

**2014-16 Strategic Plan**  
**Department of Planning and Budget [122]**

**Mission**

The Department of Planning and Budget advises the Governor on how to wisely use public resources for the benefit of all Virginians by analyzing, developing, and carrying out various fiscal, programmatic, and regulatory policies.

**Vision**

We advise the Governor in the prudent allocation of public resources and promote the development and implementation of fiscal, legislative, and regulatory policies that maximize empowerment of Virginia's citizens and minimize their dependence on government. We serve our customers through creative, proactive, objective, accurate, and timely planning, analysis, and evaluation.

**Values**

**Finance**

**Financial Overview**

Eighty-seven percent of DPB's general fund budget supports personnel costs: salaries, wages, and fringe benefits. The remaining budget supports day-to-day operations such as: 1) funding for rent; 2) information technology needs; 3) training; 4) office supplies; and 5) other miscellaneous costs.

Beginning in fiscal year 2014, DPB received a nongeneral fund appropriation of \$300,000 to support school efficiency reviews coordinated by DPB but 100 percent funded by the local school division. This appropriation has been continued in the 2014-2016 biennium.

Funding for ongoing maintenance of the Commonwealth's Performance Budgeting System, which fall under DPB's oversight, is appropriated in the Department of Accounts.

**Biennial Budget**

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	7,182,224	300,000	7,210,850	300,000
Changes to Initial Appropriation	0	0	0	0

*(Changes to Initial Appropriation will be 0 when the plan is created. They will change when the plan is updated mid-biennium.)*

**Customers**

**Anticipated Changes to Customer Base**

There are no anticipated changes to DPB's customer base.

**Current Customer List**

Predefined Group	User Defined Group	Number Served Annually	Potential Number of Annual Customers	Projected Customer Trend
Governor	Governor	1	1	Stable
General Assembly	General Assembly members	140	140	Stable
Governor	Council on Virginia's Future (members)	18	18	Stable
Governor	Governor's Policy staff	8	8	Stable
Governor	Governor's Secretaries and Deputy Secretaries	35	35	Stable
Local or Regional Government Authorities	Local school divisions	132	132	Stable
State Agency(s),	State agencies	193	193	Stable

**Partners**

Name	Description
<b>Agency Goals</b>	
<ul style="list-style-type: none"> <li>• <b>Provide the highest quality financial management for the Commonwealth to protect its fiscal integrity.</b></li> </ul>	<p><b>Summary and Alignment</b></p> <p>Accomplishment of this goal helps protect the state’s fiscal reputation, its AAA bond rating, and its status as a best-managed state.</p> <p><b>Associated State Goal</b></p> <p>Government and Citizens: Be recognized as the best-managed state in the nation.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>» <b>Develop a financially sound budget in which proposed recurring spending can be maintained by recurring revenue over time.</b></li> </ul> <p><i>Description</i></p> <p>Achievement of this objective assures fiscal integrity in the Commonwealth’s budget by avoiding the use of short-term or “one-time” monies for ongoing or long-term commitments.</p> <p><i>Objective Strategies</i></p> <ul style="list-style-type: none"> <li>• Continue to enhance/develop the Commonwealth's new Performance Budgeting System.</li> <li>• Submit a budget to the General Assembly that has clear performance measures for budget actions involving new initiatives.</li> <li>• Submit a budget to the General Assembly that manages the available general fund resources resulting from one-time revenues and savings actions.</li> </ul> <p><i>Measures</i></p> <ul style="list-style-type: none"> <li>◆ Administratively approved appropriations as a percentage of legislative appropriations.</li> <li>◆ Percentage of all versions of bills assigned to the agency (excluding those marked “no review”) for which fiscal impact statements were issued.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Provide objective, accurate, and timely information with respect to planning and evaluation of fiscal, legislative and regulatory activities, in order to enhance the efficiency and effectiveness of state government.</b></li> </ul>	<p><b>Summary and Alignment</b></p> <p>Accomplishment of this goal helps protect the state’s fiscal reputation, its AAA bond rating, and its status as a best-managed state.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>» <b>Provide timely analysis of the economic impact of proposed regulations, with the objective of designing regulations in the most efficient, effective, and least intrusive manner.</b></li> </ul> <p><i>Description</i></p> <p>Section 2.2-4007.04 of the Code of Virginia requires that the Department of Planning and Budget prepare an economic impact analysis (EIA) for all non-exempt proposed regulations within 45 days of receipt. An EIA, typically, clearly and concisely describes the expected economic impact of a regulatory proposal on Virginians. An EIA may produce significant value added for: (1) the Governor when deciding whether or not to approve proposed regulations; (2) legislators in learning about the benefits and costs of regulations; and (3) the regulated community and other members of the public who may be directly or indirectly affected by the proposed regulations. An EIA is a public document and may be viewed on the Virginia Regulatory Town Hall Web site.</p> <p><i>Objective Strategies</i></p> <ul style="list-style-type: none"> <li>• Make implementable recommendations that result in design improvements and that advance the Governor’s public policy goals.</li> <li>• Provide economic impact analysis reports that correctly indicate economic costs and benefits of proposed regulatory change, using, where feasible, existing reference and high-quality research.</li> <li>• Provide review within the statutory deadlines that adds positively to public discourse.</li> <li>• Verify and improve the design of proposed (stage) regulations to maximize economic benefits and minimize economic costs.</li> </ul>

