



# DEPARTMENT OF ADMINISTRATION

preserving the past, serving today, planning for tomorrow



## GOVERNOR'S RECOMMENDED BUDGET FY 2018-2019 BIENNIUM

ASSEMBLY COMMITTEE ON WAYS AND MEANS  
SENATE COMMITTEE ON FINANCE  
SUBCOMMITTEES ON GENERAL GOVERNMENT

MARCH 2, 2017

BRIAN SANDOVAL, GOVERNOR  
PATRICK CATES, DIRECTOR



# DEPARTMENT LEADERSHIP



Patrick Cates, Director  
Department of Administration



Evan Dale, Administrator  
Administrative Services Division



Keith Wells, Administrator  
Fleet Services Division



Bryan Nix, Senior Appeals Officer  
Hearings & Appeals, Victims of Crime



Jeff Kintop, Administrator  
Library, Archives, & Public Records



Jeff Haag, Administrator  
Purchasing Division

Lee-Ann Easton, Deputy Director  
Department of Administration

Shanna Rahming, Administrator &  
State Chief Information Officer  
Enterprise IT Services Division

Connie Lucido, Chief  
Grants Office

Peter Long, Administrator  
Human Resource Management

Gus Nunez, Administrator  
Public Works Division

Ana Andrews, Administrator  
Risk Management Division



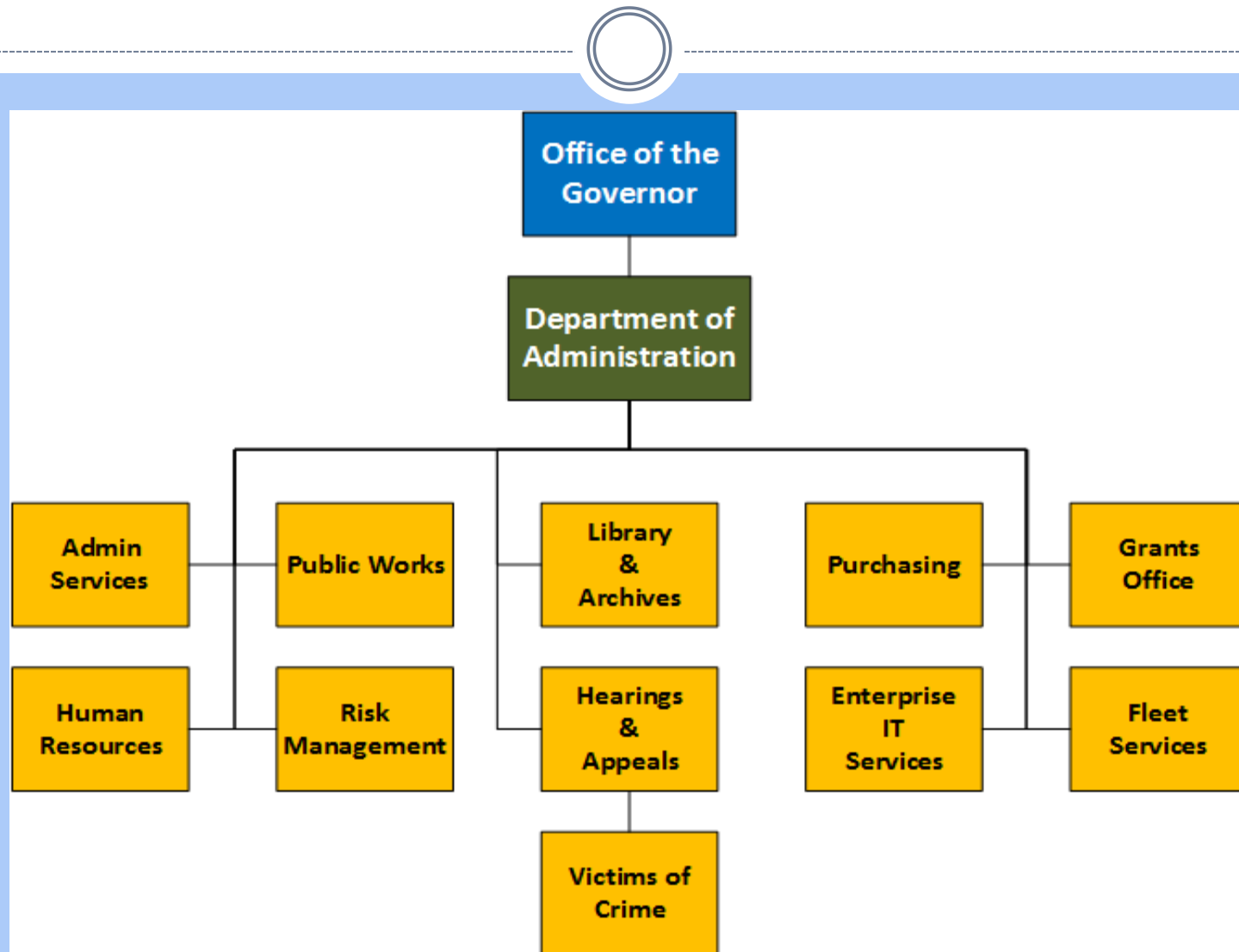
# SHARED SERVICES MODEL



Department of Administration represents a shared services model for State government:

