

## **2018 Dane County Departmental SMART Fund**

### **Funding Opportunity Description**

The Sustainability Subcommittee of the Public Works and Transportation Committee is responsible for distributing grant money to county departments from a dedicated fund in the county's capital budget. This fund supports the county's goal of becoming more sustainable by, for example, investing in initiatives that reduce greenhouse gas emissions by implementing systems that result in more efficient energy use and investments in renewable energy production at county facilities. The fund is a foundational part of the county's continued efforts to ensure that important natural resources and ecosystem services are maintained for current and future generations while working to increase equity and inclusion in all that we do. The fund can be used by your department to help you implement strategies identified in the [Dane County Government Sustainable Operations Plan](#), to supplement current budget items that do not have enough funds to incorporate additional sustainable measures, or to fully fund projects that are not in the current budget, but that will improve the sustainability of county operations and reduce long-term costs.

The subcommittee will select projects to fund based on their consistency with the sustainability principles adopted by the Dane County Board (on October 18, 2012) to guide county government management, operations, and policy making, as well as based on their ability to further implement the [Dane County Government Sustainable Operations Plan](#). The subcommittee will consider applications that might not provide a large financial return on investment but that can be demonstrated by the applicant department to incorporate strong sustainability education benefits for county staff and the public. The subcommittee will also look favorably at innovative pilot projects that test new sustainability technologies in county operations and that can be demonstrated by the applicant department to hold promise for additional future benefits for county facilities.

### **Benefits of this fund:**

- Alignment of departments and staff toward a common understanding of sustainability
- Clarity and consistency in assessing and organizing actions and programs for sustainable government operations
- Enhanced policies and programs incorporating a sustainability perspective
- Enhanced reputation as a proactive contributor to a more sustainable community
- Education of county staff and public on sustainability issues
- Reduced operating costs

### **Dane County's Sustainability Principles:**

Dane County strives to operate in a sustainable way that will:

- Reduce and eventually eliminate county government's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals;
- Reduce and eventually eliminate county government's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances;
- Reduce and eventually eliminate county government's contribution to encroachment upon nature and harm to life-sustaining ecosystems (e.g., land, water, wildlife, forest, soil, ecosystems); and
- Reduce and eventually eliminate county government's contribution to conditions that undermine people's ability to meet their basic human needs.

### **Eligible Applicants:**

Dane County Departments

**Award Information:**

**Application Deadlines:** There are 3 application deadlines for 3 rounds of funding. Solicitations for applications will go out via email about 1 month before each deadline.

1. Feb 9, 2018 — At this time up to 50% of the funds will be awarded.
2. July 6, 2018 — At this time up to an additional 25% of the funds will be awarded.
3. October 8, 2018 — At this time the remainder of the funds will be awarded.

The subcommittee generally makes award decisions within a couple of weeks of the application deadline depending on complexity of the proposals and the subcommittee meeting schedule.

**Examples of types of projects that would be eligible:**

- Renewable energy or energy efficiency improvement investments for county facilities, such as solar lighting, LED lighting upgrades, energy efficient boilers, etc.
- Purchase of new or upgraded equipment that will improve the overall efficiency of facilities and reduce greenhouse gas emissions, reduce the use and disposal of toxic products, reduce maintenance costs and/or staff time using the equipment, and/or facilitate better tracking, measurement, and verification of sustainable outcomes in county operations
- Water conservation improvements

**Application and Submission Information:**

Apply electronically to Lisa MacKinnon at [Mackinnon@countyofdane.com](mailto:Mackinnon@countyofdane.com) and Greg Brockmeyer at [Brockmeyer@countyofdane.com](mailto:Brockmeyer@countyofdane.com).

Please include the following in your application:

- 1) A detailed description of your proposed project
  - 2) How the project, if carried out, will meet the county's sustainability principles
  - 3) How the project, if carried out, will implement specific goals, objectives, and strategies identified in the [Dane County Sustainable Operations Plan](#). Indicate which goals, etc.
  - 4) How the county might build upon the sustainability outcomes of the proposed project
  - 5) How your department intends to track and measure the outcomes of the project, if funded, such as cost savings, energy reductions, maintenance reductions, etc., who will be responsible for measurement and verification, and an estimated timeline for delivery of measurement and verification of outcomes.
  - 6) Budget Sheet: Include all costs of achieving the objectives of the project.
  - 7) Estimated cost savings to the county due to implementation of the project and the payback period.
- NOTE: Include here information on estimated Focus on Energy incentive savings if your project is eligible for FOE incentives (see <https://focusonenergy.com/business> or contact Lisa MacKinnon for assistance in getting this information) or other financial incentives that will offset the cost to the county

Questions are to be directed to Lisa MacKinnon at 267-1529 or Greg Brockmeyer at 266-4519.