#### Measures

- ◆ Percentage of economic impact analyses that are completed within 45 days from receipt of proposed and fast-track (stage) regulatory proposals.

### » **Develop timely and accurate forecasts for major state programs for planning and budgeting purposes.**

#### *Description*

The Department of Planning and Budget produces annual forecasts for the following significant state programs which are provided to decision makers as key input for each year's budget decisions as well as for longer range policy and planning for key budget drivers: Medicaid Expenditures; Public Safety Admissions and Inmate Population forecasts for state prisons, local jails, state juvenile correctional facilities, and detention homes; and Criminal Fund forecast.

#### *Objective Strategies*

- Assure forecast results are communicated effectively.
- Maintain expertise on relevant forecasting techniques and models to maintain quality.
- Manage forecast production to optimize usefulness to decision makers.
- Perform other economic analyses and projections, upon request.

#### Measures

- ◆ Accuracy of the agency's forecast for total state responsible inmate population.

### • **Continue to strengthen communication and relationships with customers.**

#### **Summary and Alignment**

Accomplishment of this goal would help protect the state's fiscal reputation, its AAA bond rating, and its longstanding status as a best-managed state.

#### **Objectives**

### » **Strive to maintain a high level of satisfaction from the Governor's Policy Office and the Cabinet regarding information and analysis provided to them by the Department of Planning and Budget (DPB).**

#### *Description*

Achievement of this objective assures that agency customers are receiving information and analysis in a form that is timely and useful for decision making.

#### *Objective Strategies*

- Analyze survey feedback and communicate results to DPB staff. Develop and implement improvements to address less-than-satisfactory ratings.
- Conduct a survey of the Governor's Office and Cabinet to assess their rating of the timeliness and quality of DPB's analysis with respect to budget issues, proposed legislation, economic forecasting, regulatory review and evaluation.
- Facilitate the development and improvement of agency performance measures reported in the Performance Budgeting System, ensuring appropriate linkage to the budget.
- Keep Cabinet officials informed on upcoming changes and issues.

#### Measures

- ◆ Average rate of survey respondents' satisfaction with the timeliness and quality of the agency's analyses.

