



Nevada Legislature

August 18, 2023

Jack Robb, Director
Department of Administration
515 E. Musser Street, Suite 102
Carson City, Nevada 89701

Dear Director Robb:

The 2023 Legislature approved \$213.9 million and \$74.5 million for CIP Projects 23-C35 and 23-C36, respectively, to purchase 18 new office buildings in Las Vegas and for tenant improvements in 15 of the buildings to be occupied by Executive Branch agencies. In closing the 2023 Capital Improvement Program (CIP) budget, the money committees expressed an interest in receiving status updates regarding the building acquisitions and tenant improvements as well as the fiscal impact to the Buildings and Grounds budget to manage and maintain these new office buildings.

As such, it is the intent of the Senate Committee on Finance and the Assembly Committee on Ways and Means that the State Public Work Division provide quarterly reports to the Interim Finance Committee regarding CIP Projects 23-C35 and 23-C36, which include, but are not limited to, the following:

- A status update on the purchase of the 18 office buildings;
- A status update of the progress and completion of tenant improvements for the new office buildings;
- Agencies selected to occupy the new state-owned office space and the process used to select these agencies;
- The targeted move-in dates for agencies as well as the estimated moving costs;
- Details of the existing leases for non-state lessees currently occupying offices in these buildings as well as the monthly rent revenue the state will receive from the lessees; and
- The fiscal impact to the Buildings and Grounds budget to effectively manage and maintain the 15 new office buildings, including operational and utility costs, and the identification of any additional staffing needs.

Jack Robb, Director
Department of Administration
August 18, 2023
Page 2 of 2

The initial report should cover the period of July 1, 2023, through September 30, 2023, and should be submitted to the Fiscal Analysis Division by October 30, 2023. Subsequent reports should be submitted to the Fiscal Analysis Division no later than 30 days after each quarterly period.

Sincerely,



Daniele Monroe-Moreno, Chair
Assembly Committee on Ways and Means



Marilyn Dondero Loop, Chair
Senate Committee on Finance

ATTACHMENTS (4 PAGES):

Project Cost Estimate sheets for CIP Projects 23-C35 and 23-C36.

cc: Ben Kieckhefer, Chief of Staff, Office of the Governor
Amy Stephenson, Director, Governor's Finance Office
Kent LeFevre, Administrator, State Public Works Division

State Public Works Division

Project Cost Estimate

Project No: C35 **Title:** Purchase of State Office Buildings (Las Vegas)

Description: Purchase of eighteen office buildings in Las Vegas for State office use.

Funding Summary

Department: Admin **Division:** SPWD
Agency: B&G **Project Mgr:** BJW

State: 213,892,608
Agency: 0
Federal: 0
Other: 0
Total: 213,892,608

Project Group: Offices or Dorms

Building Area: 835,518 gsf

Project Type: New

Months To Construction: 0

Project Site: Local

Const. Annual Inflation Rate: 7.00%

Location: Las Vegas

Total Inflation: 0.00%

	2022	2022	Remarks
Professional Services			All costs are estimated based upon 2022 information. During project implementation, funds will be shifted between categories as necessitated by actual costs. The total budget will not be exceeded.
A/E Design & Supervision	0	0	
Surveys	0	0	
Soils Analysis	0	0	
Materials Testing Services	0	0	
Structural Plan Check	0	0	
Mechanical Plan Check	0	0	
Electrical Plan Check	0	0	
Civil Plan Check	0	0	
ADA Plan Check	0	0	
Fire Marshal Plan Check	0	0	
Code Compliance Plan Check	0	0	
Constructability Plan Check	0	0	
CMAR Pre-Construction Services	0	0	
PWD Project Mgmt & Inspection	0	0	
3rd Party Commissioning	0	0	
FF&E Design Fee	0	0	
Subtotal	0	0	
Construction Costs			
Construction	0	0	
Construction Contingency	0	0	
Green Building Equivalence	0	0	
Utility/Off-Site Costs	0	0	
Utility Connection Fees	0	0	
Data/Telecom Wiring	0	0	
Furnishings and Equipment	0	0	
Roof Maint. Agreement	0	0	
Local Government Requirements	0	0	
Hazardous Material Abatement	0	0	
Subtotal	0	0	
Miscellaneous			
Advertising	0	0	
Printing	0	0	
Temporary Facilities	0	0	
Agency Moving Costs	0	0	
Land Purchase	213,892,608	213,892,608	
Subtotal	213,892,608	213,892,608	
Total Project Cost	213,892,608	213,892,608	

Project No: C35 **Title:** Purchase of State Office Buildings (Las Vegas)

Agency: Buildings & Grounds

Location: Las Vegas

Detail Description:

This project will purchase fourteen office buildings in Las Vegas for State office use:

1. 500 Warm Springs (#6) (54,368 square-feet)
2. 7150 Pollock (#21) (23,232 square-feet)
3. 7160 Bermuda (#30) (52,814 square-feet)
4. 7251 Amigo (#7) (45,698 square-feet)
5. 7230 Amigo (#10) (82,265 square-feet)
6. 7120 Amigo (#17) (58,112 square-feet)
7. 505 Capovilla (#4) (23,206 square-feet)
8. 700 Warm Springs (#12) (58,546 square-feet)
9. 7090 Pollock (#22) (28,608 square-feet)
10. 1 Harrah's Court (#29) (119,763 square-feet)
11. 7220 Bermuda (#1) (8,532 square-feet)
12. 475 Capovilla (#2) (23,206 square-feet)
13. 444 Warm Springs (#3) (29,760 square-feet)
14. 7180 Pollock (#20) (46,057 square-feet)
15. 650 White (#23) (48,150 square-feet)
16. 7115 Amigo (#26) (54,353 square-feet)
17. 500 Amigo (#27) (24,480 square-feet)
18. 490 Capovilla (#28) (54,368 square-feet)

Project Justification:

Purchase of the above currently available commercial office building are less expensive than remodeling of existing State office buildings or construction of new buildings in Las Vegas. These buildings are located south of I-215, near the airport, and in the McCarran Center. This location is convenient to much of the State's workforce in Las Vegas and the close proximity of the above buildings to each other will promote State efficiency.

Background Information:

The above office buildings are anticipated to be purchased by the State in four tranches:

1. 500 East Warm Springs, 7150 Pollock, 7160 Bermuda, 7251 Amigo, 7230 Amigo, and 7120 Amigo in July 2023.
2. 505 Capovilla, 700 Warm Springs, 7090 Pollock, and 1 Harrah's Court in October 2023.
3. 7220 Bermuda, 475 Capovilla, 444 Warm Springs, 7180 Pollock, 650 White, 7115 Amigo, and 500 Amigo in March 2024.
4. 490 Capovilla in March 2025.

State Public Works Division

Project Cost Estimate

Project No: C36 **Title:** Purchased Building Improvements (Las Vegas)

Description: Purchased building improvements to facilitate State office use.

Funding Summary

Department: Admin **Division:** SPWD
Agency: B&G **Project Mgr:** BJW

State: 74,545,040
Agency: 0
Federal: 0
Other: 0
Total: 74,545,040

Project Group: Offices or Dorms

Building Area: 649,443 gsf

Project Type: Remodel

Months To Construction: 24

Project Site: Local

Const. Annual Inflation Rate: 7.00%

Location: Statewide

Total Inflation: 14.49%

	2022	2024	Remarks
Professional Services			
A/E Design & Supervision	6,158,797	6,622,289	All costs are estimated based upon 2022 information. During project implementation, funds will be shifted between categories as necessitated by actual costs. The total budget will not be exceeded.
Surveys	0	0	
Soils Analysis	0	0	
Materials Testing Services	79,548	85,117	
Structural Plan Check	15,319	15,844	
Mechanical Plan Check	35,924	37,373	
Electrical Plan Check	50,678	52,542	
Civil Plan Check	0	0	
ADA Plan Check	12,690	13,127	
Fire Marshal Plan Check	63,943	66,425	
Code Compliance Plan Check	40,784	42,187	
Constructability Plan Check	0	0	
CMAR Pre-Construction Services	462,153	497,175	
PWD Project Mgmt & Inspection	2,851,616	2,851,616	
3rd Party Commissioning	844,218	906,494	
FF&E Design Fee	0	0	
Programming	1,378,796	1,480,204	
Subtotal	11,994,466	12,670,393	
Construction Costs			
Construction	51,049,401	54,890,025	
Construction Contingency	6,448,850	6,940,345	
Green Building Equivalence	0	0	
Utility/Off-Site Costs	0	0	
Utility Connection Fees	0	0	
Data/Telecom Wiring	0	0	
Furnishings and Equipment	0	0	
Roof Maint. Agreement	0	0	
Local Government Requirements	0	0	
Hazardous Material Abatement	0	0	
Subtotal	57,498,251	61,830,370	
Miscellaneous			
Advertising	30,686	32,923	
Printing	10,580	11,354	
Temporary Facilities	0	0	
Agency Moving Costs	0	0	
Land Purchase	0	0	
Subtotal	41,266	44,277	
Total Project Cost	69,533,983	74,545,040	

2022 Project Cost Detail		
Priority 1		
1	500 Warm Springs (#6) (23615)	1,617,338
2	7150 Pollock (#21) (23616)	890,604
3	7160 Bermuda (#30) (23617)	5,932,742
4	505 Capovilla (#4) (23619)	3,780,527
5	700 Warm Springs (#12) (23621)	997,244
6	7090 Pollock (#22) (23622)	967,788
7	1 Harrah's Court (#29) (23623)	17,555,890
8	7220 Bermuda (#1) (23624)	1,111,033
9	475 Capovilla (#2) (23625)	2,482,367
10	444 Warm Springs (#3) (23626)	3,093,627
11	7180 Pollock (#20) (23628)	2,784,596
12	650 White (#23) (23629)	13,961,180
13	7115 Amigo (#26) (23630)	5,530,164
14	500 Amigo (#27) (23631)	2,666,501
15	490 Capovilla (#28) (23614)	5,704,239
16	Site Purchase Improvements (Las Vegas) (23618)	458,143
Total Cost		69,533,983

2022 Project Cost Detail	
Priority 1	
1 500 Warm Springs (#6) (23615)	1,617,338
2 7150 Pollock (#21) (23616)	890,604
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11 7180 Pollock (#20) (23628)	2,784,596
12 650 White (#23) (23629)	13,961,180
13 7115 Amigo (#26) (23630)	5,530,164
14 500 Amigo (#27) (23631)	2,666,501
15 490 Capovilla (#28) (23614)	5,704,239
16 Site Purchase Improvements (Las Vegas) (23618)	458,143
Total Cost	69,533,983

Project No: C36 **Title:** Purchased Building Improvements (Las Vegas)

Agency: Buildings & Grounds

Location: Statewide

Detail Description:

This project will provide design and construction of projects to ready the following buildings for move in:

1. 500 Warm Springs (#6) (54,368 square-feet)
2. 7150 Pollock (#21) (23,232 square-feet)
3. 7160 Bermuda (#30) (52,814 square-feet)
4. 505 Capovilla (#4) (23,206 square-feet)
5. 700 Warm Springs (#12) (58,546 square-feet)
6. 7090 Pollock (#22) (28,608 square-feet)
7. 1 Harrah's Court (#29) (119,763 square-feet)
8. 7220 Bermuda (#1) (8,532 square-feet)
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14. 500 Amigo (#27) (24,480 square-feet)
15. 490 Capovilla (#28) (54,368 square-feet)

The site improvement project provides design and construction of site monument signs, a large gateway sign, and campus identity programming.

Project Justification:

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Background Information:

The above office buildings are anticipated to be purchased by the State in four tranches:

1. 500 East Warm Springs, 7150 Pollock, and 7160 Bermuda in July 2023.
2. 505 Capovilla, 700 Warm Springs, 7090 Pollock, and 1 Harrah's Court in October 2023.
3. 7220 Bermuda, 475 Capovilla, 444 Warm Springs, 7180 Pollock, 650 White, 7115 Amigo, and 500 Amigo in March 2024.
4. 490 Capovilla in March 2025.

Joe Lombardo
Governor



Jack Robb
Director

Matthew Tuma
Deputy Director

Kent A. LeFevre
Administrator

Carson City Office:
515 East Musser Street, Suite 102
Carson City, Nevada 89701
Phone: (775) 684-4141

Buildings & Grounds Section
Phone: (775) 684-1800

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PUBLIC WORKS DIVISION

Las Vegas Office:
2300 McLeod Street
Las Vegas, Nevada 89104
Phone: (702) 486-5115

Buildings & Grounds Section
Phone: (702) 486-4300

To: Nevada Legislature
Fiscal Analysis Division

From: Kent A. LeFevre, Administrator

Date: October 19, 2023

Re: LOI – CIP Projects 23-C35 and 23-C36 Status Report
Initial report - July 1, 2023, through September 30, 2023

In response to the money committees August 18, 2023, correspondence requesting a report on the 2023 approved \$213.9 million and \$74.5 million for CIP Projects 23-C35 and 23-C36, respectively, to purchase 18 new office buildings in Las Vegas and for tenant improvements in 15 of the buildings to be occupied by Executive Branch agencies, the Department of Administration and the Public Works Division provides the following responses:

- 1. A status update on the purchase of the 18 office buildings;**
See attached – McCarran Building Purchases
- 2. A status update of the progress and completion of tenant improvements for the new office buildings;**

SOUTHERN NEVADA (23-C36):

Traunch 1

MINERAL (MC-06) 500 E. WARM SPRINGS - Closed 07/14/23:

- Planning to do a walkthrough with contractor for low-voltage week of 10/9/23.

EUREKA (MC-07) 7251 AMIGO - Closed 07/14/23:

- Electrical wiring and low voltage are complete. Furniture (cubicles) is complete. Coordinating with Agency (HR) to begin move-in schedule and execution.
- Electrical wiring and low voltage are complete. Waiting for furniture (cubicles) vendor PO. Coordinated with Agency (Taxation) on layout and needs for the space on second floor (Suite 230).
- No TI required. Coordinated with Agency (NV National Guard) on layout and needs for the space on first floor (Suite 160).

LINCOLN (MC-21) 7150 POLLOCK - Closed 07/14/23:

- Electrical wiring and low voltage are complete. Furniture (cubicles) is complete. Automatic push-pad door opener at main entrance is complete. Coordinating with Agency (ADSD) to begin move-in schedule and execution.

WASHOE (MC-30) 7160 BERMUDA - Closed 07/14/23:

- Waiting for PO'S for electricians and low-voltage vendor to support the required infrastructure in the building. Anticipate a 3-week duration. Coordination with furniture vendor for cubicle installation.

Traunch 2

LANDER (MC-04) 505 E. CAPOVILLA - Closed 09/01/23:

- Waiting for contractor's (Denali) PO. Coordinated with Various Agencies on layout and needs for their respective suite/space. The building is approximately 85% filled.

WHITE PINE (MC-22) 7090 POLLOCK - Closed 09/01/23:

- Electrical wiring and low voltage are complete. Furniture (cubicles) will be completed by October 13th. Automatic push-pad door opener at main entrance is complete. Coordinating with Agency (ADSD) to begin move-in schedule and execution.

CHURCHILL (MC-28) 490 CAPOVILLA - Closed 09/29/23:

- Waiting for PO'S for electricians and low-voltage vendor to support the required infrastructure in the building. Anticipate a 3-week duration. Waiting for PO for painting contractor for interior painting. Anticipate a 2-week duration. Project to have TI completed by end of December. Working with Agency (Welfare) on furniture layout, and low voltage.

NEVADA (MC-29) 1 HARRAH'S COURT - Closed 09/29/23:

- On-going design meetings between the architects (CSD) and the Attorney General's office, the Secretary of State office, and the Governor's office.

NORTHERN NEVADA

ARROWHEAD - 3850 ARROWHEAD:

- 1st floor TI (Taxation + Cannabis Compliance Board (CCB)): owner-contractor agreement to Bruce Perves Construction pending. NTP likely will be scheduled for the week of 11/20/23. CSC likely will be 12/20/23.
- 2nd floor TI (Taxation): 100% CD presentation by Paul Cavin Architects on Thursday, October 26th. OCA has already been awarded to Capital Glass.
- Change order #2 for owner-caused delay will likely be for 97 contract days, construction start will likely be scheduled for the week of 11/20. CSC likely will be 12/20.
- Professional services agreement endorsement #1 for Paul Cavin Architect pending, likely will be signed by BOE clerk on 11/14.
- An additional owner-requested change order will likely be issued to Bruce Perves Construction for the construction of above-soffit security. Construction timeline is unknown for this scope of work, will likely begin after 12/20.
- 1st floor TI (DETR): professional services agreement for Paul Cavin Architect pending, likely will be signed by BOE clerk on 11/14. 100% CD delivery tentatively scheduled for 12/11. Bid opening tentatively scheduled for 1/25. NTP tentatively scheduled for 3/4. CSC tentatively scheduled for 5/3.
- Whole building TI: electrical, fire-proofing deficiencies noted by SPWD building official. Pending endorsement proposal by Paul Cavin Architect.
- 1st floor IT (whole building): accessible entry push buttons requested by B&G. Pending endorsement proposal by Paul Cavin Architect.

