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STATE OF NEVADA
2003-2005 BIENNIAL BUDGET REQUEST
EXPANDED PROGRAM NARRATIVE

Budget Account Title:	Nevada State Public Works Board
Budget Account Number:	1560
Name of Agency or Program:	Public Works Division (Administration)

SECTION 1 – STATUTORY MANDATE, PROGRAM DESCRIPTIONS, PUBLIC PURPOSE AND CRITICAL NEED

1A – Statutory Mandate

The Agency was formed and receives its general authority under NRS 341. The specific services and programs of the various sections within the Agency are described in NRS 338, 341, 393 and 444.

1B – Program Descriptions

The Nevada State Public Works Board is an agency of the Department of Administration and its Public Works Division (Administration) is responsible for general administration of the agency and submission of its budgets. The Manager oversees the two divisions, the Public Works Division and the Public Works Inspection Division, and has statutory control and responsibility for their operation. The Manager also has the responsibility to utilize personnel and other resources to produce a more efficient overall operation, which will result in economies within to improve the organization of the Agency. The Manager coordinates the efforts of the Board to achieve its mission, goals and objectives - meeting public needs through strategic planning and coordination of staffing and resources. The Public Works Board's statutory functions are:

- All construction of public buildings upon property of the State to be supervised by, and final authority for completion and acceptance vested in, the State Public Works Board, NRS 341.153(2);
- The development of a recommended capital improvement program for the State of Nevada, NRS 341.191;
- The advanced planning, preparation and/or coordination of the design and construction of authorized capital improvement projects, NRS 341.141, 142 and 145;
- Furnish engineering and architectural services to the University and Community College System of Nevada and all other state departments of any building construction on state property or for which the money is appropriated by the Legislature, NRS 341.141;
- Act as the Building Official for the State of Nevada, NRS 341.153(2).
- The qualification of bidders for all Public Works Board projects, NRS 338.1375;
- Periodic inspection of state buildings, NRS 341.201;
- Review and approve plans for all new school district building construction and additions or alternations for structural, non-structural fire and life-safety*, code, and accessibility compliance, NRS 393.110;
- Provide a system of accounting for life-cycle costs for state buildings, NRS 341.151;
- Cooperation with state agencies and local planning commissions in their planning efforts, NRS 341.211;
- Participate in interstate, regional, and national planning projects, NRS 341.130;
- Review all proposed adoptions and changes to the Uniform Plumbing Code by any city or county within the state, NRS 444.420.

*Delegated to State Fire Marshal

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In addition to the legislatively authorized capital improvement projects, the Public Works Board staff provides project design and management services to all state agencies in the completion of agency funded construction projects.

MISSION STATEMENT - The Public Works Board provides for safe, efficient, well-planned and successful projects; To efficiently and effectively plan, manage, and implement capital improvements for the State of Nevada; As the state's building official, to regulate all construction on state lands to safeguard public health, safety and welfare. We are committed to ensuring successful projects by conducting ourselves professionally, ethically, courteously, and in a businesslike manner. We will work as a team to build consensus, take pride in our work and serve with humility.

NEW PROGRAMS AND PERFORMANCE INDICATORS - No new programs specific to this budget account will be implemented in this biennium, although the Public Works Board will continue to modify its policy and procedures to better implement its responsibilities.

Performance indicators for this budget account have been adjusted, and will continue to set high standards for the Public Works Board and monitor the performance of the administrative division of the agency. Performance indicators identified for this biennium, as well as in past bienniums, focus on reducing the time delays and change orders for construction projects, curtail claims, and ensure the building meets the needs of the customer through the partnering process. We are continuing to commission our buildings and perform physical condition analysis on state facilities. To ensure the timely processing of critical documents within Public Works Board we will continue to evaluate the time frames to process agreements, contracts, and pay requests.

New for this biennium are performance indicators for the Facilities Condition Analysis group. These indicators set the expected level of productivity for auditing the State's facilities.

FUNDING - The Public Works Board's Public Work's Division (Administration) is totally funded with a General Fund appropriation.

