

# Suggestion List

02-Mar-11

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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**

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

	5250	2/8/2011			Y	2/24/2011
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I see one of the largest costs for state government is travel. Millions of dollars are spent yearly on travel for each state agency, from the governor to the auditors. I came from a private sector job in which I traveled a great deal. One of the fringe benefits from that job was travel points. It enabled me to get free hotel rooms so my wife and I could vacation more. But, it also changed my spending habits. I only stayed in Hilton hotel brand, because I could earn points quicker. That meant that I would often spend more for a room, so that it would be part of the Hilton hotel chain. My boss did not care because money was good and he was not worried about these additional costs because they were being passed along to the client. I believe this type of spending is rampant throughout state government. I see the general rule is if the room is less than \$100 than it is allowed. But I think that is too much latitude during these trying times.

My suggestion is that the State looks at Hotwire.com. This is an amazing travel tool that can save a great deal of money. I am sure you know how it works, but I will give a brief subscription. This is an online travel site for booking flights and hotels. You go on and choose a location and dates. Then the service provides you with options based on a star rating. For example Hampton Inns are 2.5 stars and they improve all the way to 5 stars. Customers are guaranteed a specific group of brands for each star rating. This ensures that the customer is not staying in a run-down, off-brand hotel. Also for larger markets, the city is broken down into separate areas. This ensures that your hotel will be relatively close to where you are working. Example: The government rate for Hampton Inn Westshore, Tampa Florida, March 7-11 is \$99 per night. Hotwire Rate: 3 star \$57 per night. The amazing part is that a 3 star hotel, which is rated higher than the Hampton Inn. This savings can be transferred to almost any market throughout the state. Smaller communities and rural counties might not have travel options, but I would assume that a majority of travel is done to major cities. One potential downside to Hotwire.com is that rooms are pre purchased. This means that the reservations cannot be altered. This does reduce flexibility, but the dramatic cost saving far outweighs the less flexibility.

Next I will list the Pros and Cons:

Pros:

1.  Travel costs are dramatically less than usual government rates.
2.  Hotel brands are guaranteed with each star rating.
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Cons:

1.  Employees do not receive reward points
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I know a policy like this would be very unpopular among those who travel as part of their job. But when we are talking about layoffs and reduction in government size, this could equal jobs for state employees. Personally I would give up my Hilton reward points for a job for myself or colleague. I think this idea at least warrants a study to see its potential savings.

**Has Merit?** Y      **Explanation**

**Implementation** The hotel reservation is not flexible and cannot be changed or altered if travel plans or dates change, per Reservation changes/cancellations statement listed on Hotwire.com.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of Agriculture

5182

1/24/2011

Y

2/1/2011

Forward to ALL agencies: Many documents can be processed using the docuSign.net program. Particularly the Legal files (Administrative Orders, etc) can be routed throughout the Agency electronically. New rules and policies can all be handled electronically. This should allow for a significant decrease in the need for resources in all of the internal mail rooms in agencies and the need for "runners". Businesses are using this type of software to handle very complex legal documents, mortgages, etc. The state agencies should be able to extensively implement this. HR forms could all be processed this way as well.

**Has Merit?** Y      **Explanation** To some extent

**Implementation** The cost per license for this system would be \$23 per user, per month. Assuming the total number of Department users would be 100 as a baseline, the annual cost for just the licenses would be \$27,600 per year. The cost of an enterprise license is unknown at this time.

Security would be a significant issue as it pertains to data integrity and confidentiality of information. Since the software is an Internet based cloud solution, all the data would be hosted externally. If the issue is finding a business need for digital signatures, Adobe recently came out with a similar cloud service (and it is free), but it still has the same security concerns as this system.

