



Welcome to the **11th Biennial Budget Kickoff**



Questions during the meeting

- Budget@finance.nv.gov
- Raise your hand
- 3x5 cards are available for written questions



Morning Agenda

- Economic Overview
- Budget Overview
- Smart 21
- Bill Draft Requests
- Fiscal Note
- Questions



Economic Overview

Susanna Powers

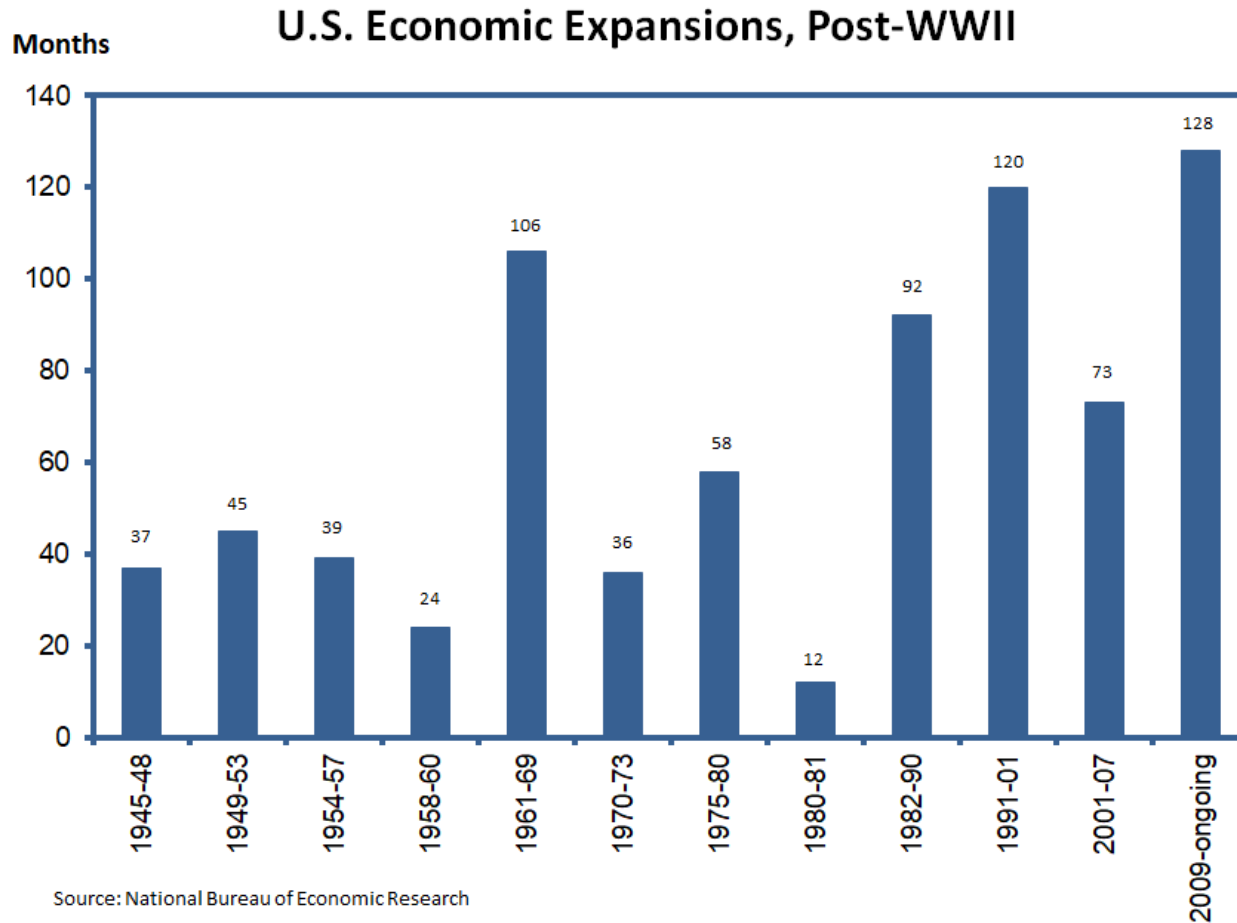
Executive Branch Economist

spowers@finance.nv.gov

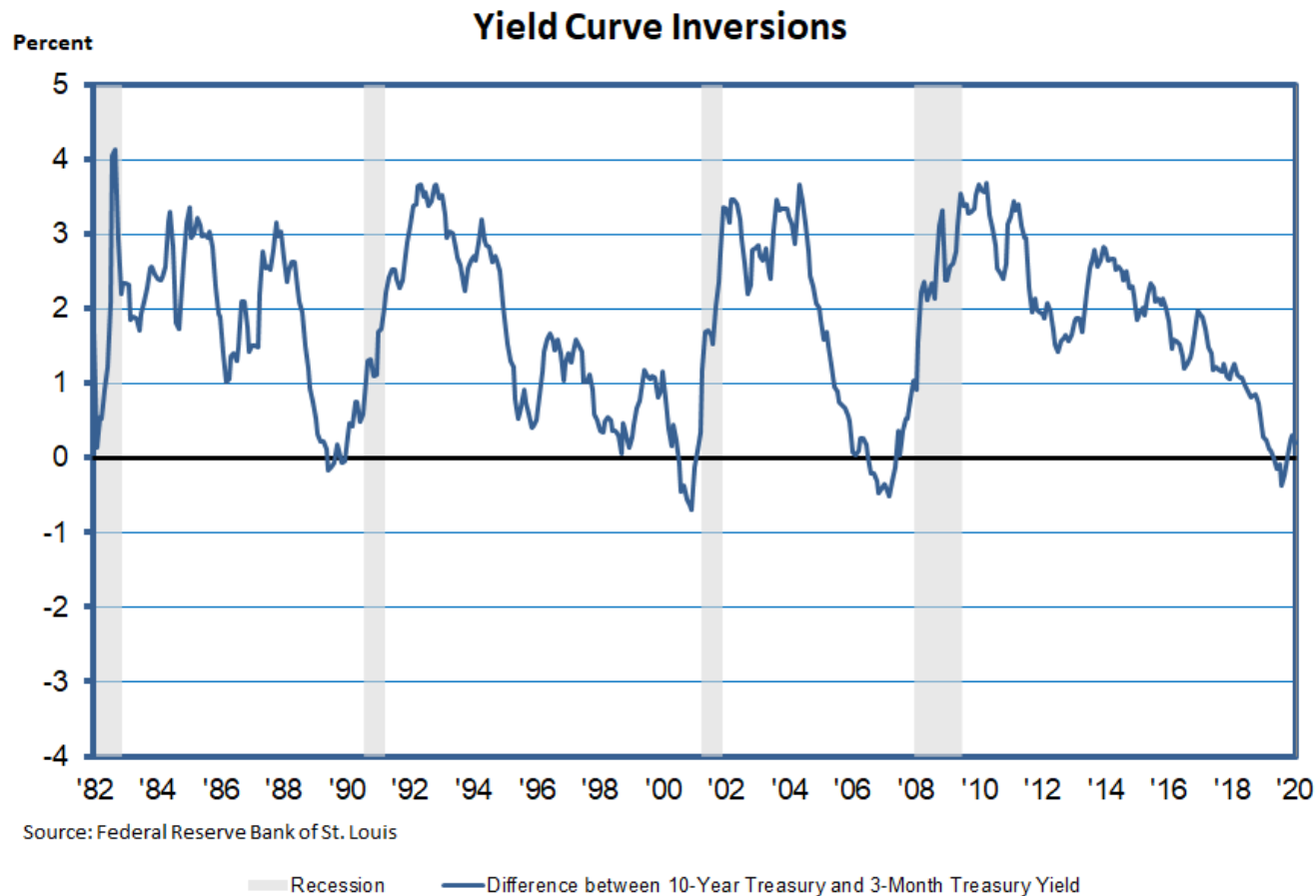


Nevada Economic Forecast

- BKO 2010: Stormy
 - Economy still in freefall
- BKO 2012: Partly Cloudy
 - Signs that worst behind us
- BKO 2014: Mostly Sunny
 - Recovery under way & strengthening
- BKO 2016: Mostly Sunny
 - Economy strengthening & challenges remain
- BKO 2018: Sunny
 - Steady recovery & room to improve
- BKO 2020: Sunny with Few Clouds
 - Economic momentum now & some uncertainties ahead

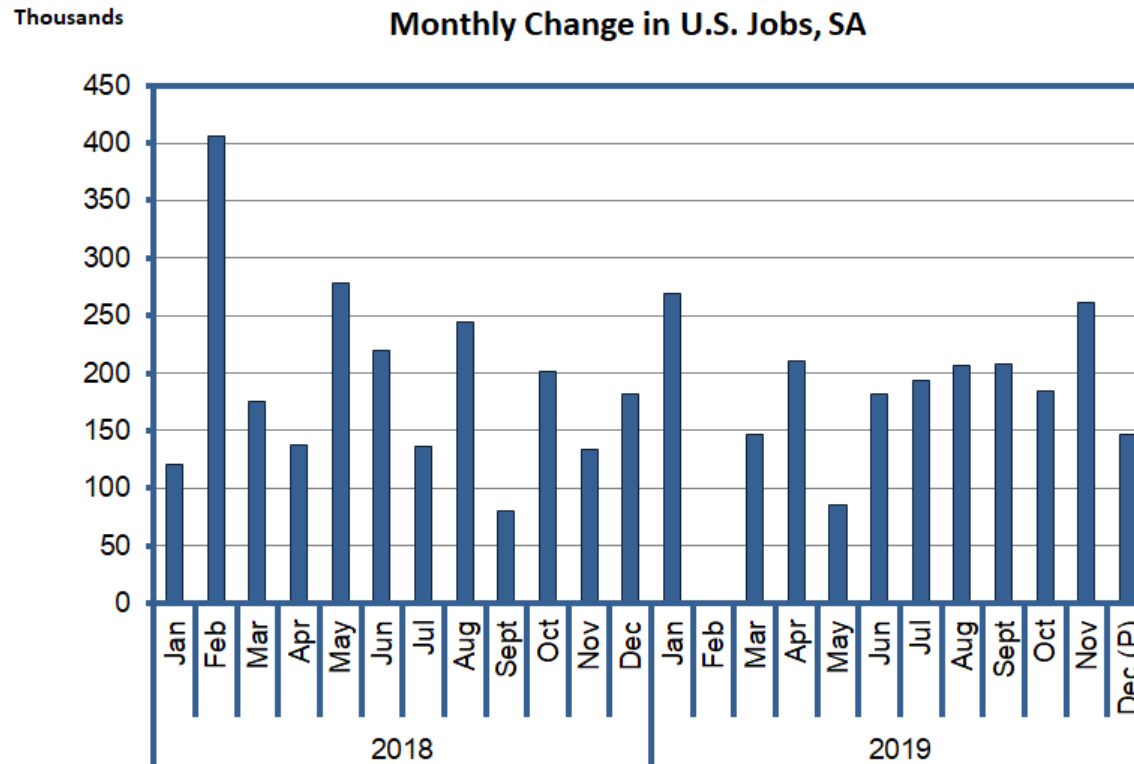


- The U.S. economy is in its longest expansion on the record.



- Will the yield curve inversion be a false signal this time?

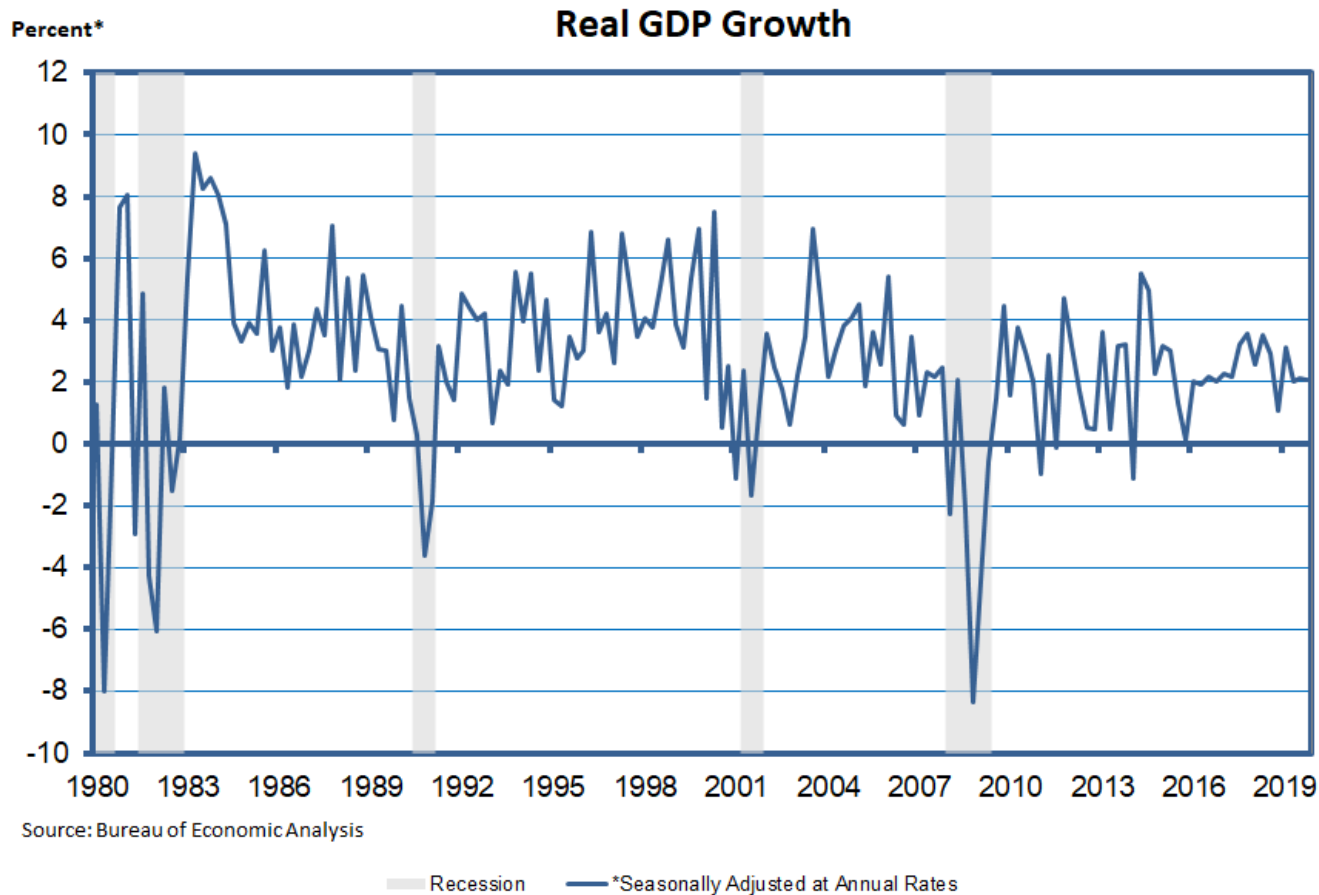
BUDGET KICKOFF 2021 – 2023 Executive Budget



Source: Bureau of Labor Statistics

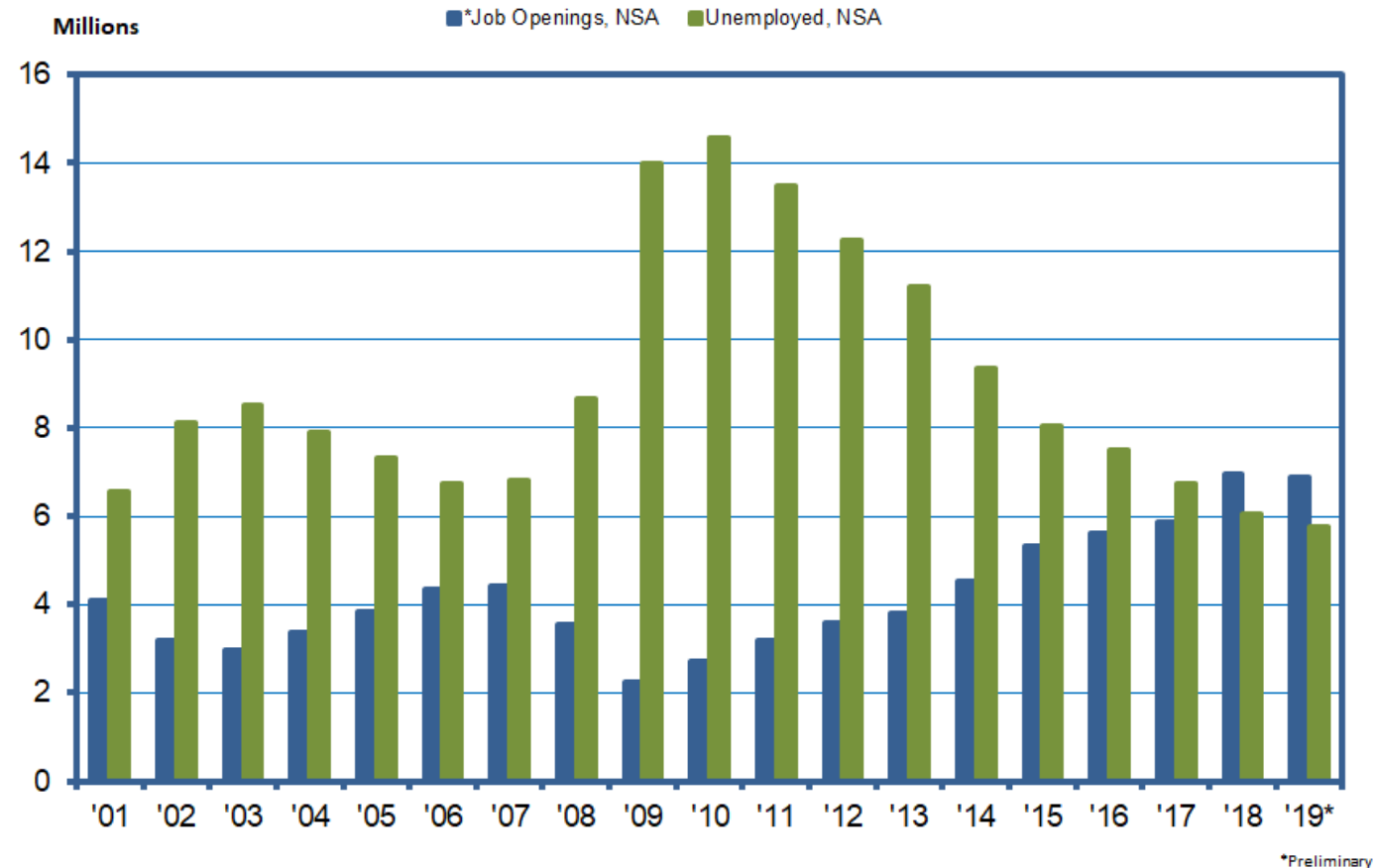
- In 2019, employers added an average of 175,000 jobs per month, compared to 193,000 per month in 2018.

BUDGET KICKOFF 2021 – 2023 Executive Budget



- The U.S. economy continues to expand, but at a slower pace than before the last recession.

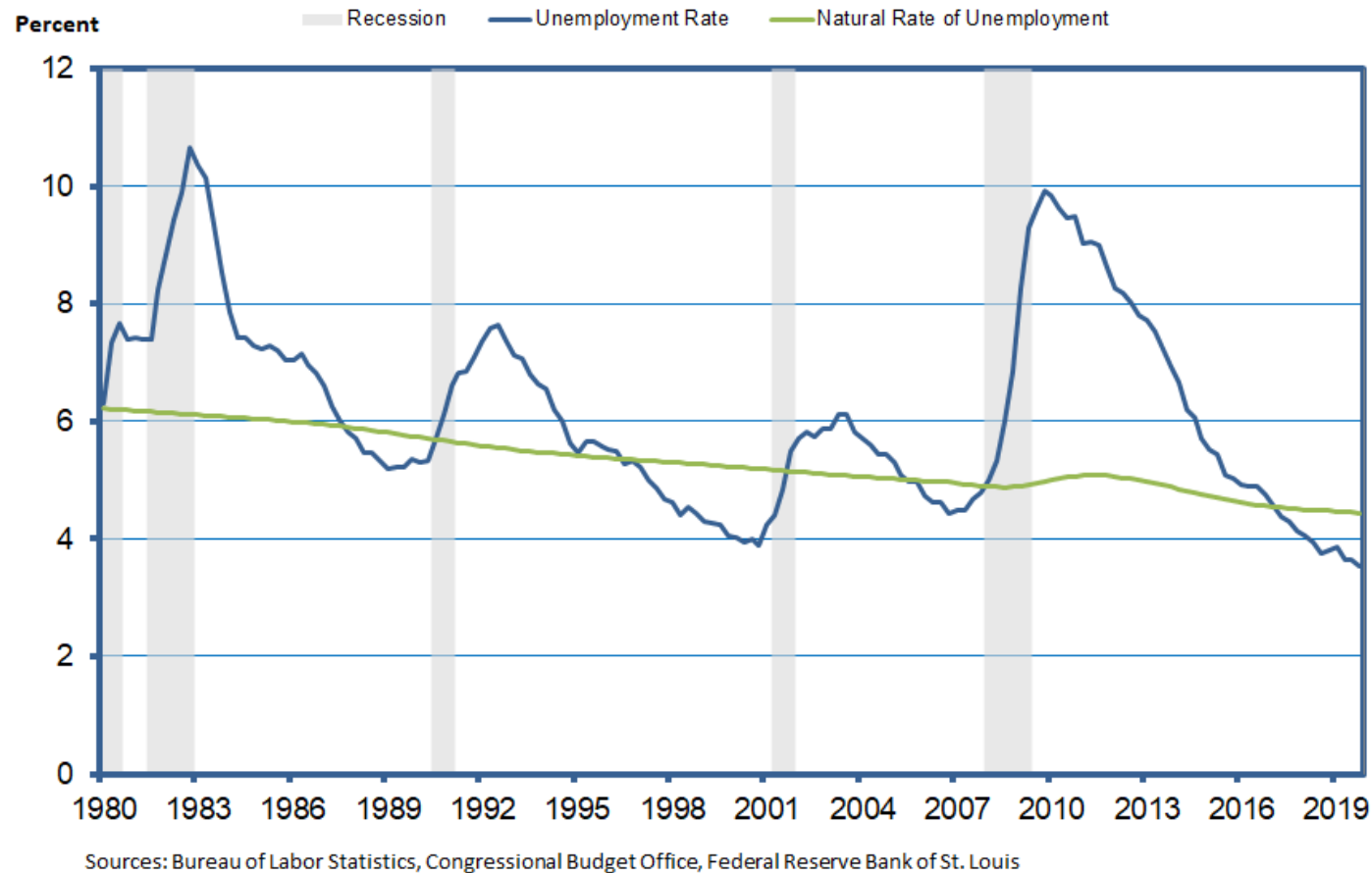
BUDGET KICKOFF 2021 – 2023 Executive Budget



