,254,310	\$5,289,468	\$3,504,036	14.00	7.00	21.00
2026 Intro Changes	\$0	(\$5,289,468)	(\$1,727,204)	0.00	-7.00	-7.00
2026 Total	\$2,254,310	\$0	\$1,776,832	14.00	0.00	14.00

Operating Budget Changes

Introduced Budget Non-Technical Changes

Transfer Office of Data Governance and Analytics to the Virginia Information Technologies Agency

Transfers the funding and positions for the Office of Data Governance and Analytics (ODGA) to the Virginia Information Technologies Agency (VITA). The transfer will allow ODGA to achieve economies of scale and fully utilize the existing administrative support structure present at VITA. ODGA is currently funded via charges assessed to state agencies by VITA.

	2025	2026
Nongeneral Fund	\$0	(\$5,289,468)
Authorized Positions	0.00	(7.00)

Compensation Board

	Operating Budget Summary			Authorized Position Summary		
	General Fund	Nongeneral Fund	Personnel Cost	General Fund	Nongeneral Fund	Total Positions
2021 Appropriation	\$718,465,692	\$16,606,228	\$3,472,160	20.00	1.00	21.00
2022 Appropriation	\$729,812,025	\$16,606,228	\$3,821,121	21.00	1.00	22.00
2023 Appropriation	\$810,012,233	\$16,595,878	\$3,765,739	21.00	1.00	22.00
2024 Appropriation	\$841,961,537	\$16,595,878	\$3,765,739	21.00	1.00	22.00
2025 Appropriation	\$922,446,150	\$16,595,878	\$4,060,066	21.00	1.00	22.00
2025 Intro Changes	\$126,986	\$0	\$0	0.00	0.00	0.00
2025 Total	\$922,573,136	\$16,595,878	\$4,060,066	21.00	1.00	22.00
2026 Appropriation	\$913,007,627	\$16,595,878	\$4,060,066	21.00	1.00	22.00
2026 Intro Changes	\$1,512,339	\$0	\$0	0.00	0.00	0.00
2026 Total	\$914,519,966	\$16,595,878	\$4,060,066	21.00	1.00	22.00

Operating Budget Changes

Introduced Budget Non-Technical Changes

Fund website modernization project

Provides funding to update the agency's public-facing website. First-year costs include implementation; second-year costs provide for maintenance and licensing fees.

	2025	2026
General Fund	\$126,986	\$26,621

Adjust salaries of elected constitutional officers based on increases in locality population

Adjusts salary of constitutional officers based on population growth as required by law.

	2025	2026
General Fund	\$0	\$130,716

Part B: 2025 Amendments to the Biennial Budget - 2024-2026 Biennium**Increase sheriffs' dispatcher salaries**

Funds a 9.3 percent salary increase for sheriffs' dispatchers and dispatcher supervisors as of July 1, 2025.

	2025	2026
General Fund	\$0	\$1,355,002

Department of General Services**Operating Budget Summary**

	General Fund	Nongeneral Fund	Personnel Cost	General Fund	Nongeneral Fund	Total Positions
2021 Appropriation	\$26,385,532	\$237,151,051	\$53,963,145	248.50	435.50	684.00
2022 Appropriation	\$25,624,963	\$239,723,629	\$54,845,232	250.50	435.50	686.00
2023 Appropriation	\$30,724,655	\$244,374,866	\$64,360,208	280.00	436.00	716.00
2024 Appropriation	\$30,947,829	\$245,436,372	\$65,646,136	280.00	436.00	716.00
2025 Appropriation	\$31,307,339	\$249,012,355	\$71,121,247	280.00	440.00	720.00
2025 Intro Changes	\$0	\$0	\$0	0.00	0.00	0.00
2025 Total	\$31,307,339	\$249,012,355	\$71,121,247	280.00	440.00	720.00
2026 Appropriation	\$30,807,339	\$243,029,850	\$71,121,247	280.00	440.00	720.00
2026 Intro Changes	\$288,400	\$6,086,731	\$94,900	1.00	0.00	1.00
2026 Total	\$31,095,739	\$249,116,581	\$71,216,147	281.00	440.00	721.00

Authorized Position Summary**Capital Outlay Budget Summary**

	General Fund	Nongeneral Fund	Bond Proceeds	Capital Outlay Total
2025 Appropriation	\$50,000,000	\$0	\$0	\$50,000,000
2025 Intro Changes	\$49,500,000	\$0	\$0	\$49,500,000
2025 Total	\$99,500,000	\$0	\$0	\$99,500,000
2026 Appropriation	\$0	\$0	\$0	\$0
2026 Intro Changes	\$0	\$0	\$0	\$0
2026 Total	\$0	\$0	\$0	\$0

Operating Budget Changes**Introduced Budget Technical Changes****Adjust appropriation and rates of the Office of Facilities Management internal service fund**

Adjusts appropriation and billable rent rates of the state agency rent plan to align with projected operating expenses. Additionally, this action adjusts the office's billable labor rates for trade positions to account for changes in statewide salary and fringe benefit rate increases.