### Steps Taken

### Efficiency:

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**SUGGESTION**

	5221	1/26/2011			Y	2/8/2011
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Anecdotally, many cell phones are issued to State employees that are rarely used and not carried by employees after business hours. I'm not sure of the monthly charges incurred; however, I am sure many employees who are issued these phones would opt for a reimbursement plan offering \$20 per month or so to use their personal cell phones for business related calls. Many employees issued these phones do not want to carry two cell phones (personal and business) on the chance that they may receive a business related phone call. I have been working at the Department of Children and Families for about one month and have not used my work cell phone once. I have a personal cell phone and have given my supervisor my number so that she may call me on it in lieu of the work cell phone. If I was offered a reimbursement of \$20 per month, for example, I would gladly take that option and turn in my work cell phone which I am sure would still be a cost savings to the State. Although, my one phone would not make a huge budgetary difference, I'm certain that if this suggestion was implemented Statewide amongst all agencies, the cost savings could be significant.

Thank you for your consideration of this suggestion.

**Has Merit?** Y      **Explanation** If all cellphones were used in the manner described by the suggester, but that is not the case for our agency.

**Implementation** This suggestion is already in place within this agency. There is a strict approval process in place via a state telephone use policy that includes cellular telephones. Issuance of a cell phone must be approved in advance by upper management. The issuance of the cell phone is related to the mission critical functions and activities of the individual assigned a cell phone. Phones assigned to individuals have the expectation that they can be reached 24/7/365. Other cell phones are issued and returned on daily basis for emergency contact purposes while performing field work. The idea of a \$20 flat reimbursement per month would in all probability cost our agency more.

See above

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of Children and Families

5256

2/8/2011

Y

2/28/2011

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**Has Merit?** Y      **Explanation**

**Implementation** Non-critical conference travel is kept to a minimum and requires Secretary level approval.

**Steps Taken**

**Efficiency:**

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

	5308	2/22/2011			Y	2/28/2011
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I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.

**Has Merit?** Y      **Explanation**

**Implementation** Already implemented.

**Steps Taken**

**Efficiency:**

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AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of Education

5188	1/24/2011				Y	2/24/2011
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Forward to ALL agencies: Many documents can be processed using the docuSign.net program. Particularly the Legal files (Administrative Orders, etc) can be routed throughout the Agency electronically. New rules and policies can all be handled electronically. This should allow for a significant decrease in the need for resources in all of the internal mail rooms in agencies and the need for "runners". Businesses are using this type of software to handle very complex legal documents, mortgages, etc. The state agencies should be able to extensively implement this. HR forms could all be processed this way as well.

**Has Merit?** Y      **Explanation** The suggestion has merit; however, the Department does not have the funding to implement.

**Implementation** Further investigation would have to be made. There is a cost associated with the software and costs associated with formatting the program. The Department does not have the funding required for this suggestion.

### Steps Taken

#### Efficiency:

5226	1/26/2011				Y	2/14/2011
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Anecdotally, many cell phones are issued to State employees that are rarely used and not carried by employees after business hours. I'm not sure of the monthly charges incurred; however, I am sure many employees who are issued these phones would opt for a reimbursement plan offering \$20 per month or so to use their personal cell phones for business related calls. Many employees issued these phones do not want to carry two cell phones (personal and business) on the chance that they may receive a business related phone call. I have been working at the Department of Children and Families for about one month and have not used my work cell phone once. I have a personal cell phone and have given my supervisor my number so that she may call me on it in lieu of the work cell phone. If I was offered a reimbursement of \$20 per month, for example, I would gladly take that option and turn in my work cell phone which I am sure would still be a cost savings to the State. Although, my one phone would not make a huge budgetary difference, I'm certain that if this suggestion was implemented Statewide amongst all agencies, the cost savings could be significant.

Thank you for your consideration of this suggestion.

**Has Merit?** Y      **Explanation** The suggestion seems to be a good idea; however, please see the State of Florida, Department of Financial Services, guidelines for use of personal cell phones.

