

**SENATE COMMITTEE ON FINANCE**

**JOINT SUBCOMMITTEE ON GENERAL GOVERNMENT  
CLOSING REPORT**

**DEPARTMENT OF AGRICULTURE**

**Administration (101-4554) AGRICULTURE-5:** The Department of Agriculture requested the Subcommittee consider authorizing cost allocation funds of \$632,969 in FY 2016 to fund renovation projects on the Metro Building in Las Vegas, which would allow the department to move out of its existing building and occupy the Metro Building. Expressing concern with the Department of Agriculture managing the project, the Subcommittee delayed action on the renovation of the Metro Building. Following the closing of the department's budgets by the Subcommittee, the Executive Budget Office submitted an amendment to the Capital Improvement Program recommending the Metro Building renovation project be included in the 2015 Capital Improvement Program. The Executive Budget Office indicates this project would be managed by the State Public Works Division, which estimates the total cost for the Metro Building remodel would be \$2.0 million based on a revised project scope and expanded renovation. The State Public Works Division proposes that the Department of Agriculture provide funding of \$617,969, which would be cost allocated to the department budgets that would occupy the building. The State Public Works Division indicates the remainder of the project cost would be funded with bond funds of \$1.2 million that would be reallocated from the 2013 CIP projects, General Fund appropriations of \$135,043 previously pledged to the CIP,

and \$75,000 from the Department of Administration's Division of Risk Management from a vandalism claim at the Metro Building. The building remodel would include the addition of fire sprinklers and fire alarms, renovation of the interior finishes, replacement of the HVAC equipment, installation of a new roof, addition of new metrology and fuel laboratories, building modifications to comply with the Americans with Disabilities Act, and reconfiguration of the loading docks and parking lot. This recommendation will be considered by the Joint Subcommittee on K-12/Higher Education/CIPS at its meeting on May 18, 2015. Fiscal staff requests authority to revise the Department of Agriculture's cost allocation for the budgets that would fund this project and eliminate the cost of private, leased warehouse space in the Commodity Food Program budget in FY 2017 that would no longer be required by the department, contingent upon approval of the Metro Building remodel project by the Joint Subcommittee on K-12/Higher Education/CIPS.



**Nevada Legislative Counsel Bureau  
Budget Closing Action Report  
General Government Joint Subcommittee  
W02 - WORKING VERSION 2**

**Title:** AGRI - ADMINISTRATION  
**Account:** 101 - 4554

**Budget Page:** AGRICULTURE-5, Volume I

Revenues	2013-14 Actual	2014-15 WP	% Chg	2015-16 GOV REC	% Chg	2016-17 GOV REC	% Chg
BALANCE FORWARD	(7,141)	7,141	(200.00)	7,141		7,141	
FEDERAL FUND							
GENERAL FUND	40,000	40,000		40,000		40,000	
INTERAGENCY TRANSFER	2,655,037	2,708,052	2.00	2,960,068	9.31	2,684,707	(9.30)
OTHER FUND	8,466	10,020	18.36	7,240	(27.74)	7,240	
<b>Total Revenues</b>	<b>2,696,362</b>	<b>2,765,213</b>	<b>2.55</b>	<b>3,014,449</b>	<b>9.01</b>	<b>2,739,088</b>	<b>(9.13)</b>
<b>Total FTE</b>		<b>17.00</b>		<b>20.00</b>		<b>20.00</b>	

**Adjustments to Revenue**

Dec Unit	Cat	GL	Description	2015-16	2016-17
E227	00	4231	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-227 due to elimination of workstation and Ipad for Public Information Officer position.	(942)	
E227	00	4232	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-227 due to elimination of workstation and Ipad for Public Information Officer position.	(412)	
E227	00	4233	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-227 due to elimination of workstation and Ipad for Public Information Officer position.	(1,443)	
E227	00	4234	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-227 due to elimination of workstation and Ipad for Public Information Officer position.	(1,295)	
E227	00	4235	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-227 due to elimination of workstation and Ipad for Public Information Officer position.	(1,007)	
E228	00	4231	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-228 due to elimination of Ipad for Administrative Assistant position.	(147)	
E228	00	4232	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-228 due to elimination of Ipad for Administrative Assistant position.	(65)	
E228	00	4233	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-228 due to elimination of Ipad for Administrative Assistant position.	(226)	
E228	00	4234	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-228 due to elimination of Ipad for Administrative Assistant position.	(203)	
E228	00	4235	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-228 due to elimination of Ipad for Administrative Assistant position.	(158)	
E500	00	2511	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-500 to reflect transfer of Marketing Coordinator position travel to the Administration Division.		7,512
E500	00	4231	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-500 to reflect transfer of Marketing Coordinator position travel to the Administration Division.	1,388	1,388
E500	00	4232	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-500 to reflect transfer of Marketing Coordinator position travel expenditures to the Administration Division.	607	608
E500	00	4233	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-500 to reflect transfer of Marketing Coordinator position	2,126	2,125