## **Major Products and Services**

The Commonwealth's Performance Budgeting System is fully implemented and combines under one system budget development, budget execution, capital, strategic planning, and performance measurement. As required by Section 2.2-1501 in the Code of Virginia, DPB ensures information generated in the Performance Budgeting System is useful for managing and improving the efficiency and effectiveness of state government operations and is available to the Commonwealth's citizens and public officials. DPB's mission-critical products and services are, as follows:

- Budget bill
- Budget document
- Budget development
- Budget execution
- Analysis of budget proposals and development of recommendations for the Governor
- Procedures for monitoring agency expenditures
- Decision briefs for budget execution decisions
- Coordination of the executive legislative review process
- Fiscal impact statements for legislation introduced in the General Assembly
- Planning and performance measure instructions, handbook, and training for state agencies
- Economic impact statements and policy analyses on proposed regulations
- Development, maintenance and oversight of the Regulatory Town Hall Web site
- Coordination and management of the rulemaking process across state agencies
- Training on the Regulatory Town Hall Web site and state rulemaking process
- Forecasts of major budget items including prison, jail, and juvenile correctional center populations; TANF caseloads; FAMIS expenditures; and Supreme Court trial expenditures
- Detailed assessments of programs and services to achieve a more efficient and cost-effective state government
- Coordination of school efficiency reviews
- Performance of best management practices reviews
- Staff assistance to the Council on Virginia's Future
- Staff support for legislative and executive task forces
- Advisory assistance to various panels, committees, and commissions
- Presentations on fiscal and budgetary policy
- Response to constituent requests

## Performance Highlights

Virginia continues to lead as one of the best managed states in the nation. In 2010, Virginia was named one of the best managed states in the nation by the *Government Performance Project* sponsored by *Governing* magazine. Virginia's financial strength is indicated by its AAA bond rating and being one of nine states given this highest rating by all three national rating agencies. Virginia consistently ranks top in the United States in categories that impact successful economic development. Virginia ranked No. 2 in the Forbes *Best States for Business* in 2010 and 2011. The Forbes ranking measured six vital categories for businesses: costs, labor supply, regulatory environment, current economic climate, growth prospects, and quality of life. In the *Pollina Corporate Top 10 Pro-Business States for 2012*, Virginia ranked No. 2 in the nation. CNBC, in its annual study, *America's Top States for Business*, designated Virginia as one of the top states for business at No. 3 in 2012.

The Department of Planning and Budget (DPB) is required by Section 2.2-4007.04, Article 2, of the Code of Virginia to manage the Virginia Regulatory Town Hall Web site; to publish, as well as provide online public comment forums for, all (non-exempt) regulatory stages; and, prepare an economic impact analysis (EIA) for a proposed regulation within 45 days of its receipt by DPB and within 30 days of receipt for a fast-track regulation. DPB is required to provide a copy of each EIA to the Joint Commission on Administrative Rules (JCAR) as well as to each member of the General Assembly.

## Staffing

Authorized Maximum Employment Level (MEL)	65
Salaried Employees	46
Wage Employees	3
Contracted Employees	6

## Key Risk Factors

**Maintaining funding for core services:** The Department of Planning and Budget (DPB) leads the state's integrated strategic planning and budget process. As part of its statutory responsibility, DPB advises the Governor on the allocation of scarce resources. DPB will remain challenged in the years ahead to maintain necessary funding for the core services of state government and to maintain structural balance as the state is likely to continue to experience modest revenue growth while large entitlement programs such as Medicaid will continue to see significant growth. Structural balance is maintained by the utilization of recurring revenue to support ongoing operations. The use of one-time or non-recurring revenue for ongoing operations and potential federal reductions puts the state's bond rating at risk. DPB will experience increased pressure to remain vigilant in maintaining financial responsibility and a structural balance in the state's budget.

**Loss of experienced finance workforce:** DPB depends upon obtaining quality information and data from state agencies. As the workforce ages and has been downsized, many agencies are not able to develop replacement staff. Delayed succession planning in key finance positions could lead to difficulties in managing financial crisis in the future. Central agencies like DPB may be called upon more often to help agencies resolve issues that once were managed by agency-based staff.

