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STATE OF NEVADA
LEGISLATIVE COUNSEL BUREAU

LEGISLATIVE BUILDING
401 S. CARSON STREET
CARSON CITY, NEVADA 89701-4747
Fax No.: (775) 684-6600



LEGISLATIVE COMMISSION (775) 684-6800
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LORNE J. MALKIEWICH, *Director*
(775) 684-6800

PAUL V. TOWNSEND, *Legislative Auditor* (775) 684-6815
ROBERT E. ERICKSON, *Research Director* (775) 684-6825
BRENDA J. ERDOES, *Legislative Counsel* (775) 684-6830

MEMORANDUM

DATE: April 14, 2003
TO: Assemblyman Rod Sherer
FROM: Susan E. Schooley, *Senior Research Analyst*
Research Division
SUBJECT: **Estimated Costs to Selected State Entities of Mailing Notices under the Nevada Open Meeting Law and Revised Estimates for Local Governments**

You have asked for additional information on the estimated costs of mailing notices by state entities under the Nevada Open Meeting Law. You are interested in estimating projected savings from the passage of Assembly Bill 409 that provides for notice by electronic mail. Under cover of an earlier memorandum dated March 23, 2003, I provided information regarding estimated costs to local governments. I have included a revised table for estimated local government costs that includes the costs of mailing minutes for each meeting.

COSTS OF PAPER AND MAILING

As in the previous memorandum, approximate costs for paper and envelopes were provided by the General Services Division of the Legislative Counsel Bureau. Paper was estimated to cost \$26 per case (5000 sheets) and envelopes were estimated at two cents each. Postage was assumed to be 37 cents. Assuming a typical notice consists of two pages (notice and agenda) in an envelope with a first class stamp, the approximate cost per 100 notices is \$40 or 40 cents per notice. Since each entity subject to the Nevada Open Meeting Law is also obligated to mail copies of minutes or supporting materials, it is appropriate to estimate the additional costs associated with such mailings. In this instance, the estimated postage cost would likely be more and paper costs would also increase. Therefore, a conservative estimate for these mailings would be 50 cents per additional mailing.

NUMBER OF NOTICES

In researching this request, I compiled a list of state agencies, boards, and commissions, from the Nevada Legislative Manual. A copy of the list of state entities that hold meetings under the Nevada Open Meeting Law is attached. The approximate number of such state entities is 94.

Because it was infeasible to contact each state entity, the following entities were contacted. Each provided information about the number of notices mailed and the annual frequency of such mailings. Using the estimated cost of 40 cents per notice and the estimated cost of 50 cents per additional mailing, the table below shows the approximate annual costs of mailing under the Nevada Open Meeting Law.

STATE ENTITY	NUMBER OF PERSONS REQUESTING NOTICE	NUMBER OF MEETINGS PER YEAR	ESTIMATED ANNUAL COSTS OF MAILING
Board of Regents for the University and Community College System of Nevada	275	8	\$1,980
State Board of Education	350	10	3,150
State Gaming Control Board	120	12	576
Public Employees' Retirement Board	330	12	3,564
Public Utilities Commission of Nevada	130*	30	3,510
Nevada Gaming Commission	85	12	918
State Board of Health	132	7	831
Total			\$14,529

* Average number — mailing lists vary depending on agenda subject(s).

In my earlier memorandum with estimates for local governments, I failed to include the costs of the additional mailings. Following is a revised table that includes those additional estimated costs:

COUNTY/CITY	MAILED NOTICES	EMAIL NOTICES	FAXED NOTICES	ESTIMATED ANNUAL COSTS OF MAILING ⁽²⁾
Carson City	40 ⁽¹⁾			\$864
Churchill County	63			1,360
Douglas County	130			2,808
Elko County	44	125		3,650
Town of Gardnerville	38			820
City of Henderson	579			12,506
Humboldt County	9	43	6	1,252
Lander County	18	35	26	1,706
City of Las Vegas	162			3,500
Lincoln County	45			972
Lyon County	128			2,764
City of North Las Vegas	185	47		5,011
Nye County	135			2,916
City of Reno	167 ⁽¹⁾			3,607
Storey County	150			3,240
Washoe County	600			12,960
City of West Wendover	20	50		1,512
White Pine County	166			3,585
TOTAL				\$65,031

⁽¹⁾ Response indicated that notices were sent by mail and email but specific distribution not provided.

⁽²⁾ Estimated costs assume two meetings per month and are based on total number of notices and minutes sent, including notices already sent electronically or by facsimile.

CONCLUSION

By adding up the estimated costs in the two charts, the projected savings would approximate \$80,000 for only a small percentage of the state and local government entities affected by the Nevada Open Meeting Law. Further, since the estimated costs do not include time and labor or printing costs, the actual costs and projected savings would be greater.

If you have any questions, please do not hesitate to contact me at (775) 684-6825.

SES/jw:W33517

**NEVADA STATE BOARDS AND COMMISSIONS
SUBJECT TO OPEN MEETING LAW**

Elective Boards (2)

University and Community College System of Nevada
State Board of Education

Agencies Headed by Boards/Commissions Appointed by Governor (10)

Colorado River Commission
Commission on Economic Development
State Gaming Control Board
Commission on Mineral Resources
Commission on Postsecondary Education
Board of the Public Employees' Benefits Program
Public Employees' Retirement System Board
Public Utilities Commission
Nevada Tax Commission
Commission on Tourism

Independent Boards/Commissions (82)

State Board of Finance
Nevada Gaming Commission
State Board of Health
Nevada Indian Commission
Nevada Tahoe Regional Planning Agency
Board of Wildlife Commissioners
Professional and Occupational Licensing Boards (29)
Other Boards and Commissions (47)

TOTAL = 94