Source: Bureau of Labor Statistics

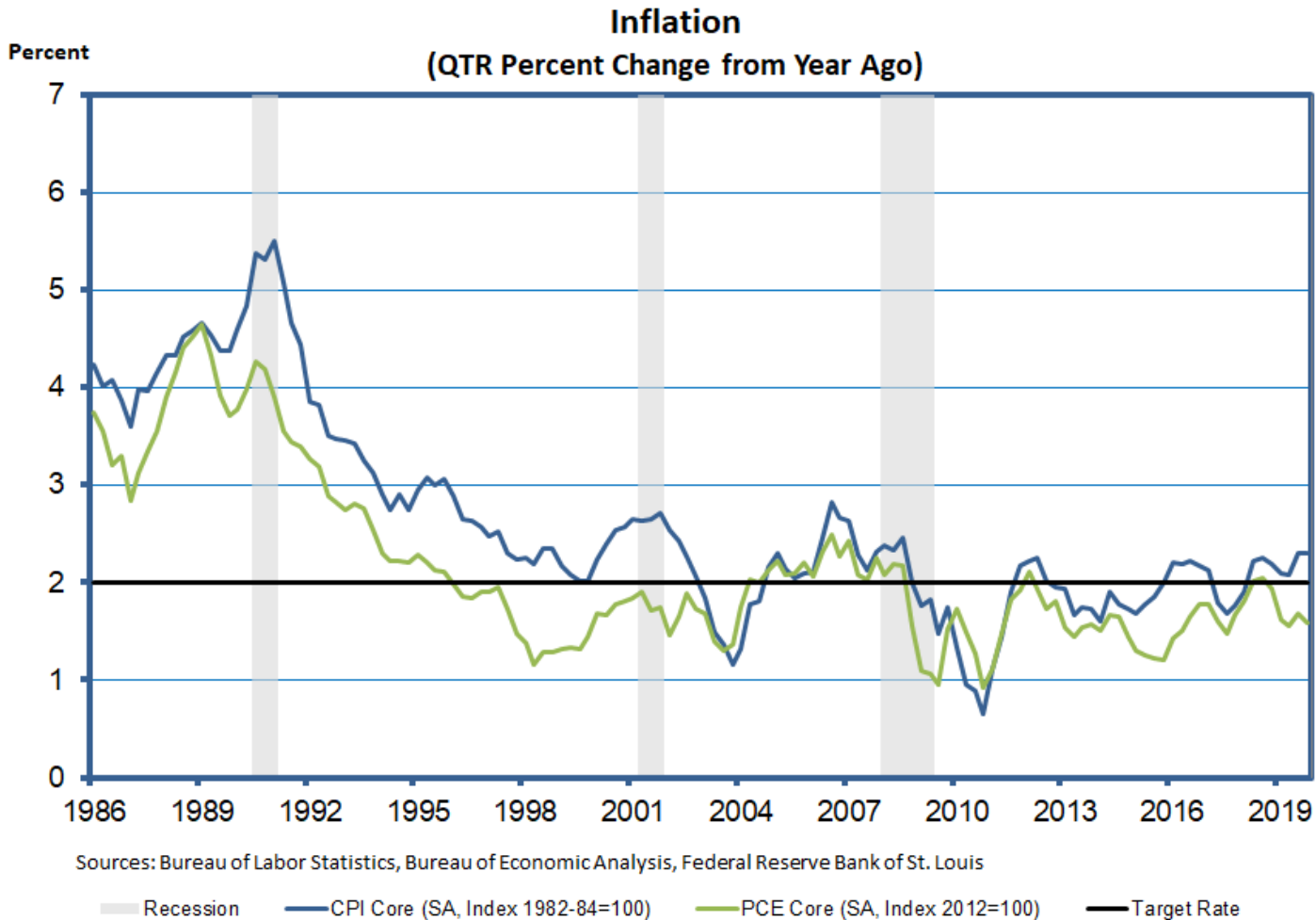
- The U.S. has more job openings than unemployed workers.

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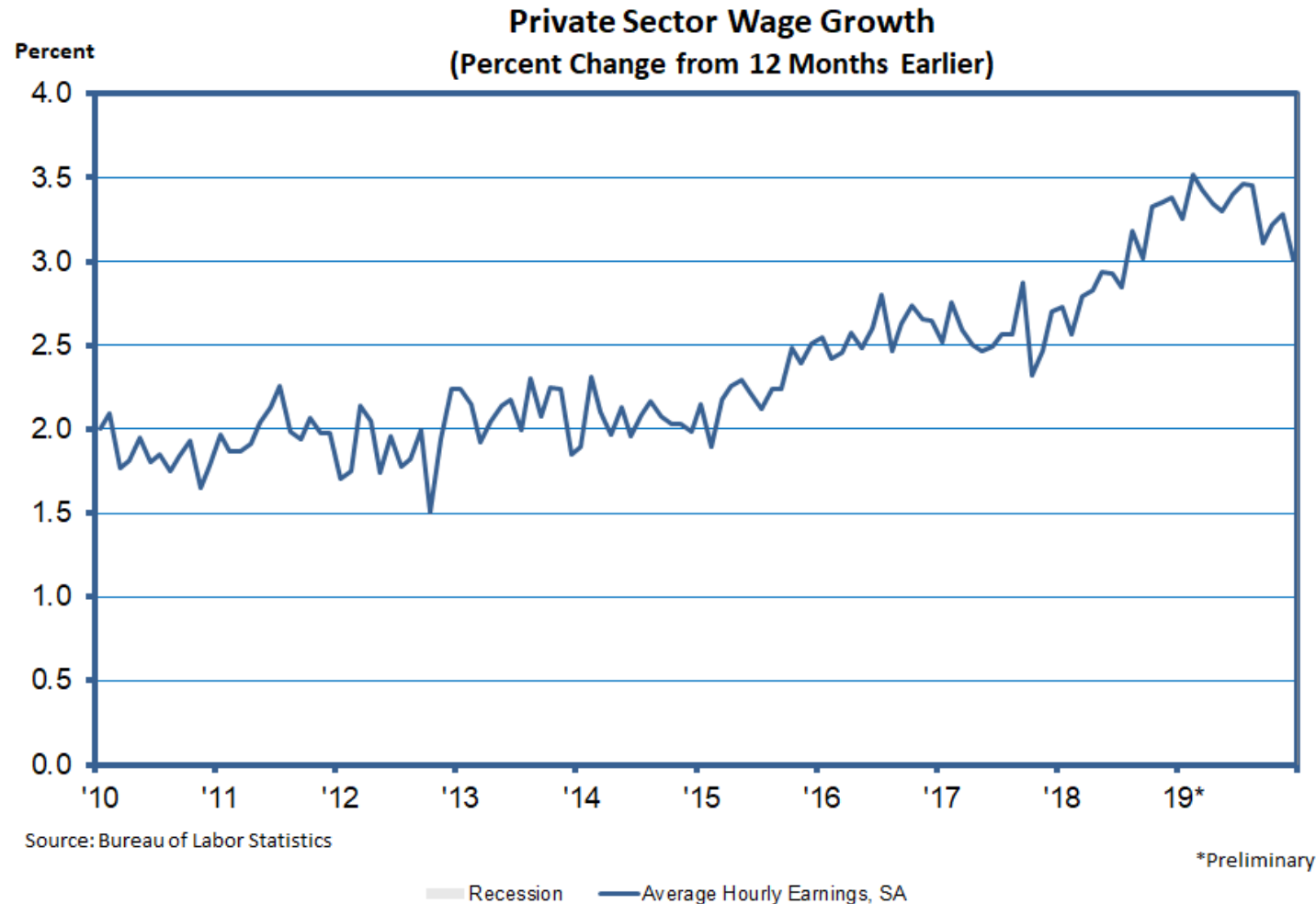
- Unemployment rate has fallen below the natural rate.

BUDGET KICKOFF 2021 – 2023 Executive Budget



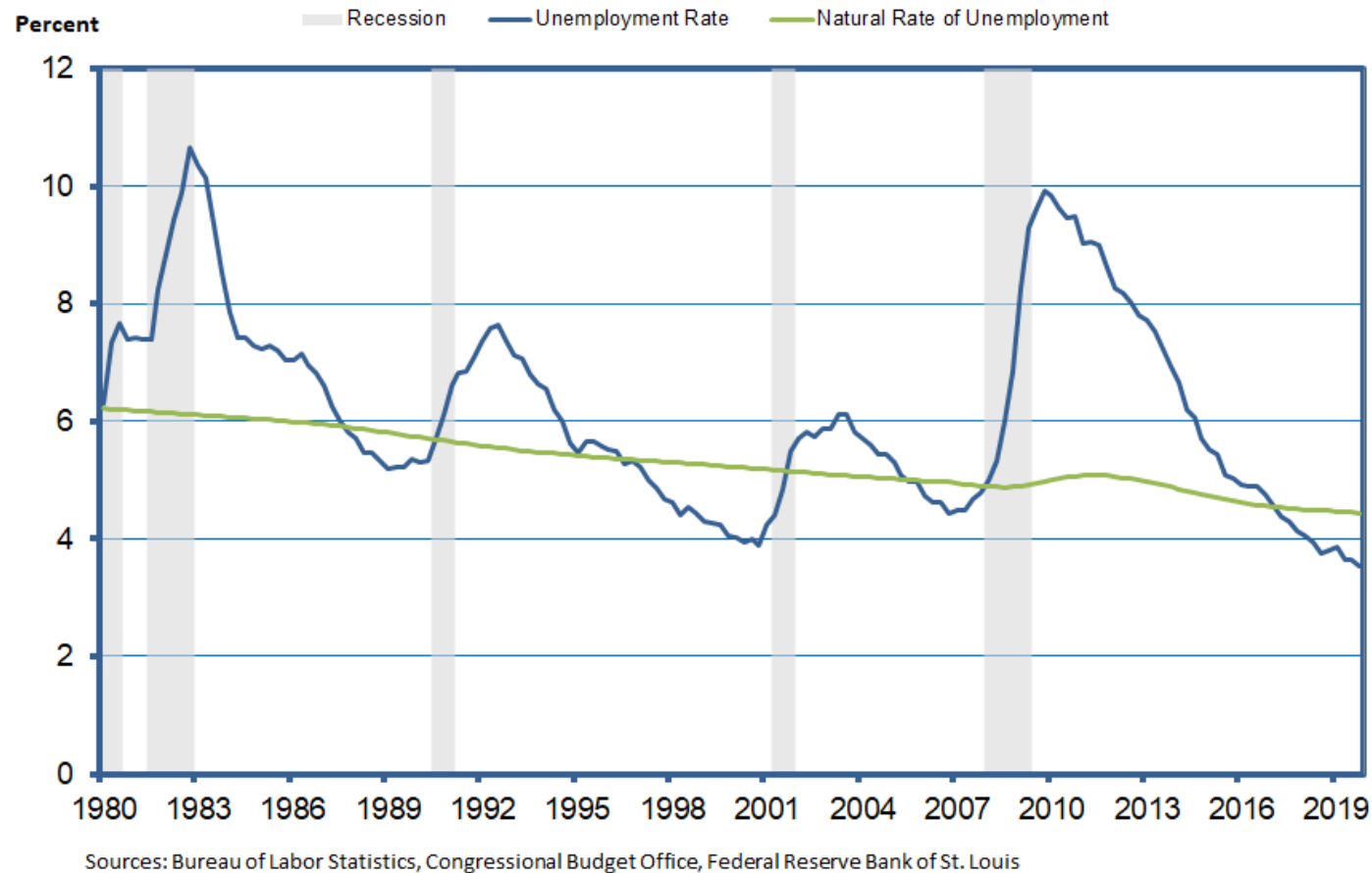
- The trend in inflation remains low and steady.

BUDGET KICKOFF 2021 – 2023 Executive Budget



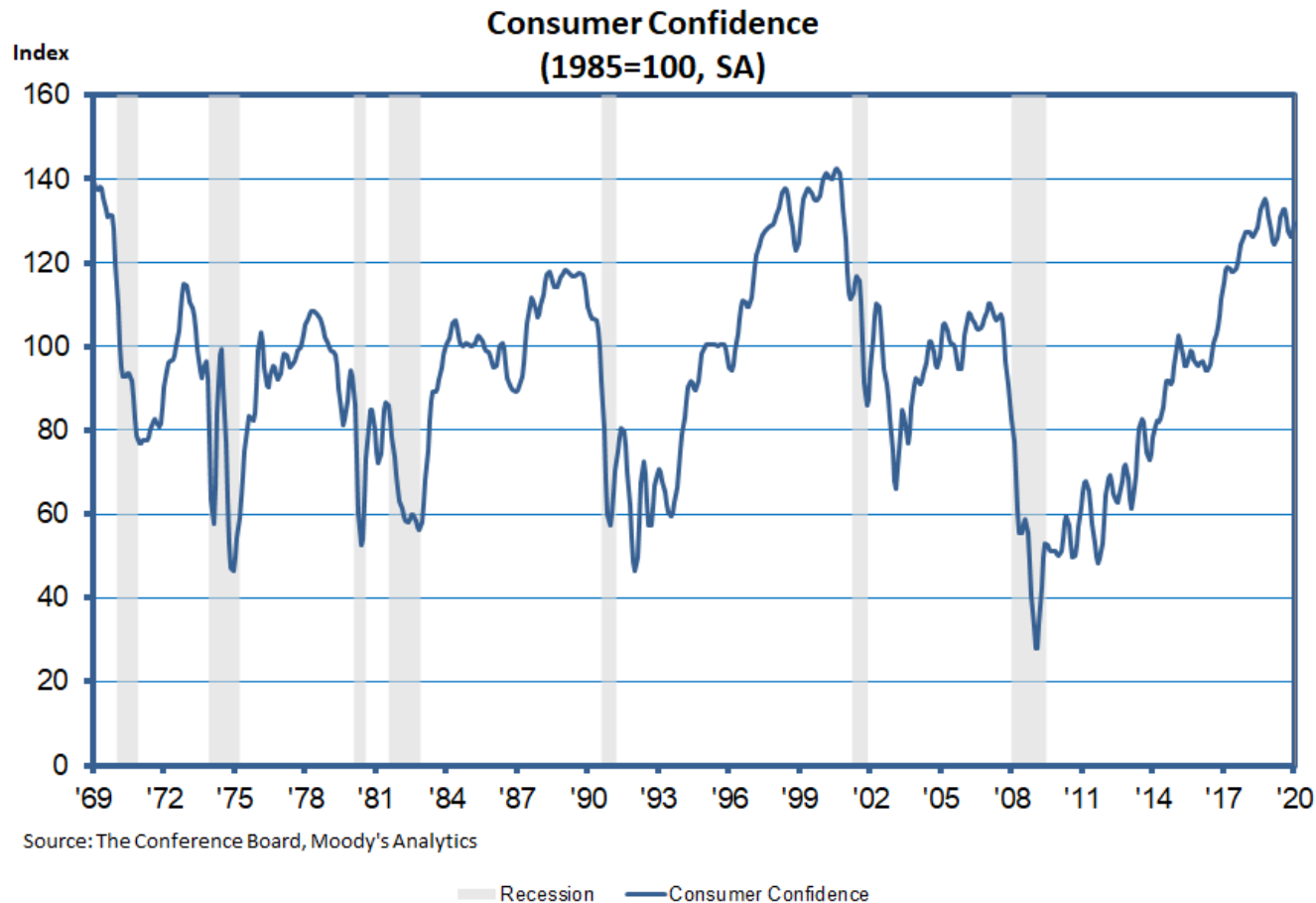
- Wage growth remains moderate overall.

BUDGET KICKOFF 2021 – 2023 Executive Budget



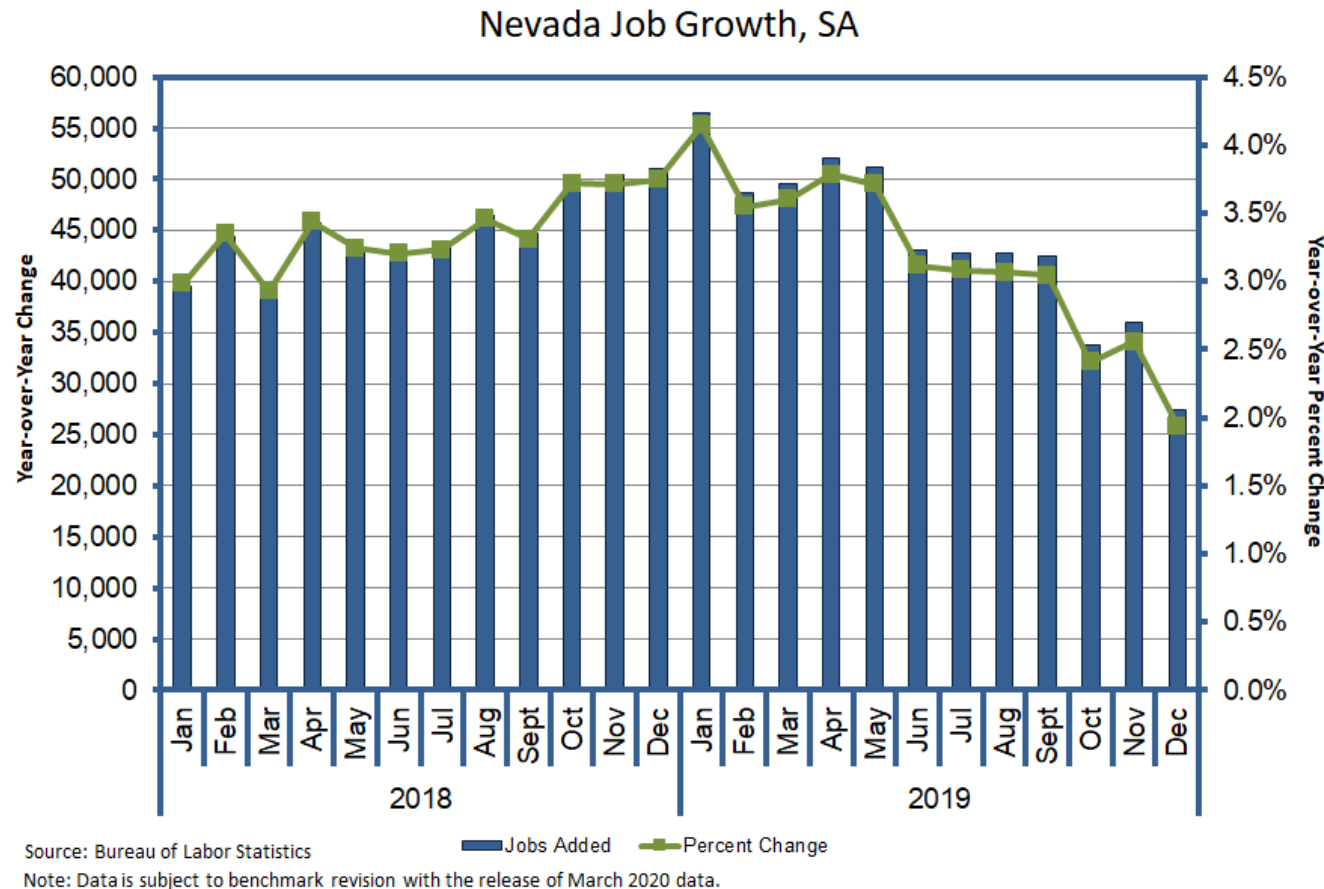
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BUDGET KICKOFF 2021 – 2023 Executive Budget



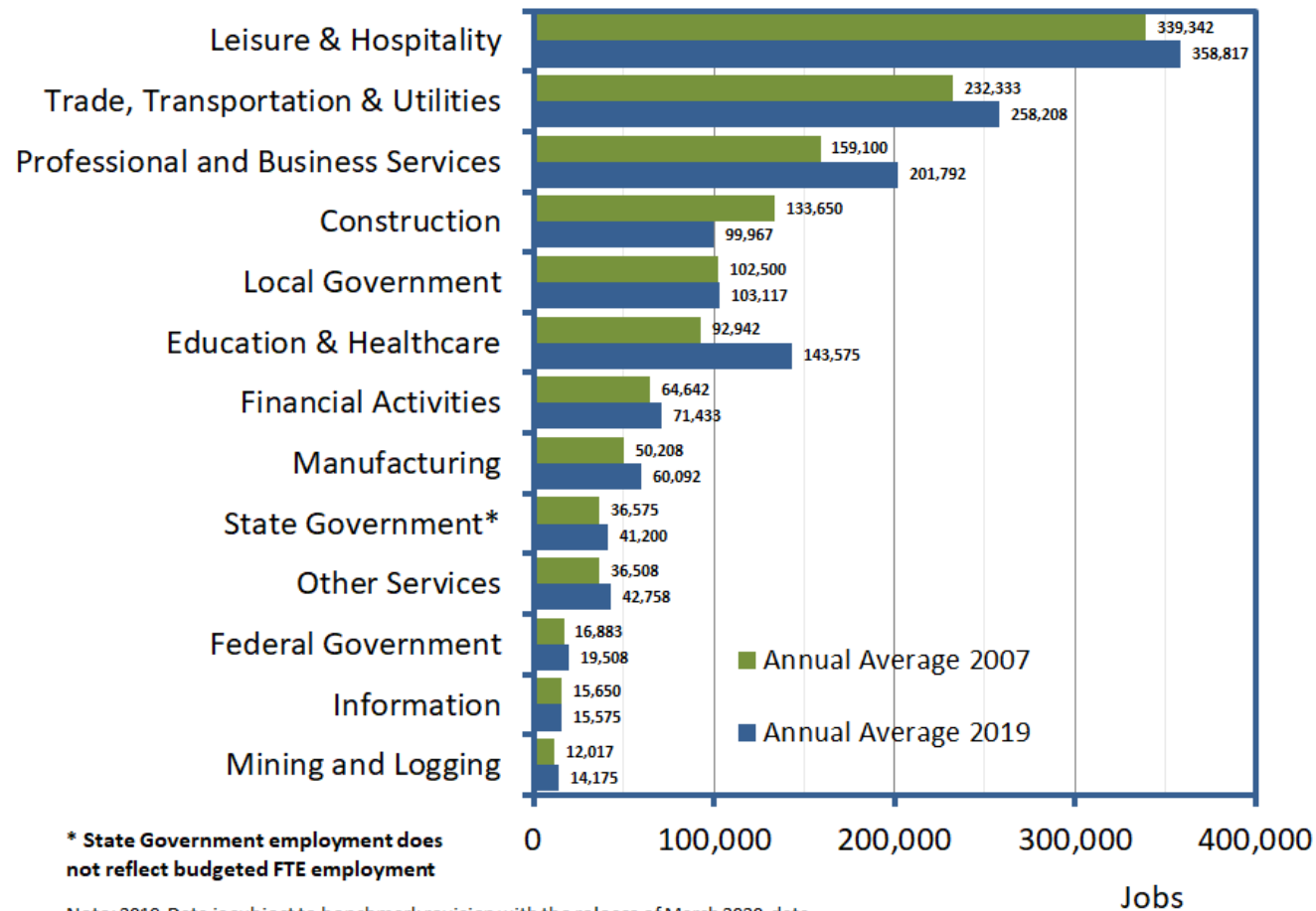
- Consumers remain resilient and confident in the U.S. economy.

