



# Executive Offices

## Overview

The Executive Offices include the Governor, the Lieutenant Governor, and the Attorney General. These offices also include the Secretary of the Commonwealth, who administers the service-of-process laws and regulates notaries and lobbyists, and the Virginia Liaison Office, which advises the Governor on federal legislation and regulations that affect the state. Also included is the new Office for Substance Abuse Prevention, which is to coordinate substance abuse prevention activities in the Commonwealth.

## Summary of recommended funding for Executive Offices

Agency	Fiscal year 2001			Fiscal year 2002		
	GF	NGF	All funds	GF	NGF	All funds
Office of the Governor	2.4	0.0	2.4	2.4	0.0	2.4
Office of the Lieutenant Governor	0.3	0.0	0.3	0.3	0.0	0.3
Office of the Attorney General and Department of Law	17.4	6.7	24.1	17.7	7.1	24.8
Secretary of the Commonwealth	1.6	0.0	1.6	1.6	0.0	1.6
Office for Substance Abuse Prevention		0.5	0.2	0.7	0.5	0.2
Virginia Liaison Office	0.2	0.1	0.3	0.2	0.1	0.3
Interstate Organization Contributions	0.2	0.0	0.2	0.2	0.0	0.2
<b>Total for Executive Offices</b>	<b>22.6</b>	<b>7.1</b>	<b>29.7</b>	<b>22.9</b>	<b>7.4</b>	<b>30.3</b>

Dollars in millions. Figures may not add due to rounding. See "How to read the summary tables" on page 8.

## Office of the Governor

The Governor manages the executive branch of state government to meet the needs of Virginia's citizens. About 79 percent of the Governor's Office budget supports the salaries of those who advise the Governor on policies, legislative affairs, legal matters, constituent concerns, regulatory matters, and coordination of statewide issues. Running the Governor's mansion accounts for 19 percent of the budget. The office does not receive any federal funds.

**Recommended amendments:**

- ▶ **Increase the salary of the next Governor.** Adds funds to increase the salary of the Governor to be elected in 2001. This amendment funds the cost of the increase for the remainder of 2002. For 2002, \$10,644 (GF).
- ▶ **Implement central account adjustments.** An adjustment to properly distribute savings associated with the suspension of performance indemnity bond premium payments. This amount was included in a central account in the 2000 Appropriation Act. For 2002, a reduction of \$67 (GF).

## **Office of the Lieutenant Governor**

The Lieutenant Governor serves as president of the Virginia Senate, and votes only when necessary to break a tie vote. He represents the Commonwealth at ceremonial functions and responds to inquiries from citizens. The Lieutenant Governor becomes Governor if the Governor is removed from office due to disqualification, death, or resignation. The office does not receive any federal funds. (See Article V, Section 16 of the Constitution.)

**Recommended amendments:**

- ▶ **Increase the salary of the next Lieutenant Governor.** Adds funds to increase the salary of the Lieutenant Governor to be elected in 2001. This amendment funds the cost of the increase for the remainder of 2002. For 2002, \$3,232 (GF).
- ▶ **Implement central account adjustments.** An adjustment to properly distribute savings associated with the suspension of performance indemnity bond premium payments. This amount was included in a central account in the 2000 Appropriation Act. For 2002, a reduction of \$23 (GF).

## **Office of the Attorney General and Department of Law**

The Attorney General is the chief legal officer of the Commonwealth. With the assistance of a staff of lawyers and legal professionals, he advises the Governor and executive branch agencies and boards, and represents them in state and federal court. The Office of the Attorney General represents the Commonwealth's position when criminal convictions are appealed, and defends the constitutionality of state laws when challenged. It enforces laws that protect businesses and consumers in utility matters, collects money owed to the state, and investigates Medicaid fraud. The Attorney General also renders legal opinions to state and local government officials. In fiscal year 2000, 3.8 percent of the agency's spending was from federal funds.