**Project Information:**

Please provide the following information (take as much space as you need to provide details):

Department: Dane County Sheriff's Office Address: 115 West Doty Street	Total project costs: \$65,934.98																								
	Funding amount in current budget: \$0																								
	Funding amount requested: \$65,934.98																								
Project Title: Laserfiche access for Sheriff's Office staff																									
Project Location: Dane County Public Safety Building																									
Project Description: We are requesting funds to purchase two high speed scanners and access to Laserfiche for DSCO staff members. We are requesting funding to cover this cost for the first year of operation. The Sheriff's Office will budget for ongoing maintenance fees. The cost breakdown is as follows:																									
<table border="1"> <thead> <tr> <th></th> <th></th> <th>Cost for first year</th> <th>Cost for subsequent years</th> </tr> </thead> <tbody> <tr> <td><b>Full User License</b></td> <td>27 (command staff)</td> <td>\$600 x 27= \$16,200</td> <td>\$132 x 27= \$3,564</td> </tr> <tr> <td><b>Participant License</b></td> <td>530 (everyone else)</td> <td>\$70 x 530= \$37,100</td> <td>\$15.40 x 530= \$8,162</td> </tr> <tr> <td><b>Forms Portal</b></td> <td>1</td> <td>\$7995</td> <td>\$1759</td> </tr> <tr> <td><b>Scanner</b></td> <td>2</td> <td>\$4639.98</td> <td>\$0</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td>\$65,934.98</td> <td>\$13,485</td> </tr> </tbody> </table>				Cost for first year	Cost for subsequent years	<b>Full User License</b>	27 (command staff)	\$600 x 27= \$16,200	\$132 x 27= \$3,564	<b>Participant License</b>	530 (everyone else)	\$70 x 530= \$37,100	\$15.40 x 530= \$8,162	<b>Forms Portal</b>	1	\$7995	\$1759	<b>Scanner</b>	2	\$4639.98	\$0	<b>TOTAL</b>		\$65,934.98	\$13,485
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Describe how the proposed project moves the county toward meeting the following Sustainability Principles. (See the guiding questions in the box below.) Responses to this section will be used to determine the relative level of sustainability for each project.

The Sheriff's Office would like to gain access to Laserfiche. We are aware that other Dane County agencies are currently using Laserfiche and we believe our office could benefit from its use as well.

Laserfiche is an Enterprise Content Management System (ECM) that will enable the Sheriff's Office to save time and money by efficiently managing documents and information. Using Laserfiche, we will be able to more easily define, revise, and share information across multiple divisions, committees, and teams. We will also be able to more efficiently process and share forms.

This project supports the following Sustainability Principles.

- Reduce our contribution to dependence upon persistent chemicals and wasteful use of synthetic substances by reducing the amount of copy/printer toner used in the office.
- Reduce County government's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals. The purchase of Energy Star Qualified scanners reduces emissions/pollutants and provides savings on energy bills. Americans purchased more than 300 million Energy Star certified products and the EPA has increased the energy efficiency requirements so that certified models are 30% more efficient than standard models. The two scanners will save energy when it is in use and when it is not in use, they will save money on paper (some require to produce double sided pages), and are designed to limit the use of hazardous substances (lead, mercury, cadmium). Please see 3<sup>rd</sup> Attachment with savings estimated for Energy Star qualified office equipment.
- Reduce the county government's contribution to encroachment upon nature and harm to life-sustaining ecosystems by greatly reducing the amount of paper produced in the office. Please see 2<sup>nd</sup> attachment with the Paper Calculator chart to see the lifecycle environmental impact.
- Reduce and eventually eliminate county government's contribution to conditions that undermine people's ability to meet their basic human needs through reducing the greenhouse gas and other pollution emissions associated with production of paper used in this process, which will benefit human health. Also, allowing employees to use their time more efficiently or for other important tasks could improve the employee experience.

Include in your description any estimated reductions of GHGs / CO2 equivalent emissions related to your proposal. Please use the following calculator to do this: <http://www.epa.gov/cleanenergy/energy-resources/calculator.html>

Describe how the proposal furthers implementation of the Dane County Government Sustainable Operations Plan goals, objectives, and strategies in your department and/or countywide. Please identify specific plan goals, objectives, and strategies accomplished.