BUDGET KICKOFF 2021 – 2023 Executive Budget



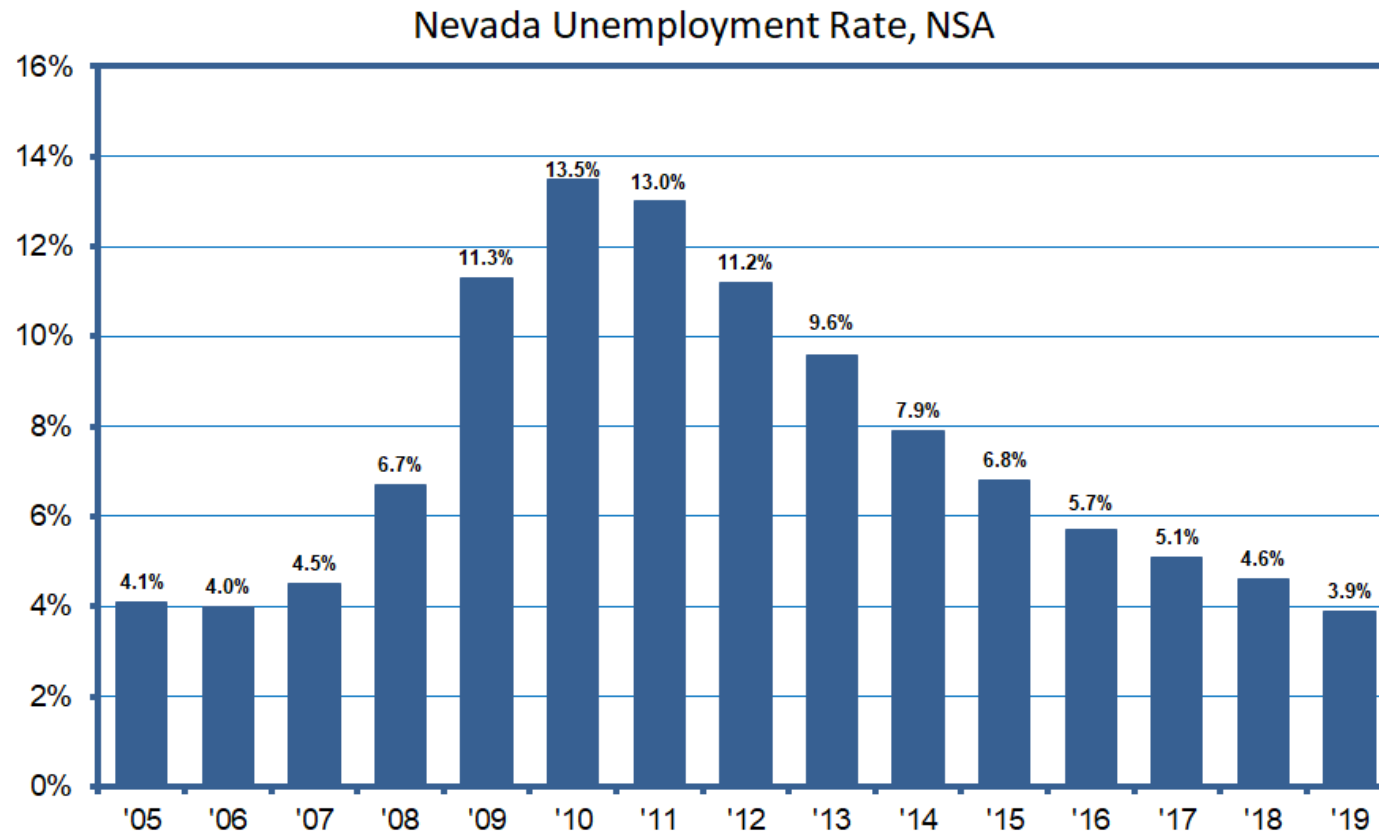
- Last year, almost 44,000 jobs were created (a 3.2% growth rate).
- Job growth is now on a more sustainable path compared to the pre-recession boom period.

BUDGET KICKOFF 2021 – 2023 Executive Budget



- All industrial sectors are either above or near their pre-recession level employment except construction.

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Source: Nevada Department of Employment, Training and Rehabilitation

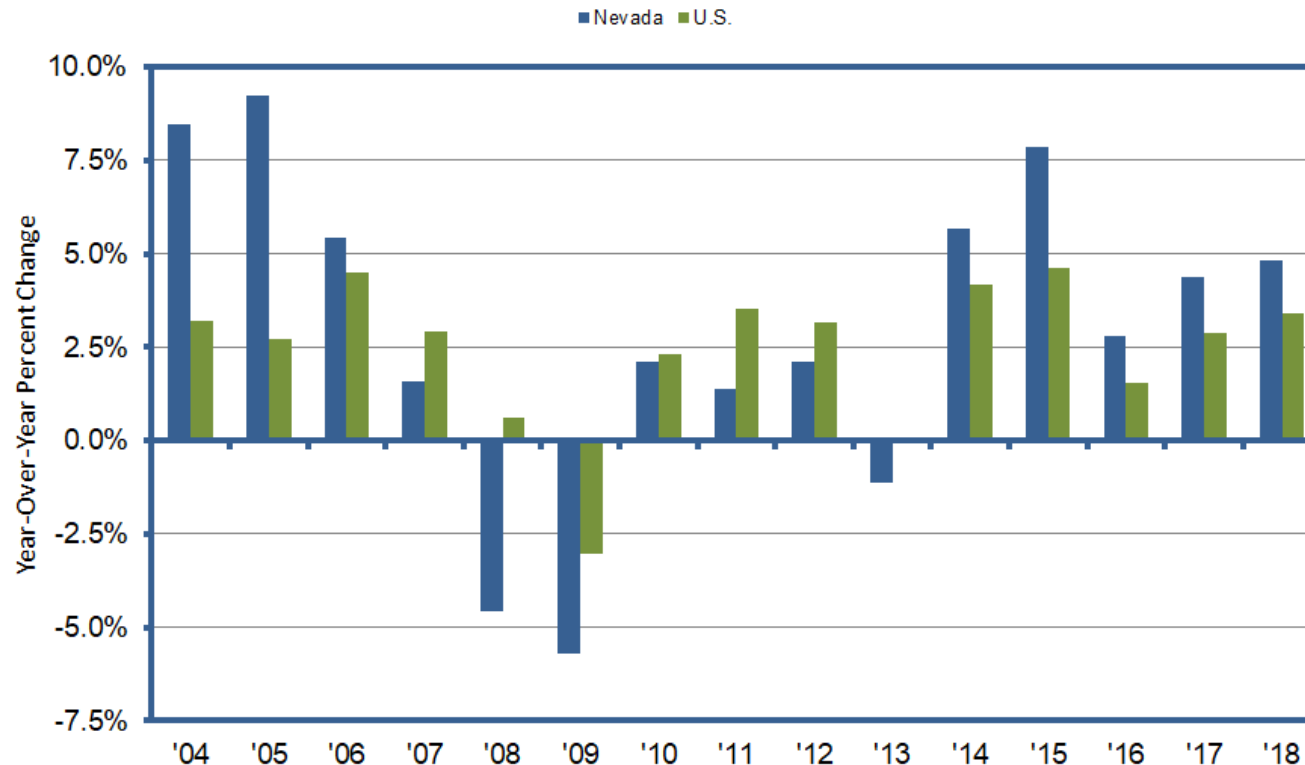
Note: 2019 annual average unemployment rate is preliminary and is subject to benchmark revision with the release of March 2020 data.

- Last year, Nevada's average unemployment rate declined to 3.9%.

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Nevada Personal Income (Inflation-Adjusted)



Source: Bureau of Economic Analysis (BEA)

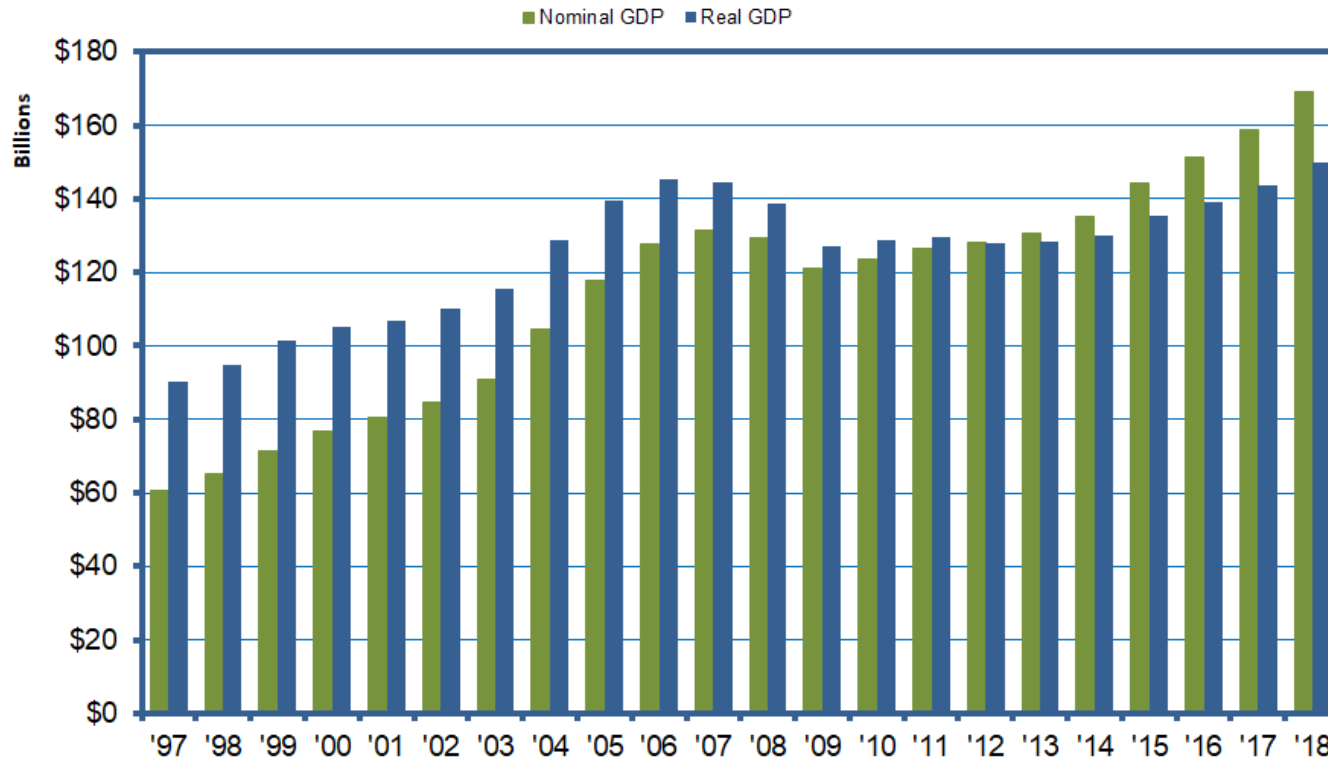
Governor's Finance Office adjusted current dollars for inflation using Chain-Weight Implicit Price Deflator for Personal Consumption (2012=1.00)

- In 2018, Nevada's (real) personal income grew by 4.8%, exceeding that for the U.S. at 3.4%.

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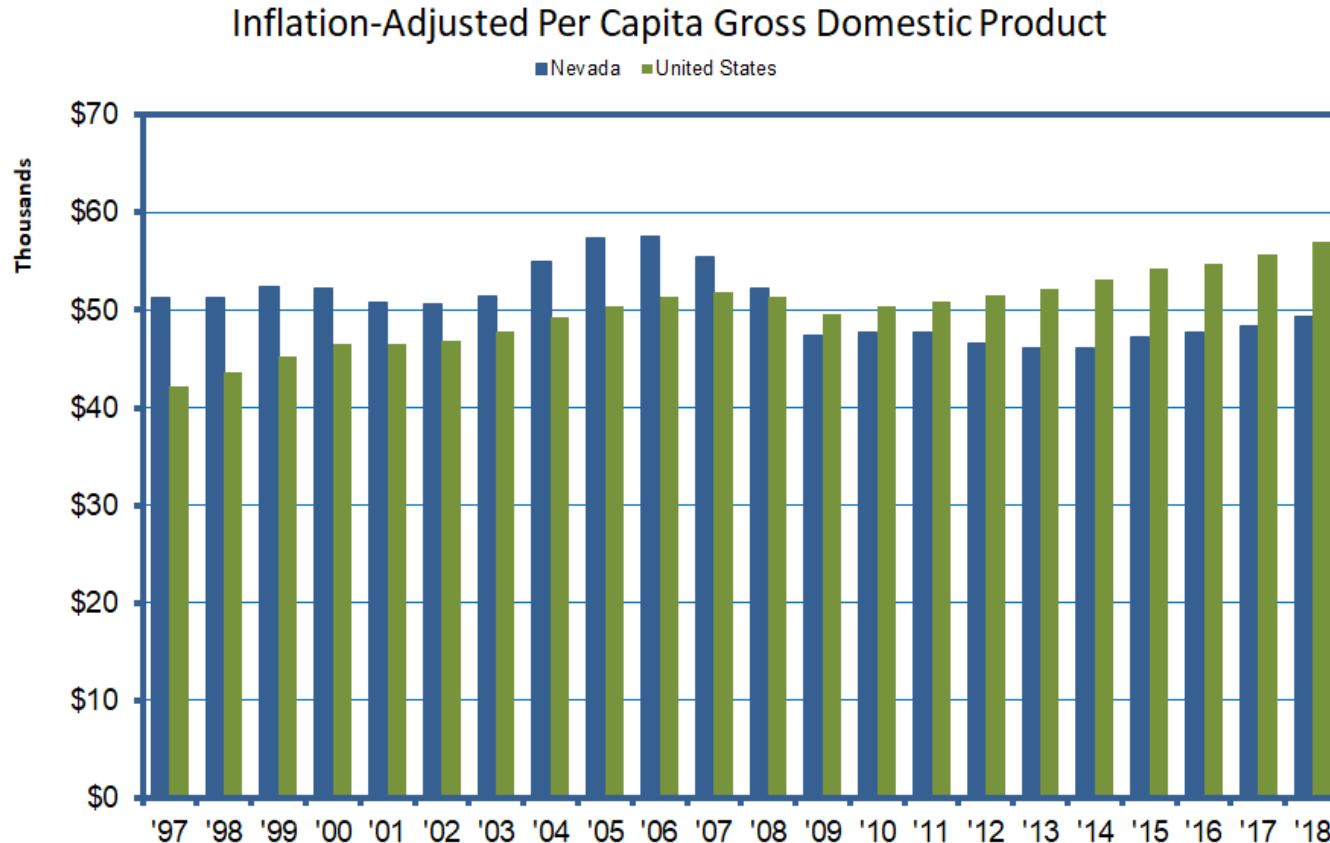
Nevada Gross Domestic Product



Source: Bureau of Economic Analysis, Real GDP in Chained 2012 Dollars

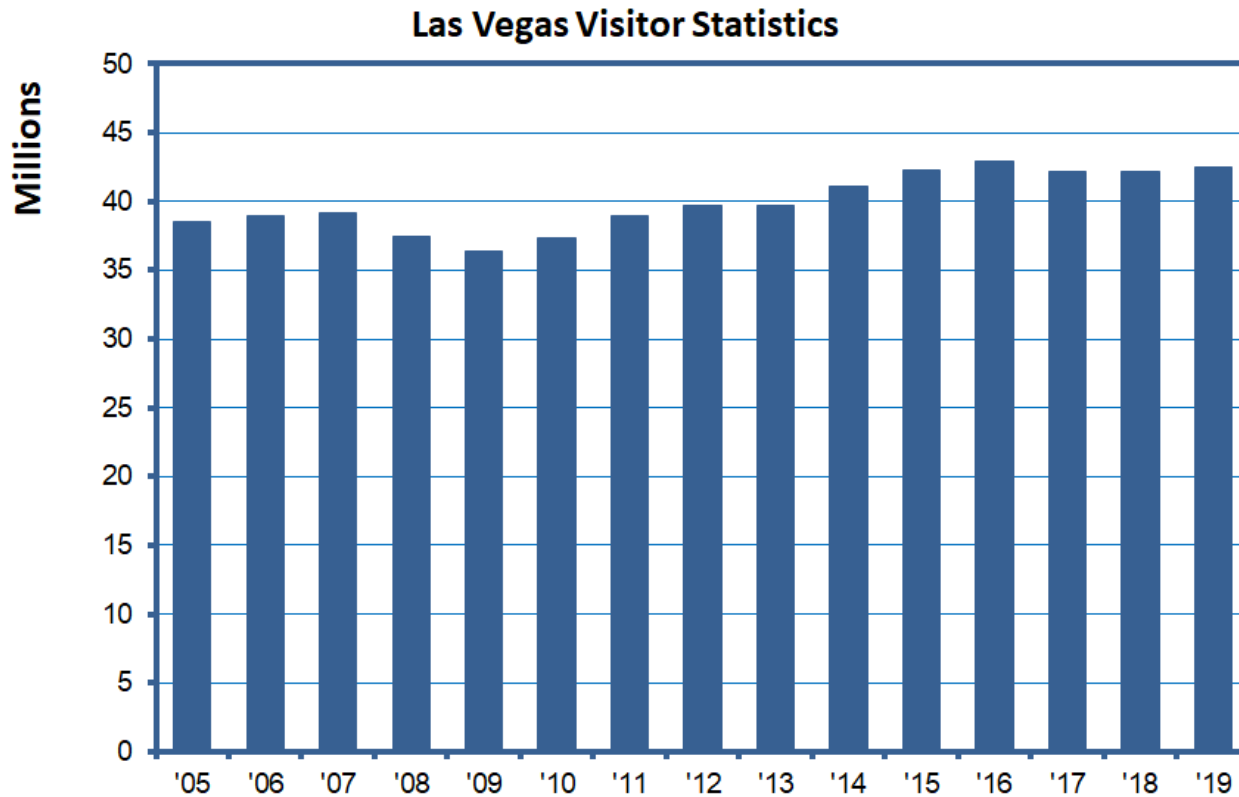
- The Nevada economy is growing in both “current dollar” and “inflation-adjusted” terms.
- The real value of economic activity is above pre-recession level.

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Source: Bureau of Economic Analysis, Real per Capita GDP in Chained 2012 Dollars

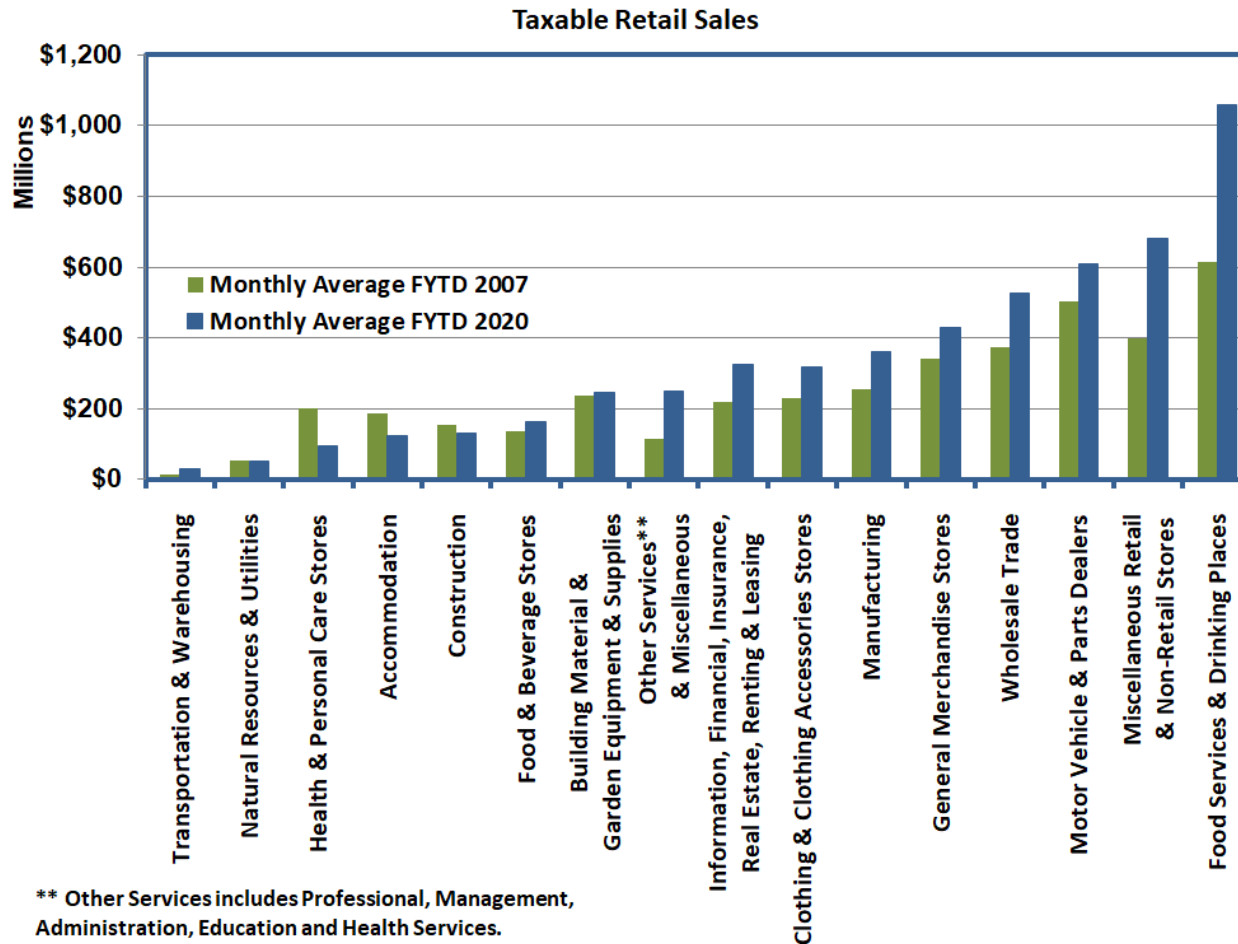
- On a per capita basis, Nevada's real economic output is growing but lags behind that of the U.S.



