

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 six non-partisan departments or in one of the caucus departments.

The **GOP Caucus** and the **DFL 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. (Staffing: 143 permanent, 15 session-only.)

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. (Staffing: 26 permanent, three session-only.)

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. (Staffing: 35.4 permanent, three session-only.)

The **Fiscal Analysis Department** provides professional, nonpartisan, and confidential services for all members of the House of Representatives, as well as providing 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. (Staffing: 11 permanent)

The **House Public Information Department** is a contact point to help the public connect to the legislature. The mission of this department is to inform the general public of legislative actions, to educate the public about the legislative process, and to encourage public participation in the Minnesota Legislature. It produces numerous publications and provides televised access to the legislative process. In conjunction with Senate Media Services, it produces live and taped coverage of house floor sessions and some committee hearings, and provides that

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 2005-06 biennial legislative session and 2005 special session, 4,364 bills were introduced in the house, and 3,929 bills were introduced in the senate. Of those, 291 bills were presented to the governor for signing.

programming to the public. Some services offered are television broadcasts and computer delivery of live and taped proceedings of house floor session and committee meetings, pool feeds of legislative meetings to media outlets, and VHS dubs of house floor sessions and committee hearings. Legislative broadcasts of house and senate proceedings can be seen weekdays from 8:00 a.m. to 5:00 p.m. in the Minneapolis/St. Paul metro area on KTCI, Channel 17, beginning with the start of each legislative session. Programming is delivered via satellite to cable systems throughout greater Minnesota.

The office produces and distributes "Session Weekly," committee schedules, committee rosters, lists of members and staff, full legislative directories, "New Laws" and various publications that explain the state's symbols, governmental structure, and lawmaking process. (Staffing: 10.5 permanent, seven session-only.)

The **House Administrative Services Department** performs the financial, human resources, computer technology and facility management functions for the house. Financial functions include: accounting, budgeting, staff and member payroll, accounts payable, and expense reimbursements. Human resources function includes compensation and benefit administration, personnel policy development and communication and house staffing management. Computer technology functions include planning and purchasing desktop and notebook computer systems, planning and managing a secure local area network, purchasing and managing application programs. Facility management responsibilities include supply and equipment purchases and maintenance and telephone system management. (Staffing: 15 permanent.)

The **Sergeant-At-Arms Office** provides temporary support staff (pages), parking, transportation, 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. (Staffing: seven permanent, 26 session-only.)

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, 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 nine 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 52 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 on both sides, 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.

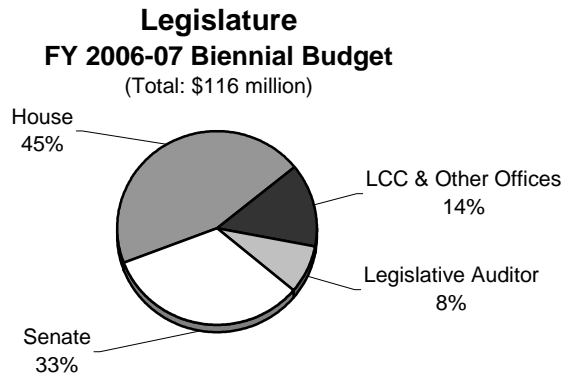
The **Electric Energy Task Force** was established under M.S. 216C.051 to make recommendations to the legislature regarding an environmentally and economically sustainable and advantageous electric energy supply. It consists of ten members of the senate and ten members of the House of Representatives. Under M.S. 216C.051, Sub. 9, the Electric Energy Task Force expires 6-30-2007. 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. Complete information and the funding for LCCMR is provided within the Environment and Natural Resources budget. Funding is provided by the Environment and Natural Resources Trust Fund.

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, is to be appointed by the members elected in the fall 2006 elections. The commission is to make its recommendations by 12-15-2008.