**Recommended amendments:**

- ▶ **Increase the salary of the next Attorney General.** Adds funds to increase the salary of the next Attorney General to be elected in 2001. This amendment funds the cost of the increase for the remainder of the 2002 year. For 2002, \$9,784 (GF).
- ▶ **Increase line attorney salaries.** Additional funds to increase the starting salary for assistant attorneys general and adjust the existing pay plan accordingly. The adjustment makes salaries for staff attorneys more competitive with other state and local government attorneys in the Richmond metropolitan area. For 2002, \$373,052 (GF) and \$133,581 (NGF).

- ▶ **Provide legal services for the Tobacco Indemnification and Community Revitalization Commission and Tobacco Foundation.** Establishes an appropriation and a position for legal services provided to the commission and foundation. For 2002, \$117,990 (NGF) and one position (NGF).
- ▶ **Provide additional legal services for the Department of Professional and Occupational Regulation.** Establishes an appropriation and a position for legal services provided to the department. For 2002, an increase of \$72,129 (NGF) and one position (NGF).
- ▶ **Produce executive management savings.** Savings to be achieved by: reducing the number of copies of the Virginia Code used by the office, expanding web-based publishing including placing current Attorney General opinions on the Internet, reducing a clerk's position due to increased productivity, paying association dues from nongeneral funds, and applying a surcharge to the Division of Debt Collection for administrative overhead. For 2001, a reduction of \$164,149 (GF) and an increase of \$40,000 (NGF). For 2002, a reduction of \$183,298 (GF) and an increase of \$40,000 (NGF).
- ▶ **Implement central account adjustments.** Adjustments to properly distribute to agencies amounts that were included in a central account in the 2000 Appropriation Act:
  - Achieve productivity savings.*** A reduction in funds to reflect productivity savings called for in the 2000 Appropriation Act, which set aside savings totaling \$91.7 million statewide from the general fund. This agency achieves savings by implementing telecommunications contract savings. For 2001, a savings of \$312 (GF). For 2002, a savings of \$994 (GF).
  - Effect other technical adjustments.*** A net reduction in funds to reflect adjustments for savings associated with the suspension of performance indemnity bond premium payments and the new state COVANET telecommunications contract. For 2002, a reduction of \$1,564 (GF).

## Office of the Secretary of the Commonwealth

The office conducts a variety of legal actions and other services for citizens of the Commonwealth. The office commissions 25,000 notaries public, registers 1,500 lobbyists, and coordinates recommendations for 4,000 appointments by the Governor. The office also processes and mails legal papers to the last known address of missing people who are involved in legal disputes, researches all requests to the Governor for executive clemency, and processes 1,700 cases annually to transfer fugitives to other states. Finally, the office authenticates almost 17,000 legal documents with the Commonwealth's seal. The office does not receive any federal funds.

### Recommended amendments:

- ▶ **Provide additional funding for executive support.** Additional funds to allow the agency to support the Governor's Office and Cabinet in efforts to archive records and other necessary support services. For 2001, \$100,000 (GF). For 2002, \$100,000 (GF).
- ▶ **Produce executive management savings and adjust fee.** Savings to be achieved by expanding web-based publishing. In addition, this action includes increased general fund revenue due to an adjustment in the annual fee for notaries public. Since 1979, the annual notary fee has remained unchanged at \$25, and prior to 1979, had been set at \$35. Companion legislation will be introduced to raise the current service fee to \$30. The estimated general fund revenue increase is \$18,750 in 2001 and \$225,000 in 2002. For 2001, a savings of \$2,876 (GF). For 2002, a savings of \$5,753 (GF).

- ▶ **Implement central account adjustments.** Adjustments to properly distribute to agencies amounts that were included in a central account in the 2000 Appropriation Act:

***Achieve productivity savings.*** A reduction in funds to reflect productivity savings called for in the 2000 Appropriation Act, which set aside savings totaling \$91.7 million statewide from the general fund. This agency achieves savings by implementing telecommunications contract savings. For 2001, a savings of \$231 (GF). For 2002, a savings of \$737 (GF).

