

Suggestion List

10-Aug-11

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

SUGGESTION

Department of Education

5830

4/2/2011

Y

7/11/2011

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** The suggestion has merit for any agency that uses a replacement schedule for office furnishings. The Department of Education(DOE)does not have a replacement schedule. All surplus items are review by DOE's review Board and anything that is deemed fair or above is recirculated through DOE and/or made available to all staff. The only property discarded is material that has been determined to be poor or scrap.

Implementation The Department of Education already has a system for saving costs regarding furniture and office supplies as described above.

Steps Taken

Efficiency:

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

Department of Highway Safety

6430	6/15/2011				Y	7/18/2011
------	-----------	--	--	--	---	-----------

All driver license data (Real ID documents, Financial Responsibility, and everthing that pertains to driver license.) is now scanned and electronically sent to Tally. Could not the same thing be done for DMV. Now they print out a cover sheet and send all documents to Tally to be scanned. This could be done in tax collector offices with modification in programing.

Has Merit? Y **Explanation**

Implementation At this point in time, the Department will not be implementing this suggestion. The Department has previously discussed this operational efficiency and has determined this concept is an endeavor that could be implemented in the future. That is, upon the consolidation of the Department's two primary vehicle and driver computer systems (FRVIS and FDLIS) being merged into one system. Currently, State maintained driver license offices are being transitioned into county Tax Collector offices. Upon completion of this transition, Tax Collector offices will provide customers the convenience of both driver and vehicle services (one stop shopping). At that time, scanning equipment will have to be purchased for those Tax Collector offices that did not receive scanning equipment in the transition to implement local scanning in all dual service Tax Collector offices. Additionally, requiring Tax Collectors to scan documents would result in them having an additional work effort/task to perform. This may be a concern from their perspective as they may pursue increasing their service fee they receive on each transaction they process. It should be noted that scanning locally may increase transaction processing time by Tax Collector clerks.

Steps Taken

Efficiency:

6658	7/1/2011				Y	7/18/2011
------	----------	--	--	--	---	-----------

The Florida State University Parking Enforcement Office issues many parking tickets. Each ticket is printed and placed on the windshield of the violator. The ticket issuing devices of parking enforcement staff should have the ability to ascertain if the owner of the vehicle has an email address on file with the FL. Department of Highway Safety & Motor Vehicles. The ticket along with time stamped photos of the illegally parked vehicles should be included in an email sent to the violators email address.

This proposal should save untold amounts of paper and an ink, and, thusly, money. Many of the paper tickets end up on the ground as litter. Emailing the tickets is more cost effective. If there is a statute that requires paper tickets, then we should endeavor to have that amended.

Has Merit? Y **Explanation**

Implementation The suggestion requires programming by the law enforcement agency as well as HSMV. We would also recommend legislative action to allow customer provided email addresses to be used in this manner. We have not been approached by the law enforcement community requesting this option or agreeing to programming needed to implement. If the law enforcement community does approach the Department to pursue utilizing emails to distribute parking citations, the Department would be willing to assist and partner with them to accommodate their request.

Steps Taken

Efficiency:

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

Office of Financial Regulation

5848

4/2/2011

Y

7/11/2011

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** 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.

Note: The Office of Financial Services, is administratively supported by DFS per Florida Statute 20.141. This extends to property rotation/useful life usage etc... and we utilize their CREW system to maximize efficiencies.

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:

Total Suggestions: 4