

CHAPTER IV
LEGISLATIVE COUNSEL BUREAU
AND
LEGISLATIVE BUILDING

CHAPTER IV

LEGISLATIVE COUNSEL BUREAU AND LEGISLATIVE BUILDING

THE LEGISLATIVE COUNSEL BUREAU

Legislative service agencies were created to free legislators from dependence upon the Executive Branch of State government and lobbyists for information and assistance. With service agencies, a legislator is not dependent upon a lobbyist or a Governor to draft a bill, research data, or provide information about other states with similar problems. The more professional and expert the service agency staff, the less legislators need to depend on sources of support that may be biased.

Many states, including Nevada, use the basic legislative council pattern providing for a body composed of legislators from each house and from each party empowered to function during the interim between sessions. Powers and responsibilities vary among the states, but basically councils carry out functions assigned by the full legislatures. These functions range from simple administrative duties to extensive power of legislative oversight, policy research, and emergency appropriations.

Although many states maintain separate staff for each house in addition to partisan staff, the Legislative Counsel Bureau is a nonpartisan centralized agency serving both houses and members of all political parties.

In March of 1945, the Nevada Legislature recognized a need for more information and assistance in order to deal with increasingly complex tasks as described in the *preamble* to the bill creating the Legislative Counsel Bureau:

At each biennial session of the legislature, that body is confronted by requests for legislation expanding and changing the functions of and increasing the appropriations of numerous offices, departments, institutions, and agencies of the state government; and . . . not withstanding the information provided by the messages and budgets of the governor and the reports of public officers, it is impossible for the legislature or its committees to secure sufficient information to act advisedly on such requests in the time limited for its sessions.¹

The 1945 law establishing the Bureau charged it with assisting the Legislature to find facts concerning government, proposed legislation, and various other public matters.²

During the next several years, the duties of the Bureau and its staff were modified and expanded. In 1963, the Nevada Legislature reorganized the Legislative Counsel Bureau, giving it structure and responsibilities similar to those it has today.³ One part

of this change was the incorporation of the Statute Revision Commission into the Legislative Counsel Bureau as the Legal Division. The Statute Revision Commission was originally created by the Supreme Court in 1951 and became involved in bill drafting as an adjunct to its statute revision work. The 1963 legislation also added a Fiscal and Auditing Division and a Research Division.⁴

Today, the Legislative Counsel Bureau consists of the Legislative Commission, an *Interim Finance Committee*, a Director, an Audit Division, a Fiscal Analysis Division, a Legal Division, a Research Division, and an Administrative Division.⁵ The following sections describe activities of these units.

Legislative Commission

The Legislative Commission consists of 12 legislators who exercise general policymaking and supervising authority over the operations of the Legislative Counsel Bureau. At every regular session of the Legislature, the Senate and the Assembly each designate six members and alternates for those members to serve on the Commission. The Legislature is required to determine, by joint rule at each regular session: (1) the method of determining the majority and minority party regular and alternate membership on the Commission; (2) the method of filling vacancies on the Commission; (3) the method of selecting the Chair; and (4) the term of office of the Chair.⁶ These provisions are currently enumerated in Joint Rule No. 11.

Members of the Legislative Commission serve until their successors are appointed. However, retiring legislators or those who have been defeated for reelection serve only until the day after the general election. The resulting vacancies are filled in the same manner as vacancies arising from other causes.⁷

For each day's attendance at a meeting of the Legislative Commission or while engaged in official Legislative Counsel Bureau business, Commission members receive a salary of approximately \$146 plus the standard per diem and travel allowances. An alternate who attends a meeting of the Commission but does not replace a regular member is entitled to travel expenses but not salary.⁸

The Director of the Legislative Counsel Bureau acts as the nonvoting recording secretary of the Legislative Commission, which meets periodically, as the accumulation of business requires, on call of the Chair, or by decision of a majority of the Commission. Seven members of the Commission constitute a quorum.⁹

The Legislative Commission is designated by law as Nevada's Commission on Interstate Cooperation. In this capacity, the Commission is charged with the responsibility of working with The Council of State Governments and the National Conference of State Legislatures to exchange ideas and information with other states, so that the Legislature may have the benefit of the latest thinking on matters

falling within its purview. Nevada is a member of The Council of State Governments and the National Conference of State Legislatures, and its annual dues for membership in these organizations are paid by the Commission out of the Legislative Fund.¹⁰ The Commission also pays membership dues to other national organizations to the extent of legislative appropriation.

