

Cost Saving Measure Suggestions

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
CLIENT SERVICES			
Require parents referred for 26.5 services to come into our agency for the initial parent interview, thereby reducing travel expenses for the Children's Case Management Services program	1	DBH	
If you can't provide the name of the father of your child, you should not be entitled to Welfare for the child.	1	DHA	This would not be allowed under State requirements. All clients who apply for assistance with absent parent deprivation should be asked to provide all necessary verification on the location of the absent parent. The clients have a separate interview (phone or in person) with Child Support Services to obtain as much information as possible. The majority of clients provide the name of the absent father when applying for assistance.
Investigate all clients with PO Box addresses that have moved out of state but have someone send them their check.	1	DHA	DHA provides benefits to Sacramento County residents. Questionable situations and/or indications of fraud are referred to the Program Integrity Division for formal investigation.
Cut the benefit to purchase books, tools and other stuff clients get to go to college. Specifically those that already have a degree.	2	DHA	To qualify as Vocational Training (VTR) or System Improvement Plan (SIP), the training/education program should lead to an undergraduate degree, certificate program, or an approved teaching credential program that leads to employment. If the participant already has a degree, DHA determines whether the client is employable or has significant employment barriers and provides services as appropriate.
Eliminate \$500 benefit to clients on Welfare who get their high school diplomas/GED	1	DHA	This program is a State mandate--counties do not have the option of not providing it. Cal-Learn students who complete high school are entitled to a \$500 bonus per the regulation for Cal-Learn. The Cal-Learn program was established to address teenage pregnancy and long term welfare dependency.

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Freeze payment to welfare and GA payments	1	DHA	Payments for CalWORKs are set by the state and federal governments, and changes to the grant levels require legislative approval. General Assistance payments are set by the county in accordance with state law. The benefit level has not been changed since 2001 and there are no proposals to increase the grant level. CalWORKs cost of living increases have also been suspended in the State budget.
For those in the community that take a welfare check have them give back to the community by having them work for Community Based Organizations, hospitals, etc.	1	DHA	
Sanction clients who use PO box 1532 as their mailing address.	1	DHA	The PO Box 1532 mailing address is used by homeless residents who are eligible for benefits.
Clients take preemployment classes going thru job search etc. and then reapply as soon as period of ineligibility is up. These people have no intention of finding jobs and they come back time and time again.	1	DHA	As of March 3, 2009, the Board of Supervisors approved a change to the General Assistance program making employment services voluntary instead of mandatory. Many recipients take advantage of services offered which in many cases leads to employment.
We should require that GA applicants from out of state be required to pay a higher fee for out-of-state application fees.	1	DHA	DHA only provides benefits to residents of Sacramento County. There is no fee associated with making application for benefits.
Get picture IDs for clients so that bus cards could be provided; otherwise we provide them \$6 bus passes ten at a time that they can turn around and sell. \$180 month per parent.	2	DHA	General Assistance recipients are provided with a picture ID for their monthly bus pass during the first month of continuous benefits. Recipients are provided with single fare or daily passes during the first partial month that benefits are authorized.
More stringent standards from "Fair Hearings" so that it is not a given that persons who had hours cut legitimately not be allowed to use the loop holes to continue to get much needed funds when they are clearly not deserving of the program benefits in IHSS.	1	DHA	

