

Agency Purpose

The legislature is one of the three principal branches of state government (the others are the executive and judicial branches), created by the constitution of the state of Minnesota. The legislative branch is responsible for the enactment and revision of state laws, establishing a state budget and tax policy, electing regents of the University of Minnesota, overseeing the work of state government, as well as proposing amendments to the state constitution. The Minnesota Legislature consists of two bodies: the House of Representatives and the Senate. In addition, the House and the Senate have jointly created Joint Offices that serve specific purposes described more fully below.

Operations

The House and Senate employ separate staff to serve the separate bodies and maintain the structural checks and balances of the bicameral system.

House of Representatives

House of Representatives staff works in one of several non-partisan departments or in one of the caucus departments.

The **DFL Caucus** and the **GOP Caucus** departments each provide legislative services to their respective members. Services provided include legislative management, member administrative support, committee administration and support services, constituent and communication/media services, and caucus research services. (Permanent staff complement is 146.75 FTE positions.)

The **Chief Clerk's Office** provides assistance and advice to the speaker and members of the House of Representatives in meeting the legal and parliamentary requirements of the lawmaking process and to record the history of that process in a clear, unbiased, and accurate manner. The chief clerk, first and second assistant clerks, index clerk, and chaplain are elected officers of the house. The Chief Clerk's Office is responsible for all computer technology functions in the House, such as managing a secure local area network, managing numerous application programs and coordinating computer support to all house staff. (Permanent staff complement is 30 FTE positions.)

The **House Research Department** provides research and legal services to the house and its members and committees. The work of House Research focuses on legislative decision-making: helping house members and committees develop and evaluate government policies and laws. The department is an agency of the House of Representatives as a whole, rather than a committee or caucus. House Research is non-partisan. Its services are available to all members of the house without regard to partisan affiliation or legislative position. The department strives to be politically neutral and impartial on the issues. Its staff does not advocate, endorse, promote, or oppose legislation or legislative decision. (Permanent staff complement is 36 FTE positions.)

The **Fiscal Analysis Department** provides professional, nonpartisan, and confidential services for all members of the House of Representatives, and provides assistance to the house finance and tax committees on state budgetary and fiscal legislation. Department staff analyze spending requests, aid committees in developing and analyzing budgetary options, draft legislation to implement budget decisions, track legislative decisions, and provide analysis for legislative oversight of enacted budgets. Fiscal analysts respond to requests from individual members needing analyses or information on state budgetary issues or government finances. The Fiscal Analysis Department researches, prepares, and distributes publications providing information on state budget issues and government finances. (Permanent staff complement is 12 FTE positions.)

At A Glance

- ◆ 67 senators and 134 representatives compose the Minnesota Legislature.
- ◆ Senators serve four-year terms, and representatives serve two-year terms.
- ◆ The constitution provides that the legislature may meet for up to 120 days during a two-year period. (A legislative day is counted when a quorum of either the house or senate is present to conduct business as a body.)
- ◆ For the 2007-08 biennial legislative session and 2007 special session, 4,259 bills were introduced in the house, and 3,898 bills were introduced in the senate. Of those, 370 bills were presented to the governor for signing.

The **House Public Information Services Department** is a contact point to help the public connect to the Legislature. The mission of this department is to provide credible and timely nonpartisan services that inform the general public about legislative actions, educate the public about the legislative process, and to encourage public participation in the Minnesota Legislature. The department produces and distributes Session Weekly newsmagazine, Session Daily, committee schedules, committee rosters, members and staff lists, legislative directories, and various publications that explain the state's symbols, governmental structure and lawmaking process. It provides photography services for members, staff and the public, and distributes audio CD copies of all House meetings and DVD copies of all House television coverage. The department creates and distributes unedited, gavel-to-gavel television coverage of all House floor sessions, select committee hearings, press conferences, and informational and educational programming. Beginning with the start of each legislative session, programming is broadcast, in conjunction with the Senate, weekdays from 8:00 a.m. to 6:00 p.m. on the digital Minnesota Channel, which is available statewide on Minnesota's public television stations. Live webcasting and video archives of all House television programming is available on the Internet. (Permanent staff complement is 10.5 FTE positions.)

The **House Budget and Accounting Department and Human Resources Department** performs the financial and human resources functions for the house. Financial functions include: accounting, budgeting, staff and member payroll, accounts payable, and expense reimbursements. Human resources functions include: compensation and benefit administration, personnel policy development and communication and house staffing management. (Permanent staff complement is eight FTE positions.)