The Commission, which is designed to assist the Legislature in maintaining its independent and coordinate status with the Executive and Judicial Departments of State government, may investigate and inquire into any area within the competence of the Legislature. Normally, the investigative responsibilities of the Commission are delegated to subcommittees of the Commission, which are assisted by the staff of the Legislative Counsel Bureau. When it holds hearings, the Commission is required to receive recommendations and suggestions for legislation or investigation from State and local governments, officers, and legislators, and may receive recommendations and suggestions from specified private groups or any citizens desiring to report to it.¹¹ It also has subpoena power and may compel the attendance of witnesses and the production of documents necessary to the discharge of its duties.¹²

The Commission appoints the Nevada representatives to the National Conference of Commissioners on Uniform State Laws¹³ and other interstate bodies; formulates proposals for interstate compacts and agreements; and in general, facilitates Nevada's contacts with the federal government, the other states, and local units of government.¹⁴

Between sessions of the Legislature, the Legislative Commission fixes the work priority of all studies and investigations assigned to it by concurrent resolutions of the Legislature. Normally, such studies are carried out by subcommittees of the Commission or Bureau staff under the direction and supervision of the Commission. The Commission may, between sessions, authorize the initiation of additional studies or investigations not specifically requested by the Legislature at the preceding session.¹⁵

Interim Finance Committee

In 1969, the Legislature created the Interim Finance Committee to function within the Legislative Counsel Bureau between sessions and administer a Contingency Account. This account was set up for emergency use by State agencies to supplement regular appropriations which fail to cover unforeseen expenses when the Legislature is not in session. To obtain funds, agencies must submit their requests to the State Board of Examiners for review and recommendation. If the Board finds sufficient justification for the requests submitted to it, it must make a recommendation to the Interim Finance Committee by transmitting it to the Director of the Legislative Counsel Bureau, who is required to notify the Chair of the Interim Finance Committee. Upon receiving the recommendation, the Chair of the Committee must call a meeting to act upon the agency requests. The Interim Finance Committee is not bound to follow the recommendation of the State Board of Examiners. The Committee, by resolution,

may allocate an amount for the purposes requested. In authorizing an allocation, the Committee directs the State Controller to transfer the approved amount from the Contingency Account to the appropriate agency account.¹⁶

The Interim Finance Committee also reviews State agency requests to accept certain gifts and grants, to modify legislatively approved budgets, and to reclassify State merit system positions in certain circumstances. State agencies must receive prior approval of the Interim Finance Committee before they: (1) accept federal grants in excess of \$150,000; (2) accept gifts or donations of a monetary value over \$20,000; (3) accept gifts or grants that involve the hiring of new employees; (4) amend legislatively approved budgets in an amount more than \$30,000, when considered with previous changes, or increase or decrease a budget category by the lesser of 10 percent or \$75,000; or (5) convert or reclassify a merit system position to another type of position when this conversion significantly changes the job scope or job duties of the position as budgeted by the Legislature.¹⁷

The Interim Finance Committee, when the Legislature is not in session, must also approve any change in the scope of the design or construction of a capital improvement project authorized by the Legislature if the change increases or decreases the total square footage or cost of the project by 10 percent or more.¹⁸

The Interim Finance Committee is composed of members of the Senate Committee on Finance and the Assembly Committee on Ways and Means. The position of Chair of the Interim Finance Committee alternates between the chairs of the two legislative committees. Membership on the committee terminates on the day next after the general election for any legislator who retires or is defeated for reelection.¹⁹

In voting on matters before the Interim Finance Committee, a vote is taken of the Senate and Assembly members separately. No action can be taken unless a majority of both groups votes in the affirmative.²⁰

Director

The Director functions as the executive head of the Legislative Counsel Bureau and supervises all of its daily administrative and technical activities.²¹ The Legislative Commission appoints the Director and sets the compensation for the position. The Director, in turn, appoints the chiefs of the Divisions, subject to the approval of the Legislative Commission.²²

The Director employs staff for the Bureau at salaries within the limits of legislative appropriations and the salary schedule approved by the Legislative Commission and authorizes claims against the Legislative Fund.²³ In that capacity, the Director signs checks for the Bureau's payroll and for the Special Account for Intergovernmental Activities and makes the necessary deductions and contributions for legislators' retirement.²⁴ Other duties and responsibilities are discussed in the section on the Administrative Division.

The Director is also required to report inventory and purchases of supplies for each session and to assign space in and supervise the upkeep of the Legislative Building, other buildings used for legislative purposes, and the legislative grounds.²⁵ With the authorization of the Legislative Commission, the Director may enter into agreements for the acquisition of property necessary to support the Legislature and its staff.²⁶

The Director is given the statutory responsibility of registering lobbyists.²⁷ This responsibility includes duties regarding identification badges, statements, reports, and investigations.

In addition, the Director serves as Secretary to the Legislative Commission, the Interim Finance Committee, and various other legislative committees.²⁸ He also provides a secretary for the Interim Retirement and Benefits Committee and the Committee on High-Level Radioactive Waste.²⁹

The Director must consult with a standing committee of the Legislative Commission concerning the general management, organization, and function of the Legislative Counsel Bureau and the necessary preparations for the next regular legislative session.³⁰

Audit Division

The Audit Division performs audits of the Executive and Judicial Departments of State government.³¹ At the direction of the Legislative Commission, the Audit Division may also conduct audits of an entity which is not an agency of the State, but which receives an appropriation of public money.³² The audits furnish independent and factual information to assist the Legislature in the discharge of its constitutional duties.³³ All audits are conducted in accordance with generally accepted governmental auditing standards.³⁴ The objective of each audit varies depending on the nature of the agency, but generally includes determining one or more of the following:

1. Whether the agency has established effective management control systems to ensure resources are safeguarded against waste, loss, or misuse; appropriate goals and objectives are met; and reliable data are obtained, maintained, and fairly disclosed.
2. Whether the agency can improve efficiency or operate programs more effectively.
3. Whether the agency has complied with applicable laws and regulations.
4. Whether appropriate information technology security controls are in place to protect sensitive information against unauthorized use.
5. Whether the agency's financial statements or other financial reports are fairly presented.³⁵

The Legislative Commission approves the biennial audit program of the Legislative Auditor and can direct the Auditor to make any special audit or investigation considered necessary.³⁶ The Legislature itself may also direct the Legislative Auditor to conduct special audits or investigations.

All State agencies must provide the Audit Division with any books, accounts, claims, reports, vouchers, or other records of information, confidential or otherwise, requested by the Legislative Auditor for inspection.³⁷

Written audit reports, including the agency's response, are presented to the Audit Subcommittee of the Legislative Commission. Copies are made available to all members of the Legislature and other appropriate State officers. The results of the audits are confidential and may not be disclosed until the audit report is presented to the Audit Subcommittee.³⁸

If evidence is found of improper practices of financial administration or inadequacy of fiscal records, the Legislative Auditor must report these practices immediately to the Governor, each member of the Legislature, the head of the agency, and, if illegal transactions are involved, the Attorney General.³⁹

Sixty days after an audit report becomes a public document, the agency audited must file a report outlining a plan of action to implement the recommendations. Six months later, a status report must be filed indicating what recommendations in the audit report have been implemented, what recommendations have not been implemented, and the reason why they have not been implemented.⁴⁰

The Audit Division is headed by the Legislative Auditor, who must be a certified public accountant or public accountant qualified to practice public accounting in Nevada. Minimum qualifications include five years of progressively responsible experience in governmental accounting and auditing and a comprehensive knowledge of the principles and practices of public budgeting, governmental accounting, finance, auditing standards, statistical methods, and operational analysis.⁴¹ The Legislative Auditor serves as Secretary to the Audit Subcommittee of the Legislative Commission.⁴²

The Legislative Auditor also oversees the State's Single Audit required by Public Law No. 104-156, the Federal Single Audit Act Amendments of 1996.⁴³ This audit, conducted by a qualified accounting firm under contract with the Legislative Auditor, ensures the continuation of the State's federal funding. Additionally, the Legislative Auditor must count the money in the State Treasury at least annually.⁴⁴

The Legislative Auditor prepares a biennial report for the members of the Legislature and the Governor, which summarizes the results of audits performed and recommends actions to improve the operations of government.⁴⁵

Copies of the annual audit reports on professional boards and commissions are required to be filed with the Legislative Auditor.⁴⁶ Such audit reports received are enumerated in a special report issued every six months. If a contract audit is performed on a State agency, a copy of the report also must be furnished to the Legislative Auditor.⁴⁷

Beginning July 1, 2007, the Legislative Auditor is required to review certain information concerning any child who has had contact with or who has been in the custody of an agency which provides child welfare services and who suffers a fatality or near fatality. The information is reviewed to determine whether the case was handled in a manner consistent with State and federal law and to determine whether any procedures could have assisted in preventing the fatality or near fatality.⁴⁸ The Legislative Auditor is also required to release certain information concerning such children upon request if a child welfare agency refuses to do so.⁴⁹

The Legislative Auditor is further required to conduct reviews, audits, and unannounced visits of residential children's facilities. This requirement, incorporated into Chapter 218G of *Nevada Revised Statutes* (NRS) in 2009, includes governmental and private facilities. The reviews and audits determine whether the facilities protect the children's health, safety, and welfare as well as respect their civil and other rights.⁵⁰

Legal Division

The Legal Division drafts bills and resolutions, issues legal opinions, provides committee counsel to all interim studies and certain standing legislative committees, reviews and approves or revises administrative regulations, and provides certain other assistance when requested.⁵¹ The Legal Division also is responsible for the preparation and publication of supplements, annotations and indexes to NRS, and several compilations of selected portions of NRS.⁵² The Division produces an electronic version of the statutes and other publications titled the *Official Nevada Law Library*, which is available on CD-ROM. The Division also is responsible for the production and distribution of *Nevada Administrative Code* (NAC) and the *Register of Administrative Regulations*.⁵³ In conjunction with its publications program, the Legal Division also operates the State Printing Office and the Nevada Legislative Gift Shop. The State Printing Office serves the printing needs of the Legislative Branch and the Nevada Supreme Court, and may accept other governmental work.⁵⁴

The Legal Division is headed by the Legislative Counsel, who must be an attorney licensed to practice law in one of the United States. The Legislative Counsel must be familiar with political science, parliamentary practice, legislative procedure, and methods of research, statute revision, and bill drafting.⁵⁵ The Legislative Counsel is one of Nevada's Commissioners on Uniform State Laws.⁵⁶

The Legislative Counsel is the legal adviser to the Legislative Branch of government, providing legal counsel for legislative committees and subcommittees and issuing legal opinions, which may influence the construction and application of statutes. On the direction of the Legislative Commission, the Legislative Counsel or attorney staff may appear in, commence, prosecute, defend, or intervene in any action, suit, or other judicial or administrative proceeding to protect the official interests of the Legislature or any of its committees.⁵⁷ The Legislative Counsel only issues opinions upon the request of a member or committee of the Legislature, the Legislative Commission, or the Director of the Legislative Counsel Bureau.⁵⁸ The opinions of the Legislative Counsel do not have any binding force but are intended to guide public officials in the absence of an authoritative decision rendered by a court.