## Management Discussion

### General Information About Ongoing Status of Agency

The Department of Planning and Budget (DPB) leads the Commonwealth's enhanced integrated strategic planning and budgeting process and advises the Governor on the allocation of scarce resources. In terms of the overall financial health of the Commonwealth, DPB will remain challenged in the years ahead to maintain necessary funding for the core services of state government. As part of its statutory responsibility, DPB advises the Governor on the allocation of resources to large entitlement programs that are mandated or required (such as Medicaid and K-12 education) down to support of small local sheriff offices that protect our smallest communities. Decisions about the proper funding levels for each of these requires comprehensive information and in-depth analysis. DPB also must be poised to react quickly in its advisory capacity to changes in revenue that affect financial responsibility and structural balance in the state's budget. In order to maximize its ability to successfully respond to economic changes, DPB must focus on transferring its institutional knowledge through the recruitment and development of a well trained staff.

DPB has been addressing pressing workforce issues: a highly competitive market of well-educated and skilled staff; and, an aging workforce in key positions that either are, or soon will be, eligible for retirement. Over the last year, DPB has increased its staffing levels after analyzing its organizational structure to determine where existing resources can best be directed toward sound succession planning. DPB is addressing the training needs of new staff through exposure to national organizations and internal training from other state agencies as well as staff mentoring.

### Information Technology

The Virginia Information Technologies Agency and Northrop Grumman partnership (VITA\NG) provides strategic direction for the use of technology resources for the Commonwealth. In that regard, VITA\NG oversees the pre-selection, selection, control, and evaluation of all DPB information technology projects and procurements in support of Executive Branch Agency business objectives.

The Commonwealth's Performance Budgeting System is fully implemented and is the first systematic and consolidated overhaul of the state's budget system in Virginia since the early 1980s. The Performance Budgeting System combines under one system: budget development; budget execution; capital; strategic planning; and, performance measurement. The Department of Planning and Budget (DPB) is responsible for overseeing the operation and maintenance of the system. The ongoing cost of this effort will be paid for through rates charged to state agencies.

DPB's Web-based Electronic Fiscal Impact Statement System and Virginia Regulatory Town Hall Web site application are long-standing applications, where as the Commonwealth's Performance Budgeting System and the strategic planning process are new.

DPB's Web-based Electronic Fiscal Impact Statement System simplifies the tracking and development of Fiscal Impact Statements (FIS). FIS are issued on bills introduced during the General Assembly sessions. FIS describe the fiscal impact of proposed legislation and are intended to aid legislators and the Governor's Office in the decision-making process. Each FIS is electronically communicated to legislative services where it is posted electronically with the legislation, and electronic copies are sent to the patron and relevant committees.

The Virginia Regulatory Town Hall Web site application was the first of its kind in the nation. It provides Virginians the opportunity to participate which gives greater access to all citizens in the regulatory rulemaking process electronically. Regulations affect many aspects of the Commonwealth including speed limits, physician qualifications, pollution control requirements, and testing standards in Virginia's public schools. The Regulatory Town Hall Web site allows Virginians to learn about regulations, submit online comments, and sign up to receive customized email notifications at no cost.

### Estimate of Technology Funding Needs

### Workforce Development

The Department of Planning and Budget (DPB) relies mostly on salaried classified state employees for the delivery of services to its customers. DPB also employs wage employees to supplement classified staff during peak work periods and unexpected staff turnover. Generally, wage employees make up about nine percent of DPB's staff. DPB now has an employment level of 46 full-time and three wage employees from a total authorized position level of 65. DPB has made recruitment and succession planning a priority and has increased staffing over the last two years to ensure adequate staffing to serve customers and to begin the process of transferring institutional knowledge to new staff.

### Physical Plant

The Department of Planning and Budget (DPB) is a Virginia executive branch agency that works with the Governor's Office, the General Assembly, and other state agencies to develop and execute the Commonwealth's budget. DPB's proximity to the Governor's Office and the General Assembly is critical in fulfilling its mandate. DPB is located in the Patrick Henry Building adjacent to the capitol. At this time, the current space is adequate to meet DPB's needs. DPB leases its space from the Department of General Services.