**Implementation** Does not apply

### Steps Taken

#### Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION	5260	2/8/2011			Y	2/24/2011

I see one of the largest costs for state government is travel. Millions of dollars are spent yearly on travel for each state agency, from the governor to the auditors. I came from a private sector job in which I traveled a great deal. One of the fringe benefits from that job was travel points. It enabled me to get free hotel rooms so my wife and I could vacation more. But, it also changed my spending habits. I only stayed in Hilton hotel brand, because I could earn points quicker. That meant that I would often spend more for a room, so that it would be part of the Hilton hotel chain. My boss did not care because money was good and he was not worried about these additional costs because they were being passed along to the client. I believe this type of spending is rampant throughout state government. I see the general rule is if the room is less than \$100 than it is allowed. But I think that is too much latitude during these trying times.

My suggestion is that the State looks at Hotwire.com. This is an amazing travel tool that can save a great deal of money. I am sure you know how it works, but I will give a brief subscription. This is an online travel site for booking flights and hotels. You go on and choose a location and dates. Then the service provides you with options based on a star rating. For example Hampton Inns are 2.5 stars and they improve all the way to 5 stars. Customers are guaranteed a specific group of brands for each star rating. This ensures that the customer is not staying in a run-down, off-brand hotel. Also for larger markets, the city is broken down into separate areas. This ensures that your hotel will be relatively close to where you are working. Example: The government rate for Hampton Inn Westshore, Tampa Florida, March 7-11 is \$99 per night. Hotwire Rate: 3 star \$57 per night. The amazing part is that a 3 star hotel, which is rated higher than the Hampton Inn. This savings can be transferred to almost any market throughout the state. Smaller communities and rural counties might not have travel options, but I would assume that a majority of travel is done to major cities. One potential downside to Hotwire.com is that rooms are pre purchased. This means that the reservations cannot be altered. This does reduce flexibility, but the dramatic cost saving far outweighs the less flexibility.

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**Has Merit?** Y      **Explanation** Worthy of Consideration; limited in concept. Before all travel authorizations are approved, they must demonstrate cost-efficiency.

**Implementation** Travel by the Department staff is limited to "mission critical". We would not limit the tools to accomplish getting the most cost-efficient rates to one venue.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of Environmental Protection

	5190	1/24/2011			Y	2/1/2011
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**Has Merit?** Y      **Explanation**

**Implementation** DocuSign is a commercial product that is not CROMERR compliant. It also has a workflow component but our standard is Oracle BPEL and it offers a document management solution which is not DEP's enterprise solution either (Oculus). Cross-Media Electronic Reporting Regulation (CROMERR) provides the legal framework for electronic reporting (ER) under all of the Environmental Protection Agency's (EPA) environmental regulations. It is not compatible with DEP or EPA at this time.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	5262	2/8/2011		Recurring	Y	2/17/2011

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**Has Merit?** Y      **Explanation**

**Implementation**

DEP is currently implementing the most economical modes of travel.

**Steps Taken** Staff are currently utilizing various budget travel websites in addition to travel agents to find the most economical modes of travel.

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	5314	2/22/2011		Recurring	Y	2/24/2011
I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.						
<b>Has Merit?</b>	Y	<b>Explanation</b>				
<b>Implementation</b>						
	This is a duplicate suggestion					
<b>Steps Taken</b>						
<b>Efficiency:</b>	This is a duplicate suggestion					
	5350	2/22/2011		Recurring	Y	2/24/2011
I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.						
<b>Has Merit?</b>	Y	<b>Explanation</b>				
<b>Implementation</b>						
	DEP implemented an action plan for printer configurations in 2009.					
<b>Steps Taken</b>	DEP implemented an Agency Standard Printer Configuration Practices action plan in the fall of 2009. Item 1 in the plan specifies that owned or leased networked printers shall be configured to print pages in black/white draft mode, double-sided by default unless the user specifically selects a different print output. As an optional best practice, if printers allow profiles to be set, consider having these printers set to provide users options like "Color/Draft/double-sided", etc. to increase the ease of making good print setting decisions.					
<b>Efficiency:</b>	DEP's Agency Standard Printer Configuration Practices action plan greatly reduces the cost associated with expenditures from purchasing both paper and printer cartridges.					

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**Department of Financial Services**

5315	2/22/2011	0	Recurring	Y	2/25/2011
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I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.