Source: Las Vegas Convention and Visitors Authority

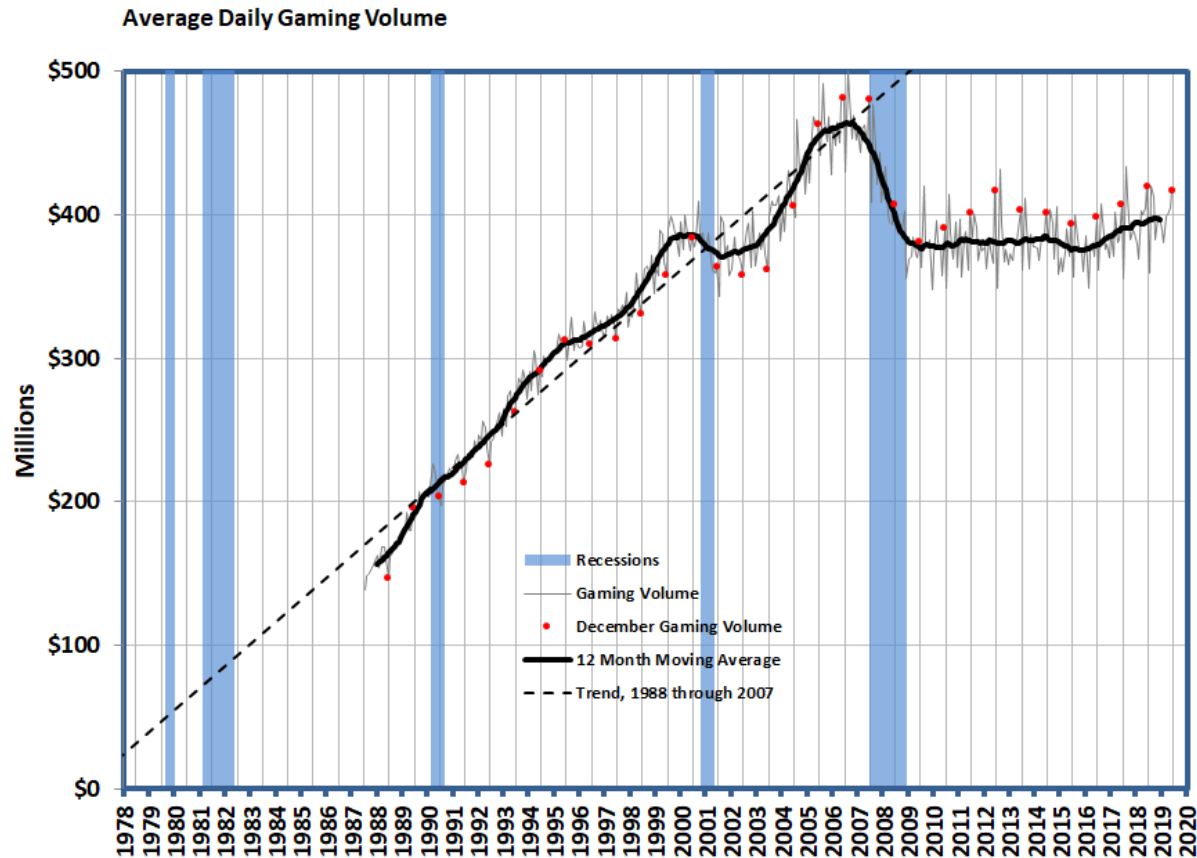
- Las Vegas visitation is holding steady.
- Major projects, such as Raiders Allegiant Stadium, the Convention Center expansion, and Resorts World Las Vegas, will draw visitors to Las Vegas.

BUDGET KICKOFF 2021 – 2023 Executive Budget



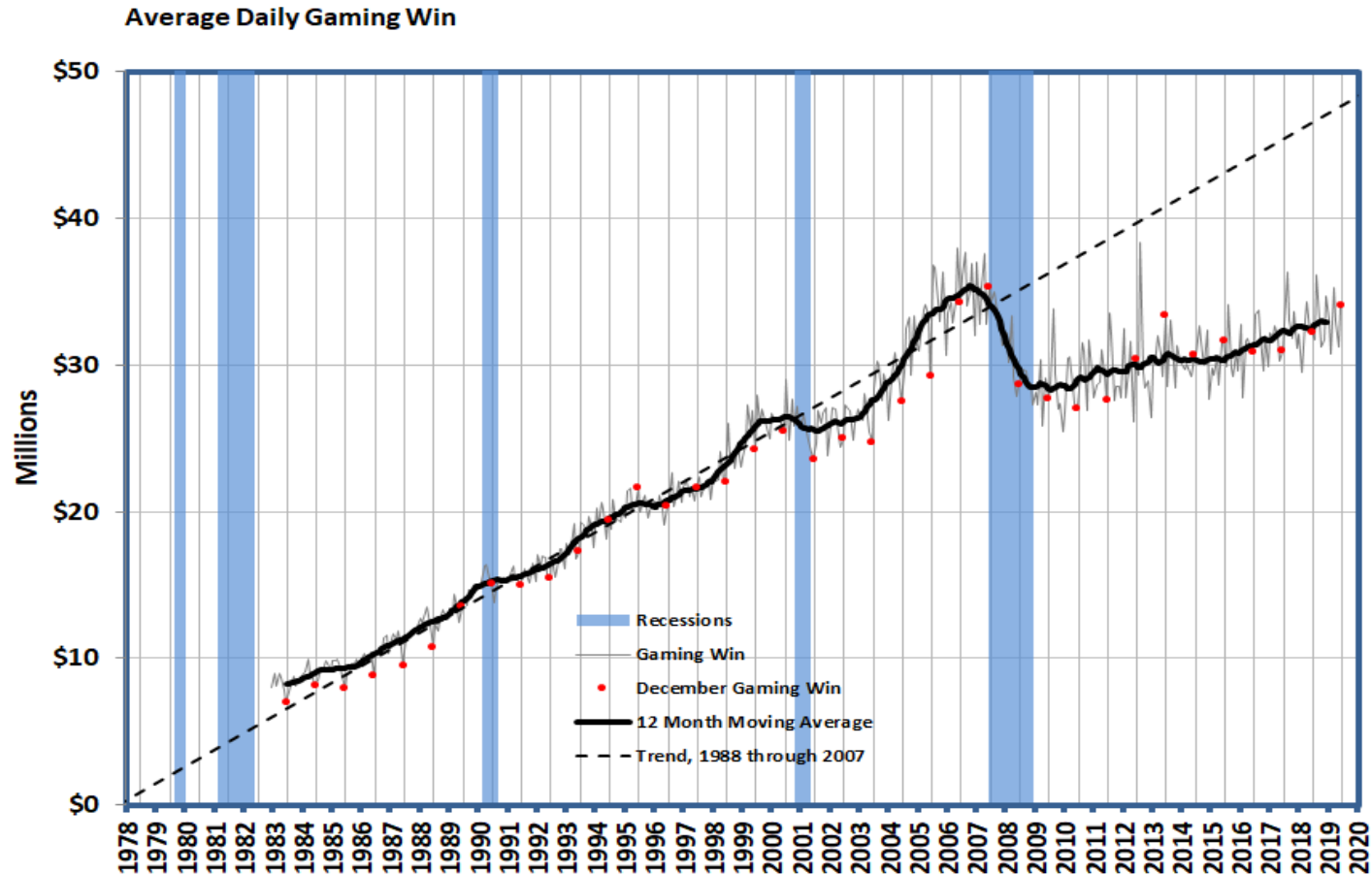
- Bars and restaurant are the biggest spending category.

BUDGET KICKOFF 2021 – 2023 Executive Budget



- After the economic recovery began, average daily gaming volume remained flat for an extended time period. It has picked up slightly in recent years.

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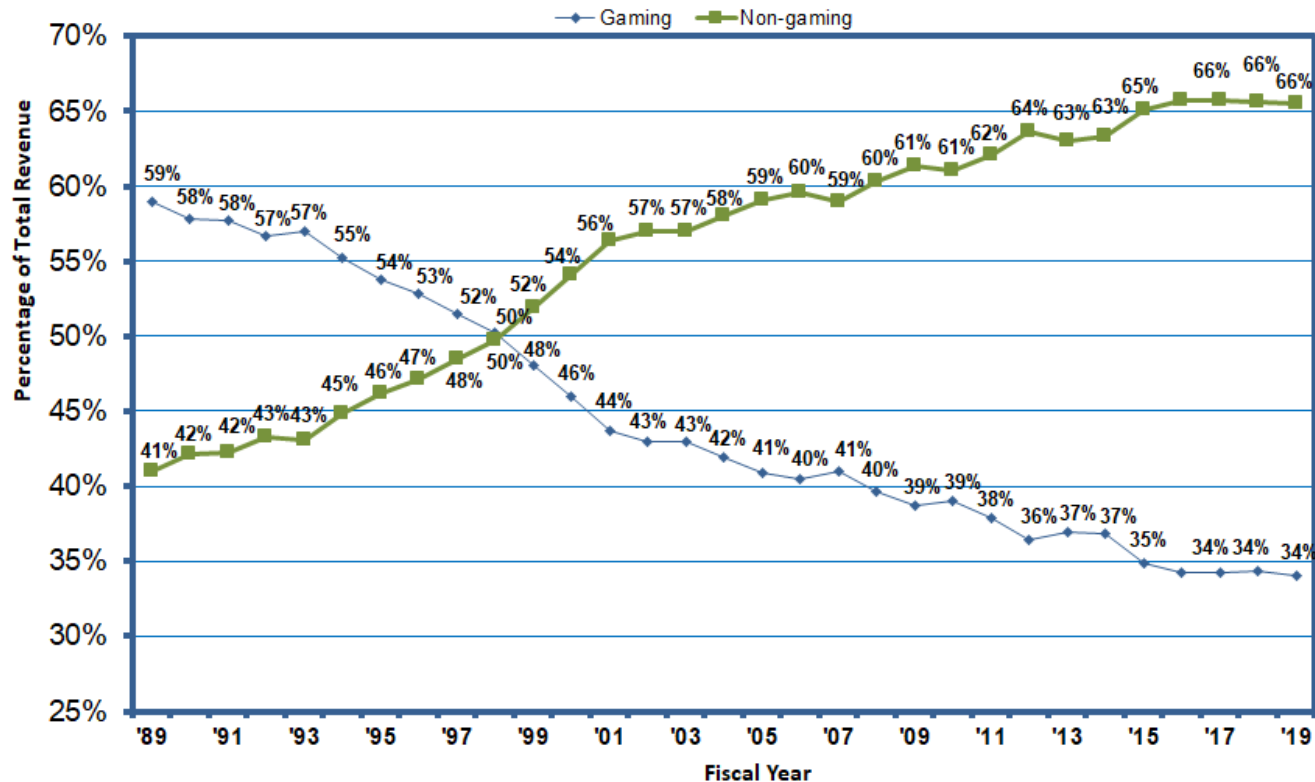


- Average daily gaming win has been trending up.

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Las Vegas Strip Gaming vs. Non-Gaming Revenue Mix FY89 - FY19

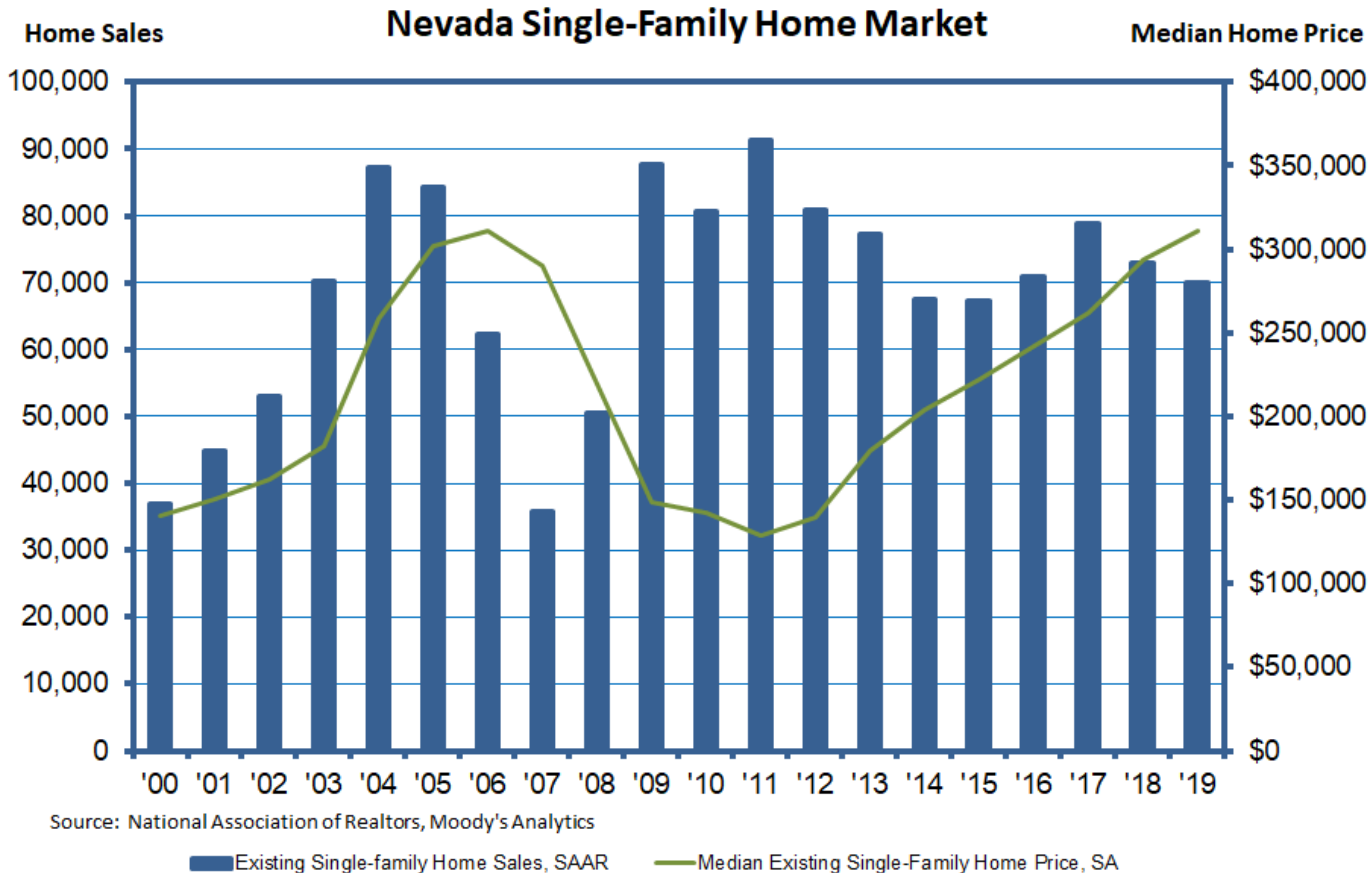


Source: Gaming Control Board

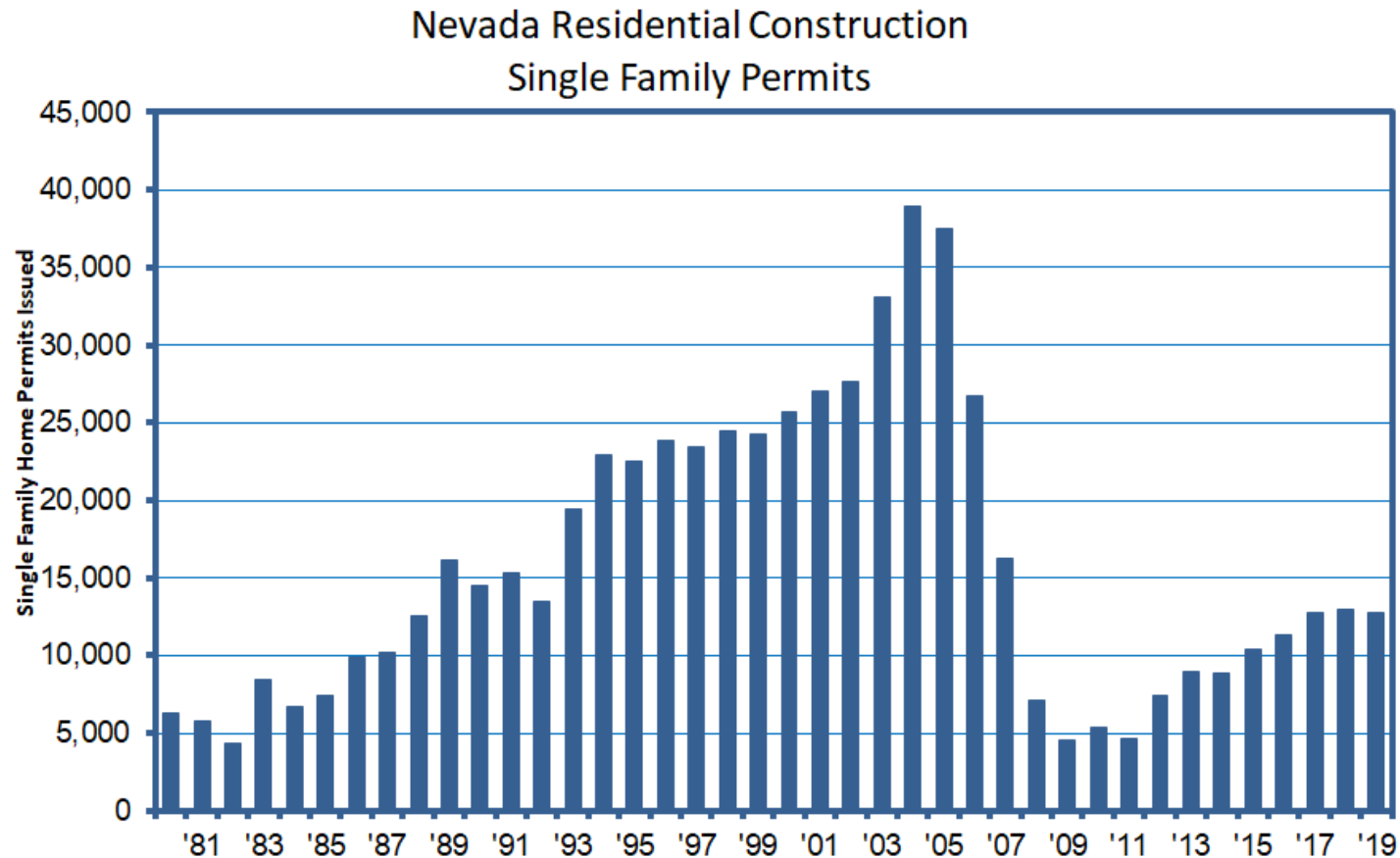
Note: The gaming vs. non-gaming revenue chart doesn't include the effects of the new revenue recognition standards which the Financial Accounting Standards Board ("FASB") required All Nonrestricted Licensees (Public and Nonpublic Organizations as defined by FASB) to follow when recognizing revenue and preparing standard financial statements during FY 2019.

- Non-gaming revenue comprises 66% of Las Vegas' total revenue mix as a result of a market shift in consumer gaming habits.

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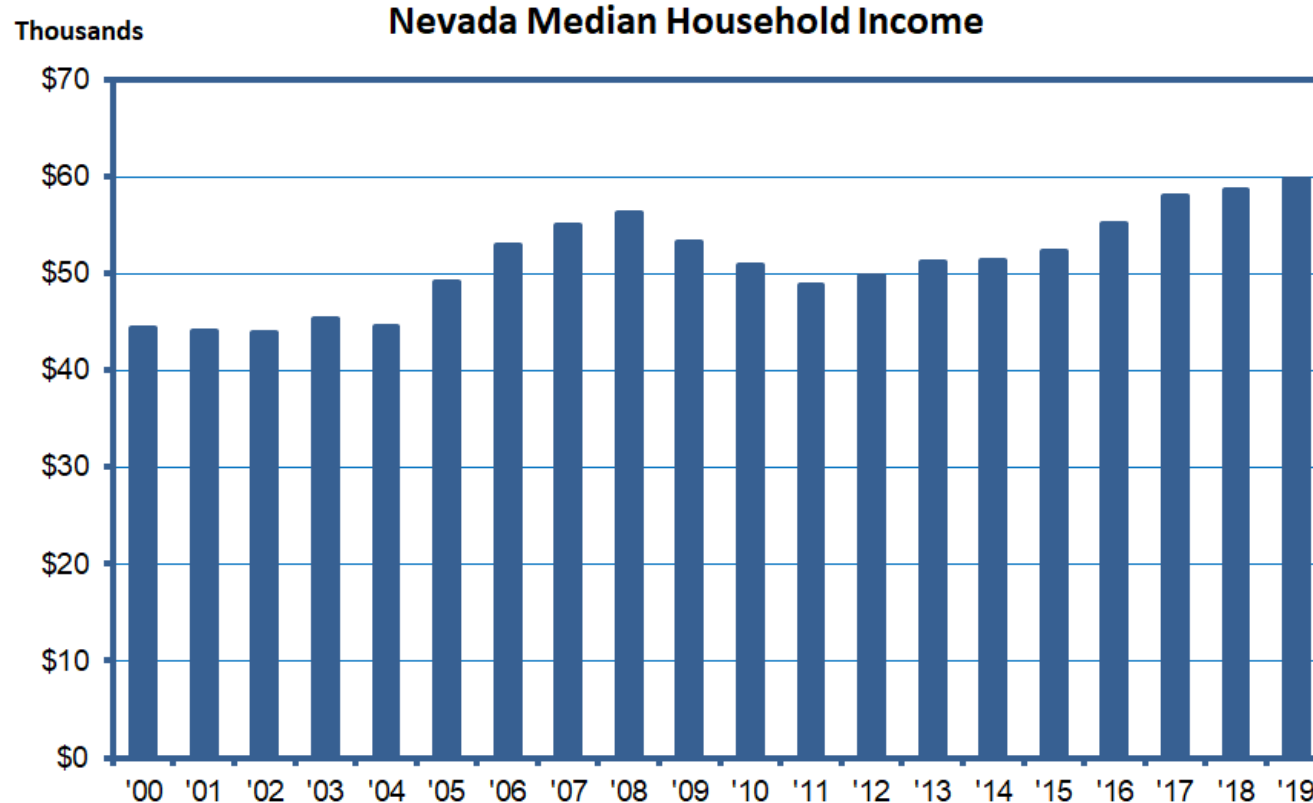


- Existing single-family home sales are stable.
- Median home price is at the pre-recession level.



