

# Suggestion List

01-Apr-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 Work Force Innovation**

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5340

2/22/2011

Recurring

Y

3/10/2011

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.

**Has Merit?** Y      **Explanation**

**Implementation**

The Agency has already implemented this suggestion.

**Steps Taken**      The network printer "properties" print type default setting was set to 2-sided.

**Efficiency:**      reduced paper consumption

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SUGGESTION

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## Department of Agriculture

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	5254	2/8/2011			Y	3/2/2011

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 major disadvantages of using Hotwire.com include pre-purchased, unchangeable transactions that lock a traveler into the transaction regardless of situation and location. This can lead to an increase in vicinity travel expenses and safety issues for the traveler. Furthermore, if travel is cancelled after a room is booked, the traveler cannot receive a refund for the cancellation for anything other than death or illness in the immediate family. Regardless of the procurement methodology, many times when an employee is attending a conference or convention, there may be additional benefits and/or discounts for the traveler if staying at the conference or convention location. Given this, all aspects of travel costs must be considered when determining the prudence of a particular lodging choice. Similar to private travel, the state traveler is allowed to earn points for travel when they are paying with their own funds (and then file for reimbursement), in accordance with DFS policy. However, DACS agrees that no employee should choose an accommodation based solely on the benefit to the traveler. The benefit to the state is first and foremost in regard to travel, and steps should be taken by the traveler to ensure that the booked accommodation is the most beneficial and prudent choice.

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**SUGGESTION**

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**Steps Taken**

**Efficiency:**

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

	5187	1/24/2011			Y	3/25/2011
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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 department is already electronically processing documents to the extent possible.

### Steps Taken

#### Efficiency:

	5311	2/22/2011			Y	3/25/2011
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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** The Department of Corrections has already adopted this practice. Additionally we have taken several steps to reduce the cost of printing in the past two years:

- Currently, the Department incorporates draft quality printing as a default wherever possible which reduces toner coverage.
- The Department also leases 675 BIZHUBS, multiple purpose machines (faxing, scanning, printing), which includes the toner cost in the lease price.
- The Department has also implemented a program, called Save-A-Tree, in May of 2009 which allows staff to "electronically" print reports instead of printing to paper. Our conservative estimates indicate that the Department prevents the printing of approximately 200,000 sheets of paper per month by utilizing this program.

At this time the Department is exploring EcoFont as well as defaulting to the font Century Gothic (see article: 'Switch to Century Gothic to save the planet') where possible and investigating its impact on Department operations

### Steps Taken

#### Efficiency:

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**SUGGESTION**

	5394	3/8/2011			Y	3/25/2011
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Due to a large budget shortafl, why is the agency not dismissing all OPS employees in order to save money. In lean times, these are the first positions to go.

**Has Merit?** Y      **Explanation**

**Implementation** See above.

**Steps Taken**

**Efficiency:**

	5399	3/8/2011			Y	3/25/2011
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Due to a large budget shortafl, why is the agency not deleting the the excessive number of managers who are under SES status. This would save several millions of taxpayer dollars. Just think. 4 positions at each facility Times 65 plus facilities. At over \$300,000 per facility times 65 facilities, this is a lot of money.

**Has Merit?** Y      **Explanation**

**Implementation** The department is in the process of evaluating staffing requirements throughout the agency with a view to flattening the organizational structure.

**Steps Taken**

**Efficiency:**

	5444	3/8/2011	30	Once	Y	3/25/2011
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The corrections agency should consolidate their corrections facilities. THERE is a large number of excessive vacant inmate beds available. All building projects involving building inmate housing units should be stopped.

**Has Merit?** Y      **Explanation**

**Implementation**

Analysis of facilities statewide and recommendations to consolidate based on age and efficiency of operations.

**Steps Taken** The department has already submitted a consolidation plan that will generate \$30 million in annual savings.

**Efficiency:** The facilities to be closed are older and require more resources to operate.

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	5468	3/11/2011			Y	3/25/2011
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Why is the corrections agency still allowing state employees to live in extremely low cost state own housing and recieveveing free utilities (Electric, water, garabage pick-up). This is costing the florida taxpayers thousands of dollars. At least charge market rates and actual utility cost.

**Has Merit?** Y      **Explanation**

**Implementation** See above.

**Steps Taken**

**Efficiency:**

	5486	3/11/2011			Y	3/25/2011
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Since the Governor is accountable to the Florida Taxpayers, Why has he not required his corrections secretary to reduce the excessive large number of SES managers that exist. This would save millions of dollars by immediately eliminating at least 40 to 60 % of them.

**Has Merit?** Y      **Explanation**

**Implementation** See above.

**Steps Taken**

**Efficiency:**

	5534	3/11/2011			Y	3/25/2011
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Why do you allow your corrections chief to have two or more security chiefs and every facility. This is a waste of money!!!!