**Has Merit?** Y      **Explanation**

**Implementation**

This suggestion has already been implemented. Although not all printers have the duplex feature, those that do are utilized.

**Steps Taken** For those printers that have the duplex feature, employees print on both sides.

**Efficiency:** Less paper printed.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of Highway Safety

	5265	2/8/2011	0	Once	Y	2/23/2011
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**Has Merit?** Y      **Explanation** This suggestion does have merit, however, booking travel by this method requires advance payment and may not always allow reservations to be cancelled which poses a risk if travel needs to be cancelled.

**Implementation** Although we are not going to mandate because there are situations that may not be as effective to book through this method, we are going to encourage our employees to look at this option.

Communicate to our employees that they should consider this option when booking travel.

**Steps Taken** No, but we will work on a communication to employees that travel.

**Efficiency:** Unable to calculate monetary savings or if there will be an increased efficiency.

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**SUGGESTION**

	5317	2/22/2011	0	Once	Y	2/23/2011
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I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.

**Has Merit?** Y      **Explanation**

**Implementation** We have had this as a cost saving idea and have been printing double sided since 2007 for the majority of our printing.

N/A - we have already implemented.

**Steps Taken** We implemented back in 2007.

**Efficiency:** There is a recurring savings but we do not have the data on our print volume to estimate savings. Depending on the printer, it actually takes slightly longer to print a double sided page, however, we are picking up time savings in loading paper and paper handling time costs as well as monetary savings of paying for less paper.

	5353	2/22/2011	0	Once	Y	2/23/2011
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I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.

**Has Merit?** Y      **Explanation**

**Implementation**

Duplicate suggestion.

**Steps Taken**

**Efficiency:** This is a duplicate suggestion so not separately answered.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of Law Enforcement

	5195	1/24/2011		Once	Y	2/11/2011
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**Has Merit?** Y      **Explanation**

**Implementation**

FDLE has already implemented a similar system that is used when necessary. Also, the Florida Supreme Court requires use of e-filing and DOAH/PERC already encourage. We use the system we have to the greatest extent possible.

**Steps Taken**      FDLE already utilizes a similar system.

**Efficiency:**      saves on having to use runners whenever possible.

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**SUGGESTION**

	5267	2/8/2011	42406070910	Recurring	Y	2/11/2011
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Next I will list the Pros and Cons:

Pros:

1.  Travel costs are dramatically less than usual government rates.
2.  Hotel brands are guaranteed with each star rating.
3.  Hotels are defined specific area of city.

Cons:

1.  Employees do not receive reward points
2.  Rooms are pre purchased and cannot be changed or altered.

I know a policy like this would be very unpopular among those how travel as part of their job. But when we are talking about layoffs and reduction in government size, this could equal jobs for state employees. Personally I would give up my Hilton reward points for a job for myself or colleague. I think this idea at least warrants a study to see its potential savings.

**Has Merit?** Y      **Explanation**

**Implementation** The FDLE changed it's travel policy approximately 3 years ago to reduce the cost of agency travel.

FDLE already has policy in in place to reduce the cost of individual travel costs throughout the agency.

**Steps Taken** Steps have been taken to implement our current policy on reducing travel costs.

**Efficiency:** Due to the revision of our travel policy a few years ago, there has been a tremendous amount of savings as a result of these travel policy changes.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of Management Services

5196	1/24/2011				Y	2/18/2011
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Forward to ALL agencies: Many documents can be processed using the docusign.net program. Particularly the Legal files (Administrative Orders, etc) can be routed throughout the Agency electronically. New rules and policies can all be handled electronically. This should allow for a significant decrease in the need for resources in all of the internal mail rooms in agencies and the need for "runners". Businesses are using this type of software to handle very complex legal documents, mortgages, etc. The state agencies should be able to extensively implement this. HR forms could all be processed this way as well.

**Has Merit?** Y      **Explanation** If an agency is geographically dispersed, this could make sense to look into for a cost/benefit.