			travel expenditures to the Administration Division.		
E500	00	4234	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-500 to reflect transfer of Marketing Coordinator position travel expenditures to the Administration Division.	1,909	1,909
E500	00	4235	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-500 to reflect transfer of Marketing Coordinator position travel expenditures to the Administration Division.	1,482	1,482
E900	00	2511	Technical Adjustment - Revises Decision Unit E-900 to reflect transfer of Marketing Coordinator position travel expenditures to the Administration Division.		(7,512)
<b>Sub-total</b>				<b>1,614</b>	<b>7,512</b>
<b>Line Item Changes to Revenues</b>				<b>1,614</b>	<b>7,512</b>

<b>Adjustments to Expenditures</b>					
<b>Dec Unit</b>	<b>Cat</b>	<b>GL</b>	<b>Description</b>	<b>2015-16</b>	<b>2016-17</b>
E227	05	8000	Technical Adjustment - Revises expenditures In Decision Unit E-227 to reflect elimination of new workstation and iPad for the Public Information Officer position.	(4,300)	
E227	26	8000	Technical Adjustment - Revises expenditures in Decision Unit E-227 to reflect elimination of new workstation and iPad for the Public Information Officer position.	(799)	
E228	26	8000	Technical Adjustment - Revises expenditures in Decision Unit E-228 to reflect elimination of iPad for the Administrative Assistant position.	(799)	
E500	86	9000	Technical Adjustment - Revises cost allocation revenue in Decision Unit E-500 to reflect transfer of Marketing Coordinator position travel expenditures to the Administration Division.	7,512	15,024
E900	33	6000	Technical Adjustment - Revises Decision Unit E-900 to reflect transfer of Marketing Coordinator position travel expenditures to the Administration Division.	7,512	7,512
E900	86	9000	Technical Adjustment - Revises Decision Unit E-900 to reflect transfer of Marketing Coordinator position travel expenditures to the Administration Division.	(7,512)	(15,024)
<b>Sub-total</b>				<b>1,614</b>	<b>7,512</b>
<b>Line Item Changes to Expenditures</b>				<b>1,614</b>	<b>7,512</b>
<b>Total</b>				<b>0</b>	<b>0</b>
<b>Grand Total General Fund Impact of Closing Changes</b>				<b>0</b>	<b>0</b>

### **Overview**

The Administration Division provides oversight and guidance to all programs and activities within the Department of Agriculture. The Board of Agriculture, consisting of 11 members representing various aspects of agricultural and related industries, sets policy for the department, which the Director administers. This division also provides accounting, payroll, and fiscal, planning, and other support services to the department.

### **Major Closing Issues**

1. Metro Building Renovation
2. New Public Information Officer
3. New Administrative Assistant Position
4. Transfer of Marketing Coordinator Position
5. Carson City Lease

**Discussion of Major Closing Issues**

1. **Metro Building Renovation:** Although not reflected in The Executive Budget, on April 10, 2015, the Nevada Department of Agriculture (NDA) and the Executive Budget Office spoke with Fiscal staff and requested the Subcommittee consider authorizing cost allocation funds of \$632,969 in FY 2016 to fund renovation projects on the Metro Building in Las Vegas, which would allow the NDA to move out of its existing building and occupy the Metro Building in FY 2016.

