

HF4025 - 0 - Advisory Council on Infrastructure Implementation

Chief Author: **Erin Koegel**
 Committee: **Sustainable Infrastructure Policy**
 Date Completed: **3/4/2024 4:19:33 PM**
 Lead Agency: **Minn Management and Budget**
 Other Agencies:
 Governors Office Indian Affairs Council
 Legislature Minnesota Advisory Council on Infrastructure - Proposed

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings)		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
Governors Office		-	-	-	-	-
General Fund		-	-	-	-	-
Legislature		-	-	-	-	-
General Fund		-	-	-	-	-
Minn Management and Budget						
General Fund		-	-	56	-	-
Minnesota Advisory Council on Infrastructure - Proposed						
General Fund		-	-	192	653	768
State Total						
General Fund		-	-	248	653	768
	Total	-	-	248	653	768
	Biennial Total			248		1,421

Full Time Equivalent Positions (FTE)		Biennium			Biennium	
		FY2023	FY2024	FY2025	FY2026	FY2027
Governors Office		-	-	-	-	-
General Fund		-	-	-	-	-
Legislature		-	-	-	-	-
General Fund		-	-	-	-	-
Minn Management and Budget						
General Fund		-	-	.42	-	-
Minnesota Advisory Council on Infrastructure - Proposed						
General Fund		-	-	.17	2.5	3
	Total	-	-	.59	2.5	3

Lead LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Alyssa Holterman Rosas **Date:** 3/4/2024 4:19:33 PM
Phone: 651-284-6439 **Email:** alyssa.holterman.rosas@lbo.mn.gov

State Cost (Savings) Calculation Details

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*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
Governors Office		-	-	-	-	-
General Fund		-	-	-	-	-
Legislature		-	-	-	-	-
General Fund		-	-	-	-	-
Minn Management and Budget						
General Fund		-	-	56	-	-
Minnesota Advisory Council on Infrastructure - Proposed						
General Fund		-	-	192	653	768
	Total	-	-	248	653	768
	Biennial Total			248		1,421
1 - Expenditures, Absorbed Costs*, Transfers Out*						
Governors Office		-	-	-	-	-
General Fund						
Expenditures		-	-	1	-	-
Absorbed Costs		-	-	(1)	-	-
Legislature		-	-	-	-	-
General Fund						
Expenditures		-	-	3	3	3
Absorbed Costs		-	-	(3)	(3)	(3)
Minn Management and Budget						
General Fund		-	-	56	-	-
Minnesota Advisory Council on Infrastructure - Proposed						
General Fund		-	-	192	653	768
	Total	-	-	248	653	768
	Biennial Total			248		1,421
2 - Revenues, Transfers In*						
Governors Office		-	-	-	-	-
General Fund		-	-	-	-	-
Legislature		-	-	-	-	-
General Fund		-	-	-	-	-
Minn Management and Budget						
General Fund		-	-	-	-	-
Minnesota Advisory Council on Infrastructure - Proposed						
General Fund		-	-	-	-	-
	Total	-	-	-	-	-
	Biennial Total			-		-

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 Date Completed: **3/4/2024 4:19:33 PM**
 Agency: **Minn Management and Budget**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

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State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	56	-	-	-
Total	-	-	56	-	-	-
Biennial Total			56			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	.42	-	-
Total	-	-	.42	-	-

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Christian Larson **Date:** 3/4/2024 2:13:52 PM
Phone: 651-284-6436 **Email:** christian.larson@lbo.mn.gov

State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	-	56	-	-
Total		-	-	56	-	-
Biennial Total				56		
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund	-	-	-	56	-	-
Total		-	-	56	-	-
Biennial Total				56		
2 - Revenues, Transfers In*						
General Fund	-	-	-	-	-	-
Total		-	-	-	-	-
Biennial Total				-		

Bill Description

Bill seeks to establish a Minnesota Advisory Council on Infrastructure and specifies office powers and duties. Bill also provides guidance on implementation and requirements.