	2025	2026
Nongeneral Fund	\$0	\$6,086,731

Introduced Budget Non-Technical Changes**Increase hourly rate charged by the Division of Engineering and Buildings**

Increases the hourly rate charged by the Division of Engineering and Buildings (DEB) for engineering and architectural services to capital projects.

Provide appropriation for storage of Physical Evidence Recovery Kits (PERK) and trace evidence collection kits

Provides appropriation to the Division of Consolidated Laboratory Services for equipment, storage space, and a position to process trace evidence collection kits and Physical Evidence Recovery Kits (PERK).

	2025	2026
General Fund	\$0	\$288,400
Authorized Positions	0.00	1.00

Capital Outlay Budget Changes**Introduced Budget Non-Technical Changes****Provide planning and demolition funding for the Commonwealth Courts Building**

Provides additional funding for detailed planning, working drawings, and demolition related to the Commonwealth Courts Building.

	2025	2026
General Fund	\$14,500,000	\$0

Part B: 2025 Amendments to the Biennial Budget - 2024-2026 Biennium

Relocate Monroe tenants and plan for new office building

Provides for the cost of renovations to state-owned buildings at the seat of government and associated moving expenses to facilitate the relocation of agencies from the James Monroe Building. Language also authorizes the sale of the property at the corner of 7th and Main Streets in Richmond and the transfer of remaining balances from another project to be used for the planning of a new state agency office building at the Virginia Department of Transportation Annex Building site.

	2025	2026
General Fund	\$35,000,000	\$0

Relocate Office of Fleet Management Services

Authorizes a treasury loan to acquire and improve property for the relocation of the Office of Fleet Management Services and directs the sale of the current property.

Department of Human Resource Management

Operating Budget Summary

	General Fund	Nongeneral Fund	Personnel Cost	General Fund	Nongeneral Fund	Total Positions
2021 Appropriation	\$5,143,817	\$103,341,397	\$13,297,358	43.90	71.10	115.00
2022 Appropriation	\$6,446,707	\$103,147,490	\$13,297,358	43.90	71.10	115.00
2023 Appropriation	\$8,438,334	\$108,019,504	\$17,126,899	56.90	62.10	119.00
2024 Appropriation	\$7,542,572	\$107,785,491	\$16,752,417	54.90	62.10	117.00
2025 Appropriation	\$8,049,112	\$114,324,941	\$15,962,802	55.35	61.65	117.00
2025 Intro Changes	\$100,000	\$0	\$0	0.00	0.00	0.00
2025 Total	\$8,149,112	\$114,324,941	\$15,962,802	55.35	61.65	117.00
2026 Appropriation	\$8,098,253	\$114,324,941	\$15,962,802	55.35	61.65	117.00
2026 Intro Changes	\$173,708	\$223,708	\$133,444	0.50	0.50	1.00
2026 Total	\$8,271,961	\$114,548,649	\$16,096,246	55.85	62.15	118.00

Authorized Position Summary

Operating Budget Changes

Introduced Budget Non-Technical Changes

Fund information security analyst position

Supports the cost of one full-time information security analyst position. This position will maintain, enhance, and monitor the agency's information security program to assure full compliance with the Commonwealth Security Standards.

	2025	2026
General Fund	\$0	\$73,708
Nongeneral Fund	\$0	\$73,708
Authorized Positions	0.00	1.00

Fund human resource service center

Provides additional nongeneral fund appropriation in the second year to support increase the Shared Services Center rate to \$2,000.00 per full-time equivalent and \$800.00 per wage employee.

	2025	2026
Nongeneral Fund	\$0	\$150,000

Provide funding for the Commonwealth Leadership Academy

Provides funding both years for the Commonwealth Leadership Academy, a cabinet nomination-based executive development program.