The **Sergeant-At-Arms Office** provides temporary support staff (pages), parking, facility management, telephone system management, supply and equipment purchases, security, post office, duplication and printing, and educational program services for members, staff, and the public. The speaker appoints the chief sergeant. The assistant sergeants, postmaster, and assistant postmaster are elected by house members to serve with the chief sergeant as officers of the house. Pages serve as support staff for all house and conference committee hearings and aid all departments in accomplishing their duties. (Permanent staff complement is ten FTE positions.)

Senate

In addition to the functions listed under agency purpose, the senate also has the responsibility to advise and consent to governor's appointments.

Joint Legislative Offices

As provided by M.S. Chapter 3 the legislature has established a number of joint legislative offices and commissions.

Legislative Coordinating Commission (LCC)

Established in 1973, the LCC coordinates certain activities of the Senate and House of Representatives and serves as an umbrella organization for joint legislative agencies and commissions. It determines the employee benefits for all legislative staff and health benefits for legislators. The LCC reviews budget requests and establishes staffing levels for all legislative commissions and joint agencies under its jurisdiction. The LCC also sets the compensation for all employees under its jurisdiction.

The President of the Senate and the Speaker of the House alternately serve as chair on an annual basis. The LCC provides staff support for the Compensation Council, the University of Minnesota Regent Candidate Advisory Council, the Minnesota State Colleges and Universities (MNSCU) Board of Trustees Candidate Advisory Council, the Electronic Real Estate Recording Commission, the Preparedness for Terrorism and Disasters Working Group and the Joint House-Senate Subcommittee on Claims. The LCC coordinates the provision of sign language interpreters at legislative hearings and meetings and serves as the first point of contact in scheduling meetings and arranging itineraries for visiting international and state delegations seeking to discuss policy issues and learn more about Minnesota's legislative process.

Within the LCC, the Geographic Information Services Office develops and maintains spatial databases and produces legislative district maps, reports, and web applications. Also within the LCC, the Office on the Economic Status of Women (OESW) studies and reports on all matters relating to the economic status of women in

Minnesota and supports legislators' efforts to enact legislation that furthers the extent to which women can contribute to the state's economy. In total, the LCC maintains 9.5 full-time equivalent positions.

The **Legislative Reference Library (LRL)**, established in 1969, collects, indexes, publishes, and makes available public policy information. The LRL works closely with its main clientele, legislators and legislative staff, to provide information services that support the legislative process. Executive agencies and the public are also served. State law requires that copies of the publications of Minnesota state government agencies, boards, and commissions, and a copy of all state-funded consultants' reports must be deposited with the library. Rules of the House and Senate assign the director a custodial role of the recordings of floor and committee hearings and the accompanying minutes and logs; public access to these materials is required. LRL staff is nonpartisan and all information requests are confidential. The LRL employs 15 FTE.

The **Revisor of Statutes** is a nonpartisan, professional joint legislative office providing drafting, editing, publication, and computer services to the legislature, executive departments, and to the governor and other constitutional officers. Drafting services are provided on a confidential basis and consist primarily of bills and administrative rules. Publications produced by the office include: Laws of Minnesota, Minnesota Statutes, Minnesota Rules, and other miscellaneous publications of legislative and public interest. The computer system supports the drafting, editing, and publishing work of the legislature. The office has been under the jurisdiction of the LCC since 1973, and has 53 permanent and nine seasonal employees.

The mission of the Office of the **Legislative Auditor** and **Legislative Audit Commission** is to strengthen accountability in state government. The office completes 50 to 60 financial audit reports and six to eight program evaluation reports each year with a staff of 62. The office is nonpartisan, and its chief goal is to produce audit and evaluation reports that are accurate and objective. The legislative auditor, who is appointed for a six-year term by the Legislative Audit Commission, directs the office. The bipartisan commission consists of 12 legislators (six representatives and six senators).