- Fiscal Services, Human Resources, Procurement, Fleet Services, and Information Technology are examples of functions suitable for a shared services model
- Shared Services provided by an internal service provider
- Internal Service Funds funded by using agency via assessments and billed services
- Internal Service Funding Model regulated by the Federal government in order to receive federal financial participation, reducing burden on General Fund
- Efficiency gains through economies of scale, standard procedures and skills
- Cost effective compared to duplicative services across agencies
- Allows agencies to focus on their business instead of support functions
- Customer Service focus is key to success of the Shared Services Model

# DEPARTMENT STRUCTURE





# OFFICE OF THE DIRECTOR



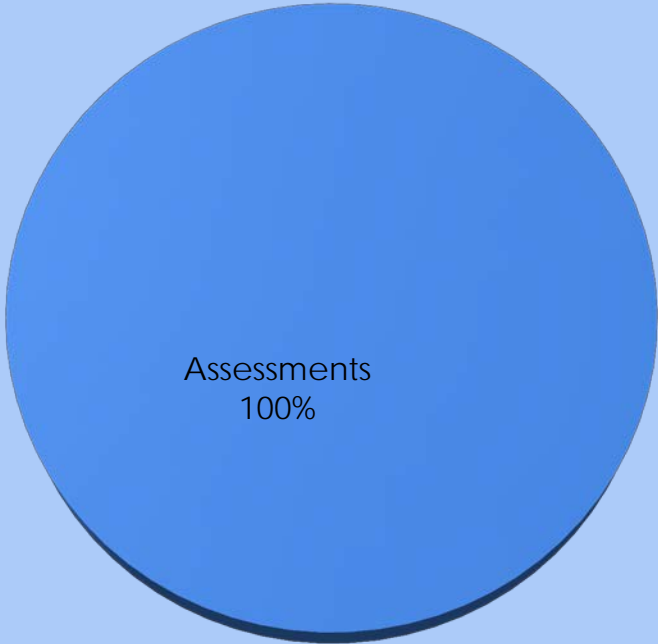
- Created in 2015 Session – AB469 separating Department of Administration and Governor’s Finance Office (Budget & Internal Audit)
- Oversight of department with approximately 553 employees and eleven major programs
- Strategic Planning, Policy Development, and Implementation
- Cabinet Level Leadership
- Partnership Development with Internal Service Fund Customers
- Customer and Public Relations

# FUNDING 101-1337



Revenue Source	Amount*
Assessments	\$692,335
<b>Total</b>	<b>\$692,335</b>
	*FY 2016
Positions	6 FTE

## Director's Office Revenue Sources



# Microsoft Office 365 – E227

Statewide Hybrid Cloud system for email, office productivity, and intranet sharing with mobile capabilities to enhance productivity of the State workforce. This decision unit includes only subscription costs for Department of Administration (see EITS budget presentation 3/15)

<b>Director's Office</b>	<b>FY18:</b> \$124,762	<b>FY19:</b> \$90,280	
<b>EITS (presentation 3/15)</b>	<b>FY18:</b> \$844,314	<b>FY19:</b> \$1,190,337	<b>FTEs:</b> 2.00

- Unified, shared system across State government
- Customizable to meet agency needs
- Replaces current aged and fragmented email systems
- Cloud Pilot implemented in current biennium
- Includes Dept. of Admin licensing, personnel, and vendor services
- Onboard State agencies budgeted for licensing during biennium
- Standard service for all State agencies in future biennia



# Other Enhancements – 101-1337

- E230** Eliminates a vacant Administrative Assistant 2 position  
**FY18:** \$-52,852    **FY19:** \$-55,408    **FTEs:** -1.00
- E903** Transfer Business Process Analyst position to Enterprise IT Services  
**FY18:** \$-100,870    **FY19:** \$-104,406
- E225** National Association of State Chief Administrators (NASCA) membership dues  
**FY18:** \$0                      **FY19:** \$5,139
- E226** Out of State Travel - National Association of State Chief Administrators Conference  
**FY18:** \$5,226                  **FY19:** \$5,226
- E229** Consolidation of Disk Storage for the Department  
**FY18:** \$24,759                **FY19:** \$40,212



# Other Enhancements – 101-1337

**E805** Reclassifying PIO from Unclassified back to Classified

**FY18:** \$24,547      **FY19:** \$24,627

**E710** Replacement Computer Equipment

**FY18:** \$0      **FY19:** \$3,139



# ADMINISTRATIVE SERVICES



## Services

- Accounts Payable
- Billing and Accounts Receivable
- Budget Development and Maintenance
- Internal Service Support, Rate Development, Fed Compliance
- Statewide Cost Allocation Plan
- Grant Support
- Procurement
- Management Consulting

## FY 2016 Statistics

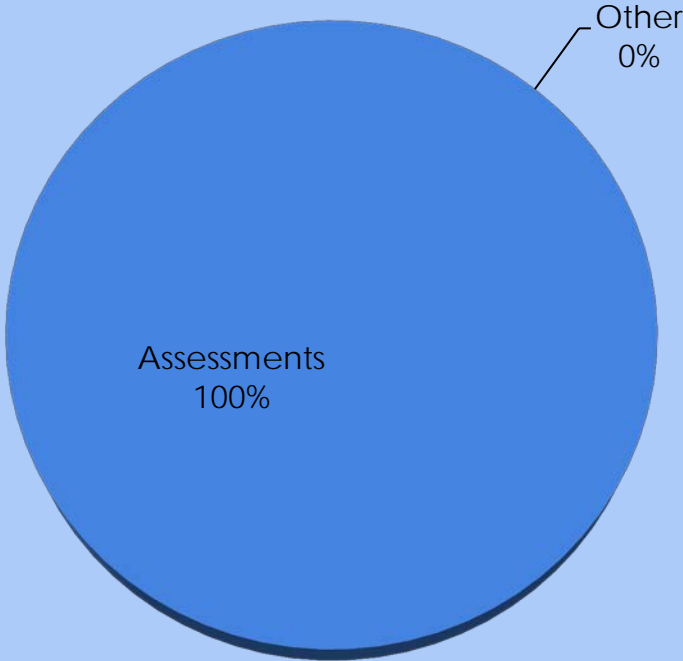
- Accounts Payable Transactions per Accounts Payable FTE up 25%
- Billing Transactions per Billing and Accounts Receivable FTE up 11%
- Increased Number of Accounts Supported by Four