## Supporting Documents

Title	File Type
State Budget Page	Link



## Budget Development and Budget Execution Services [71502]

### Description of this Program / Service Area

This service area consists of two components – budget development and budget execution. The two work in tandem to produce Virginia’s biennial budget and subsequent amended budgets. Each one is described below and is mandated by Section 2.2-1501 of the Code of Virginia. Both components include operating and capital budgets.

Budget development is the methodical process used to create the Governor’s executive budget. In general, it begins in the spring with the preparation of budget instructions for state agencies. This initial phase is followed by a second in September or October whereby funding requests for new initiatives are submitted by state agencies to the Department of Planning and Budget (DPB) for analysis and evaluation. This phase also requires DPB staff to make forecasts of major budget drivers. Both phases are essential for making recommendations to the Governor on funding issues and levels. They lead to the production of the budget document, budget bill, budget press package, and any subsequent executive amendments, if necessary. Thereafter, budget development is directed toward analyzing the General Assembly’s committee and conference amendments. This effort assists the Governor in taking actions for the reconvened General Assembly session (amendments and item vetoes) and actions on the re-enrolled budget bill. Budget development concludes in late April or early May upon signing of the budget by the Governor.

Budget execution is the implementation component of Virginia’s budget process that allows state agencies to spend appropriations. Within this component, appropriations and allotments are reviewed and approved, expenditures are monitored, and instructional guidance is issued to state agencies on matters such as year-end close and new-year start-up. Budget execution also includes the preparation of decision briefs that are used in making certain budgetary decisions. Although much of budget execution follows budget development, it is a year-round activity.

For the 2014-2016 biennium, 36.72 positions would support this service area.

### Mission Alignment

The two phases of budget development are essential for making recommendations to the Governor on funding issues and position levels that support DPB’s mission of advising the Governor on how to wisely use public resources for the benefit of all Virginians.

Budget execution includes the preparation of decision briefs that are used in making certain budgetary decisions, which also supports DPB’s mission of advising the Governor on how to wisely use public resources for the benefit of all Virginians.

### Products and Services

#### Description of Major Products and Services

Budget bill

Budget document

Governor’s budget press package

Budget development and execution instructions for state agencies

Analysis of budget proposals and development of recommendations for the Governor

Year-end close and new-year start-up instructions for state agencies

Analyses of budget to expenditures

Decision briefs for budget execution decisions

Planning and performance measure instructions, handbook and training for state agencies

Tracking of agency performance measures

Analyses of federal budget proposals and actions that may affect Virginia

Serve on legislative and executive task forces

Advisory assistance to various panels, committees, and commissions

Presentations on fiscal and budgetary policy

#### Anticipated Changes

Assuming no further reductions in general fund appropriation, there are no anticipated changes at this time.

**Factors Impacting**

Eighty-seven percent of the Department of Planning and Budget's (DPB) total general fund budget supports personnel costs. Decreasing general fund appropriation could adversely impact DPB's ability to deliver products and/or services as it directly impacts staffing.

**Financial Overview**

General fund appropriation supports personal and nonpersonal service costs for this service area.

Biennial Budget

	<b>2015 General Fund</b>	<b>2015 Nongeneral Fund</b>	<b>2016 General Fund</b>	<b>2016 Nongeneral Fund</b>
Initial Appropriation for the Biennium	4,820,183	0	4,848,809	0
Changes to Initial Appropriation	0	0	0	0

**Supporting Documents**

**Title** **File Type**



**Legislation and Executive Order Review Service [71504]**

**Description of this Program / Service Area**

Legislative review process provides information to enable the Governor and General Assembly members to assess proposed legislation in order to make informed decisions regarding budget, regulatory, and policy issues. It also helps the Governor and General Assembly provide adequate resources to implement statutory changes that have a fiscal impact. The process uses an electronic fiscal impact statement system (EFIS) that makes fiscal impact statements more readily available to the public during the legislative session.