The **Mississippi River Parkway Commission** of Minnesota (MN-MRPC) was established in 1963. It is part of the 10-state National Mississippi River Parkway Commission which works collectively to: preserve, promote, and enhance the scenic, historic, and recreational resources of the Mississippi River; foster economic growth in the river corridor; and develop the national, scenic, and historic parkway known as the Great River Road. In Minnesota, the Great River Road runs 575 miles through the heart of the state, adjacent to the Mississippi River, beginning at the river's headwaters at Lake Itasca through Minnesota's north woods, lake country, Twin Cities, and into bluff country along the Minnesota-Wisconsin border before entering Iowa. For its historic, cultural, recreational and scenic qualities, the Federal Highway Administration selected the Minnesota Great River Road to be designated as a National Scenic Byway in 2000 – a distinguished honor bestowed upon the most treasured routes in America. The MN-MRPC consists of 15 members: two from the House; two from the Senate; five regional citizen members; one each from the state departments of Agriculture, Natural Resources, Tourism, Transportation and the Historical Society; and one member voted in by the other 14. The MN-MRPC has one staff member that manages its administration and marketing.

The **Legislative Commission on Planning and Fiscal Policy** was established in 1987 to study and evaluate the actual and projected expenditures by state government, the actual and projected sources of revenue that support these expenditures, and the various options available to meet the state's future fiscal needs. In 1988, the duties were expanded requiring study and review of particular items and requiring recommendations to the legislature. In addition to projected state revenue, expenditures, and tax expenditures, other subjects include economic and fiscal policy, mix of revenue sources for programs, investigation of state building needs, and other related matters. Staff is provided by the House, Senate, and the LCC.

The **Legislative Commission on Pensions and Retirement** was established in 1955 to study and investigate on an ongoing basis the various public retirement systems applicable to nonfederal government employees in the state and to make recommendations to establish and maintain sound public employee pension legislation. The commission currently employs 3.5 FTE.

The **Great Lakes Commission** promotes the orderly, integrated, and comprehensive development, use, and conservation of the water resources of the Great Lakes Basin, which consists of eight Great Lakes states, Canada, and all water interconnections between them. There is currently no staff funded for the commission.

The **LCC Subcommittee on Employee Relations** was originally established in 1979 and now exists as a subcommittee of the LCC. It assists the legislature by reviewing and providing interim approval of negotiated agreements and arbitrated awards between the state and its employees. The commission also reviews and approves the Commissioner’s and Managerial Compensation Plans, Minnesota State Colleges and Universities (MnSCU) Personnel Plan for Administrators, and the Office of Higher Education Unclassified Compensation Plan. In addition, the Subcommittee reviews and provides interim approval of the governor’s salary proposal for agency heads. Other duties include the monitoring of the state civil service system, conducting research as directed, and performing other functions as delegated by the legislature.

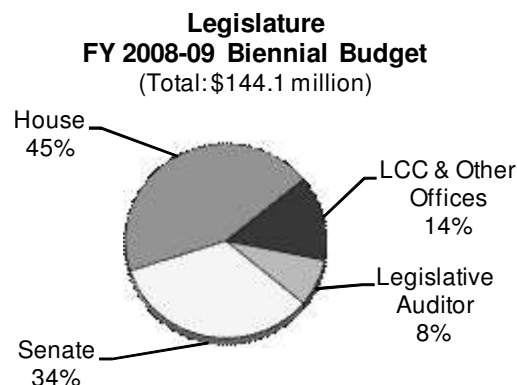
The **Electric Energy Task Force** was established under M.S. 216C.051 to make recommendations to the legislature regarding an environmentally and economically sustainable and advantageous electric energy supply. It consists of ten members of the senate and ten members of the House of Representatives. Under M.S. 216C.051, Sub. 9, the Electric Energy Task Force will be replaced by the Legislative Energy Commission, effective January 3, 2009. Staff is provided by the House, Senate, and the LCC.

The **Legislative-Citizen Commission on Minnesota Resources (LCCMR)** advises the legislature on the allocations for certain dedicated funding sources (primarily the Environment and Natural Resources Trust Fund) for projects “for the public purpose of protection, conservation, preservation, and enhancement of the state’s air, water, land, fish, wildlife, and other natural resources” – Minnesota Constitution Sec. 14 as amended 11-3-1998). The commission consists of five representatives, five senators and seven citizen members (five appointed by the governor and one each by the House and Senate). The governing statute is M.S. Chapter 116P. Funding for LCCMR administration is provided by the Environment and Natural Resources Trust Fund through a direct appropriation. Additional detail on the LCCMR is provided in a separate agency narrative.

The **Legislative Commission to End Poverty in Minnesota by 2020** was created by the legislature in the 2006 session. The commission, consisting of nine members of the House and nine from the Senate, was appointed by the members elected in the fall 2006 elections. The commission is to make its recommendations by 12-31-2008.