# FUNDING 716-1371



Revenue Source	Amount*
Assessments	\$2,452,159
Other	\$12
<b>Total</b>	<b>\$2,452,171</b>
	*FY 2016
Positions	33 FTE

## Administrative Services Revenue Sources



# Staffing Changes

Due to increases in productivity achieved through automation and effective management, these requests reflect a decreased need for clerical support while at the same time adding additional professional level resources to better meet customer demand.

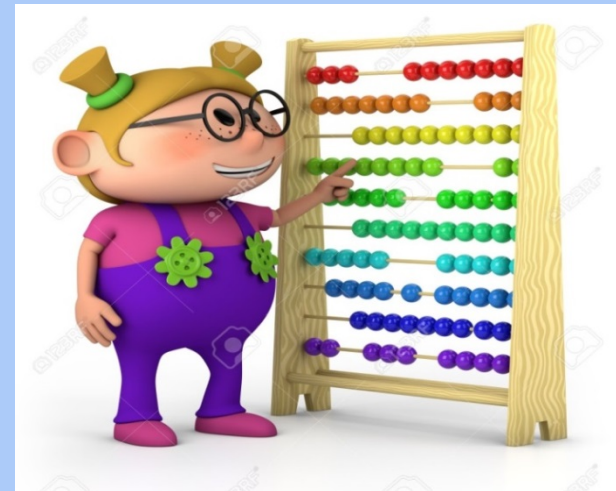
**E226** Eliminate three vacant Accounting Assistant positions and adds one Administrative Services Officer.

**FY18:** \$-62,280    **FY19:** \$-31,932    **FTEs:** -2.00

**E815** Correctly aligns Administrator position within Unclassified Pay Tiers

**FY18:** \$13,267    **FY19:** \$13,308

- Decreased need for clerical support
- Increased need for rate setting work
- Increased need for managerial oversight
- Increased need for fiscal analysis



# Other Enhancements – 716-1371

**E225** EITS Virtual Server Hosting  
**FY18:** \$17,358    **FY19:** \$28,391

**E710** Replacement Computer Equipment  
**FY18:** \$8,589    **FY19:** \$24,050



# FLEET SERVICES

Creating solutions to solve our customers problems



## Services

- Long & Short Term Vehicle Assignments
- Maintenance & Fueling
- Alternative Fuels & Technology
- Private Sector Partnerships
- Strategic Fleet Planning

## FY 2016 Statistics

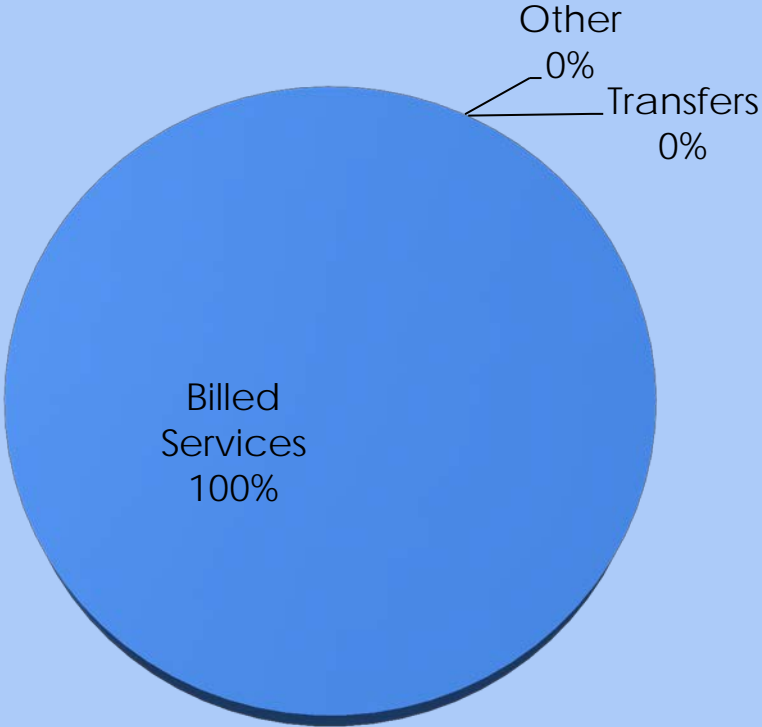
- 950 +/- Fleet Size
- 3 Facilities: Carson, Reno, Las Vegas
- 8.6 million Fleet Miles Traveled
- 12,000 Short Term Rental Days fulfilled

# FUNDING 711-1354



Revenue Source	Amount*
Billed Services	\$5,371,964
Other	\$15,555
Transfers	\$2,500
<b>Total</b>	<b>\$5,390,019</b>
	*FY 2016
Positions	15 FTE

