

Suggestion List

03-May-11

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

Agency for Health Care Administration

5302

2/22/2011

Recurring

Y

4/12/2011

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

Staff have been urged to use this function on the printers to save paper when possible.

Steps Taken Staff have been instructed to use this function on the printers to save paper when possible.

Efficiency:

AGENCY	SUGG #	CREATED	MONEY SAVED	MONEY SAVED FREQUENCY	CLOSED?	CLOSED DATE
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Agency for Work Force Innovation

5822	4/2/2011		Recurring		Y	4/11/2011
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Many agencies have replacement schedules for basic equipment and office supplies. They purchase new equipment per that schedule, whether it is needed or not. I'm thinking specifically of office equipment, though it could apply elsewhere. Why buy new desks and chairs every 7 years, if the ones currently in place still work fine? Why repaint if the current paint job still looks okay? Agencies tend to spend out those monies (whether needed at the time or not) for fear they won't be available when items actually do break and need replacing.

I believe the state could save a great deal of money with some type of moratorium on 'redecorating,' and by taking a hard look at whether a new desk or chair is actually needed. Within my own agency, with 10 locations, we also have an informal swap system. If someone is cleaning out, they might post 'I have 2 chairs available - anyone need chairs?' Or from the other direction - "I have a new staff person coming in and need a desk and chair - anyone have one we can use?" A central swap site for state agencies might encourage more re-use.

What funds we do have could be better spent on staff or equipment that DOES need to be updated more regularly - like computer systems, in order to operate more effectively and better serve the public.

We should be focusing on needs instead of 'wants.'

Has Merit? Y **Explanation** Yes, however AWI already has measures in place to ensure that excess furniture and equipment is utilized to its fullest potential. Also, whenever there is a need for furniture and equipment, AWI staff research other state agencies to determine if there is any furniture and equipment available for transfer. AWI only disposes of furniture and equipment that has met its useful life

Implementation Already in place.

Already implemented

Steps Taken Listed above (See #3)

Efficiency: Unless furniture and equipment is damaged or not functioning properly it should be utilized its entire life cycle and agencies should avoid the expense of new items if there are sufficient "used" items. Fortunately, AWI already has in place measures to ensure this happens. And as a result, AWI saves thousands of dollars each year by recycling furniture and equipment and by seeking available furniture and equipment from other agencies.

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

5306	2/22/2011		Recurring		Y	4/7/2011
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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

Our agency has in the past provided cost savings ideas such as this one to our employees. Plans are underway to continue sharing similar cost savings ideas related to the use of printers and copiers into our quarterly employee newsletter. This will facilitate the sharing and exchange of cost savings information on a regular basis, Department wide.

Steps Taken The first cost savings article will come out in the next employee newsletter in the late Spring.

Efficiency: Efforts to reduce the use of paper, ink, toner, etc. will reduce operating costs.

5422	3/8/2011				Y	4/7/2011
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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 See section, "Was the issued identified in the suggestion factually accurate?"

Steps Taken

Efficiency:

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

	5824	4/2/2011			Y	4/8/2011
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Many agencies have replacement schedules for basic equipment and office supplies. They purchase new equipment per that schedule, whether it is needed or not. I'm thinking specifically of office equipment, though it could apply elsewhere. Why buy new desks and chairs every 7 years, if the ones currently in place still work fine? Why repaint if the current paint job still looks okay? Agencies tend to spend out those monies (whether needed at the time or not) for fear they won't be available when items actually do break and need replacing.

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What funds we do have could be better spent on staff or equipment that DOES need to be updated more regularly - like computer systems, in order to operate more effectively and better serve the public.

We should be focusing on needs instead of 'wants.'

Has Merit? Y **Explanation** To a certain extent. For those agencies that have an automatic replacement schedule for furniture and other durable goods, this suggestion may apply. However, that is not the case for the Department of Agriculture and Consumer Services.

Implementation The suggestion is not applicable for this Department.

Steps Taken

Efficiency:

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

5827	4/2/2011				Y	4/7/2011
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Has Merit? Y **Explanation** if we had such a policy in place for all equipment and supplies

Implementation Basic equipment and office supplies are purchased on a need basis.

Steps Taken

Efficiency:

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

5258

2/8/2011

Y

4/19/2011

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 out weighs 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 Due to the upcoming transition of this agency, it is not feasible to research and/or implement any change in policy or procedure at this time.

Steps Taken

Efficiency:

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

	5828	4/2/2011			Y	4/19/2011
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Has Merit? Y **Explanation**

Implementation Due to the upcoming agency transition, it would not be feasible or efficient to research and implement changes in current policy.

Steps Taken

Efficiency:

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

5430	3/8/2011				Y	4/11/2011
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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 DFS has examined the feasibility of flexible workweeks. While some Divisions have executed a 4-day workweek for employees and flexible work schedules; cost savings however can't be realized because employees would continue to receive a complete paycheck. Additionally, state offices would need to close on the same day to reduce electricity and other operational cost. In addition, the types of services delivered to the public by some divisions require a five day workweek. Employees who experience hardships as a result of increased gasoline prices, may consider other options such as car pooling or van pooling. Supervisors have the discretion of approving flexible work schedules as long as the business needs are being met.