Source: U.S. Census Bureau, Moody's Analytics

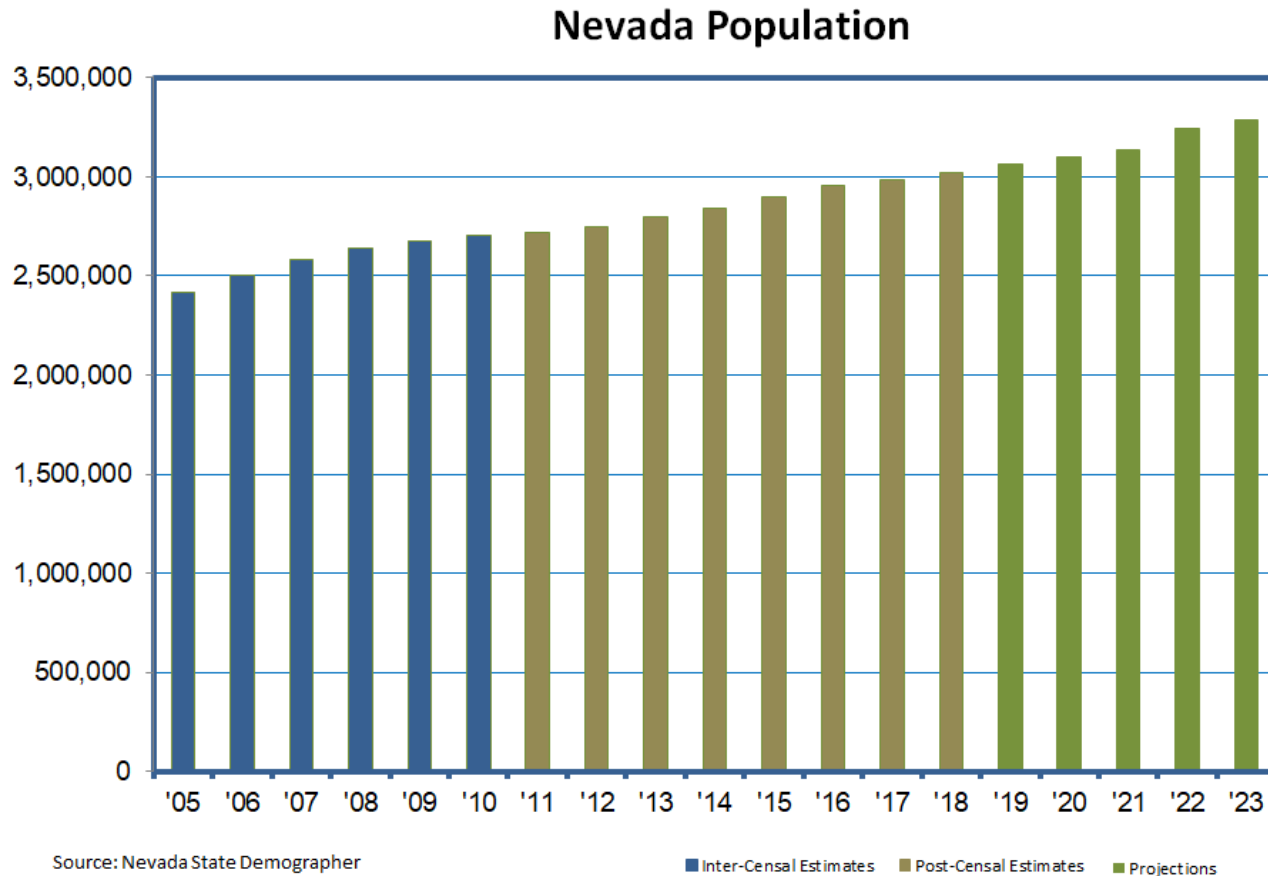
- Home permits are trailing the level we saw in the late 1980s.



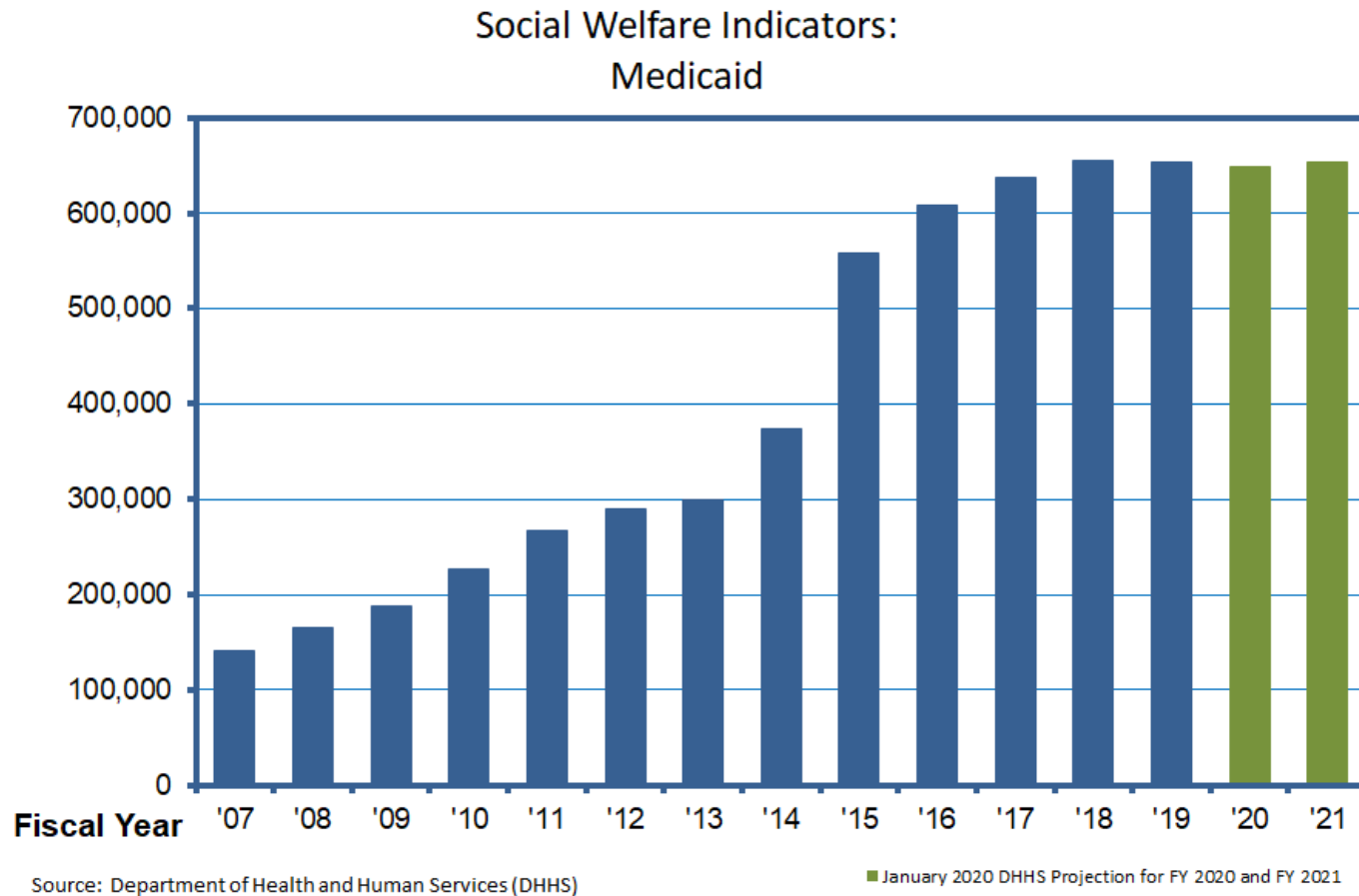
Source: U.S. Census Bureau, Moody's Analytics

- Median household income has not kept up with rising home prices.
- Home affordability is a concern.

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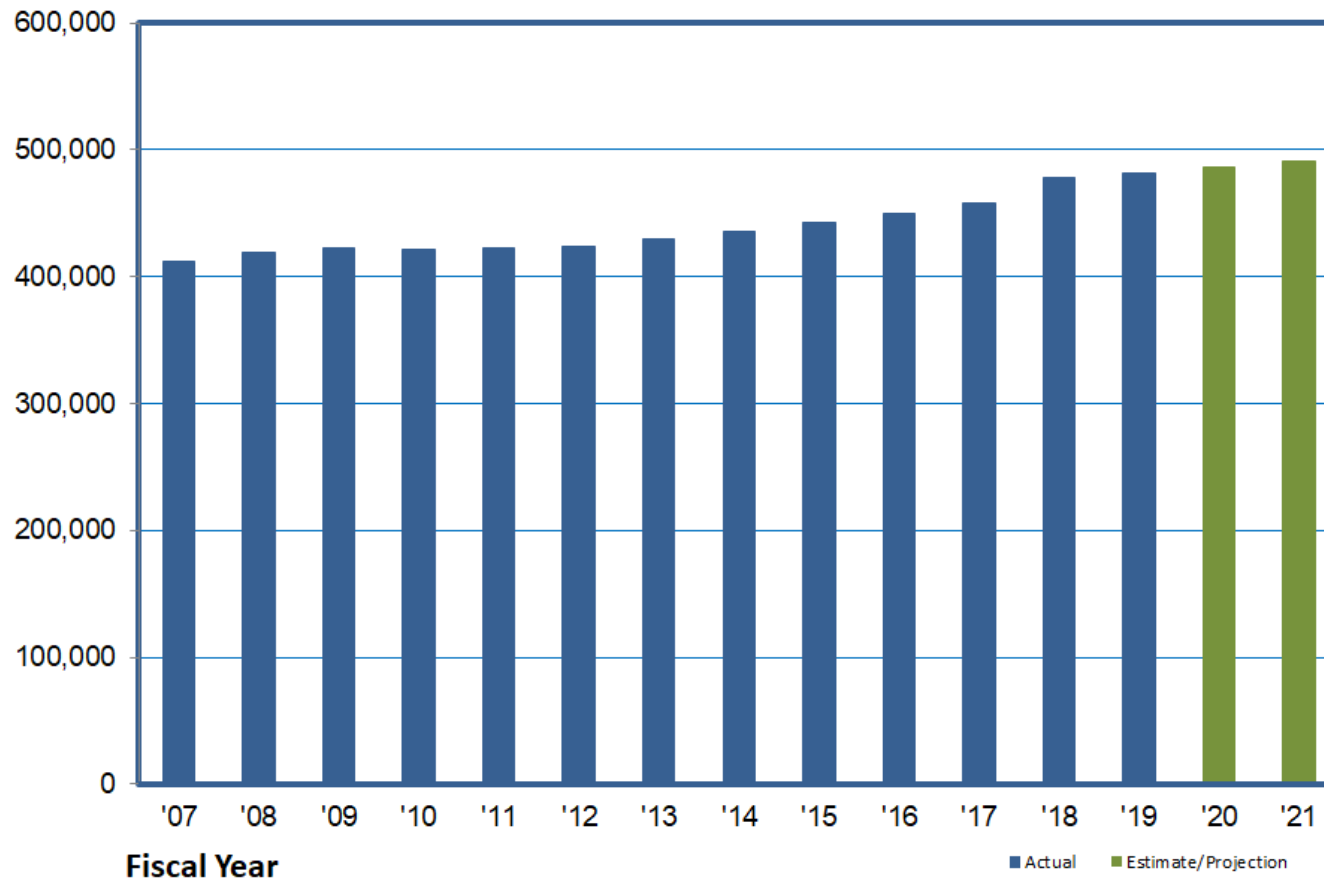
- Nevada's population is estimated to reach almost 3.3 million by the end of the 2021-2023 biennium.



- Enrollment in Medicaid is projected to remain steady.



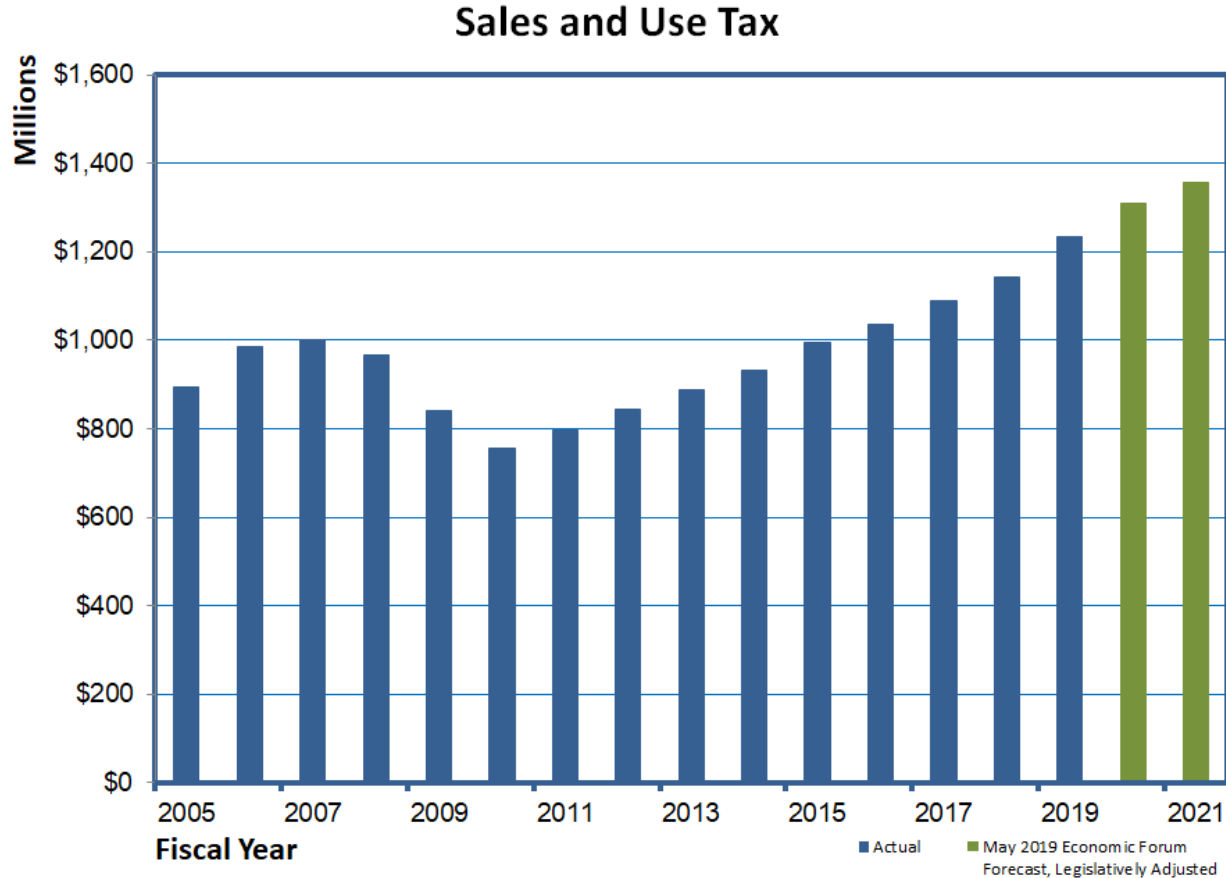
K-12 Student Enrollment



- Along with the growing economy and population, K-12 enrollment is increasing as well.

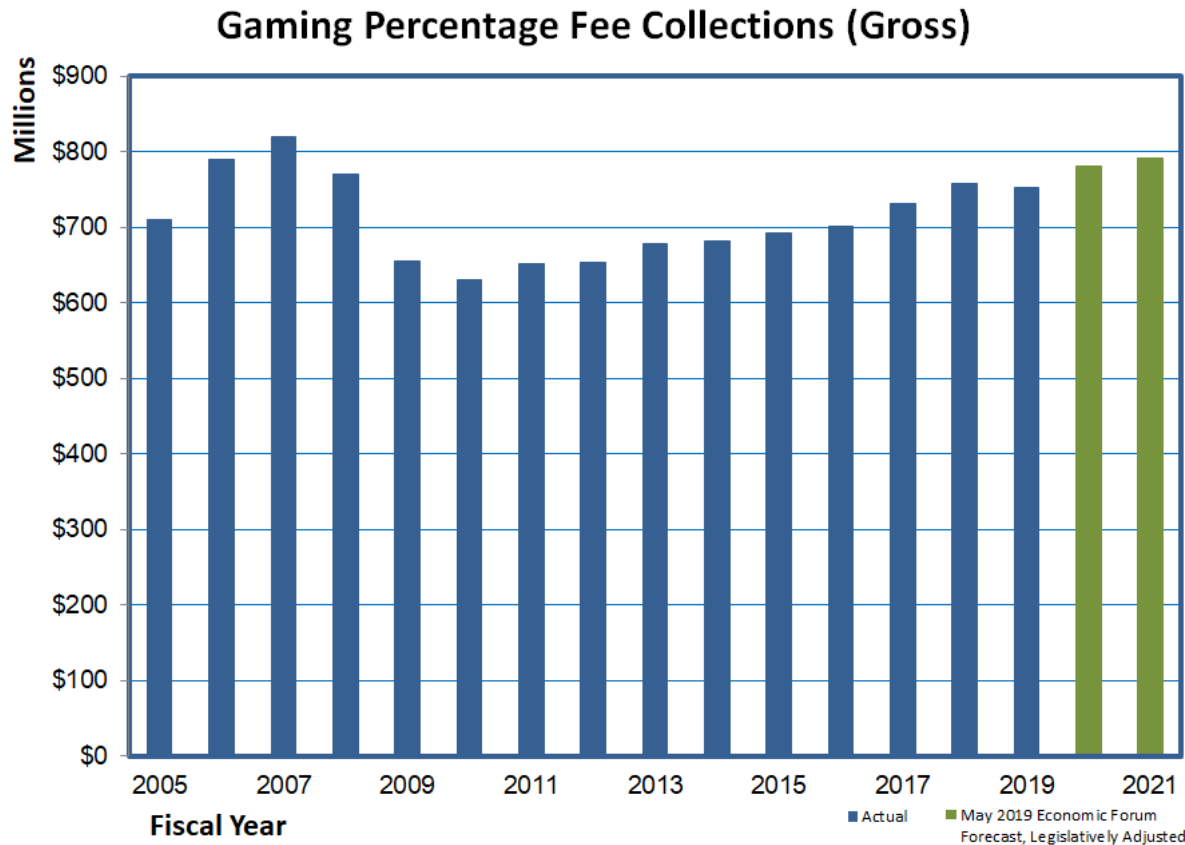


Revenue Outlook



- Sales tax revenue has continued its steady growth since FY 2010.
- Through the November collection period, collections are \$2.4 million, or 0.4%, above the Economic Forum's legislatively adjusted forecast.

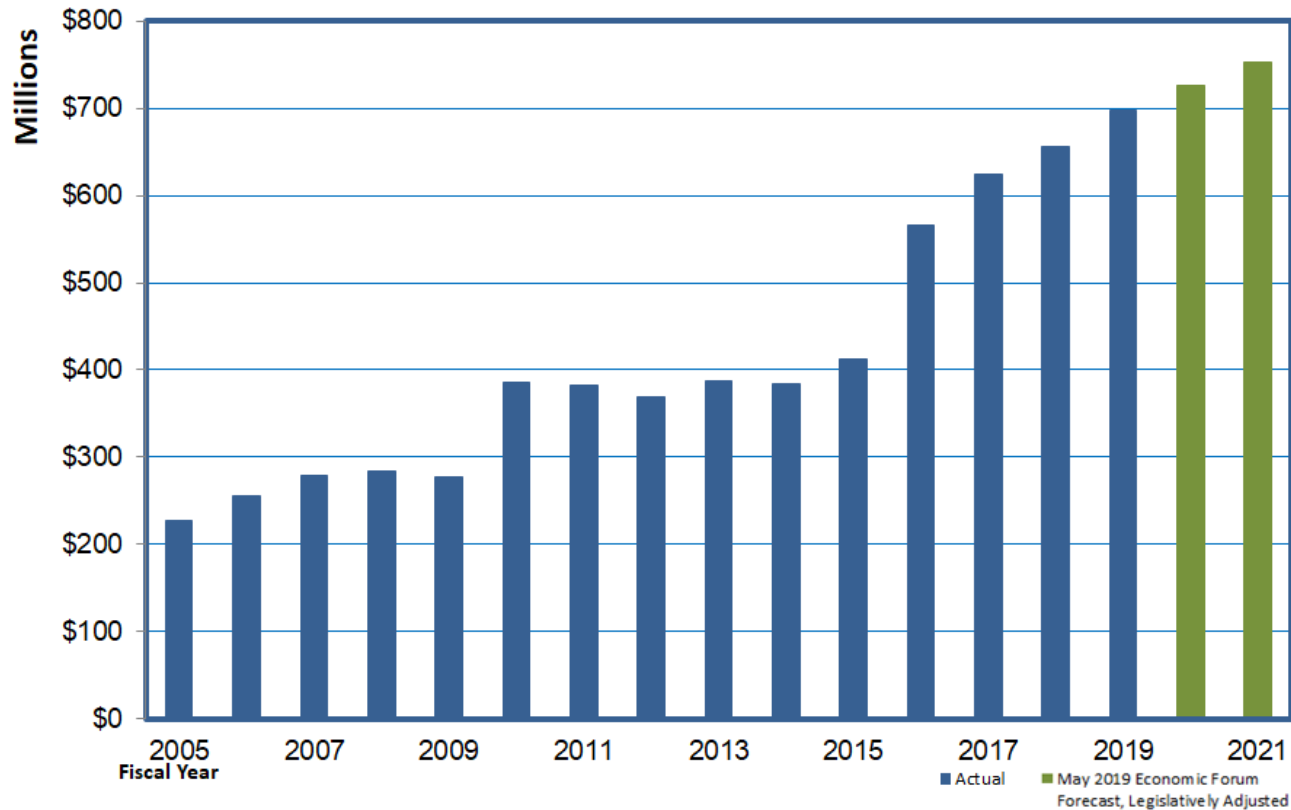
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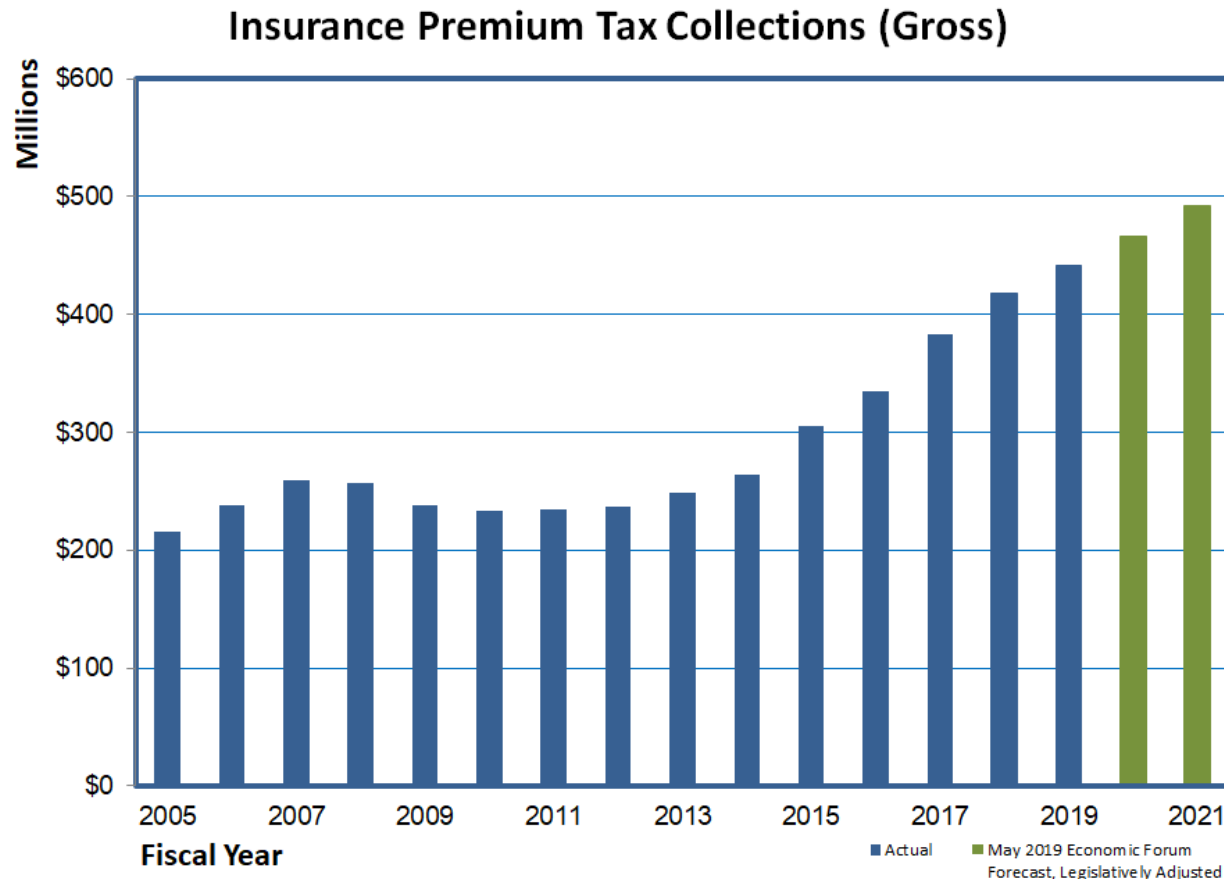
- Gross (before tax credits applied) gaming percentage fee collections have improved modestly since FY 2010.
- Through the January collection period, gross gaming collections are \$15.9 million, or 3.7%, above the Economic Forum's legislatively adjusted forecast.