**Implementation** This is a vendor product that has a cost of a minimum \$19.99 per user per month. With the few times that we move documents around for signature, this would not be a savings. This also means copying documents to the internet, with could be problematic for docs with confidential information.

### Steps Taken

#### Efficiency:

5321	2/22/2011		Recurring		Y	2/23/2011
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I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.

**Has Merit?** Y      **Explanation**

#### Implementation

We have a policy to make two sided copies.

**Steps Taken** A notice was sent out to remind staff to make two sided copies.

#### Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of Revenue

	5198	1/24/2011			Y	2/9/2011
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Forward to ALL agencies: Many documents can be processed using the docuSign.net program. Particularly the Legal files (Administrative Orders, etc) can be routed throughout the Agency electronically. New rules and policies can all be handled electronically. This should allow for a significant decrease in the need for resources in all of the internal mail rooms in agencies and the need for "runners". Businesses are using this type of software to handle very complex legal documents, mortgages, etc. The state agencies should be able to extensively implement this. HR forms could all be processed this way as well.

**Has Merit? Y Explanation**

**Implementation** No, because the Department of Revenue is already implementing software to streamline document processes and reduce paper. We agree that online document management saves time and money and have been converting paper processes to electronic processes for many years, both by developing our own systems and by adapting the commercial software best suited to our purposes. Customers can complete most of their transactions with the Department of Revenue online through our Internet site, and we convert additional processes each year.

We have created internal online systems such as our electronic employee acknowledgment system, which eliminates the distribution, return, and storage of individual paper policy acknowledgments. We are currently implementing internal electronic document management using SharePoint. This software creates a collaborative environment for the management of document creation, routing, review and revision, approval, and storage. We will continue increasing efficiency and reducing paper handling through online systems.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	5236	1/26/2011			Y	2/7/2011

Anecdotally, many cell phones are issued to State employees that are rarely used and not carried by employees after business hours. I'm not sure of the monthly charges incurred; however, I am sure many employees who are issued these phones would opt for a reimbursement plan offering \$20 per month or so to use their personal cell phones for business related calls. Many employees issued these phones do not want to carry two cell phones (personal and business) on the chance that they may receive a business related phone call. I have been working at the Department of Children and Families for about one month and have not used my work cell phone once. I have a personal cell phone and have given my supervisor my number so that she may call me on it in lieu of the work cell phone. If I was offered a reimbursement of \$20 per month, for example, I would gladly take that option and turn in my work cell phone which I am sure would still be a cost savings to the State. Although, my one phone would not make a huge budgetary difference, I'm certain that if this suggestion was implemented Statewide amongst all agencies, the cost savings could be significant.

Thank you for your consideration of this suggestion.

**Has Merit?** Y      **Explanation**

**Implementation** Currently, the Department of Revenue, an organization of approximately 5,100 employees, maintains fewer than 50 cell phones. The Department only issues cell phones to employees who need a state-owned cell phone to carry out their job duties. The assignment of a department-issued cell phone must be approved by the Program Director or his or her designee. Our telecommunications office conducts an annual review of all department telecommunication service plans to look for opportunities to reduce costs and improve service.

With the evolution of cell phone services over the past several years to a very high or even unlimited number of minutes allowed, there is generally no additional cost to an employee who makes or receives occasional business calls on his or her personal cell phone. Many employees voluntarily use their personal cell phones to remain accessible to their supervisors and/or other staff members.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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**Department of State**

	3904	3/4/2010			Y	2/3/2011
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This is an idea that can quite possibly save the State of Florida hundreds, if not thousands, of dollars monthly.

If the State of Florida were to make "EcoFont" the default font for printing documents on all State computer systems the savings would be phenomenal; with what would appear to be minimal costs to implement. I work at the Brooksville CSE Office and even if [just] CSE were to use this font Statewide, the savings in toner/ink would be quite large.

EcoFont has very tiny holes within it that are virtually imperceptible to the human eye at a normal font size(10 to 12 point). These "invisible" holes result in this font using up to 20% less ink and/or toner.