Assumptions

MMB (Minnesota Management and Budget) assumes that there will be incidental costs to processing per diems and reimbursements to members. These costs will require administrative support to collect, review, and process. The legislature is assuming this support will be absorbed by MMB as is the case with other councils affiliated with MMB. This seems reasonable in the short term until Executive Director is in place and will determine staffing and contracting needs.

Prior to the Executive Director being appointed, MMB assumes work will be done to engage and commence work to establish Council. This includes but is not limited to: community engagement and coordination of Council. MMB expects a State Prog Admin Prin at 50% will be needed to complete this work from July 1, 2024 through April 30, 2025.

Fringe costs for all MMB employee salary costs identified below are assumed to be 32.10 percent of salary, which is the average percentage for all MMB employees as projected in the SEMA4 system in FY 2022. Employee overhead costs are assumed to be 17.17 percent of total salary and fringe costs. Overhead includes costs such as space, laptops, employee technology, phone, supplies, printing, training, and travel. This percentage represents the average percent of MMB's total general fund operating budget spent on non-payroll employee overhead costs in the previous biennium. These will be used to calculate costs per employee.

Expenditure and/or Revenue Formula

Personnel: 0.83 FTE (10/12) * 0.50 (Part Time) * \$87,720 (67th Percentile Annual Salary) * 1.3210 (Fringe Rate) * 1.1717 (Overhead Rate) = \$56,347

Long-Term Fiscal Considerations

There may be separation costs related to ending of employment for this temporary position.

Local Fiscal Impact

References/Sources

Agency Contact:

Agency Fiscal Note Coordinator Signature: Ronika Rampadarat

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HF4025 - 0 - Advisory Council on Infrastructure Implementation

Chief Author: **Erin Koegel**
 Committee: **Sustainable Infrastructure Policy**
 Date Completed: **3/4/2024 4:19:33 PM**
 Agency: **Governors Office**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	-	-	-	-
Total	-	-	-	-	-	-
Biennial Total			-			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	-	-	-
Total	-	-	-	-	-

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Susan Nelson **Date:** 3/1/2024 7:31:56 AM
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State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

*Transfers In/Out and Absorbed Costs are only displayed when reported.

State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
General Fund		-	-	-	-	-
Total		-	-	-	-	-
Biennial Total				-		-
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund						
Expenditures		-	-	1	-	-
Absorbed Costs		-	-	(1)	-	-
Total		-	-	-	-	-
Biennial Total				-		-
2 - Revenues, Transfers In*						
General Fund						
Total		-	-	-	-	-
Biennial Total				-		-

Bill Description

Establishes the Minnesota Advisory Council on Infrastructure.

Assumptions

The legal and appointments team will prepare the appointments required under this bill as part of their regular appointments work.

Expenditure and/or Revenue Formula

The Governor's Office will absorb the costs of this work.

Long-Term Fiscal Considerations

Local Fiscal Impact

References/Sources

Agency Contact: Amanda Frie (651-587-9145)

Agency Fiscal Note Coordinator Signature: Alyssa Haugen

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Date: 2/29/2024 11:10:58 AM

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HF4025 - 0 - Advisory Council on Infrastructure Implementation

Chief Author: **Erin Koegel**
 Committee: **Sustainable Infrastructure Policy**
 Date Completed: **3/4/2024 4:19:33 PM**
 Agency: **Indian Affairs Council**

State Fiscal Impact	Yes	No
Expenditures		X
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions shown in the parentheses.

State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027
Total	-	-	-	-	-	-
Biennial Total			-			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium		
		FY2023	FY2024	FY2025	FY2026	FY2027
Total	-	-	-	-	-	-

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Chloe Burns **Date:** 2/29/2024 7:41:24 AM
Phone: 651-297-1423 **Email:** chloe.burns@lbo.mn.gov

State Cost (Savings) Calculation Details

This table shows direct impact to state government only. Local government impact, if any, is discussed in the narrative. Reductions are shown in parentheses.

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State Cost (Savings) = 1-2		Biennium			Biennium	
Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
Total		-	-	-	-	-
Biennial Total				-		-
1 - Expenditures, Absorbed Costs*, Transfers Out*						
Total		-	-	-	-	-
Biennial Total				-		-
2 - Revenues, Transfers In*						
Total		-	-	-	-	-
Biennial Total				-		-

Bill Description

Establishes a Minnesota Advisory Council on Infrastructure; specifies office powers and duties, provides for implementation and money appropriation, and proposes coding for new law as MN Statutes, chapter 15.