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
St. Paul, Minnesota 55155
Phone: (651) 296-6648
Web site: www.house.mn

Legislative Coordinating Commission

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

Senate

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

Dollars in Thousands

	Current		Forecast Base		Biennium 2008-09
	FY2006	FY2007	FY2008	FY2009	
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	54,169	62,164	62,164	62,164	124,328
Forecast Base	54,169	62,164	61,914	61,914	123,828
Change		0	(250)	(250)	(500)
% Biennial Change from 2006-07					6.4%
Health Care Access					
Current Appropriation	128	128	128	128	256
Forecast Base	128	128	128	128	256
Change		0	0	0	0
% Biennial Change from 2006-07					0%
<u>Expenditures by Fund</u>					
Carry Forward					
General	5,584	2,797	651	741	1,392
Direct Appropriations					
General	53,516	62,637	61,763	61,763	123,526
Health Care Access	128	128	128	128	256
Gift	0	44	0	0	0
Statutory Appropriations					
Federal	8	0	0	0	0
Miscellaneous Agency	357	400	359	359	718
Total	59,593	66,006	62,901	62,991	125,892
<u>Expenditures by Category</u>					
Total Compensation	10,176	10,949	10,819	10,819	21,638
Other Operating Expenses	49,417	55,057	52,082	52,172	104,254
Total	59,593	66,006	62,901	62,991	125,892
<u>Expenditures by Program</u>					
House Of Representatives	26,130	28,803	28,503	28,593	57,096
Senate	20,080	22,111	20,800	20,800	41,600
Legislative Coordinating Cmsn	8,396	9,730	8,266	8,266	16,532
Legislative Audit Comm	4,987	5,362	5,332	5,332	10,664
Total	59,593	66,006	62,901	62,991	125,892
Full-Time Equivalent (FTE)	131.6	152.2	150.2	150.2	

LEGISLATURE

Program: HOUSE OF REPRESENTATIVES

Program Summary

Dollars in Thousands

	Current		Forecast Base		Biennium
	FY2006	FY2007	FY2008	FY2009	2008-09
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	24,177	27,790	27,790	27,790	55,580
Forecast Base	24,177	27,790	27,790	27,790	55,580
<u>Expenditures by Fund</u>					
Carry Forward					
General	2,039	800	500	590	1,090
Direct Appropriations					
General	23,876	27,790	27,790	27,790	55,580
Statutory Appropriations					
Miscellaneous Agency	215	213	213	213	426
Total	26,130	28,803	28,503	28,593	57,096
<u>Expenditures by Category</u>					
Other Operating Expenses	26,130	28,803	28,503	28,593	57,096
Total	26,130	28,803	28,503	28,593	57,096
<u>Expenditures by Activity</u>					
House Of Representatives	26,130	28,803	28,503	28,593	57,096
Total	26,130	28,803	28,503	28,593	57,096

Dollars in Thousands

	Current		Forecast Base		Biennium
	FY2006	FY2007	FY2008	FY2009	2008-09
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	17,965	20,654	20,654	20,654	41,308
Forecast Base	17,965	20,654	20,654	20,654	41,308
<u>Expenditures by Fund</u>					
Carry Forward					
General	2,107	1,421	151	151	302
Direct Appropriations					
General	17,831	20,503	20,503	20,503	41,006
Statutory Appropriations					
Miscellaneous Agency	142	187	146	146	292
Total	20,080	22,111	20,800	20,800	41,600
<u>Expenditures by Category</u>					
Other Operating Expenses	20,080	22,111	20,800	20,800	41,600
Total	20,080	22,111	20,800	20,800	41,600
<u>Expenditures by Activity</u>					
Senate	20,080	22,111	20,800	20,800	41,600
Total	20,080	22,111	20,800	20,800	41,600