	2025	2026
General Fund	\$100,000	\$100,000

Administration of Health Insurance

	Operating Budget Summary			Authorized Position Summary		
	General Fund	Nongeneral Fund	Personnel Cost	General Fund	Nongeneral Fund	Total Positions
2021 Appropriation	\$0	\$2,197,071,067	\$0	0.00	0.00	0.00
2022 Appropriation	\$0	\$2,301,071,067	\$0	0.00	0.00	0.00
2023 Appropriation	\$0	\$2,301,071,067	\$0	0.00	0.00	0.00
2024 Appropriation	\$0	\$2,301,071,067	\$0	0.00	0.00	0.00
2025 Appropriation	\$0	\$2,481,071,067	\$0	0.00	0.00	0.00
2025 Intro Changes	\$0	\$0	\$0	0.00	0.00	0.00
2025 Total	\$0	\$2,481,071,067	\$0	0.00	0.00	0.00
2026 Appropriation	\$0	\$2,556,071,067	\$0	0.00	0.00	0.00
2026 Intro Changes	\$0	\$0	\$0	0.00	0.00	0.00
2026 Total	\$0	\$2,556,071,067	\$0	0.00	0.00	0.00

Virginia Management Fellows Program Administration

	Operating Budget Summary			Authorized Position Summary		
	General Fund	Nongeneral Fund	Personnel Cost	General Fund	Nongeneral Fund	Total Positions
2021 Appropriation	\$1,479,339	\$0	\$0	1.00	0.00	1.00
2022 Appropriation	\$1,479,339	\$0	\$0	1.00	0.00	1.00
2023 Appropriation	\$1,513,961	\$0	\$1,197,170	18.00	0.00	18.00
2024 Appropriation	\$1,513,961	\$0	\$1,197,170	18.00	0.00	18.00
2025 Appropriation	\$1,588,503	\$0	\$1,577,238	18.00	0.00	18.00
2025 Intro Changes	\$0	\$0	\$0	0.00	0.00	0.00
2025 Total	\$1,588,503	\$0	\$1,577,238	18.00	0.00	18.00
2026 Appropriation	\$1,588,503	\$0	\$1,577,238	18.00	0.00	18.00
2026 Intro Changes	\$0	\$0	\$0	0.00	0.00	0.00
2026 Total	\$1,588,503	\$0	\$1,577,238	18.00	0.00	18.00

Part B: 2025 Amendments to the Biennial Budget - 2024-2026 Biennium

Department of Elections

	Operating Budget Summary			Authorized Position Summary		
	General Fund	Nongeneral Fund	Personnel Cost	General Fund	Nongeneral Fund	Total Positions
2021 Appropriation	\$38,816,790	\$3,052,250	\$6,315,904	58.00	0.00	58.00
2022 Appropriation	\$23,647,741	\$3,052,250	\$6,315,904	58.00	0.00	58.00
2023 Appropriation	\$28,533,455	\$3,052,250	\$6,952,763	66.00	0.00	66.00
2024 Appropriation	\$26,339,663	\$3,052,250	\$6,952,763	66.00	0.00	66.00
2025 Appropriation	\$30,504,668	\$3,052,250	\$9,088,732	67.00	0.00	67.00
2025 Intro Changes	\$1,250,000	\$0	\$0	0.00	0.00	0.00
2025 Total	\$31,754,668	\$3,052,250	\$9,088,732	67.00	0.00	67.00
2026 Appropriation	\$30,327,074	\$3,052,250	\$9,101,138	67.00	0.00	67.00
2026 Intro Changes	\$0	\$0	\$0	0.00	0.00	0.00
2026 Total	\$30,327,074	\$3,052,250	\$9,101,138	67.00	0.00	67.00

Operating Budget Changes

Introduced Budget Non-Technical Changes

Continue migration of information and systems to the Cloud

Provides additional funding for the continued migration of information and systems to the Cloud.

	2025	2026
General Fund	\$500,000	\$0

Provide funding to plan upgrades for current elections software

Provides funding to develop a plan to upgrade the committee electronic tracking (COMET) and the campaign finance management (CFM) systems. The upgraded systems will address current issues and prepare for future requirements.

	2025	2026
General Fund	\$750,000	\$0

Virginia Information Technologies Agency

	Operating Budget Summary			Authorized Position Summary		
	General Fund	Nongeneral Fund	Personnel Cost	General Fund	Nongeneral Fund	Total Positions
2021 Appropriation	\$282,252	\$346,614,663	\$31,576,677	2.00	237.40	239.40
2022 Appropriation	\$282,252	\$395,694,836	\$32,029,356	2.00	240.40	242.40
2023 Appropriation	\$5,212,464	\$504,001,094	\$42,084,142	2.00	282.40	284.40
2024 Appropriation	\$291,064	\$487,916,140	\$46,065,105	2.00	317.40	319.40
2025 Appropriation	\$318,676	\$448,096,267	\$44,262,248	2.00	335.40	337.40
2025 Intro Changes	\$3,892,356	\$865,225	\$0	0.00	0.00	0.00
2025 Total	\$4,211,032	\$448,961,492	\$44,262,248	2.00	335.40	337.40
2026 Appropriation	\$318,676	\$441,822,928	\$44,262,248	2.00	335.40	337.40
2026 Intro Changes	\$2,000,000	\$49,874,017	\$3,602,327	1.00	32.00	33.00
2026 Total	\$2,318,676	\$491,696,945	\$47,864,575	3.00	367.40	370.40