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When non-custodial parents provide health insurance then the Medi-Cal benefit should be discontinued; however, often they continue for another three months	1	DHA	Receiving health care coverage from the custodial parent/parent does not make a child ineligible for Medi-Cal. The child would not be eligible for Geographic Managed Care (GMC), but may remain eligible for other programs, to include fee for service Medi-Cal.
Stop expending money for Medi-Cal recipients the month the case is discontinued rather than 3 months after the assistance case is discontinued and sometimes longer if the Eligibility Worker doesn't discontinue.	2	DHA	Under State Medi-Cal rules there are times when recipients must continue to receive Medi-Cal after the discontinuance action is taken by the case worker. This is not a county option. DHA makes every effort to discontinue services as appropriate in a timely manner.
Do away with the Disregard Check (\$50) sent to custodial parents who already get Cash Assistance.	1	DHA	This is a State requirement. The \$50.00 disregard check was established as an incentive for the custodial parent to cooperate in the location of the absent parent and to cooperate with Child Support Services.
Mandate that Cal-Works and Welfare to Work clients use the Financial aid and EOPS program to buy books	1	DHA	DHA provides ancillary services, i.e., books and transportation, to clients enrolled in an approved Welfare to Work activity. Per State regulations, clients cannot be mandated to use financial aid and Extended Opportunity Programs and Services (EOPS) to buy books.

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A more diligent effort to establish paternity for the collection of child support now or in the future would add revenues to DHA	1	DHA/CHILD SUPPORT SVCS	<p>DHA coordinates services with the Department of Child Support Services. DCSS pursues paternity verification consistent with state laws and regulations.</p> <p>CHILD SUPPORT SERVICES: The Department of Child Support Services (DCSS) receives referrals from the Department of Human Assistance (DHA) through an automated electronic process for families needing paternity establishment and/or child support services. DCSS is required, by Federal compliance requirements, to open or reopen a case within 20 calendar days of the referral. DCSS is currently meeting this compliance requirement. DCSS partners with DHA regularly to coordinate effective processes and identify opportunities for continued improvement. For cases in which unmarried parents reside together on assistance, utilizing the Paternity Opportunity Program (POP) offers significant cost and time savings. The Declaration has the legal affect of a court order for parentage and eliminates the need for a referral to DCSS. This issue has been discussed over the last several weeks in joint meetings between DCSS and DHA. DCSS is working with DHA to expand their participation in this program by supplying them with forms and instructions and putting them in contact with the State POP Coordinator so that appropriate training can be arranged. This topic remains as a "standing agenda item" for a monthly collaborative meeting between DHA and DCSS.</p> <p>Additionally, DCSS has staff out-stationed in 6 DHA offices whom are available to DHA staff when questions arise in the area of POP Declarations as well as general paternity establishment issues.</p>
Cut the number of diapers and wipes given to clients or stop it all together	2	DHA/DHHS	<p>Clients who appear at DHA offices and are in need of brief services and/or miscellaneous forms of assistance are responded to as appropriate for the situation.</p>
Stop services to undocumented aliens	1	DHA/DHHS	<p>In the CalWORKs and Food Stamp programs only citizens are eligible for these benefits. In addition individuals accessing medical services through the County Medically Indigent Services Program (CMISP) must also provide proof of citizenship or legal immigrant status.</p>
Cut hours to clients and care provider programs	1	DHA/DHHS	<p>The provision of child care is a very basic support for CalWORKs families who are working and/or participating in Welfare-to-Work activities.</p>

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Turn back over to state services that are not mandated to perform or don't perform those they don't fund	1	DHA/DHHS	Given the budget challenges, DHA is reviewing mandates and considering discontinuance of certain optional or enhanced levels of service.
Run Protective Supervision cases through the Quality Assurance program	1	DHHS	The IHSS program uses several Quality Assurance measures for Protective Supervision cases that include the following: Review by the Adult and Aging Oversight Committee focusing on randomly selected Protective Supervision cases completed by IHSS staff. Review of randomly selected Protective Supervision cases by contracted physician on a quarterly basis. Protective Supervision cases may also be selected in the random review of cases by IHSS Quality Assurance unit.
Reduce payments for service to include only personal care to clients, and remove domestic services for family's that have IHSS clients in their home.	2	DHHS	This action requires State level authority.
Do not allow non-citizens eligibility for IHSS	1	DHHS	IHSS eligibility is determined following state and federal requirements. DHHS and DHA do not establish eligibility requirements. If it is believed that an IHSS recipient is not eligible, the case should be referred to IHSS fraud or quality assurance staff
Cut care provider wages	1	DHHS	Care provider wages were collectively bargained with SEIU. A reduction in wages would require reopening negotiations with SEIU. This action requires State level authority.
Adoption Assistance program provide financial aid to adoptive parents. Many of these adoptive parents get in excess of 3 times what they get for a child on welfare in addition to other supplements for travel expense etc. There should be more restrictions.	1	DHHS	
Release low offense inmates back into community, doing community services	1	SHERIFF	

