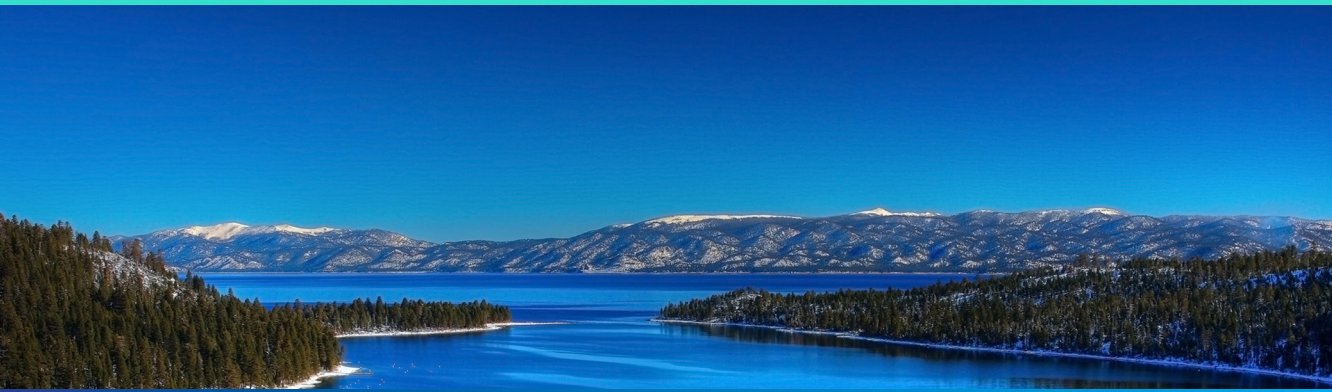


LEGISLATIVE COUNSEL BUREAU

An Overview



Published by the Research Division
Legislative Counsel Bureau
December 2012

Nevada Legislature
Carson City, Nevada

(775) 684-6800
(800) 992-0973
<http://www.leg.state.nv.us>

The Nevada Legislature, in March of 1945, recognized a need for more information and assistance in order to deal with increasingly complex tasks. This situation was clearly stated in the preamble to the bill creating the Legislative Counsel Bureau (LCB):

At each biennial session of the legislature, that body is confronted by requests for legislation expanding and changing the functions of and increasing the appropriations of numerous offices, departments, institutions, and agencies of the state government; and . . . notwithstanding the information provided by the messages and budgets of the governor and the reports of public officers, it is impossible for the legislature or its committees to secure sufficient information to act advisedly on requests in the time limited for its sessions.

DIRECTOR'S OFFICE



Rick Combs
Director

The Director is the Chief Executive Officer of the LCB. The LCB consists of the Legislative Commission, an Interim Finance Committee, a Director, and five divisions (Administrative, Audit, Fiscal Analysis, Legal, and Research). The divisions are made up of highly professional nonpartisan staff who provide a variety of services to legislators. The following sections describe the activities of these units of the LCB. The Legislative Commission appoints the Director, and in turn, the Director appoints the chiefs of the various divisions.

ADMINISTRATIVE DIVISION

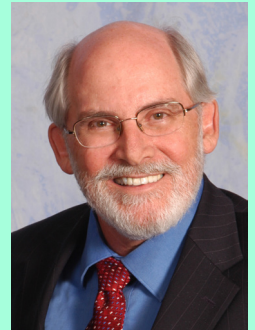
The Administrative Division provides operating and technical support to the other divisions of the LCB and to the Legislature. The Division is responsible for accounting and human resources; lobbyist registration; communications equipment; audio and video services; control of inventory; information technology services; janitorial services; maintenance and remodeling of buildings; maintenance



of legislative grounds and vehicles; purchasing; legislative police; parking; shipping and receiving; utilities; the Las Vegas Office of the LCB; and warehouse operations. The Chief of the Administrative Division oversees the units of the Division that are based in Carson City, and the Legislative Services Officer oversees the Las Vegas Office.



Roger Wilkerson
Chief, Administrative
Division



Brian Davie
Legislative Services
Officer

AUDIT DIVISION

The Audit Division performs audits of the Executive and Judicial Branches of State government. The Audit Division also performs special audits of local governments as required by legislation or at the direction of the Legislative Commission. The purpose of the legislative audits is to improve government by providing independent and reliable information to the Legislature about the operations of agencies, programs, and functions. The findings of the Audit Division are published in audit reports, which include constructive suggestions for improvements.