Upon request, the Legal Division drafts legislative measures for members of the Legislature, State agencies and departments, the Governor, certain local governments, members of the judiciary, and other entities authorized by specific statute. However, the Division cannot prepare any measures proposed by the Executive Department unless a request has been approved by the Governor and is received on or before August 1 preceding the regular session. Proposed legislative measures from a county, school district, or city also must be approved by the appropriate governing body and submitted to the Legislative Counsel on or before September 1.⁵⁹ The preparation of legislative measures entails research into the legal effect of proposed changes in existing laws, the development of sufficient background information to enable the bill drafter and the legislative sponsor to understand fully the ramifications of the suggested legislative measures, and the actual drafting of the measures in proper form and style.

The staff of the Legal Division, as well as other officers and employees of the Legislative Counsel Bureau, are prohibited from urging or opposing any legislation and are bound to observe the confidentiality of all matters within the work assigned unless those matters have become public records or the sponsor has granted consent to the disclosure.⁶⁰

Before introduction, every request for a bill must be delivered to the Legal Division to be put in the proper form. All bills or resolutions of both houses designated for reprinting, engrossment, reengrossment, and enrollment must be routed directly through the Legal Division so that adopted amendments may be inserted prior to engrossment, reengrossment, or enrollment.⁶¹

The staff of the Legal Division performs engrossing, reengrossing, and enrolling for the Legislature. Whenever a bill or resolution has passed both houses of the Legislature, the measure is transmitted to the Legislative Counsel for enrollment, at which time a receipt must be issued to the Secretary of the Senate or the Chief Clerk of the Assembly bearing the date of delivery. When the measure is delivered to the Governor, the Legislative Counsel must note this fact over the Legislative Counsel's signature as a part of the bill's history.⁶² The official engrossed bill is then delivered to the Secretary of State.⁶³

The Legislative Counsel also makes recommendations to the Legislature for the clarification of specific statutes, the elimination of obsolete sections of NRS, and the resolution of conflicting portions of the law.⁶⁴ The Legislative Counsel is responsible for revising NRS and all other authorized publications of the Legal Division. Additional responsibilities of the Legislative Counsel include indexing NRS, *Statutes of Nevada*, and other publications and legal materials of the Legislative Counsel Bureau.

The Legal Division is also responsible for reviewing all regulations adopted by the agencies of the Executive Department, except those exempted from the Nevada Administrative Procedure Act. The Legal Division also revises, if appropriate, the language of regulation so it is clear, concise, and appropriate for incorporation in NAC (NRS 233B.063). The Legal Division also codifies all adopted regulations that have been approved by the Legislative Commission in NAC. *Nevada Administrative Code* is designed to present the regulations in clear and concise language and make those on a particular subject easy to find. The Legislative Counsel also provides legal advice to the Legislative Commission in its review of adopted administrative regulations for conformance with statutory authority and compliance with legislative intent.⁶⁵

The Legislative Counsel hires and directs the staff of attorneys and other members of the Legal Division engaged in the legal work of the Legislative Counsel Bureau.

STATE PRINTING OFFICE

Nevada State Printing was transferred from the Executive Department of State government to the Legal Division of the Legislative Counsel Bureau on July 1, 2003. The State Printing Office is located to the east of the Legislative Building and parking garage on the corner of Stewart and Fifth Streets. This building houses Legislative Counsel Bureau staff, the print shop, computer training rooms, and warehouse operations. In addition, the south portion of the building houses the Warehouse, Training Room, and several offices of the Administrative Division. The State Printing Office provides diverse printing, finishing, and binding services to the Legislative Branch and Nevada Supreme Court. The mission of the State Printing Office is to produce and publish high-quality graphics, text, and forms in an economical and timely manner, and to provide the best value possible for all state agencies of Nevada.

Research Division

The Research Division is the general information and service arm of the Legislature. It conducts research into a wide variety of subjects at the request of legislators, legislative committees, other State and local officials, and citizens of Nevada. It also responds to inquiries concerning Nevada's government, laws, and public policy issues from residents, counterpart agencies, and public officials in other states.

