

COMMITTEE ON LEGISLATIVE RESEARCH
OVERSIGHT DIVISION

FISCAL NOTE

L.R. No.: 6531-02
Bill No.: HB 2274
Subject: State Departments; Office of Administration
Type: Original
Date: April 9, 2014

Bill Summary: This proposal requires all printing done by any state department, agency, or entity to use the Garamond font if practicable.

FISCAL SUMMARY

ESTIMATED NET EFFECT ON GENERAL REVENUE FUND			
FUND AFFECTED	FY 2015	FY 2016	FY 2017
General Revenue	(Unknown)	(Unknown)	\$0 to Unknown
Total Estimated Net Effect on General Revenue Fund	(Unknown)	(Unknown)	\$0 to Unknown

ESTIMATED NET EFFECT ON OTHER STATE FUNDS			
FUND AFFECTED	FY 2015	FY 2016	FY 2017
Other State Funds	(Unknown)	(Unknown)	\$0 to Unknown
University Funds	(Unknown)	(Unknown)	\$0 to Unknown
Total Estimated Net Effect on <u>Other</u> State Funds	(Unknown)	(Unknown)	\$0 to Unknown

Numbers within parentheses: () indicate costs or losses.
This fiscal note contains 8 pages.

ESTIMATED NET EFFECT ON FEDERAL FUNDS			
FUND AFFECTED	FY 2015	FY 2016	FY 2017
Federal Funds	(Unknown)	(Unknown)	\$0 to Unknown
Total Estimated Net Effect on <u>All</u> Federal Funds	(Unknown)	(Unknown)	\$0 to Unknown

ESTIMATED NET EFFECT ON FULL TIME EQUIVALENT (FTE)			
FUND AFFECTED	FY 2015	FY 2016	FY 2017
Total Estimated Net Effect on FTE	0	0	0

☐ Estimated Total Net Effect on All funds expected to exceed \$100,000 savings or (cost).

☐ Estimated Net Effect on General Revenue Fund expected to exceed \$100,000 (cost).

ESTIMATED NET EFFECT ON LOCAL FUNDS			
FUND AFFECTED	FY 2015	FY 2016	FY 2017
Local Government	\$0	\$0	\$0

FISCAL ANALYSIS

ASSUMPTION

Officials at the **Office of Administration's Information Technology Services Division** assume the impact is unknown.

Officials at the **Department of Agriculture**, the **Department of Corrections**, the **Department of Economic Development**, the **Department of Higher Education**, the **Department of Insurance, Financial Institutions and Professional Registration**, the **Department of Labor and Industrial Relations**, the **Department of Natural Resources**, the **Department of Public Safety's Capitol Police**, the **Department of Public Safety's Division of Alcohol and Tobacco Control**, the **Missouri Department of Transportation**, the **Missouri Gaming Commission**, the **Missouri Highway Patrol**, the **Missouri National Guard**, the **Office of Administration's Division of General Services**, the **Office of Prosecution Services**, the **Office of the State Auditor**, the **Office of State Courts Administrator**, the **Office of the State Public Defender**, the **Office of State Treasurer**, the **State Emergency Management Agency** and the **University of Missouri** each assume there is no fiscal impact to their respective organizations from this proposal.

Officials at the **Department of Mental Health (DMH)** assume based upon a middle school science project, it has been suggested that the use of the Garamond font could save a significant amount of ink and therefore monies. The study suggested that State Governments collectively could save \$234,000,000 annually and the Federal Government could save \$136,000,000. It is unknown the exact amount of printing performed by DMH. It should be noted that the use of printing has decreased dramatically over the past few years with the use electronic communication.

If one were to project costs or savings based upon calculations from the above science project, then DMH may experience a possible savings of \$10,500 (DMH FY 13 Printing Expenses were approximately \$140,000) X (\$136,000,000 Federal savings/\$1,800,000,000,000 Federal printing budget=7.5%).

Officials at the **Department of Social Services (DSS)** assume using the Garamond typeface, instead of Times New Roman, can reduce the amount of ink used by as much as 24%. However, the characteristics that produce this savings in the use of ink (letters are thinner and lighter) also make the Garamond typeface more difficult to read, especially for older adults and the visually impaired. Garamond is considered especially unsuitable for use with a font size smaller than 12 points. The state budget books are currently printed in Arial 10.

ASSUMPTION (continued)

Because a goodly portion of DSS clients are older, Garamond typeface would not be suitable for communications with clients. However, should this bill become law, DSS would examine its printing practices on a case-by-case basis to assess where savings might be achieved by printing internal documents in Garamond, where practicable. The exact savings cannot be determined at this time without detailed analysis of all printing practices in the Department.

Officials at the **Department of Health and Senior Services (DHSS)** assumes that we would continue to use existing supplies of any documents printed by State Printing that are in non-Garamond font until the supply is exhausted. DHSS further assumes we would need to consider the practicality of converting these documents to Garamond font before they are reprinted again. DHSS also assumes we would need to convert any documents currently printed within DHSS to the Garamond font unless it was determined to be not practicable. All of this conversion would be at an unknown cost.

Once conversion to the Garamond font occurs, DHSS assumes there may be a savings of an unknown amount related to a reduction in the amount of ink/toner required to print documents in the Garamond font.