More info on EcoFont can be found at: <http://www.ecofont.com/> I recommend someone go to the website and check out the FREE (click on English) version and the PROFESSIONAL (click on English) version for further information.

I sent this cost savings idea up several months ago through the "Listening To You" program, but it seems to have gotten "stuck" somewhere along the way.

Thank you for your consideration.

**Has Merit?** Y      **Explanation** Unsure at this time. Referring to IT staff for investigation and resolution

**Implementation** Referring to IT staff for investigaton

**Steps Taken**

**Efficiency:**

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

	4520	5/5/2010		Recurring	Y	2/3/2011
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Printers when purchased have default settings that maximize the ink usage. 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 default 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**

Referring to IT staff for investigation and implementation if appropriate.

**Steps Taken** See above

**Efficiency:** See above

	4796	8/20/2010		Recurring	Y	2/3/2011
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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**

A review of Department's publications

**Steps Taken** a review was initiated

**Efficiency:**

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

	5005	9/20/2010		Recurring	Y	2/3/2011
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This information is available online at no cost. Quit ordering so many sets of the Florida Statutes. Allow the General Counsel office to order 2-3 sets but no one else in the agency.

**Has Merit?** Y      **Explanation**

**Implementation**

a review of the number of sets purchased

**Steps Taken** a review of the number of sets purchased

**Efficiency:**

	5037	9/22/2010			Y	2/3/2011
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There is a product available called Google Voice that allows one to make and receive calls from a computer without the need for a landline or cellular phone. In the past, employees of our agency who telecommute were required to have an additional line for business so that the public or stakeholders could reach them during work hours. This created an added cost to the employee and, occasionally, to the agency as well. Now with Google Voice, as long as employees have an internet connection, they can obtain a free Google phone number and make and receive calls through their computer or cell phone privately without giving out their personal number. If they have to step out of the home office, those calls can be routed to their cell phone or a landline for free. Even if they miss a call, Google Voice has a messaging system that will record the voice message and transcribe it into text. The voicemail can be retrieved via a web browser, any phone, a text message or an email. These are just a few of the features Google Voice provides. Google Voice saves money while providing more flexibility and efficiency.

**Has Merit?** Y      **Explanation**

**Implementation** Currently, the Department does not have employees who telecommute from home offices.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Department of the Lottery

5202	1/24/2011				Y	2/23/2011
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Forward to ALL agencies: Many documents can be processed using the docuSign.net program. Particularly the Legal files (Administrative Orders, etc) can be routed throughout the Agency electronically. New rules and policies can all be handled electronically. This should allow for a significant decrease in the need for resources in all of the internal mail rooms in agencies and the need for "runners". Businesses are using this type of software to handle very complex legal documents, mortgages, etc. The state agencies should be able to extensively implement this. HR forms could all be processed this way as well.

**Has Merit?** Y      **Explanation**

**Implementation** The Lottery does not currently use the specific program, but we do make extensive use of electronic documents. Statutes, rules and policies are available electronically on Internet sites such as On-Line Sunshine, . All such documents can be routed electronically without need of a runner. HR forms are processed electronically through the PeopleFirst system. The Lottery currently uses a software program that has a upgrade that has a privacy module. This module would allow the use of additional electronic capabilities. Their is an additional cost to this program. In addition, the Lottery does not have a significant investment in mail room runners.

### Steps Taken

#### Efficiency:

5240	1/26/2011				Y	2/8/2011
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Anecdotally, many cell phones are issued to State employees that are rarely used and not carried by employees after business hours. I'm not sure of the monthly charges incurred; however, I am sure many employees who are issued these phones would opt for a reimbursement plan offering \$20 per month or so to use their personal cell phones for business related calls. Many employees issued these phones do not want to carry two cell phones (personal and business) on the chance that they may receive a business related phone call. I have been working at the Department of Children and Families for about one month and have not used my work cell phone once. I have a personal cell phone and have given my supervisor my number so that she may call me on it in lieu of the work cell phone. If I was offered a reimbursement of \$20 per month, for example, I would gladly take that option and turn in my work cell phone which I am sure would still be a cost savings to the State. Although, my one phone would not make a huge budgetary difference, I'm certain that if this suggestion was implemented Statewide amongst all agencies, the cost savings could be significant.