- Henriksen Butler PO: 3rd floor furniture (OPM): installation by Henriksen Butler continues through 10/20/23.
- Conway PO or OCA: 3rd floor furniture (OPM) electrical connection: K. LeFevre to provide direction if this scope of work will be processed as a purchase order or owner-contractor agreement.
- Conway PO: whole building fiber, ethernet + camera infrastructure: installation by Conway continues through 10/20/23.
- ConvergeOne PO: whole building WAN equipment: installation by EITS personnel the week of 10/23.
- CDWG and Macondo Networks POs: 2nd floor phones (Taxation): all equipment received, installation by EITS personnel through 10/20/23.
- Briggs Electric PO: whole building UPS: K. LeFevre to provide direction if this scope of work will be processed as a purchase order or owner-contractor agreement.
- Vital Signs PO: building driveway signage and 1st floor entry seal: installation by vendor week of 10/23.
- Painting PO, Re-lamp Re-ballast PO, Generator PO, Misc Building repairs PO, Deep cleaning PO, Polish Concrete PO, drain cleanout PO, Carpet cleaning PO, Window cleaning PO: are all completed, awaiting invoices from contractors for payment.
- Sierra Nevada Construction OCA: work has been completed; contractor paid in full.
- Rick's Flooring OCA: work has been completed; contractor paid in full.
- Re-key exterior entry doors PO, Repair front entry doors PO, Repair interior glass PO, move excess furniture PO, Wall repairs PO, Misc. demolition PO, Flags PO: are all completed, contractor paid in full by B&G.
- RFI owner-contractor agreement: J. Robb requested deletion of OCA during RTA process. Administration to provide a quote with good-of-the-state vendor for this scope of work. Timeline to install is unknown.
- Building wayfinding PO, Building exterior painting PO: on hold, per J. Robb's request

SILVER SAGE - 4070 SILVER SAGE:

No action to date

3. Agencies selected to occupy the new state-owned office space and the process used to select these agencies;

3a. Agencies selected to occupy the new state-owned office space **Below is a list of current McCarran Center Campus assignments** **WASHOE (MC-30) 7160 BERMUDA:**

- FIRST FLOOR – GAMING CONTROL BOARD
- SECOND FLOOR – GAMING CONTROL BOARD

NEVADA (MC-29) 1 HARRAH'S COURT: Move in date 01/01/24

- FIRST FLOOR – ATTORNEY GENERAL
- FIRST FLOOR – CAPITOL POLICE
- SECOND FLOOR – ATTORNEY GENERAL
- THIRD FLOOR – LUETINANT GOVERNOR
- THIRD FLOOR – SECRETARY OF STATE
- THIRD FLOOR – NEVADA STATE TREASURER
- THIRD FLOOR – NEVADA STATE CONTROLLER
- FOURTH FLOOR – GOVERNOR'S OFFICE
- FOURTH FLOOR – GOVERNOR'S OFFICE OF ENERGY
- FOURTH FLOOR – GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT
- FOURHT FLOOR – NEVADA STATE TREASURER

CHURCHILL (MC-28) 490 CAPOVILLA: Move in date 11/17/23 subject to change

- FIRST FLOOR – DIVISION OF WELFARE AND SUPPORTIVE SERVICES
- SECOND FLOOR – DIVISION OF WELFARE AND SUPPORTIVE SERVICES

PERSHING (MC-27) 500 AMIGO:

- ENTIRE BUILDING – LEASED BY NON-STATE ENTITIES; NOT ASSIGNED UNTIL LEASE EXPIRES

HUMBOLT (MC-26) 7115 AMIGO:

- SUITE 100 – LEASED BY NON-STATE ENTITIES; NOT ASSIGNED UNTIL LEASE EXPIRES
- SUITE 120 – LEASED BY NON-STATE ENTITIES; NOT ASSIGNED UNTIL LEASE EXPIRES
- SUITE 130 – LEASED BY NON-STATE ENTITIES; NOT ASSIGNED UNTIL LEASE EXPIRES
- SUITE 150 – NEVADA STATE PUBLIC WORKS DIVISION

ELKO (MC-23) 650 WHITE:

- ENTIRE BUILDING – PROPOSED ASSIGNMENT FOR AGING AND DISABILITIES SERVICES DIV.

WHITE PINE (MC-22) 7090 POLLOCK: Move in date 11/01/23

- ENTIRE BUILDING – AGING AND DISABILITIES SERVICES DIVISION

LINCOLN (MC-21) 7150 POLLOCK: Move in date 11/01/23

- ENTIRE BUILDING – AGING AND DISABILITIES SERVICES DIVISION

ESMERALDA (MC-20) 7180 POLLOCK:

- ENTIRE BUILDING – LEASED BY NON-STATE ENTITIES; NOT ASSIGNED UNTIL LEASE EXPIRES

NYE (MC-17) 7120 AMIGO:

- ENTIRE BUILDING – LEGISLATIVE COUNSEL BUREAU

CARSON (MC-12) 700 WARM SPRINGS:

- FIRST FLOOR – CANNABIS COMPLIANCE BOARD
- SECOND FLOOR – DEPARTMENT OF TAXATION
- THIRD FLOOR – LEGISLATIVE COUNSEL BUREAU

CLARK (MC-10) 7230 AMIGO:

- ENTIRE BUILDING – LEGISLATIVE COUNSEL BUREAU

EUREKA (MC-07) 7251 AMIGO:

- FIRST FLOOR – DIVISION OF HUMAN RESOURCES MANAGEMENT (SUITE 120 & 160) Move in date 10/24/23
- FIRST FLOOR – OFFICE OF THE MILITARY (NATIONAL GUARD) (SUITE 160)
- FIRST FLOOR – TEMPORARY OFFICES FOR DEPARTMENT OF ADMINISTRATION (SUITE 160)
- FIRST FLOOR – LEASED BY NON-STATE ENTITIES UNTIL LEASE EXPIRES (SUITE 100)
- SECOND FLOOR – DEPARTMENT OF TAXATION (SUITE 230)

- SECOND FLOOR – LEASED BY NON-STATE ENTITIES UNTIL LEASE EXPIRES (SUITE 201 & 207)

MINERAL (MC-06) 500 WARM SPRINGS:

- FIRST FLOOR – NO ASSIGNED AGENCY
- FIRST FLOOR – NEVADA STATE EITS DEPARTMENT (SUITE 125)
- SECOND FLOOR – COLORADO RIVE COMMISSION (SUITE 250)

LANDER (MC-04) 505 CAPOVILLA: Move in date 2/15/24

- SUITE A & B – GAMING CONTROL BOARD
- SUITE C – GOWIN
- SUITE D –
 - BOARD LONG TERM CARE ADMINISTRATORS,
 - BOARD MARRIAGE AND FAMILY THERAPISTS,
 - LIBRARY AND ARCHIVES SOUTHERN OUTREACH PROGRAM
 - OFFICE OF FEDERAL ASSITANCE
 - BOARD OF MASSAGE THERAPY
 - AMERICAS
- SUITE E – DEPARTMENT OF PUBLIC SAFETY
- SUITE F – MAIL SERVICES

LYON (MC-02) 475 CAPOVILLA:

- ENTIRE BUILDING – LEASED BY NON-STATE ENTITIES; NOT ASSIGNED UNTIL LEASE EXPIRES

STOREY (MC-01) 7220 BERMUDA:

- ENTIRE BUILDING – LEASED BY NON-STATE ENTITIES; NOT ASSIGNED UNTIL LEASE EXPIRES

3b. Process used to select these agencies:

- Meetings were held with Department of Administration’s Director Jack Robb, and all Project Leaders to determine and get final approvals for the selection of relocating agencies into the McCarran buildings.

4. The targeted move-in dates for agencies as well as the estimated moving costs;

- B&G is not budgeting moving costs for State Agencies, the State agencies are responsible for their own moving costs. Please see move in dates on building information above.

5. Details of the existing leases for non-state lessees currently occupying offices in these buildings as well as the monthly rent revenue the state will receive from the lessees; and

See attached – Existing Leases for Non-State Lessees

6. The fiscal impact to the Buildings and Grounds budget to effectively manage and maintain the 15 new office buildings, including operational and utility costs, and the identification of any additional staffing needs.

- See attached – WPC65237 which outlines FY24 anticipated expenditures
- The State Public Works Division, Buildings and Grounds (“B&G”), as a condition of the Property Purchase Agreement, dated June 14, 2023, includes a condition wherein Thomas & Mack has agreed to provide certain maintenance services listed therein. The two-year Maintenance Services agreement expires June 30, 2025, and includes a spending limitation of \$2.1 million, reporting requirements, and maintenance obligations specific to primary mechanical systems (e.g., elevators, HVAC systems, roofing, warrantied systems, and security services) requiring the owner’s approval.

The Maintenance Services agreement is considered a provisional measure and is exclusive of all other facility maintenance obligations such as the maintenance of grounds (landscaping and related systems), exterior hard surfaces, janitorial services, flooring, entries, exterior and interior fixtures, plumbing, etc.

- The Las Vegas property acquisitions, Thomas & Mack has agreed to maintain certain mechanical systems under contract for two-years (above) expiring, June 30, 2025. Buildings and Grounds will then assume full responsibility for the upkeep and maintenance of these properties. For the next several fiscal years (2024/25), Buildings and Grounds, working alongside and supervising Thomas & Mack, will learn about the properties and their maintenance needs. With this experience and observations, Buildings & Grounds will develop detailed budget request and related budget enhancements to further support additional positions and operating expenditures as needed during the next biennium. The exact position count or position type has not yet been determined and the need will be analyzed as we learn more about the property needs.

Please contact Kent LeFevre, Administrator, State Public Works Division at (775) 684-4100 or by email at kalefevre@admin.nv.gov if you have any questions regarding this letter.

Sincerely,



Kent A. LeFevre
Administrator, SPWD

EXHIBIT B1
PROPERTY/PURCHASE PRICE/CLOSING DA

Traunch 1			July 14, 2023						Hard Deposit - 07/0	Hard Deposit	Hard Deposit	Running Balance
ECP -	Early Closing Properties		September 1, 2023 / September 29, 2023						for Traunch 1	for ECP	for Traunch 3	of Deposits
Traunch 3			March 15, 2024							9/22/2023	3/7/2024	
Traunch	Bldg	APN	Address	Bldg Type	RSF	Purchase Price	Closing Date	Closed				\$152,259,072
									\$152,259,072			
1	MC6	177-03-411-007	500 E Warm Springs	2-Story	54,368	\$13,918,208	07/14/23	07/14/23				\$138,340,864
1	MC 21	177-03-413-006	7150 Pollock	1-Story	23,232	\$5,947,392	07/14/23	07/14/23				\$132,393,472
1	MC 30	177-03-412-004	7160 Bermuda	2-Story	52,814	\$13,520,384	07/14/23	07/14/23				\$118,873,088
1	MC 17 (LCB)	177-03-410-006	7120 Amigo	1-Story	58,112	\$14,876,672	07/14/23	07/14/23				\$103,996,416
1	MC 10 (LCB)	177-03-410-008	7230 Amigo	3-Story	82,265	\$21,059,840	07/14/23	07/14/23				\$82,936,576
1	MC 14-A Parking	177-03-410-014	7230 Amigo	Parking Lot			07/14/23	07/14/23				
1	Driveway No. 20	177-03-410-003	7230 Amigo	Egress			07/14/23	07/14/23				
1	MC 7	177-03-411-009	7251 Amigo Street	2-Story	45,698	\$11,698,688	07/14/23	07/14/23				\$71,237,888
1	MC 12 (LCB)	177-03-410-011	700 E Warm Springs	3-Story	58,546	\$14,987,776	07/14/23	07/14/23				\$56,250,112
ECP	MC 4	177-03-411-006	505 Capovilla	1-Story	23,206	\$5,940,736	09/01/23	09/01/23				\$50,309,376
ECP	MC 22	177-03-312-002	7090 Pollock	1-Story	28,608	\$7,323,648	09/01/23	09/01/23				\$42,985,728
ECP	Park	177-03-413-010	Common Park	Vacant Land	0.22 Acres		09/01/23	09/01/23				
										\$13,918,208		\$56,903,936
ECP	MC 28	177-03-412-009	490 Capovilla	2-Story	54,368	\$13,918,208	09/29/23	09/29/23				\$42,985,728
ECP	MC 29	177-03-412-008	1 Harrah's Court and Parking Garage	4-Story	119,763	\$30,659,328	09/29/23	09/29/23				\$12,326,400
							03/07/24				\$47,715,328	\$60,041,728
3	MC 23	177-03-314-001	650 White	2-Story	48,150	\$12,326,400	03/15/24					\$47,715,328
3	MC 20	177-03-815-002	7180 Pollock	2-Story	46,057	\$11,790,592	03/15/24					\$35,924,736
3	MC 20 Remnant	177-03-803-010	Remnant (near hotel & MC 20)	Remnant			03/15/24					
3	MC 1-3	177-03-411-005	7220 Bermuda - 475 Capovilla - 444 E Warm Springs	Multi- Building	61,498	\$15,743,488	03/15/24					\$20,181,248
3	Driveway No. 7	177-03-411-002	475 E Capovilla	Egress			03/15/24					
3	Driveway No. 8	177-03-411-003	7220 Bermuda / 475 E Capovilla	Egress			03/15/24					
3	Driveway No. 9	177-03-411-004	7220 Bermuda / 444 E Warm Springs	Egress			03/15/24					
3	Driveway No. 1	177-03-401-010	444 E Warm Springs	Egress			03/15/24					
3	MC 26	177-03-412-016	7115 Amigo St	1-Story	54,353	\$13,914,368	03/15/24					\$6,266,880
3	MC 27	177-03-412-007	500 Amigo Ct	1-Story	24,480	\$6,266,880	03/15/24					\$0
4	MC 28	177-03-412-008	490 Capovilla	2-Story	54,268	\$13,918,208	03/14/25					
			Total		835,518	\$213,892,608						09.05.23

			Escrow Close Dates	Suite	RSF	Monthly Rate	Base Rent	Due Date	Grace Period	Annual Increase %	Annual Effective Date		Lease Option to Renew Yes/No	Renewal Options	Renewal Term (1yr, 2yr etc)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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Bldg		Closing
MC 01		3/15/2024
MC 02		3/15/2024
MC 03		3/15/2024
MC 04		9/1/2023
MC 06		7/14/2023
MC 07		7/14/2023
MC 20		3/15/2024
MC 21		7/14/2023
MC 22		9/1/2023
MC 23		3/15/2024
MC 26		3/15/2024
MC 27		3/15/2024
MC 28		9/29/2023
MC 29		9/29/2023
MC 30		7/14/2023

State of Nevada Work Program

WP Number: C65237

FY 2024

	Add Original Work Program	XXX	Modify Work Program	BUDGET DIVISION USE ONLY DATE _____ APPROVED ON BEHALF OF THE GOVERNOR BY _____
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DATE	FUND	AGENCY	BUDGET	DEPT/DIV/BUDGET NAME
08/22/23	710	082	1349	ADMINISTRATION - SPWD - BUILDINGS & GROUNDS

Funds Available							
Budgetary GLs (2501 - 2599)	Description	WP Amount	Revenue GLs (3000 - 4999)	Description	WP Amount	Current Authority	Revised Authority
			4304	BUILDING RENT - EXECUTIVE BUDGETS	2,590,785	14,285,462	16,876,247
Subtotal Budgetary General Ledgers		0	Subtotal Revenue General Ledgers(RB)		2,590,785		16,876,247
Total Budgetary & Revenue GLs					2,590,785		

Expenditures			
CAT	Amount	CAT	Amount
01	360,245		
03	18,455		
04	8,062		
05	55,919		
12	1,149,087		
26	3,823		
28	601,931		
29	2,762		
30	8,190		
59	1,585,468		
86	(1,203,157)		
Sub Total Category Expenditures			2,590,785

Remarks

The purpose of this work program is to request six full-time equivalent (FTE) positions and associated operating expenditures to support the recent and planned acquisition of seventeen (17) properties. This is an increase of approximately seventy-five percent (75%) of space under SPWD/Buildings & Grounds management. Category 28 is directly related to companion DPS - Capitol Police Work Program C65234.

Total Budgetary General Ledgers and Category Expenditures (AP)

2,590,785

mtum1

Authorized Signature

09/05/23

Date

Controller's Office Approval

Requires Interim Finance approval since WP is equal to or exceeds \$350,000 cumulative for category

State of Nevada Work Program Packet Checklist

- ✓ Work program form
- ✓ Work program packet checklist
- ✓ Cumulative modification worksheet
- ✓ Cover Page detailing the reasons for the revision, benefits to the division, department and state and consequences if not approved
- ✓ Financial/Budget Status Reports (current)
- ☐ Budget projections with corresponding detail
- ✓ Fund map reflecting amounts before and after the revision
- ✓ NPD 19 (If requesting new position) **include copy of current organizational chart w/proposed change**
- ☐ Quotes for the purchase of unbudgeted items (i.e., equipment, computers, etc.)
- ✓ Spreadsheets/detailed calculations supporting request

WORK PROGRAM REVISIONS INVOLVING GRANTS MUST ALSO INCLUDE

- ☐ Grant history/reconciliation form for grants
- ☐ Copies of all grant awards for the current year listed on the grant reconciliation form
- ☐ Copy of grant budget - if applicable
- ☐ Summary of the grant program and purpose if not included in the grant award document

IFC determination evaluation (reason work program does or does not require IFC approval indicated with an X)

Requires IFC approval because

- | | |
|---|--|
| ✓ \$350,000 or more cumulative for an expenditure category | ☐ Exceeds \$75,000 cumulative and is 20% or more cumulative for an expenditure category |
| ☐ Involves the allocation of block grant funds and the agency is choosing to use the IFC meeting for the required public hearing per NRS 353.337 | ☐ Non-governmental grant or gift in excess of \$200,000 |
| ☐ Other: | |

Does not require IFC approval because

- | | |
|--|---|
| ☐ \$75,000 or less cumulative for each expenditure category | ☐ Places funds in Reserves, or Retained Earnings categories only |
| ☐ Less than \$350,000 cumulative and 20% cumulative for each expenditure category | ☐ Non-executive budget |
| ☐ Other: | ☐ Implements general/highway fund salary adjustments approved by the BOE |

**STATE OF NEVADA
ADMIN - STATE PUBLIC WORKS DIVISION**

**Budget Account 1349 - ADMINISTRATION - SPWD - BUILDINGS & GROUNDS
Work Program C65237
Fiscal Year 2024**

Submitted September 5, 2023

Budget Account's Primary Purpose, Function and Statutory Authority

The Buildings and Grounds section of the State Public Works Division provides physical buildings and grounds maintenance and housekeeping for most state-owned buildings in Carson City, Reno, and Las Vegas. Services are provided by agency staff and contracted vendors ranging from general janitorial and maintenance to minor remodeling. The agency also provides office space for agencies in state-owned buildings, and when not available, locates, and negotiates leases in privately-owned buildings. Additionally, the agency provides operational, facility improvements, site development, and administrative oversight of the Marlette Lake Water System. The division also funds the Capitol Police section of the Department of Public Safety, which provides building security for the Capitol Complex in Carson City and the Grant Sawyer Building in Las Vegas. Statutory Authority: NRS 331.

Purpose of Work Program

The purpose of this work program is to request six full-time equivalent (FTE) positions and associated operating expenditures to support the recent and planned acquisition of seventeen (17) properties. This is an increase of approximately seventy-five percent (75%) of space under SPWD/Buildings & Grounds management. Category 28 is directly related to companion DPS - Capitol Police Work Program C65234.

Justification

As a result of the recently planned acquisition of seventeen (17) properties authorized under CIP Projects 23-C35 and 23-C36, this request adds six FTE's, associated expenditures, and contract costs that are required in the support (repairs and maintenance) of the properties. Projected costs are based on professional firsthand knowledge, vendor quotes, and the assessments of professionals having direct history maintaining the properties and the professional technicians employed by Buildings and Grounds. Additionally, Capitol Police has staffing needs to support these property acquisitions that would be funded by the transfer from Buildings and Grounds.

Expected Benefits to be Realized

Buildings and Grounds will have sufficient staff and resources for fiscal year 2024 to support the phases of building acquisitions and the ability to meet the goals defined within SPWD's mission statement.