Operating Budget Changes

Introduced Budget Technical Changes

Transfer appropriation from budgetary only fund

Transfers appropriation from the budgetary only fund to the Commonwealth Opioid Abatement Remediation fund (COAR). This amendment is technical in nature.

Part B: 2025 Amendments to the Biennial Budget - 2024-2026 Biennium

Introduced Budget Non-Technical Changes

Adjust appropriation for internal service fund updates		2025	2026
Adjusts the internal service fund appropriation for vendor pass-through payments to reflect the latest forecast of state agencies' utilization.	Nongeneral Fund	\$0	\$23,186,835
Increase positions to support supply chain management operations		2025	2026
Provides appropriation to support VITA supply chain management through the addition of five full time employees and one contractor position.	Nongeneral Fund	\$0	\$960,000
	Authorized Positions	0.00	5.00
Provide appropriation to facilitate the transition for the new administration		2025	2026
Provides nongeneral fund appropriation to support the transition of information technology services for the next administration, while supporting the operations of the current administration.	Nongeneral Fund	\$365,225	\$1,549,648
	Authorized Positions	0.00	1.00
Establish the Project Management Center of Excellence		2025	2026
Provides general fund appropriation to create the Project Management Center of Excellence for the Commonwealth. The Center will provide extensive support and management to agencies undertaking complex information technology system and application projects.	General Fund	\$2,000,000	\$2,000,000
	Authorized Positions	0.00	1.00
Increase cost share for federal cybersecurity grant		2025	2026
Provides general fund appropriation to increase the state matching dollars for the federal State and Local Cybersecurity Grant Program. Additional general fund state matching dollars are needed due to a higher than anticipated federal award.	General Fund	\$1,892,356	\$0
Increase positions for transition to new managed security services		2025	2026
Provides additional positions for the transition to new managed security services. Positions are needed to support the in-sourcing of cybersecurity functions from the managed security services contract.	Authorized Positions	0.00	10.00
Increase positions to support cybersecurity, auditing and cloud oversight services.		2025	2026
Provides appropriation to increase staffing for information security, auditing, and support of the cloud security oversight program.	Nongeneral Fund	\$0	\$2,341,000
	Authorized Positions	0.00	5.00
Provide additional appropriation for optional enterprise services		2025	2026
Provides nongeneral fund appropriation to support the maintenance of optional enterprise information technology services. Currently the agency offers Robotic Process Automation, Box Enterprise Content Management Service, low-code application platform, and Adobe Cloud Platform services to agencies, but do not have the appropriation necessary to maintain these services.	Nongeneral Fund	\$500,000	\$7,723,158
	Authorized Positions	0.00	1.00
Provide appropriation to develop and operate a single sign-in and verification system		2025	2026
Provides appropriation to develop and maintain a single sign-in and verification system for agency websites. The appropriation also includes funding for a service manager position to support the initiative.	Nongeneral Fund	\$0	\$3,888,739
	Authorized Positions	0.00	1.00
Provide appropriation to enhance current platforms' cybersecurity and accessibility		2025	2026
Provides general fund appropriation to continue the enterprise website modernization for cybersecurity and accessibility improvements. The general fund appropriation also supports the continuation of the Language Translation Program and PeopleSoft system.	Nongeneral Fund	\$0	\$4,935,169
	Authorized Positions	0.00	2.00

Part B: 2025 Amendments to the Biennial Budget - 2024-2026 Biennium

Transfer Office of Data Governance and Analytics to the Virginia Information Technologies Agency

Transfers the funding and positions for the Office of Data Governance and Analytics (ODGA) to the Virginia Information Technologies Agency (VITA). The transfer will allow ODGA to achieve economies of scale and fully utilize the existing administrative support structure present at VITA. ODGA is currently funded via charges assessed to state agencies by VITA.		<u>2025</u>	<u>2026</u>
	Nongeneral Fund	\$0	\$5,289,468
	Authorized Positions	0.00	7.00

Joint Subcommittee on Cyber Risk

Establishes an information security work group that will meet semi-annually.