The legislative review process begins in July and runs through April, with most work occurring in the January-April time frame.

For the 2014-2016 biennium, slightly less than 40 percent of a position would support this service area.

**Mission Alignment**

The legislative review process supports the agency’s mission of advising the Governor on how to wisely use public resources for the benefit of all Virginians. Important information is also provided to the General Assembly.

**Products and Services**

**Description of Major Products and Services**

Instructions for agencies regarding development of legislative proposals

Recommendations to the Governor on agency legislative proposals

Fiscal impact statements on bills introduced in the 2014 General Assembly that were assigned to the Department of Planning and Budget (DPB)

Note: 1,575 bills were submitted to DPB in fiscal year 2014 that required review, resulting in 1,169 fiscal impact statements.

**Anticipated Changes**

Assuming no further reductions in general fund appropriation, there are no anticipated changes at this time.

**Factors Impacting**

Eighty-seven percent of the Department of Planning and Budget’s (DPB) total general fund budget supports personnel costs. Decreasing general fund appropriation could adversely impact DPB’s ability to deliver products and/or services as it directly impacts staffing.

**Financial Overview**

General fund appropriation supports personal and nonpersonal service costs for this service area.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	40,701	0	40,701	0
Changes to Initial Appropriation	0	0	0	0

**Supporting Documents**

**Title** **File Type**

**Forecasting and Regulatory Review Services [71505]**

**Description of this Program / Service Area**

This service area provides forecasting and regulatory review services. The four primary functions within this service area are: (1) assessing the policy implications and estimating the economic impact of proposed regulations, with the objective of designing regulations that are efficient, effective and least intrusive; (2) coordinating and managing Virginia's rulemaking process; (3) advising the Governor's Secretaries and Policy Office on regulatory matters; and (4) forecasting major budget items such as prison, jail, and juvenile correctional center populations; Temporary Assistance for Needy Families caseloads; Family Access to Medical Insurance Security expenditures; and Supreme Court trial expenditures.

For the 2014-2016 biennium, 6.10 positions would support this service area.

**Mission Alignment**

This service area supports the Department of Planning and Budget's mission of analyzing various fiscal, programmatic, and regulatory policies.

**Products and Services**

**Description of Major Products and Services**

Economic impact statements and policy analyses of proposed regulations

Maintenance of the Virginia Regulatory Town Hall Web site

Coordination of the rulemaking process across state agencies

Training on the Virginia Regulatory Town Hall Web site and state rulemaking process

Forecasts of major budget items such as prison, jail, and juvenile correctional center populations; Temporary Assistance for Needy Families caseloads; Family Access to Medical Insurance Security expenditures; and Supreme Court trial expenditures.

**Anticipated Changes**

Assuming no further reductions in general fund appropriation, there are no anticipated changes at this time.

**Factors Impacting**

Eighty-seven percent of the Department of Planning and Budget's (DPB) total general fund budget supports personnel costs. Decreasing general fund appropriation could adversely impact DPB's ability to deliver products and/or services as it directly impacts staffing.

**Financial Overview**

General fund appropriation supports personal and nonpersonal service costs for this service area.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	634,236	0	634,236	0
Changes to Initial Appropriation	0	0	0	0

**Supporting Documents**

**Title** **File Type**

**Program Evaluation Services [71506]**

**Description of this Program / Service Area**

The service area Program Evaluation Services contains two primary functions:

School Efficiency Review Program: The purpose of the reviews is to identify savings that can be gained through best practices in organization, service delivery, human resources, facilities, finance, transportation, technology management and other non-instructional areas, thereby allowing local school divisions to redirect administrative savings back into the classroom for an even greater investment in the children of Virginia. Business practices that appear to be more efficient than those found elsewhere are also documented and shared with other school divisions across the Commonwealth. A nongeneral fund appropriation of \$300,000 in each year of the 2014-2016 biennium has been provided to support school efficiency reviews coordinated by DPB. Expenses from this appropriation are derived from school reviews that are 100 percent funded by a local school division.