Budget

The state legislature receives its funding as direct appropriations from the general fund.



Contact**House of Representatives**

Paul Schweizer, Controller
G-72 State Office Building
Saint Paul, Minnesota 55155
Phone: (651) 296-6648
Website: www.house.mn

Legislative Coordinating Commission

Greg Hubinger, Director
G-72 State Office Building
Saint Paul, Minnesota 55155
Phone: (651) 296-2963
Website: www.commissions.leg.mn

Senate

Pat Flahaven, Secretary of the Senate
231 State Capitol
Saint Paul, Minnesota 55155
Phone: (651) 296-2344
Website: www.senate.mn

Dollars in Thousands

	Current		Forecast Base		Biennium 2010-11
	FY2008	FY2009	FY2010	FY2011	
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	74,516	69,685	69,685	69,685	139,370
Forecast Base	74,516	69,685	69,698	69,698	139,396
Change		0	13	13	26
% Biennial Change from 2008-09					-3.3%
Health Care Access					
Current Appropriation	178	178	178	178	356
Forecast Base	178	178	178	178	356
Change		0	0	0	0
% Biennial Change from 2008-09					0%
<u>Expenditures by Fund</u>					
Carry Forward					
General	642	4,128	0	0	0
Direct Appropriations					
General	68,435	76,036	69,698	69,698	139,396
Health Care Access	178	178	178	178	356
Statutory Appropriations					
General	51	197	0	0	0
Miscellaneous Special Revenue	47	2	0	0	0
State Airports	5	195	0	0	0
Federal	7	0	0	0	0
Miscellaneous Agency	340	496	383	383	766
Gift	0	95	0	0	0
Total	69,705	81,327	70,259	70,259	140,518
<u>Expenditures by Category</u>					
Total Compensation	11,633	12,841	13,043	13,043	26,086
Other Operating Expenses	58,072	68,486	57,216	57,216	114,432
Total	69,705	81,327	70,259	70,259	140,518
<u>Expenditures by Program</u>					
House Of Representatives	29,800	35,751	31,086	31,086	62,172
Senate	23,847	26,547	23,121	23,121	46,242
Legislative Coordinating Cmsn	10,335	12,361	10,039	10,039	20,078
Legislative Audit Comm	5,723	6,668	6,013	6,013	12,026
Total	69,705	81,327	70,259	70,259	140,518

LEGISLATURE

Program: HOUSE OF REPRESENTATIVES

Program Summary

Dollars in Thousands

	Current		Forecast Base		Biennium
	FY2008	FY2009	FY2010	FY2011	2010-11
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	32,686	30,794	30,794	30,794	61,588
Technical Adjustments					
Current Law Base Change			72	72	144
Forecast Base	32,686	30,794	30,866	30,866	61,732
<u>Expenditures by Fund</u>					
Carry Forward					
General	0	1,847	0	0	0
Direct Appropriations					
General	29,601	33,629	30,866	30,866	61,732
Statutory Appropriations					
Miscellaneous Agency	199	275	220	220	440
Total	29,800	35,751	31,086	31,086	62,172
<u>Expenditures by Category</u>					
Other Operating Expenses	29,800	35,751	31,086	31,086	62,172
Total	29,800	35,751	31,086	31,086	62,172
<u>Expenditures by Activity</u>					
House Of Representatives	29,800	35,751	31,086	31,086	62,172
Total	29,800	35,751	31,086	31,086	62,172

Dollars in Thousands

	Current		Forecast Base		Biennium
	FY2008	FY2009	FY2010	FY2011	2010-11
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	25,820	22,967	22,967	22,967	45,934
Technical Adjustments					
Current Law Base Change			(9)	(9)	(18)
Forecast Base	25,820	22,967	22,958	22,958	45,916
<u>Expenditures by Fund</u>					
Carry Forward					
General	0	1,245	0	0	0
Direct Appropriations					
General	23,706	25,081	22,958	22,958	45,916
Statutory Appropriations					
Miscellaneous Agency	141	221	163	163	326
Total	23,847	26,547	23,121	23,121	46,242
<u>Expenditures by Category</u>					
Other Operating Expenses	23,847	26,547	23,121	23,121	46,242
Total	23,847	26,547	23,121	23,121	46,242
<u>Expenditures by Activity</u>					
Senate	23,847	26,547	23,121	23,121	46,242
Total	23,847	26,547	23,121	23,121	46,242

