

# Revised

## Consolidated Fiscal Note

2019-2020 Legislative Session

### HF1740 - 1A - Capitol Flag Program; Line of Duty Service

Chief Author: **John Huot**  
 Committee: **State Government Finance Division**  
 Date Completed: **2/25/2020 3:17:10 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	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Administration Dept</b>						
General Fund	-	-	1	-	-	-
Plant Mgmt.	-	-	-	-	-	-
<b>State Total</b>						
General Fund	-	-	1	-	-	-
Plant Mgmt.	-	-	-	-	-	-
	<b>Total</b>	-	-	<b>1</b>	-	-
	<b>Biennial Total</b>			<b>1</b>		-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Administration Dept</b>					
General Fund	-	-	.01	-	-
Plant Mgmt.	-	-	.01	-	-
	<b>Total</b>	-	-	<b>.02</b>	-

#### 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      **Date:** 2/25/2020 3:17:10 PM  
**Phone:** 651-284-6439      **Email:** alyssa.holterman@lbo.leg.mn

# Revised

## 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.

<b>State Cost (Savings) = 1-2</b>		<b>Biennium</b>			<b>Biennium</b>	
<b>Dollars in Thousands</b>		<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>
<b>Administration Dept</b>						
General Fund		-	-	1	-	-
Plant Mgmt.		-	-	-	-	-
<b>Total</b>		<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>
<b>Biennial Total</b>				<b>1</b>		<b>-</b>
<b>1 - Expenditures, Absorbed Costs*, Transfers Out*</b>						
<b>Administration Dept</b>						
General Fund		-	-	1	-	-
Plant Mgmt.						
Expenditures		-	-	1	-	-
Absorbed Costs		-	-	(1)	-	-
<b>Total</b>		<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>
<b>Biennial Total</b>				<b>1</b>		<b>-</b>
<b>2 - Revenues, Transfers In*</b>						
<b>Administration Dept</b>						
General Fund		-	-	-	-	-
Plant Mgmt.		-	-	-	-	-
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Biennial Total</b>				<b>-</b>		<b>-</b>

# Revised

## Fiscal Note

2019-2020 Legislative Session

### HF1740 - 1A - Capitol Flag Program; Line of Duty Service

Chief Author: **John Huot**  
 Committee: **State Government Finance Division**  
 Date Completed: **2/25/2020 3:17:10 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	FY2019	FY2020	FY2021	FY2022	FY2023
General Fund	-	-	1	-	-	-
Plant Mgmt.	-	-	-	-	-	-
<b>Total</b>	-	-	<b>1</b>	-	-	-
<b>Biennial Total</b>			<b>1</b>			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2019	FY2020	FY2021	FY2022	FY2023
General Fund	-	-	.01	-	-
Plant Mgmt.	-	-	.01	-	-
<b>Total</b>	-	-	<b>.02</b>	-	-

#### 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 **Date:** 2/25/2020 3:16:54 PM  
**Phone:** 651-284-6439 **Email:** alyssa.holterman@lbo.leg.mn

# Revised

## 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 Dollars in Thousands	Biennium			Biennium	
	FY2019	FY2020	FY2021	FY2022	FY2023
General Fund	-	-	1	-	-
Plant Mgmt.	-	-	-	-	-
<b>Total</b>	-	-	<b>1</b>	-	-
<b>Biennial Total</b>			<b>1</b>		-
<b>1 - Expenditures, Absorbed Costs*, Transfers Out*</b>					
General Fund	-	-	1	-	-
Plant Mgmt.					
Expenditures	-	-	1	-	-
Absorbed Costs	-	-	(1)	-	-
<b>Total</b>	-	-	<b>1</b>	-	-
<b>Biennial Total</b>			<b>1</b>		-
<b>2 - Revenues, Transfers In*</b>					
General Fund	-	-	-	-	-
Plant Mgmt.	-	-	-	-	-
<b>Total</b>	-	-	-	-	-
<b>Biennial Total</b>			-		-

## 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, Admin may charge a reasonable fee not exceeding the cost of flying the flag and preparing the certificate. By September 1, 2020 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 15, 2021. The Capitol Flag Program is then implemented effective July 1, 2021.