Most of the statutory duties of the Division and the Research Director are described in NRS 218F.810. These responsibilities include:

1. Providing the Legislature, its members, and committees with research, information, and assistance concerning public policy, including proposed or possible legislation, and national, state, and local issues of interest to the State of Nevada and its political subdivisions.
2. Providing staff to standing and interim committees as assigned by the Director of the Legislative Counsel Bureau, the Legislature, or the Legislative Commission.
3. Providing the Legislature and its members and committees with comprehensive, accurate reports and background information on subjects of legislative interest.
4. Analyzing, comparing, and evaluating the programs and statutory provisions of the State of Nevada and other states.
5. Advising the Legislature and its members and committees regarding matters relating to the resources and procedures necessary to conduct research.
6. Preparing publications relating to the Legislature and the Legislative Counsel Bureau.
7. Managing the Research Library of the Legislative Counsel Bureau.
8. Providing information and assistance to the Legislature and its members and committees concerning the apportionment of legislative districts and any other political districts, the boundaries of which are determined by the Legislature.
9. Performing such other functions as may be assigned by the Legislature, the Legislative Commission, or the Director of the Legislative Counsel Bureau.⁶⁶
10. Working with the Legal and Fiscal Analysis Divisions to prepare ballot language regarding proposed constitutional amendments and other statewide measures, which, if approved by the Legislature, must be voted on by the people.⁶⁷
11. Working with the Legal Division to develop recommendations for the elimination of obsolete or antiquated statutes.⁶⁸

The Research Director, or a designee, is the nonvoting recording secretary and primary technical staff person of the Legislative Committee on Public Lands,⁶⁹ and the Division also provides primary legislative staff support to the ongoing statutory committees which in past interims have included the Committees on Child Welfare and Juvenile Justice; Education; Energy; Health Care; High-Level Radioactive Waste; Senior Citizens, Veterans and Adults With Special Needs; the Tahoe Regional

Planning Agency and Marlette Lake Water System; and the Commission on Special License Plates.

The general function of the Research Division is to provide information and services to the Nevada Legislature and its members. Its major responsibility is to prepare responses to requests from individual legislators for information, analysis, and assistance at any time, regardless of whether or not the Legislature is in session. Assistance with constituent concerns is also available through the Division's Constituent Services Unit.

During the months prior to the legislative session, the Division prepares the *Nevada Legislative Manual* as required under NRS 218F.400. The Division also prepares fact sheets and research briefs on issues likely to be prominent during the legislative session, policy and program reports on State government, and a publication titled *Guide to the Nevada Legislature*.

During legislative sessions, Research Division personnel serve as policy analysts for all standing committees except the appropriations and revenue committees, which are served by the Fiscal Analysis Division. Research staff assist the chairs and other members by providing information and research on bills and related matters under consideration by the committees. Division policy analysts also summarize each measure passed out of committees to which they are assigned. In addition to committee work, research staff assist individual legislators in developing ideas for legislation and preparing bill analyses.

Following the legislative session, the Research Division summarizes each enacted measure and compiles the *Summary of Legislation*. The Division also prepares a comprehensive presentation titled *The Nevada Legislature: Review of Legislative Actions on State Issues* (also known as the "End of Session Speech"), which describes legislative activities by subject area for each regular session and certain special sessions.

During the period between sessions, the staff of the Research Division is assigned to interim study and ongoing statutory committees. The staff members prepare background material for the committees, arrange committee hearings, and prepare each committee's final report to the Legislative Commission. The recommendations from all the interim studies are compiled in the *Summary Bulletin*, which also is prepared by the Research Division.

The research staff is available to individual legislators to conduct research and prepare written analyses on specific topics throughout the year. The staff also assists legislators to prepare for speeches and other public presentations, if they are not related to election campaigns or partisan activities. In addition to assisting legislators, the Division answers requests for information from State agencies, legislative staff in other states, businesses, legislative constituents, and the general public.

The Research Library provides professional library services in support of the Legislative Counsel Bureau's activities. Major services provided by Library staff include researching the history of Nevada legislation, legislators, and the Legislature; answering questions about Nevada legislative materials, the Legislature's website, and Nevada government; providing assistance and training in locating information from both print and electronic sources; and maintaining the Library's website and databases. Library collections include current and previous sets of Nevada compiled laws, bills introduced since 1911, Nevada Territorial and State journals and session laws, and minutes and exhibits of legislative hearings. The collection also includes studies and reports from federal, State, and professional organizations, as well as resources for statistical and comparative research. The Library website (<http://www.leg.state.nv.us/division/research/library>) provides access to various Library databases covering legislative history, legislators, reports to the Legislature, schools and legislative districts, and the Library catalog, as well as other key informational sources. For more information about the Library's services, see Chapter 5, "Resources for Legislators."

In summary, the primary function of the Research Division is to provide Nevada legislators and others with basic services and all types of information regarding legislative issues that are not specifically fiscal or legal in nature.

Fiscal Analysis Division

The Fiscal Analysis Division provides the Legislature with the capability for independent review and analysis of budgetary and fiscal matters. It examines the *Executive Budget* and suggests possible changes, provides expenditure and revenue projections to aid the legislative money committees, and assists the Legislature to interpret factual data related to the fiscal aspects of the operation of State and local government.

