HF300 - 0 - Capitol Flag Program

Chief Author:	**John Huot**
Commitee:	**State Government Finance and Policy**
Date Completed:	**2/11/2021 3:51:14 PM**
Lead Agency:	Administration Dept
Other Agencies:	
Legislature	Military Affairs Dept
Public Safety Dept	Veterans Affairs Dept

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	**FY2021**	**FY2022**	**FY2023**	**FY2024**	**FY2025**
Administration Dept					
General Fund	-	1	-	-	-
Plant Mgmt.	-	-	-	-	-
State Total					
General Fund	-	1	-	-	-
Plant Mgmt.	-	-	-	-	-
Total	**-**	**1**	**-**	**-**	**-**
Biennial Total			**1**		**-**

Full Time Equivalent Positions (FTE)		Biennium		Biennium	
	FY2021	**FY2022**	**FY2023**	**FY2024**	**FY2025**
Administration Dept					
General Fund	-	.01	-	-	-
Plant Mgmt.	-	.01	-	-	-
Total	**-**	**.02**	**-**	**-**	**-**

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: Joe Harney **Date:** 2/11/2021 3:51:14 PM
Phone: 651-284-6438 **Email:** joe.harney@lbo.leg.mn

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	FY2021	FY2022	FY2023	FY2024	FY2025
Administration Dept					
General Fund	-	1	-	-	-
Plant Mgmt.	-	-	-	-	-
Total	**-**	**1**	**-**	**-**	**-**
Biennial Total			**1**		**-**
1 - Expenditures, Absorbed Costs*, Transfers Out*					
Administration Dept					
General Fund	-	1	-	-	-
Plant Mgmt.					
Expenditures	-	1	-	-	-
Absorbed Costs	-	(1)	-	-	-
Total	**-**	**1**	**-**	**-**	**-**
Biennial Total			**1**		**-**
2 - Revenues, Transfers In*					
Administration Dept					
General Fund	-	-	-	-	-
Plant Mgmt.	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	**-**
Biennial Total			**-**		**-**

HF300 - 0 - Capitol Flag Program

Chief Author:	**John Huot**
Commitee:	**State Government Finance and Policy**
Date Completed:	**2/11/2021 3:51:14 PM**
Agency:	Administration Dept

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	**FY2021**	**FY2022**	**FY2023**	**FY2024**	**FY2025**
General Fund	-	1	-	-	-
Plant Mgmt.	-	-	-	-	-
Total	**-**	**1**	**-**	**-**	**-**
Biennial Total			**1**		**-**

Full Time Equivalent Positions (FTE)		Biennium		Biennium	
	FY2021	**FY2022**	**FY2023**	**FY2024**	**FY2025**
General Fund	-	.01	-	-	-
Plant Mgmt.	-	.01	-	-	-
Total	**-**	**.02**	**-**	**-**	**-**

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: Joe Harney **Date:** 2/10/2021 8:37:47 AM
Phone: 651-284-6438 **Email:** joe.harney@lbo.leg.mn

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	FY2021	FY2022	FY2023	FY2024	FY2025
General Fund	-	1	-	-	-
Plant Mgmt.	-	-	-	-	-
Total	**-**	**1**	**-**	**-**	**-**
Biennial Total			**1**		**-**
1 - Expenditures, Absorbed Costs*, Transfers Out*					
General Fund	-	1	-	-	-
Plant Mgmt.					
Expenditures	-	1	-	-	-
Absorbed Costs	-	(1)	-	-	-
Total	**-**	**1**	**-**	**-**	**-**
Biennial Total			**1**		**-**
2 - Revenues, Transfers In*					
General Fund	-	-	-	-	-
Plant Mgmt.	-	-	-	-	-
Total	**-**	**-**	**-**	**-**	**-**
Biennial Total			**-**		**-**

Bill Description

The bill requires the Department of Administration (Admin) to perform a study of a program that will allow eligible family members of military service members who died while on active duty and public safety officers who died in the line of duty to be issued one United States and one Minnesota flag that has been flown over the Minnesota State Capitol Building free of charge. Each flag will be accompanied by a certificate memorializing the flag flying occasion. For subsequent flags requested by eligible family members, the Commissioner of the Department of Administration may charge a reasonable fee not exceeding the cost of providing and flying the flag and preparing the certificate. By September 1, 2021 Admin shall implement a pilot program to fly up to 50 flags for eligible family members as part of the study. Flags used in the pilot program shall be provided by the sponsoring party, the family requesting the flag, or a third party. The commissioner must report the results of the study to the legislature by January 15th 2022. The Capitol Flag Program is then implemented effective July 1, 2022.