CONTRACTS

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Renegotiate purchasing contracts for better deals	1	DGS	In progress. At last count, we had about a number of vendors who agreed to absorb their cost increases this year.
Consider long-term or multi-year contracts to purchase fuel at a set price.	1	DGS	Vendors will sign long term contracts, but will not lock in price - market is too volatile. Our prices fluctuate as theirs fluctuate.
Internal shredding rather than contract out	1	DGS	Can do for smaller quantities, but for large amounts, it is Much cheaper to contract out.
Use county staff for interpretation services rather than outside interpreter services	1	DHA/DHHS	DHHS: The County utilizes special skills workers, County interpreters, external contracted interpreters, and the ATT language line. There are situations where sufficient special skills workers are not available or the caseload does not justify a special skills workers. The IHSS program currently has the mechanism to utilize special skills staff for interpretation for the following languages: Spanish, Russian, Chinese/Cantonese, Hmong, Vietnamese, Mandarin, Mien, Laotian, Armenian, and Ukraine. However, our current staffing levels do not allow us to meet the large number of clients that require or request language special skill services. We have spent \$68,124 on interpreter services for Fiscal Year 2007-2008 and \$97,949 for Fiscal Year 2009 (July 1, 2008-March 30, 2009), respectively.
Stop contracting with retirees	2	DPS	
Look at internalizing some services the County currently pays outside vendors for such as private alarm services or offer County services to other government bodies like we do with water services, sewer services, etc.	1	ISA	
Eliminate all outside consultants	1	ISA	

ENERGY EFFICIENCIES

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Ability for constituents to invest in solar systems for their house by rolling the cost into their property tax bill	1	CEO TEAM	The County's Sustainability Program Manager is in the process of researching sustainability/climate change initiatives developed and implemented by other local jurisdictions and is aware of the City of Berkeley's solar program that began last month. Assembly Bill 811 authorizes local governments to provide loans to property owners for installation of alternative energy systems and energy conservation measures, with the funding to be recovered through a voluntary tax assessment over a period of 20 years permanently affixed to a property. We find the potential of this solar program very exciting and will be tracking its status very closely, as it is one of many initiatives we are evaluating. We are in the process of developing a strategic plan for our sustainability program that will prioritize how we utilize our limited funding resources. Once we see how successful the Berkeley program is, and have a change to develop our strategic plan, we can then determine whether or not to create a similar program ourselves.
Have heater and air conditioning filters, vents possibly ducts checked and cleaned to increase air flow.	1	DGS	Staff follows ASHRAE (American Society of Heating, Refrigeration, and Air Conditioning Engineers) guidelines. Filters are changed on a preventive maintenance schedule, established to meet ASHRAE guidelines and gain the most efficiency from our HVAC systems. In larger facilities, there is a magnahelic gauge located in filter rooms which measures the differential pressure across the filter bank and tells our staff when filters need to be changed. In smaller facilities, filters are changes either monthly or quarterly, depending on the system.