Best Management Practices Studies: Studies are conducted to analyze managerial and programmatic issues and present recommendations to ensure effective and efficient outcomes for the citizens of Virginia. The staff serves as the primary program evaluation instrument for the executive branch.

For the 2014-16 biennium, 4.70 positions would support this service area.

**Mission Alignment**

This service area supports DPB's mission of analyzing and developing various fiscal, programmatic, and regulatory policies. In addition, it provides assessments to support the wise use of public resources for the benefit of all Virginians.

**Products and Services**

**Description of Major Products and Services**

Detailed assessments of programs and services to achieve a more efficient and cost-effective state government

School efficiency reports

Best management practices reports

Staff assistance to the Council on Virginia's Future

**Anticipated Changes**

Assuming no further reductions in general fund appropriation, there are no anticipated changes at this time.

**Factors Impacting**

Eighty-seven percent of the Department of Planning and Budget's (DPB) total general fund budget supports personnel costs. Decreasing general fund appropriation could adversely impact DPB's ability to deliver products and/or services as it directly impacts staffing.

**Financial Overview**

General fund appropriation supports personal service and nonpersonal service costs for this service area.

For the 2014-2016 biennium, there is an appropriation of a nongeneral fund appropriation of \$300,000 for school efficiency reviews coordinated by DPB but 100 percent funded by the local school division requesting the review.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	1,325,353	300,000	1,325,353	300,000
Changes to Initial Appropriation	0	0	0	0

**Supporting Documents**

**Title** **File Type**

## Service Area Plan

### Administrative Services [71598]

#### Description of this Program / Service Area

This service area provides employee relations, fiscal, facilities management, clerical, and coordination services.

Through a partnership with the Department of Human Resource Management's Shared Services Center (Center), staff receives high quality and timely personnel-related services. This partnership blends the Department of Planning and Budget's (DPB) unique internal knowledge and experiences with the Center's much deeper understanding of personnel issues. Examples of services covered by the partnership are: (1) compensation; (2) Equal Employment Opportunity; (3) recruitment; (4) benefits administration; (5) performance management; and (6) policy interpretation and updates.

In addition to employee relations services, this service area addresses accounting, budgeting, and procurement needs. For example, invoices and purchase orders are processed and reconciled in a manner consistent with standards established by the Commonwealth Accounting and Reporting System, vendor Prompt Pay, eVA (electronic procurement), and the Agency Procurement and Surplus Property Manual. Budget preparation

And expenditure tracking services are also provided to ensure that DPB does not exceed allotted appropriation levels.

Finally, staff in this service area coordinate and implement actions (mandates, directives, and changes) initiated by the Virginia Information Technologies Agency, address sundry facility needs (e.g., space allotments, renovations, etc.), provide clerical services, and develop DPB's Continuity of Operations Plan.

For the 2014-2016 biennium, 4.08 positions would support this service area.

#### Mission Alignment

This service area ensures that sound management practices and qualified staff members are in place to carry out the mission of the agency.

#### Products and Services

##### Description of Major Products and Services

Employee relations, fiscal, and facility services

##### Anticipated Changes

Assuming no further reductions in general fund appropriation, there are no anticipated changes at this time.

##### Factors Impacting

Eighty-seven percent of the Department of Planning and Budget's (DPB) total general fund budget supports personnel costs. Decreasing general fund appropriation could adversely impact DPB's ability to deliver products and/or services as it directly impacts staffing.

#### Financial Overview

General fund (GF) appropriation supports personal and nonpersonal service costs for this service area.

Biennial Budget

	2015 General Fund	2015 Nongeneral Fund	2016 General Fund	2016 Nongeneral Fund
Initial Appropriation for the Biennium	361,751	0	361,751	0
Changes to Initial Appropriation	0	0	0	0

#### Supporting Documents

**Title** **File Type**