Assumptions

- This fiscal note provides financial impact analysis for the proposed Capitol Flag Program study and report only.
- The house, senate and constitutional officers will verify eligibility of deceased family members.
- The house, senate and constitutional officers will verify eligibility of family members making flag requests.
- 50 (4’X6’ Capitol building spec nylon) flags are estimated to be flown during the study period.
- Flags for the pilot program will be provided by the sponsoring party, the family, or a third party.
- Flags will match the 4’X6’ nylon Size Spec for the Capitol Building.
- Every flag in the pilot program will be mailed directly to the eligible family member(s) or the legislator/constitutional officer the family requests to present them the flag, and Admin will incur the costs of First Class U.S. postage.
- Government officials and/or their political subdivisions will be responsible for the costs associated with their conveyance of the flag(s) to the eligible family member.

- A Customer Service Specialist Sr. will receive and log flag requests, schedule flag raisings, track status, and package and mail flags.
- A Groundskeeper Int. will bring flags to the pole, raise and lower flags, fold flags, and return to Customer Service Specialist Sr.
- The portions of the study including coordinating with agencies named in the bill, developing recommendations, and preparing the report will be completed by in-house staff, and the time commitment and costs are expected to be minimal and will be absorbed.
- Cost of certificates and the Groundskeeper Int. will be absorbed by Admin. These costs are minimal and the services are similar to the work Admin already performs.
- Future gift revenue and the quantity of flags to be distributed beginning with the implementation of the program on July 1, 2022 are not possible to accurately estimate. Costs to implement the program will be determined as part of the study to be reported on by January 15, 2022.

Expenditure and/or Revenue Formula

Estimated unabsorbed costs for the study phase:

$348 for postage (50 flags x $6.95)

$856 for .01 FTE Customer Service Specialists Sr. salary and benefits. FTE is based on 0.5 hours x 50 flags.

$1,204 Total

Estimated costs to be absorbed by Admin for the study phase:

$50 for certificates ($50 x $1)

$823 for .01 FTE Groundskeeper Int. salary and benefits. FTE is based on 0.25 hours x 50 flags.

$873 Total

Long-Term Fiscal Considerations

As mentioned previously, the number of flags to be requested and delivered upon implementation of the program on July 1, 2022 and the corresponding total costs cannot be accurately estimated.

Local Fiscal Impact

References/Sources

Chris Guevin

Director, Facilities Management Division

(651) 201-2350

Agency Contact: Chris Guevin (651) 201-2350

Agency Fiscal Note Coordinator Signature: Bruce Lemke **Date:** 2/9/2021 3:24:26 PM

Phone: 651-2012530 **Email:** bruce.lemke@state.mn.us

HF300 - 0 - Capitol Flag Program

Chief Author:	**John Huot**
Commitee:	**State Government Finance and Policy**
Date Completed:	**2/11/2021 3:51:14 PM**
Agency:	Legislature

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	**FY2021**	**FY2022**	**FY2023**	**FY2024**	**FY2025**
Total	-	-	-	-	-
Biennial Total			-		-

Full Time Equivalent Positions (FTE)		Biennium		Biennium	
	FY2021	**FY2022**	**FY2023**	**FY2024**	**FY2025**
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: Adam Blom **Date:** 2/5/2021 9:00:14 AM
Phone: 651-284-6542 **Email:** adam.blom@lbo.leg.mn

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	FY2021	FY2022	FY2023	FY2024	FY2025
Total	-	-	-	-	-
Biennial Total			-		-
1 - Expenditures, Absorbed Costs*, Transfers Out*					
Total	-	-	-	-	-
Biennial Total			-		-
2 - Revenues, Transfers In*					
Total	-	-	-	-	-
Biennial Total			-		-

Bill Description

The bill implements a new program where a Minnesota state flag and an American flag that were flown over the Minnesota State Capitol are given to the surviving family members of a public safety officer killed in the line of duty or a member of the United States armed forces that died during active duty. The House and Senate and state constitutional offices must adopt procedures for the administration of flag requests received. Legislative members may present flags to surviving family members in the event that flags are not presented by the Minnesota Department of Administration.

The Department of Administration, in consultation with the Legislative Coordinating Commission (LCC) and the state offices of Veterans Affairs, Military Affairs and Public Safety must study and develop recommendations to implement a Capitol flag program. The Department of Administration will implement the pilot program by September 1, 2021 and report to the legislature by January 15, 2022.