Explanation of Projections and Documentation

The attached documentation includes:

Budget Status Report - showing current authority, revenue, and obligations

Fund Map - showing current authority and proposed changes

NEBS 130 - showing detail for personnel costs

Organizational Chart - showing current and new positions

NPD19s for six new positions

Spreadsheets - categorically showing additional operating authority for additional expenses

Companion Work Program - showing information related to Capitol Police work program C65234

Summary of Alternatives and Why Current Proposal is Preferred

The alternative is to deny the work program; the current proposal is preferred. If this work program is not approved, Buildings and Grounds will not have sufficient staff to maintain, repair, and service its buildings and grounds.

**STATE OF NEVADA WORK PROGRAM
DEPARTMENT OF ADMINISTRATION
ADMIN - STATE PUBLIC WORKS DIVISION
ADMINISTRATION - SPWD - BUILDINGS & GROUNDS
B/A 1349 SFY24**

	REVENUES	Original or Legislatively Approved Work Program	APPROVED		PENDING	-----CUMULATIVE-----		Total Amount
			FIRST	SECOND	THIRD	Dollar Change	Percent Change	
			Work Program Change	Work Program Change	Work Program Change			
G.L.#	Description		WP # C65395	WP # C65571	WP # C65237			
2511	BALANCE FORWARD FROM PREVIOUS YEAR	7,116,318	1,735,751	-2,175,524		-439,773	-6.2%	6,676,545
3816	B & G LEASE ASSESSMENT	481,058				0	0.0%	481,058
3819	EXTRA SERVICES - TENANT IMPROVEMENTS	366,878				0	0.0%	366,878
3820	EXTRA SERVICES - RECURRING	181,433				0	0.0%	181,433
3827	EXTRA SERVICES - AD HOC AGENCY REQUESTS	157,935				0	0.0%	157,935
4203	PRIOR YEAR REFUNDS	12,588				0	0.0%	12,588
4218	NV ENERGY HOOVER REBATE	2,622				0	0.0%	2,622
4254	MISCELLANEOUS SALES	39,443				0	0.0%	39,443
4301	RENTAL INCOME - NON-EXECUTIVE BUDGETS	22,731				0	0.0%	22,731
4304	BUILDING RENT - EXECUTIVE BUDGETS	14,285,462			2,590,785	2,590,785	18.1%	16,876,247
	Total Revenues	22,666,468	1,735,751	-2,175,524	2,590,785	2,151,012	9.5%	24,817,480
	EXPENDITURES							
Cat	Description							
01	PERSONNEL	4,864,707			360,245	360,245	7.4%	5,224,952
03	IN-STATE TRAVEL	107,997			18,455	18,455	17.1%	126,452
04	OPERATING EXPENSES	306,381			8,062	8,062	2.6%	314,443
05	EQUIPMENT	204,369			55,919	55,919	27.4%	260,288
12	MAINTENANCE OF BUILDINGS AND GROUNDS	3,471,673			1,149,087	1,149,087	33.1%	4,620,760
13	TENANT IMPROVEMENTS	366,878				0	0.0%	366,878
14	BUILDING RENOVATION	915,543	1,735,751			1,735,751	189.6%	2,651,294
19	CONSERVATION CAMP CREW	65,330				0	0.0%	65,330
26	INFORMATION SERVICES	99,186			3,823	3,823	3.9%	103,009
28	TRANSFER TO CAPITOL POLICE	3,245,284			601,931	601,931	18.5%	3,847,215
29	UNIFORM/SAFETY GEAR ALLOWANCE	25,096			2,762	2,762	11.0%	27,858
30	TRAINING	21,256			8,190	8,190	38.5%	29,446
59	UTILITIES	3,145,121			1,585,468	1,585,468	50.4%	4,730,589
82	DEPT OF ADMIN COST ALLOCATION	1,009,162				0	0.0%	1,009,162
86	RESERVE	4,681,763		-2,175,524	-1,203,157	-3,378,681	-72.2%	1,303,082
87	PURCHASING ASSESSMENT	3,505				0	0.0%	3,505
89	AG COST ALLOCATION PLAN	133,217				0	0.0%	133,217
	Total Expenditures	22,666,468	1,735,751	-2,175,524	2,590,785	2,151,012	9.5%	24,817,480

STATE OF NEVADA
Office of the State Controller

Summary Budget Status Report

Fiscal Year: 2024

Fund: 710 BUILDINGS AND GROUNDS
FUND

Agency: 082 STATE PUBLIC WORKS
DIVISION

Budget Account: 1349 BUILDINGS & GROUNDS

Organization: 0000 STATE PUBLIC WORKS
DIVISION

	YTD Actual	Work Program	Difference
Total Receipts/Funding	7,247,247.70	22,666,468.00	-15,419,220.30
Total Expenditures	2,110,954.36		
Total Encumbrances	.00		
Total Pre-encumbrances	79,772.75		
Total Obligations	2,190,727.11	22,666,468.00	20,475,740.89
Realized Funding Available	5,056,520.59		

[Get Information About Receipts/Funding](#)

[Get Information About Obligations](#)

REPORT DATE AS OF: 08/18/2023

PROC ID: BSR_REC_FUND_SUM

STATE OF NEVADA
Office of the State Controller

Budget Status Report - Receipts/Funding

Fiscal Year: 2024

Fund: 710 BUILDINGS AND GROUNDS
FUND

Agency: 082 STATE PUBLIC WORKS
DIVISION

Budget Account: 1349 BUILDINGS & GROUNDS

Organization: 0000 STATE PUBLIC WORKS
DIVISION

	YTD Actual	Work Program	Difference
Total Receipts/Funding	7,247,247.70	22,666,468.00	-15,419,220.30

Code	Description	YTD Actual	Work Program	Difference
47	BEGINNING CASH	7,116,318.00	7,116,318.00	.00
3816	B&G LEASE ASSESSMENT	125,604.25	481,058.00	-355,453.75
3819	TENANT IMPROV SERVICES	.00	366,878.00	-366,878.00
3820	SPECIAL SERVICES	.00	181,433.00	-181,433.00
3827	SERVICE REQUESTS	.00	157,935.00	-157,935.00
4203	PRIOR YEAR REIMBURSEMENT	.00	12,588.00	-12,588.00
4218	NV ENERGY HOOVER REBATE	523.31	2,622.00	-2,098.69
4254	MISCELLANEOUS REVENUE	2,057.89	39,443.00	-37,385.11
4301	RENTAL INCOME	2,744.25	22,731.00	-19,986.75
4304	BUILDING RENT	.00	14,285,462.00	-14,285,462.00

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REPORT DATE AS OF: 08/18/2023
PROC ID: BSR_GEN_BCLS_REPORT

STATE OF NEVADA Office of the State Controller

Budget Status Report - Obligations

Fiscal Year: 2024

Fund: 710 BUILDINGS AND GROUNDS
FUND

Agency: 082 STATE PUBLIC WORKS
DIVISION

Budget Account: 1349 BUILDINGS & GROUNDS

Organization: 0000 STATE PUBLIC WORKS
DIVISION

	YTD Actual	Work Program	Difference
Total Expenditures	2,110,954.36		
Total Encumbrances	.00		
Total Pre-encumbrances	79,772.75		
Total Obligations	2,190,727.11	22,666,468.00	20,475,740.89

Category	Description	Expended	Encumbered	Pre-encumbered	Obligated	Work Program	Difference
01	PERSONNEL SERVICES	467,660.04	.00	.00	467,660.04	4,864,707.00	4,397,046.96
03	IN STATE TRAVEL	3,635.13	.00	.00	3,635.13	107,997.00	104,361.87
04	OPERATING	12,000.33	.00	28.25	12,028.58	306,381.00	294,352.42
05	EQUIPMENT	.00	.00	79,744.50	79,744.50	204,369.00	124,624.50
12	MAINT OF BUILDINGS & GROUNDS	234,515.79	.00	.00	234,515.79	3,471,673.00	3,237,157.21
13	TENANT IMPROVEMENTS	1,788.63	.00	.00	1,788.63	366,878.00	365,089.37
14	BUILDING RENOVATION	.00	.00	.00	.00	915,543.00	915,543.00
19	CONSERVATION CAMP CREW	5,430.10	.00	.00	5,430.10	65,330.00	59,899.90
26	INFORMATION SERVICES	8,015.23	.00	.00	8,015.23	99,186.00	91,170.77
28	TRANS TO CAPITOL POLICE	811,321.00	.00	.00	811,321.00	3,245,284.00	2,433,963.00
29	UNIFORM/SAFETY GEAR ALLOWANCE	623.74	.00	.00	623.74	25,096.00	24,472.26
30	TRAINING	.00	.00	.00	.00	21,256.00	21,256.00
59	UTILITIES	199,326.62	.00	.00	199,326.62	3,145,121.00	2,945,794.38
82	DEPT OF ADMIN COST	365,761.50	.00	.00	365,761.50	1,009,162.00	643,400.50

	ALLOCATION						
86	RESERVE	.00	.00	.00	.00	4,681,763.00	4,681,763.00
87	PURCHASING ASSESSMENT	876.25	.00	.00	876.25	3,505.00	2,628.75
89	AG COST ALLOCATION	.00	.00	.00	.00	133,217.00	133,217.00

[Return to Selection Screen](#)
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1349
Buildings & Grounds
FY 24 L01 Fund Map

Reference Checks	
Cumulative	DAWN
15,550,150	15550150 ✓
7,116,318	7116318 ✓
22,666,468	22,666,468 ✓
4,864,707	4864707 ✓
107,997	107997 ✓
306,381	306381 ✓
204,369	204369 ✓
347,1673	3471673 ✓
366,878	366878 ✓
915,543	915543 ✓
65,330	65330 ✓
99,186	99186 ✓
3,245,284	3245284 ✓
25,096	25096 ✓
21,256	21256 ✓
3,145,121	3145121 ✓
1,009,162	1009162 ✓
4,681,763	4681763 ✓
3,505	3505 ✓
133,217	133217 ✓
22,666,468	22,666,468 ✓

[illegible][illegible]

Reference Checks		
Cumulative	DAWN	
20,731,093		✗
7,116,318		✓
27,847,411		✓
5,294,203		✗
132,046		✗
315,057		✗
267,013		✗
4,744,255		✗
366,878		✓
915,543		✓
65,330		✓
103,496		✗
3,783,877		✗
28,549		✗
35,028		✗
3,145,121		✗
1,009,162		✓
7,505,131		✓
3,505		✓
133,217		✓
27,847,411		✗



2023-2025 Biennium (FY24-25)
W04A NEW POSITIONS FOR BLDG ACQ

Section A: Position Detail
Budget Account: 1349 ADMINISTRATION - SPWD - BUILDINGS & GROUNDS

Type	Description	PCN	Class	Step	Gd	Mo	St	End	Cd	Actual	WP	Y1	Y2	MI	Salary	Benefits	Salary	Benefits	
E232 EFFICIENCY & INNOVATION																			
MSOF MANAGE STATE OWNED FACILITIES																			
4	ADMIN ASSISTANT 3	000499	02211	27-4	0	7	10-23	6-25	1	0.00	0.00	1.00	1.00	Y	SUM	31,209	14,471	43,780	20,198
4	CONSTRUCTION PROJECT COORD 2	000502	06758	35-7	0	7	10-23	6-25	1	0.00	0.00	1.00	1.00	Y	SUM	50,020	19,231	70,437	26,123
4	MAINTENANCE REPAIR SPEC 2	000516	09445	31-7	0	7	10-23	6-25	1	0.00	0.00	1.00	1.00	Y	SUM	42,841	17,413	60,132	23,829
4	PROGRAM OFFICER 2	000520	07647	33-7	0	7	10-23	6-25	1	0.00	0.00	1.00	1.00	Y	SUM	45,803	18,164	64,384	24,775
4	FACILITY SUPERVISOR 3	000521	09606	35-7	0	7	10-23	6-25	1	0.00	0.00	1.00	1.00	Y	SUM	50,020	19,231	70,437	26,123
4	MAINTENANCE REPAIR SPEC 1	000524	09441	30-4	0	7	10-23	6-25	1	0.00	0.00	1.00	1.00	Y	SUM	36,127	15,715	50,626	21,718
TOTAL FOR LINE ITEM POSITION GROUP MSOF										0.00	0.00	6.00	6.00		256,020	104,225	359,796	142,766	
TOTAL FOR DECISION UNIT E232										0.00	0.00	6.00	6.00		256,020	104,225	359,796	142,766	
TOTAL FOR BUDGET ACCOUNT 1349																			
										0.00	0.00	6.00	6.00		256,020	104,225	359,796	142,766	

Initiated By:

☒ Agency☐ Employee

STATE OF NEVADA POSITION QUESTIONNAIRE

Type of Classification Request

- ☒ New Position
☐ New Position - Short Form
☐ Reclassify Filled Position
☐ Reclassify Vacant Position
☐ Legislative Review FY /

POSITION INFORMATION			
DEPARTMENT/DIVISION/AGENCY/SECTION: Administration/State Public Works/Buildings and Grounds			DIVISION OF HUMAN RESOURCE MANAGEMENT date stamp
AGENCY ID # (3 digits): 082	BUDGET # (4 digits): 1349	POSITION CONTROL #: 0499	
CURRENT CLASS TITLE:		CLASS CODE: GRADE:	
REQUESTED CLASS TITLE: Administrative Assistant 3		CLASS CODE: GRADE: 2.211 27	
INCUMBENT NAME:		EMAIL:	PHONE#:
SUPERVISOR NAME AND TITLE: NEW - PCN 0520 – Program Officer 2		EMAIL: NEW	PHONE#: NEW
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: Kent A. LeFevre, Administrator		EMAIL: k.alefevre@admin.nv.gov	PHONE#: 775-684-4700
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION			
AGENCY PERSONNEL OFFICE date stamp	I certify that I have read the NPD-19 instructions and that the statements provided in this NPD-19 and the attached organizational chart are accurate and complete to the best of my knowledge.		
	Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached class specification and the requested class is listed on the NPD-19 Short Form Class List.		
	Position Duties or Changed Duties were/will be Effective:		Date: 10/01/23
	Appointing Authority or Designee Signature: 		Date: 8.14.23
	Incumbent Signature:		Date:
Is this request being submitted with agency: knowledge? ☒ Yes ☐ No approval? ☒ Yes ☐ No			
FOR COMPLETION BY BUDGET DIVISION ONLY			
BUDGET DIVISION date stamp	☐ Approved - Effective Date if Change is Approved by DHRM		Date:
	☐ Approved - Date to be Determined and Change Approved by DHRM		
	☐ Disapproved		Expiration Date:
	Budget Representative Name:		
	Budget Representative Signature:		Date:
Note:			
FOR COMPLETION BY EITS ONLY			
EITS date stamp	Required when NRS 284.172 applies. ☐ Approved ☐ Disapproved		
	EITS Administrator Name:		
	EITS Administrator Signature:		Date:
	Note:		
FOR COMPLETION BY DHRM ONLY			
INSTRUCTIONS TO APPOINTING AUTHORITY Incumbent meets MQ's: ☐ Yes ☐ No		IFC/Legislative approval required? ☐ Yes, Date Approved: ☐ No Study#:	
☐ Use Hiring Process ☐ Preliminary Approval Pending FY ____/____ Budget approval and no changes to the duties ☐ Other:		Agency ID#:	Agency Org/Budget#:
		Class Code:	Class Option: Grade:
		Class Title:	
		Analyst Signature:	Date:
		Supervisor Signature:	Date:
		Expiration Date:	

1. Has the department/agency, budget account, and/or position control number of the position(s) changed since it was originally classified? If so, what was the original department/agency, budget account, and/or position control number(s)?

☐ Yes ☒ No

2. What is prompting this request?

Assembly Bill No. 1 approved the purchase of seventeen (17) additional buildings for state offices in the Southern Nevada area. Beginning fiscal year 2024, State Public Works Division, Buildings & Grounds (B&G) will acquire three (3) of these properties, with an average age of 18 years and total 130,414 square feet, include landscaped grounds, asphalt parking, and covered parking structures. The Division requires the added position to adequately support the fiscal, procurement, agency services, and facility management necessary to manage the properties. I

3. Which position(s), if any, previously performed the new duties/function?

Administrative support for the responsibility of the new 17 buildings is a new duty.

4. Have any previously assigned duties/function been removed from this position? If so, which position(s) has the duties/functions been assigned to?

None

5. Are there positions that the agency would like the duties of this position compared to?

PCN 0262 AA 3

6. What is the major purpose of this position?

Provide administrative support for the increase to workload created by additional responsibilities of the new 17 buildings. This position will fill the need for additional support to manage accounts payables, procurement, and the Certified Maintenance Management System. Ensure the accurate and timely submission of payables, manage and reconcile accounts payable logs, identify vendor payment discrepancies, and act as the liaison between the Administrative Services Division and B&G. Generate weekly, monthly, and quarterly reports from the CMMS, ensure open building maintenance work orders are followed up and closed timely, process agency requests for extra services, generate monthly billing statements for extra services and submit timely for processing, ensure extra services work orders are closed and reconciled at fiscal year end.

7. What are the duties performed by this position? *Describe the duties in detail. Put an asterisk (*) next to each new duty or new function within an existing duty. Note: Additional duties can be added by placing the curser in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".*

DUTY NUMBER	DUTY STATEMENT	% of TIME SPENT PERFORMING DUTY
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1	Accounts Payables and Procurement. This position is responsible for: managing and reconciling accounts payable logs, identifying vendor payment discrepancies, researching, and reconciling issues, reviewing, and reconciling invoices and Purchase Orders for accuracy, and following up on past due accounts; establishing new vendor accounts when necessary, verifying vendors are registered with the Controller's and State Purchasing's databases, provide guidance and oversight of the Division's AP and procurement process, review, edit and develop AP and procurement processes in accordance with Division and State Policy, review and identify necessary changes to process flow, coordinate with supervisor and management for review and consideration. Manage and audit agency charge-backs through the Certified Maintenance Management System, ensure all agency charge-backs are properly coded, and closed timely in the system, submit monthly billing reports to the Administrative Services Division. Ordering and canceling staff gas cards	35%
2	Maintenance Calls and Service Requests-Certified Maintenance Management System "Maximo" Incumbent is responsible for the management of the Division's CMMS Maximo, act as the system administrator and assists staff with system issues. Disseminate maintenance calls to appropriate staff, create and process work orders, generate weekly, monthly, and ad hoc reports, coordinate with Facility Managers and maintenance staff to ensure routine and corrective building maintenance is completed timely, coordinate with Administrative Services Division to ensure agencies are billed timely for extra services. Expedited and emergency work will be given immediately to management.	40%
3	Administrative Support Answer incoming calls, prioritize, and respond to emails, direct to appropriate personnel. Process incoming/outgoing mail and deliveries, as necessary. Maintain a professional and courteous demeanor while assisting state agencies, vendors, public and staff with issues and concerns. Provide accurate information and guidance on Division and State policies and procedures or escalate as necessary.	10%
4	Other Duties When necessary, assist with requests for budget information, review fiscal documents as needed/requested by the supervisor or management. Assist with annual inventory when requested and scheduling conference rooms. Responsible for ordering and scheduling placement of memorial bricks for the Veterans Memorial.	5%
5	Train, Supervise and evaluate the performance of assigned staff: Review and update work performance standards as necessary; ensure compliance with new or revised requirements.	10%

Total 100%

8. Provide examples of the duties performed by this position requiring the incumbent to make choices, determinations, or judgments? Provide examples.