Using Laserfiche begins with importing information into a digital repository. We are requesting two high speed scanners to enable us to convert paper files to electronic format. With Laserfiche, we will be able to store documents in a digital repository and easily view, edit and share them. We will be able to more easily find documents by searching for specific words, phrases, or metadata within each document. We can use the software to process records requests and to redact documents prior to releasing records in response to public records requests. We can also assign automatic purge dates based on records retention guidelines. We will be able to automatically route documents to users in a timely manner. We will be able to submit and approve training requests and other forms electronically. In addition, we will be able to replace many other paper forms with electronic forms and digitally sign and share information across the organization. Automating these processes will allow us to save time, increase efficiency, and increase collaboration.

Some of the practical uses of Laserfiche are as follows:

- 1) Draft policies, procedures, and post orders. Send newly drafted documents to members of the management team for quick and easy revisions and input. Track changes using workflow. Post finalized documents in one centralized location for easy access by staff.
- 2) Establish a tracking mechanism to verify that policies and post orders have been reviewed in a timely manner by staff. Currently we print all our policy and procedures when someone first gets hired and we have them sign off on them. We have 200 policy and procedures and then on average another 35 per division. These policies can be on average about 7 pages long. In 2017 we hired 58 people and that would average around 95,410 pieces of paper of policies printed for the staff.
- 3) Route and approve requests, forms and other documents electronically. We anticipate being able to use this functionality to route forms such as training requests, deputy training programs, employee evaluations, training task sheets, records request tracking sheets- to name just a few. In 2017; we had 963 Training Requests Submitted on an average of 4 pages per request that would equal 3,852 pages of paper printed, employee evaluations we have currently 573 active employees at 7 pages per evaluation and 2 copies printed that is another 8,022 pieces of paper printed, we received 7,543 records request and a tracking sheet goes with each one that equals another 7,543 sheets of printed paper, In addition we would be looking at Restricted duty requests, FMLA requests which would add another estimated number of pieces of paper to 3,000. We are also looking at the Jail Training Manual, task sheets and other paper materials that goes along with the jail training, this is about 360 pages for each individual. Last year we hired 43 people which would make another 15,480 pieces of paper for the printed manual, task sheets, etc.
- 4) Digitize 100's of boxes of records that are currently being maintained in a records storage area in the basement of the Public Safety Building, freeing up this storage space for another use. Using the energy efficient scanners and LTE's will save us on average of \$200-\$300 per box to pay another company (quote from Naviant Inc.) in scanning all the boxes. This would cost us an estimated  $\$250 * 383 \text{ boxes} = \$95,750$ . The two scanners are at a cost of \$4,639.98 and an LTE for the year would be at  $15.05 * 1040 \text{ hours} = \$15,652$ . This would save the county  $\$14,163.02$ . ( $\$95,750$  (cost of Naviant) minus  $\$81,586.98$  (records management and LTE) Automatically purge records when they no longer need to be retained.

The 5332.28lbs of paper annually on which these calculations are based (lbs) is based on the estimated number of sheets of paper used (133,307 paper) divided by 500 (sheets per box) multiplied by 20lbs (weight per 500 sheet box of 20lb copy paper). The baseline paper uses 10 tons of wood, made from about 64 trees, it would also save 7lbs of hazardous air pollutants, 8lbs of volatile Organic Compounds, 14,934lbs CO2 equivalent of Greenhouse gases and more to help the environment. Please see the 2<sup>nd</sup> attachment with the Paper Calculator that breaks down the environmental impact of what we currently would save.

\*Environmental Paper Network calculator: <http://c.environmentalpaper.org/home>

Describe how the county might build upon the outcomes of the proposed project to work toward greater sustainability.

This project will help to establish processes and methods that can be used by other County departments who are interested in transitioning to electronic records management. Lessons learned and experience gained from this effort will be shared with other work units that are still reliant on paper documents.

Does the proposed project include a strong sustainability education component? If yes, describe the educational component, who it will reach, and how it will be communicated.

Taking advantage of existing technology in the workplace saves time and money. We believe it is crucial for the Support Services division of the Sheriff's Office to advocate for developing new knowledge and to keep up with current technology trends. Learning to use new technology will help streamline work processes and improve efficiency. We are in the process of adopting a "less paper" mindset and have successfully transitioned to electronic processing of paperwork in several areas including civil process and warrants. This transition has been a learning process that has required increased collaboration and communication with other County agencies. This transition and its accompanying learning process is ongoing with more work groups to follow. We believe it is important for our staff to learn new things and to stay current with ever- changing technology.