**Has Merit?** Y      **Explanation**

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**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
	5548	3/17/2011			Y	3/25/2011

In order to reduce staffing cost, why has the agency head has not eliminated at least 4 SES select exempt service employees at each correctional facility. This would save millions of dollars and does not require the governor or legislature 's approval. Example:Assistant Wardens, Majors/Colonels, Education Supervisors, Maintenance Supers, General Service Specialist, Class Supervisors, etc.

**Has Merit?** Y      **Explanation**

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**Steps Taken**

**Efficiency:**

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## Department of Education

5312	2/22/2011		Recurring		Y	3/15/2011
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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**

All network copiers used throughout DOE have been set to default to "duplex" printing

**Steps Taken** All network copiers used throughout DOE have been set to default to "duplex" printing

**Efficiency:** Savings will be recurring

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

5429	3/8/2011				Y	3/14/2011
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With Regular gas at \$5.49 in orlando florida today, why not encourage each employee to work only 3 days a week and take leave to reduce the florida taxpayers Employee Leave liability. This would help the state employees save money and reduce the cost to the state of florida. Remember most state employees has not rec a raise in 6 years.

**Has Merit?** Y      **Explanation**

**Implementation** Unfortunately, the state taxpayers would not receive the services they need from state agencies if employees only worked three days a week, unless they worked twelve hour days, three days a week. However, some other feasible options would be:

- Four – 10 hour days a week with state government closed on Fridays
- Set a standard that requires employees to bike to work, carpool or use public transportation unless an exception is made due to a hardship
- Promote telecommuting as a viable option for employees in positions suited to telecommuting

**Steps Taken**

**Efficiency:**

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

4997	9/20/2010				Y	3/25/2011
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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** We receive free sets of Florida Statutes and Laws of Florida.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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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** Cannot implement at this time; this suggestion would require legislation passed by the the Florida Legislature.

**Steps Taken**

**Efficiency:**

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SUGGESTION

## Department of Law Enforcement

5319	2/22/2011				Y	3/30/2011
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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** Based on our research, only printers with duplexers will do this. More than 90% of the printers we buy do not have duplexers. Some of the high end color printers do, but color printers are purchased and used sparingly due to the high cost of color toner which is by far the most expensive component of printing. Most of the small workgroup printers do not have duplexers even as an (additional cost) option.

**Steps Taken**

**Efficiency:**

5355	2/22/2011				Y	3/30/2011
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**Steps Taken**

**Efficiency:**

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## Department of Management Services

	5288	2/11/2011			Y	3/10/2011
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The State leases office space and in each agency there are people who lease space. They are underworked. We need one central agency to lease all space in the State. Because DMS is understaffed it hired brokers to search out space but there is no oversight and the concept of public bidding has long gone. There is a process called an ITN whereby agencies can negotiate with bidders through the tenant brokers. Absolutley no oversight and the higher the gross lease the more money the tenant broker makes. On a stay in place lease in Ft Lauderdale a tenant broker got a commission of \$ 600,000 to sign a few papers. On a DOC lease in Lauderdale Lakes the broker got \$ 150,000 and did nothing. On another DOC lease the tenant broker missed all of the planning meetings. This is waste on waste. The ITN bid process should be scrapped and the old ITB bid setup be put back in place. This way you know what you are doing as it is finite and these is no possibility for collusion. Like there is now. Scrap the tenant broker system completely. This is too big a proble to go into 8000 letters. It needs 4 volumes.

**Has Merit?** Y      **Explanation** Elements of the suggestion do have merit. The consolidation of leasing functions statewide could produce savings for the state. The tenant brokers (TB) offer a valuable service to the state by providing expert guidance and advice in negotiations related to real estate transactions, portfolio management and strategic planning that benefits all state agencies.

**Implementation** Not yet. DMS does not currently have authority to consolidate state leasing functions to a single agency. However, DMS is working with the TB's and state agencies to find ways to generate savings though lease consolidations, lease co-terminus and space allocation review. DMS is currently developing a Proof of Concept model to address the functionality of an enterprise wide lease reporting and lease negotiation structure for the state.

### Steps Taken

### Efficiency:

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SUGGESTION

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## Department of Revenue

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
SUGGESTION	5271	2/8/2011			Y	3/31/2011

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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**

**Implementation** No. While this idea certainly merits consideration by the State, state agencies are not authorized to pay for travel expenses in advance. The practice of prepaying for travel expenses would have to be authorized by the Legislature and implemented by the Department of Financial Services.

The Florida Legislature's Office of Program Policy Analysis & Government Accountability is currently preparing a report on options for reducing state employee travel costs. When completed, the report will be posted on OPPAGA's website ([www.oppaga.state.fl.us](http://www.oppaga.state.fl.us)). We appreciate receiving this money-saving suggestion and have forwarded it to OPPAGA.