LEGISLATURE

Program: LEGISLATIVE COORDINATING CMSN

Program Summary

Dollars in Thousands

	Current		Forecast Base		Biennium
	FY2006	FY2007	FY2008	FY2009	2008-09
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	7,497	8,514	8,514	8,514	17,028
Technical Adjustments					
Approved Transfer Between Appr			(126)	(126)	(252)
One-time Appropriations			(250)	(250)	(500)
Forecast Base	7,497	8,514	8,138	8,138	16,276
Health Care Access					
Current Appropriation	128	128	128	128	256
Forecast Base	128	128	128	128	256
<u>Expenditures by Fund</u>					
Carry Forward					
General	1,438	576	0	0	0
Direct Appropriations					
General	6,822	8,982	8,138	8,138	16,276
Health Care Access	128	128	128	128	256
Gift	0	44	0	0	0
Statutory Appropriations					
Federal	8	0	0	0	0
Total	8,396	9,730	8,266	8,266	16,532
<u>Expenditures by Category</u>					
Total Compensation	5,634	6,202	6,004	6,004	12,008
Other Operating Expenses	2,762	3,528	2,262	2,262	4,524
Total	8,396	9,730	8,266	8,266	16,532
<u>Expenditures by Activity</u>					
Lcc-Leg Reference Library	1,009	1,161	1,154	1,154	2,308
Lcc-Revisors Office	5,494	5,890	5,065	5,065	10,130
Lcc-Miss River Pkwy Cmsn	39	31	31	31	62
Lcc-Other	293	293	294	294	588
Lcc-Pensions & Retirements	295	332	333	333	666
Lcc-Great Lakes Cmsn	46	52	52	52	104
Lcc-Employee Relations	73	85	86	86	172
Lcc-Commission Operations	837	1,178	891	891	1,782
Lcc-Electric Energy Task	15	16	0	0	0
Legislative Television	295	442	360	360	720
Lcc-Commission On Poverty	0	250	0	0	0
Total	8,396	9,730	8,266	8,266	16,532
Full-Time Equivalent (FTE)	75.6	90.2	88.2	88.2	

LEGISLATURE

Program: LEGISLATIVE AUDIT COMM

Program Summary

<i>Dollars in Thousands</i>					
	Current		Forecast Base		Biennium
	FY2006	FY2007	FY2008	FY2009	2008-09
<u>Direct Appropriations by Fund</u>					
General					
Current Appropriation	4,530	5,206	5,206	5,206	10,412
Technical Adjustments					
Approved Transfer Between Appr			126	126	252
Forecast Base	4,530	5,206	5,332	5,332	10,664
<u>Expenditures by Fund</u>					
Direct Appropriations					
General	4,987	5,362	5,332	5,332	10,664
Total	4,987	5,362	5,332	5,332	10,664
<u>Expenditures by Category</u>					
Total Compensation	4,542	4,747	4,815	4,815	9,630
Other Operating Expenses	445	615	517	517	1,034
Total	4,987	5,362	5,332	5,332	10,664
<u>Expenditures by Activity</u>					
Legislative Audit Comm	5	41	14	14	28
Legislative Auditor	4,982	5,321	5,318	5,318	10,636
Total	4,987	5,362	5,332	5,332	10,664
Full-Time Equivalent (FTE)	56.0	62.0	62.0	62.0	

Dollars in Thousands

	Actual FY2006	Budgeted FY2007	Current Law		Biennium 2008-09
			FY2008	FY2009	
<u>Non Dedicated Revenue:</u>					
Departmental Earnings (Inter-Agency):					
General	102	0	102	102	204
Other Revenues:					
Environment & Natural Resource	911	0	0	0	0
General	2	4	4	4	8
Minnesota Resources	118	0	0	0	0
Total Non-Dedicated Receipts	1,133	4	106	106	212
<u>Dedicated Receipts:</u>					
Departmental Earnings (Inter-Agency):					
General	200	0	0	0	0
Grants:					
Federal	8	0	0	0	0
Other Revenues:					
Misc Special Revenue	3	0	0	0	0
Gift	2	0	0	0	0
Other Sources:					
Miscellaneous Agency	361	359	359	359	718
Total Dedicated Receipts	574	359	359	359	718
Agency Total Revenue	1,707	363	465	465	930