Does the proposed project pilot an innovative new sustainability-advancing technology in county operations and can it be demonstrated by the applicant department to hold promise for additional future applications in county facilities? If yes, describe the elements of the innovative technology being proposed.

We believe this pilot will allow us to accomplish the goals that are outlined above. We value growth and change and believe this pilot will motivate us to find new and innovative uses for Laserfiche over time. We believe other County agencies could benefit from the use of Laserfiche as well. We are happy to share the benefits of the use of this technology with other agencies.

Describe how your department will track and measure outcomes of the proposed project (i.e., annual cost savings, annual energy savings, resource use reductions, maintenance reductions, etc.). Include a timeline for measurement and reporting outcomes, and the staff member contact who is responsible for conducting the tracking and measurement and reporting back.

Three primary metrics will be used to measure progress:

1. Cost savings realized by the reduction in time devoted to record management will be determined by tracking the number of times a document is filed, searched for, retrieved, replicated and distributed.
2. Resource conservation and waste reductions will be tracked by the number of electronic documents that are accessed and distributed, thereby reducing paper, ink and toner consumption.
3. Cost savings generated from the reduced space required to store documents will be determined by tracking the square footage of real estate gained by eliminating paper file storage.

A cost savings already for the county would be \$14,163.02 that is for the Sheriff's Office to go forward with a long term records management system, versus a short term plan of having another company (Naviant) do it for us. Based on a quote from Printing and Services for a box of copy paper (approximately \$34.00) combined with the estimated use of 26 boxes of copy paper per year we would save \$884 dollars a year from the warrants department usage. The two scanners would save us \$11.00 a year in electricity savings. Currently for the cost of toner it is around \$25-\$109 we spent around \$4,000 in toner last year. With going towards paperless systems we can strive to cut that down in half within three years of slowly moving items to electronic versions and e-forms to about \$2,000 in toner cost. With the money saved from not using an outside company, electricity savings, paper and toner savings it could cover the cost in four years.

This effort will be tracked in the Support Services Budget Line for Printing and Services by the Support Services Administrative Manager.

Contact person: Melissa Zielke

Phone: 608-284-6183

E-mail: [zielke@danesherriff.com](mailto:zielke@danesherriff.com)

**Guiding questions for the project description.** Applicants should include a detailed discussion of the work planned and/or the technical approach used that illustrates what the project will achieve and how it will comply with and implement the county's four sustainability principles and the Dane County Government Sustainable Operations Plan. The following questions provide a guideline to help your department frame and describe the project. Please feel free to address additional issues.

- Will this project reduce wasteful dependence upon fossil fuels, underground metals, and minerals?
- Will this project ensure that the smallest possible amount of resources is used?
- Has the proposal included green procurement standards for required goods, materials, and services?
- Will this project lead to a decrease in greenhouse gas emissions?
- Will this project reduce the need for fossil fuel-dependent transport, increase public transit use, or increase walking and bicycling?
- Will this project support businesses that emit less polluting or hazardous substances to air, water, and soil and ecosystem services?
- Will this project raise awareness about waste prevention and recycling and will it help reduce the amount of waste going into the landfill?
- Will this project still be relevant when looking at the demographic changes ahead?
- Will this project consider the most up-to-date technology for recycling and waste reduction?
- Will this project use products that are non-polluting or come from an environmentally friendly source that will reduce negative impacts of the project on the environment, e.g., FSC wood, non-toxic, and non bio-accumulative chemicals?
- Will this project avoid the risks of water, air, and soil contamination?
- Will this project support the provision of environmental and social services in a certain area (e.g., flood prevention, water purification, air cleaning)?
- Will this project be beneficial in helping the county to adapt to the effects of climate change (e.g., changes in precipitation, flood and drought risks, heat emergencies, etc.)?
- Is this project avoiding negative impacts on water bodies, wetlands, etc., and is this project supporting the establishment and management of protected areas in water bodies, wetlands, etc.?
- Is this project proposing activities to raise awareness about water scarcity, water conservation, or water recycling and will this lead to an improvement of the water quality of a certain water body?
- Will this project still be beneficial once the funding is used and what, if any, public funding will need to be used for ongoing maintenance?
- Will this project support jobs in the eco-technology field and/or does this project include training for relevant stakeholders in renewable energy and other clean and sustainable technology?
- Has this project developed a strategy for measuring anticipated outcomes of the project?
- Has this project developed a strategy for how to disseminate results or best practices?
- Will this project improve equity outcomes for everyone?
- Will this project improve access to community services and facilities for all people of the community?