Thank you for your consideration of this suggestion.

**Has Merit?** Y      **Explanation**

**Implementation** The Lottery does not pay for cell phone service. We only pay for usage. If the phone is not used the Lottery is not charged by the cell phone provider. In addition, the phones are not purchased. The cell phone vendor provides them for free.

### Steps Taken

#### Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	5274	2/8/2011			Y	2/23/2011

I see one of the largest costs for state government is travel. Millions of dollars are spent yearly on travel for each state agency, from the governor to the auditors. I came from a private sector job in which I traveled a great deal. One of the fringe benefits from that job was travel points. It enabled me to get free hotel rooms so my wife and I could vacation more. But, it also changed my spending habits. I only stayed in Hilton hotel brand, because I could earn points quicker. That meant that I would often spend more for a room, so that it would be part of the Hilton hotel chain. My boss did not care because money was good and he was not worried about these additional costs because they were being passed along to the client. I believe this type of spending is rampant throughout state government. I see the general rule is if the room is less than \$100 than it is allowed. But I think that is too much latitude during these trying times.

My suggestion is that the State looks at Hotwire.com. This is an amazing travel tool that can save a great deal of money. I am sure you know how it works, but I will give a brief subscription. This is an online travel site for booking flights and hotels. You go on and choose a location and dates. Then the service provides you with options based on a star rating. For example Hampton Inns are 2.5 stars and they improve all the way to 5 stars. Customers are guaranteed a specific group of brands for each star rating. This ensures that the customer is not staying in a run-down, off-brand hotel. Also for larger markets, the city is broken down into separate areas. This ensures that your hotel will be relatively close to where you are working. Example: The government rate for Hampton Inn Westshore, Tampa Florida, March 7-11 is \$99 per night. Hotwire Rate: 3 star \$57 per night. The amazing part is that a 3 star hotel, which is rated higher than the Hampton Inn. This savings can be transferred to almost any market throughout the state. Smaller communities and rural counties might not have travel options, but I would assume that a majority of travel is done to major cities. One potential downside to Hotwire.com is that rooms are pre purchased. This means that the reservations cannot be altered. This does reduce flexibility, but the dramatic cost saving far outweighs the less flexibility.

Next I will list the Pros and Cons:

Pros:

1.  Travel costs are dramatically less than usual government rates.
2.  Hotel brands are guaranteed with each star rating.
3.  Hotels are defined specific area of city.

Cons:

1.  Employees do not receive reward points
2.  Rooms are pre purchased and cannot be changed or altered.

I know a policy like this would be very unpopular among those who travel as part of their job. But when we are talking about layoffs and reduction in government size, this could equal jobs for state employees. Personally I would give up my Hilton reward points for a job for myself or colleague. I think this idea at least warrants a study to see its potential savings.

**Has Merit?** Y      **Explanation**

**Implementation** The Lottery has significantly reduced its travel due to budgetary considerations. The Lottery has looked into using the Hotwire and other similar web sites, but has not done so for 2 reasons. The Lottery would have to pay in advance and reservations cannot be changed. The Lottery is a business and travel arrangements are frequently changed or canceled. This concept might save the Lottery money, but it might increase the Lottery's travel budget as well.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## Fish and Wildlife Commission

	5276	2/8/2011	0	Once	Y	2/21/2011
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I see one of the largest costs for state government is travel. Millions of dollars are spent yearly on travel for each state agency, from the governor to the auditors. I came from a private sector job in which I traveled a great deal. One of the fringe benefits from that job was travel points. It enabled me to get free hotel rooms so my wife and I could vacation more. But, it also changed my spending habits. I only stayed in Hilton hotel brand, because I could earn points quicker. That meant that I would often spend more for a room, so that it would be part of the Hilton hotel chain. My boss did not care because money was good and he was not worried about these additional costs because they were being passed along to the client. I believe this type of spending is rampant throughout state government. I see the general rule is if the room is less than \$100 than it is allowed. But I think that is too much latitude during these trying times.

