

# Suggestion List

01-Sep-10

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AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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**SUGGESTION**

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## Agency for Health Care Administration

4739      8/20/2010           Once      Y      8/25/2010

When purchasing brochures/ publications etc. ( with eception of letterhead and dated items. It should become the policy of not putting names of publicly elected officials/ directors / etc. unless it can remain on there long after the person no longer works for the state. Agency publications should have information as to where the interested party could find more information such as contacts, phone numbers but not names. To much money is spent reprinting publications annually. As well as too much time is wasted applying stickers stating the new position holders name.

**Has Merit?** Y      **Explanation**

### **Implementation**

The Communications Office has already begun to review applications, brochures/ publications and will only include the names of publicly elected officials/ directors / etc. when appropriate.

**Steps Taken**      Reviewing is already underway.

**Efficiency:**      Less time updating forms.

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## Department of Agriculture

4714

7/26/2010

Recurring

Y

8/4/2010

The new district office for the Division of Forestry was opened in January 2009. This office is several times the size of our previous office. Due to the increase in size and the placement of minimal sized ac/heating units, utility bills have risen accordingly. My suggestion to help offset this extra cost would be to install a solar panel grid, the area in which this site was built, should be perfect for producing solar power. The initial cost may seem substantial, but there may be the possibility to sell back to the local power company. Also maybe there is the chance for government grants to help with the cost of this system.

**Has Merit?** Y      **Explanation** It is a question of getting the funding and the economics of the cost effectiveness.

**Implementation** Not at this time due to the high cost to install the system; \$432,250 to do the office or \$864,500 to do the office and the shop.

Monitor the web site: [www.dsire-usa](http://www.dsire-usa) for solar grants available and apply if appropriate.

Secure the funding for the project through the legislature or through grants.

Prepare a legislative budget request.

Bid the project out

Award Bid

Obtain building permits

Oversee the construction

**Steps Taken** Historical electric usage rates have been calculated for both buildings.

Have visited with the premier solar company in Gainesville and gotten advise and price estimations.

**Efficiency:** Given an inflationary rate for electricity of 6 % (historical rate) and a solar system large enough to run the office and shop the estimated savings of electricity over the 40 year lifespan of the system would be \$2,810,049.58 minus the estimated cost of the system of \$864,500 or \$1,955,549.58. If a system is put in large enough to run the office and not the shop the savings would be \$1,152,655 over 40 years. Please see attached excel spread sheet for further details. The included graph shows the break-even point for either system to be around 14 years. The office only system would cost approximately \$432,250 and the office and shop system would cost about \$864,500.

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**SUGGESTION**

	4743	8/20/2010			Y	8/24/2010
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When purchasing brochures/ publications etc. ( with eception of letterhead and dated items. It should become the policy of not putting names of publicly elected officials/ directors / etc. unless it can remain on there long after the person no longer works for the state. Agency publications should have information as to where the interested party could find more information such as contacts, phone numbers but not names. To much money is spent reprinting publications annually. As well as too much time is wasted applying stickers stating the new position holders name.

**Has Merit? Y Explanation**

**Implementation** Public brochures and documents should identify the Department's name and responsible person for various agency programs and activities so the public can have first hand information as to whom to communicate with for information, issues or concerns. Most of these brochures are now available in electronic format and not printed in large volumes for storage.

**Steps Taken**

**Efficiency:**

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## Department of Children and Families

4745	8/20/2010		Recurring		Y	8/20/2010
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**Has Merit?** Y      **Explanation** Duplicate.

**Implementation** Duplicate.

Duplicate.

**Steps Taken**

**Efficiency:**

4781	8/20/2010		Recurring		Y	8/20/2010
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**Has Merit?** Y      **Explanation**

**Implementation**

We are already doing this at DCF, including Department website information about program services.