Paul Townsend
Legislative Auditor

Audit reports are presented to the Audit Subcommittee of the Legislative Commission at public meetings. After becoming a public document, the reports are distributed to legislators, State officials, and the public. The Legislative Auditor is the Chief of the Audit Division.



FISCAL ANALYSIS DIVISION

The Fiscal Analysis Division provides the Legislature with the capability for independent review and analysis of budgetary, tax, and fiscal matters. The Division examines the Governor's *Executive Budget* and suggests possible changes; provides expenditure and revenue analyses to aid the legislative budget and tax committees; and assists the Legislature in the interpretation of factual data related to fiscal aspects of the operation of State and local governments. The Division is headed by an Assembly Fiscal Analyst and a Senate Fiscal Analyst.



Mark Krmpotic
Senate Fiscal
Analyst



Cindy Jones
Assembly Fiscal
Analyst

LEGAL DIVISION

The Legal Division, with a staff of lawyers, paralegals, editors, indexers and document technicians, drafts bills and resolutions, reviews administrative regulations, and provides other legal assistance when requested. The Division is headed by the Legislative Counsel. The Legislative Counsel is the legal adviser to the Legislative Branch and provides legal counsel for legislative committees. Just as the Attorney General responds to requests within the Executive Branch, the Legislative Counsel issues opinions during legislative sessions and the interim upon request of members or committees of the Legislature, the Legislative Commission, or LCB staff. The Legislative Counsel also



Brenda Erdoes
Legislative Counsel

represents the interests of the Legislature in court and administrative proceedings.

The Legislative Counsel is responsible for assimilating, codifying, indexing, and publishing the *Advance Sheets, Statutes of Nevada, Nevada Revised Statutes (NRS)* with Annotations, *Nevada Administrative Code* and several compilations of selected portions of NRS, as well as creating and publishing the Bill Index and Tables during the legislative sessions. As part of the Legal Division, the State Printing Office prints copies of bills, statutes and other legislative publications, and provides printing services to the divisions of the LCB and other State agencies and local governments. The Legal Division also sells and provides customer service for these publications as well as souvenirs of the Nevada Legislature and the State of Nevada in the Gift Shop.



RESEARCH DIVISION



Donald O. Williams
Research Director

The Research Division functions as the general information arm of the Legislature. The Division's primary responsibilities include responding to legislators requesting information and policy analysis; serving as lead staff (committee policy analysts) to standing committees of both houses (except appropriations and revenue committees); functioning as the primary administrative and policy staff for most interim study committees between legislative sessions; and assisting legislators in responding to their constituents' problems with State and local government agencies. Legislative documents and research materials are available through the Division's Legislative Research Library.

The Research Division also answers requests for information from national organizations, government agencies in Nevada and other states, and the public. In addition, the Division prepares numerous publications, reports, and issue papers relating to public policy. The Research Director administers the Division.



LEGISLATIVE COMMISSION

The Legislative Commission consists of 12 legislators who exercise general policymaking and supervising authority over the operations of the LCB. At every regular session of the Legislature, the Senate and the Assembly each designate six members and their alternates to serve on the Commission. Between sessions of the Legislature, the Commission establishes the work priority of all studies and investigations assigned to it by the Legislature. Normally, such studies are carried out by subcommittees of the Commission or LCB staff under the direction and supervision of the Commission.

INTERIM FINANCE COMMITTEE

In 1969, the Legislature created the Interim Finance Committee to function within the LCB between sessions and administer a contingency fund. This fund was set up to provide provisional funds for State agencies when the Legislature is not in session. The Interim Finance Committee also reviews State agency requests to accept certain gifts and grants, to modify legislatively approved budgets, and to reclassify State merit system positions in certain circumstances. The Interim Finance Committee is composed of the members of the Senate Standing Committee on Finance and the Assembly Standing Committee on Ways and Means.



**Sedway Office Building
Carson City**

Houses the Audit, Fiscal Analysis, and Research Divisions



**State Printing Office Building
Carson City**

Houses LCB staff, the print shop, computer training rooms, and warehouse operations

**Grant Sawyer State Office Building
Las Vegas**

Houses LCB and other legislative staff



**Legislative Building
Carson City**

Houses the Administrative and Legal Divisions