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Turn off lights in conference rooms, office and equipment that are not in use and after hours. 24 hour operations could turn off several lights in some areas. Identify critical devices that would need power on. Label those light switches that could be turned off and place notes around offices as a reminder to turn off lights. Possibly add motion sensors in areas such as bathrooms, computer rooms, etc. Possibly give incentives for departments that reduce energy costs the most. Have lights at half power or off in public areas	20	DGS	Many of the offices in the Administration building have motion detector switches. Where practical, these work fairly well, however in larger work areas, lights cannot be controlled by motion detectors because of the cubicle design. Installing motion detectors in the ceilings is possible, but is very expensive and the return on investment makes it impractical. In areas that do not lend themselves to motion switches, the lighting is controlled by lighting control panels, computer controlled programming, timers, or a combination of occupancy sensors (motion detectors) and simple wall mounted light switches. If lights are needed beyond the time settings, they can be turned on and off by manual override switches set to one hour, programmable up to four hours. Weekend lighting schedules are set to minimums. DGS staff turn lights off after hours.
Shut down an elevator for a week or longer to save electricity	1	DGS	
Take advantage of SMUD's multi tier electrical rates by implementing a control management strategy that optimizes use of "Off-Peak" and "Partial-Peak" electrical rates to fill water storage tanks at night when pumping rates are cheapest.	1	DGS	
Drain fountains at the Admin building to save electricity and water costs.	1	DGS	
Change lights to CFL or other efficient bulbs	2	DGS	Long term project that has been in work for several years. Most efficient manner is to purchase lamps in bulk for better pricing, then relamp an entire area at once. The driver is often the funding for lamps.
Retrofit some buildings with Solar power.	1	DGS	
Disallow decorations of any kind for any event to reduce electrical power use	1	DGS	We did restrict them this past holiday, but they weren't eliminated. We did save funds by not doing the lights and decorating at 700 H. St.

FACILITIES

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Scale back completion of Airport	1	AIRPORTS	Parking Garage construction delayed. Airport construction (or deferral) has no impact on County General Fund as all Airport System construction is funded through Airport Enterprise Fund
Community based organization use conference rooms after hours. We pay for after hour security. Either charge the organization or close the facility.	1	DHA	
Reduce the hours of Primary Care Clinic to 8am. to 5pm.	2	DHHS	This option is not under consideration at this time due to the demand for services at the Primary Care clinic and the closures of other facilities which has resulted in an increase in demand at that site.
Look at the empty bins on the CPS North side of the building at 6045 Watt Avenue office. Seems like bins could be utilized in some way.	1	DHHS	The "bins" are cubicles that are currently vacant.
Renegotiate leases	1	FPARE	On February 20, 2009 FPARE sent letter to Lessors requesting they reduce required lease payments by planned COLA in 09/10. At this point we have had some interest and we are currently accumulating the estimated cost savings. Many of the Lessors however would only consider a reduction in exchange for a lease extension.
Don't pay for empty buildings	1	ISA	
Cut back on new buildings and equipment	1	ISA	
Consolidate departments or similar programs into buildings preferably to those owned by the County.	6	ISA	

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Get rid of the rented plants and the contract person that cares for them	1	MSA	The County Utility Billing Services is ending the contract for plant services in lieu of the current fiscal situation. Though this service did not impact the General Fund, and we feel it is important to create a comfortable working environment for our customer service representatives who answer more than 1400 calls a day, it is appropriate that this service will be suspended. Thank you for the suggestion.
Reduce hours of operation for North Transfer station as well as staff.	1	MSA	DWMR managers have looked at this in the past and continue to consider it. There is a potential loss of revenue associated with reducing hours that offsets savings. Related to this, there is strong consideration being given to closing the Kiefer landfill on Sundays.
Close or sell county owned golf courses and restaurants/coffee shops until the economy recovers. Including those owned by county but operated under a lease.	1	PARKS	
Sell the priciest downtown county office buildings and lang, and utilize some of the millions of sq ft of empty retail space now available in the cheaper areas in the county. Buy the vacant buildings now while the costs are at their lowest, instead of leasing, for the highest savings.	1	REAL ESTATE	Refer to Facility Planning Architecture and Real Estate--Real Estate
Shut down all Sheriff Department divisions opened in last few years, keeping only one North and one South/Central.	1	SHERIFF	
Eliminate pool service in the winter at the Boys Ranch and Juvenile Hall	1	SHERIFF	
Don't undertake anymore streetscape improvements during these hard times	1	TRANSPORTATION	