Modified Business Taxes (Gross) with Commerce Tax Credit

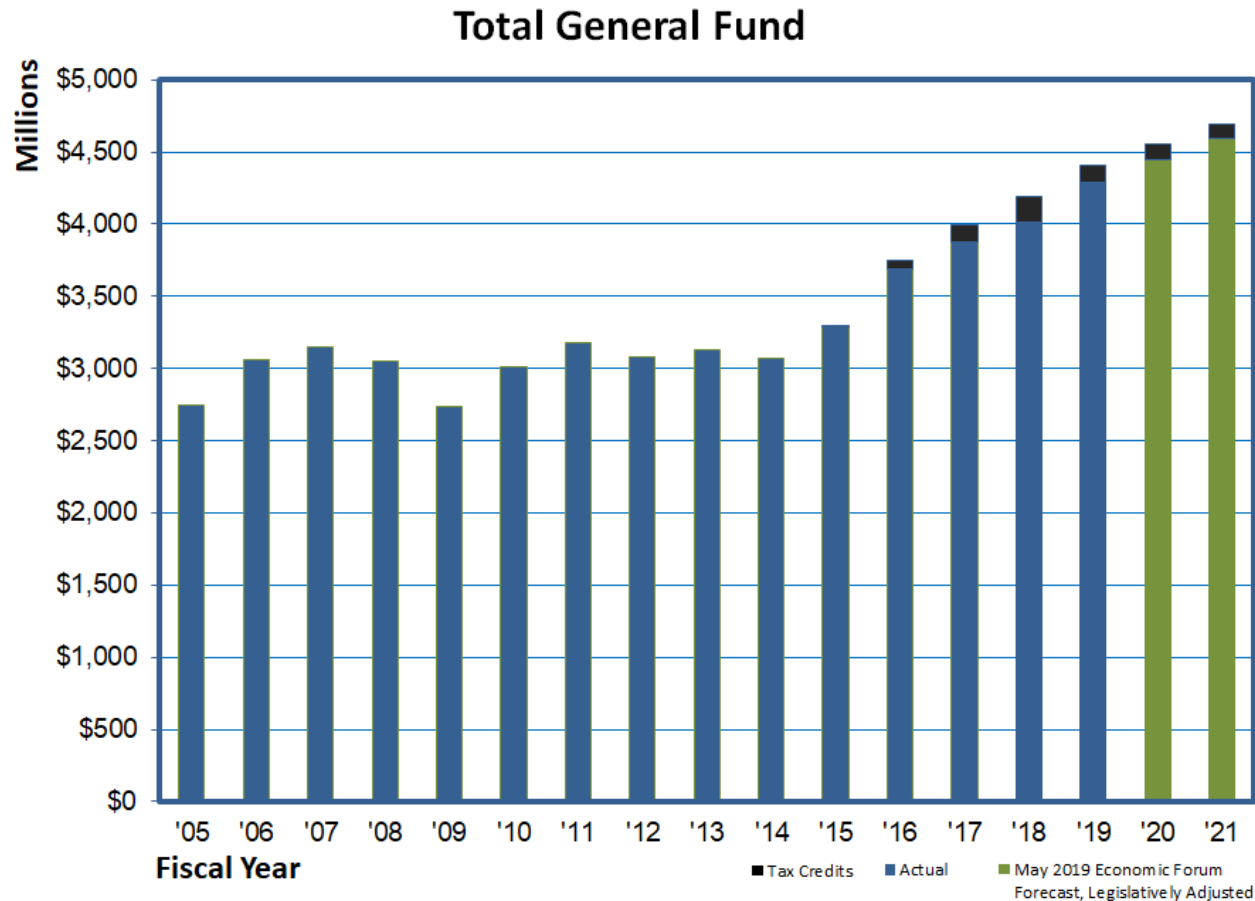


- The tax rate and structure for modified business tax has varied over time.
- Through the September collection period, gross collections are \$0.1 million, or 0.1%, above the Economic Forum's legislatively adjusted forecast.



- Gross insurance premium collections have doubled since the lows of the recession.
- Through the September collection period, gross collections \$2.2 million, or 1.9%, above of the Economic Forum's legislatively adjusted forecast.

BUDGET KICKOFF 2021 – 2023 Executive Budget



- From FY 2015 to FY 2020 YTD, a total of \$540.1 million in various tax credits have been taken.
- FY 2020 YTD, net revenue (after tax credits applied) is tracking \$21.4 million, or 1.3%, ahead of the Economic Forum's legislatively adjusted forecast.



Conclusions

- The Silver State has seen a significant turnaround in the last decade.
- Our state has seen widespread improvement in its economy and the outlook is positive but many challenges remain.
- Nevada is highly sensitive to the health of the national economy because the state's economy is very reliant on consumer and tourism driven sectors.
- If domestic and global headwinds were to become a concern and less supportive of growth in the U.S. economy, those could have potential negative impacts on our state.



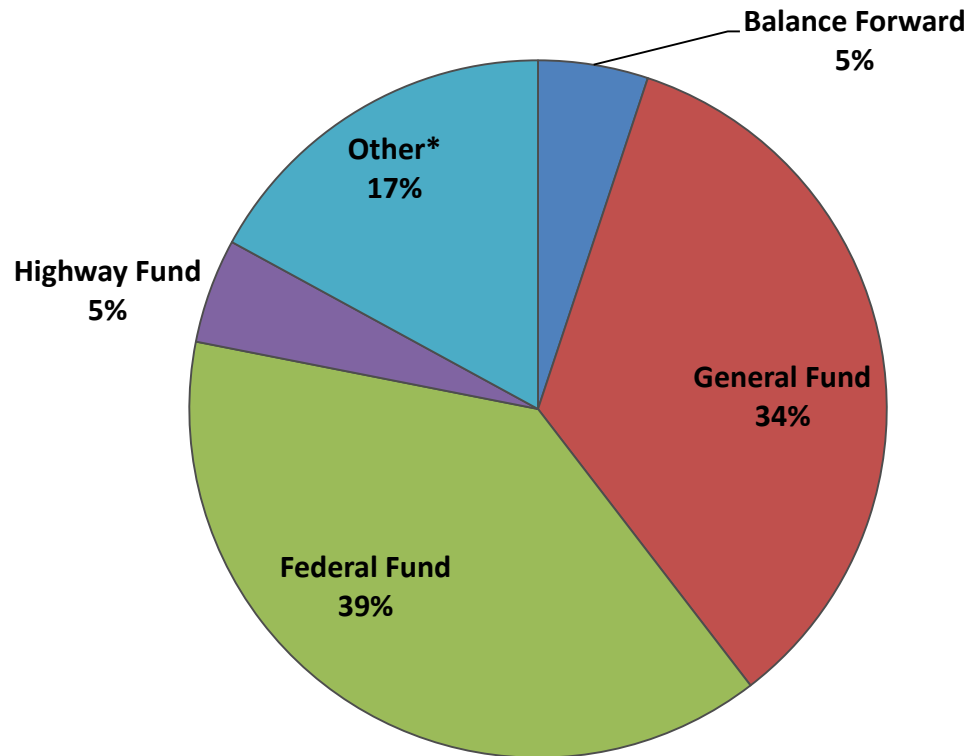
Budget Overview

Susan Brown
Director



FY 2020-2021 Revenue Sources

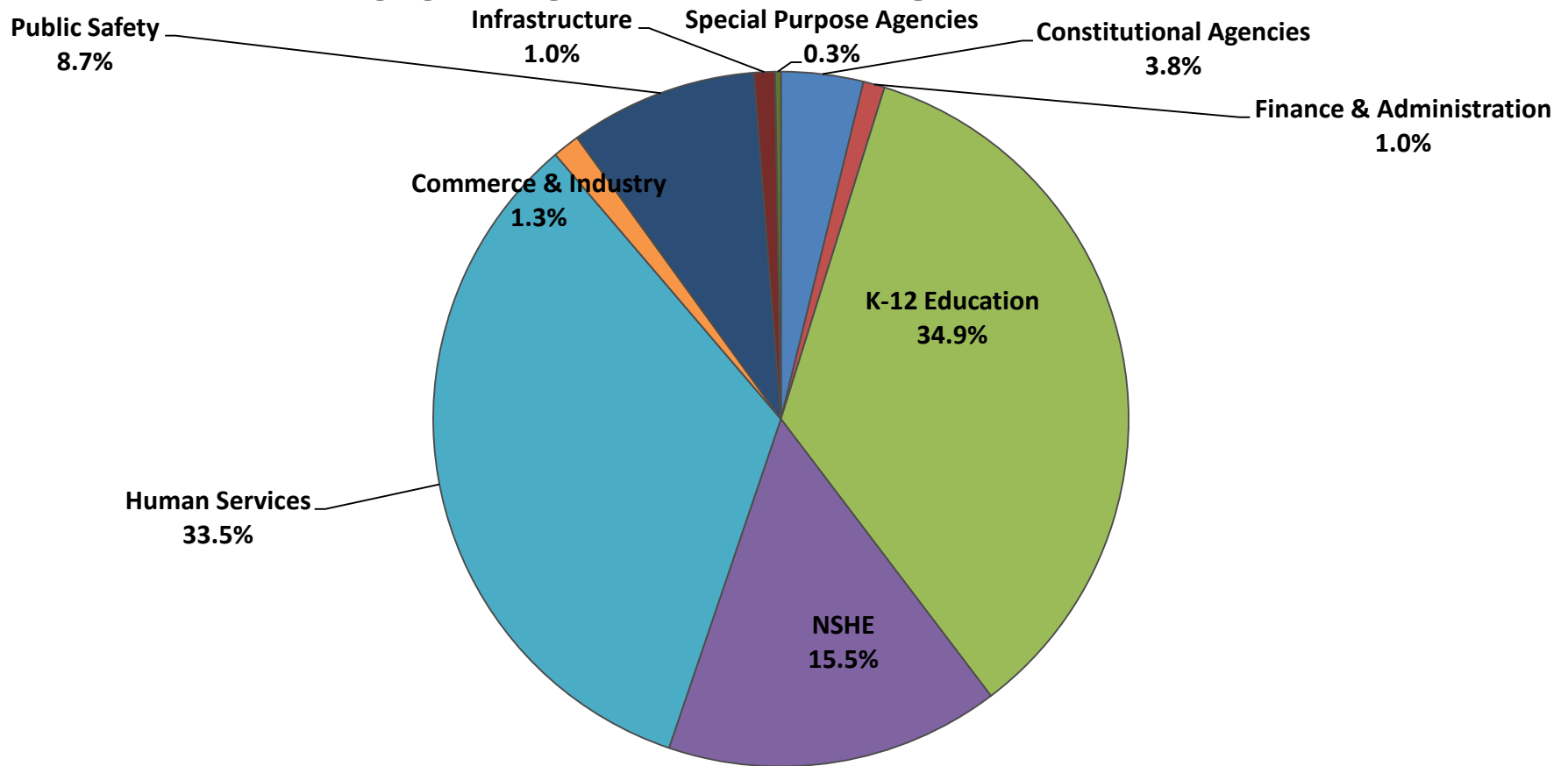
\$25.7 billion



*Net of inter-agency transfers



FY 2020-2021 General Fund Appropriation by Function





BUDGET OVERVIEW

- Unknowns and Challenges
- Roll-ups
- Flat Budgeting – 2 X FY21 Cap



BUDGET OVERVIEW

- Enhancements
 - Must Align With The Governor's Priorities
 - Coordination Among Agencies
 - Must Be Measurable
- Use "Items for Special Consideration" version in NEBS



Improving Outcomes for all Nevadan's

- A framework that covers:
 - Executive Budget
 - Bill Draft Requests
 - Agency Implementation
- It is the Governor's intent to inform:
 - Agency strategic plans
 - Next biennial budget
 - Legislative bill draft requests for 2021



Strategic Framework

Vision – Mission

Core Functions of Government

Battle Born Priority

Mission-driven Goals

Strategies

Performance Measures

Bill Draft Requests



Where We Are Headed

Vision – “Nevada will Build a Child & Family Centered Government”

Mission – Create a Child & Family Centered Government to Improve Outcomes for all Nevadans

Values

Integrity

Service

Optimism

Collaboration

Inclusiveness

Action

Leadership



How the Framework is Organized

Core Function – statutory responsibility of state government

Priority – broad objective that directs efforts and outlines expected achievements

Goals– broad statements of the desired result from state agency action

Strategies – programs and initiatives needed to accomplish goal



Strategic Framework Example

Government Efficiency and Innovation

Provide Nevadans with quality access to government through efficient and innovative services

Recruit and Retain a Skilled Workforce

Develop a Talent Pipeline



Core Functions and Priority

ELEVATING EDUCATION Provide every Nevadan with an exceptional education that equips them with future-ready skills necessary for success	GOVERNMENT EFFICIENCY & INNOVATION Provide Nevadans with quality access to government through efficient and innovative services	INFRASTRUCTURE, ENERGY & ENVIRONMENT Build a future for all Nevadans that protects our natural environment and promotes healthy ecosystems, while expanding clean, safe and modern infrastructure throughout the state
IMPROVING SAFETY, SECURITY & JUSTICE Ensure the safety of all Nevadans by modernizing law enforcement, increasing agency collaboration and promoting the fair and equitable administration of law.	EXPANDING ECONOMIC OPPORTUNITY & GROWING A SKILLED WORKFORCE Ensure all Nevadans have the opportunity to learn, earn and live well	PROMOTING HEALTHY & RESILIENT COMMUNITIES Improve the quality of life for all Nevadans by ensuring access to services and opportunities that build healthy, resilient communities



Strategic Planning Priorities

Governor is asking agencies to consider the following challenges to make state government more effective and efficient:

- What activities do you perform you would stop if you could? What results could be obtained by reprioritizing those resources?
- What new initiatives would you propose? What results would they achieve? How would success be measured?
- What low-cost or no-cost policy or operational ideas would you propose?



Budget Cycle

- Agency Request
 - Due 5:00PM Tuesday September 1, 2020
- Governor Recommends
 - Budget Message and Summary
 - Line Item Detail
 - Economic Development Incentives
 - Recommended Legislation
- Legislatively Approved
 - Session starts February 1, 2021
 - Session ends June 1, 2021
- Resources on the Budget Division website (www.budget.nv.gov)



Key Dates

- CIPs due – 4/1
 - Presentations 8/26-27
- TINs due – 4/6
 - Presentations 6/15-30
- Non-budgetary BDR
 - In NEBS by 5/20
- Final review Non-budgetary BDRs – 7/10
- Class Compensation Plan Changes – 6/1
- EITS Utilizations 7/06
- Complete Governor Recommends – early January 2021



Overview of Budgeting Processes and Policy Reminders

Susan Brown
Director



Budget Processes

- Building the Budget
- Positions
- Revenues
- Federal Grants
- Priorities & Performance Based Budgets
- Enhancement Requests and Efficiency Options
- Required Forms



Building the Budget

- Agency budgets must:
 - Align with Governor's Strategic Framework
 - Reconcile positions, revenues and expenditures
 - Be consistent with legislation passed in 2019
 - Use FY 2020 actuals for the Base Budget
 - Be adjusted for one-time, annualized and discontinued costs
 - Be submitted in complete form



Building the Budget

- Agency budgets should:
 - Not include agency-specific inflation without adequate justification
 - Include caseload adjustments as a “M” unit only with prior approval
 - Document and justify adjustments related to federal mandates, court orders and consent decrees
 - Reconcile transfer in/out decision units and other “pitcher/catcher” type items



Building the Budget

- Agency budgets should:
 - Include justification for any requested Supplemental Appropriations
 - Identify and include one-time projects, including multi-biennia requests where appropriate
 - Include replacement equipment in accordance with an approved schedule



Positions

- Agencies must:
 - Confirm the accuracy of the positions in their budget by PCN before 7/1
 - Notify their assigned Budget Officer of errors
 - Eliminate expired or non-permanent positions
 - Confirm the accuracy of the incumbents as of the budget request submission
 - Include on-going seasonal and intermittent positions to the extent funding is available



Positions

- New permanent positions:
 - Include NPD-19 for each position
 - Identify conditions and responsibilities
 - How the position advances the agency's mission
 - How it impacts existing personnel
 - Include associated costs
 - Default start date is October 1 of the first year



Positions

- Vacant positions:
 - Justify retention of 12+ month vacancies
- Budgeting new or vacant positions at greater than step 1



Positions

- Single Reclassifications
- Reorganizations
- Compensation Plan Adjustments due 6/1
 - Reclassification of a series of positions
- FTE Costs and Assessments
- Vacancy Savings
- Overtime/Pay Differentials



Revenues

- In general, must cover requested expenditures; never used to balance budget
- Appropriations
- Transfers
 - Must be reconciled against transfer expenses
- Reserves
 - Generally are non-recurring revenue source



Other Revenues

- Includes fees, fines, loan repayments, charges for services or other revenues not deposited into the General Fund for use in the appropriations process.
- Must submit detail on any fee established, increased or decreased in the Agency Request
- Fee Database



Federal Revenues

- Only includes revenue directly from federal government
- Report separately by grant award
- Recurring grants should be included in budget
- Should be budgeted at NOGA + Carryforward
- Not subject to budget caps
 - Must adhere to statewide cost decisions



Federal Grants

- Matching Requirements documentation
 - Grant Name
 - CFDA number
 - Funding by state FY for term of the grant:
 - Grant amount, and
 - match fund requirements
 - Source of match funds
 - Appropriation, third-party, in-kind, etc.
 - Impact of not appropriating the match



Federal Grants

- Maintenance of Effort requirements
 - Include assumptions and calculations to meet required MOE levels for current and upcoming biennia
- Indirect Cost/Cost Allocation Plans
 - Include federal authorization document showing approved rate
 - Reconcile “pitchers” and “catchers”



Priorities & Performance Based Budgeting

- Strategic planning framework
 - Priorities
 - Goals
 - Strategies



Priorities & Performance Based Budgeting

- Strategic Plans
 - Should have been created or updated by July 1, 2017, but...
 - Must be updated (if more than 5 years old)
- Service Levels
 - Cost to continue the existing legislatively approved program into the next biennium
 - Reductions or increases must be budgeted



Fund Mapping



- Line item Expenditure to revenue is the same
- Map revenues to pre-defined Activities
- Mapping of activities to Mission Driven Goals and Core Functions is pre-determined



Performance Measures

- Should be:
 - Logically and directly related to the Activity they are purported to measure
 - Incorporate significant aspects of the operations of the agency
 - Responsive to changes in levels of performance
- When possible, tied to data already reported internally or externally



Performance Measures

- Three main types:
 - Output/workload - “How much did we do?”
 - Efficiency – “How well did we do it?” or “Are we doing things right?”
 - Effectiveness “Is anyone better off?” or “Are we doing the right things?”
- No right or wrong number of measures
- Narrative description option



Performance Measures

- Must be included in enhancement units
 - Incremental change to existing measure
 - New measure for the activity
 - Data provided must be valid and accurate and data limitations noted
 - Expected outcome description
 - Decision units submitted without Performance Measures may not be considered



Enhancement Requests

- Strategic Plans, Budget Request and enhancements should answer:
 - Which strategies will most effectively achieve agency and statewide goals and priorities?
 - Which activities are mandatory/core to these strategies?
 - How are the outcomes of our highest priority services and activities maximized?



