



Legislative Budget Office (LBO) Update

LBO Oversight Commission

June 18, 2019

Overview

- Legislative Budget Office (LBO) Update
 - Budget and Staffing
 - Fiscal Note Tracking System (FNTS) Update and Changes
- Uniform Standards and Procedures
 - Survey Results
 - Focus Groups
 - Draft Standards

Budget

	FY20	FY21
FY19 Carryforward	\$ 461,000	
Base (previous)	\$ 818,000	\$ 818,000
Special Session, Chapter 10	\$ 86,000	\$ 665,000
Total Available Funding	\$1,365,000	\$1,483,000
Salary and Benefits	1,186	1,328
Supplies/Equipment	25	15
Travel and Training	10	10
Office Build-Out/Lease	75	62
MMB Contract for FNTS	69	69
Total Expenditures	\$1,365,000	\$1,483,000

Note: The base for the LBO is \$1,193m in FY 22 and \$1,194m in FY23

LBO Staff Update

Current

1 FTE Director
1 FTE Coordinator
5 FTE Analysts

Anticipated Assignments:

Courts and Corrections
E-12 Education & Higher Education
Economic Development
Environment, Agriculture & Housing
HHS (DHS)

New

1 Deputy Director
4 Analysts

HHS (MDH and Health Boards)
MNsure (Coordinator)
State Government, Taxes & Pensions
Transportation
Veterans and Constitutional Officers

June – December Work Plan (see detail)

1. Hire additional staff

Timeline: June-July

2. Develop uniform standards and procedures

Timeline: June - August

3. Implement Fiscal Note Tracking System (FNTS) changes

Timeline: June - August (phase 1) and September - October (phase 2)

4. Establish relationships

Timeline: June - December

5. Build analytical capabilities and expertise

Timeline: June – December

FNTS Update and Changes

1. 2019 Session Summary

Complete: 1440, Incomplete: 107

Under current staffing structure (9 staff), analysts would avg. 172 note workload

2 local impact notes were formally requested, LBOs responsibility on Sept. 1

2. Background: LBO Statutes and FNTS Agreement (MMB)

“Operational Control” – effective September 1

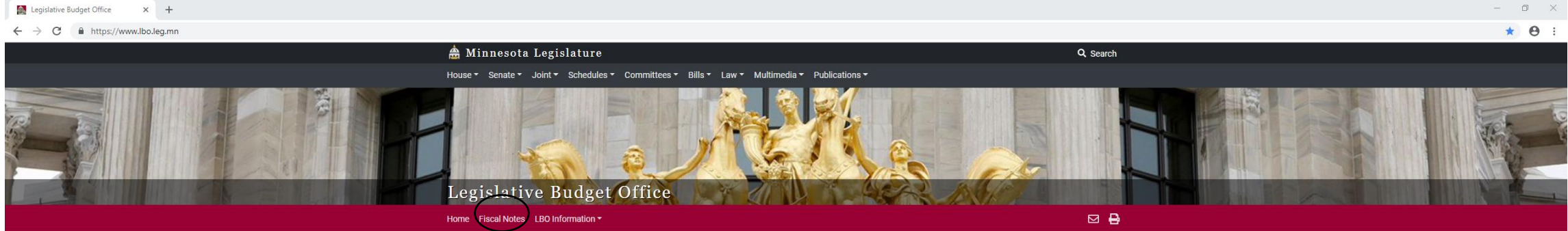
Roles During Transition Period

2a. Highlight: Major Change to FNTS before 2020 Session

LBO assumes current EBO role, new EBO role for viewing preliminary/completed fiscal notes

3. Public Search Portal and other Key UI Changes

Proposed Website Changes



Fiscal Notes

A fiscal note is an official estimate of the fiscal effects that would be caused by the enactment of a bill. Fiscal notes are defined in [Minnesota Statute 3.98](#). Fiscal note requests are initiated by legislative fiscal analysts on behalf of committee chairs. Agencies that would be affected by a bill prepare estimates of cost changes and revenue changes the bill would cause. Fiscal notes must not assume any changes in law that are not included in the bill, but may provide commentary on potential defects in the bill. No opinions on the merits of a bill may be expressed in a fiscal note. The Legislative Budget Office reviews estimates to assure they are reasonable, accurate, and objective.

LBO Uniform Standards and Procedures
Fiscal Note Search
Local Impact Notes
Fiscal Note Tracking System

FNTS (link)
FNTS User Guide
Fiscal Note Process (flowchart)
Contingency Procedure: Offline Process
Potential to also link web-based training here


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Proposed FNTS Changes

A  Minnesota Legislature



B Legislative Budget Office Fiscal Note Tracking System

HOME

Request

Search

Directories

- Agency coordinators
- House and Senate Members
- Legislative Committees

Reports

Maintenance

- Committee Email Notification

Help

- Uniform Standards and Procedures
- User Guide
- Fund Directory

Home

Logged As: Kathryn Ho

FNTS Latest Announcement

Date	09/01/19
Subject	Supported Web Browsers

Announcement

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C For assistance with the FNTS, contact:

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Questions and Contact Information

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<https://www.lbo.leg/mn/>



Focus Groups

Presentation to LBO Oversight Commission

June 18, 2019

Purpose

- To gather information on:
 - The current fiscal note practices and procedures,
 - The challenges related to the fiscal note process,
 - Recommendations for reasonable changes that the LBO could implement in their handling of fiscal notes.
- Information gathered will be used to inform the Legislative Budget Office's Uniform Standards and Procedures.
- The LBO will be facilitating the focus groups in house, and will take detailed notes on each session.

Groups

- Six groups were invited to participate in the focus groups. They include:
- Depending on interest, one to two focus group sessions will be conducted for each of the above groups.
 - Agency CFOs
 - Agency Fiscal Note Coordinators
 - House and Senate Fiscal Analysts
 - House Research, Senate Analysts, and Senate Counsel
 - MMB Budget Division
 - Committee Administrators from Finance Committees
- Depending on interest, one to two focus group sessions will be conducted for each of the above groups.

Timeline

- Tuesday, June 18th — Tuesday, July 30th
 - Offering 12 focus group sessions
- Throughout the Process
 - Reviewing focus group feedback that can be incorporated into the Uniform Standards and Procedures
- September 1, 2019 deadline for LBO Uniform Standards and Procedures

Forming Questions

- A poll conducted in April helped the LBO to identify three high priority topics:
 - Timeliness—prioritizing fiscal notes
 - Communication—clarifying bill language and assumptions
 - Common Cost—standardizing common costs
- Our questions all focus on these three topics.
- Example Question on Communication
 - If the Legislative Budget Office were to coordinate the sharing of assumptions, what would be the possible impact?
 - How would this help or hinder your work?

Results

- The LBO plans to review the feedback from focus groups on a weekly basis.
- At the end of July, we will begin working on evaluating the results, and plan to distribute a qualitative summary of those results.
- The LBO will be using the information gathered throughout to inform the Uniform Standards and Procedures.
- The LBO plans to present a draft of the Uniform Standards and Procedures to the Legislative Budget Office Oversight Commission in late July or early August.
 - Final approval of the Uniform Standards and Procedures is needed by the end of August.

Questions?