INCENTIVES

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Discontinue the employee recognition program	4	CEO TEAM	Countywide Employee Recognition is a bi-annual, county sponsored event. This year's event plans were simplified according to the new standards that have been set for expenditure, so there will be a ceremony with awards, without having a catered reception afterwards.
No more catered meetings, lunch, etc. use brown bag	1	CEO TEAM	CEO Memo 11/21/08 Food--the County will not pay for food at meetings or events (such as business breakfast/lunch/dinner meetings or employee recognition events).
County should not pay for t-shirts, mugs, pens, giveaways	1	DGS	
Discontinue canteen contract. Lots of waste providing teas and coffees. Eliminate bottled water, kleenex, styrofoam cups, calendars, newspapers.	6	DGS	Refer to General Services--Purchasing
Cut the education incentive	1	FINANCE	Requires collective bargaining agreement.
MISC			
Reduce paid commissions	1	CEO TEAM	
Halt implementation of county logo onto vehicles	1	CMO	This has been placed on hold.
Sue state for funding of mandated state services to be fully funded by state	1	DHA/DHHS	The analysis from this year's budget looking at core/noncore and funded/unfunded will cause a hard look at services that are mandated by the state, but which they do not provide their share of the funding.
Put off the PEP program it will save \$40 a year per person	1	DPS	The PEP program is a critical tool used for evaluating employee's performance. Even in difficult budget times, it is important that employees receive feedback on their performance and to set goals for their career growth. The PEP system creates efficiencies in the evaluation process as it can be completed and stored online. The cost of PEP more than offsets the manager's time if an evaluation was to be completed manually and physically stored onsite.
Lawsuits absorbed within their own budgets	1	DPS	

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Assign Vocational Assessment Counselor teams to various departments experiencing layoffs.	1	DPS	
Do not proceed with any programs such as the health wellness program and stop programs such as Stars of Excellence	1	DPS	The County is currently reviewing the health wellness program with recognized employee organizations. Regarding the Stars of Excellence, the program for May is scheduled and it is important as employees ideas and contributions should be recognized especially those that result in operational and cost efficiencies for the County.
Start an amnesty program for old debts	1	DRR/FINANCE	<p>Finance Response: Tax collection, including handling of delinquent taxes, is dictated by state law. In addition, secured property taxes are 'secured' by a lien on the property; should the taxes not be paid within 5 years, the property is subject to foreclosure.</p> <p>DRR Response: DRR has no authority to reduce or "forgive" amounts ordered by the Courts such as fines, victim restitution, or other criminal justice related costs. The Sacramento Superior Courts had issued amnesty programs in the past, but they turned out to be very costly and generated little revenue. DRR has the authority to compromise certain debts in limited circumstances in accordance with DRR's Operating Resolution and uses that authority accordingly, yet cautiously to avoid "giving away public funds" and causing other taxpayers to bear the burden of others' debts.</p>
Work with businesses in the community or help people open a business. Educate people about opening a business in Sacramento County. Train people to know what to do after they have lost their jobs.	1	ECONOMIC DEVELOPMENT	
Maybe the Board of Supervisors should check into the legality of withholding taxes collected for the state	1	FINANCE	This would be a legal issue for Counsel and they have indicated that we cannot withhold employee/employer payroll taxes from the state.