STAFFING - There are 10 full time administrative staff positions authorized for the Board at this time. All authorized positions are filled.

OUT-OF-STATE-TRAVEL - Out-of-state travel is requested in the amount projected to meet the needs of the Public Works Board's management staff for the next biennium. Out-of-state travel requested in the base budget in the amount of \$965 in fiscal years 2004 and 2005, will enable the manager and deputy manager to attend a building commissioning conference, national and regional NASFA, ACA, and security conferences where they will learn the benefits of the latest building technology and enhance current activities in commissioning buildings.

IN-STATE TRAVEL - The base travel budget includes funds for regular statewide travel for the Manager, two Deputy Managers, and support staff. In-State travel requested in the base budget is \$24,221 in FY 2004 and FY 2005.

OPERATING - The proposed base operating budget includes funds for Public Works Board operations statewide. Each sub account of the operating budget has been carefully examined and compared with past expenditures, then carried forward to reflect the best estimate of funds required to meet the agency goals, as well as statutory directives. The base budget requests operating costs for fiscal years 2004-2005 in the amount of \$63,498 and \$74,170 respectively

Adjustments for inflation for the biennium are included as a part of the M-100 decision unit for all categories subject to inflation costs.

EQUIPMENT - Equipment requested for this biennium is primarily directed at providing the Facilities Condition Analysis group with the tools necessary to carry out their program in an efficient and effective manner. This equipment is included in decision unit E-300 in the amount of \$7,509 in fiscal year 2004 and \$914 in fiscal year 2005. Included in this decision unit is the purchase of a laptop computer, two digital cameras, and cost estimating software.

INFORMATION SERVICES - Replacement computer equipment, printers, software, and fax machine for fiscal years 2004 and 2005 are included as a part of decision unit E-710 in the amount of \$4,726 and \$2,055, respectively. All replaced equipment that is still in good condition will be reassigned to lower level staff positions where possible and practical.

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TRAINING - Staff training requested in the base budget in the amount of \$1,062 in fiscal years 2004 and 2005 will promote professional development for the division. In addition, training for the Manager and Deputy Manager of Professional Services is requested in decision unit E-280. This training is necessary to maintain professional licenses. The amount of decision unit E-280 is \$1,719 in fiscal years 2004 and 2005.

1C - Public Purpose and Critical Need

The State Public Works Board has the final authority for approval of architecture and acceptance of completed buildings; solicitation, revision, acceptance, and rejection of bids for construction or repair; execution of contracts and modification of the scope of work; and supervision and inspection of construction and repairs. The Board's function as the Building Official over state facilities is instrumental in protecting the health, safety and welfare of the public and the state workers who reside within state facilities.

SECTION 2 - NEW PROGRAMS INCLUDED IN THIS BUDGET ACCOUNT

No new programs specific to this budget account will be implemented in this biennium, although the Public Works Board will continue to modify its policy and procedures to better implement its responsibilities.

SECTION 3 - PERFORMANCE MEASUREMENTS

Performance indicators for this budget account have been adjusted, and will continue to set high standards for the Public Works Board. To ensure the timely processing of critical documents within the Public Works Board, we will continue to evaluate the time frames to process agreements, contracts, and pay requests.

New to the performance measurements is the number of buildings audited by the Facilities Condition Analysis (FCA) group. Now that the FCA group is fully staffed, we estimate that the rate of building audits will increase to 300 per year.

Except for payment processing, the SPWB is essentially processing key documents within expectations. Upon further review, 15 days instead of 10 days seems a more appropriate target for payment processing. This allows approximately 10 business days to approve or deny payment requests.

Performance Indicator	Projected FY 02	Actual FY 02	Projected FY 03	Projected FY 04	Projected FY 05
Average number of days required for SPWB to process contracts	13	15	13	13	13
Average number of days required for SPWB to process agreements	19	14	15	15	15
Average number of days required for SPWB to process payments	10	16	15	15	15
Buildings audited by Facilities Condition Analysis Group	150	249	150	300	300

SECTION 4 - WORKLOAD STATISTICS

Workload Indicators	Projected FY 02	Actual FY 02	Projected FY 03	Projected FY 04	Projected FY 05
* See note below					

***Explanation of Workload Indicators, including Planned versus Actual**

The Public Works Division is the oversight and administration arm of the Agency and currently has no measurement indicators. Performance measurements and workload statistics are tracked for the individual programs within the agency.