The Metro Building sits on a large city block on East Sahara Avenue that is owned by the state and includes numerous state buildings, including the Metro Building, an existing NDA building, a state Buildings and Grounds (B&G) building, and a Department of Motor Vehicles (DMV) field office. According to the State Public Works Division (SPWD), the Metro Building was constructed in 1978 and was used by the Las Vegas Metropolitan Police Department until 2012 when the state assumed ownership of the building. The building has been vacant since that time.

The State Public Works Board's requested 2015-17 biennium Capital Improvement Program (CIP) included a \$7.7 million project for improvements to the Metro Building to accommodate NDA and B&G staff and provide the building improvements necessary to operate a certified metrology laboratory. This request included numerous improvements including the installation of a new roof, fire sprinkler system, carpeting, and a mezzanine level above the high bay storage area. The SPWD's planned renovation or replacement of the Metro Building was not included in the Governor's recommended CIP for the 2015-17 biennium; however, funding of \$253,752 was included in the CIP for minimal repairs to the building (Project C05). These minimal repairs would allow state B&G staff to temporarily move into the Metro Building from their nearby existing location, which must be demolished to accommodate construction of the new Sahara DMV field office. The NDA and the Executive Budget Office request a revision to this plan by moving its staff into the Metro Building and moving B&G staff into the NDA's existing building. The NDA would assume ownership of the Metro Building, while B&G would assume ownership of the existing NDA building.

As previously indicated, the NDA is now requesting additional cost allocation funding of \$632,969 in FY 2016 for improvements to the Metro Building that would be needed in order for the department's Las Vegas staff to move into the building. According to the NDA, the Metro Building has warehouse space to store food for the Commodity Food Program and an area for Consumer Equitability to conduct testing. This cost allocation would only include those department budgets that would utilize space within the Metro Building, with costs allocated to the following budgets based on the budget's share of the building's square footage:

Budget Account		Amount
4545	Agriculture Registration/Enforcement	\$36,332
4551	Consumer Equitability	\$348,846
1362	Commodity Food Program	\$221,794
4470	Dairy Commission	\$25,997
Total		\$632,969

The planned improvements for the Metro Building include the following:

Phase	Repairs	Cost
Phase I: General Building Repairs	Install fire sprinkler upgrade and fire alarm system; connect water main to municipal water; repair roof; repair pavement to be compliant with Americans with Disabilities Act (ADA) requirements; contract for janitorial services, landscaping services, electrical work, and civil engineer drawings; and construction permitting.	\$270,069
Phase II: Interior Modifications	Demolish and relocate interior non-load-bearing walls, remodel restrooms to be ADA compliant, remodel interior break room kitchen, and install ADA-compliant drinking fountains.	\$50,000
Phase II: Consumer Equitability Repairs	Purchase weight trolley system to bring weights into the building, install steel posts and rails for trolley system, install HVAC and humidity control system, install exterior double doors, purchase NIST scale bench, and purchase fume hood and isolated HVAC system for the petroleum laboratory.	\$243,000
Phase II: Food Distribution Repairs	Install rack storage system for pallets, excavate new loading dock, install fire suppression system at loading dock, install rail system for forklifts, cut block wall to create an interior service door, repair existing swamp coolers and service heaters.	\$59,000
Travel	Ten trips from Sparks to Las Vegas for the department's facilities manager (Program Officer) and six trips from Sparks to Las Vegas for the Director. These positions would meet with contractors, complete some interior work, and provide general project oversight during the remodel project.	\$10,900
Total		\$632,969

Fiscal staff notes that the SPWD prepared a facility condition analysis report in 2012, which identified repairs totaling \$918,975 for the Metro Building. The facility condition analysis is a planning level document to identify ADA upgrades, renovations, and maintenance needed for staff to occupy the Metro Building. The NDA appears to have considered most of these repairs in its stated plan; however, some suggested repairs such as building insulation and carpet replacement do not appear to be included in the department's current planned improvements for the building. The department indicates those repairs would occur in future biennia.

As the Subcommittee may recall during the department's budget hearing on February 4, 2015, the NDA's current building in Las Vegas houses a metrology laboratory, which is unable to be recertified by the National Institute of Standards and Technology (NIST) due to a lack of temperature control and a continuous rail system to bring heavy weights into the building. Fiscal staff notes the department is currently able to test commercial scales, fuel pumps, and fuel quality in the Las Vegas area; however, the department is unable to certify weights for registered service agents who repair and test scales due to the lack of a certified metrology laboratory. The department indicates that the metrology laboratory in the Metro Building could be certified by NIST approximately 45 days after the remodel is complete.