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Travel - register early for best prices; shop hotels; voluntary same sex room sharing at conferences; shop airfares as government rates; more conference calls and less travel; park most economical lots at airport; shop websites for used resources such as instructional books.	1	FINANCE	This can be discussed at the Department Travel Coordinators meetings. If there is general agreement among the departments, a recommendation for these items will be made and the Travel Policy will be updated for County Executive or Board approval.
Have the County claim the unclaimed property listed on the State Controller's website	2	FINANCE	We claim our monies monthly from the state. It takes the state up to six months to process our claim, and the amounts appear as 'unclaimed' on the State Controller's website until they pay.
Move county funds to more secure funds	1	FINANCE	During the financial crisis the County has not experienced any losses on our investments. Investments follow State law, Board adopted policy and are subject to quarterly internal audits and an annual audit by an outside firm. We see no need to waiver from this Policy.
Cut art in public places allowance from 2% to 1% of less.	1	FPARE	
Set up an anonymous reporting line for waste, fraud, and abuse. Define the practices and defend the whistleblowers.	1	ISA	Already exists, the phone number is 874-7822. In addition there is a specific e-mail that can be used for reporting which is audits@saccounty.net
DWMR is not part of general fund, but maybe it should be so that the money could be used for county departments that need money rather than them making money	1	MSA	DWMR revenues are from billed utility rates and gate fees at facilities. These are not legal revenue sources for the General Fund
Warn departments against spending "blips" within the last quarter of their fiscal year.	1	OBDM	Referred to Office of Budget and Debt Management for review
Consider Ecofont	1	OCIT	Your idea of considering Ecofont (moved from #77) was something we were not aware of as a possible option. Your idea will be investigated further and shared once complete.
NEW REVENUE			
Increase parking fees and fines	2	DGS	Board letter is in works

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Apply for additional federal grant under qualifying 330 grant expansion or competitive opportunities.	1	DHHS	The Primary Health Services' Division, Clinic Services has applied for and been awarded \$546,318 in expedited American Recovery and Reinvestment Act funding to be used to provide health care for homeless medically underserved in Sacramento County.
Allow DHHS Primary Health clinic services to apply for grants	1	DHHS	Grants that pay for existing services should be explored; however, any grant that requires a County contribution is not feasible at this time. Primary Care has had to close these clinics this Fiscal Year. Limiting hours at the Primary Care Center would reduce services available to clients even more.
Have the County become a bond broker. Issue bonds on behalf of the cities and take in a small percentage of the bond as like a broker's fee. Sell to employees.	2	OBDM	In order to be a bond broker (i.e., underwriter?) SEC licensing is required, and I don't see how we could practically have the capital to underwrite. I am unsure if this function would even be within the County's powers.
Increase medical/dental charges of co-pay per visit for the inmates.	1	SHERIFF	
Increase traffic enforcement	1	SHERIFF	
PROCESS IMPROVEMENT			
Post questions and answers to budget related questions so people can receive up to date information quickly.	1	CEO TEAM	Current Budget Information and Cost Saving Measures are posted on the internet and Board Action is included on :http://www.ceo.saccounty.net/CostSavingMeasures/default.htm
Consider line staff ideas regarding cost savings since they are involved in the day-to-day operations. A way for employees to submit cost savings ideas without their ideas being censored by their immediate managers, and that they will not suffer career repercussions.	1	CEO TEAM	Created a process so that all County staff could email their ideas/suggestions to the ISA, Administrator so that it could be presented for consideration.

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Electronic records versus paper at board meeting	1	CEO TEAM	Both are provided. Depending on the person, some prefer paper to electronic as they find it easier to read and make their notes on. Board office started printing all hard copy two-sided. One Supervisor and all of the Executive Committee get their copies provided to them electronically and it is suggested that people print out only those documents or pages that they need/want instead of entire documents to the entire material package.
Charge staff with being responsible to make sure projects are kept within reason and projects don't get out of control.	1	CEO TEAM	All departments are responsible to monitor their projects.
Consistent county-wide policies	1	CEO TEAM	
Post ideas on the web that you are accepting	1	CEO TEAM	Ideas are currently posted on the web in response to cost saving measures
Board of Supervisors mandates an Employee Suggestion Program that allows for direct submission of cost-saving ideas by employees to a Committee of individuals who are appointed or assigned by the Board of Supervisor to review the submissions.	1	CEO TEAM	Created a process so that all County staff could email their ideas/suggestions to the ISA, Administrator so that it could be presented for consideration.
Consider refusing or repleiving of Public Records Act requests	1	CMO	Legally required under government code section 6250
The County could also advertise a surplus equipment sale appealing to the publics interest at getting a bargain. Any monies generated would go to the general fund to encourage a higher participation from the departments. Those departments generating the most revenue could keep a small part of the proceeds or get some award.	2	DGS	
Recycle, shred and selling of our wasted paper	1	DGS	
Make it optional to print purchase orders from COMPASS.	1	DGS	