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SECTION 5 – BUDGET REDUCTIONS

During fiscal year 2003, the following budget reductions were made in this account:

**State Public Works Board
Proposed Adjustments to B/A 1560
FY 2003**

Cat/GL	Cat/GL Name	Authorized	Reduction	Adjusted Authorization
Cat 02	Out-Of-State Travel	2,574	2,574	0
Cat 03	In-State Travel			
GL6200	Per Diem In-State	11,362	4,000	7,362
GL6250	Comm Air Transportation	10,987	1,000	9,987
GL6260	State Owned Air Trans	609	609	0
GL6210	Motor Pool In-State Daily	3,302	400	2,902
Cat 04	Operating Expenses			0
GL7100	State Owned Bldg Rent	28,560	7,436	21,124
GL7040	Printing & Copying	8,781	2,581	6,200
Cat 26	Technology			0
GL7770	Computer Software	420	420	0
GL8370	Computer Equipment	5,653	5,653	0
Cat 30	Training	1,281	1,281	0
Totals		73,529	25,954	47,575

In fiscal years 2004 and 2005, proposed position transfers in decision units E-900 through E-902 will cut \$36,875 and \$47,127 respectively.

SECTION 6 – MAINTENANCE UNITS

The following maintenance units are included in the Executive Budget for this budget account (excluding standard or Budget Division prepared units):

None

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SECTION 7 – ENHANCEMENT UNITS

The following table summarizes the enhancement units that are included in the Executive Budget for this budget account:

Unit	FY 04	FY 05
E277		
Increase in training	1,719	1,719
 E300		
New technological and office equipment to increase efficiency and effectiveness of Facilities group	7,509	914
 E710		
Replacement of computer hardware and software	4,726	2,055
 E900 - 902		
Position Transfers		
900 Transfer in for B/A 1562	55,833	57,210
901 Transfer out to B/A 1562	-52,060	-53,851
902 Transfer out to B/A 1562	-54,602	-55,174
Total E900-902	-50,829	-51,815
Total Enhancements	-36,875	-47,127

The details of these enhancement units are presented below:

E-277

This is a request to fund required training for the Manager and Deputy Manager to maintain professional licenses.

In order to maintain their professional engineer's licenses, the Manager and Deputy Manager of Professional Services must earn CPE credit. This is a request to fund a one-day seminar for each manager in each of the two fiscal years. The financial impact of this decision unit on B/A 1560's expenditures is presented below.

DU E-280 Financial Impact				
Cat.	GL	Fiscal Year		Total
		2004	2005	
30	7300 Dues and Registrations (2 seminars @ \$850 in each year)	1,719	1,719	3,438

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E-300

This is a request to purchase laptop computer, two digital cameras, and other equipment for the Facilities Audit Group and to upgrade certain computer equipment and software.

The Facilities Audit Group surveys the buildings owned by the State and reports the needed maintenance projects on those buildings. A substantial portion of this work is performed in the field; therefore, we're requesting equipment that will increase productivity in the field. This equipment includes a laptop computer, digital voice recorders, two palm pilots, and two digital cameras. In addition, we're requesting new office furniture for this group.

This decision unit also includes a request to update and upgrade various pieces of computer equipment and software that is vital to the agency.

The financial impact of this decision unit on B/A 1560's expenditures is presented below.