Steps Taken

Efficiency:

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

	5833	4/2/2011			Y	4/19/2011
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Has Merit? Y **Explanation** However, not all agencies take the "replacement schedule" approach. DFS posts a list of stored items available to others as needed. We also implemented a Commodities Review & Efficiency Workgroup (CREW) site for ordering, processing, distribution, use and reuse that is cost effective, non-duplicative and accountable through measurement, tracking and reporting. This concept has also been shared with other agencies.

Implementation DFS does not use the "replacement schedule" approach for basic equipment / office supplies and we have already implemented a "shared" approach.

Steps Taken

Efficiency:

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

5836

4/2/2011

Y

4/11/2011

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Has Merit? Y **Explanation** Agencies could reduce costs. At DHSMV we do not automatically replace furniture and equipment. We also swap out furniture whenever possible to avoid ordering new items. Additionally, when required to replace, we have used PRIDE to refinish furniture instead of buying new items.

Implementation We already follow this practice at DHSMV.

Steps Taken

Efficiency:

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SUGGESTION

Department of Law Enforcement

5837

4/2/2011

Y

4/13/2011

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Has Merit? Y **Explanation**

Implementation FDLE has not and does not plan to implement or use a scheduled replacement system. We replace property, equipment and other supplies on an as needed basis. When a member has property, equipment or supplies they no longer need oo can use, then an email goes out to other department personnel to let them know that the property is available on a first come first serve basis. When there is property that no one can use or have a nedd for, it is then surplused.

Steps Taken

Efficiency:

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

	5658	4/4/2011			Y	4/11/2011
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Mail Service Vendor

I am currently working in Jacksonville at the State Service Center on Davis Street. Many departments/divisions work in this multiplex. Currently, each has their own stamp machine and multiple packages may be sent to Tallahassee each day. In addition, for certified mail or anything special, employees are having to go to the Post Office where there is usually a line. With all the various agencies/divisions/departments in our complex, it would be more efficient to have a mail service center. All Tallahassee mailings can be grouped together, mail can be sorted, delivered, tracked, and secured before placing them into the various offices. Each area/department would have a code and outsourcing this has worked in many private sector organizations.

Has Merit? Y **Explanation**

Implementation We intend to re-solicit a Mail Services State Term contract that will enable agreement to provide Mailing Services in Jacksonville. However, it would be the responsibility of the agencies located at the service center to coordinate use of the contract. Additionally, the equipment being referenced is either purchased or leased equipment. If the equipment is leased, there would be a penalty for breaking the lease just for convenience.

Steps Taken

Efficiency:

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

	5437	3/8/2011			Y	4/6/2011
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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 While we appreciate the intent of this suggestion, encouraging employees to use two days of leave each week could make it difficult for offices to maintain office operations and meet the needs of our customers. A supervisor must carefully consider each non-sick leave request to ensure that the office's ability to manage its workload and respond to our customers will not be negatively impacted.

Steps Taken

Efficiency:

	5840	4/2/2011			Y	4/29/2011
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What funds we do have could be better spent on staff or equipment that DOES need to be updated more regularly - like computer systems, in order to operate more effectively and better serve the public.

We should be focusing on needs instead of 'wants.'

Has Merit? Y **Explanation**

Implementation No. The Department of Revenue does not order supplies or replace furniture and equipment according to a schedule. We order according to need. We do maintain a tentative schedule for computer replacement to ensure that, when computers need upgrading, computer replacement takes place systematically.

Steps Taken

Efficiency:

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

5326	2/22/2011	0	Once	Y	4/13/2011
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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

Currently the Lottery has a very limited number of printers that have duplexing capability. In the future as we make new purchases we will explore purchasing new printers with the duplexing option.

Steps Taken

Efficiency:

5844	4/2/2011			Y	4/18/2011
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Has Merit? Y **Explanation**

Implementation The Lottery does have a small number of replacement schedules that it uses. These items are considered mission critical to ensure the integrity of our games, including the drawings or the security of assets. The department routinely replaces ball sets used in drawings and IT equipment according to replacement schedules. The ball set rotation schedule varies depending on the number of drawings per week. The IT equipment, desktops, servers and printers, are only replaced according to schedule provided funds are available. The current replacement schedules for the IT equipment is longer than the industry standard.

The Lottery does not have replacement schedules for other items such as furniture, phones, copiers, firearms, etc...

Steps Taken

Efficiency:

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

5854

4/2/2011

Y

4/28/2011

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Has Merit? Y **Explanation**

Implementation The SBA does not have replacement schedules for furniture, office supplies, etc. Currently, furniture is replaced when deemed necessary (i.e. existing is broken and no longer useable). Discarded furniture is in a central location and is checked prior to fulfilling a purchase request. Reupholstery of chairs has proven to provide savings.

Steps Taken

Efficiency:

Total Suggestions: 19