Fiscal staff questioned the NDA on the need to move into the Metro Building instead of waiting to include the Metro Building in a future CIP. By moving into the building, the NDA indicated it would retain ownership of the property housing its Las Vegas staff, which the department maintains would cost less than moving into leased or B&G-owned property. In addition, the NDA indicates the Metro Building has space available to store dry food for its Commodity Food Program, which would allow the NDA to terminate its use of private warehouse space in Las Vegas. According to The Executive Budget, the cost of this leased warehouse space is projected to be \$59,215 in each year of the 2015-17 biennium. The department has confirmed that if its Las Vegas office is relocated to the Metro Building, the annual cost of the private, leased warehouse space of \$59,215 could be eliminated from the Commodity Food Program budget in FY 2017, which would provide the department with one year to transition storage to the Metro Building.

**Does the Subcommittee wish to approve the department's request to renovate and assume ownership of the Metro Building in Las Vegas? If approved, Fiscal staff requests authority to eliminate the cost of leased warehouse space in FY 2017 from the Commodity Food Program budget and enter any necessary technical adjustments.**

**The Subcommittee delayed action on authorizing cost allocation funds of \$632,969 in FY 2016 to fund renovation projects on the Metro Building in Las Vegas.**

2. New Public Information Officer (E-227, AGRICULTURE-7): The Governor recommends total funding of \$59,537 in FY 2016 and \$69,572 in FY 2017 for a new Public Information Officer (PIO) position, which includes General Fund appropriations of \$13,064 in FY 2016 and \$15,266 in FY 2017 transferred from the contributing budgets through the division's cost allocation. The Executive Budget indicates the new PIO position would be supervised by an existing PIO position and would be responsible for preparing department promotions and communications, implementing social media, writing scripts and producing videos, developing strategic communication plans, providing news media interviews and news releases, preparing public service announcements, creating presentations for the state Board of Agriculture, and preparing department material for trade shows and conferences. During the budget hearing on February 4, 2015, the department indicated that it utilized a temporary contract position to meet its public relations needs in FY 2014. The department indicated this temporary position created 53 videos that were used in various social media campaigns for the department to promote the new school meal pattern, as well as other department programs. The department indicated the new PIO position would provide technology and videography services that would allow the department to create additional videos and media campaigns.

As noted during the department's budget hearing on February 4, 2015, the department has four other existing marketing and public information positions. According to the department, these four positions perform the following functions:

- Public Information Officer – Manages the department's public relations program, coordinates all external press and media communications for the agency, communicates regulatory changes, reviews all media activities that are produced or released by the agency.
- Marketing Coordinator - Responsible for inter-state and intra-state marketing of all Nevada agricultural products, international marketing of Nevada's agricultural products, and leveraging USDA grant funds to bring more agricultural processing and distribution businesses into the state.
- Literacy Coordinator - Works with Nevada Department of Education, agricultural industry associations, agriculture youth organizations, the Nevada System of Higher Education institutions, and the United States Department of Agriculture's Agriculture Literacy Project to ensure that students and adults are educated on the impact of agriculture on the national and state economy, the environment, and American culture. The position also promotes the awareness and importance of food security and a healthy food supply, and works with 4-H and the Future Farmers of America (FFA) organizations to ensure these programs are aware of the emerging needs of the agriculture industry in the state.
- Education and Information Officer - Works with the USDA National Agriculture Statistics Service to produce a yearly agriculture industry report that can be used by the agriculture industry to determine agriculture markets and opportunities. Develops, coordinates, and presents educational programs and projects involving the agricultural industry; performs statistical research and analysis to determine training and education program needs of the community; provides information and technical assistance to public, other governmental agencies, and department staff on agriculture education.



For comparison purposes, the following state departments have approved PIO positions; however, the number of positions varies by department.

