

SENATE BILL NO. 422—COMMITTEE ON FINANCE

(ON BEHALF OF THE OFFICE OF FINANCE
IN THE OFFICE OF THE GOVERNOR)

APRIL 29, 2021

Referred to Committee on Government Affairs

SUMMARY—Revises provisions relating to governmental administration. (BDR 18-1081)

FISCAL NOTE: Effect on Local Government: No.
Effect on the State: Executive Budget.

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EXPLANATION – Matter in *bolded italics* is new; matter between brackets [omitted material] is material to be omitted.

AN ACT relating to governmental administration; creating the Mail Services Division in the Department of Administration; revising provisions relating to the Department’s Communication Fund; transferring the responsibility for establishing and conducting a Central Mail Room from the Division of State Library, Archives and Public Records of the Department to the Mail Services Division of the Department; and providing other matters properly relating thereto.

Legislative Counsel’s Digest:

Existing law creates the Department of Administration consisting of a Director and various entities. (NRS 232.213) **Section 1** of this bill creates within the Department a Mail Services Division. **Sections 2 and 3** of this bill require the Director of the Department to appoint an Administrator of the Mail Services Division who serves at the pleasure of the Director and is in the unclassified service of the State.

Existing law creates the Department of Administration’s Operating Fund for Administrative Services as an internal service fund and requires the operating budget of each of the entities within the Department to include an amount representing that entity’s share of the operating costs of the central accounting function of the Department. (NRS 232.219) **Section 4** of this bill requires the operating budget of the Mail Services Division to include an amount representing that entity’s share of the operating costs of the central accounting function of the Department.

Existing law requires the Division of State Library, Archives and Public Records of the Department of Administration to establish and conduct a Central



17 Mailing Room for all state officers, departments and agencies located in Carson
18 City. (NRS 378.149) **Sections 6 and 7** of this bill require, instead, that the Mail
19 Services Division establish and conduct a Central Mailing Room.

20 Existing law creates the Department of Administration's Communication Fund
21 where all revenue resulting from: (1) postage sold to state officers, departments and
22 agencies and local governments and other governmental entities; and (2) charges
23 for proportionate costs of mail service operation must be deposited. (NRS 378.143,
24 378.146) **Section 5** of this bill provides that the Administrator of the Mail Services
25 Division, rather than the State Library, Archives and Public Records Administrator,
26 must approve claims against the Fund.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

1 **Section 1.** NRS 232.213 is hereby amended to read as follows:
2 232.213 1. The Department of Administration is hereby
3 created.

4 2. The Department consists of a Director and the following:

5 (a) Risk Management Division.

6 (b) Hearings Division, which consists of hearing officers,
7 compensation officers and appeals officers.

8 (c) State Public Works Division.

9 (d) Purchasing Division.

10 (e) Administrative Services Division.

11 (f) Division of Human Resource Management.

12 (g) Division of Enterprise Information Technology Services.

13 (h) Division of State Library, Archives and Public Records.

14 (i) Office of Grant Procurement, Coordination and Management.

15 (j) Fleet Services Division.

16 (k) Public Employees' Deferred Compensation Program.

17 *(l) Mail Services Division.*

18 **Sec. 2.** NRS 232.215 is hereby amended to read as follows:

19 232.215 The Director:

20 1. Shall appoint an Administrator of the:

21 (a) Risk Management Division;

22 (b) State Public Works Division;

23 (c) Purchasing Division;

24 (d) Administrative Services Division;

25 (e) Division of Human Resource Management;

26 (f) Division of Enterprise Information Technology Services;

27 (g) Division of State Library, Archives and Public Records;

28 (h) Office of Grant Procurement, Coordination and
29 Management; ~~and~~

30 (i) Fleet Services Division ~~and~~; and

31 *(j) Mail Services Division.*



1 2. Shall, with the concurrence of the Governor and the
2 Committee to Administer the Public Employees' Deferred
3 Compensation Program, appoint the Executive Officer of the Public
4 Employees' Deferred Compensation Program.

5 3. Shall serve as Chief of the Hearings Division and shall
6 appoint the hearing officers and compensation officers. The Director
7 may designate one of the appeals officers in the Division to
8 supervise the administrative, technical and procedural activities of
9 the Division.