***Effect other technical adjustments.*** A net reduction in funds to reflect adjustments for savings associated with the suspension of performance indemnity bond premium payments and the new state COVANET telecommunications contract. For 2002, a reduction of \$846 (GF).

## Office for Substance Abuse Prevention

The function of this office is to coordinate substance abuse prevention activities in the Commonwealth. The office identifies gaps in services and recommends the most appropriate use of available resources in implementing substance abuse prevention strategies. It is also responsible for administering special federal grant funds available to localities for the development of a prevention system directed at reducing drug use by youth. The agency was established by legislation enacted by the 2000 General Assembly and began operation in 2001.

### Recommended amendment:

- ▶ **Fund administrative costs of new agency.** Provides funds to cover the operating costs of the agency. The source of the nongeneral funds is federal grant funds. For 2001, \$500,000 (GF) and \$200,000 (NGF) and two positions (NGF). For 2002, \$500,000 (GF) and \$200,000 (NGF).

## Virginia Liaison Office

The office, located across from the U.S. Capitol in Washington, D.C., provides Virginia's state and local officials immediate access to the federal government. The office coordinates the Commonwealth's positions on federal issues, resolves administrative problems that arise between the state and federal government, assists state agencies in identifying and securing federal funding, and identifies significant federal regulations and legislation and provides information on them to state and local officials. The office also participates in joint studies with other states and interest groups and coordinates Virginia's participation in interstate organizations. About one-third of the office's budget comes from nongeneral funds, all of which are state transportation funds, to support work involving the federal government on transportation issues. The agency does not receive any federal funds.

### Recommended amendments:

- ▶ **Produce executive management savings.** Savings to be achieved by expanding web-based publishing. For 2001, a savings of \$94 (GF). For 2002, a savings of \$188 (GF).
- ▶ **Implement central account adjustments.** Adjustments to properly distribute to agencies amounts that were included in a central account in the 2000 Appropriation Act:
  - Achieve productivity savings.*** A reduction in funds to reflect productivity savings called for in the 2000 Appropriation Act, which set aside savings totaling \$91.7 million statewide from the general fund. This agency achieves savings by implementing telecommunications contract savings. For 2001, a savings of \$99 (GF). For 2002, a savings of \$342 (GF).

**Effect other technical adjustments.** A net reduction in funds to reflect adjustments for savings associated with the suspension of performance indemnity bond premium payments and the new state COVANET telecommunications contract. For 2002, a reduction of \$396 (GF).

## **Interstate Organization Contributions**

This activity pays membership dues in six regional and national organizations. It is treated as a state agency for budget purposes, but it has no employees. All staff support is provided by the Governor's Office. The agency does not receive any federal funds.

### **Recommended amendment:**

- ▶ **Produce executive management savings.** Savings to be achieved by reducing the assessment for the Southern Growth Policies Board and expanding use of web based publishing. For 2001, a savings of \$3,054 (GF). For 2002, a savings of \$108 (GF).