**State Public Works Board
DU E-300 Financial Impact**

Cat.	GL	Qty	Unit Cost	Fiscal Year		Total
				2004	2005	
26	8371 Computer Equipment					
	Digital Camera	2	400.00	800.00		800.00
	Digital Camera Battery	2	100.00	200.00		200.00
	Laptop Computer	1	2,095.00	2,095.00		2,095.00
	Docking Station	1	800.00	800.00		800.00
	Palm Pilot	2	300.00	600.00		600.00
	Total GL 8370			4,495.00	-	4,495.00
26	7771 Computer Software					
	MS Office	2	340.00	680.00		680.00
	MS Office	1	340.00		340.00	340.00
	MS Windows Upgrade Media	1	23.00	23.00		23.00
	MS Windows Upgrade Media	1	23.00		23.00	23.00
	Norton Antivirus	8	17.00	136.00		136.00
	Norton Antivirus Maintenance	8	7.00		56.00	56.00
	Means Cost Estimating	1	495.00		495.00	495.00
	Total GL 7770			839.00	914.00	1,753.00
04	7639 Equipment Purchases Under \$1,000					
	3 Computer Work Centers	3	205.00	615.00		615.00
	File Cabinets	4	250.00	1,000.00		1,000.00
	Digital Voice Recorder	1	500.00	500.00		500.00
	Microphone	1	60.00	60.00		60.00
	Total GL 7639			2,175.00	-	2,175.00
	Total			7,509.00	914.00	8,423.00

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E-710

Request to replace 2 personal computers, 1 Laptop computer and various copies of software.

The SPWB operates a PC based LAN consisting of 43 workstations and 2 files servers. In addition, the agency has some 20 computers in the field with our building inspectors. Many of these computers are more than six years old and are likely to fail in the near future. This decision unit also includes a request to update existing software that is vital to the agency.

The financial impact of this decision unit on B/A 1560's expenditures is presented below.

**State Public Works Board
DU E-710 Financial Impact**

Cat.	GL	Qty	Unit Cost	Fiscal Year		Total
				2004	2005	
26	8371 Computer Equipment					
	Desktop Computer	1	1,200.00	1,200.00		1,200.00
	Desktop Computer	1	1,200.00		1,200.00	1,200.00
	Laptop Computer	1	2,095.00	2,095.00		2,095.00
Total GL 8370				3,295.00	1,200.00	4,495.00
26	7770 Computer Software					
	MS Windows Upgrade	4	200.00	800.00		800.00
	MS Office Upgrade	3	285.00		855.00	855.00
	Norton Antivirus	8	17.00	136.00		136.00
	Means Cost Estimating Revision	1	495.00	495.00		495.00
Total GL 7770				1,431.00	855.00	2,286.00
Total				4,726.00	2,055.00	6,781.00

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E-900

Transfer in 1 position from B/A 1562.

This is a request to move position 0022 from B/A 1562 (Public Works Inspection) to B/A 1560 (Public Works Administration). This position assists the manager and deputy managers, who are funded out of B/A 1560. This position performs little, if any, work for specific CIP projects, and is largely involved in general administration of the agency. Since this position works primarily in the general administration of the agency, it seems appropriate to fund this position out of B/A 1560. The financial impact of this decision unit on B/A 1560's expenditures is presented below.

DU E-900 Financial Impact				
Cat.	GL	Fiscal Year		Total
		2004	2005	
01	5100 Salaries	38,770	39,324	78,094
01	5200 Workers Comp	1,169	1,060	2,229
01	5300 Retirement	7,851	7,963	15,814
01	5400 Personnel Assessment	380	381	761
01	5500 Group Insurance	5,948	6,697	12,645
01	5700 Payroll Assessment	136	138	274
01	5750 Retirement Group Ins	578	653	1,231
01	5800 Unemployment	60	67	127
01	5840 Medicare	562	570	1,132
04	7050 Insurance Expense - Employer	3	3	6
04	7054 Insurance Expense -- AG Tort	147	147	294
04	7299 Internet Charges to DOIT	4	4	8
26	7392 DOIT Planning & Contract	225	203	428
Total		55,833	57,210	113,043

E-901

Transfer out 1 position to B/A 1562

This is a request to move position 0006 from B/A 1560 (Public Works Administration) to B/A 1562 (Public Works Inspection). This position processes documents associated with specific CIP Projects. Since this position works exclusively with CIP projects and is not involved in the general administration of the agency, it seems appropriate to fund this position out of B/A 1562. The financial impact of this decision unit on B/A 1560's expenditures is presented below.