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County departments could take stock of surplus equipment from office furniture to computers, cell phones, faxes, etc., that could be compiled into a list such as a Craig's List. Departments that need to order equipment would instead of purchasing new equipment perhaps go to the list on a first come first serve basis or highest need basis.	4	DGS	The use/reuse of surplus items, we don't currently maintain a "central data base" of all surplus items, but there is some coordination between DGS Support Services, FPARE, FPM, and OCIT to redistribute furnishings and equipment when practical.
GA clients that apply for FS or if an existing FS case is open and they want GA they simply call their worker and request that the program be added. For clients that want or have CW and FS they have to come in and go through an entire application which seems unnecessary.	1	DHA	
Provide more concurrent users to the Smeadlink file tracking system in DHHS to provide a better tracking tool and cut down on time spent looking for files.	1	DHHS	
Provide more training videos or online training.	1	DPS	
The County contracts with CSAC-EIA for excess insurance. They offer online and somewhat custom safety training programs for free and free access to DMV pull notice programs. Some departments are individually operating these programs and fees are associated with them. We should consolidate program efforts.	1	DPS	
If an County instructor is a no show for training, the attendees should be notified enough in advance so they don't waste their time. Meetings should be on time and end on time.	1	DPS	The Leadership and Organizational Division will notify students as soon as possible if an instructor is unable to teach the training. Also, we understand and appreciate that each employee's time is valuable and is committed to start and end trainings on time.
Establish a training program for county employees that want to learn a different county job.	1	DPS	

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Stop printing inserts for Deferred Comp workshops. Make available online only. Include other inserts with the paycheck stubs online and not printed. Email paycheck stubs.	2	DPS	The Benefits Office is reviewing this possibility and it make sense from a cost and environmental persepctive to reduce paper. One obstacle to go strickly on-line is the notification who may have either limited or no access to a computer as part of their daily job. However, we will look at other alternatives.
Pay county employees monthly	2	DPS	The Bi-weekly payperiod is established in the County's Personnel Ordinance. Any changes to the Ordinance would require meet and confer with the County's recognized employee organizations. Also, changing the pay period to once per month would be disrupitve as employee's have direct deposits and automatic payments set with their banking institutions based on a bi-weekly pay period. Therefore, at this time recommend remaining on a bi-weekly pay period.
Change timesheet submission process to prepare and submit timesheets after pay period is complete rather than before to avoid duplicate paperwork and handling of revised timesheets.	5	DPS	The county performed a feasibility study approximately 2-3 years ago to see if shifting the payroll cycle until after the pay period closes would improve efficiencies and reduce costs. The study revealed that due to the amount of system level changes required, there would very little cost savings or efficiencies gained in making this change. However, the automated time entry associated with Employee Self Service (ESS) will allow the employee to enter work time all the way through the final work day in a pay period and will eliminate projection of work time and the amount of correction time currently spent on this task.
Management and Exempt employees go to exception timesheets	1	DPS	This option is currently available to Fair Labor Standards Act (FLSA) exempt employees. Those employees on Labor Distribution are not allowed to use exception reporting as the purpose of Labor Distribution is to accurately capture the time associated with performing certain tasks and is also used to allocate charges associate with work time. Discuss with your Manager and Payroll Support Team manager if you think you would be a candidate for "negative" reporting.