Enhancement Requests

- Agencies should:
 - outline efforts taken and/or plans to find additional capacity
 - Focus on improving performance through innovation
 - Include a rigorous evaluation plan and Performance Measures to show how the investment of new dollars will result in the intended outcomes
 - Place in Items for Special Consideration



Agency Request Limits

- Applies to agencies funded with:
 - General Fund appropriations
 - Highway Fund appropriations
 - Other funds receiving GF or HF - internal service funds
- Agency Request Budget for the 2021-2023 biennium shall not exceed two times that agency's FY 2021 legislatively approved funding level unless the agency receives prior written approval from the Budget Division



Agency Request Limits

- Exceptions to the limits for:
 - Pre-approved caseload/population growth
 - Pre-approved agency specific inflation
 - Federally mandated and court ordered activities
- All other decision units must fit within the agency cap



Agency Efficiency Options

- Applies to all agencies
- Unique decision unit to:
 - Reduce or eliminate a low-priority program
 - Fund one-time costs for long-term cost avoidance
 - Enable efficiencies in customer/taxpayer interactions



Efficiency Option Examples

- Automation of processes to increase caseloads per employee
- Consolidation of business units to streamline services and eliminate staff
- Reviewing requirements under which services are provided
- Simplification and automation of processes to improve customer experience



Required Forms

- Budget Submission Certification Letter
 - One letter per agency
 - Must be signed by the director or chairman
- Copy of the 2X Budget Limit calculation
- Organizational charts
 - Program
 - Personnel



SMART 21

Silver State Modernization Approach for
Resources and Technology in the 21st Century

Shauna Bakkedahl

Change Manager, Office of Project
Management

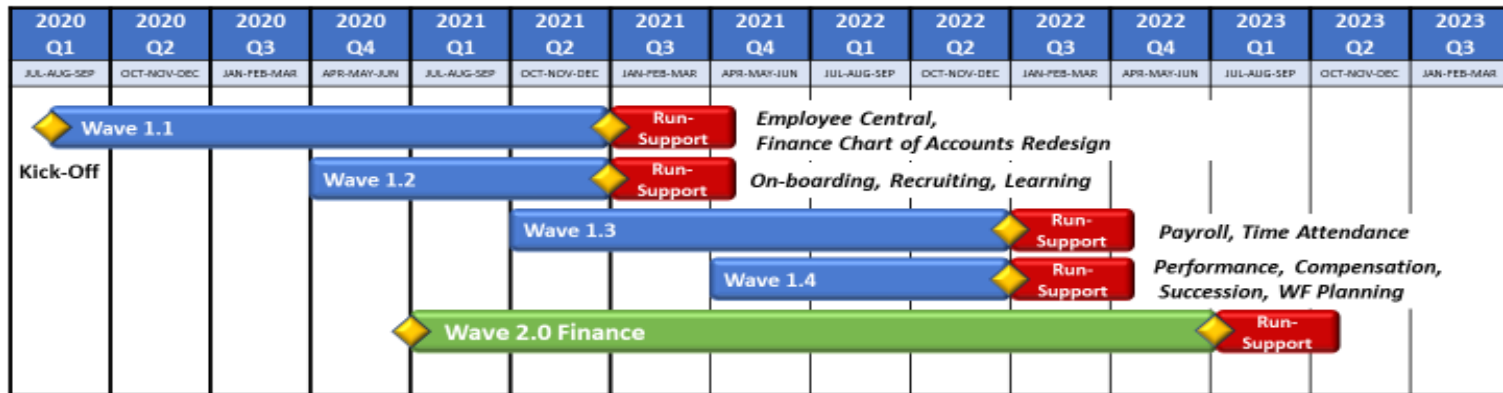


SMART21

- Replacement of the Financial and Human Resources Systems
 - Started in the 2017-2019 biennium
 - Intended to modernize the way in which the State conducts its business relative to the processes of accounting and human resources transactions
- The Project
 - Managed by the Office of Project Management
 - The Office of Project Management reports to the Director of Finance, State Controller and the Director of Administration



SMART 21 Implementation Schedule



- January 1, 2021 for Human Resources Nonpayroll
- January 1, 2022 for Human Resources Payroll
- July 1, 2022 for Financial Accounting



SMART 21

Points to Remember

- **Agency system interfaces that will feed the SMART21 system may:**
 - Be updated, upgraded or may be replaced by the SMART21 system
- **Consult with the Office of Project Management if:**
 - You are updating or upgrading your system interface
 - Where possible, funding for those costs will be included in the overall cost of the SMART21 project
 - Agencies are likely to incur some costs and personnel time associated with any update or upgrade
- **New systems or upgrades:**
 - The TIN must address integrations with the new finance and human resource systems, where applicable
- **Existing interface transitions must:**
 - Be addressed early in the budget process
 - Have adequate documentation collected regarding the cost and complexity of any system integration
 - Include sufficient detail in the Agency Request Budgets at agency level or in the SMART21 project budget
- **To contact SMART21 PMO:**
 - Email: SMART21@nv.gov
 - Phone: 775-687-7220



Bill Draft Request

Tiffany Greenameyer
Deputy Director



Bill Draft Request (BDR)

- A request submitted to the Legislative Counsel Bureau proposing additions, deletions, and/or changes to Nevada Revised Statutes (NRS)



Preparing a Bill Draft Request (BDR)

- Each request must be limited to one subject.
- A BDR may contain proposed revisions to more than one chapter of NRS that relates to the single subject of the proposed bill.
- All requests must be submitted to the Budget Division through the BDR module in the Nevada Executive Budget System (NEBS).



Preparing Bill Draft Request (BDR)

BDRs are classified as either:

Non-Budgetary Policy BDR

- Housekeeping-Clarification or minor changes to existing statutes
- Substantive – All other requests

Or

Budgetary BDR

- Fiscal impact greater than \$2,000



Non-Budgetary Bill Draft Request (BDR)

- **Housekeeping** – Clarification or minor changes to existing statutes
- **Substantive** – All other requests
- No material fiscal impact
- Due to the Budget Division by May 20, 2020



Budgetary Bill Draft Request (BDR)

- Necessary to implement the budget proposed by the Governor
- Fiscal Impact Exceeding \$2,000 (NRS 218D.430)
- Due to the Budget Division by September 1, 2020
- The fiscal impact of items included in the Executive Budget should not be included on a fiscal note



Bill Draft Request (BDR) Prep Timeline

Important dates to remember:

- May 20, 2020 Non-Budgetary BDRs are due to the Budget Division
- July 31, 2020 Non-Budgetary BDRs due to LCB
- September 1, 2020 Budgetary BDRs due to the Budget Division
- November 18, 2020 – All Non-Budgetary BDRs must be drafted and pre-filled



Fiscal Notes Overview

Russell Guindon, Michael Nakamoto,
and Joe Reel

Fiscal Analysis Division, Legislative
Counsel Bureau



Fiscal Notes - Purpose

- Summary of the fiscal impact of proposed legislation for consideration by policy and money committees during a legislative session.
- Governed by NRS 218D.400 through 218D.495.
- Fiscal notes are required for bills or joint resolutions that:
 - Create **decreases in revenue** and/or **increases in expenditures**.
 - Increase or newly provide for term of imprisonment, or which make release on parole less likely.
- Fiscal notes are obtained on bill draft requests (BDRs), often before the introduction of the BDR to become a bill or joint resolution.



Fiscal Notes - Purpose

Pursuant to NRS 218D.470:

- A fiscal note “must be factual and concise in nature, and must provide a reliable estimate of the dollar amount of effect the bill or joint resolution will have.”
- If the agency concludes that no dollar amount can be estimated, the note must so state with reasons for such a conclusion.



Fiscal Notes – Process

Legislative Counsel Bureau

- LCB Legal Division designates a BDR as having a fiscal impact (or not) on State Government:
 - Yes;
 - No;
 - Executive Budget;
 - Contains Appropriation Included in Executive Budget; or
 - Contains Appropriation Not Included in Executive Budget.
- BDRs designated as having a fiscal impact are sent to the Fiscal Analysis Division for assignment to affected agencies, as determined by the Fiscal Analysis Division.
- Fiscal notes are not required on any bill or joint resolution relating exclusively to the proposed Executive Budget. (NRS 218D.430)



Fiscal Notes – Process Agency

- Estimates must be made by the affected agency or agencies. (NRS 218D.430)
- Agencies have 5 working days, including review by GFO, to submit a completed fiscal note using the web-based fiscal notes system.
- The Fiscal Analysis Division may extend this period for not more than 10 additional working days.
- Agencies may prepare and submit unsolicited fiscal notes.



Fiscal Notes – Process

Governor's Finance Office

- Once an executive branch agency has completed and submitted a fiscal note, GFO will review and either approve or reject that fiscal note using the web-based system.
- If the fiscal note is approved, it is sent to the Fiscal Analysis Division for compilation and printing.
- If the fiscal note is rejected, it is sent back to the agency submitting the fiscal note for reconsideration.



Fiscal Notes – Process

Legislative Counsel Bureau

Once a completed fiscal note has been approved by GFO:

- The Fiscal Analysis Division performs a cursory review of submitted fiscal notes for completeness and any obvious flaws.
- After the BDR is introduced and becomes a bill or joint resolution, the fiscal note and any exhibits are printed by the State Printing Office and are posted to the LCB website and in the Nevada Electronic Legislative Information System (NELIS).



Fiscal Notes – Process

Unsolicited Fiscal Notes

- An unsolicited fiscal note may be submitted on a bill or joint resolution as introduced when not requested by the Fiscal Analysis Division.
- An unsolicited fiscal note may also be submitted on the amended version of a bill or joint resolution when reprinted.
- When completed by the agency, the unsolicited fiscal note is sent to Fiscal and GFO simultaneously.
- Unsolicited fiscal notes are not printed by the State Printing Office, but are made available on the LCB website and in NELIS.



Fiscal Notes – Process

Other Points For Consideration

- Fiscal notes are not prepared for amendments unless specifically requested by the presiding officer. (NRS 218D.440)
- Agencies may use the BDR for official purposes only and shall not copy or disseminate information on any BDR which has not been introduced without consent from the requester of the BDR. (NRS 218D.495)



Fiscal Notes – Process

Other Points For Consideration

- The Fiscal Analysis Division is also required by law to prepare fiscal notes for initiative petitions filed with the Secretary of State's Office. (NRS 295.015)
- For ballot questions proposing constitutional amendments and statewide measures, the Secretary of State must prepare a fiscal note, upon consultation with the Fiscal Analysis Division. (NRS 293.250)



Fiscal Notes – Process

Web-Based Fiscal Notes System

- Automated e-mail notifications
- Immediate access to BDRs
- Electronic completion and submission of fiscal notes
- Submission of exhibits and attachments
- Submission of unsolicited fiscal notes
- Requests for due date extensions
- User's Guide and FAQs for System are available



Fiscal Notes – Timeline

- October/November 2020 – Each agency is requested to provide contact who will act as agency-level fiscal note administrator.
- December 2020 – Fiscal Analysis Division will hold Fiscal Notes System training.
- January 2021 – Agencies will begin receiving fiscal note requests for 2021 Session.



Fiscal Notes Overview

For any additional questions, contact:

- Cheryl Harvey, LCB Fiscal Analysis Division
- Phone number: (775) 684-6872
- E-mail address: charvey@lcb.state.nv.us



Thank You!





Lunch Break





Afternoon Agenda

- Budget Manual/Instructions
- NEBS Changes/Training
- EITS TIN Process
- Fleet Services
- Capital Improvement Projects/Deferred Maint.
- Questions and Answers Session



Budget Building Manual/Instruction Changes

Heather Field

Executive Branch Budget Officer

Highlight of Changes

Budget Manual and Budget Instructions

- No longer in two documents
- Policy guidelines are included in the beginning of the Budget Manual

Budget Instructions re-incorporated into Budget Manual

Beginning of the Budget Manual

- Agency Limits, Efficiency Options and Enhancements
- Due Dates and Submission Timetable
- Budget Submittal Format
- Strategic Planning and Activity Measures

Policy

- Biennial Budget Process
- Organizational Charts
- One Shots

Budget Instructions re-incorporated into Budget Manual (continued)

- Outline of Workflow
 - Budgeting Revenues
 - Federal Grant Matching Requirements
 - New Position
 - Reclassifications
 - Reorganization

Collective Bargaining Units

Senate Bill 135 of the 2019 Legislative Session

- New assessment for covered employees to support activities and appeals
- Labor Relations Unit created through IFC
- Changes relate to personnel assessment

Highlight of Changes – Caseload

M151 will not be used, instead:

- M200 = Projected change in caseload for the current biennium (Work Program Year)
- M201-M220 = Projected change in caseload for the next biennium (Year 1 & Year 2)
 - M200 will be included in the calculation of the Agency Request Limits

Reminder of Changes from 2019-2021 Biennium

Items that were new last biennium and are continuing

- Federal Grants - MOE and Matching Requirements
- Items for Special Consideration – Outside cap requests
- Cost Allocation Funding – AGCAP - Full amount funded including GF



NEBS Changes & Training

Heather Field

Executive Branch Budget Officer

BUDGET KICKOFF 2021 – 2023 Executive Budget

NEBS Changes

Summary Line Items Schedules Positions Mapping Acct. Maint.										
Add Line Item Decision Unit: B000 BASE Synchronize Actuals to DAWN Edit Actual/WP Reserves Highlight Changes										
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change
	B000	00	2501	APPROPRIATION CONTROL	2,733,781	2,768,567	2,743,678	0	2,739,917	0
	B000	00	2510	REVERSIONS			100	0	0	0
	B000	01	5100	SALARIES	1,503,909	1,503,909	1,503,909		1,507,414	
	B000	01	5300	RETIREMENT	332,251	332,251	332,251		332,785	
	B000	01	5500	GROUP INSURANCE	173,451	178,600	178,600		178,600	
	B000	01	5840	MEDICARE	21,802	21,802	21,802		21,853	
	B000	01	5200	WORKERS COMPENSATION	17,197	16,207	16,242		16,283	
	B000	01	5800	UNEMPLOYMENT COMPENSATION	2,253	2,331	2,256		2,261	
	B000	01	5700	PAYROLL ASSESSMENT	1,783	1,767	1,767		1,767	
	B000	01	5440	PERSONNEL SUBSIDY COST ALLOCATION	419	419	419		419	
	B000	01	5750	RETIRED EMPLOYEES GROUP INSURANCE	40,306	41,056				
	B000	01	5970	TERMINAL ANNUAL LEAVE PAY						
	B000	02	6100	PER DIEM OUT-OF-STATE	6,305	6,305	6,305		6,305	
	B000	02	6150	COMM AIR TRANS OUT-OF-STATE	4,165	4,165	4,165		4,165	
	B000	02	6130	PUBLIC TRANS OUT-OF-STATE	183	183	183		183	
	B000	02	6140	PERSONAL VEHICLE OUT-OF-STATE	99	99	99		99	
	B000	03	6250	COMM AIR TRANS IN-STATE	13,529	13,529	13,529		13,529	
	B000	03	6000	TRAVEL	8,160	8,160	8,160		8,160	
	B000	03	6200	PER DIEM IN-STATE	6,559	6,559	6,559		6,559	
	B000	03	6210	FS DAILY RENTAL IN-STATE	569	569	569		569	
Total Revenue					2,733,781	2,768,567	2,743,778		2,739,917	
Total Expenditures					2,733,781	2,768,567	2,695,912		2,700,048	
Difference					0	0	47,866		39,869	
Save Save & Return Cancel										



NEBS Changes

Line Item:

- A new “breadcrumb” control at the top of the page allows easy flipping between Budget Accounts or Versions.

Budget Account Line Items

Budget Account Version: 2021-2023 Biennium (FY22-23) ▾

1000 OFFICE OF THE GOVERNOR ▾

A99 COPY TEST ▾

1000 OFFICE OF THE GOVERNOR
1001 GOVERNOR'S MANSION MAINTENANCE
1002 AG - EXTRADITION COORDINATOR
1003 OFFICE OF SCIENCE, INNOVATION AND TECHNOLOGY
1004 GOVERNOR'S OFFICE - OFFICE OF WORKFORCE INNOVATION
1005 GOVERNOR'S OFFICE HIGH LEVEL NUCLEAR WASTE

Summary Line Items Schedules Positions Mapping

NEBS Changes

- Decision Unit Out of Balance

Revenue/Expenditures Out of Balance									
All DUs	Y1	49,155	Y2	40,288					
This DU (B000)	Y1	47,856	Y2	39,869					
Other DUs (E225, M100)	Y1	1,299	Y2	419					

Summary Line Items Schedules Positions Mapping Acct. Maint.									
Add Line Item	Decision Unit	B000 BASE	Display All Decision Units	Actual	Work Pgm	Year 1	Change	Year 2	Schedule
B000 00		B000 BASE		2,733,781	2,768,567	2,743,678	0	2,739,917	- None -
B000 00		E225 EFFICIENT AND RESPONSIVE STATE GOVERNMENT				100	0	0	- None -
B000 01		E226 EFFICIENT AND RESPONSIVE STATE						1,507,414	PAYROLL
B000 01		E670 SALARY ADJUSTMENT FOR 2019-2021						332,785	PAYROLL
B000 01		E606 TRANSFER		173,451	178,600	178,600		178,600	PAYROLL

- New Reserve Feature:

DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Year 2
B000	00	2511	BALANCE FORWARD FROM PREVIOUS YEAR	1,865,868	1,827,032	1,582,347	1,453,668
B000	00	2512	BALANCE FORWARD TO NEW YEAR	-1,827,031			
B000	79	9178	RESERVE - BAL FWD TO SUBSEQUENT FY		226,759	98,080	102,229
B000	86	9178	RESERVE - BAL FWD TO SUBSEQUENT FY		1,355,588	1,355,588	1,253,359

NEBS Changes

Budget Account Line Items  User Activity

Budget Account Version: 2019-2021 Biennium (FY20-21) ▼

User Activity

The following users have updated information in this area:

- joefix saved at 01:57:46 PM

Would you like to refresh this page?

Dismiss Refresh

Summary Line Items Schedules Positions Maps

NEBS Changes - Highlight Change Feature

Revenue/Expenditures Out of Balance

All DUs	Y1	-1,000	Y2	0
This DU (M150)	Y1	-1,000	Y2	0
Other DUs (None)	Y1	0	Y2	0

Summary Line Items Schedules Positions Mapping Acct. Maint.											
Add Line Item Decision Unit: M150 ADJUSTMENTS TO BASE Synchronize Actuals to DAWN Edit Actual/WP Reserves Turn Off Highlights											
Action	DU	Catg	GL	Description	Actual	Work Pgm	Year 1	Change	Year 2	Change	Schedule
	M150	04	7300	DUES AND REGISTRATIONS			650		650		VENDOR SERVICES
	M150	04	7306	DUES & REG - EMPLOYEE REIMBURSEMENT			-650	0	-650	0	- None -
	M150	04	7370	PUBLICATIONS AND PERIODICALS			3,352		1,992		VENDOR SERVICES
	M150	04	7460	EQUIPMENT PURCHASES - \$1,000			222		222		EQUIPMENT

NEBS Changes

- Position Tab:

Budget Account Positions

Budget Account Version: 2019-2021 Biennium (FY20-21) ▾ 1363 ADMINISTRATION - HRM - HUMAN RESOURCE MANAGE ▾ G01 GOVERNOR RECOMMENDS ▾

Summary	Line Items	Schedules	Positions	Mapping	Acct. Maint.																								
Decision Unit: B000 BASE ▾ Class: Display All ▾ View: Basic ▾ Recalc Payroll Position Type: Display All ▾ Funding Group: Display All ▾ Show: All ▾																													
Add... Update... Reclass... Copy... Transfer... Delete... <table border="1"><thead><tr><th>Action</th><th>DU</th><th>PCN</th><th>Funding Group</th><th>Class</th><th>Class Description</th></tr></thead><tbody><tr><td></td><td>B000</td><td>000001</td><td>CUST CUSTOM</td><td>U4604</td><td>DIV ADMR, AHRM AGENCY HR SERVICES</td></tr><tr><td></td><td>B000</td><td>000002</td><td>CUST CUSTOM</td><td>02210</td><td>ADMIN ASS APS AGENCY PERSONNEL SERVICES</td></tr><tr><td></td><td>B000</td><td>000004</td><td>PERSONNEL ASSESSMENT</td><td>02530</td><td>PERSONNEL ASSESSMENT</td></tr></tbody></table>						Action	DU	PCN	Funding Group	Class	Class Description		B000	000001	CUST CUSTOM	U4604	DIV ADMR, AHRM AGENCY HR SERVICES		B000	000002	CUST CUSTOM	02210	ADMIN ASS APS AGENCY PERSONNEL SERVICES		B000	000004	PERSONNEL ASSESSMENT	02530	PERSONNEL ASSESSMENT
Action	DU	PCN	Funding Group	Class	Class Description																								
	B000	000001	CUST CUSTOM	U4604	DIV ADMR, AHRM AGENCY HR SERVICES																								
	B000	000002	CUST CUSTOM	02210	ADMIN ASS APS AGENCY PERSONNEL SERVICES																								
	B000	000004	PERSONNEL ASSESSMENT	02530	PERSONNEL ASSESSMENT																								

NEBS Changes

- Position Tab:

Add... Update... Reclass... Copy... Transfer... Delete...													
☐	Action	DU	PCN	Funding Group	Class	Class Description	Type	Grade	Step	Adj	FTE		
											Act	WP	Yr1
☐		B000	000001	CUST CUSTOM	U4604	DIV ADMR, HUMAN RESOURCES MG...	Existing	99	99	0	1.00	1.00	1.00
☐		B000	000002	CUST CUSTOM	02210	ADMIN ASSISTANT 4	Existing	29	10	0	1.00	1.00	1.00
☐		View Cost Update Reclass Copy Delete		RS PERSONNEL ASSESSMENT	07520	PERSONNEL ANALYST 3	Existing	36	5	0	1.00	1.00	1.00
☐				ST CUSTOM	07520	PERSONNEL ANALYST 3	Existing	36	5	0	1.00	1.00	1.00
☐				Y PAYROLL ASSESSMENT	07532	PERSONNEL TECHNICIAN 3	Existing	29	10	0	1.00	1.00	1.00
☐				RS PERSONNEL ASSESSMENT	02212	ADMIN ASSISTANT 2	Existing	25	4	0	1.00	1.00	1.00
☐				ST CUSTOM	U9042	DIV DEPUTY ADMR HR MGT (EA)	Existing	99	99	0	1.00	1.00	1.00
☐		B000	000010	PERS PERSONNEL ASSESSMENT	07514	SUPVY PERSONNEL ANALYST	Existing	38	9	0	1.00	1.00	1.00

NEBS Training Opportunities

- Introduction to State Budgeting
- NEBS Navigation
- NEBS Schedules
- NEBS Decision Unit
- NEBS Base and Adjusted Base
- NEBS Fund Mapping Module
- NEBS Work Program

QUESTIONS?

Budget@Finance.nv.gov



Enterprise IT Services Division (EITS)

Tim Galluzi – TIN Administrator

David Axtell – Chief Enterprise Architect

David Haws – EITS Administrator

EITS Services and Agency Utilization Projections

- EITS is an Internal Service Fund Entity
 - EITS does not receive General Funds directly
 - Service revenue is used to offset service expenses
- Accurate Service Utilization Projections are Critical
 - Utilization projections impact service rates for all agencies
- NEBS900 Reports and Utilization Projection Sign-off
 - Mainframe, BPS/O365, and Agency IT Services Projections

EITS Services and Agency Utilization Projections (Continued)

- Utilization Projection Sign-Off
 - Agencies include in their budget requested EITS Services
 - EITS service managers meet with agency fiscal and technical counterparts to review and confirm agency projections
 - Upon concurrence the agency fiscal and technical leads and the EITS service manager collectively sign the NEBS900 report finalizing the service projections
 - The signed NEBS900 report is stored with the budget for budget reference purposes

How to Budget for the Business Productivity Suite (O365)

- **Rule of Thumb:** if a person, system, or application has to login to O365 with a password to open or use email then a BPS subscription is required for that person, application or thing.
- **Example:** if there are 323 persons who need an email account and seven (7) applications that receive and process email then 330 ($323 + 7 = 330$) BPS subscriptions are required.
- **Note:** the BPS is a bundled application. *You get all or nothing.*

How to Budget for the Business Productivity Suite (O365) (Continued)

- Login Account Mailbox
 - Unique email address and BPS subscription required
 - BPS subscriptions are monthly subscriptions and budgeted per user per month
- Extra Mailbox Types at No Charge
 - Distribution Groups
 - Equipment/Room Mailboxes
 - Shared Mailboxes



Technology Investment Planning

TIN ORIENTATION

Technical Investment Notifications

The way for agencies to communicate
to EITS about their technical initiatives

Technology Investments

- Process for all IT investments in excess of \$50,000 – Technology Investment Notification (TIN)
 - Includes:
 - Large hardware purchases
 - Proposed outsourced initiatives
 - Software as a service solution
 - Any other type of IT solution
 - Must be:
 - Aligned to Governor's goals and priorities
 - Linked to agency's strategic and business plans
 - Justified with a business case

Technology Investments

- Technology Investment Notification (TIN)
 - Examines benefits of project
 - Takes a realistic look at risks and assumptions
 - Analyzes plausible solutions
 - Includes:
 - Executive Summary
 - Cost and funding information
 - Purpose and expected benefits
 - Alternative and risk analysis evaluation

Technology Investments

- Existing projects
 - Submit Completion Memo or TIN Update
 - Status update for projects over \$1 million
 - Implementation compared to scope and status of approved project plan (TIN)
 - Projected status at the end of the 2021-2023 biennium
 - Impact of not completing the project
 - Estimated expenditures by fiscal year
 - Amended TIN if schedule, scope or budget changes by more than 5%

Where are TINs used?