Assumptions

MIAC is named in the bill as an appointing authority to one seat on this new advisory council. MIAC handles appointments at our quarterly public board meetings as part of our normal business with our executive board who votes and appoints members.

Expenditure and/or Revenue Formula

NA

Long-Term Fiscal Considerations

NA

Local Fiscal Impact

NA

References/Sources

NA

Agency Contact: Shannon Geshick (651-249-0160)

Agency Fiscal Note Coordinator Signature: Shannon Geshick

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HF4025 - 0 - Advisory Council on Infrastructure Implementation

Chief Author: **Erin Koegel**
 Committee: **Sustainable Infrastructure Policy**
 Date Completed: **3/4/2024 4:19:33 PM**
 Agency: **Legislature**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

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State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	-	-	-	-
Total	-	-	-	-	-	-
Biennial Total			-			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	-	-	-
Total	-	-	-	-	-

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Chloe Burns **Date:** 2/29/2024 7:41:02 AM
Phone: 651-297-1423 **Email:** chloe.burns@lbo.mn.gov

State Cost (Savings) Calculation Details

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Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
General Fund		-	-	-	-	-
Total		-	-	-	-	-
Biennial Total				-		-
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund						
Expenditures		-	-	3	3	3
Absorbed Costs		-	-	(3)	(3)	(3)
Total		-	-	-	-	-
Biennial Total				-		-
2 - Revenues, Transfers In*						
General Fund						
Total		-	-	-	-	-
Biennial Total				-		-

Bill Description

This bill, in part, creates a Minnesota Advisory Council on Infrastructure Implementation, as an independent agency under MS Chapter 15F. The council may hire an executive director and other staff. Minnesota Management and Budget (MMB) is to provide coordination and implementation support to the council.

The council will be composed of 11 voting members, of which four are to be appointed by Senate legislative leadership and four are to be appointed by House legislative leadership. bill specifies the required qualifications of the voting members. No current legislator may be appointed to the council. The council will also have 15 non-voting members. The council must submit a report by December 15 on an annual basis.

MMB and the Minnesota Advisory Council on Infrastructure are both to receive one-time appropriations in FY25

Assumptions

1. Legislative leadership in the House and Senate will appoint public members to the council and absorb any associated cost.
2. Any public member meeting participation cost will be the fiscal responsibility of the council and will be addressed in the council's fiscal note.
3. Senate Counsel, Research and Fiscal Analysis may follow the work of the council that would amount to a composite of staff time of .01 FTE in FY25 (approximately 21 hours), .01 FTE in FY26 (approximately 21 hours), and .01 FTE in FY27 (approximately 21 hours). For this fiscal note we assume existing Senate staff will be utilized and costs may be absorbed, although that will depend on the priorities of the legislature and staff time required for competing projects.
4. House Research Department and House Fiscal Analysis Department may follow the work of the council that would amount to a composite of staff time of .01 FTE in FY25 (approximately 21 hours), .01 FTE in FY26 (approximately 21 hours), and .01 FTE in FY27 (approximately 21 hours). For this fiscal note we assume existing House staff will be utilized and costs may be absorbed, although that will depend on the priorities of the legislature and staff time required for competing projects.

Expenditure and/or Revenue Formula

Cost Category	FY25	FY26	FY27

SCRFA staff support - Counsel & Analyst II (.01 FTE FY25, .01 FTE FY26, .01 FTE in FY27, cost absorbed by Senate)	1,549	1,549	1,549
HRD & HFA staff support - Counsel & Analyst II (.01 FTE FY25, .01 FTE FY26, .01 FTE in FY27, cost absorbed by the House)	1,545	1,545	1,545
Total Staff Cost (rounded)	3,000	3,000	3,000
Senate Staff Cost Absorbed	(1,549)	(1,549)	(1,549)
House Staff Cost Absorbed	(1,545)	(1,545)	(1,545)
Total Staff Cost Absorbed (rounded)	(3,000)	(3,000)	(3,000)
Net Staff Cost (rounded)	0	0	0