## 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 will be provided by the sponsoring party, the family, or a third party during the study period.
- Flags will match the 4'X6' nylon size specification for the Capitol Building.
- First Class U.S. Mail will be used for flag delivery to family members and/or government officials the family requests to present them the flag.

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- 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 Senior will receive and log flag requests, schedule flag raisings, track status, and package and mail flags.
- A Groundskeeper Intermediate 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 other work Admin already performs.
- Future gift revenue and the quantity of flags to be distributed beginning with implementation of the program on July 1, 2021 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, 2021.

## **Expenditure and/or Revenue Formula**

Estimated unabsorbed costs for the study phase:

\$348 for postage (50 flags x \$6.95)

\$848 for 0.01 FTE Customer Service Specialist Sr. salary and benefits. FTE is based on 0.5 hours x 50 flags.

\$1,196 Total

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

\$50 for certificates (50 x \$1)

\$815 for .01 FTE Groundskeeper Int. salary and benefits. FTE is based on .25 hours x 50 flags

\$865 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, 2021 and the corresponding total costs cannot be accurately estimated.

## **Local Fiscal Impact**

## **References/Sources**

# Revised

Chris Guevin, Facilities Management Division Director

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**Agency Contact:**

**Agency Fiscal Note Coordinator Signature:** Bruce Lemke

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# Revised

**Fiscal Note**

**2019-2020 Legislative Session**

**HF1740 - 1A - Capitol Flag Program; Line of Duty Service**

Chief Author: **John Huot**  
 Committee: **State Government Finance Division**  
 Date Completed: **2/25/2020 3:17:10 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	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium	
	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-

**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    **Date:** 2/19/2020 8:43:19 AM  
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# Revised

## 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 Dollars in Thousands	Biennium			Biennium	
	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-
<b>Biennial Total</b>			-		-
<b>1 - Expenditures, Absorbed Costs*, Transfers Out*</b>					
<b>Total</b>	-	-	-	-	-
<b>Biennial Total</b>			-		-
<b>2 - Revenues, Transfers In*</b>					
<b>Total</b>	-	-	-	-	-
<b>Biennial Total</b>			-		-

## 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 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).

Admin, 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. Admin will implement the pilot program by September 1, 2020 and report to the legislature by January 15, 2021.

## Assumptions

1. House and Senate will develop procedures as a part of the normal course of operations during FY21 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 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

Nominal cost will be absorbed by the House, Senate and LCC.

## Long-Term Fiscal Considerations

N/A

## Local Fiscal Impact

N/A

## References/Sources

Barb Juelich, House of Representatives  
Bill Marx, House of Representatives



# Revised

Patrick McCormack, House of Representatives  
Tom Bottern, Minnesota Senate  
Cal Ludeman Minnesota Senate  
Betty Myers, Minnesota Senate  
Eric Nauman, Minnesota Senate  
Greg Hubinger, Legislative Coordinating Commission

**Agency Contact:** Diane Henry-Wangenstein

**Agency Fiscal Note Coordinator Signature:** Diane Henry-Wangenstein

**Phone:** 651-296-1121

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# Revised

**Fiscal Note**

**2019-2020 Legislative Session**

**HF1740 - 1A - Capitol Flag Program; Line of Duty Service**

Chief Author: **John Huot**  
 Committee: **State Government Finance Division**  
 Date Completed: **2/25/2020 3:17:10 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

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State Cost (Savings)	Biennium			Biennium		
	Dollars in Thousands	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium		
		FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-	-

**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    **Date:** 2/19/2020 9:15:21 AM  
**Phone:** 651-284-6439    **Email:** alyssa.holterman@lbo.leg.mn

# Revised

## 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.

<b>State Cost (Savings) = 1-2</b>		Biennium			Biennium	
Dollars in Thousands	FY2019	FY2020	FY2021	FY2022	FY2023	
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-
<b>1 - Expenditures, Absorbed Costs*, Transfers Out*</b>						
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-
<b>2 - Revenues, Transfers In*</b>						
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-

## 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, 2021, 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, 2020, 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, 2021.