## Fleet Services Division Revenue Sources



# RATE CHANGE



2015 - 2017 Biennium							2017 - 2019 Biennium					
	Per Month		Per Day		Per Mile		Per Month		Per Day		Per Mile	
	Monthly Rate Yr. 1	Monthly Rate Yr. 2	Daily Rate Yr. 1	Daily Rate Yr. 2	Mileage Rate Yr. 1	Mileage Rate Yr. 2	Monthly Rate Yr. 1	Monthly Rate Yr. 2	Daily Rate Yr. 1	Daily Rate Yr. 2	Mileage Rate Yr. 1	Mileage Rate Yr. 2
Compact	285.00	280.00	28.50	28.00	0.17	0.17	229.28	188.26	28.16	26.07	0.11	0.13
Intermediate	310.00	305.00	31.00	30.50	0.18	0.18	246.94	198.10	28.96	26.63	0.11	0.13
Premium	335.00	330.00	33.50	33.00	0.19	0.19	280.05	224.16	30.47	27.67	0.14	0.16
Specialty	400.00	400.00	35.00	35.00	0.20	0.20	308.74	243.47	31.77	28.57	0.15	0.18



# RATE CHANGE IMPACT



Monthly Rate	FY17		FY18		Effect to Agencies		
	Per Month	Per Mile	Per Month	Per Mile	Impact at 800 miles usage	% Change	% of Fleet
Compact	280.00	0.17	229.28	0.11	<b>(\$98.72)</b>	<b>23%</b>	24%
Intermediate	305.00	0.18	246.94	0.11	<b>(\$114.06)</b>	<b>25 %</b>	29%
Premium	330.00	0.19	280.05	0.14	<b>(\$89.95)</b>	<b>8.5%</b>	44%
Specialty	400.00	0.20	308.74	0.15	<b>(\$131.26)</b>	<b>23%</b>	3%

Daily Rate	FY17		FY18		Effect to Agencies		
	Per Day	Per Mile	Per Day	Per Mile	Average (1) Day Charge with 70 Miles Usage	% Change	% of Fleet
Compact	\$28.00	\$0.17	\$28.16	\$0.11	<b>(\$4.04)</b>	<b>10%</b>	25%
Intermediate	\$30.50	\$0.18	\$28.96	\$0.11	<b>(\$6.44)</b>	<b>15%</b>	50%
Premium	\$33.00	\$0.19	\$30.47	\$0.14	<b>(\$6.03)</b>	<b>13%</b>	18%
Specialty	\$35.00	\$0.20	\$31.77	\$0.15	<b>(\$6.73)</b>	<b>14%</b>	7%

# Southern Nevada Facility – E227

Advanced Planning for construction of a facility at the Grant Sawyer site to provide fleet services to Las Vegas based state agencies. This project was ranked 5<sup>th</sup> for capital construction by the State Public Works Board and is to be funded with agency reserves. Construction costs would be included in 2019 CIP request.

**Transfer to Public Works FY18: \$541,783 FY19: \$0**

- Current facility focused on Las Vegas inbound customers
- New facility focused on customers based in Las Vegas
- Grant Sawyer area has high concentration of state employees
- Primary focus on maintenance for long term lease vehicles



# Replacement Vehicles

Biennial Vehicle Replacement Plan allows the State's managed fleet to remain at an appropriate age to minimize maintenance and repair costs to ensure the safest, most cost effective fleet possible for State employees

**E711\* Vehicle Replacements:** funds vehicle replacements through the Capital Purchase account

**FY18:** \$2,024,821    **FY19:** \$1,585,146

**E229\*** Reduce the number of replacement vehicles purchased by 26 in FY2018 and 23 in FY2019 by extending the replacement schedule

**FY18:** \$-633,366        **FY19:** \$-556,385



# Other Enhancements – 711-1354

**E225** Addition of one Fleet Service Worker position for the current Las Vegas facility to keep up with program growth in southern Nevada.