Department	Number of Public Information Officer Positions
Department of Education	1.0 FTE
Public Employees' Benefit Program	1.0 FTE
Department of Employment, Training, and Rehabilitation (DETR)	1.0 FTE
Nevada Department of Wildlife	2.0 FTE
Department of Motor Vehicles	2.0 FTE

Other larger departments, such as the Department of Corrections and the Department of Administration, have no PIO positions. During the department's budget hearing on February 4, 2015, the department was asked why two PIO positions were needed. The department indicated that demand for public information services has increased since the initial PIO position was approved by the 2013 Legislature. The department indicates this is due to the creation of the Food and Nutrition Division in the department and the outreach and advertising efforts associated with the division and its various programs. The department also indicates that public records requests have increased, with the department responding to approximately 50 requests since December 2013. The department indicates that the time required to respond to these requests may vary from 10 minutes to 20 hours, depending on the size and scope of the request. As an example, the department indicates that the growing population of feral and stray horses on the Virginia Range creates numerous complaints from the public regarding horses in neighborhoods and on the roadways.

The department indicates that if this position is not approved, the existing PIO would assume the responsibilities identified for the proposed PIO position. If this new position is approved, Fiscal staff requests a technical adjustment for this decision unit to eliminate a new workstation and iPad for this position, which the department confirmed is not needed.

**Does the Subcommittee wish to approve the Governor's recommendation for a new Public Information Officer position for the Administration Division? If approved, Fiscal staff requests authority to make the noted technical adjustment to eliminate expenditures for the workstation and iPad.**

**The Subcommittee recommended approving the Governor's recommendation to add a new Public Information Officer position in this budget. In addition, the Subcommittee authorized Fiscal staff to enter the noted technical adjustment to eliminate expenditures for the workstation and iPad.**

3. New Administrative Assistant Position (E-228, AGRICULTURE-8): The Governor recommends total funding of \$40,719 in FY 2016 and \$51,192 in FY 2017 for a new Administrative Assistant position, which includes General Fund appropriations of \$8,935 in FY 2016 and \$11,233 in FY 2017 transferred from the contributing budgets through the division's cost allocation. This position would provide administrative support to other division staff, coordinate communication between the Deputy Director and other staff, make travel arrangements, perform payroll functions, prepare budget reports, and compose correspondences. This position would also provide backup clerical support to the Executive Assistant position. According to the department, management-level staff are currently performing these duties. Fiscal staff would note the 2013 Legislature approved an Administrative Assistant position for the division; however, the department indicates that position serves as a receptionist and directs phone calls, schedules conference rooms, assists department visitors, and performs customer service and administrative tasks. The department indicates that the existing position is unable to assume the additional duties that are recommended for the new Administrative Assistant position.

At the department's budget hearing on February 4, 2015, the department indicated the recommended position would also be responsible for completing personnel paperwork for department staff, which was performed by temporary staff in the 2013-15 biennium. However, the 2011 Legislature approved the Governor's recommendation to eliminate a Personnel Technician position and funded the department to receive centralized personnel services from the Department of Administration's Division of Human Resource Management's (DHRM) Agency HR Services (AHRM) Section. The Executive Budget reflects the department continuing to fund and receive centralized personnel services from the AHRM Section in the 2015-17 biennium. The department indicates that an AHRM Section staff member is currently on site four hours each week. Fiscal staff would also note the Governor recommends an additional staff member for the AHRM Section, which the DHRM indicates would increase the amount of time an AHRM Section staff member spends on site at the department to 12 hours each week. However, the department indicates that the DHRM staff member spends a majority of that time discussing personnel issues with department staff, which requires recruitment, employment interview, work performance standard, and performance evaluation paperwork to be completed by department staff. The department indicates the new Administrative Assistant position would complete this personnel-related paperwork, which would otherwise be completed by Division Administrators.

If this new position is approved, Fiscal staff requests a technical adjustment for this decision unit to eliminate a new iPad for this position, which the department confirmed is not needed.