Assumptions

1. The House and Senate will develop procedures as a part of the normal course of operations during FY22 interim. Nominal costs will be absorbed by the House and Senate.
2. The cost associated with conveyance of flags by legislative members to surviving family members will be done as a part of member constituent services. Nominal cost will be absorbed by the House and Senate.
3. LCC staff will participate in the development of the study and recommendations for the pilot project. Nominal cost will be absorbed.

Expenditure and/or Revenue Formula

N/A

Long-Term Fiscal Considerations

N/A

Local Fiscal Impact

N/A

References/Sources

Barb Juelich, House of Representatives

Bill Marx, House of Representatives

Patrick McCormack, House of Representatives

Tom Bottern, Minnesota Senate

Cal Ludeman Minnesota Senate

Betty Myers, Minnesota Senate

Eric Nauman, Minnesota Senate

Michelle Weber, Legislative Coordinating Commission

Agency Contact: Diane Henry-Wangensteen

Agency Fiscal Note Coordinator Signature: Diane Henry-Wangensteen

Date: 2/4/2021 5:07:54 PM

Phone: 651-296-1121

Email: diane.henry@lcc.leg.mn

HF300 - 0 - Capitol Flag Program

Chief Author:	**John Huot**
Commitee:	**State Government Finance and Policy**
Date Completed:	**2/11/2021 3:51:14 PM**
Agency:	Military Affairs Dept

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	FY2021	FY2022	FY2023	FY2024	FY2025
Total	-	-	-	-	-
Biennial Total			-		-

Full Time Equivalent Positions (FTE)		Biennium		Biennium	
	FY2021	FY2022	FY2023	FY2024	FY2025
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: Adam Blom **Date:** 2/10/2021 9:46:33 AM
Phone: 651-284-6542 **Email:** adam.blom@lbo.leg.mn

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	FY2021	FY2022	FY2023	FY2024	FY2025
Total	-	-	-	-	-
Biennial Total			-		-
1 - Expenditures, Absorbed Costs*, Transfers Out*					
Total	-	-	-	-	-
Biennial Total			-		-
2 - Revenues, Transfers In*					
Total	-	-	-	-	-
Biennial Total			-		-

Bill Description

The proposed bill will establish a Capitol flag program for families of military service members and first responders who die in the line of duty. Beginning July 1, 2022, the Commissioner of Administration shall issue a Minnesota state flag or American flag that was flown over the Capitol to an eligible family member who requests a flag. Eligible family members include a surviving spouse, parent or legal guardian, child, or sibling of (i) a public safety officer killed in the line of duty or (ii) a person who has died while serving honorably in active service in the United States armed forces. The family of a public safety officer killed in the line of duty or service member of the United States armed forces who died in active service is entitled to receive one flag free of charge under this section. If an eligible family member requests additional flags, the commissioner may charge the person a reasonable fee that does not exceed the actual cost of the flag and certificate memorializing the occasion.

The proposed bill requires the commissioner of administration, in consultation with the Legislative Coordinating Commission and the commissioners of veterans affairs, military affairs, and public safety, must study and develop recommendations to implement a Capitol flag program consistent with the program enacted in Minnesota Statutes, section 16B.276. By September 1, 2021, the commissioner of administration shall implement a pilot program to fly up to 50 flags for eligible family members as part of the study. The commissioner must report the results of the study and pilot program, including any recommendations, to the chairs and ranking minority members of the legislative committees with jurisdiction over state government finance and veterans affairs no later than January 15, 2022

Assumptions

Administrative costs to manage the proposed bill will be negligible. The Minnesota Army and Air National Guard personnel sections will conduct and provide eligibility determinations for families of service members of the United States armed forces who died in active service.

Administrative costs to participate in the required study and pilot program will be negligible. The Minnesota Army and Air National Guard personnel sections and MDMA staff will participate in the development of the study and pilot program.

Expenditure and/or Revenue Formula

Long-Term Fiscal Considerations

Local Fiscal Impact

References/Sources

Article 1 of the U.S. Constitution

Agency Contact:

Agency Fiscal Note Coordinator Signature: Ben LaBelle **Date:** 2/9/2021 5:08:43 PM

Phone: 651-282-4198 **Email:** benjamin.p.labelle2.mil@mail.mil

HF300 - 0 - Capitol Flag Program

Chief Author:	**John Huot**
Commitee:	**State Government Finance and Policy**
Date Completed:	**2/11/2021 3:51:14 PM**
Agency:	Public Safety Dept

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	**FY2021**	**FY2022**	**FY2023**	**FY2024**	**FY2025**
Total	-	-	-	-	-
Biennial Total			-		-