Other duties of the Fiscal Analysis Division include: (1) analyzing the past history and probable future trends of the State's financial position so that a sound fiscal policy may be developed and maintained; (2) analyzing appropriations bills, revenue bills, and bills having a fiscal impact upon the operation of the government of the State of Nevada or its political subdivisions; (3) thoroughly examining all agencies of the State with special regard to their activities and the duplication of efforts between them; and (4) ascertaining facts and making recommendations to the Legislature concerning the budget of the State and the estimates of expenditure requirements of the agencies of the State.⁷⁰

After each legislative session, the Division prepares and publishes *The Appropriations Report*, which describes in some detail the fiscal actions of the Legislature, all appropriation and authorization acts, and changes to the State tax and revenue structure. This publication highlights legislative budget actions and serves as a valuable reference document.

Because of the critical importance of adequate financial data on which to base legislative decisions, the Fiscal Analysis Division is an indispensable adjunct of the Legislature. The services it provides help the Legislature to set economically sound policies for the State, anticipate future needs, and objectively analyze budgetary requests submitted to it.

Administrative Division

The Administrative Division provides operating and technical support to the other divisions of the LCB and to the Legislature. The Division is responsible for accounting and human resources; lobbyist registration; audio and video services; communications equipment; control of inventory; information technology services; janitorial services; maintenance and remodeling of buildings; maintenance of legislative grounds and vehicles; purchasing; legislative police; parking; shipping and receiving; utilities; and warehouse operations.⁷¹

The Chief of the Administrative Division is the ex officio Legislative Fiscal Officer and maintains a complete set of accounting records and reports for all legislative operations. The payroll records for all legislators and employees of the Legislative Branch of government are maintained by the Chief.⁷²

Summary

The staff services of the Legislative Counsel Bureau are furnished throughout the year for any legislator. Legal advice, fiscal information, and background research are furnished upon request. Services of a more extensive nature are executed when the Legislature so orders by means of a law or resolution. Between sessions, such projects may be requested through the Legislative Commission.

FACILITIES AND SERVICES

Legislative staff and services are located in four separate facilities: the Sedway Office Building, the Legislative Building, and the State Printing Office in Carson City, and the Grant Sawyer State Office Building in Las Vegas.

Legislative Counsel Bureau Offices

(A more detailed directory of Legislative Counsel Bureau staff is included in the “Directory of State and Local Government” at the end of the *Legislative Manual*.)

Director’s Office—Legislative Building, (775) 684-6800
Director—Rick Combs

Administrative Division—Legislative Building, (775) 684-6800

Chief of the Administrative Division—Roger Wilkerson

Las Vegas Office—555 East Washington Avenue, Room 4400, (702) 486-2800

Legislative Services Officer—Melisa Aguon

Audit Division—Sedway Office Building, Second Floor, (775) 684-6815

Legislative Auditor—Paul V. Townsend

Fiscal Analysis Division—Sedway Office Building, Third Floor, (775) 684-6821

Fiscal Analyst (Senate)—Mark Krmpotic

Fiscal Analyst (Assembly)—Cindy Jones

Legal Division—Legislative Building, First Floor, (775) 684-6830

Legislative Counsel—Brenda J. Erdoes

State Printing Office—301 South Stewart Street, (775) 684-6950

Manager—Kevin R. Honkomp

Research Division—Sedway Office Building, First Floor, (775) 684-6825

Interim Research Director—H. Pepper Sturm

SEDWAY OFFICE BUILDING

The Sedway Office Building is located southeast of the Legislative Building on the corner of Fifth and Stewart Streets. This three-story structure houses the Legislative Library and the offices of the Audit, Fiscal Analysis, and Research Divisions.

LEGISLATIVE BUILDING

Located on the Legislative Mall, which covers an area of seven former city blocks south of the Capitol, the Legislative Building contains 180,000 usable square feet and facilities for the Legislature and the Legislative Counsel Bureau. Included within the building are equipment and accommodations for the public and the Legislature, which make the building one of the finest in the nation for its purpose. The Administrative and Legal Divisions of the Legislative Counsel Bureau are located on the first floor of the Legislative Building. The building was constructed following the 1969 Legislative Session and remodeled and substantially expanded following the 1995 Session. The floor plan of the Legislative Building may be found in Appendix H.

STATE PRINTING OFFICE

The State Printing Office is located east of the Legislative Building at 301 South Stewart Street. The two-story structure houses LCB staff, the print shop, computer training rooms, and warehouse operations.

LAS VEGAS OFFICE

The Legislative Counsel Bureau is located in the Grant Sawyer State Office Building at 555 East Washington Avenue in Room 4400. The Las Vegas Office provides videoconference capabilities, furnishes legislative information, allows access to all Legislative Counsel Bureau staff services, and manages individual and committee meeting space for the Legislature in the facility. The office also contains a library area, which is open to the public, with legislative reference material and a computer to access the Legislature's website. The floor plan of the Las Vegas Office may be found in Appendix H.