# Executive Offices

## Detail Tables

	Fiscal Year 2001			Fiscal Year 2002		
	General	Nongeneral	All Funds	General	Nongeneral	All Funds
<b>OFFICE OF THE GOVERNOR</b>						
<b>2000-2002 legislative appropriation</b>	2,378,854	0	2,378,854	2,379,597	0	2,379,597
<b>Central accounts adjustments:</b>						
▶ Other technical adjustments	0	0	0	(67)	0	(67)
Subtotal central accounts adjustments	0	0	0	(67)	0	(67)
<b>Recommended amendments:</b>						
▶ Increase the next Governor's salary	0	0	0	10,644	0	10,644
<b>Total recommended amendments</b>	0	0	0	10,644	0	10,644
<b>Total recommended funding</b>	2,378,854	0	2,378,854	2,390,174	0	2,390,174
% change over legislative appropriation	0%	0%	0%	0.44%	0%	0.44%
<b>Position Level:</b>						
<b>2000-2002 legislative appropriation</b>	35.00	0	35.00	35.00	0	35.00
Recommended amendments	0	0	0	0	0	0
<b>Total recommended positions</b>	35.00	0	35.00	35.00	0	35.00
<b>LIEUTENANT GOVERNOR</b>						
<b>2000-2002 legislative appropriation</b>	336,262	0	336,262	336,520	0	336,520
<b>Central accounts adjustments:</b>						
▶ Other technical adjustments	0	0	0	(23)	0	(23)
Subtotal central accounts adjustments	0	0	0	(23)	0	(23)
<b>Recommended amendments:</b>						
▶ Increase the salary of the next Lieutenant Governor	0	0	0	3,232	0	3,232
<b>Total recommended amendments</b>	0	0	0	3,232	0	3,232
<b>Total recommended funding</b>	336,262	0	336,262	339,729	0	339,729
% change over legislative appropriation	0%	0%	0%	0.95%	0%	0.95%
<b>Position Level:</b>						
<b>2000-2002 legislative appropriation</b>	6.00	0	6.00	6.00	0	6.00
Recommended amendments	0	0	0	0	0	0
<b>Total recommended positions</b>	6.00	0	6.00	6.00	0	6.00

	Fiscal Year 2001			Fiscal Year 2002		
	General	Nongeneral	All Funds	General	Nongeneral	All Funds
<b>ATTORNEY GENERAL AND DEPARTMENT OF LAW</b>						
<b>2000-2002 legislative appropriation</b>	17,552,859	6,709,486	24,262,345	17,473,254	6,717,661	24,190,915
<b>Central accounts adjustments:</b>						
▶ Productivity savings	(312)	0	(312)	(994)	0	(994)
▶ Other technical adjustments	0	0	0	(1,564)	0	(1,564)
Subtotal central accounts adjustments	(312)	0	(312)	(2,558)	0	(2,558)
<b>Recommended amendments:</b>						
▶ Increase the salary of the next Attorney General	0	0	0	9,784	0	9,784
▶ Increase Line Attorney Salaries	0	0	0	373,052	133,581	506,633
▶ Provide legal services for the Tobacco Indemnification and Community Revitalization Commission and Tobacco Foundation	0	0	0	0	117,990	117,990
▶ Provide additional legal services for the Department of Professional and Occupational Regulation	0	0	0	0	72,129	72,129
▶ Produce executive management savings	(164,149)	40,000	(124,149)	(183,298)	40,000	(143,298)
<b>Total recommended amendments</b>	(164,149)	40,000	(124,149)	199,538	363,700	563,238
<b>Total recommended funding</b>	17,388,398	6,749,486	24,137,884	17,670,234	7,081,361	24,751,595
% change over legislative appropriation	(0.94%)	0.60%	(0.51%)	1.13%	5.41%	2.32%
<b>Position Level:</b>						
<b>2000-2002 legislative appropriation</b>	241.70	62.30	304.00	239.70	62.30	302.00
Recommended amendments	0	0	0	0	2.00	2.00
<b>Total recommended positions</b>	241.70	62.30	304.00	239.70	64.30	304.00
<b>SECRETARY OF THE COMMONWEALTH</b>						
<b>2000-2002 legislative appropriation</b>	1,473,918	0	1,473,918	1,476,271	0	1,476,271
<b>Central accounts adjustments:</b>						
▶ Productivity savings	(231)	0	(231)	(737)	0	(737)
▶ Other technical adjustments	0	0	0	(846)	0	(846)
Subtotal central accounts adjustments	(231)	0	(231)	(1,583)	0	(1,583)
<b>Recommended amendments:</b>						
▶ Provide additional funding for executive support	100,000	0	100,000	100,000	0	100,000
Produce executive management savings	(2,876)	0	(2,876)	(5,753)	0	(5,753)
<b>Total recommended amendments</b>	97,124	0	97,124	94,247	0	94,247
<b>Total recommended funding</b>	1,570,811	0	1,570,811	1,568,935	0	1,568,935
% change over legislative appropriation	6.57%	0%	6.57%	6.28%	0%	6.28%
<b>Position Level:</b>						
<b>2000-2002 legislative appropriation</b>	21.00	0	21.00	21.00	0	21.00
Recommended amendments	0	0	0	0	0	0
<b>Total recommended positions</b>	21.00	0	21.00	21.00	0	21.00