**FY18:** \$36,884      **FY19:** \$50,214      **FTEs:** 1.00

**E226** Increase the AssetWorks fleet management software system licenses by 100 units

**FY18:** \$8,232      **FY19:** \$2,352

**E228** Cost of attending the annual Rocky Mountain Fleet Managers conference FleetCon

**FY18:** \$2,321      **FY19:** \$2,321

**E710** Replacement computer equipment

**FY18:** \$0      **FY19:** \$18,642

**E712\*** Replacement of two tire changing machines

**FY18:** \$21,002      **FY19:** \$0

# Other Enhancements – 711-1354

**E713\*** Replacement of two fuel dispensers and tank monitoring systems  
**FY18:** \$35,000    **FY19:** \$0

**E720** Addition of one fireproof safe to be used to safely store vehicle titles  
**FY18:** \$2,683    **FY19:** \$0

**E730** Repaint the interior of the Carson City Fleet Services facility  
**FY18:** \$0    **FY19:** \$23,333

\* funded through Capital Purchase account 711-1356

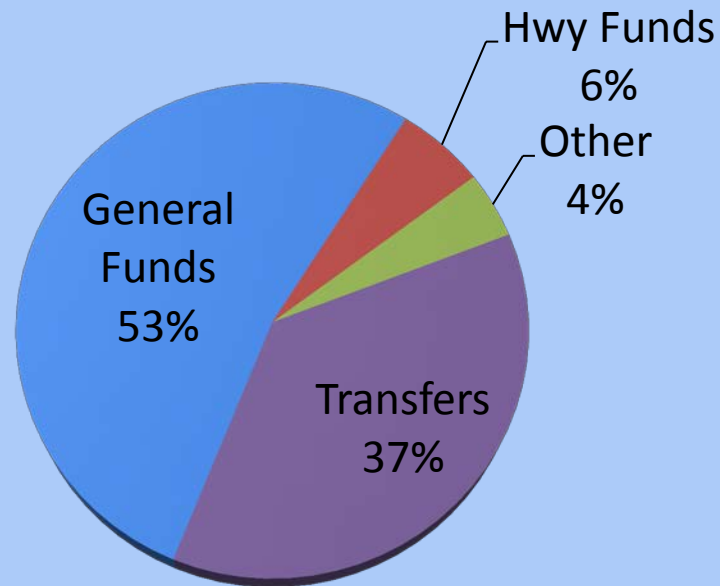
# CAPITAL PURCHASE ACCOUNT 711-1356



## Account Description:

The vehicle purchase account serves as a holding account for the accumulation of funds realized from vehicle sales, insurance recoveries from vehicles totaled in accidents, depreciation allowances for fleet replacement, and appropriations used to purchase additional vehicles for agencies' use.

## **Fleet Services Capital Purchase Revenue Sources**





# GRANTS OFFICE



## Improving Coordination and Collaboration

- Developing Cross-agency Partnerships
- Enhancing Partnership Development & Forums for Collaboration

## Enhancing and Streamlining Processes

- Standardize Guidance and Policies
- Increasing Standardized Training Opportunities

## Improving Grant Landscape

- Increasing Federal Funding
- Improved Data Dissemination

# 101-1341 FUNDING



Revenue Source	Amount*
General Funds	\$384,442
<b>Total</b>	<b>\$384,442</b>
	*FY 2016
Positions	4 FTE

## Grants Office Revenue Sources





# Grants Management System – E550

Addition of a commercial, off the shelf system web application to provide a statewide system to facilitate and automate grants management functions that are currently done ad hoc without uniform tools or reporting. This system will enhance Nevada's efficiency in grants management administration and improve opportunities for future awards. This project was ranked #16 by the IT Strategic Planning Committee.

**Grants Office**      **FY18:** \$212,718      **FY19:** \$211,104

- Statewide system to be used by all departments
- Enhance reporting, tracking, and grant analytics
- Track grant management performance
- Facilitate sub-grant management
- Central portal for grant applications
- Increase transparency and accountability
- Assist in federal compliance
- Streamline workflows
- ERP integration



# Other Enhancements – 101-1341

- E225** Annual National Grants Management Association (NGMA) membership fees  
**FY18:** \$195      **FY19:** \$195
- E226** Administrative Assistant Position: Assist professional staff to support the grants office as well as the Nevada Advisory Council on Federal Assistance, State Grant Workgroup and regional forums.  
**FY18:** \$ 50,322    **FY19:** \$62,361    **FTEs:** 1.00
- E710** Replacement computer equipment  
**FY18:** \$0      **FY19:** \$1,527



# HUMAN RESOURCE MANAGEMENT



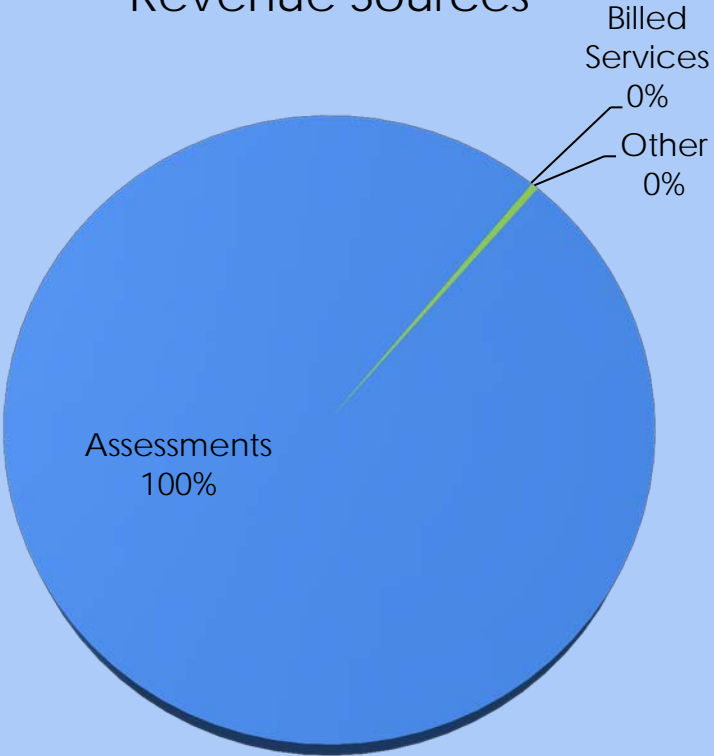
- **Central Payroll & Employee Records** – executive and judicial branches
- **Employee & Management Services** – attendance, grievances, alcohol & drug testing, Employee Assistance Program
- **Equal Employment Opportunity** – sexual harassment/discrimination training & investigations, mediation, organizational climate studies
- **Compensation, Classification, & Recruitment**
- **Office of Employee Development** – State training program, Mid-level Managers Academy, Certified Public Manager Program
- **Agency Human Resource Services** – full service personnel shop for 41 State agencies