**Steps Taken** We are already doing this at DCF, including Department website information about program services.

**Efficiency:**

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**Department of Highway Safety**

	4790	8/20/2010			Y	8/30/2010
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**Has Merit?** Y      **Explanation**

**Implementation** There is no issue with producing publications with the current Director listed on the docmuent. The name can remain on the docmuent for historical purposes. Many of the automated letters sent to Florida's motoring public are automated, printed on demand, and can be changed to reflect a new director with minimal effort.

**Steps Taken**

**Efficiency:**

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## Department of Law Enforcement

4792	8/20/2010		Recurring		Y	8/25/2010
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**Has Merit?** Y      **Explanation**

### Implementation

Steps have already been implemented.

**Steps Taken**      FDLE has drastically reduced the number of brochures and publications printed.FDLE's Public Information and Communications policy contains a section on Publications Guidelines. These guidelines state that all proposed brochures and publications should minimize the use of individual names and instead reference the section our unit and a general phone number.In addition, approval must be obtained from the Office of External Affairs prior to including the names of any public officials in any FDLE publication.

**Efficiency:**      This implementation provides the opportunity for the agency to save money and time by not reproducing specific publications just to change a name.

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## Department of Management Services

4725	8/13/2010	0	Once	Y	8/18/2010
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Currently each time a veteran applies for a state position. They must send or fax a copy of their DD214 EVERY time they apply to verify the status as a veteran and qualify for veterans preference. When I was completing applications and applying for a job, I completed over 200 applications using Peoples First. I only needed to enter my information to the online application only once. But I needed to manually copy and send my military information 200 times to Peoples First. DMS has not been willing to address this issue and undue burden on only veterans.

**Has Merit?** Y      **Explanation** There is a process to submit a DD214 online.

**Implementation** This was implemented on July 19, 2010.

This was implemented on July 19, 2010.

**Steps Taken** In the current version of the People First job site, applicants have the ability to attach and save files. These files can be included with your application each time you apply online. In order to save files, log into your applicant account and choose "Maintain your files". Here you can save the files into different categories such as resume or DD214. When you apply for a vacancy, you will be given the option of choosing which files to attach with your application submission. An additional step to claiming veterans' preference is to ensure you complete the veterans' preference claim each time you apply.

**Efficiency:** The recent system enhancement decreases the time spent by People First Service Center staff which can be better used with assisting applicants in other areas. Applicants also can complete the application process in one step, instead of previously having to take several steps to complete the submission process.

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**Department of the Lottery**

	4799	8/20/2010			Y	8/20/2010
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**Has Merit?** Y      **Explanation**

**Implementation** The Lottery currently strives to publish items without specific names.

**Steps Taken**

**Efficiency:**

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## **Fish and Wildlife Commission**

4524	5/5/2010	15	Recurring	Y	8/17/2010
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Printers when purchased have default settings that maximize the ink useage. The printer companies do this because it also maximizes their profits, by selling more ink cartridges. Ink cartridges cost between \$25 to \$50 apiece.

A significant number of users either do not know how to change the default setting or do not take the time to change the settings.

The State would save Hundreds of Thousand of dollars by having the various agencies IT departments change the dafault settings to "draft""black ink" only.

If the user needs a higher quality or color, he/she could change the setting for the bob being printed.

**Has Merit?** Y      **Explanation**

**Implementation**

Send an email out to users letting them know about the potential cost savings from using draft mode. The email will include directions for enabling draft mode/economy mode on their printer. Also, setting up printers in the future to do this by default.

**Steps Taken** In process - We are currently looking at an enterprise solution that would take into account cost saving plans such as defaulting to duplex printing, Black ink printing and 300dpi (draft mode).

**Efficiency:** Less ink is used on documents where quality is not important.

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**State Board of Administration**

	4809	8/20/2010			Y	8/24/2010
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**Has Merit?** Y      **Explanation**

**Implementation** The SBA does not print brochures of that nature.

**Steps Taken**

**Efficiency:**

**Total Suggestions: 11**