10 4. Is responsible for the administration, through the divisions
11 of the Department, of the provisions of chapters 233F, 242 and 284
12 of NRS, NRS 287.250 to 287.370, inclusive, and chapters 331, 333,
13 336, 338, 341 and 378 of NRS and all other provisions of law
14 relating to the functions of the divisions of the Department.

15 5. Is responsible for the administration of the laws of this State
16 relating to the negotiation and procurement of medical services and
17 other benefits for state agencies.

18 6. Has such other powers and duties as are provided by law.

19 **Sec. 3.** NRS 232.2165 is hereby amended to read as follows:

20 232.2165 1. The Administrator of:

21 (a) The State Public Works Division;

22 (b) The Purchasing Division;

23 (c) The Administrative Services Division;

24 (d) The Division of Human Resource Management;

25 (e) The Division of Enterprise Information Technology
26 Services;

27 (f) The Division of State Library, Archives and Public Records;

28 (g) The Office of Grant Procurement, Coordination and
29 Management; ~~and~~

30 (h) The Fleet Services Division ~~;~~ *and*

31 *(i) The Mail Services Division,*

32 *↪* of the Department serves at the pleasure of the Director and is in
33 the unclassified service of the State.

34 2. The Executive Officer of the Public Employees' Deferred
35 Compensation Program appointed pursuant to NRS 232.215 is in the
36 unclassified service of the State and serves at the pleasure of the
37 Director, except that he or she may be removed by a majority vote
38 of the Committee to Administer the Public Employees' Deferred
39 Compensation Program.

40 **Sec. 4.** NRS 232.219 is hereby amended to read as follows:

41 232.219 1. The Department of Administration's Operating
42 Fund for Administrative Services is hereby created as an internal
43 service fund.



1 2. The operating budget of each of the following entities must
2 include an amount representing that entity's share of the operating
3 costs of the central accounting function of the Department:

- 4 (a) State Public Works Division;
- 5 (b) Purchasing Division;
- 6 (c) Hearings Division;
- 7 (d) Risk Management Division;
- 8 (e) Division of Human Resource Management;
- 9 (f) Division of Enterprise Information Technology Services;
- 10 (g) Division of State Library, Archives and Public Records;
- 11 (h) Fleet Services Division; ~~and~~
- 12 (i) Public Employees' Deferred Compensation Program ~~+~~; *and*
- 13 *(j) Mail Services Division.*

14 3. All money received for the central accounting services of the
15 Department must be deposited in the State Treasury for credit to the
16 Operating Fund.

17 4. All expenses of the central accounting function of the
18 Department must be paid from the Fund as other claims against the
19 State are paid.

20 **Sec. 5.** NRS 378.143 is hereby amended to read as follows:

21 378.143 1. The Department of Administration's
22 Communications Fund is hereby created as an internal service fund.
23 The Fund is a continuing fund, and its money may not revert to the
24 State General Fund at any time.

25 2. Claims against the Fund which are approved by the ~~[State~~
26 ~~Library, Archives and Public Records]~~ Administrator *of the Mail*
27 *Services Division* must be paid as other claims against the State are
28 paid.

29 3. Claims must be made in accordance with budget and
30 quarterly work allotments and subject to postaudit examination and
31 approval.

32 **Sec. 6.** NRS 378.149 is hereby amended to read as follows:

33 378.149 1. The *Mail Services* Division shall establish and
34 conduct a Central Mailing Room for all state officers, departments
35 and agencies located at Carson City, Nevada.

36 2. Any state officer, department or agency or local government
37 or other governmental entity may use the Central Mailing Room
38 facilities if the state officer, department or agency or local
39 government or governmental entity pays the cost of such use as
40 determined by the *Mail Services* Division.

41 3. The staff of the Central Mailing Room shall deliver
42 incoming mail and pick up and process outgoing mail, except
43 outgoing parcel post from the Legal Division of the Legislative
44 Counsel Bureau, other than interoffice mail, of all state officers,



1 departments and agencies and local governments using the Central
2 Mailing Room facilities.

3 **Sec. 7.** In the codification of the Nevada Revised Statutes after
4 the 81st Legislative Session, the Legislative Counsel shall move the
5 provisions of NRS 378.143, 378.146 and 378.149 to chapter 232 of
6 the Nevada Revised Statutes.

7 **Sec. 8.** This act becomes effective on July 1, 2021.

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