- Budgeting & ITSPC
- EITS Utilization Planning
- Agency Collaboration
- EITS Approval in CETS requires a TIN for investments over \$50k
 - Updates to previously completed TINs are required for changes of +/- 5%
- Purchasing will ask for TIN prior to RFP

Vision and Goals

- Improve overall IT investment visibility and collaboration.
- Identify additional statewide investment opportunity.
- Effective monitoring and administering of IT investments for the State.
- Provides a vital step for further strategic technology investment planning statewide.

Cloud Investments

- Cloud solutions can provide great functionality for the agencies but, the risks are often overlooked.
- Enterprise-level solutions can potentially increase functionality and decrease licensing costs.
- Cloud Investment Notification system
 - less than 5 min to submit.

TIN vs TIN 2.0

	TIN (Non-O365 Users)	TIN 2.0 (O365 Users)
What is it?	A detailed online questionnaire. When filled out, provides structured information about a technical initiative.	Same as TIN but, allows agencies who have implemented O365 to remove InfoPath and IE requirements.
What about it?	Process and requirements same as last budget build	Same requirements, new and easier method of submittal.
What's the objective?	Continue to collect communications from agencies regarding technical initiatives	Leverage O365 Business Productivity Suite to make collection of critical TIN information easier for the agencies.

TIN vs TIN 2.0

- Takeaways
 - TIN 2.0 is available for agencies who are licensed for O365
 - Both systems will be available for this budget build
 - Information required and outputs (Completion Memos, collaboration opportunities, etc.) are the same
 - Training will be provided for solution that the agency will use

When should a TIN be submitted?

- When the total estimated costs for a technical initiative comes to \$50,000 or more, agencies need to inform EITS about it, via a TIN.
- The TIN is required regardless of the funding source, for investments including IT services, cloud solutions (e.g. Function-as-a-Service, Software-as-a-Service applications, Platform-as-a-Service, Infrastructure-as-a-Service), hardware, software, maintenance, and even if State IT is not involved in the project or ongoing maintenance.
- TINs are needed to help build up a repository of data, to help us understand the state's overall technical profile.

Typical TIN process in 4 steps

1. Agency fills out and submits a TIN.
2. EITS reviews the TIN for technological opportunities for the State.
3. EITS notifies the agency and the Governor's Finance Office that the TIN is completed.
4. EITS refers TINs that are \$500K or more to the Information Technology Strategic Planning Committee (ITSPC).

What to expect? Process timeline

- Reviews typically span three to six weeks.
- The timeline may occasionally go longer, depending on the complexity of the initiative and the completeness and clarity of the TIN submission, as well as the responsiveness of the agency. Also, the timeline may be impacted by the number of TIN reviews in the EITS queue.
- **The good news:** EITS will work with agencies to keep things moving in the process.

Technical Requirements

Agency has O365	Doesn't have O365 yet
TIN 2.0	TIN (Same as last budget build)
• A valid user with an O365 License • Any web browser	• Access to the State network • Internet Explorer 11 • InfoPath filler 2013 • A user account may be needed if your agency does not use EITS email. • Communicate to EITS who needs to access TINS at your agency and we can help with account set up.

Help needed?

- EITS orientation meetings will be conducted starting 3/5/2020.
- Signup for training at: <http://it.nv.gov/>
- Orientation materials will be available for download.
- Email the TIN Admin with questions:
TIAdmin@admin.nv.gov

Key dates for this budget cycle

Action item	Owner	Deadline	Notes
TINs due to EITS.	Agencies	April 06, 2020	
TINs due for IT Strategic Planning Committee (ITSPC).	EITS/Agency	June 15, 2020	The ITSPC committee reviews and ranks TINS that are \$500K and above.
ITPSC sends TIN priority list to the Governor's Finance Office.	ITSPC - EITS	July 11, 2020	

Reminder

TINs are also required for interim year initiatives.

QUESTIONS?



FLEET SERVICES

Creating solutions to solve our customers problems

Robbie Burgess, Administrator



Mission:

Provide superior customer-driven service to state agencies while being on the forefront in fleet management, alternative fuels and technology.

Strategy

Partner closely with the private sector to ensure the product we deliver to our customers is delivered in an efficient and cost effective manner while focusing on one goal - solve our customers' problem quickly and efficiently.

Statutory Authority

NRS 336



Services Provided

- Long Term Vehicle Assignments
- Short Term Vehicle Assignments
- Maintenance
- Fueling
- Reporting
- Strategic Fleet Planning



Long-Term Vehicle Request

- Review your agency's mission and the tasks you are trying to achieve by leasing a vehicle.
- Focus on what the vehicle needs to do, where does it need to go, how many people does it need to transport.
- Does it need any specialized equipment. For example a camper shell, tool box, lift gate, service body, etc.
- Do you really need four-wheel drive?
- Does it need to be a specific color?
- Click on the vehicle schedule link for a complete list of vehicle types offered.
- Does the vehicle meet the utilization guidelines in SAM 1324, Fleet Services will be monitoring vehicle usage and maintenance requirements for all additional and existing vehicles within the agency.
- Please contact the division administrator for any questions or concerns at (775) 684-1883 or CarsonFleet@admin.nv.gov



MP-5

Request for Long-Term Assigned Vehicle

FLEET SERVICES DIVISION
REQUEST FOR LONG TERM ASSIGNED VEHICLE*THIS FORM IS TO REQUEST ADDITIONAL VEHICLES OR
UPGRADING AN EXISTING FLEET SERVICES VEHICLE ONLY*Direct questions to the Fleet Services Administrator
775-684-1880 or Carsonfleet@admin.nv.gov

Dept: _____ Agency: _____

Budget Account: _____ Funding Source: ☐ General Fund ☐ HWY Fund

Does this request comply with SAM 1324 Vehicle Utilization Requirements Yes No

Please indicate utilization group from Sam 1324 (Ex: Group 1, Group 2 etc.) _____

Type of vehicle requested (enter quantity needed for each vehicle):

Qty	Vehicle Type	Qty	Vehicle Type	Qty	Vehicle Type
	Compact Sedan		SUV 4 – 6 Passenger		Minivan 7 Passenger
	Intermediate Sedan		SUV 7 – 8 Passenger		Van 12 Passenger
	Full Size Sedan				

Location of vehicle(s) (enter location of vehicle(s) and quantity at each location Ex: 3 - Reno, 2 - Elko etc.):

Specialty Vehicles (If not on list contact Fleet Services)

Qty	Vehicle Type	Qty	Vehicle Type	Qty	Vehicle Type
	Police Interceptor SUV		Cargo Van Small		Handicap Van
	Police Interceptor Sedan		Cargo Van Large		

Location of vehicle(s) (enter location of vehicle(s) and quantity at each location Ex: 3 - Reno, 2 - Elko etc.):

Pickup Truck (must enter description code from vehicle schedule Ex: C-201, I-202)

Vehicle schedule is located on the Fleet Services website: <http://motopool.nv.gov/>

Code	Qty	Description	Code	Qty	Description

List any specialized equipment needed on trucks (camper shell, service body, ladder rack etc.)
_____Location of vehicle(s) (enter location of vehicle(s) and quantity at each location Ex: 3 - Reno, 2 - Elko etc.):

MP-5 (Rev 1/2020)

Upgrading Existing Fleet Services Vehicle(s):

Contact Fleet Services prior to submitting

Current Vehicle Information		Requested Upgraded Vehicle Information
License	Vehicle Type	Vehicle Type Requesting

Describe usage of all vehicle(s) requested:
_____Fiscal Year Requested Vehicle(s) are needed:

Contact Information (Mandatory):

Print Name: _____ Phone: _____

Email: _____

Department Authorization:

Print Name: _____ Title: _____

Signature: _____ Date: _____

MP-5 (Rev 1/2020)

BUDGET KICKOFF 2021 – 2023 Executive Budget



Vehicle Schedule

Vehicle Schedule

Compact Vehicles

Models to include but not limited to: Chevy Sonic, Toyota Corolla, Hyundai Accent, Nissan Sentra

Rate	Class Code	Description
Compact	C-101	Compact sedan 4 door 4-5 passengers

Intermediate Vehicles

Models to include but not limited to: Chevy Malibu, Toyota Camry, Nissan Altima, Hyundai Sonata

Rate	Class Code	Description
Intermediate	I-201	Intermediate sedan 4 door 5-6 passenger
Intermediate	I 202	Pick up midsize 2WD

Premium Vehicles

Models to include but not limited to: Chevy Equinox, Toyota Rav4, Nissan Rogue, Hyundai Santa Fe, Chevy Traverse, Jeep Grand Cherokee, Chevy Colorado

Rate	Class Code	Description
Premium	P-301	Full size sedan 4 door 5-6 passengers
Premium	P-302	SUV small or midsize 4WD/AWD 5-6 passengers
Premium	P-303	Minivan 7 passenger
Premium	P-304	Passenger van 12 passenger 2WD
Premium	P-305	Cargo van small 2 passenger 2WD
Premium	P-306	Cargo van ½ ton 2 passenger 2WD
Premium	P-307	Cargo van ¾ ton 2 passenger 2WD
Premium	P-308	Pick up midsize 4WD or AWD extended cab
Premium	P-309	Pick up midsize 4WD or AWD crew cab
Premium	P-310	Pick up ½ ton 2WD standard cab short bed
Premium	P-311	Pick up ½ ton 2WD standard cab long bed
Premium	P-312	Pick up ½ ton 2WD extended cab short bed
Premium	P-313	Pick up ½ ton 2WD extended cab long bed
Premium	P-314	Pick up ½ ton 2WD crew cab short bed
Premium	P-315	Pick up ½ ton 2WD crew cab long bed

Specialty Vehicles

Models to include but not limited to: Chevy Suburban, Ford Expedition, Toyota Highlander, Pick ups 4WD,

Rate	Class Code	Description
Specialty	S-401	SUV large 4WD/AWD 7-9 passengers
Specialty	S-402	Cargo van 1 ton 2WD
Specialty	S-403	Handicap van
Specialty	S-404	Pick up ½ ton 4WD standard cab short bed
Specialty	S-405	Pick up ½ ton 4WD standard cab long bed
Specialty	S-406	Pick up ½ ton 4WD extended cab short bed
Specialty	S-407	Pick up ½ ton 4WD extended cab long bed
Specialty	S-408	Pick up ½ ton 4WD crew cab short bed
Specialty	S-409	Pick up ½ ton 4WD crew cab long bed
Specialty	S-410	Pick up ¾ ton 2WD standard cab short bed

Rate	Class Code	Description
Specialty	S-411	Pick up ¾ ton 2WD standard cab long bed
Specialty	S-412	Pick up ¾ ton 2WD extended cab short bed
Specialty	S-413	Pick up ¾ ton 2WD extended cab long bed
Specialty	S-414	Pick up ¾ ton 2WD crew cab short bed
Specialty	S-415	Pick up ¾ ton 2WD crew cab long bed
Specialty	S-416	Pick up ¾ ton 4WD standard cab short bed
Specialty	S-417	Pick up ¾ ton 4WD standard cab long bed
Specialty	S-418	Pick up ¾ ton 4WD extended cab short bed
Specialty	S-419	Pick up ¾ ton 4WD extended cab long bed
Specialty	S-420	Pick up ¾ ton 4WD crew cab short bed
Specialty	S-421	Pick up ¾ ton 4WD crew cab long bed
Specialty	S-422	Pick up 1 ton 2WD standard cab short bed single rear wheels
Specialty	S-423	Pick up 1 ton 2WD standard cab long bed single rear wheels
Specialty	S-424	Pick up 1 ton 2WD extended cab short bed single rear wheels
Specialty	S-425	Pick up 1 ton 2WD extended cab long bed single rear wheels
Specialty	S-426	Pick up 1 ton 2WD crew cab short bed single rear wheels
Specialty	S-427	Pick up 1 ton 2WD crew cab long bed single rear wheels
Specialty	S-428	Pick up 1 ton 2WD standard cab long bed dual rear wheels
Specialty	S-429	Pick up 1 ton 2WD extended cab long bed dual rear wheels
Specialty	S-430	Pick up 1 ton 2WD crew cab long bed dual rear wheels
Specialty	S-431	Pick up 1 ton 4WD standard cab short bed single rear wheels
Specialty	S-432	Pick up 1 ton 4WD standard cab long bed single rear wheels
Specialty	S-433	Pick up 1 ton 4WD extended cab short bed single rear wheels
Specialty	S-434	Pick up 1 ton 4WD extended cab long bed single rear wheels
Specialty	S-435	Pick up 1 ton 4WD crew cab short bed single rear wheels
Specialty	S-436	Pick up 1 ton 4WD crew cab long bed single rear wheels
Specialty	S-437	Pick up 1 ton 4WD standard cab long bed dual rear wheels
Specialty	S-438	Pick up 1 ton 4WD extended cab long bed dual rear wheels
Specialty	S-439	Pick up 1 ton 4WD crew cab long bed dual rear wheels
Specialty	S-440	Cab and chassis ¾ ton 2WD standard cab single rear wheels
Specialty	S-441	Cab and chassis ¾ ton 2WD extended cab single rear wheels
Specialty	S-442	Cab and chassis ¾ ton 2WD crew cab single rear wheels
Specialty	S-443	Cab and chassis ¾ ton 4WD standard cab single rear wheels
Specialty	S-444	Cab and chassis ¾ ton 4WD extended cab single rear wheels
Specialty	S-445	Cab and chassis ¾ ton 4WD crew cab single rear wheels
Specialty	S-446	Cab and chassis 1 ton 2WD standard cab dual rear wheels
Specialty	S-447	Cab and chassis 1 ton 2WD extended cab dual rear wheels
Specialty	S-448	Cab and chassis 1 ton 2WD crew cab dual rear wheels
Specialty	S-449	Cab and chassis 1 ton 4WD standard cab dual rear wheels
Specialty	S-450	Cab and chassis 1 ton 4WD extended cab dual rear wheels
Specialty	S-451	Cab and chassis 1 ton 4WD crew cab dual rear wheels
Specialty	S-452	Cab and chassis greater than 1 ton (contact Fleet Services)



FY20-FY21 Rates

2017-2019 Biennium							2020-2021 Biennium					
	Per Month		Per Day		Per Mile		Per Month		Per Day		Per Mile	
	Monthly Rate Yr. 1	Monthly Rate Yr. 2	Daily Rate Yr. 1	Daily Rate Yr. 2	Mileage Rate Yr. 1	Mileage Rate Yr. 2	Monthly Rate Yr. 1	Monthly Rate Yr. 2	Daily Rate Yr. 1	Daily Rate Yr. 2	Mileage Rate Yr. 1	Mileage Rate Yr. 2
Compact	229.28	188.26	28.16	26.07	0.11	0.13	219.85	240.75	37.34	37.34	0.17	0.17
Intermediate	246.94	198.10	28.96	26.63	0.11	0.13	246.94	266.80	38.84	38.84	0.18	0.18
Premium	280.05	224.16	30.47	27.67	0.14	0.16	376.40	413.75	41.38	41.38	0.19	0.19
Interceptor	N/A	N/A			N/A	N/A	408.45	449.45			0.19	0.19
Specialty	308.74	243.47	31.77	28.57	0.15	0.18	451.30	496.50	43.32	43.32	0.20	0.20



QUESTIONS?



Capital Improvement Program (CIP)

Facilities Maintenance

Deferred Maintenance

Leased Facilities

Ward Patrick, Administrator

Kent LeFevre, Deputy Administrator

Leanne Lima, Leasing Services Manager

State Public Works Division



What is a CIP Project?

- What is NEVER in the CIP?
Carpet/Painting/Draperies Projects.
Filters and Media Replacement for Cooling Towers and Air Handlers.
- ALWAYS : Roofing Replacement, ADA, Fire and Life Safety, Paving, Environmental or Structural Projects.
 - Other projects with construction cost estimates greater than \$100,000.



IS a CIP Project





***IS NOT* a CIP Project**





CIP Application Overview

- Download the Project Application Worksheet from State Public Works Division (SPWD) website at <http://publicworks.nv.gov>.
- Contact the appropriate SPWD project manager for assistance in preparing your application.
- The deadline for submitting the web-based application form on the SPWD website is April 1, 2020.
- Plan to present your project to the SPWB on August 26 – 27, 2020.



The Application

1. Administrative
2. Project Narrative Justification
3. Preliminary Construction Cost Estimate and Funding Sources
4. Site Analysis
5. Programming



- This is what you wanted:



- This is what you described:



**Results of an
incomplete and
confusing CIP
application**



Administrative

- Section – project name, project description, location, requesting agency, contact person, etc.



Project Narrative Justification

Required for all projects

- Health, safety and legal issues
- What is driving the need for your project
- Ramifications if project is not approved
- What is the latest date this project could be completed without disrupting your program and why?



Preliminary Construction Cost Estimate and Funding Sources

SPWD prepares all final estimates, including but not limited to:

- Land Costs (if land must be purchased)
- Offsite construction
- Onsite development
- Utility connection fees
- Water rights deeded
- Furniture, fixtures and equipment



Site Analysis

New construction only

- Estimated land area to be acquired (acres)
- Parking needs
- Utility needs
- Environmental assessment
- Hazardous material abatement
- Water rights



Programming

**Required for new construction,
remodels and additions only**

- Square footage
- Staff count
- Occupancy type
- Special facilities
- Furniture, fixtures & equipment



Approval Process

- SPWD Management review with each agency in late July
- August 26 – 27, 2020 - Agency presentation to State Public Works Board (SPWB)
- September 2020 – SPWD Administrator's recommendations to SPWB
- October 1, 2020 – SPWB recommendations to the Governor
- January 2021 – Executive budget submitted to Legislature
- February – April 2021 – Legislative hearings

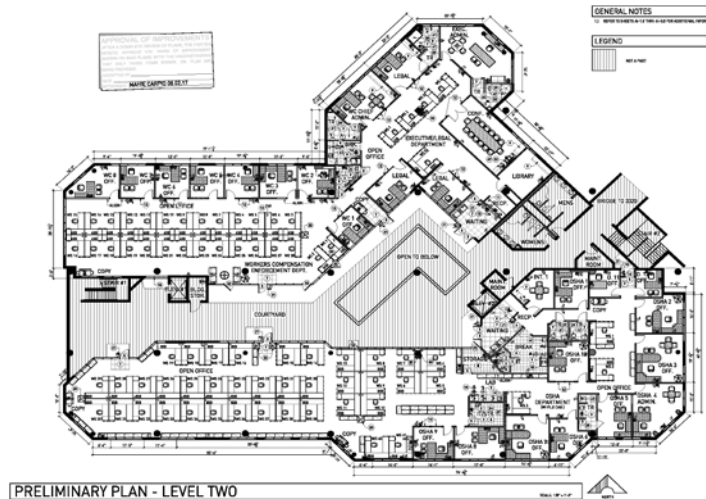
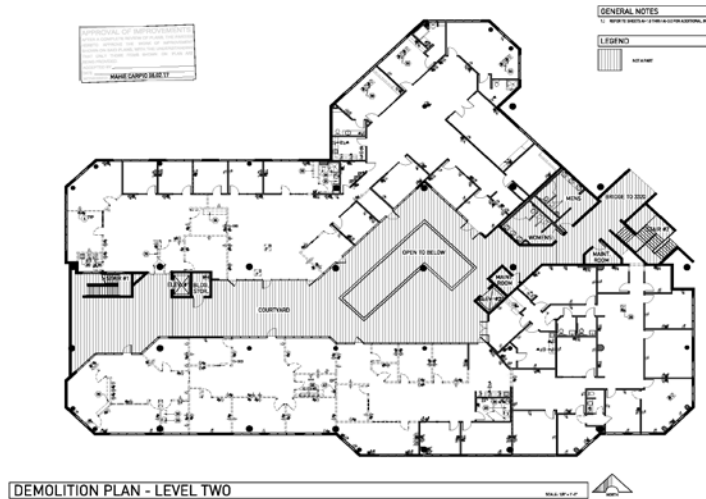


How do I Develop a Maintenance Project Request?

- Facility Condition Analysis Reports
 - Estimates for Facility Maintenance and Deferred Maintenance are planning level estimates only
 - These estimates do not include soft costs (Permitting, Design Fees, Contingency, etc.)
 - These planning level estimates should be substantiated with additional due diligence prior to making budget requests.



Leased Facilities



- Reminders
 - what we can do for you
 - what is needed to start the process
- Common items to consider
- Services we offer



Remember To

- Include current rent increases that coincide with your lease
 - The master log of all statewide leases can be found at:
http://publicworks.nv.gov/Services/Leasing_Services/Real_Property_Inventory_List/
- Plan to submit the Budget Request form and allow 30 days to process the request
 - *We can assist with a market analysis, when you submit a Budget Request form*
- Estimate rental rate increases, based on the market analysis



Items to Consider When estimating facility needs



New Staff = New Space

Refer to our Space Justification form for statewide standards



Existing Equipment & Furniture

May not always work in your new space



Moving Costs

Relocating
Renovations - this may include moving furniture



Telephone & Data Costs

Relocations, Expansions
Additional Staff
Installation AND Ongoing



After Budget Approval

- NRS 331.110
- Complete a space request for a new facility, expansion or renewal of an expiring lease, 365 days in advance
- Remodels, expansions, and reconfigurations of leased facilities MUST be initiated and completed through SPWD
- Policy's and request forms can be found at:
http://publicworks.nv.gov/Services/Leasing_Services/Processes_and_Forms/



- 515 East Musser Street, Suite 102
Carson City, NV 89701
- (775) 684-1815
- leasingservices@admin.nv.gov
- http://publicworks.nv.gov/Leasing_Services/
 - forms, important information and additional resources



Questions?

Budget@finance.nv.gov

For questions after this seminar,
please contact your agency's
assigned Executive Branch Budget
Officer.



Thank You!