Long-Term Fiscal Considerations

N/A

Local Fiscal Impact

N/A

References/Sources

Emily Adriaens, House of Representatives

Patrick McCormack, House of Representatives

Tom Bottern, Minnesota Senate

Eric Nauman, Minnesota Senate

Alexis Stangl, Minnesota Senate

Michelle Yurich, Legislative Coordinating Commission

Agency Contact: Diane Henry-Wangenstein

Agency Fiscal Note Coordinator Signature: Diane Henry

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Date: 2/28/2024 1:36:01 PM

Email: diane.henry@lcc.mn.gov

HF4025 - 0 - Advisory Council on Infrastructure Implementation

Chief Author: **Erin Koegel**
 Committee: **Sustainable Infrastructure Policy**
 Date Completed: **3/4/2024 4:19:33 PM**
 Agency: **Minnesota Advisory Council on Infrastructure - Proposed**

State Fiscal Impact	Yes	No
Expenditures	X	
Fee/Departmental Earnings		X
Tax Revenue		X
Information Technology		X
Local Fiscal Impact		X

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State Cost (Savings)	Biennium			Biennium		
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General Fund	-	-	192	653	768	
Total	-	-	192	653	768	
Biennial Total			192		1,421	

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2023	FY2024	FY2025	FY2026	FY2027
General Fund	-	-	.17	2.5	3
Total	-	-	.17	2.5	3

LBO Analyst's Comment

I have reviewed this fiscal note for reasonableness of content and consistency with the LBO's Uniform Standards and Procedures.

LBO Signature: Christian Larson **Date:** 3/4/2024 3:42:37 PM
Phone: 651-284-6436 **Email:** christian.larson@lbo.mn.gov

State Cost (Savings) Calculation Details

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Dollars in Thousands		FY2023	FY2024	FY2025	FY2026	FY2027
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Total		-	-	192	653	768
Biennial Total					192	1,421
1 - Expenditures, Absorbed Costs*, Transfers Out*						
General Fund	-	-	-	192	653	768
Total		-	-	192	653	768
Biennial Total					192	1,421
2 - Revenues, Transfers In*						
General Fund	-	-	-	-	-	-
Total		-	-	-	-	-
Biennial Total					-	-

Bill Description

Bill seeks to establish a Minnesota Advisory Council on Infrastructure and specifies office powers and duties. Bill also provides guidance on implementation and requirements.

Assumptions

The bill requires that an Executive Director (Managerial Plan, Grid 20A Comp Code 28M) must be appointed by May 1, 2025. Executive Director is empowered to hire an Agency Chief Financial Officer (Managerial Plan Grid 20A Comp Code 21M) and Deputy Director (Managerial Plan Grid 20A Comp Code 22M). The council will have the authority to enter into agreements for legal services, financial services, technical support, and other administrative and professional services. Assumption is for agreements and additional positions to be contracted or hired by October 1, 2025.

MMB believes this new Council may benefit from using Smart services. Base cost for services is \$50,000 annually.

Square footage of 2,000 is expected need for Council based on comparable councils. This space is expected to be provided by Department of Administration at a cost of \$28.75 per square foot per year. Occupancy is expected to be align with Executive Director appointment. There will be costs to convert space to accommodate meetings and employees. Costs vary based on selections. However, MMB experience based on previous work provides the following estimates:

Hard Walled Office: \$30,000-\$100,000
 Modular Office: \$20,000

MMB assumes the Council will require a conference room large enough to host 29 individuals in person for Council meetings (11 voting members, 15 non-voting members, and Council staff). After consultation with Department of Administration, Real Estate and Construction Services Division staff, MMB assumes the Department of Administration would assist the Council in reserving an appropriate shared-use conference room in the Capitol Complex at no additional cost. However, if the Council would require a dedicated conference room, MMB assumes the following additional costs. These costs are not reflected in this fiscal note's costs but are shown below for informational purposes.