The position will be responsible for monitoring, reviewing and processing of Division invoices upon receipt, coding, tracking, and auditing for timely submission, utilize DAWN and coordinate with management and Administrative Services Division to ensure invoices are accurate. Manage and reconcile expenditure logs, provide expense reports when requested, assist with requests for budget information, review fiscal documents as needed/requested by the supervisor or management. Assist with annual inventory when requested, and scheduling conference rooms. Manage the Division's Certified Maintenance Management System, monitor and issue work orders as necessary, run weekly, monthly and quarterly reports, ensure all agency charge-backs are coded correctly and submitted timely to the Administrative Services Division. Responsible for ordering and scheduling placement of memorial bricks for the Veterans Memorial.

9a. Does this position function as a lead worker?

☐ Yes ☒ No

9b. What is the class title and position control number of all employees that this position functions as a lead worker for.

9c. Describe, in detail, the extent of lead worker responsibility exercised by this position.

Check applicable boxes:

☐ Work Assignment ☐ Training ☐ Other (Specify):
☐ Work Review ☐ Scheduling

10a. Does this position function as a supervisor?

☒ Yes ☐ No

10b. What is the class title and position control number of all employees that are supervised by this position?

Direct Supervision: PCN 0302 AA1; PCN 0108 AA2

Indirect Supervision: N/A

10c. Describe, in detail, the extent of supervisory responsibilities exercised by this position.

Manage and review the work of subordinate staff, to include performance evaluations, work performance standards, scheduling, work assignment and review, training, and coaching.

Check applicable boxes:

☒ Performance Appraisal ☒ Work Performance Standards ☒ Scheduling
☒ Work Assignment ☒ Work Review ☐ Discipline
☐ Final Selection ☒ Training ☐ Other (Specify):

11. What is the name, title, and position control number of this position's direct supervisor?

NEW - PCN 0520 – Program Officer 2

12. What is the extent of supervision exercised over this position?

Direct supervision from Program Officer 2, through probation period or until supervisor is satisfied the incumbent can work independently with minimal supervision.

13. Are there any licenses, certificates, degrees, or credentials required by statute for this

position?

None

14. Are there any licenses, certificates, degrees, or credentials required by the department/division/agency for this position?

None

15. Which statutes, rules, procedures, or guidelines are used in performing the duties of this position?

Pertinent NAC, NRS, SAM, EPA, OSHA safety regulation, and Division Policy and Procedures

16. What types of individuals are contacted and what is the purpose of the contact made while carrying out the duties of this position?

Agency representatives and building occupants in order to complete assigned tasks. Vendors for billing.

17. What equipment is used by this position that requires specialized training?

Standard office equipment (computer, printer, copy, scan)

18. Are there any unusual physical demands or working conditions required to perform the duties of this position?

None

19. Is there any additional information which may support this classification request?

This position is pertinent to the success of the Department/Divison and the success of Buildings and Grounds Section.

NPD-19 CHECKLIST		Initials
My initials certify that the following has been done:		
☒	Read NPD-19 Instructions	MK
☒	Checked the box indicating whether the NPD-19 was initiated by the agency or employee	MK
☒	Checked the appropriate box for Type of Classification Request	MK
☒	Completed Position Information section	MK
☐	Obtained appropriate signatures: i.e., incumbent, if applicable; appointing authority	
☒	Included comparison positions in response to question 3	MK
☒	NPD-19 form obtained from www.hr.nv.gov	MK
Attachments		
☐	Current and Proposed Black and White Organizational Chart	
☐	Applicable Legislation, Board/Commission Minutes, New Organization Plan, etc.	
☐	Signed Work Performance Standards (if filled)	
☐	Current/Proposed Work Performance Standards (if vacant)	
☐	DHHS Checklist (for positions located within the Department of Health and Human Services only)	

Initiated By:

☒ Agency☐ Employee

STATE OF NEVADA POSITION QUESTIONNAIRE

Type of Classification Request

- ☒ New Position
☐ New Position - Short Form
☐ Reclassify Filled Position
☐ Reclassify Vacant Position
☐ Legislative Review FY

POSITION INFORMATION				
DEPARTMENT/DIVISION/AGENCY/SECTION: Administration/Buildings & Grounds/SPWD/Professional Services Section			DIVISION OF HUMAN RESOURCE MANAGEMENT date stamp	
AGENCY ID # (3 digits): 082	BUDGET # (4 digits): 1349	POSITION CONTROL #: 0502		
CURRENT CLASS TITLE:	CLASS CODE:	GRADE:		
REQUESTED CLASS TITLE: CONSTRUCTION PROJECT COORDINATOR 2	CLASS CODE 6.758	GRADE: 35		
INCUMBENT NAME:	EMAIL:	PHONE#:		
SUPERVISOR NAME AND TITLE: Martin Fisher, Facility Manager	EMAIL: mfisher@admin.nv.gov	PHONE#: 702-486-4099		
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: Kent A. LeFevre	EMAIL: kalefevre@admin.nv.gov	PHONE#: 775-684-4100		
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION				
AGENCY PERSONNEL OFFICE date stamp	I certify that I have read the NPD-19 instructions and that the statements provided in this NPD-19 and the attached organizational chart are accurate and complete to the best of my knowledge.			
	Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached class specification and the requested class is listed on the NPD-19 Short Form Class List.			
	Position Duties or Changed Duties were/will be Effective:		Date: 10/01/2023	
	Appointing Authority or Designee Signature: 		Date: 8-14-23	
	Incumbent Signature:		Date:	
Is this request being submitted with agency knowledge? ☒ Yes ☐ No approval? ☒ Yes ☐ No				
FOR COMPLETION BY BUDGET DIVISION ONLY				
BUDGET DIVISION date stamp	☐ Approved - Effective Date if Change is Approved by DHRM		Date:	
	☐ Approved - Date to be Determined and Change Approved by DHRM			
	☐ Disapproved	☐ Part-time (%):	Expiration Date:	
	Budget Representative Name:			
	Budget Representative Signature:		Date:	
Note:				
FOR COMPLETION BY EITS ONLY				
EITS date stamp	Required when NRS 284.172 applies.		☐ Approved ☐ Disapproved	
	EITS Administrator Name:			
	EITS Administrator Signature:		Date:	
	Note:			
FOR COMPLETION BY DHRM ONLY				
INSTRUCTIONS TO APPOINTING AUTHORITY		IFC/Legislative approval required?		
Incumbent meets MQ's: ☐ Yes ☐ No		☐ Yes, Date Approved:	☐ No Study#:	
☐ Use Hiring Process ☐ Preliminary Approval Pending FY ____/____ Budget approval and no changes to the duties ☐ Other:	Agency ID#:	Agency Org/Budget#:	Effective Date:	
	Class Code:	Class Option:	Grade:	Expiration Date:
	Class Title:			
	Analyst Signature:		Date:	

	Supervisor Signature:	Date:
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1. Has the department/agency, budget account, and/or position control number of the position(s) changed since it was originally classified? If so, what was the original department/agency, budget account, and/or position control number(s)?

☐ Yes ☒ No

2. What is prompting this request?

New Position. Beginning October 1, 2023, the Division is acquiring, through Assembly Bill No. 1, properties within its southern region. The properties include 17 office buildings and an enclosed parking structure. The buildings have an average age of 18 years and approximately 800,000 square feet, and include landscaped grounds, asphalt parking, and covered parking structures. The Division requires the added position to adequately manage the properties by successfully administering its obligations, including but not limited to, the management of repairs, maintenance, and construction projects through Category-14, Category-12, and Category-13. The Divisions existing workload supports 11 properties with office space totaling 604,146 sq. ft. an increase of 133%. Repairs and maintenance projects are expected to double. The supporting workforce, and in particular this position, is required to manage the increasing number of special Category-14 maintenance projects which include developing "statement of work", project justifications and specifications, fiscal analysis, progress reports, bidding processes, and project management through to completion. This position will also complete the Division's employee succession and retention plan, while ensuring the Division's high standard of performance and operational reliability.

3. Which position(s), if any, previously performed the new duties/function?

Facility Manager

4. Have any previously assigned duties/function been removed from this position? If so, which position(s) has the duties/functions been assigned to?

No

5. Are there positions that the agency would like the duties of this position compared to?

☒ None

6. What is the major purpose of this position?

This position is required to manage the increasing number of special Category-14 maintenance projects which include developing Requests-for-Proposals (RFP), project justifications, fiscal analysis, progress reports, bidding processes, and project management through to completion. This position will also complete the Division employee succession and retention plan required, while ensuring the Divisions' high standard of performance and operational reliability. This position is responsible for identifying, planning, procuring vendors, and managing all Category-14 southern projects, totaling up to \$750k annually, and other special projects under Categories 12 and 13. This position would also participate in facility surveys and coordinate special projects as directed.

7. What are the duties performed by this position? *Describe the duties in detail. Put an asterisk (*) next to each new duty or new function within an existing duty. Note: Additional duties can be added by placing the curser in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".*

DUTY NUMBER	DUTY STATEMENT	% of TIME SPENT PERFORMING DUTY
----------------	----------------	---------------------------------------

1	Coordinating/Managing CAT 12, CAT 13, and CAT 14 projects under the direct supervision of the Facility Manager. The position will plan, organize, and direct buildings and grounds major construction projects; including, maintenance and preventative maintenance; repairs under the jurisdiction of the Buildings and Grounds Section in Southern Nevada, in accordance with established policies and procedures, and within the position's scope of responsibility Duties include, but are not limited to, managing building construction contractors, vendors, technical trades, including electrical, plumbing, masonry, carpentry, roofing, landscaping, and sprinkler systems. Responsibilities also include conducting facility inspections to ensure proper completion of assigned work and to note deficiencies and identify system and /or equipment failures. Incumbent shall participate in project planning, preparations of cost estimates/budgets, scheduling, project management, interpretation of plans and schematic drawings, purchase and maintain inventories of commonly used parts and materials and be responsible for proper and timely completion of assigned projects. The incumbent may travel and assist with projects or with training in Northern Nevada. Incumbent facilitates and assists in developing goals, objectives, policies, procedures, internal controls and shall be responsible for meeting established goals and objectives of the Buildings and Grounds Section as part of the Division's Strategic plan. Perform planning; layout and preparation of cost estimates for projects; purchase of materials; maintaining inventories; solving issues/problems involved in maintaining buildings and equipment. Manage agency charge backs and create comprehensive cost estimating proposals. Coordinate projects, reporting, and communications with all stakeholders (e.g., state agencies, cities, counties and other governmental agencies). Responsible for providing proper scope of work and specification in a timely manner, in order to obtain vendor services that will meet project goals. Review all plans and schematics, construction codes, fire codes and safety procedures in order to identify and solve problems arising in the course of work. Attend meetings and represent the Buildings and Grounds Section as requested.	80
2	Surveying Buildings: Assist in surveying and inspecting all Division facilities under the jurisdiction of the Buildings and Grounds Section in Southern Nevada to identify maintenance and construction needs. Incumbent shall work collaboratively with Division staff, State agencies, vendors, contractors, the public and other pertinent entities to coordinate facility and grounds maintenance activities. Provides and obtains information, resolves problems, and represents the best interests of the Division and State. Survey and inspect assigned facilities to identify maintenance and construction needs.	15
3	Special Projects: Organize set-up and removal of equipment, fixtures, and furniture. Coordinate non-reoccurring needs of state agencies, including but not limited to, remodeling, minor physical moves/relocation of furniture and fixtures. Assist with special projects, and assignments as requested by supervisor.	5

13. Are there any licenses, certificates, degrees, or credentials required by statute for this position?

N/A

14. Are there any licenses, certificates, degrees, or credentials required by the department/division/agency for this position?

N/A

15. Which statutes, rules, procedures, or guidelines are used in performing the duties of this position?

NRS 284.4066 and Division Policy and Procedures

16. What types of individuals are contacted and what is the purpose of the contact made while carrying out the duties of this position?

Various department heads for project status updates and managing project variances.
Engineers/Architects/Building Officials/B&G Management during planning, execution and close-out of projects.

17. What equipment is used by this position that requires specialized training?

Powered manlifts, scaffolding, ladders, respirators, and job estimating tools and software. This training is typically acquired through formal training or through significant on-the-job training (experience).

18. Are there any unusual physical demands or working conditions required to perform the duties of this position?

None

19. Is there any additional information which may support this classification request?

Associate's degree from an accredited college or technical school with major coursework in architecture, engineering or related field and one year of building construction experience including plumbing, heating and electrical systems, air conditioning systems, earthwork and landscaping, requiring the review and interpretation of construction contracts and plan specifications, building codes, architectural drawings and specifications to ensure compliance with plan design, specifications and contract agreements; OR an equivalent combination of education and experience as described above.

NPD-19 CHECKLIST		Initials	
My initials certify that the following has been done:			
☒	Read NPD-19 Instructions		
☒	Checked the box indicating whether the NPD-19 was initiated by the agency or employee		
☒	Checked the appropriate box for Type of Classification Request		
☒	Completed Position Information section		
☐	Obtained appropriate signatures: i.e., incumbent, if applicable; appointing authority		
☐	Included comparison positions in response to question 3		
☐	NPD-19 form obtained from www.hr.nv.gov		
Attachments			
☐	Current and Proposed Black and White Organizational Chart		
☐	Applicable Legislation, Board/Commission Minutes, New Organization Plan, etc.		
☐	Signed Work Performance Standards (if filled)		
☐	Current/Proposed Work Performance Standards (if vacant)		
☐	DHHS Checklist (for positions located within the Department of Health and Human Services only)		

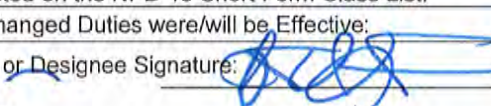
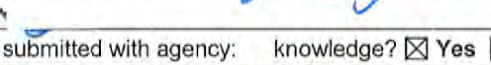
Initiated By:

☒ Agency☐ Employee

STATE OF NEVADA POSITION QUESTIONNAIRE

Type of Classification Request

- ☒ New Position
☐ New Position - Short Form
☐ Reclassify Filled Position
☐ Reclassify Vacant Position
☐ Legislative Review FY /

POSITION INFORMATION				
DEPARTMENT/DIVISION/AGENCY/SECTION: Administration/SPWD/Buildings & Grounds/Maintenance Section				DIVISION OF HUMAN RESOURCE MANAGEMENT date stamp
AGENCY ID # (3 digits): 082	BUDGET # (4 digits): 1349	POSITION CONTROL #: 0516		
CURRENT CLASS TITLE:		CLASS CODE:	GRADE:	
REQUESTED CLASS TITLE: MAINTENANCE REPAIR SPEC 2		CLASS CODE: 9.445	GRADE: 31	
INCUMBENT NAME:		EMAIL:		PHONE#:
SUPERVISOR NAME AND TITLE: Facility Supervisor 3, PCN 0022		EMAIL: Vacant		PHONE#: Vacant
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: Kent A. LeFevre, Administrator		EMAIL: kalefevre@admin.nv.gov		PHONE#: 775-684-4100
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION				
AGENCY PERSONNEL OFFICE date stamp	I certify that I have read the NPD-19 instructions and that the statements provided in this NPD-19 and the attached organizational chart are accurate and complete to the best of my knowledge.			
	Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached class specification and the requested class is listed on the NPD-19 Short Form Class List.			
	Position Duties or Changed Duties were/will be Effective:			Date: 10/01/2023
	Appointing Authority or Designee Signature: 			Date: 8-14-23
	Incumbent Signature: 			Date:
Is this request being submitted with agency: knowledge? ☒ Yes ☐ No approval? ☒ Yes ☐ No				
FOR COMPLETION BY BUDGET DIVISION ONLY				
BUDGET DIVISION date stamp	☐ Approved - Effective Date if Change is Approved by DHRM			Date:
	☐ Approved - Date to be Determined and Change Approved by DHRM			
	☐ Disapproved			Expiration Date:
	Budget Representative Name:			
	Budget Representative Signature:			Date:
Note:				
FOR COMPLETION BY EITS ONLY				
EITS date stamp	Required when NRS 284.172 applies.			☐ Approved ☐ Disapproved
	EITS Administrator Name:			
	EITS Administrator Signature:			Date:
	Note:			
FOR COMPLETION BY DHRM ONLY				
INSTRUCTIONS TO APPOINTING AUTHORITY Incumbent meets MQ's: ☐ Yes ☐ No		IFC/Legislative approval required? ☐ Yes, Date Approved: ☐ No		Study#:
☐ Use Hiring Process ☐ Preliminary Approval Pending FY ____/____ Budget approval and no changes to the duties ☐ Other:	Agency ID#:	Agency Org/Budget#:		Effective Date:
	Class Code:	Class Option:	Grade:	Expiration Date:
	Class Title:			
	Analyst Signature:			Date:
	Supervisor Signature:			Date:

1. Has the department/agency, budget account, and/or position control number of the position(s) changed since it was originally classified? If so, what was the original department/agency, budget account, and/or position control number(s)?

☐ Yes ☒ No

2. What is prompting this request?

Assembly Bill No. 1 approved the purchase of two (2) additional buildings for state offices in the Carson City area. Beginning fiscal year 2024, State Public Works Division, Buildings & Grounds (B&G) will acquire these properties. B&G currently provides building repair, maintenance, and landscaping/grounds activities for B&G properties totaling forty-four (44) buildings located throughout Carson City, Reno, and the Stewart Campus with a combined total of 1.4 million square feet of office space. The new buildings will add eleven acres of landscaped property and buildings totaling 115,023 square feet for a combined total space of just over 1.51 million square feet. B&G anticipates the need to increase its workforce to adequately manage and support the additional properties. This position is necessary to support the increased need for additional staff, operational needs, and emergency operations management over a wide geographical area.

3. Which position(s), if any, previously performed the new duties/function?

None, new building acquisition requires additional positions to support the ongoing maintenance and janitorial services for facility management.

4. Have any previously assigned duties/function been removed from this position? If so, which position(s) has the duties/functions been assigned to?