TELEPHONE COMMUNICATIONS

Three basic types of telephone communications services are available in the Legislative Building:

1. Legislative Telephone Service;
2. State Legislative Message Center; and
3. Courtesy Phone.

Legislative Telephone Service

The area code for all areas of the State except Clark County is 775. In Clark County, the area codes are 702 and 725. Legislators may place calls directly from their offices on a 24-hour per day basis. Long-distance calls to areas inside and outside the State may be placed as follows:

Dial 9 (dial tone)
Dial 1
Dial area code
Dial seven-digit number

Long-distance calls made from legislators' offices are automatically billed to their office telephone number. To make special calls (credit card, collect, 800, and non-seven-digit numbers) the caller must dial 9 to obtain an outside line before placing these types of calls.

State Legislative Message Center

If a legislator's telephone is not answered by the third ring, the call will be forwarded to voice mail. If the person does not wish to leave a message on voice mail, the caller may dial 0 and the call is transferred to the Message Center. All messages for legislators taken by the Message Center are electronically mailed to the legislators' offices. Emergency messages are delivered directly to either the Sergeant at Arms or the legislators' secretaries.

The Message Center is also provided as a public service for the convenience of the general public for receiving telephone calls during the legislative session. The Message Center is open daily on the days the Legislature is in session from 8 a.m. until 5 p.m., and its number is (775) 684-6789. The Message Center may also be called toll-free from Las Vegas by dialing (702) 486-2626 or from other Nevada areas by dialing (800) 978-2878, (800) 995-9080, or (800) 992-0973.

Courtesy Phone

A courtesy phone for local and credit card calls is available on the first floor of the Legislative Building for use by the general public.

Billing of Legislators for Telephone Service

Each legislator receives a \$2,800 telephone allowance during a regular session to defray telephone charges incurred in the performance of official duties. Each member is responsible for the payment of telephone bills incurred in the Legislative Building.

Legislators are billed for long-distance calls made from their office telephones on a monthly basis by the Accounting Unit of the Legislative Counsel Bureau. Charges for calls made on the least-cost routing system are based on time and distance. Questions about telephone billing should be discussed with the Accounting Unit at (775) 684-6805. Payment of a legislator's State telephone bill should be made to:

Legislative Counsel Bureau
Accounting Unit
401 South Carson Street
Carson City, Nevada 89701-4747

Toll-Free Services for Constituents

Several information services are available to constituents.

LONG-DISTANCE CALLS TO LEGISLATORS

Constituents outside the local calling area may make toll-free calls to their legislators from 8 a.m. to 5 p.m. by dialing (800) 992-0973 for all of Nevada. A toll-free fax number is also available by dialing (866) 543-9941. The local fax number is (775) 684-6811. Las Vegas area callers may also dial (702) 486-2626. All calls will be put through to the legislator's secretary. If the telephone is not answered by the third ring, the call will forward to voice mail. If the person does not wish to leave a message on voice mail, the caller may dial 0 to be transferred to the Message Center. All messages for legislators taken by the Message Center are electronically mailed to the legislators' offices. Emergency messages are delivered directly to either the Sergeant at Arms or the legislator's secretary.

PUBLIC POINT OF VIEW

Constituents calling legislators to register their point of view on a particular measure or topic for which a poll is being conducted may dial toll-free from anywhere within the State. The toll-free number to dial is (800) 995-9080. People calling from Las Vegas may dial (702) 486-2626. Constituents in the local calling area (Carson City, Crystal Bay/Incline Village, Dayton, Gardnerville, Minden, Reno, Sparks, and Virginia City) may dial (775) 684-6789. Constituents may also register their point of view online at <http://www.leg.state.nv.us> and then clicking on the “Share Your Opinion” link.

POSTAL SERVICE

All mail is routed through the General Services Unit of the Legislative Counsel Bureau. Each house of the Legislature independently provides for the distribution of mail to its own members.

FIRE AND EMERGENCY PROCEDURES

The Legislative Building, Sedway Office Building, and State Printing Office are equipped with a smoke- and heat-detecting fire alarm system. Should sufficient heat or smoke be detected by the sensors, the fire alarm will activate automatically. Whenever the alarm bell sounds, do not assume that the alarm is only a drill. Evacuation of the buildings must begin immediately. In addition to the fire systems, the Legislative Police have the ability to use an emergency public address system and/or a computer messaging system to send an emergency message to all users in the buildings. The Legislative Police will use the best method(s) available to notify occupants of an emergency or evacuation.

Evacuation should be completed as rapidly as possible and without panic. When the alarm sounds, elevators will be called to the first floor and locked down. Do not use elevators! Evacuation will be by stairways only. There are numerous stairways throughout the buildings. Employees should be familiar with the stairway closest to their work space. Evacuate by the stairway nearest you if you can do this safely.

Evacuation maps of the Legislative and Sedway Office Buildings and the State Printing Office are posted throughout those buildings. Locate the map nearest your location and familiarize yourself with the route.

The following procedure applies when an employee detects a fire prior to the alarm sounding. If the fire cannot be put out with fire extinguishers located on each floor throughout the buildings:

1. Notify the Legislative Police at 684-6812 and report the exact location of the fire.
2. Pull the nearest fire alarm switch and proceed with evacuation as noted above.
3. Close doors behind you as you exit the building.