Conference Room: \$80,000
 Conference Table: \$45,000
 Technology for Conference Room: \$20,000
 Chairs: \$650 per chair assembled with delivery (\$650 x 29): \$18,850

Fringe costs for all MMB employee salary costs identified below are assumed to be 32.10 percent of salary, which is the average percentage for all MMB employees as projected in the SEMA4 system in FY 2022. Employee overhead costs are assumed to be 17.17 percent of total salary and fringe costs. Overhead includes costs such as laptops and employee technology, phone, supplies, printing, training, and travel. This percentage represents the average percent of MMB's total general fund operating budget spent on non-payroll employee overhead costs in the previous biennium. These will be used to calculate costs per employee.

Committee requires 26 members that will travel an estimated max of 6 times a year with average mileage reimbursement 30 miles. Federal mileage rates is \$0.67 per mile. Expecting refreshments and/or lunch to be provided to participants attending meetings. Per diem for members is \$50 and subject to 15.0575. The vast majority of these costs are expected to be absorbed by the non-voting members of state agencies as part of appointed employees' and members' normal work for which they are already paid a salary. Cost for reimbursables related to participating will be paid by appointing agency.

Expenditure and/or Revenue Formula

FY 2025:

Space: 2,000 (square feet) *2 (expected months) * (\$28.75/12) (rate) = \$9,583

Furniture: \$100,000 (Hard Wall Office) + (\$20,000*2) (Modular Offices) = \$140,000

Executive Director: 0.17 FTE (2/12) * 2,088 (work hours fy 25) * \$78.08 (mid-point wage) * 1.3210 (fringe) * 1.1717 (overhead) = \$42,898

Total FY 2025:

FY 2026

Space: 2,000 (square feet) *28.75 (rate) = \$57,500

Executive Director: 1 FTE * 2,080 (work hours fy 26) * \$78.08 (mid-point wage) * 1.3210 (fringe) * 1.1717 (overhead) = \$251,375

Agency Chief Financial Officer: 0.75 FTE (9/12) * 2,080 * \$61.10 (mid-point wage) * 1.3210 (fringe) * 1.1717 (overhead) = \$147,532

Deputy Director: 0.75 FTE (9/12) * 2,080 * \$63.25 (mid-point wage) * 1.3210 (fringe) * 1.1717 (overhead) = \$152,723

Smart Costs: 0.75 (9/12) *\$50,000 = \$37,500

Per Diem: \$50 * 6 * 11 (voting members only) = \$3,300

Mileage: 11 (voting members only) * 30 * 6 * \$0.67 = \$1,327

Lunch: 26 * 6 * \$13 (commissioners plan lunch rate) = \$2,028

Total FY 2026:

FY 2027 and beyond:

Space: 2,000 (square feet) *28.75 (rate) = \$57,500

Executive Director: 1 FTE * 2,088 (work hours fy 25) * \$78.08 (mid-point wage) * 1.3210 (fringe) * 1.1717 (overhead) = \$252,342

Agency Chief Financial Officer: 1 FTE * 2,088 * \$61.10 (mid-point wage) * 1.3210 (fringe) * 1.1717 (overhead) = \$197,465

Deputy Director: 1 FTE * 2,088 * \$63.25 (mid-point wage) * 1.3210 (fringe) * 1.1717 (overhead) = \$204,414

Smart Costs: $1 * \$50,000 = \$50,000$

Per Diem: $\$50 * 6 * 11$ (voting members only) = \$3,300

Mileage: 11 (voting members only) * $30 * 6 * \$0.67 = \$1,327$

Lunch: $26 * 6 * \$13$ (commissioners plan lunch rate) = \$2,028

Total Costs:

Long-Term Fiscal Considerations

Cost to rent space may increase in the future as the rate is re-evaluated on a biennial basis. Addition of permanent state employees will create long term obligations related to separation benefits.

Local Fiscal Impact

References/Sources

Square footage estimates and cost provided by Department of Administration.

Furniture costs are estimate based on recent MMB projects with Intereum.

Bargaining units were used for establishing pay rates.

Agency Contact:

Agency Fiscal Note Coordinator Signature: Ronika Rampadarat

Date: 3/4/2024 3:41:23 PM

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