No

5. Are there positions that the agency would like the duties of this position compared to?

PCN 0059 Maintenance Repair Specialists 2

6. What is the major purpose of this position?

Maintenance of buildings

7. What are the duties performed by this position? *Describe the duties in detail. Put an asterisk (*) next to each new duty or new function within an existing duty. Note: Additional duties can be added by placing the curser in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".*

DUTY NUMBER	DUTY STATEMENT	% of TIME SPENT PERFORMING DUTY
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1	Skilled Trades Under general supervision, incumbent shall participate in the day-to-day operations of the Division's Maintenance Section in accordance with established policies and procedures and within the position's scope of responsibility. This involves performing journey level, skilled work in the building and mechanical trades to repair, construct, alter and/or maintain buildings, facilities, grounds and equipment, including, but not limited to, skilled plumbing, carpentry, painting, electrical, mechanical, equipment maintenance & repair, concrete work, and welding/machining. Incumbent shall plan, layout and prepare cost estimates for projects; purchase material, maintain inventories and solve issues/problems involved in maintaining buildings, facilities and equipment. Incumbent will be required to frequently lift 50 lbs. to 75 lbs., will be exposed to hot/ cold and wet working conditions, work in confined spaces and/or cramped body positions, e.g. attics, crawl spaces, trenches and crowded equipment rooms, work at varying heights, and will handle and/or be exposed to hazardous chemicals, including but not limited to, gasoline/diesel/propane fuel, poisons, ice melt, fertilizer, herbicides, sprays, glues, asbestos, etc. Incumbent must be able to perform journey level work in two or more of the following trades and have a working knowledge of the other trades or the ability to perform work in the other trades upon completion of training: PLUMBING: Perform plumbing work to construct, maintain, repair, replace or modify plumbing systems and fixtures, including but not limited to, domestic water and sewer lines, fixtures, toilets, urinals, sinks, faucets, pumps, valves, water fountains and water heaters. Must be able to work with and repair plastic, PVC, copper, galvanized, black pipe and cast-iron pipe, as necessary. Plumbing maintenance will also include plunging and snaking out any stopped-up sewer/drain lines. Responsibilities include correctly reviewing plans and schematics and planning the job to determine the best method of accomplishing the job at hand, in accordance with all pertinent code requirements, determine the type, quantity and cost of materials needed, scheduling the job and purchasing of materials. All plumbing installations and repairs meet all current codes and standards, including pertinent sections of the Uniform Plumbing Code (UPC) and Americans with Disabilities Act (ADA). CARPENTRY: Perform carpentry work to construct, maintain, repair, replace and modify facilities, fixtures, furniture and woodwork, including but not limited to, removal, installation, modification, repair and/or assembly of roofs, walls, floors, cove base, sheetrock, doors, locks, windows, hardware and office furniture. Responsibilities include correctly reviewing plans and schematics and planning the job to determine the best method of accomplishing the job at hand, in accordance with all pertinent code requirements, determine the type, quantity and cost of materials needed, scheduling the job and purchasing of materials. All carpentry work and repairs meet all current codes and standards, including pertinent sections of the International Building Code (IBC) and Americans with Disabilities Act (ADA). PAINTING: Perform painting work to maintain the condition and appearance of structures, furniture and fixtures. Includes proper surface preparation, application/removal of wall coverings, basic painting (oil and latex), staining, varnishing and lacquer work utilizing brush, roller, airless sprayer or air-controlled application to various materials, including, but not limited to, wood, cement block, concrete, plasterboard, textured walls, plastic, rubber, glass or metal. Responsibilities include planning the job to determine the best method of accomplishing the job at hand, in accordance with all pertinent code	45
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	requirements, determine the type, quantity and cost of materials needed, scheduling the job and purchasing of materials. All safety procedures, including pertinent sections of OSHA, are used when handling all paint, varnish, lacquer, solvent or equipment. All equipment is cleaned immediately upon completion of each painting job. ELECTRICAL: Perform electrical work such as reviewing plans and schematics, calculating load requirements, layout projects and repair, replace or install wiring, fixtures, equipment, receptacles, switches, lighting, ballasts, lights, fans, electric motors and shop equipment, in accordance with all pertinent code requirements. Responsibilities include planning the job to determine the best method of accomplishing the job at hand, in accordance with all pertinent code requirements, determine the type, quantity and cost of materials needed, scheduling the job and purchasing of materials. Assist Division electrician as directed by supervisor. All electrical work and repairs meet all current codes and standards, including pertinent sections of the National Electrical Code (NEC). WELDING AND MACHINE WORK: Will perform welding and fabrication work, including but not limited to, shaping, joining and installing ductwork, construct racks for storage, weld gates, tools and equipment; and fabricate special purpose equipment/parts. All welding and machine work will meet all current codes, standards and safety procedures, including pertinent sections of OSHA. MASONRY: Perform concrete/cement work, including but not limited to, excavation, compaction of grade and sub-grade, building forms, installing proper wire mesh/rebar, mix, pour and finish concrete for curbs, pads, footings, slabs, sidewalks, steps, posts/fencing. At times it will be necessary to repair and/or build cement block walls on a limited scale. Responsibilities include planning the job to determine the best method of accomplishing the job at hand, in accordance with all pertinent code requirements, determine the type, quantity and cost of materials needed, scheduling the job and purchasing of materials. All concrete and cement work meet all current codes and standards, including pertinent sections of the International Building Code (IBC) and Americans with Disabilities Act (ADA). MECHANICAL WORK: Perform skilled equipment mechanical work to maintain equipment in proper working order; repair carburetors; overhaul automatic and standard transmissions; repair front and rear differentials; repair hydraulic systems on light, medium and heavy equipment to maintain in proper working order. All mechanical work will meet all current codes, standards and safety procedures, including pertinent sections of OSHA.	
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2	Tools and Equipment Incumbent will be required to operate hand tools, power tools, diagnostic equipment, power equipment and heavy machines/equipment and must have proper vision to operate all tools and equipment. Must be familiar with all hand tools, power tools and equipment. HEAVY EQUIPMENT OPERATION: Must be competent in the safe operation of motorized construction equipment, including, but not limited to, back-hoe, front-end loader, skid-steer loader, trencher, tractor and all implements, aerial lifts and platforms, forklifts, snowplow, and other vehicles equipped with lift-gates and/or dump beds. All equipment must be inspected prior to use and properly maintained by the operator. Incumbent has appropriate licenses, certifications, training and is completely familiar with the proper usage and safety procedures for all heavy equipment prior to use. Incumbent has appropriate licenses, certifications, training and is completely familiar with the proper maintenance and repair of tools, equipment and vehicles. EQUIPMENT MAINTENANCE: All vehicles, hand and power equipment shall be checked, maintained and properly serviced, at minimum, according to manufacturer specifications to keep them in proper working order. This may include, but is not limited to, tuning and adjustments, preventative maintenance and replacing worn or damaged parts. All tools and equipment are checked and serviced regularly	20
3	General Duties Is required to work with agency staff, contractors, and inmates to perform buildings and grounds maintenance. MAINTENANCE AND PREVENTATIVE MAINTENANCE: Arranges repair, maintenance and preventative maintenance work performed by agency staff or contractors. Projects are completed accurately, according to applicable guidelines and procedures and shall meet deadlines and all pertinent codes. COLLABORATION: Works with semi-skilled or general labor staff such as maintenance repair workers, grounds workers, and custodial workers. INMATE CREW: Works with inmates to perform building and grounds maintenance for various buildings. SPECIAL PROJECTS: Assist with special projects and assignments as requested by Division Management. PROJECT IMPLEMENTATION: Prepare cost estimates, plan, lay out, and purchase materials for projects; perform most repair, minor construction and maintenance activities independently. SNOW AND ICE REMOVAL: Ensure proper and timely removal of snow and ice from state properties.	25

4	Administrative OPERATING MANUALS: Literature/operating manuals shall be properly maintained and filed for all equipment. Records are accurate, complete, organized, easily accessible, cross-referenced, maintained and stored according to policy and procedures. Reports are accurate, complete and submitted in a timely manner. Will update and keep current all manuals, records/reports and accounting documents. RECORDS/REPORTS: Organize and maintain records of work performed according to Division Procedures and Guidelines. Prepare and submit reports/requests as required and/or requested, including but not limited to, Maximo work orders, credit card purchase slips, vehicle mileage and maintenance reports, time sheets, leave requests, etc. All credit card receipts will be turned into the Administrative Office a minimum of once a week. Work orders will be completed and turned into Supervisor within three working days of job completion. Supervisors are responsible for submitting work orders to the Division Administrative Office. Records are accurate, complete, organized, easily accessible, cross-referenced, maintained and stored according to policy and procedures. Reports are accurate, complete and submitted in a timely manner. Will update and keep current all manuals, records/reports and accounting documents.	10

Total 100%

8. Provide examples of the duties performed by this position requiring the incumbent to make choices, determinations, or judgments? Provide examples.

This position is responsible for the day-to-day operations of the Division's Maintenance Section in accordance with established policies and procedures and within the position's scope of responsibility. This involves performing journey level, skilled work in the building and mechanical trades to repair, construct, alter and/or maintain buildings, facilities, grounds and equipment, including, but not limited to, skilled plumbing, carpentry, painting, electrical, mechanical, equipment maintenance & repair, concrete work, and welding/machining. Incumbent shall plan, layout and prepare cost estimates for projects; purchase material, maintain inventories and solve issues/problems involved in maintaining buildings, facilities and equipment. This position will handle and/or be exposed to hazardous chemicals, including but not limited to, gasoline/diesel/propane fuel, poisons, ice melt, fertilizer, herbicides, sprays, glues, asbestos, etc.

9a. Does this position function as a lead worker?

☐ Yes ☒ No

9b. What is the class title and position control number of all employees that this position functions as a lead worker for.

9c. Describe, in detail, the extent of lead worker responsibility exercised by this position.

Check applicable boxes:

☐ Work Assignment

☐ Training

☐ Other (Specify):

☐ Work Review

☐ Scheduling

10a. Does this position function as a supervisor?

☐ Yes ☒ No

10b. What is the class title and position control number of all employees that are supervised by this position?

Direct Supervision:

Indirect Supervision:

10c. Describe, in detail, the extent of supervisory responsibilities exercised by this position.

Check applicable boxes:

☐ Performance Appraisal

☐ Work Performance Standards

☐ Scheduling

☐ Work Assignment

☐ Work Review

☐ Discipline

☐ Final Selection

☐ Training

☐ Other (Specify):

11. What is the name, title, and position control number of this position's direct supervisor?

Facility Supervisor 3, PCN 0022

12. What is the extent of supervision exercised over this position?

Direct supervision from Facility Supervisor 3, through probation period or until supervisor is satisfied the incumbent can work independently with minimal supervision.

13. Are there any licenses, certificates, degrees, or credentials required by statute for this position?

284.281 and 283 NCIS criminal history review and driver's license check.

14. Are there any licenses, certificates, degrees, or credentials required by the department/division/agency for this position?

Valid driver's license

15. Which statutes, rules, procedures, or guidelines are used in performing the duties of this position?

SPWD Policy and Procedures; State Administrative Manual Section 1000, NRS and NAC Chapter 341 and NRS 331.060.

16. What types of individuals are contacted and what is the purpose of the contact made while carrying out the duties of this position?

Various state officers and personnel, schedule services and receive requests for work orders, notification of building issues and concerns, updates on work progress.

17. What equipment is used by this position that requires specialized training?

Testing equipment to diagnose malfunctions in electrical systems, electronic or pneumatic control units, establish work and maintenance schedules, prepare reports and keep accurate records; read and interpret equipment service manuals, technical references, complex blueprints and wiring diagrams; establish, oversee and track preventive maintenance schedules; plan and lay out maintenance and repair work for a crew of skilled workers; report job progress orally and in writing; and all knowledge, skills and abilities required at the lower levels.

18. Are there any unusual physical demands or working conditions required to perform the duties of this position?

Work in wet weather and possess insight to monitor weather during inclement conditions to ensure safety of staff, clients, and integrity of state property. Lift 60 pounds floor-to-waist, 40 pounds overhead and push/pull/drag 75 pounds

19. Is there any additional information which may support this classification request?

The proposed new position fulfills the Division employee succession and retention plan and supports the Division's Vision and Mission.

NPD-19 CHECKLIST		Initials
My initials certify that the following has been done:		
☒	Read NPD-19 Instructions	MK
☒	Checked the box indicating whether the NPD-19 was initiated by the agency or employee	MK
☒	Checked the appropriate box for Type of Classification Request	MK
☒	Completed Position Information section	MK
☐	Obtained appropriate signatures: i.e., incumbent, if applicable; appointing authority	
☒	Included comparison positions in response to question 3	MK
☒	NPD-19 form obtained from www.hr.nv.gov	MK
Attachments		
☐	Current and Proposed Black and White Organizational Chart	
☐	Applicable Legislation, Board/Commission Minutes, New Organization Plan, etc.	
☐	Signed Work Performance Standards (if filled)	
☐	Current/Proposed Work Performance Standards (if vacant)	
☐	DHHS Checklist (for positions located within the Department of Health and Human Services only)	

Initiated By:

☒ Agency☐ Employee

STATE OF NEVADA POSITION QUESTIONNAIRE

Type of Classification Request

- ☒ New Position
☐ New Position - Short Form
☐ Reclassify Filled Position
☐ Reclassify Vacant Position
☐ Legislative Review FY /

POSITION INFORMATION				
DEPARTMENT/DIVISION/AGENCY/SECTION: Administration/State Public Works/Buildings and Grounds				DIVISION OF HUMAN RESOURCE MANAGEMENT date stamp
AGENCY ID # (3 digits): 082	BUDGET # (4 digits): 1349	POSITION CONTROL #: 0520		
CURRENT CLASS TITLE:		CLASS CODE:	GRADE:	
REQUESTED CLASS TITLE: Program Officer 2		CLASS CODE: 7.647	GRADE: 33	
INCUMBENT NAME:		EMAIL:		PHONE#:
SUPERVISOR NAME AND TITLE: Michele Killian, Management Analyst IV		EMAIL: m.killian@admin.nv.gov		PHONE#: 775-684-4135
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: Kent A. LeFevre, Administrator		EMAIL: k.alefevre@admin.nv.gov		PHONE#: 775-684-4700
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION				
AGENCY PERSONNEL OFFICE date stamp	I certify that I have read the NPD-19 instructions and that the statements provided in this NPD-19 and the attached organizational chart are accurate and complete to the best of my knowledge.			
	Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached class specification and the requested class is listed on the NPD-19 Short Form Class List.			
	Position Duties or Changed Duties were/will be Effective:			Date: 10/01/23
	Appointing Authority or Designee Signature: 			Date: 8-14-23
	Incumbent Signature:			Date:
Is this request being submitted with agency: knowledge? ☒ Yes ☐ No approval? ☒ Yes ☐ No				
FOR COMPLETION BY BUDGET DIVISION ONLY				
BUDGET DIVISION date stamp	☐ Approved - Effective Date if Change is Approved by DHRM			Date:
	☐ Approved - Date to be Determined and Change Approved by DHRM			
	☐ Disapproved			Expiration Date:
	Budget Representative Name:			
	Budget Representative Signature:			Date:
Note:				
FOR COMPLETION BY EITS ONLY				
EITS date stamp	Required when NRS 284.172 applies.			☐ Approved ☐ Disapproved
	EITS Administrator Name:			
	EITS Administrator Signature:			Date:
	Note:			
FOR COMPLETION BY DHRM ONLY				
INSTRUCTIONS TO APPOINTING AUTHORITY		IFC/Legislative approval required?		
Incumbent meets MQ's: ☐ Yes ☐ No		☐ Yes, Date Approved:		☐ No Study#:
☐ Use Hiring Process ☐ Preliminary Approval Pending FY ____/____ Budget approval and no changes to the duties ☐ Other:	Agency ID#:	Agency Org/Budget#:		Effective Date:
	Class Code:	Class Option:	Grade:	Expiration Date:
	Class Title:			
	Analyst Signature:			Date:

	Supervisor Signature:	Date:
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1. Has the department/agency, budget account, and/or position control number of the position(s) changed since it was originally classified? If so, what was the original department/agency, budget account, and/or position control number(s)?

☐ Yes ☒ No

2. What is prompting this request?

Assembly Bill No. 1 approved the purchase of two (2) additional buildings for state offices in the Carson City area. Beginning fiscal year 2024, State Public Works Division, Buildings & Grounds (B&G) will acquire these properties. B&G currently provides building repair, maintenance, and landscaping/grounds activities for B&G properties totaling forty-four (44) buildings located throughout Carson City, Reno, and the Stewart Campus, for a combined total of 1.4 million square feet of office space. The new buildings will add eleven acres of landscaped property and buildings totaling 115,023 square feet for a combined total space of just over 1.5 million square feet. The Division requires the added position to adequately support the fiscal, procurement, agency services, and facility management staff necessary to manage the properties.

3. Which position(s), if any, previously performed the new duties/function?

None, new building acquisitions require additional positions to support the ongoing maintenance and janitorial services for facility management.

4. Have any previously assigned duties/function been removed from this position? If so, which position(s) has the duties/functions been assigned to?

No

5. Are there positions that the agency would like the duties of this position compared to?

No

6. What is the major purpose of this position?

Provide support for the increase to workload created by the additional responsibilities of the new 17 buildings. This position will fill the need for an additional Certified Contracts Manager to assist in the management and reconciliation of building maintenance contracts, generate scheduled and adhoc reports for budget projections and tracking, reconcile declining balance reports, and provide vendor outreach for solicitations and contract management. Supervise the contract management and accounts payable units, monitor, and ensure accuracy and timeliness of payables, resolve outstanding and open invoices through delegation to the accounts payable supervisor, provide monthly and adhoc reports of open purchase orders and invoices, provided adhoc reports for budget projections and assist in the reconciliation of fiscal year end closing.

7. What are the duties performed by this position? *Describe the duties in detail. Put an asterisk (*) next to each new duty or new function within an existing duty. Note: Additional duties can be added by placing the curser in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".*

DUTY NUMBER	DUTY STATEMENT	% of TIME SPENT PERFORMING DUTY
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1	Review contract extra services for increased expenditures to identify needs in preventive maintenance, upgrades or replacement needs Research, review, and prepare training and publication plans for all staff Ensure an adequate travel schedule is prepared Review operating expenditures to identify areas of development and justify those needs Ensure maintenance needs were met agency and section wide-identify any areas of need	25
2	Train, Supervise and evaluate the performance of assigned staff: Review and update work performance standards as necessary; ensure compliance with new or revised requirements.	10
3	Monitor all contracts, RFPs, Interlocals, and owner contract agreements for time and money-Audit expirations dates and contract balances Determine if contract needs to be extended or new contract procured Ensure staff provides needed information to complete requests Review and obtain any necessary approvals and submit Track for contract approvals (signatures, management, BOE) so projects/maintenance can be started timely	15
4	Review Biennium and Fiscal Year budgets Prepare fiscal year projected proposals identifying the needs of statewide buildings in three major categories of the budget Full review and update of all deferred maintenance projects-ensure updated bids and scopes of work Update deferred projects out to future fiscal years Gather, all information to move forward with projects Prepare and submit timely proposals, estimates, plans, contracts and change orders Present to the Administrator monthly of the status and full accounting of each project Ensure all projects are complete by fiscal year end or carry over	30
5	Review contract averages to project current spending needs or amendment needs Review projections received by accounting-Compare to agency projections: prepared with LO1 and section averages, emergencies, anticipated repairs or needs Final review and approval of all invoice /PO/Contract/credit card payments, review inmate payroll, Stewart Facility Electric, Marlette Water billings and Extra Service Reports for payment Prepare Special Service billing May of every fiscal year Prepare and track all purchase requisitions-Per LO1, operating and maintenance needs Close each year with final reviews of expenditures, contracts, services and all projects (maintenance and deferred) Meet with section heads to ensure complete closure All Policy and Procedures, Controls, and Manuals are reviewed and updated at this time Continually research , review, update, and develop fiscal operation plans as necessary	20

Total 100%

8. Provide examples of the duties performed by this position requiring the incumbent to make choices, determinations, or judgments? Provide examples.