Full Time Equivalent Positions (FTE)		Biennium		Biennium	
	FY2021	**FY2022**	**FY2023**	**FY2024**	**FY2025**
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: Laura Cecko **Date:** 2/11/2021 3:37:27 PM
Phone: 651-284-6543 **Email:** laura.cecko@lbo.leg.mn

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	FY2021	FY2022	FY2023	FY2024	FY2025
Total	-	-	-	-	-
Biennial Total			-		-
1 - Expenditures, Absorbed Costs*, Transfers Out*					
Total	-	-	-	-	-
Biennial Total			-		-
2 - Revenues, Transfers In*					
Total	-	-	-	-	-
Biennial Total			-		-

Bill Description

This bill is establishing a Capitol flag program for families of military service members and first responders who die in the line of duty; providing a Capitol flag program study and pilot program and proposing coding for for a new law in Minnesota Statutes, chapter 16B.

Assumptions

The Department of Administration will conduct the study. The Department of Public Safety's role is to provide consultation. There will not be any fiscal impact to the Department of Public Safety.

Expenditure and/or Revenue Formula

Long-Term Fiscal Considerations

Local Fiscal Impact

References/Sources

Agency Contact: Rita Wurm 651-201-7016

Agency Fiscal Note Coordinator Signature: Rita Wurm **Date:** 2/11/2021 3:10:57 PM

Phone: 651-201-7016 **Email:** rita.wurm@state.mn.us

HF300 - 0 - Capitol Flag Program

Chief Author: **John Huot**
Commitee: **State Government Finance and Policy**
Date Completed: **2/11/2021 3:51:14 PM**
Agency: Veterans Affairs Dept

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	FY2021	FY2022	FY2023	FY2024	FY2025
Total	-	-	-	-	-
Biennial Total			-		-

Full Time Equivalent Positions (FTE)		Biennium		Biennium	
	FY2021	FY2022	FY2023	FY2024	FY2025
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: Adam Blom **Date:** 2/10/2021 10:29:32 AM
Phone: 651-284-6542 **Email:** adam.blom@lbo.leg.mn

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	FY2021	FY2022	FY2023	FY2024	FY2025
Total	-	-	-	-	-
Biennial Total			-		-
1 - Expenditures, Absorbed Costs*, Transfers Out*					
Total	-	-	-	-	-
Biennial Total			-		-
2 - Revenues, Transfers In*					
Total	-	-	-	-	-
Biennial Total			-		-

Bill Description

The proposed bill will establish a Capitol flag program for families of military service members and first responders who die in the line of duty. Beginning July 1, 2022, the Commissioner of Administration shall issue a Minnesota state flag or American flag that was flown over the Capitol to an eligible family member who requests a flag. Eligible family members include a surviving spouse, parent or legal guardian, child, or sibling of (i) a public safety officer killed in the line of duty or (ii) a person who has died while serving honorably in active service in the United States armed forces. The family of a public safety officer killed in the line of duty or service member of the United States armed forces who died in active service is entitled to receive one flag free of charge under this section. If an eligible family member requests additional flags, the commissioner may charge the person a reasonable fee that does not exceed the actual cost of the flag and certificate memorializing the occasion.

The House and Senate and state constitutional offices must adopt procedures for the administration of flag request received. Legislative members may present flags to surviving family members in the event that flags are not presented by the Minnesota Department of Administration (Admin). The proposed bill requires the commissioner of administration, in consultation with the Legislative Coordinating Commission and the commissioners of Veterans Affairs, Military Affairs, and Public Safety, must study and develop recommendations to implement a Capitol flag program consistent with the program enacted in Minnesota Statutes, section 16B.276. By September 1, 2021, the commissioner of administration shall implement a pilot program to fly up to 50 flags for eligible family members as part of the study. The commissioner must report the results of the study and pilot program, including any recommendations, to the chairs and ranking minority members of the legislative committees with jurisdiction over state government finance and MDVA no later than January 15, 2022.

Assumptions

1. The House and Senate will develop procedures as a part of the normal course of operations during FY22 interim. Nominal costs will be absorbed by the House and Senate.
2. Administrative costs to participate in the required study and pilot program will be negligible. MDVA will participate in the development of the study and pilot program.

Expenditure and/or Revenue Formula

Long-Term Fiscal Considerations

Local Fiscal Impact

References/Sources

Agency Contact: Ben Johnson (651-201-8226)

Agency Fiscal Note Coordinator Signature: Jennifer Brau **Date:** 2/10/2021 9:58:29 AM

Phone: 651-757-1573 **Email:** jennifer.brau@state.mn.us