LEGISLATURE

Program: LEGISLATIVE COORDINATING CMSN

Program Summary

Dollars in Thousands

	Current		Forecast Base		Biennium
	FY2008	FY2009	FY2010	FY2011	2010-11
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	10,291	10,261	10,261	10,261	20,522
Technical Adjustments					
Approved Transfer Between Appr			(381)	(381)	(762)
Current Law Base Change			(19)	(19)	(38)
Forecast Base	10,291	10,261	9,861	9,861	19,722
Health Care Access					
Current Appropriation	178	178	178	178	356
Forecast Base	178	178	178	178	356
<u>Expenditures by Fund</u>					
Carry Forward					
General	607	863	0	0	0
Direct Appropriations					
General	9,440	10,831	9,861	9,861	19,722
Health Care Access	178	178	178	178	356
Statutory Appropriations					
General	51	197	0	0	0
Miscellaneous Special Revenue	47	2	0	0	0
State Airports	5	195	0	0	0
Federal	7	0	0	0	0
Gift	0	95	0	0	0
Total	10,335	12,361	10,039	10,039	20,078
<u>Expenditures by Category</u>					
Total Compensation	6,510	7,348	7,554	7,554	15,108
Other Operating Expenses	3,825	5,013	2,485	2,485	4,970
Total	10,335	12,361	10,039	10,039	20,078
<u>Expenditures by Activity</u>					
Lcc-Health Care Access	0	178	178	178	356
Lcc-Public Info Tv, Internet	0	627	594	594	1,188
Lcc-Airport Funding Adv Tf	5	195	0	0	0
Lcc-Leg Reference Library	1,261	1,450	1,422	1,422	2,844
Lcc-Revisors Office	5,654	6,658	5,832	5,832	11,664
Lcc-Miss River Pkwy Cmsn	142	74	69	69	138
Lcc-Fiscal Agents	964	688	421	421	842
Lcc-Pensions & Retirements	351	530	525	525	1,050
Lcc-Great Lakes Cmsn	141	75	72	72	144
Lcc-Employee Relations	89	104	99	99	198
Lcc-Commission Operations	1,677	1,585	827	827	1,654
Lcc-Electric Energy Task	51	197	0	0	0
Total	10,335	12,361	10,039	10,039	20,078
Full-Time Equivalents (FTE)	79.4	79.6	79.6	79.6	

LEGISLATURE

Program: LEGISLATIVE AUDIT COMM

Program Summary

<i>Dollars in Thousands</i>					
	Current		Forecast Base		Biennium
	FY2008	FY2009	FY2010	FY2011	2010-11
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	5,719	5,663	5,663	5,663	11,326
Technical Adjustments					
Approved Transfer Between Appr			381	381	762
Current Law Base Change			(31)	(31)	(62)
Forecast Base	5,719	5,663	6,013	6,013	12,026
<u>Expenditures by Fund</u>					
Carry Forward					
General	35	173	0	0	0
Direct Appropriations					
General	5,688	6,495	6,013	6,013	12,026
Total	5,723	6,668	6,013	6,013	12,026
<u>Expenditures by Category</u>					
Total Compensation	5,123	5,493	5,489	5,489	10,978
Other Operating Expenses	600	1,175	524	524	1,048
Total	5,723	6,668	6,013	6,013	12,026
<u>Expenditures by Activity</u>					
Legislative Auditor	5,723	6,668	6,013	6,013	12,026
Total	5,723	6,668	6,013	6,013	12,026
Full-Time Equivalents (FTE)	63.2	61.8	61.8	61.8	

Dollars in Thousands

	Actual FY2008	Budgeted FY2009	Current Law		Biennium 2010-11
			FY2010	FY2011	
<u>Non Dedicated Revenue:</u>					
Departmental Earnings (Inter-Agency):					
General	91	216	91	202	293
Other Revenues:					
General	110	104	100	100	200
Total Non-Dedicated Receipts	201	320	191	302	493
<u>Dedicated Receipts:</u>					
Departmental Earnings (Inter-Agency):					
General	220	0	0	0	0
Grants:					
Miscellaneous Special Revenue	49	0	0	0	0
Federal	7	0	0	0	0
Other Revenues:					
Gift	51	0	0	0	0
Other Sources:					
Miscellaneous Agency	385	383	383	383	766
Total Dedicated Receipts	712	383	383	383	766
Agency Total Revenue	913	703	574	685	1,259