**Does the Subcommittee wish to approve the Governor's recommendation for a new Administrative Assistant position for the Administration Division? If approved, Fiscal staff requests authority to enter the noted technical adjustment for the iPad.**

**The Subcommittee recommended approving the Governor's recommendation to add a new Administrative Assistant position in this budget. In addition, the Subcommittee authorized Fiscal staff to enter the noted technical adjustment to eliminate expenditures for the iPad.**

4. Transfer of Marketing Coordinator Position (E-500 & E-900, AGRICULTURE-10 & 13): The Governor recommends transferring the salary and operating expenditures associated with the Marketing Coordinator position (\$87,723 in FY 2016 and \$90,468 in FY 2017) from the Agriculture Registration/Enforcement budget to the Administration Division budget and funding the position through the division's cost allocation. The Executive Budget indicates this transfer would allow all marketing activities to be under the direction of the Director's Office.

The Marketing Coordinator was initially approved by the Interim Finance Committee (IFC) in October 2012. At that time, the department indicated the position would manage international marketing through the USDA Marketing Access Program, interact with the Western United States Agriculture Trade Association (WUSATA), support the "Nevada Grown" branding project, and promote local farmers markets. Due to IFC member concerns regarding a possible conflict with a position promoting the agriculture industry while residing in a division tasked with regulating the industry, this position was placed under the supervision of the Director's Office. However, the department currently supports the position's expenditures with revenue from the Agriculture Registration/Enforcement budget due to the position's involvement with the promotion of agriculture programs primarily housed in the Plant Industry Division. At the department's budget hearing before the General Government Joint Subcommittee on February 14, 2013, the department was asked whether this position should be supported utilizing the Administration Division's cost allocation. At that time, the department confirmed the position's funding source utilizing the Agriculture Registration/Enforcement budget was appropriate.

The department now indicates the position should be transferred to the Administration Division budget and supported with cost allocation funds as the transfer would improve the coordination of marketing activities. In addition, the department indicates supporting this position with cost allocation funds is appropriate since the items marketed by this position have changed over time to include agricultural products represented by all divisions within the department. Specifically, the department indicates this position markets beef for the Animal Industry Division, dairy products and food processors for the Food and Nutrition Division, and Nevada agricultural products at grocery stores that are served by the Consumer Equitability Division.

The Executive Budget includes annual travel expenditures of \$7,512 in the Agriculture Registration/Enforcement budget that are budgeted specifically for the Marketing Coordinator position, but were not included in Decision Unit E-900. If the Subcommittee approves this item, Fiscal staff recommends a technical adjustment to transfer the associated travel expenditures from the Registration/Enforcement account to the Administration Division, and support the expenditures with the division's cost allocation.

**Does the Subcommittee wish to approve the Governor's recommendation to transfer the Marketing Coordinator position to the Administration Division with the technical adjustment and fund this position through the division's cost allocation?**

**The Subcommittee recommended approving the Governor's recommendation to transfer the Marketing Coordinator position from the Agriculture Registration/Enforcement budget to the Administration Division budget and authorized Fiscal staff to enter a technical adjustment to also transfer the position's associated travel expenditures.**

5. Carson City Office Lease (E-229, AGRICULTURE-8): The Governor recommends total funding of \$15,735 in FY 2016 and \$16,178 in FY 2017 for the department's leased office space on King Street in Carson City. The Carson City lease expenditures for FY 2015 were approved by the Interim Finance Committee in August 2014. At that time, the department indicated this space would serve as a secondary office for the Director, who has frequent meetings in Carson City; a secondary office for department staff members when they have meetings in Carson City; and an office and conference room that would be used by Nevada FFA staff. When discussing the initial Carson City lease with Fiscal staff in August 2014, the department indicated that the Nevada FFA organization would provide \$200 per month for the use of this space; however, the department now indicates that the noted \$200 per month collected from the FFA was meant to be a one-time reimbursement in FY 2015 only.

**Does the Subcommittee wish to approve the Governor's recommendation for lease expenditures for the department's Carson City office with cost allocation funding, and allow the FFA to occupy a portion of this office space at no charge?**

**The Subcommittee recommended approving the Governor's recommendation for lease expenditures for the department's Carson City office with cost allocation funding, and allow the FFA to occupy a portion of this office at no charge.**

**Other Closing Items**

1. Information Technology Technician Travel (E-232, AGRICULTURE-9): The Governor recommends total funding of \$3,528 in each year of the 2015-17 biennium for the department's IT Technician position, which is stationed at the department's Sparks headquarters, to travel to the department's offices in Elko and Las Vegas three times each year to perform IT support and maintenance. The department utilizes the Department of Administration, Division of Enterprise IT Services for services

related to the state IT network; however, department staff are responsible for the maintenance of the department's internal network. **This recommendation appears reasonable.**