# 717-1363 FUNDING



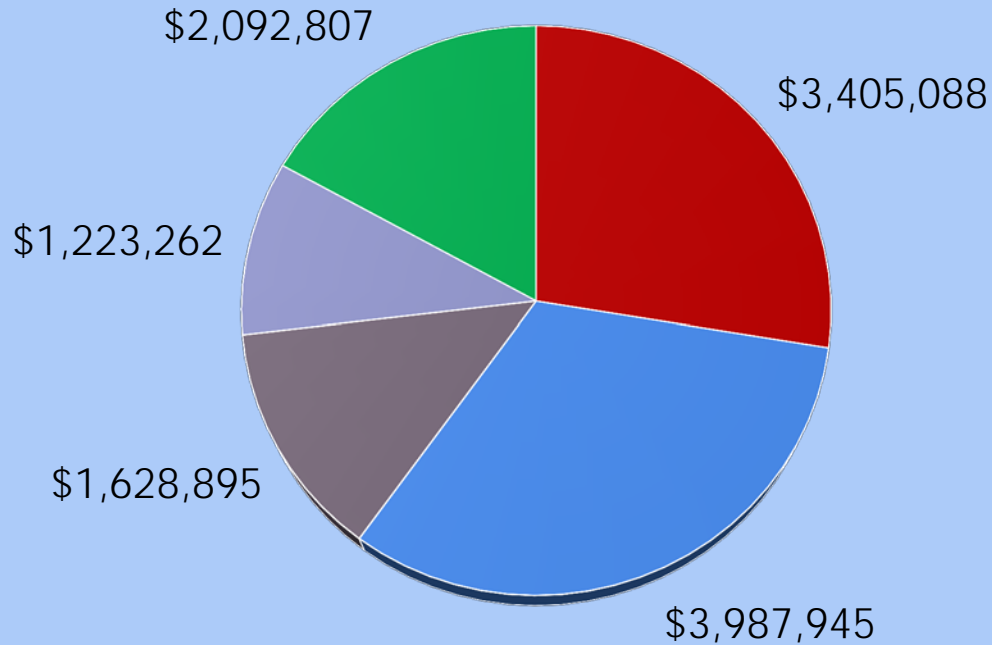
Revenue Source	Amount*
Assessments	\$8,867,328
Billed Services	\$2,400
Other	\$33,940
<b>Total</b>	<b>\$8,903,668</b>
	*FY 2016
Positions	75 FTE

## Human Resource Management Revenue Sources



# Budget By Activity

FY18 Budgeted



- Hire and Retain a Qualified Workforce 28 %
- Employee and Management Services 32%
- Central Payroll and Records 13%
- Agency Human Resource Services 10%
- Pass-through 17%

# Staffing Changes

In an effort to contain costs while enhancing customer service, a total of three positions are proposed for elimination. This includes the elimination of standard written testing to follow best practices in other states and decrease recruitment time for customers.

**E229** Elimination of Written Testing and two Personnel Technician positions

**FY18:** \$- 202,233    **FY19:** \$- 166,374    **FTEs:** -2.00

**E231** Elimination of vacant Administrative Assistant position

**FY18:** \$-41,044    **FY19:** \$-53,354    **FTEs:** -1.00

- Cost containment measure
- Follow best practices among states
- Decrease recruitment time by a month or more
- Qualifications determined by application review
- Increase flexibility for agencies to hire “best” candidates
- Still facilitate some testing for those agencies who need it



# Other Enhancements – 717-1363

- E225** Increase in travel for Agency Human Resource Services staff to provide greater in-person services to Reno area customers  
**FY18:** \$1,350      **FY19:** \$1,350
- E226** Mediation Training in Carson City  
**FY18:** \$10,960      **FY19:** \$0
- E227** Mediation Training in Las Vegas  
**FY18:** \$0      **FY19:** \$12,422
- E228** Travel and fees for the Recruitment Unit to attend 11 additional job fairs per year to expand recruitment efforts for positions that are difficult to fill or require specialized skills as well as outreach out to underrepresented populations and veterans  
**FY18:** \$3,403      **FY19:** \$3,403
- E230** This request funds two new virtual servers to host the HR Payroll Reporting Warehouse project application  
**FY18:** \$6,365      **FY19:** \$6,365

# Other Enhancements – 717-1363

**E710** Replacement computer equipment  
**FY18:** \$44,499    **FY19:** \$70,295

**E711** Replacement computer equipment for testing room  
**FY18:** \$40,320    **FY19:** \$3,182





# LIBRARY, ARCHIVES & PUBLIC RECORDS

## State Library

Provides government, libraries, businesses, residents and visitors a full range of information services both in-house and through grants to libraries through-out Nevada

## State Archives

Preserves the records that document the history of Nevada State government dating back to 1851