All Fires, No Matter How Small, Must Be Reported.

Reentry into the building will not be allowed until the fire department has determined it is safe to do so. Legislative Police will notify employees when it is safe to reenter the building.

Emergency Telephone Numbers (From Within the Building)

Legislative Police	4-6812
First Aid	4-6812
Fire	9 + 911
Ambulance	9 + 911
Sheriff	9 + 911
Senate Sergeant at Arms	4-3558
Assembly Sergeant at Arms	4-8525
Emergency Coordinator:	
John Drew, Chief, Legislative Police	4-6812

After Calling for Ambulance or Other Emergency Equipment, Notify Legislative Police.

The Legislative Police are trained and certified to respond to situations requiring medical first aid. Please notify the Legislative Police when an emergency occurs. Describe the situation completely so that officers can respond with the proper personnel and equipment. Advise the Legislative Police if an ambulance or other emergency equipment has already been requested. Some locations in our buildings may be hard to locate. The Legislative Police are required to meet the fire department or ambulance and provide the first responders the quickest route to the emergency.

ENDNOTES FOR CHAPTER IV

- ¹ Chapter 91, *Statutes of Nevada 1945*, 136 and 137.
- ² *Id.*, 136.
- ³ Chapter 403, *Statutes of Nevada 1963*, 1011.
- ⁴ *Id.*, 1014.
- ⁵ NRS 218F.100.
- ⁶ NRS 218E.150.
- ⁷ NRS 218E.150 and Joint Rule No. 11, *Standing Rules of the Senate and Assembly*, Nevada Legislature, 78th Session, 2015.
- ⁸ NRS 218A.630 and 218E.160.
- ⁹ NRS 218E.155.
- ¹⁰ NRS 218E.180.
- ¹¹ NRS 218E.175.
- ¹² NRS 218E.185.
- ¹³ NRS 219.020.
- ¹⁴ NRS 218E.180.
- ¹⁵ NRS 218E.205.
- ¹⁶ NRS 353.266 through 353.269, inclusive.
- ¹⁷ NRS 353.220, 353.224, and 353.335.
- ¹⁸ NRS 341.145.
- ¹⁹ NRS 218E.400.
- ²⁰ *Id.*, subsection 8.
- ²¹ NRS 218F.110.
- ²² NRS 218F.100.
- ²³ NRS 218A.150 and 218F.110.
- ²⁴ NRS 218C.390, 218F.210, and 218F.230.
- ²⁵ NRS 218F.300 and 331.135.
- ²⁶ NRS 218E.180.
- ²⁷ NRS 218H.010, *et seq.*
- ²⁸ NRS 218E.155, 218E.400, 218E.560, 218E.610, 218E.710, 218E.755, and 439B.210.
- ²⁹ NRS 218E.420, 218F.110, and 459.0085.
- ³⁰ NRS 218E.225.
- ³¹ NRS 218G.030 to 218G.585, inclusive.
- ³² NRS 218G.450.
- ³³ NRS 218G.010.
- ³⁴ NRS 218G.110.
- ³⁵ NRS 218G.200.
- ³⁶ NRS 218G.120.
- ³⁷ NRS 218G.210.
- ³⁸ NRS 218G.240.
- ³⁹ NRS 218G.140.
- ⁴⁰ NRS 218G.250 and 218G.270.
- ⁴¹ NRS 218G.100.

- ⁴² NRS 218E.240.
- ⁴³ NRS 218G.330 to 218G.350, inclusive.
- ⁴⁴ NRS 353.060.
- ⁴⁵ NRS 218G.160.
- ⁴⁶ NRS 218G.400.
- ⁴⁷ NRS 353.325.
- ⁴⁸ NRS 218G.550.
- ⁴⁹ NRS 218G.555.
- ⁵⁰ NRS 218G.570 to 218G.585, inclusive.
- ⁵¹ NRS 218D.050 through 218D.355 and 218F.710.
- ⁵² Chapter 220 of NRS.
- ⁵³ NRS 233B.065 and 233B.0653.
- ⁵⁴ NRS 344.047 and 344.050.
- ⁵⁵ NRS 218F.700.
- ⁵⁶ NRS 219.020.
- ⁵⁷ NRS 218F.720.
- ⁵⁸ NRS 218F.710.
- ⁵⁹ NRS 218D.175 and 218D.205.
- ⁶⁰ NRS 218F.150.
- ⁶¹ NRS 218D.610.
- ⁶² NRS 218D.630.
- ⁶³ NRS 218D.655.
- ⁶⁴ NRS 220.080 and 220.085.
- ⁶⁵ NRS 233B.067.
- ⁶⁶ NRS 218F.810.
- ⁶⁷ NRS 218D.810.
- ⁶⁸ NRS 220.085.
- ⁶⁹ NRS 218E.515.
- ⁷⁰ NRS 218F.600.
- ⁷¹ NRS 218F.500.
- ⁷² NRS 218F.510.