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**Has Merit?** Y      **Explanation**

### Implementation

This suggestion is currently available to FWC employees.

**Steps Taken** This suggestion is currently available to FWC employees.

**Efficiency:** It is not possible at this time to determine the savings. [REDACTED] is available at [REDACTED] to answer questions.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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## State Board of Administration

5024

9/22/2010

Y

2/8/2011

There is a product available called Google Voice that allows one to make and receive calls from a computer without the need for a landline or cellular phone. In the past, employees of our agency who telecommute were required to have an additional line for business so that the public or stakeholders could reach them during work hours. This created an added cost to the employee and, occasionally, to the agency as well. Now with Google Voice, as long as employees have an internet connection, they can obtain a free Google phone number and make and receive calls through their computer or cell phone privately without giving out their personal number. If they have to step out of the home office, those calls can be routed to their cell phone or a landline for free. Even if they miss a call, Google Voice has a messaging system that will record the voice message and transcribe it into text. The voicemail can be retrieved via a web browser, any phone, a text message or an email. These are just a few of the features Google Voice provides. Google Voice saves money while providing more flexibility and efficiency.

**Has Merit?** Y      **Explanation**

**Implementation** We have so little telecommuting that the security and virus risk to our agency's laptops and PCs would outweigh the minimal savings. We can assign a softphone to any laptop or PC our employees would be using outside the office.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	5284	2/8/2011			Y	2/23/2011

**SUGGESTION**

I see one of the largest costs for state government is travel. Millions of dollars are spent yearly on travel for each state agency, from the governor to the auditors. I came from a private sector job in which I traveled a great deal. One of the fringe benefits from that job was travel points. It enabled me to get free hotel rooms so my wife and I could vacation more. But, it also changed my spending habits. I only stayed in Hilton hotel brand, because I could earn points quicker. That meant that I would often spend more for a room, so that it would be part of the Hilton hotel chain. My boss did not care because money was good and he was not worried about these additional costs because they were being passed along to the client. I believe this type of spending is rampant throughout state government. I see the general rule is if the room is less than \$100 than it is allowed. But I think that is too much latitude during these trying times.

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I know a policy like this would be very unpopular among those who travel as part of their job. But when we are talking about layoffs and reduction in government size, this could equal jobs for state employees. Personally I would give up my Hilton reward points for a job for myself or colleague. I think this idea at least warrants a study to see its potential savings.

**Has Merit? Y Explanation**

**Implementation** Based on economical rates and without regard to personal preference, SBA utilizes a variety of sources when booking hotels. We search individual hotel chain information for discounts and specials. We look at internet sites such as hotwire.com, expedia.com, hotels.com, and travelocity.com.

As a general rule, we use internet sources to focus on hotels in the area(s) which the business is to be conducted. Once hotels are targeted, we search for economical rates utilizing individual hotel specials, conference rates, state government rates and internet rates.

When possible, we book directly through the hotel or travel agents rather than internet sites (specifically sites that are non-refundable or non-changeable) and use the sites as an informational tool to negotiate directly with the individual hotels.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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**Steps Taken**

**Efficiency:**

5336	2/22/2011	Recurring	Y	2/23/2011
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I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.

**Has Merit?** Y      **Explanation**

**Implementation**

Previously addressed in suggestion #2469

**Steps Taken**      Implemented

**Efficiency:**      Previously addressed in suggestion #2469

5372	2/22/2011	Recurring	Y	2/23/2011
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I would suggest utilizing the printer's "Preference -> Finishing" function and print on both sides of the paper. Requiring everyone to do this should reduce paper consumption by half.

**Has Merit?** Y      **Explanation**

**Implementation**

Previously addressed in suggestion #2469

**Steps Taken**      Implemented

**Efficiency:**      Previously addressed in suggestion #2469

**Total Suggestions:**      35