DHSS considers the impact of this legislation to be an unknown, either positive or negative impact, on General Revenue, Federal Funds, or Other Funds for FY 2015. DHSS considers the impact of this legislation to be unknown positive for FY 2016 and FY 2017 after the conversion process is complete on General Revenue, Federal Funds, and Other Funds. For fiscal note worksheet purposes, DHSS used a generic "Other Fund" classification, rather than identifying each and every fund we receive appropriations from that is considered an Other Fund.

Officials at the **Department of Elementary and Secondary Education** assume for FY 2013, printing charges totaled \$138,703. If the Garamond font does in fact save 30% in printing costs (as presented in CNN's report), then it could be assumed that our department would have saved \$41,611 during FY 2013. We assume FY 2013 represents a typical year of printing charges; therefore, this savings would be carried forward each successive year.

Officials at the **Department of Conservation** assume an unknown fiscal impact, but the Department estimates the proposed legislation would have a negative fiscal impact on Department funds of less than \$100,000 annually.

Officials at the **Department of Revenue** assume there is minimal fiscal impact to the Department. If the Office of Administration determines that switching fonts is practicable, OA-ITSD would incur some programming changes to accommodate the font.

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ASSUMPTION (continued)

Officials at the **Metropolitan Community College** assume this would have an unknown negative impact.

Officials at the **University of Central Missouri** assume there would be heavy one-time initial costs in standardizing to Garamond font and also increased costs for increased paper use and some operational impacts. The impact is unknown.

Officials at the **Missouri Veteran's Commission** assume the impact is unknown.

Officials at the **Linn State Technical College** assume this might save money for the University, however, how much is unknown.

Officials at the **Northwest Missouri State University** assume any savings from using the new font would be offset by the costs to mandate and comply with the requirements.

Officials at the **Office of Attorney General** assume that any potential costs arising from this proposal can be absorbed with existing resources.

Oversight assumes this proposal would require the agencies and universities to update all their computers and existing documents to convert them to the Garamond font. Oversight assumes the agencies and universities would experience unknown costs to make the required changes. Oversight assumes that any savings from the reduction in the use of ink would not occur until at least FY 2017.

<u>FISCAL IMPACT - State Government</u>	FY 2015 (10 Mo.)	FY 2016	FY 2017
GENERAL REVENUE			
<u>Cost</u> - State Agencies to update forms and make computer changes	(Unknown)	(Unknown)	\$0
<u>Savings</u> - State Agencies reduction in use of ink	<u>\$0</u>	<u>\$0</u>	<u>\$0 to Unknown</u>
ESTIMATED NET EFFECT ON GENERAL REVENUE	<u>(Unknown)</u>	<u>(Unknown)</u>	<u>\$0 to Unknown</u>

FISCAL IMPACT - State Government
 (continued)

FY 2015
 (10 Mo.)

FY 2016

FY 2017

OTHER STATE FUNDS

Cost - State Agencies
 to update forms and make computer
 changes

(Unknown)

(Unknown)

\$0

Savings - State Agencies
 reduction in use of ink

\$0

\$0

\$0 to Unknown

**ESTIMATED NET EFFECT ON
 OTHER STATE FUNDS**

(Unknown)

(Unknown)

\$0 to Unknown

UNIVERSITY FUNDS

Cost - Universities
 to update forms and make computer
 changes

(Unknown)

(Unknown)

\$0

Savings - Universities
 reduction in use of ink

\$0

\$0

\$0 to Unknown

**ESTIMATED NET EFFECT ON
 UNIVERSITY FUNDS**

(Unknown)

(Unknown)

\$0 to Unknown

FEDERAL FUNDS

Cost - State Agencies
 to update forms and make computer
 changes

(Unknown)

(Unknown)

\$0

Savings - State Agencies
 reduction in use of ink

\$0

\$0

\$0 to Unknown

**ESTIMATED NET EFFECT ON
 FEDERAL FUNDS**

(Unknown)

(Unknown)

\$0 to Unknown

<u>FISCAL IMPACT - Local Government</u>	FY 2015 (10 Mo.)	FY 2016	FY 2017
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

FISCAL IMPACT - Small Business

No direct fiscal impact to small businesses would be expected as a result of this proposal.

FISCAL DESCRIPTION

This bill specifies that all printing done by any department, agency, institution, or entity of the state performed internally must use the Garamond font if practicable.

This legislation is not federally mandated, would not duplicate any other program and would not require additional capital improvements or rental space.

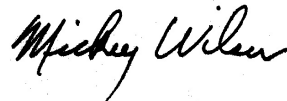
SOURCES OF INFORMATION

Department of Agriculture
Department of Conservation
Department of Corrections
Department of Economic Development
Department of Elementary and Secondary Education
Department of Health and Senior Services
Department of Higher Education
Department of Insurance, Financial Institutions and Professional Registration
Department of Labor and Industrial Relations
Department of Mental Health
Department of Natural Resources
Department of Public Safety
 Capitol Police
 Division of Alcohol and Tobacco Control
Department of Revenue
Department of Social Services
Linn State Technical College
Metropolitan Community College
Missouri Department of Transportation
Missouri Gaming Commission
Missouri Highway Patrol

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SOURCES OF INFORMATION (continued)

Missouri National Guard
Missouri Veteran's Commission
Northwest Missouri State University
Office of Administration
 Division of General Services
 Information Technology Services Division
Office of Attorney General
Office of Prosecution Services
Office of the State Auditor
Office of State Courts Administrator
Office of the State Public Defender
Office of State Treasurer
State Emergency Management Agency
University of Central Missouri
University of Missouri



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April 9, 2014

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