## State Records

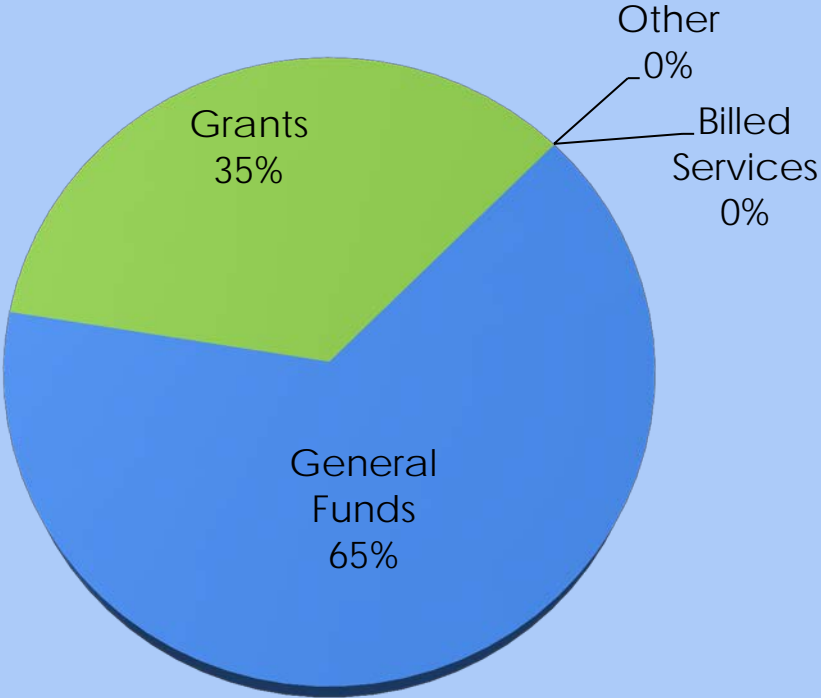
Primary records management resource for the State, providing records storage for State agencies and professional consultation to both state and local governments.

# 101-2891 FUNDING



Revenue Source	Amount*
Billed Services	\$178
General Funds	\$2,667,695
Grants	\$1,433,472
Other	\$17
<b>Total</b>	<b>\$4,101,361</b>
	*FY 2016
Positions	17 FTE

**Nevada State Library**  
Revenue Sources



# Enhancements – 101-2891

- E226** Reduction of printed publications and eliminate World Book Encyclopedia online subscription  
**FY18:** \$-95,556    **FY19:** \$-95,556
  
- E227** Reduction in non-B&G rent costs by moving a position from Las Vegas to Carson City  
**FY18:** \$-5,839    **FY19:** \$-5,845
  
- E710** Replacement Computer Equipment  
**FY18:** \$12,216    **FY19:** \$29,469

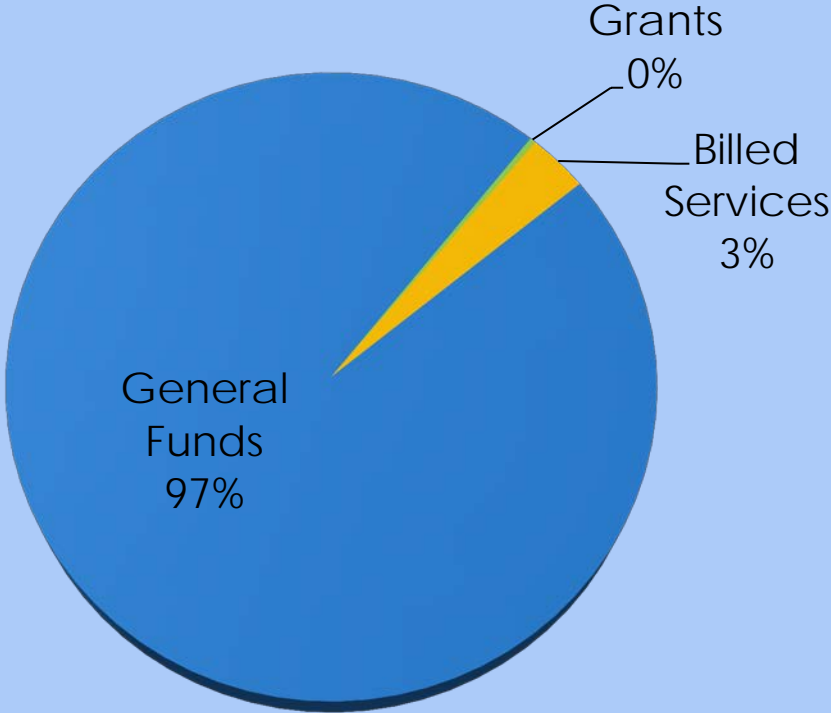


# 101-1052 FUNDING



Revenue Source	Amount*
Billed Services	\$47,655
General Funds	\$1,482,357
Grants	\$4,616
<b>Total</b>	<b>\$1,534,628</b>
	*FY 2016
Positions	12.51 FTE

### State Archives Revenue Sources



# Enhancements – 101-1052

- E225** Eliminate local governments records retention services Position  
**FY18:** \$-91,384    **FY19:** \$-91,337    **FTEs:** 1.00
- E710** Replacement Computer Equipment  
**FY18:** \$0            **FY19:** \$19,804
- E711** Replacement of the Versatile Retention software used to maintain compliant retention schedules  
**FY18:** \$18,490    **FY19:** \$0
- E720** Replaces one Dayton Platform Lift and one Flex Scanner  
**FY18:** \$9,719        **FY19:** \$0