## Assumptions

1. 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.
2. 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

N/A

## Long-Term Fiscal Considerations

None

# Revised

## Local Fiscal Impact

None

## References/Sources

None

**Agency Contact:** Mr. Don Kerr

**Agency Fiscal Note Coordinator Signature:** Ben LaBelle

**Phone:** 651-282-4198

**Date:** 2/19/2020 8:58:27 AM

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# Revised

## Fiscal Note

2019-2020 Legislative Session

### HF1740 - 1A - Capitol Flag Program; Line of Duty Service

Chief Author: **John Huot**  
 Committee: **State Government Finance Division**  
 Date Completed: **2/25/2020 3:17:10 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	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium		
	Dollars in Thousands	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-	-

#### 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:** 2/18/2020 3:34:30 PM  
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# Revised

## State Cost (Savings) Calculation Details

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

<b>State Cost (Savings) = 1-2</b>		Biennium			Biennium	
Dollars in Thousands	FY2019	FY2020	FY2021	FY2022	FY2023	
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-
<b>1 - Expenditures, Absorbed Costs*, Transfers Out*</b>						
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-
<b>2 - Revenues, Transfers In*</b>						
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-

## Bill Description

This bill establishes a Capitol flag program to make a Minnesota state flag and an American flag that was flown over the Minnesota State Capitol available to the family members of a public safety officer killed in the line of duty or a member of the United States armed forces who died while in active service.

The commissioner of administration, in consultation with several identified state entities, must study and develop recommendations to implement this program and implement a pilot program.

## Assumptions

The department of public safety will be consulted concerning the Capitol Flag Program and the pilot program.

## Expenditure and/or Revenue Formula

No fiscal impact.

## Long-Term Fiscal Considerations

## Local Fiscal Impact

## References/Sources

### Agency Contact:

Agency Fiscal Note Coordinator Signature: Larry Freund

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# Revised

**Fiscal Note**

**2019-2020 Legislative Session**

**HF1740 - 1A - Capitol Flag Program; Line of Duty Service**

Chief Author: **John Huot**  
 Committee: **State Government Finance Division**  
 Date Completed: **2/25/2020 3:17:10 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	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-	-
<b>Biennial Total</b>			-			-

Full Time Equivalent Positions (FTE)	Biennium			Biennium		
		FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-	-

**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    **Date:** 2/25/2020 1:12:51 PM  
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# Revised

## 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 Dollars in Thousands	Biennium			Biennium	
	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Total</b>	-	-	-	-	-
<b>Biennial Total</b>			-		-
<b>1 - Expenditures, Absorbed Costs*, Transfers Out*</b>					
<b>Total</b>	-	-	-	-	-
<b>Biennial Total</b>			-		-
<b>2 - Revenues, Transfers In*</b>					
<b>Total</b>	-	-	-	-	-
<b>Biennial Total</b>			-		-

## 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, 2021, 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, 2020, 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, 2021.

## Assumptions

1. MDVA administrative costs to manage the proposed bill will be negligible.
2. MDVA administrative costs to participate in the required study and pilot program will be negligible.
3. MDVA will participate in the development of the study and pilot program.

## Expenditure and/or Revenue Formula

Nominal cost will be absorbed by MDVA.

## Long-Term Fiscal Considerations



# Revised

## Local Fiscal Impact

## References/Sources

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

**Agency Fiscal Note Coordinator Signature:** Jennifer Brau

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