**Steps Taken**

**Efficiency:**

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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	5322	2/22/2011			Y	3/31/2011
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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** No. We are taking a different approach to reducing paper usage. Our primary focus is implementing electronic processes for both internal and external communications, review processes, and transactions, reducing the need for printing, exchanging, and storing paper. When printing is necessary, we encourage employees to print two-sided, however, we recognize that there is sometimes a need to print or copy one-sided, so we don't prohibit one-sided printing or copying. We are establishing two-sided defaults on all of our centralized copier/printers. Typically, copiers have been set with a one-sided default so that documents were copied one-sided unless the user intervened to select two-sided. Now, if an employee does not deliberately change the default setting, documents will be copied in the least expensive way. Reducing paper usage and storage is an ongoing focus for us, and we continue to review our practices and explore new methods and technologies for decreasing the use of paper.

**Steps Taken**

**Efficiency:**

	5358	2/22/2011			Y	3/24/2011
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## Department of State

	5199	1/24/2011			Y	3/4/2011
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**Has Merit?** Y      **Explanation**

**Implementation** The Department agrees that wherever possible electronic systems should be utilized to replace paper-based systems. We have a number of methods to electronically route documents depending on type. Many of our electronic systems were developed in-house without the need for paying licensing or user fees for off the shelf products. The Department does not employ runners to transfer documents. We will continue to implement electronic document systems wherever possible and will monitor the market for cheaper alternatives for our current processes.

**Steps Taken**

**Efficiency:**

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	5270	2/8/2011			Y	3/4/2011
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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 Department has significantly reduced travel costs in recent years by limiting the number of staff traveling and the frequency of travel. While not mandating one specific travel site to be used, the Department uses various sources to find the cheapest rate available for travel.

**Steps Taken**

**Efficiency:**

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

5331	2/22/2011			Recurring	Y	3/1/2011
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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**

FWC will be contracting our printing out as a managed service. One of the requirements will be duplex printing.

**Steps Taken**

**Efficiency:** At this time it is not known what the savings for this will be.

5440	3/8/2011	0		Once	Y	3/10/2011
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With Regular gas at \$5.49 in orlando florida today, why not encourage each employee to work only 3 days a week and take leave to reduce the florida taxpayers Employee Leave liability. This would help the state employees save money and reduce the cost to the state of florida. Remember most state employees has not rec a raise in 6 years.

**Has Merit?** Y      **Explanation**

**Implementation** There is nothing to implement; the suggestion is allowed under the State's personnel rules.

No steps required.

**Steps Taken** This option to use leave is available to all employees with an annual leave balance. If a supervisor receives a request to use leave, they must first determine the impact the employee's absence will have on the work that must be accomplished. If the employee's absence would have minimal impact, the supervisor would presumably approve the leave. While not affecting the state's leave liability, another option our agency supports is allowing employees to telecommute. Even if the job only allows an employee to telecommute one-day each week, that saves the employee the expense of gas for that day and takes one more car off of highways which is especially welcome in congested areas.

**Efficiency:** No savings to the state as employees would continue to be paid while on annual leave. Does not increase agency efficiency.

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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**Office of Insurance Regulation**

	5363	2/22/2011	0	Once	Y	3/21/2011
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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**

Informed employees to print double sided when possible in an effort to save paper.

**Steps Taken** Employees have been advised to print double sided when possible in order to save on paper. The printed product will dictate whether or not it can be double sided.

**Efficiency:** Undetermined at this time.

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

	3775	2/25/2010			Y	3/21/2011
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Please consider immediately eliminating the over 7,000 vacant state positions. This would currently save the state over 150 millions dollars.

**Has Merit?** Y      **Explanation**

**Implementation** Budget considerations are necessary from the EOG.

**Steps Taken**

**Efficiency:**

	5021	9/19/2010			Y	3/21/2011
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I know EVERYBODY knows what happens at year end but noone ever addresses it. After being in the military and seeing first hand years ago, can you tell me why when a government dept or agency reaches the end of the year they are in a use it or lose it situation with their budget. If they dont use it, it is determined that they dont need that money for next years budget. So what they do is spend it on whatever to just use it up. How much would that save if they were allowed to turn it in unused without being penalized on next years budget?

Thanks you

**Has Merit?** Y      **Explanation**

**Implementation** Budget considerations.

**Steps Taken**

**Efficiency:**

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

	5212	1/24/2011		Recurring	Y	3/9/2011
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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** We currently use digital signing for internal documents. Using a service like docuSign is being considered for external use.

More research into these services. We are considering this technology for potential business uses.

**Steps Taken** Limited research beyond what is already in place.

**Efficiency:** Time & money savings.

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**Total Suggestions:** 29