This position is responsible for the supervision of the day-to-day operations of support staff , monitoring project budgets, and contract management. This position must be able to identify operational problems and provide effective solutions; identify possible project budget shortfalls, resolve problems and obtain cooperation from others; interpret, apply and explain applicable laws, regulations, policies and procedures and apply interpretations to specific situations.

9a. Does this position function as a lead worker?

☐ Yes ☒ No

9b. What is the class title and position control number of all employees that this position functions as a lead worker for.

9c. Describe, in detail, the extent of lead worker responsibility exercised by this position.

Check applicable boxes:

☐ Work Assignment

☐ Training

☐ Other (Specify):

☐ Work Review

☐ Scheduling

10a. Does this position function as a supervisor?

☒ Yes ☐ No

10b. What is the class title and position control number of all employees that are supervised by this position?

Direct Supervision: PO1 PCN 0005, AA2 PCN 0108, AA1 PCN 0302, NEW AA3 PCN 0499

Indirect Supervision: AA3 PCN 0262

10c. Describe, in detail, the extent of supervisory responsibilities exercised by this position.

Manage and review the work of subordinate staff, to include performance evaluations, work performance standards, scheduling, work assignment and review, training, coaching, and discipline.

Check applicable boxes:

- | | | |
|---|--|--|
| ☒ Performance Appraisal | ☒ Work Performance Standards | ☒ Scheduling |
| ☒ Work Assignment | ☒ Work Review | ☒ Discipline |
| ☐ Final Selection | ☒ Training | ☐ Other (Specify): |

11. What is the name, title, and position control number of this position's direct supervisor?

Michele Killian, Management Analyst IV, PCN 0200

12. What is the extent of supervision exercised over this position?

General supervision

13. Are there any licenses, certificates, degrees, or credentials required by statute for this position?

284.498 Supervisory training, 284.281 and 283 NCIS criminal history and driver's license check

14. Are there any licenses, certificates, degrees, or credentials required by the department/division/agency for this position?

Mandatory supervisory training, valid driver's license, certified contract manager certification

15. Which statutes, rules, procedures, or guidelines are used in performing the duties of this position?

SPWD Policy and Procedures, SAM 0300, 1500

16. What types of individuals are contacted and what is the purpose of the contact made while carrying out the duties of this position?

Various state officers, personnel, contractors, and the public to carry out day to day operations in support of management, maintenance staff, contract management, and fiscal responsibilities.

17. What equipment is used by this position that requires specialized training?

None

18. Are there any unusual physical demands or working conditions required to perform the duties of this position?

None.

19. Is there any additional information which may support this classification request?

The proposed new position fulfills the Division employee succession and retention plan and supports the Division's Vision and Mission.

NPD-19 CHECKLIST		Initials
My initials certify that the following has been done:		
☒	Read NPD-19 Instructions	MK
☒	Checked the box indicating whether the NPD-19 was initiated by the agency or employee	MK
☒	Checked the appropriate box for Type of Classification Request	MK
☒	Completed Position Information section	MK
☐	Obtained appropriate signatures: i.e., incumbent, if applicable; appointing authority	
☒	Included comparison positions in response to question 3	MK
☒	NPD-19 form obtained from www.hr.nv.gov	MK
Attachments		
☐	Current and Proposed Black and White Organizational Chart	
☐	Applicable Legislation, Board/Commission Minutes, New Organization Plan, etc.	
☐	Signed Work Performance Standards (if filled)	
☐	Current/Proposed Work Performance Standards (if vacant)	
☐	DHHS Checklist (for positions located within the Department of Health and Human Services only)	

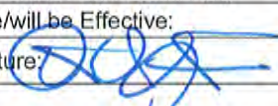
Initiated By:

☒ Agency☐ Employee

STATE OF NEVADA POSITION QUESTIONNAIRE

Type of Classification Request

- ☒ New Position
☐ New Position - Short Form
☐ Reclassify Filled Position
☐ Reclassify Vacant Position
☐ Legislative Review FY /

POSITION INFORMATION			
DEPARTMENT/DIVISION/AGENCY/SECTION: Administrations/State Public Works/ Buildings and Grounds			DIVISION OF HUMAN RESOURCE MANAGEMENT date stamp
AGENCY ID # (3 digits): 082	BUDGET # (4 digits): 1349	POSITION CONTROL #: 0521	
CURRENT CLASS TITLE:		CLASS CODE: GRADE:	
REQUESTED CLASS TITLE: Facility Supervisor III		CLASS CODE: 9.606 GRADE: 35	
INCUMBENT NAME:		EMAIL:	PHONE#:
SUPERVISOR NAME AND TITLE: Martin Fisher – Facility Manager		EMAIL: mfisher@admin.nv.gov	PHONE#: 702-486-4300
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: Kent A. LeFevre, Administrator		EMAIL: k.alefevre@admin.nv.gov	PHONE#: 775-684-4700
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION			
AGENCY PERSONNEL OFFICE date stamp	I certify that I have read the NPD-19 instructions and that the statements provided in this NPD-19 and the attached organizational chart are accurate and complete to the best of my knowledge.		
	Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached class specification and the requested class is listed on the NPD-19 Short Form Class List.		
	Position Duties or Changed Duties were/will be Effective:		Date: 10/01/23
	Appointing Authority or Designee Signature: 		Date: 8-14-23
	Incumbent Signature:		Date:
Is this request being submitted with agency: knowledge? ☒ Yes ☐ No approval? ☒ Yes ☐ No			
FOR COMPLETION BY BUDGET DIVISION ONLY			
BUDGET DIVISION date stamp	☐ Approved - Effective Date if Change is Approved by DHRM		Date:
	☐ Approved - Date to be Determined and Change Approved by DHRM		
	☐ Disapproved		Expiration Date:
	Budget Representative Name:		
	Budget Representative Signature:		Date:
Note:			
FOR COMPLETION BY EITS ONLY			
EITS date stamp	Required when NRS 284.172 applies. ☐ Approved ☐ Disapproved		
	EITS Administrator Name:		
	EITS Administrator Signature:		Date:
	Note:		
FOR COMPLETION BY DHRM ONLY			
INSTRUCTIONS TO APPOINTING AUTHORITY Incumbent meets MQ's: ☐ Yes ☐ No		IFC/Legislative approval required? ☐ Yes, Date Approved: ☐ No Study#:	
☐ Use Hiring Process		Agency ID#:	Agency Org/Budget#:
☐ Preliminary Approval Pending FY ____/____ Budget approval and no changes to the duties		Class Code:	Class Option: Grade:
☐ Other:		Expiration Date:	
		Class Title:	
		Analyst Signature: Date:	
		Supervisor Signature: Date:	

1. Has the department/agency, budget account, and/or position control number of the position(s) changed since it was originally classified? If so, what was the original department/agency, budget account, and/or position control number(s)?

☐ Yes ☒ No

2. What is prompting this request?

Assembly Bill No. 1 approved the purchase of seventeen (17) additional buildings for state offices in the Southern Nevada area. Beginning fiscal year 2024, State Public Works Division, Buildings & Grounds (B&G) will acquire three (3) of these properties, with an average age of 18 years and total 130,414 square feet, include landscaped grounds, asphalt parking, and covered parking structures. The Divisions existing workload supports 11 properties with office space totaling 604,146 sq. ft., an increase of 133%. Repairs and maintenance projects are expected to double. B&G anticipates the need to increase its workforce to adequately manage and support the additional properties. This position is necessary to support the increased need for supervision of (off-site) additional staff, planning, scheduling operational needs, and emergency operations management over a wide geographical area.

3. Which position(s), if any, previously performed the new duties/function?

None

4. Have any previously assigned duties/function been removed from this position? If so, which position(s) has the duties/functions been assigned to?

None

5. Are there positions that the agency would like the duties of this position compared to?

Facility Supervisor III PCN 0202 in Las Vegas

6. What is the major purpose of this position?

Under limited supervision, incumbents supervise and may perform the duties described in the series concept. Incumbents supervise a variety of skilled trades workers, and they may indirectly supervise semi-skilled or unskilled workers. Subordinate staff are engaged in carpentry, electrical or plumbing tasks such as those occurring during a major remodeling project. In addition, incumbents may coordinate and monitor contracted maintenance services and direct contractors performing major repairs, alterations and construction. Work is assigned and reviewed during scheduled meetings with administrative staff where goals, objectives, system demands, and work progress are discussed. Incumbents identify future maintenance and construction needs, research cost data and prepare maintenance budgets; maintain purchasing and work activity records; contact regulatory agencies regarding compliance with construction codes and safety, health and environmental regulations; conduct safety inspections and develop and implement procedures regarding job safety and work schedules. Positions in this class are distinguished from those at the lower level by the scope and complexity of the maintenance, repair and construction programs which require incumbents to plan, organize and direct journey level skilled trades workers on a continual basis; a greater depth of knowledge of the skilled trades and associated construction codes and regulations; and the requirement to function regularly at an administrative level to prepare budgets and cost estimates, maintain inventories, and assign, direct and review the work of subordinate staff.

7. What are the duties performed by this position? *Describe the duties in detail. Put an asterisk (*) next to each new duty or new function within an existing duty. Note: Additional duties can be added by placing the curser in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".*

DUTY NUMBER	DUTY STATEMENT	% of TIME SPENT PERFORMING DUTY
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1	Facility Maintenance Operations: Under supervision of the Facility Manager, the incumbent will plan, organize and direct buildings and grounds major construction; maintenance and preventative maintenance; repairs; fleet maintenance through subordinate employees, and security functions for all State facilities under the jurisdiction of the Buildings and Grounds Section in Southern Nevada, in accordance with established policies and procedures, and within the position's scope of responsibility Duties include but are not limited to supervision of custodial services and building construction trades such as HVAC, electrical, plumbing, masonry, carpentry, roofing, landscaping and sprinkler systems; facility inspections to ensure proper completion of assigned work and to note deficiencies and identify system and /or equipment failures; routine facility maintenance, cleaning, repair or modification of buildings, grounds, facility systems and equipment. Incumbent shall participate in project planning, preparations of cost estimates/budgets, scheduling, project management, interpretation of plans and schematic drawings, purchase and maintain inventories of commonly used parts and materials and be responsible for proper and timely completion of assigned projects. The incumbent may travel and assist with projects or with training in Northern Nevada. Incumbent facilitates and assists in developing goals, objectives, policies, procedures, internal controls and shall be responsible for meeting established goals and objectives of the Buildings and Grounds Section as part of the Division's Strategic plan. Perform planning; layout and preparation of cost estimates for projects; purchase of materials; maintaining inventories; solving issues/problems involved in maintaining buildings; facilities and equipment. Manage agency charge backs and create comprehensive cost estimating proposals. Coordinate projects with appropriate entities, including, but not limited to: Division and Buildings and Grounds staff, State agencies, cities, counties and other governmental agencies, and the public. Responsible for providing proper scope of work and specification in a timely manner, in order to obtain vendor services that will meet project goals. Review all plans and schematics, construction codes, fire codes and safety procedures in order to identify and solve problems arising in the course of work. Attend meetings and represent the Buildings and Grounds Section as requested.	40%
2	Supervision Direct supervision of Maintenance Repair Specialists 1 and Maintenance Repair Worker and indirect supervision of unskilled workers and inmates in all phases, or a specific phase, of facility maintenance, repair and construction. Coordinate, train, inspect and oversee staff on the day-to-day operations, maintenance, and preventative maintenance projects. Ensure coordination, monitoring, and completion of work for contracted vendors performing maintenance, repairs, alterations and construction. Interface with contracted vendors, inspect and ensure vendor work is completed according to contract scope of work. Incumbent will make routine inspections of completed work. Responsible for evaluation of the performance and work of assigned staff at the required intervals. Work Performance Standards are to be reviewed and updated concurrently with annual Performance Evaluations or as changes occur. Incumbent is responsible for ensuring proper training, supervision, guidance, counseling, and discipline of assigned staff. Incumbent will provide technical advice and assistance to staff and will schedule work utilizing the Maximo Work Order system to set priorities and will respond to emergencies immediately. Recommend revisions and/or new procedures and/or controls to supervisor. Ensure staff time sheets in NEATS are prepared and submitted accurately and on time.	20%

3	Surveying Buildings: Survey and inspect all State facilities under the jurisdiction of the Buildings and Grounds Section in Southern Nevada to identify maintenance and construction needs. Incumbent shall work collaboratively with Division staff, State agencies, vendors, contractors, the public and other pertinent entities to coordinate facility and grounds maintenance activities. Provides and obtains information, resolves problems, and represents the best interests of the Division and State. Survey and inspect assigned facilities to identify maintenance and construction needs.	10%
4	Special Events and Extra Services: Organize set-up and removal of equipment, fixtures, and furniture. Coordinate non-reoccurring needs of state agencies, including but not limited to, remodeling, minor physical moves/relocation of furniture and fixtures.	5%
5	Special Projects: Assist with special projects, and assignments as requested by supervisor.	10%
6	Special Projects: Assist with special projects, and assignments as requested by supervisor.	10%
7	Equipment Inventory: Ensure all vehicles, equipment, hand and power tools are checked, serviced, maintained and repair work is completed, at a minimum, according to manufactures specifications or as directed by management. Ensure proper inventory is maintained for all equipment materials, supplies, and tools. Ensure records are kept for all purchases and equipment repairs while ensuring the best price is obtained. Ensure resource materials are properly maintained and filed, including, but not limited to, literature/operating manuals, policies, procedures, and internal controls	5%

Total 100%

8. Provide examples of the duties performed by this position requiring the incumbent to make choices, determinations, or judgments? Provide examples.

Under general supervision, incumbents perform supervisory and technical work in facility maintenance, operation, maintenance and repairs described in the series concept. Incumbents assign work orders to subordinate skilled staff; plan, lay out and inspect their work; prepare estimates of time and material; order and requisition supplies; keep records and prepare reports; establish preventive maintenance schedules; and supervise and evaluate the performance of subordinate Maintenance Repair Specialists

9a. Does this position function as a lead worker?

☒ Yes ☐ No

9b. What is the class title and position control number of all employees that this position functions as a lead worker for.

FS1 PCN 0119, MRS1 PCN 0055, MRS1 PCN 0105, MRS1 NEW PCN 0524, future request will include approximately 6 new MRS positions in phase 2 as building acquisitions come online

9c. Describe, in detail, the extent of lead worker responsibility exercised by this position.

Check applicable boxes:

☒ Work Assignment
☒ Work Review

☒ Training
☒ Scheduling

☒ Other (Specify): Contract Manager

10a. Does this position function as a supervisor?

☒ Yes ☐ No

10b. What is the class title and position control number of all employees that are supervised by this position?

Direct Supervision: Facility Supervisor I PCN 0119

Indirect Supervision: MRS 1 PCN 0055, MRS 1 0105, NEW MRS 1 0524 future request will include approximately 6 new MRS positions in phase 2 as building acquisitions come online.

10c. Describe, in detail, the extent of supervisory responsibilities exercised by this position.

Positions in this class are distinguished from those at the lower level by the scope and complexity of the maintenance, repair and construction programs which require incumbents to plan, organize and direct journey level skilled trades workers on a continual basis; a greater depth of knowledge of the skilled trades and associated construction codes and regulations; and the requirement to function regularly at an administrative level to prepare budgets and cost estimates, maintain inventories, and assign, direct and review the work of subordinate staff

Check applicable boxes:

☒ Performance Appraisal
☒ Work Assignment
☐ Final Selection

☒ Work Performance Standards
☒ Work Review
☒ Training

☒ Scheduling
☒ Discipline
☐ Other (Specify):

11. What is the name, title, and position control number of this position's direct supervisor?

Fisher, Martin Facility Manager PCN 0045

12. What is the extent of supervision exercised over this position?

Work under the general supervision of a facility manager, or division head and perform the range of duties described in the series concept.

13. Are there any licenses, certificates, degrees, or credentials required by statute for this position?

284.498 Supervisory and managerial training; 284.281 and 283 NCIS criminal history review and driver's license check.

14. Are there any licenses, certificates, degrees, or credentials required by the department/division/agency for this position?

Mandatory supervisory training, valid driver's license.

15. Which statutes, rules, procedures, or guidelines are used in performing the duties of this position?

SPWD Policy and Procedures; State Administrative Manual Section 1000, NRS and NAC Chapter 341 and NRS 331.060

16. What types of individuals are contacted and what is the purpose of the contact made while carrying out the duties of this position?

Various state officers and personnel, schedule services and receive requests for work orders, notification of building issues and concerns, updates on work progress.