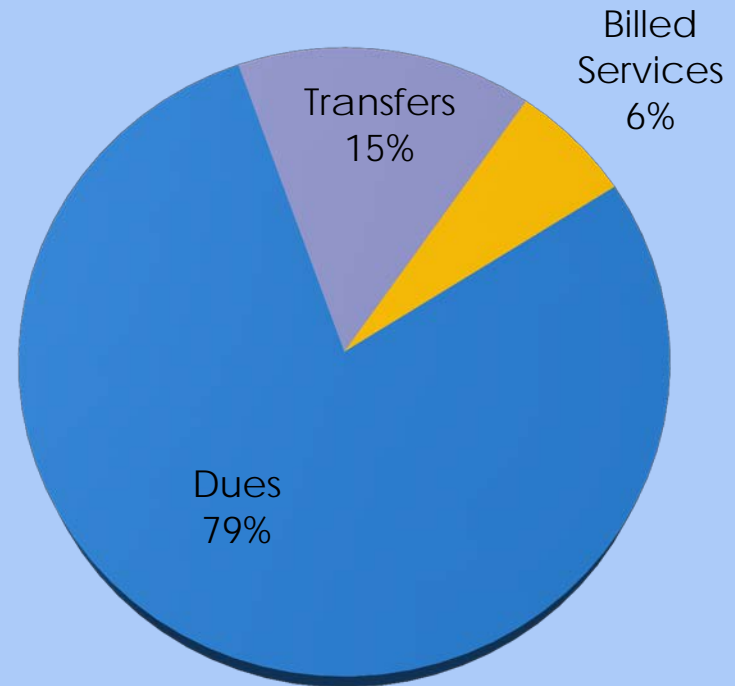


# 101-2895 FUNDING



Revenue Source	Amount*
Billed Services	\$20,829
Dues	\$259,482
Transfers	\$50,150
<b>Total</b>	<b>\$330,461</b>
	*FY 2016
Positions	1 FTE

**Nevada State Library - CLAN**  
Revenue Sources



# Enhancements – 101-2895

- E225** Increase to the balance of the emergency contingency category with excess county participation fees  
**FY18:** \$64,024    **FY19:** \$64,024





# PURCHASING DIVISION



## Services

- Procurement Support
- Oversee all Aspects of Nevada Good-of-the-State Contracts
- State Certified Contract Managers Course and Curriculum
- State Surplus Property Program
- State P-card Program

## FY 2016 Statistics

- 24 Full Time Employees
- 248 Solicitations
- Total contract award >\$430m
- Average procurement cycle time 4 months
- Completely manual process

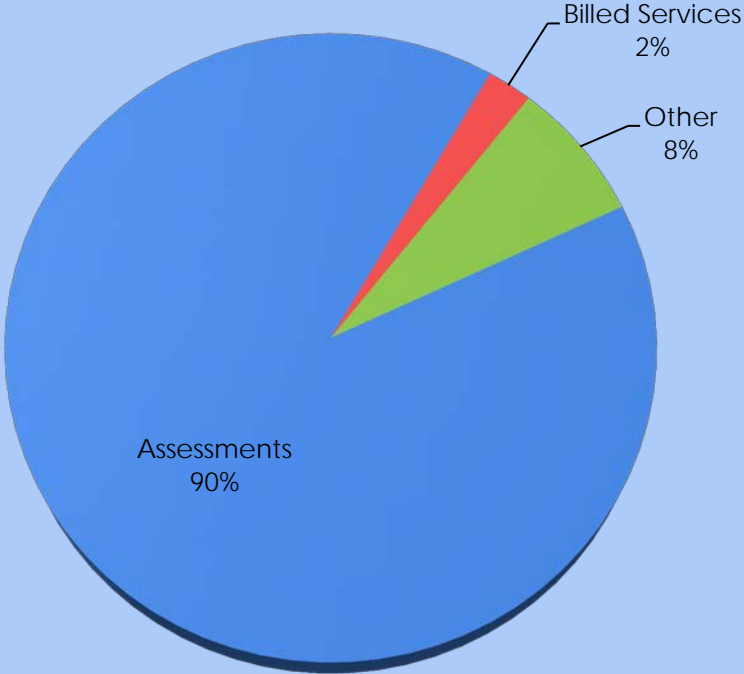


# FUNDING 718-1358



Revenue Source	Amount*
Assessments	\$2,827,951
Billed Services	\$72,543
Other	\$230,370
<b>Total</b>	<b>\$3,130,865</b>
	*FY 2016
Positions	24 FTE

### Purchasing Revenue Sources



# E-Procurement – E550

Addition of a commercial off-the-shelf system to fully automate the procurement of products and services statewide

<b>Computer Software (SaaS)</b>	<b>FY18:</b> \$1,200,000	<b>FY19:</b> \$300,000
<b>Administrative Fee</b>	<b>FY18:</b> \$550,000	<b>FY19:</b> \$1,110,000

- Automates currently manual RFPs and Contracting processes
- Facilitates “on-contract” spending through robust catalogue and control features
- Allows online vendor registration and cataloguing
- Provides analytics for better procurement decision making
- Funding via vendor fees and rebates (standard practice in industry)
- Project ranked #4 in priority by the State IT Strategic Planning Committee



# General Council – E227

Executive Branch Audit Report C16-01 revealed a lack of consistent and effective review of RFP's and contracts. In consultation and coordination with the Attorney General's office the recommendation is being put forward for the Division to retain General Council to assist in addressing the recommendations of the Audit. Request reclassifies a vacant Administrative Services Officer to a General Council position.

**Reclassification**      **FY18:** \$11,921    **FY19:** \$8,954    **FTEs:** 0 net

- Central Contracting Unit
- Legal Review on RFPs
- Up front review minimizes disputes and legal actions with vendors
- Provides standardized RFP and contracting process for agencies



# Other Enhancements – 718-1358

- E226** National membership dues and travel to attend National Association conference  
**FY18:** \$38,360    **FY19:** \$37,949
  
- E710** Replacement Computer Equipment  
**FY18:** \$4,353    **FY19:** \$7,209
  
- E908** Transfers in the Preferred Purchase Program from Department of Employment, Training, and Rehabilitation to Purchasing Division  
**FY18:** \$139,157    **FY19:** \$164,680



*"That's all Folks!"*