	Fiscal Year 2001			Fiscal Year 2002		
	General	Nongeneral	All Funds	General	Nongeneral	All Funds
<b>OFFICE FOR SUBSTANCE ABUSE PREVENTION</b>						
<b>2000-2002 legislative appropriation</b>	0	0	0	0	0	0
<b>Recommended amendments:</b>						
► Fund administrative costs of new agency	500,000	200,000	700,000	500,000	200,000	700,000
<b>Total recommended amendments</b>	500,000	200,000	700,000	500,000	200,000	700,000
<b>Total recommended funding</b>	500,000	200,000	700,000	500,000	200,000	700,000
% change over legislative appropriation	N/A	N/A	N/A	N/A	N/A	N/A
<b>Position Level:</b>						
<b>2000-2002 legislative appropriation</b>	0	0	0	0	0	0
Recommended amendments	0	2.00	2.00	0	2.00	2.00
<b>Total recommended positions</b>	0	2.00	2.00	0	2.00	2.00
<b>VIRGINIA LIAISON OFFICE</b>						
<b>2000-2002 legislative appropriation</b>	230,472	114,816	345,288	230,622	114,891	345,513
<b>Central accounts adjustments:</b>						
► Productivity savings	(99)	0	(99)	(342)	0	(342)
► Other technical adjustments	0	0	0	(396)	0	(396)
Subtotal central accounts adjustments	(99)	0	(99)	(738)	0	(738)
<b>Recommended amendments:</b>						
Produce executive management savings	(94)	0	(94)	(188)	0	(188)
<b>Total recommended amendments</b>	(94)	0	(94)	(188)	0	(188)
<b>Total recommended funding</b>	230,279	114,816	345,095	229,696	114,891	344,587
% change over legislative appropriation	(0.08%)	0%	(0.06%)	(0.40%)	0%	(0.27%)
<b>Position Level:</b>						
<b>2000-2002 legislative appropriation</b>	2.67	1.33	4.00	2.67	1.33	4.00
Recommended amendments	0	0	0	0	0	0
<b>Total recommended positions</b>	2.67	1.33	4.00	2.67	1.33	4.00
<b>INTERSTATE ORGANIZATION CONTRIBUTIONS</b>						
<b>2000-2002 legislative appropriation</b>	232,900	0	232,900	238,980	0	238,980
<b>Recommended amendments:</b>						
Produce executive management savings	(3,054)	0	(3,054)	(108)	0	(108)
<b>Total recommended amendments</b>	(3,054)	0	(3,054)	(108)	0	(108)
<b>Total recommended funding</b>	229,846	0	229,846	238,872	0	238,872
% change over legislative appropriation	(1.31%)	0%	(1.31%)	(0.05%)	0%	(0.05%)
<b>Position Level:</b>						
<b>2000-2002 legislative appropriation</b>	0	0	0	0	0	0
Recommended amendments	0	0	0	0	0	0
<b>Total recommended positions</b>	0	0	0	0	0	0

	Fiscal Year 2001			Fiscal Year 2002		
	General	Nongeneral	All Funds	General	Nongeneral	All Funds
<b>TOTAL FOR EXECUTIVE OFFICES</b>						
Grand total recommended funds	22,634,450	7,064,302	29,698,752	22,937,640	7,396,252	30,333,892
Grand Total recommended positions	306.37	65.63	372.00	304.37	67.63	372.00