17. What equipment is used by this position that requires specialized training?

Operate manlifts, scissor lifts, and forklifts

18. Are there any unusual physical demands or working conditions required to perform the duties of this position?

Work in wet weather and possess insight to monitor weather during inclement conditions to ensure safety of staff, clients, and integrity of state property. Lift 60 pounds floor-to-waist, 40 pounds overhead and push/pull/drag 75 pounds

19. Is there any additional information which may support this classification request?

The proposed new position fulfills the Division employee succession and retention plan and supports the Division's Vision and Mission

NPD-19 CHECKLIST		Initials
My initials certify that the following has been done:		
☒	Read NPD-19 Instructions	MK
☒	Checked the box indicating whether the NPD-19 was initiated by the agency or employee	MK
☒	Checked the appropriate box for Type of Classification Request	MK
☒	Completed Position Information section	MK
☐	Obtained appropriate signatures: i.e., incumbent, if applicable; appointing authority	
☒	Included comparison positions in response to question 3	MK
☒	NPD-19 form obtained from www.hr.nv.gov	MK
	Attachments	
☐	Current and Proposed Black and White Organizational Chart	
☐	Applicable Legislation, Board/Commission Minutes, New Organization Plan, etc.	
☐	Signed Work Performance Standards (if filled)	
☐	Current/Proposed Work Performance Standards (if vacant)	
☐	DHHS Checklist (for positions located within the Department of Health and Human Services only)	

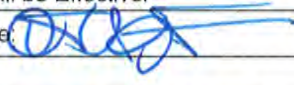
Initiated By:

☒ Agency☐ Employee

STATE OF NEVADA POSITION QUESTIONNAIRE

Type of Classification Request

- ☒ New Position
☐ New Position - Short Form
☐ Reclassify Filled Position
☐ Reclassify Vacant Position
☐ Legislative Review FY

POSITION INFORMATION				
DEPARTMENT/DIVISION/AGENCY/SECTION: Administration/Buildings & Grounds/SPWD/Professional Services Section				DIVISION OF HUMAN RESOURCE MANAGEMENT date stamp
AGENCY ID # (3 digits): 082	BUDGET # (4 digits): 1349	POSITION CONTROL #: 0524		
CURRENT CLASS TITLE:	CLASS CODE:	GRADE:		
REQUESTED CLASS TITLE: Maintenance Repair Specialist I	CLASS CODE 9.441	GRADE: 30		
INCUMBENT NAME:	EMAIL:	PHONE#:		
SUPERVISOR NAME AND TITLE: New Facility Supervisor III – PCN 0521	EMAIL:	PHONE#:		
APPOINTING AUTHORITY OR DESIGNEE NAME AND TITLE: Kent A. LeFevre	EMAIL: kalefevre@admin.nv.gov	PHONE#: 775-684-4100		
APPOINTING AUTHORITY/INCUMBENT CERTIFICATION				
AGENCY PERSONNEL OFFICE date stamp	I certify that I have read the NPD-19 instructions and that the statements provided in this NPD-19 and the attached organizational chart are accurate and complete to the best of my knowledge.			
	Short Form Use Only: I further certify that the requested position(s) will perform essentially all of the type and level of duties and responsibilities described in the attached class specification and the requested class is listed on the NPD-19 Short Form Class List.			
	Position Duties or Changed Duties were/will be Effective:			Date: 10/01/2023
	Appointing Authority or Designee Signature: 			Date: 8.14.23
	Incumbent Signature:			Date:
Is this request being submitted with agency: knowledge? ☒ Yes ☐ No approval? ☒ Yes ☐ No				
FOR COMPLETION BY BUDGET DIVISION ONLY				
BUDGET DIVISION date stamp	☐ Approved - Effective Date if Change is Approved by DHRM			Date:
	☐ Approved - Date to be Determined and Change Approved by DHRM			
	☐ Disapproved			Part-time (%):
	Budget Representative Name:			Expiration Date:
	Budget Representative Signature:			Date:
Note:				
FOR COMPLETION BY EITS ONLY				
EITS date stamp	Required when NRS 284.172 applies.			☐ Approved ☐ Disapproved
	EITS Administrator Name:			
	EITS Administrator Signature:			Date:
	Note:			
FOR COMPLETION BY DHRM ONLY				
INSTRUCTIONS TO APPOINTING AUTHORITY Incumbent meets MQ's: ☐ Yes ☐ No		IFC/Legislative approval required? ☐ Yes, Date Approved: ☐ No		Study#:
☐ Use Hiring Process ☐ Preliminary Approval Pending FY ____/____ Budget approval and no changes to the duties ☐ Other:	Agency ID#:	Agency Org/Budget#:		Effective Date:
	Class Code:	Class Option:	Grade:	Expiration Date:
	Class Title:			
	Analyst Signature:			Date:

	Supervisor Signature:	Date:
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1. Has the department/agency, budget account, and/or position control number of the position(s) changed since it was originally classified? If so, what was the original department/agency, budget account, and/or position control number(s)?

☐ Yes ☒ No

2. What is prompting this request?

NEW POSITION. Beginning October 1, 2023, the Division is acquiring, through Assembly Bill No. 1, properties within its southern region. The properties include 17 office buildings and an enclosed parking structure. The buildings have an average age of 18 years and total 803,823 square feet, and include landscaped grounds, asphalt parking, and covered parking structures. The Division requires the added position to adequately manage the properties by successfully administering its obligations, including but not limited to, the management of repairs, maintenance, and construction projects through Category-14, Category-12, and Category-13. The Divisions existing workload supports 11 properties with office space totaling 604,146 sq. ft., an increase of 133%. Repairs and maintenance projects are expected to double. The supporting workforce, and in particular this position is to maintain the facilities at 500 East Warm Springs Rd. Las Vegas, NV, 7150 Pollock Dr. Las Vegas, NV, 7160 Bermuda RD. Las Vegas, NV, and 7251 Amigo St. Las Vegas, NV. These properties are projected to be purchased July 2023

3. Which position(s), if any, previously performed the new duties/function?

None

4. Have any previously assigned duties/function been removed from this position? If so, which position(s) has the duties/functions been assigned to?

No

5. Are there positions that the agency would like the duties of this position compared to?

PCN 0101

6. What is the major purpose of this position?

Work under the general supervision of a facility supervisor, facility manager, or division head and perform the range of duties described in the series concept. Incumbents plan, lay out and prepare cost estimates for projects; perform most repair and maintenance activities independently and are assigned to facilities having varied building and mechanical systems, equipment, and structures. The majority of skilled maintenance and repair work is performed in-house. This is the journey level in the series.

c

7. What are the duties performed by this position? *Describe the duties in detail. Put an asterisk (*) next to each new duty or new function within an existing duty. Note: Additional duties can be added by placing the curser in the desired row and right clicking. Next select "Insert", then either "Insert Rows Above" or "Insert Rows Below".*

DUTY NUMBER	DUTY STATEMENT	% of TIME SPENT PERFORMING DUTY
1	Work under the general supervision of a facility supervisor, facility manager, or division head and perform the range of duties described in the series concept. Incumbents plan, lay out and prepare cost estimates for projects; perform most repair and maintenance activities independently and are assigned to facilities having varied building and mechanical systems, equipment, and structures. The majority of skilled maintenance and repair work is performed in-house. This is the journey level in the series.	45%

2	Tools and Equipment Incumbent will be required to operate hand tools, power tools, diagnostic equipment, power equipment and heavy machines/equipment and must have proper vision to operate all tools and equipment. Must be familiar with all hand tools, power tools and equipment. Tools and Equipment Incumbent will be required to operate hand tools, power tools, diagnostic equipment, power equipment and heavy machines/equipment and must have proper vision to operate all tools and equipment. Must be familiar with all hand tools, power tools and equipment.	20%
3	General Duties Is required to work with agency staff, contractors, and inmates to perform buildings and grounds maintenance. MAINTENANCE AND PREVENTATIVE MAINTENANCE: Arranges repair, maintenance and preventative maintenance work performed by agency staff or contractors. Projects are completed accurately, according to applicable guidelines and procedures and shall meet deadlines and all pertinent codes. COLLABORATION: Works with semi-skilled or general labor staff such as maintenance repair workers, grounds workers, and custodial workers. INMATE CREW: Works with inmates to perform building and grounds maintenance for various buildings. SPECIAL PROJECTS: Assist with special projects and assignments as requested by Division Management. PROJECT IMPLEMENTATION: Prepare cost estimates, plan, lay out, and purchase materials for projects; perform most repair, minor construction and maintenance activities independently. SNOW AND ICE REMOVAL: Ensure proper and timely removal of snow and ice from state properties.	25%
4	Administrative OPERATING MANUALS: Literature/operating manuals shall be properly maintained and filed for all equipment. Records are accurate, complete, organized, easily accessible, cross-referenced, maintained and stored according to policy and procedures. Reports are accurate, complete and submitted in a timely manner. Will update and keep current all manuals, records/reports and accounting documents. RECORDS/REPORTS: Organize and maintain records of work performed according to Division Procedures and Guidelines. Prepare and submit reports/requests as required and/or requested, including but not limited to, Maximo work orders, credit card purchase slips, vehicle mileage and maintenance reports, time sheets, leave requests, etc. All credit card receipts will be turned into the Administrative Office a minimum of once a week. Work orders will be completed and turned into Supervisor within three working days of job completion. Supervisors are responsible for submitting work orders to the Division Administrative Office. Records are accurate, complete, organized, easily accessible, cross-referenced, maintained and stored according to policy and procedures. Reports are accurate, complete and submitted in a timely manner. Will update and keep current all manuals, records/reports and accounting documents.	10%

Total 100%

8. Provide examples of the duties performed by this position requiring the incumbent to make choices, determinations, or judgments? Provide examples.

Plan, lay out and prepare cost estimates for projects; perform most repair and maintenance activities independently and are assigned to facilities having varied building and mechanical systems, equipment, and structures. The majority of skilled maintenance and repair work is performed in-house

9. Does this position function as a lead worker? If yes, describe the extent of lead worker responsibilities exercised?

☐ Yes ☒ No

Check applicable boxes:

- ☐ Work Assignment ☐ Training ☐ Other (Specify): Contract
☐ Work Review ☐ Scheduling

- 10a. Does this position function as a supervisor?

☐ Yes ☒ No

- 10b. What is the class title and position control number of all employees that are supervised by this position?

Direct Supervision: N/A |

Indirect Supervision: N/A |

- 10c. Describe, in detail, the extent of supervisory responsibilities exercised by this position.

Check applicable boxes:

- ☐ Performance Appraisal ☐ Work Performance Standards ☐ Scheduling
☐ Work Assignment ☐ Work Review ☐ Discipline
☐ Final Selection ☐ Training ☐ Other (Specify): Contract |

11. What is the name, title, and position control number of this position's direct supervisor?

New Facility Supervisor III PCN 0521

12. What is the extent of supervision exercised over this position?

Work under the general supervision of a facility supervisor, facility manager, or division head and perform the range of duties described in the series concept.

13. Are there any licenses, certificates, degrees, or credentials required by statute for this position?

Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

14. Are there any licenses, certificates, degrees, or credentials required by the department/division/agency for this position?

A valid driver's license is required at the time of appointment and as a condition of continuing employment.

15. Which statutes, rules, procedures, or guidelines are used in performing the duties of this position?

NRS 331.060

- 16. What types of individuals are contacted and what is the purpose of the contact made while carrying out the duties of this position?**

Agency contacts to get information on work requested and to update them on the progress.

- 17. What equipment is used by this position that requires specialized training?**

Operate manlifts, scissor lifts and, forklifts

- 18. Are there any unusual physical demands or working conditions required to perform the duties of this position?**

Work in wet weather and possess insight to monitor weather during inclement conditions to ensure safety of staff, clients, and integrity of state property. Lift 60 pounds floor-to-waist, 40 pounds overhead and push/pull/drag 75 pounds

- 19. Is there any additional information which may support this classification request?**

Four years of progressively responsible experience under the supervision of journey level trades persons in two or more of the major building or mechanical trades which included responsibility for performing a variety of repair and maintenance activities, laying out jobs and ordering materials; OR an equivalent combination of education and experience as described above.

NPD-19 CHECKLIST		Initials	
My initials certify that the following has been done:			
☒	Read NPD-19 Instructions		
☒	Checked the box indicating whether the NPD-19 was initiated by the agency or employee		
☒	Checked the appropriate box for Type of Classification Request		
☒	Completed Position Information section		
☐	Obtained appropriate signatures: i.e., incumbent, if applicable; appointing authority		
☐	Included comparison positions in response to question 3		
☐	NPD-19 form obtained from www.hr.nv.gov		
Attachments			
☐	Current and Proposed Black and White Organizational Chart		
☐	Applicable Legislation, Board/Commission Minutes, New Organization Plan, etc.		
☐	Signed Work Performance Standards (if filled)		
☐	Current/Proposed Work Performance Standards (if vacant)		
☐	DHHS Checklist (for positions located within the Department of Health and Human Services only)		

Building	Address	Acquisition Date	Total s/f	Programed s/f	Projected s/f	FY 24 Added Agency Lease Revenue	FY 24 SB456 Eligible Reimbursement	FY 25 Added Agency Lease Revenue	FY25 SB456 Eligible Reimbursement	FY26 Base Lease Rev
Mineral - MC 06	500 E Warm Springs Rd	7/10/2023	54,367	0	40,775	\$ 121,961	\$ 404,581	\$ 292,708	\$ 153,315	\$ 459,945
Eureka - MC 07	7251 Amigo St	7/10/2023	45,698	33,878		\$ 557,314	\$ 193,731	\$ 597,102	\$ 183,447	\$ 591,452
Lincoln - MC 21	7150 Pollock Dr	7/10/2023	23,232	23,232		\$ 174,705	\$ 80,073	\$ 262,057	\$ -	\$ 262,057
Wasfoe - MC 30	7160 Bermuda Rd	7/10/2023	52,814	52,814		\$ -	\$ 231,677	\$ -	\$ -	\$ 595,742
Arrowhead - CC	3850 Arrowhead Drive	7/14/2023	96,057	89,630		\$ 662,088	\$ 382,181	\$ 1,011,026	\$ 72,497	\$ 1,083,523
Lander - MC 04	505 E Capovilla Ave	9/1/2023	23,206	11,443	5,962	\$ 619	\$ 124,012	\$ 32,018	\$ 65,441	\$ 196,323
White Pine - MC 22	7090 Pollock Dr	9/1/2023	28,608	28,608		\$ 242,024	\$ 26,892	\$ 322,698	\$ -	\$ 322,698
Churchill - MC 28	490 Capovilla	9/14/2023	54,368	54,368		\$ 142,661	\$ 127,765	\$ 244,562	\$ -	\$ 613,271
Nevada Buidling - MC 29	1 Harrah's Court	9/29/2023	119,763	117,396		\$ 143,343	\$ 468,967	\$ 266,108	\$ 199,824	\$ 1,324,227
Silver Sage - CC	4070 Silver Sage Drive	10/20/2023	18,966	18,966		\$ 18,104	\$ 41,599	\$ 36,209	\$ -	\$ 213,936
Storey - MC 01	7220 Bermuda Rd	3/14/2024	8,532	0	6,399	\$ -	\$ 28,070	\$ 72,181	\$ 24,060	\$ 72,181
Lyon - MC 01	475 E Capovilla Ave	3/14/2024	23,206	21,866		\$ 109,481	\$ 4,409	\$ 383,379	\$ 15,115	\$ 383,379
Douglas - MC 03	444 E Warm Springs Rd	3/14/2024	29,760	26,650	3,886	\$ 134,972	\$ 10,232	\$ 392,863	\$ 80,257	\$ 373,850
Esmeralda - MC 20	7180 Pollock Dr	3/14/2024	46,057	0	34,543	\$ -	\$ 151,528	\$ 389,642	\$ 129,881	\$ 389,642
Elko - MC 23	650 White	3/14/2024	48,150	48,150		\$ -	\$ 158,414	\$ 543,132	\$ -	\$ 543,132
Humboldt - MC 26	7115 Amigo	3/14/2024	54,353	44,408		\$ 217,304	\$ 32,719	\$ 758,054	\$ 112,180	\$ 776,655
Pershing - MC 27	500 Amigo Ct	3/14/2024	24,480	12,410	5,950	\$ 66,209	\$ 39,710	\$ 298,135	\$ 69,034	\$ 303,882
Subtotal			751,617	583,819	97,515	2,590,785	2,506,559	5,901,874	1,105,050	8,505,896
Total					681,334	\$	5,097,344	\$	7,006,924	

Section A1: Line Item Detail by GL
Budget Account: 1349 ADMINISTRATION - SPWD - BUILDINGS & GROUNDS

Item No	Description	Actual 2021-2022	Work Program 2022-2023	W04A Year 1 2023-2024	W04A Year 2 2024-2025
E232	EFFICIENCY & INNOVATION				
REVENUE					
4304	BUILDING RENT - EXECUTIVE BUDGETS	0	0	0	0
	TOTAL REVENUES FOR DECISION UNIT E232	0	0	0	0
EXPENDITURE					
01	PERSONNEL				
5100	SALARIES	0	0	256,020	359,796
5200	WORKERS COMPENSATION	0	0	8,211	8,495
5300	RETIREMENT	0	0	44,805	62,964
5500	GROUP INSURANCE	0	0	39,420	54,648
5750	RETIRED EMPLOYEES GROUP INSURANCE	0	0	7,963	11,441
5800	UNEMPLOYMENT COMPENSATION	0	0	113	0
5840	MEDICARE	0	0	3,713	5,218
	TOTAL FOR CATEGORY 01	0	0	360,245	502,562
03	IN-STATE TRAVEL				
6200	PER DIEM IN-STATE	0	0	552	552
6210	FS DAILY RENTAL IN-STATE	0	0	800	800
6211	FS MONTHLY VEHICLE RENTAL IN-STATE	0	0	15,449	18,539
6240	PERSONAL VEHICLE IN-STATE	0	0	286	286
6250	COMM AIR TRANS IN-STATE	0	0	1,368	1,368
	TOTAL FOR CATEGORY 03	0	0	18,455	21,545
04	OPERATING EXPENSES				
7289	EITS PHONE LINE AND VOICEMAIL	0	0	1,008	1,344
7291	CELL PHONE/PAGER CHARGES	0	0	2,678	3,570
7460	EQUIPMENT PURCHASES < \$1,000	0	0	2,364	0
7465	EQUIP > \$1,000 LESS THAN \$5,000 - A	0	0	2,012	0
	TOTAL FOR CATEGORY 04	0	0	8,062	4,914
05	EQUIPMENT				
8241	NEW FURNISHINGS <\$5,000 - A	0	0	27,648	0
8270	SPECIAL EQUIPMENT >\$5,000	0	0	5,872	0
8271	SPECIAL EQUIPMENT <\$5,000 - A	0	0	8,653	0
8371	COMPUTER HARDWARE <\$5,000 - A	0	0	13,746	0
	TOTAL FOR CATEGORY 05	0	0	55,919	0
12	MAINTENANCE OF BUILDINGS AND GROUNDS				
7060	CONTRACTS	0	0	39,405	0