2. World Agricultural Exposition Exhibit Space (E-234, AGRICULTURE-9): The Governor recommends total funding of \$3,000 in each year of the 2015-17 biennium for exhibit space at the World Agricultural Exposition in Tulare, California. The department indicates the exposition encourages the exportation of American goods and is attended by an average of 100,000 people from 48 countries. The department indicates its Marketing Coordinator position would attend this exposition. **This recommendation appears reasonable.**
3. Vehicle Transfer (E-501 & E-901, AGRICULTURE-10 & 13): The Governor recommends transferring to the Administration Division one vehicle and associated operating expenditures from the Commodity Food Program budget (E-901) and changing the funding source to cost allocation funds of \$2,929 in FY 2016 and \$2,925 in FY 2017 (E-501). The department indicates this vehicle would be used as a pooled vehicle for use by Administration Division employees. **This recommendation appears reasonable.**
4. Replacement Equipment (E-710, AGRICULTURE-11): The Governor recommends total funding of \$46,698 in FY 2016 and \$62,986 in FY 2017 to replace 1 server, 3 desktop computers, 3 dual computer monitors, 11 iPads used by members of the state Board of Agriculture, 10 Ethernet switches, 12 wireless access points, 3 projectors, 2 identification card printers, 1 remote access software package, and 6 Adobe software licenses. The department indicates the replacement server would allow 18 individual servers to be consolidated onto a single server. **This recommendation appears reasonable.**
5. New Equipment (E-720, AGRICULTURE-12): The Governor recommends total funding of \$24,688 in FY 2016 and \$2,040 in FY 2017 for new IT equipment including two software packages containing economic data for Nevada, and one macro server and related hardware needed to provide a redundant backup server for the department to recover data if the department's main server fails. **This recommendation appears reasonable.**
6. Cost Allocation (E-804, AGRICULTURE-12): The Governor recommends total funding of \$497 in FY 2016 and \$669 in FY 2017 for enhancements cost allocated for centralized human resource services provided by the Department of Administration's Division of Human Resource Management. **This recommendation appears reasonable.**
7. Statewide Cost Allocation Plan and Attorney General Cost Allocation (SUMMARY, AGRICULTURE-14 & 15): Fiscal staff identified an issue with the calculation methodology used to determine the Department of Agriculture's share of the Statewide Cost Allocation Plan (SWCAP) and Attorney General Cost Allocation in the 2015-17 biennium. If this issue is corrected, the department's SWCAP would be reduced from \$724,663 in FY 2016 and \$410,574 in FY 2017 to \$171,091 in FY 2016 and \$91,428 in FY 2017. Similarly, the department's contribution to the Attorney General Cost Allocation would be reduced from \$75,183 in FY 2016 and \$82,553 in FY 2017 to \$17,751 in FY 2016 and \$18,383 in FY 2017. Fiscal staff discussed this issue with representatives from the Executive Budget Office who concurred with Fiscal staff's assessment. **Accordingly, Fiscal staff recommends technical adjustments to reduce the department's contribution to SWCAP by \$553,572 in FY 2016 and \$319,146 in FY 2017, and the department's contribution to the Attorney General Cost Allocation by \$57,432 in FY 2016 and \$64,170 in FY 2017, with corresponding adjustments in the division's cost allocation.**

**The Subcommittee recommended providing Fiscal staff with authority to enter a technical adjustment to reduce the department's contribution to SWCAP by \$553,572 in FY 2016 and \$319,146 in FY 2017, and the department's contribution to the Attorney General Cost Allocation by \$57,432 in FY 2016 and \$64,170 in FY 2017, with corresponding adjustments in the division's cost allocation.**

**Does the Subcommittee wish to approve the Other Closing Items as recommended by the Governor with technical adjustments to the Statewide Cost Allocation Plan and Attorney General Cost Allocation, and provide Fiscal staff with authority to make technical adjustments as necessary?**

**The Subcommittee recommended approving Other Closing Items 1 - 6 as recommended by the Governor and provide Fiscal staff with authority to make technical adjustments as necessary.**