DU E-901 Financial Impact				
Cat.	GL	Fiscal Year		Total
		2004	2005	
01	5100 Salaries	-38,745	-39,693	-78,438
01	5200 Workers Comp	-1,161	-1,067	-2,228
01	5300 Retirement	-4,068	-4,168	-8,236
01	5400 Personnel Assessment	-380	-385	-765
01	5500 Group Insurance	-5,948	-6,697	-12,645
01	5700 Payroll Assessment	-136	-139	-275
01	5750 Retirement Group Ins	-577	-659	-1,236
01	5800 Unemployment	-60	-67	-127
01	5840 Medicare	-562	-575	-1,137
04	7050 Insurance Expense - Employer	-3	-3	-6
04	7054 Insurance Expense -- AG Tort	-147	-147	-294
04	7299 Internet Charges to DOIT	-48	-48	-96
26	7392 DOIT Planning & Contract	-225	-203	-428
Total		-52,060	-53,851	-105,911

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E-902

Transfer out 1 position to B/A 1562

This is a request to move position 0007 from B/A 1560 (Public Works Administration) to B/A 1562 (Public Works Inspection). This position oversees document processing associated with specific CIP Projects. Since this position works exclusively with CIP projects and is not involved in general administration of the agency, it seems appropriate to fund this position out of B/A 1562. The financial impact of this decision unit on B/A 1560's expenditures is presented below.

DU E-902 Financial Impact				
Cat.	GL	Fiscal Year		Total
		2004	2005	
01	5100 Salaries	-37,780	-37,636	-75,416
01	5200 Workers Comp	-1,130	-1,087	-2,217
01	5300 Retirement	-7,650	-7,621	-15,271
01	5400 Personnel Assessment	-370	-365	-735
01	5500 Group Insurance	-5,948	-6,697	-12,645
01	5700 Payroll Assessment	-132	-132	-264
01	5750 Retirement Group Ins	-563	-625	-1,188
01	5800 Unemployment	-58	-64	-122
01	5840 Medicare	-548	-546	-1,094
04	7050 Insurance Expense - Employer	-3	-3	-6
04	7054 Insurance Expense - AG Tort	-147	-147	-294
04	7299 Internet Charges to DOIT	-48	-48	-96
26	7392 DOIT Planning & Contract	-225	-203	-428
Total		-54,602	-55,174	-109,776

SECTION 8 – ONE SHOT REQUESTS

There are no One-Shot requests included in the Executive Budget for this budget account.

SECTION 9 – PROGRAM CHALLENGES

The State Public Works Board faces many of the same challenges as other state agencies. The Agency must continue to serve its clients and attempt to meet their needs when constructing or upgrading facilities for their use. We must deal with the changes in technology and work to maintain and restore, if necessary, the agencies confidence in our services.

The State Public Works Board faces its own unique challenges as well, including:

Over the next biennium, the State Public Works Board's major challenges have to be the disposal of the two construction litigation lawsuits currently underway.

The Lied Library is open and serving the students and faculty of UNLV. The Southern Nevada Veteran's Home in Boulder City is open and new residents are moving in weekly. Both facilities are now functioning as intended despite the design and construction difficulties experienced.

Another related challenge is that another Lied Library or Veteran's Home type construction problem does not occur for a state project. Working on and refining our "early warning system", as well as solidifying our Qualification of Bidders process, will help in achieving that goal. The Board's "early warning system", within the last year, brought the contractor of a troubled project before the Board early and kept the Board informed during the construction process. That early warning allowed the Board to monitor the contractor's progress and when they came in late, provided the Board with the information to assess liquidated damages.

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In addition, the defining and establishment of the Public Works Board's role as the Building Official for state projects is another important challenge. Protecting the health, safety and welfare of the public and the state workers who reside within state facilities is of utmost importance. Working closely with the State Fire Marshal, the Public Works Board will be establishing a more defined plan review and permit process for state construction projects. Having written procedures and policies so that state agencies, including the University System, know what is expected of them is a necessity. Everyone needs to know what the rules are so they can comply.