Item No	Description	Actual 2021-2022	Work Program 2022-2023	W04A Year 1 2023-2024	W04A Year 2 2024-2025
7061	CONTRACTS - A	0	0	494,030	0
7062	CONTRACTS - B	0	0	431,556	0
7063	CONTRACTS - C	0	0	39,482	0
7064	CONTRACTS - D	0	0	4,950	0
7066	CONTRACTS - F	0	0	2,723	0
7067	CONTRACTS - G	0	0	82,203	0
7146	MAINTENANCE OF BLDGS AND GRDS-F	0	0	15,939	0
7148	MAINTENANCE OF BLDGS AND GRDS-H	0	0	35,000	0
7340	INSPECTIONS & CERTIFICATIONS	0	0	840	0
7460	EQUIPMENT PURCHASES < \$1,000	0	0	1,660	0
7465	EQUIP > \$1,000 LESS THAN \$5,000 - A	0	0	1,299	0
TOTAL FOR CATEGORY 12		0	0	1,149,087	0
26	INFORMATION SERVICES				
7073	SOFTWARE LICENSE/MNT CONTRACTS	0	0	671	0
7547	EITS BUSINESS PRODUCTIVITY SUITE	0	0	1,877	2,502
7771	COMPUTER SOFTWARE <\$5,000 - A	0	0	700	700
8371	COMPUTER HARDWARE <\$5,000 - A	0	0	575	0
TOTAL FOR CATEGORY 26		0	0	3,823	3,202
28	TRANSFER TO CAPITAL POLICE				
9158	TRANSFERS-INTRAFUND	0	0	601,931	0
TOTAL FOR CATEGORY 28		0	0	601,931	0
29	UNIFORM/SAFETY GEAR ALLOWANCE				
7174	CLOTH/UNIFORM/TOOL ALLOWANCE-D	0	0	2,362	2,362
7176	PROTECTIVE GEAR	0	0	400	0
TOTAL FOR CATEGORY 29		0	0	2,762	2,362
30	TRAINING				
6200	PER DIEM IN-STATE	0	0	480	0
6210	FS DAILY RENTAL IN-STATE	0	0	300	0
6240	PERSONAL VEHICLE IN-STATE	0	0	88	0
6250	COMM AIR TRANS IN-STATE	0	0	342	0
7302	REGISTRATION FEES	0	0	6,980	0
TOTAL FOR CATEGORY 30		0	0	8,190	0
TOTAL EXPENDITURES FOR DECISION UNIT E232		0	0	2,208,474	534,585
TOTAL REVENUES FOR BUDGET ACCOUNT 1349		0	0	0	0
TOTAL EXPENDITURES FOR BUDGET ACCOUNT 1349		0	0	2,208,474	534,585

B/A 1349												
SPWD - ADMIN / B&G												
FY 24 PROJECTIONS												
Position Title	Days	Destination	Purpose	Sites Visited	Per Diem	Motorpool	Miles / PC	Airport Parki	Air	Incidentals	Total	
HVAC IV	2	Las Vegas	Meetings	New State Owned Buildings - LV	\$128.00	\$200.00	\$39.43	\$32.00	\$341.96	\$10.00	\$751.39	
HVAC IV	2	Las Vegas	Meetings	New State Owned Buildings - LV	\$128.00	\$200.00	\$39.43	\$32.00	\$341.96	\$10.00	\$751.39	
MA IV	2	Las Vegas	Meetings	New State Owned Buildings - LV	\$128.00	\$200.00	\$39.43	\$32.00	\$341.96	\$10.00	\$751.39	
MA IV	2	Las Vegas	Meetings	New State Owned Buildings - LV	\$128.00	\$200.00	\$39.43	\$32.00	\$341.96	\$10.00	\$751.39	
					\$512.00	\$800.00	\$157.72	\$128.00	\$1,367.84	\$40.00	\$3,005.56	

CAT. 03 - MONTHLY FLEET SERVICES

Budget Period: 2023-2025 Biennium (FY24-25)
Budget Account: 1349 ADMINISTRATION - SPWD - BUILDINGS & GROUNDS
Category 03 - In-State Travel

DU	CAT	GL	Description	FY24 -10mos	Schedule
E232		3	6200 PER DIEM IN-STATE	\$0.00	- None -
E232		3	6210 FS DAILY RENTAL IN-STATE	\$0.00	- None -
E232		3	6211 FS MONTHLY VEHICLE RENTAL IN-STATE	\$15,449.00	FLEET SERVICES VEHICLES
E232		3	6240 PERSONAL VEHICLE IN-STATE	\$0.00	- None -
E232		3	6250 COMM AIR TRANS IN-STATE	\$0.00	- None -
				\$15,449.00	

Item No.	GL	Description	Location	Quote Y/N If 'N' see Methodology	Phase 3				FY24 Total	Q1 FY25	Q2 FY252	Q3 FY25	Q4 FY25	FY25 Total	Quote Y/N If 'N' see Methodology2	Occurrence (One Time/Reoccurrence Frequency)	Notes	Methodology
					Phase 1	Phase 2	Q3 FY24	Q4 FY24										
2	7067	Generator Maintenance Arrowhead (1 Generator)	CC	Y	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00	\$ 12,360.00	\$ -	\$ -	\$ -	\$ 12,360.00	Y	Biannually	FY24: Q3: Generator Level 1PM inspection per visit \$600 FY25: Q1-Q4	Use Quote
3	7067	Generator Maintenance (3 Generators)	LV	N	\$ -	\$ 285.00	\$ 285.00	\$ 1,180.00	\$ 1,750.00	\$ 285.00	\$ 285.00	\$ 285.00	\$ 1,180.00	\$ 2,035.00	Y	Quarterly/Annually	Q1: No services. Q2-Q4 \$95.00 each generator for quarterly inspection. = \$285.00 qtr Q4: Annual service \$895 each generator = \$2,685.00.	Used Campos building as comparable for generator maintenance.
5	7066	HVAC Maintenance	CC	Y	\$ -	\$ 907.43	\$ 907.43	\$ 907.43	\$ 2,722.28	\$ 8,812.68	\$ 8,812.68	\$ 8,812.68	\$ 8,812.68	\$ 35,250.70		Quarterly	Arrowhead has a maintenance agreement during FY24 from prior owner (included FY24), projections for FY25 at \$7,905.25/quarter; GNCU move in date 10/15/23; used education building contract (CETS 26092) at 2/3 of \$1362.50 / = \$907.43 / quarter	Used NSLA building as a comparable for air filters/NHP HVAC PM contract for maintenance
8a	7060	Fire Suppression Inspection	CC	Y	\$ 1,787.25	\$ 1,787.25	\$ 1,787.25	\$ 1,787.25	\$ 7,149.00	\$ 1,787.25	\$ 1,787.25	\$ 1,787.25	\$ 1,787.25	\$ 7,145.00	Y	Quarterly	Q1-Q4: Quarterly Fire Suppression: \$1,787.25 (Annual = \$7,149/4=\$1,787.28)	
8b	7060	Backflow Testing	CC	Y	\$ 3,049.50	\$ -	\$ -	\$ -	\$ 3,049.50	\$ 3,049.50	\$ -	\$ -	\$ -	\$ 3,043.50	Y	Annual	Q1 Annual Backflow Testing \$3,049.5	
9	7060	Fire Inspection	LV	Y	\$ -	\$ -	\$ 29,206.18	\$ -	\$ 29,206.18	\$ -	\$ -	\$ 29,206.18	\$ -	\$ 29,206.18	Y	Annual	Used T&M Fire Inspections Costs \$29,206.18/annual Q1: Initial Service \$2000 + \$420/mo x 2mo's = \$2,840 Q2-Q4: \$420/mo x 3mo. = \$1,260	
14	7063	Pest Control	CC	Y	\$ 2,840.00	\$ 1,260.00	\$ 1,260.00	\$ 1,260.00	\$ 6,620.00	\$ 1,655.00	\$ 1,655.00	\$ 1,655.00	\$ 1,655.00	\$ 6,620.00	Y	Initial and Quarterly		Used Anderson Pest Control and quote from T&M's contract for pigeon control. Pest control used Grant Sawyer as comparable divided cost by the sq footage of each McCarran property =
15a	7063	Pest Control - Pigeon Control	CC	Y	\$ -	\$ 7,203.05	\$ 7,203.05	\$ 10,804.58	\$ 25,210.69	\$ 10,804.58	\$ 10,804.58	\$ 10,804.58	\$ 10,804.58	\$ 43,218.32	Y	Monthly/Quarterly	Pigeons: Q1: No services. Q2: Q3 2/3 costs; Q4: \$10,804.58 Quarterly Monthly trap maintenance = \$1,934.86/mo *3 mos; Qtrly Avitrol Applications = \$5,000 per quarter. \$932.08/ qtr 1 - Utility Cart, 750lb Capacity \$1,298.96/ qtr 1 - 23' Multipurpose Ladder \$541.24/qtr 1 - 12' Stepladder, 375 Capacity \$186.34/qtr 1 - 6' Stepladder, 375 Capacity	
16	7460	Utility Cart, 750lb Capacity	CC	Y	\$ 932.08	\$ -	\$ -	\$ -	\$ 932.08	\$ -	\$ -	\$ -	\$ -	\$ -	Y	One Time		
18	7465	23' Multipurpose Ladder	CC	Y	\$ 1,298.96	\$ -	\$ -	\$ -	\$ 1,298.96	\$ -	\$ -	\$ -	\$ -	\$ -	Y	One Time		
19	7460	12' Stepladder, 375lb Capacity	CC	Y	\$ 541.24	\$ -	\$ -	\$ -	\$ 541.24	\$ -	\$ -	\$ -	\$ -	\$ -	Y	One Time		
22	7460	6' Stepladder, 375lb Capacity	CC	Y	\$ 186.34	\$ -	\$ -	\$ -	\$ 186.34	\$ -	\$ -	\$ -	\$ -	\$ -	Y	One Time		
23	7061	Janitorial Services Extra Services - Carpet Cleaning	CC	Y	\$ -	\$ -	\$ 7,951.00	\$ -	\$ 7,951.00	\$ -	\$ -	\$ 7,951.00	\$ -	\$ 7,951.00	Y	Annual	Q3: Carpet Cleaning 1st Floor \$1100, 2nd Floor \$3327, 3d Floor, \$3524 = \$7951 Q1: \$20,585.50*1 mo. at 15% occupancy; Q2-Q4: 20585.50*3mo. at 50% occupancy Q3-Q4: 20585.50*3 at 100% occupancy	
24	7061	Janitorial Services	CC	Y	\$ 3,087.83	\$ 30,878.25	\$ 61,756.50	\$ 61,756.50	\$ 157,479.08	\$ 61,756.50	\$ 61,756.50	\$ 61,756.50	\$ 61,756.50	\$ 247,026.00	Y	Ongoing	Insect/Rodent Control: \$.0015 / sf based on current pest control contract	
15b	7063	Pest Control - Insect/Rodent	LV	Y	\$ 815.86	\$ 1,809.26	\$ 2,161.06	\$ 2,864.68	\$ 7,650.86	\$ 2,864.68	\$ 2,864.68	\$ 2,864.68	\$ 2,864.68	\$ 11,458.72	Y	Monthly		Used Grant Sawyer Building cost per sq ft of \$1.27 for janitorial services.
25	7061	Janitorial Services	LV	N	\$ 1,005.36	\$ 44,226.27	\$ 132,678.81	\$ 140,050.90	\$ 317,961.34	\$ 210,076.35	\$ 210,076.35	\$ 210,076.35	\$ 210,076.35	\$ 840,305.40	Y	Monthly	Q1: No Services. Q2-Q3: 1 month first 2 Traunches. Q4: 2/3 occupancy; 3 months 3 Traunches: \$1.27 s/f based on current janitorial contract \$450/mo.	
27	7064	Elevator Maintenance/Service	CC	Y	\$ 900.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 4,950.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00	\$ 5,400.00	Y	Monthly	Monthly Cost provided by vendor, calculated by traunch acquisition date. Q1 & Q2: \$0, pending RFP Q3 and Q4: SF of Roof * 0.13/sf, provided from AMC Contracting LLC.com	Annual expense quoted at \$217K (all in) worksheet first = T annual \$127K T3 +29K
28	7062	Landscaping	LV	Y	\$ 30,963.74	\$ 52,899.44	\$ 64,772.72	\$ 88,519.29	\$ 237,155.19	\$ 88,519.29	\$ 88,519.29	\$ 88,519.29	\$ 88,519.29	\$ 354,077.16	Y	Monthly	Each Building Roof Square Footage provided by Professional Services CAD Drawings	
29	7067	Roof Cleaning	LV	Y	\$ -	\$ -	\$ 27,588.34	\$ 52,264.42	\$ 79,852.76	\$ 52,264.42	\$ 52,264.42	\$ 52,264.42	\$ 52,264.42	\$ 209,057.68	Y	Quarterly	Just buildings with generators. \$210. per bldg. Pershing, White Pine, Eureka, Arrowhead	
30	7340	Permits - Hazardous waste (4 Bldgs)	Statewide	Y	\$ -	\$ -	\$ 840.00	\$ -	\$ 840.00	\$ -	\$ -	\$ 840.00	\$ -	\$ 840.00	Y	Annual in 3rd Quarter		
																	Based on Winter 2022 Reno DMV had 120 pushes @\$1620 per push (\$194,400 for FY23) Q1: No pushes Q2: \$1,620*25 pushes = \$40,500 Q3: \$1,620*75 pushes = \$121,500 Q4: \$1,620*20 pushes = \$32,400	
52	7062	Snow Removal	CC	Y	\$ -	\$ 40,500.00	\$ 121,500.00	\$ 32,400.00	\$ 194,400.00	\$ -	\$ 40,500.00	\$ 121,500.00	\$ 32,400.00	\$ 194,400.00	Y	As Needed	FY23 buildings supplies quarterly cost \$69,556.75/48 bldgs = \$1449 month Q1: \$1,449 *2 = \$2,898 Aug/Sept Q2-Q4: \$1449*3 = \$4,347	
53	7146	Parts/Building Supplies	CC	N	\$ 2,898.00	\$ 4,347.00	\$ 4,347.00	\$ 4,347.00	\$ 15,939.00	\$ 2,898.00	\$ 4,347.00	\$ 4,347.00	\$ 4,347.00	\$ 15,939.00	N	Monthly		
																	Using emergency services janitorial contract, does not include stocking/restocking janitorial supplies.	
54	7148	Janitorial Supplies	CC	Y	\$ 3,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 35,000.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 10,500.00	\$ 42,000.00	N	Monthly	Q1: \$3,500/mo * 1 mo/ Q2-4: \$3,500/mo. * 3 mo.	
58	7061	Window Cleaning	LV	Y	\$ -	\$ 1,578.74	\$ 3,198.39	\$ 5,860.60	\$ 10,637.73	\$ 5,860.60	\$ 5,860.60	\$ 5,860.60	\$ 5,860.60	\$ 23,442.40	Y	Quarterly	Window Cleaning .065/sf, by window square feet; next quarter after acquisition date	
					\$ 53,806.16	\$ 199,531.69	\$ 479,892.73	\$ 415,852.65	\$ 1,149,083.22	\$ 474,843.85	\$ 501,383.35	\$ 620,380.53	\$ 494,178.35	\$ 2,090,786.06				Using T&M costs

Budget Period: 2023-2025 Biennium (FY24-25)
 Budget Account: 1349 ADMINISTRATION - SPWD - BUILDINGS & GROUNDS
 Category 30 - Training

DU	CAT	GL	Description	FY24	Schedule
E232		30	6200 PER DIEM IN-STATE		\$480.60 - None -
E232		30	6210 FS DAILY RENTAL IN-STATE		\$300.00 - None -
E232		30	6240 PERSONAL VEHICLE IN-STATE		\$87.43 - None -
E232		30	6250 COMM AIR TRANS IN-STATE		\$341.96 - None -
E232		30	7302 REGISTRATION FEES		\$6,980.00 SERVICES
					\$8,189.99

Supporting Numbers

						6200	6200	6210	6240	6240	6250	7302	
Position Title	Employee Location	Travel (Days)	Destination	Training	Meals	Hotel	Motorpool	Mileage	Airport Parking	Air	Reg	Incidentals	Total
FS III	Las Vegas	No	Las Vegas	EDUCODE 2024	0	0	0	0	0	0	900	0	900
FS III	Las Vegas	No	Las Vegas	TPC · Electrical Troubleshooting & Preventive Maintenance	0	0	0	0	0	0	1295	0	1295
MRS I	Las Vegas	No	Las Vegas	TPC · Basic Electricity for the Non-Electrician	0	0	0	0	0	0	1295	0	1295
MRS II	Carson City	3	Las Vegas	TPC · Basic Electricity for the Non-Electrician	192	273.6	300	39.43	48	341.96	1295	15	2504.99
CONSTRUCTION COORDINATOR 2	Las Vegas	No	Las Vegas	EDUCODE 2024	0	0	0	0	0	0	900	0	900
CONSTRUCTION COORDINATOR 2	Las Vegas	No	Las Vegas	TPC · Basic Electricity for the Non-Electrician	0	0	0	0	0	0	1295	0	1295
					0	273.6	300	39.43	48	341.96	6980	15	8189.99

*Quotes available upon request.

Cat 59 UTILITIES, Exported 9/1/2023 2:38:45 PM

GL	Desc	WorkPrg	Actual	BudgetBalance	Projection	ActPlusProj	ProjBudgetBalance
7064	CONTRACTS-D	0	0	0	0	0	0
7065	CONTRACTS-E	6,652	0	6,652	0	0	6,652
7132	ELECTRIC UTILITIES	1,707,352	139,009	1,568,343	2,107,426	2,246,435	-539,083
7134	NATURAL GAS UTILITIES	500,479	19,057	481,422	700,210	719,267	-218,788
7136	GARBAGE DISPOSAL UTILITIES	357,623	46,462	311,161	320,310	366,772	-9,149
7137	WAT & SEWER	573,015	86,984	486,031	519,787	606,772	-33,757
7270	LATE FEE/PEN	0	1,592	-1,592	0	1,592	-1,592
Total		3,145,121	293,104	2,852,017	3,647,733	3,940,837	-795,716

New Buildings

789,752

Total

1,585,468

State of Nevada Work Program

WP Number: C65234

FY 2024

	Add Original Work Program	XXX	Modify Work Program	BUDGET DIVISION USE ONLY DATE _____ APPROVED ON BEHALF OF THE GOVERNOR BY _____
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DATE	FUND	AGENCY	BUDGET	DEPT/DIV/BUDGET NAME
08/21/23	710	657	4727	DPS - CAPITOL POLICE

Funds Available							
Budgetary GLs (2501 - 2599)	Description	WP Amount	Revenue GLs (3000 - 4999)	Description	WP Amount	Current Authority	Revised Authority
			4719	TRANS FROM BUILDINGS & GROUNDS	601,931	3,245,284	3,847,215
Subtotal Budgetary General Ledgers		0	Subtotal Revenue General Ledgers(RB)		601,931		3,847,215
Total Budgetary & Revenue GLs					601,931		

Expenditures			
CAT	Amount	CAT	Amount
01	410,734		
03	62,076		
04	47,456		
05	50,437		
15	11,160		
26	3,211		
29	13,857		
30	3,000		
Sub Total Category Expenditures		601,931	

Remarks

This work program increases transfer authority from the Buildings and Grounds to add five additional positions and associated expenses for security of the recent and planned acquisition of seventeen properties in Las Vegas. This is a companion to B&G Work Program C65237.

Total Budgetary General Ledgers and Category Expenditures (AP)

601,931

Authorized Signature

Date

Controller's Office Approval

Requires Interim Finance approval since WP is equal to or exceeds \$350,000 cumulative for category