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Migrate to a paperless payroll system	1	DPS/ FINANCE	<p>FINANCE: Although this suggestion refers to the filling out timesheets (under Personnel Management), some jurisdictions do require all employees to receive pay via direct debit, eliminating paper checks. There are some valid reasons for some employees not having checking accounts, so this option has not been mandated.</p> <p>PERSONNEL: The Personnel Actions Unit of Personnel Services is working with OCIT and Finance on providing Employee Self Service through the County's COMPASS System thus reducing/eliminating manual payroll reporting. There is currently a pilot group of over 200 employees on ESS. ESS is a priority of the COMPASS Steering Committee and staff is working on a roll out to all County employees.</p>

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Give departments an opportunity to use DRR services at a lower cost by holding DRR to the same spending standards as other departments	1	DRR	<p>DRR is very conscience of costs to customer departments and uses cost-to-collection ratios, which is equivalent to private collection agencies commission rate, to measure costs. Agencies charge between 20%-50% (or more) of the amount collected in commission, depending on the frequency, delinquency, type, average balance, and other factors of the receivables referred. DRR's overall cost to collection ratio as a program is currently 14.9% which is lower than what an agency would charge and is lower than the 15% that the Franchise Tax Board's Court Ordered Debt Program charges. Individual customer programs vary in cost ratio from under 10% to over 50%, depending on the type of program.</p> <p>Over the last few years, DRR has saved customer departments anywhere from \$800K to over \$2MM less than budgeted. The increase in Intrafund charges in FY 08-09 over FY07-08 occurred as a result of unavoidable salary/benefit increases (COLA's, insurance, etc), IT costs for DRR's system replacement project that were expected to be expended in the prior year, and an increase in IT costs needed to maintain and support DRR's old system that was degrading rapidly. Despite these challenges, DRR still charged customer departments \$800K less than budgeted. The first phase of the new system was implemented in February 2009 and the 2nd and 3rd phases are expected to be completed in summer 2009. IT costs were significantly reduced in FY08-09 and will be further reduced in FY09-10 as the last phases of the new system are completed. In addition, DRR has eliminated 15 positions as a result of program adjustments and work efficiencies. DRR will continue to look for ways to reduce costs and increase collections for customer departments.</p>

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Hand out W-2 with paychecks or employee access to their W-2 electronically	3	FINANCE	Currently, to manually sort the W-2s into location codes to hand out with Payroll would be a very cumbersome and time consuming process which would not allow the Auditor-Controller to meet the legal requirements of getting the W-2 to the employees within the statutory time limit (January 31st). The Auditor-Controller has recently been informed that COMPASS can sort by location code and will look into this option for distribution. However, the Department of Finance needs to ensure that any W-2s that are not handed to an employee (or terminated employees) are placed in the mail by the department by January 31st. Department of Finance is currently exploring an online alternative and hopes to have the W-2s available online for the 2009 calendar year. We intend to have on-line W-2's available for next year's taxes.
Organize a commission made up of labor, county and community reps to identify waste and non-essential expenditures throughout the county.	1	ISA	
When a home is foreclosed, instead of continuing to bill the owner for garbage, trash, sewer and water, when he no longer owns the home, ask for an affidavit or something so we can bill the bank rather than wait many months for the deed to record.	1	MSA	
Remove the use it or lose it on budgets for departments or divisions	1	OBDM	
Convert standard faxing to the enterprise fax service xmedius (additional benefit of reducing fax machine fleet, consumable, and maintenance) as well as converting modems used to support fax machines to the enterprise fax service	1	OCIT	Thank you for thinking creatively by converting standard faxing to the enterprise fax service xmedius (additional benefit of reducing fax machine fleet, consumable, and maintenance) as well as converting modems used to support fax machines to the enterprise fax service. Your idea will be reviewed. Once further investigation has been done, the suggested action will be shared.

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Adjust levels for STG (maintenance vendor) on servers	1	OCIT	Thank you for considering the adjustment of IT Maintenance and Support Service levels on servers like with maintenance vendors such as STG. All departments are encouraged to review the service level on all devices and to choose the appropriate level of service based on their needs. It will be recommended that departments make a re-assessment of their service levels on all devices.
Mandate the installation and use of Instant Messenger	1	OCIT	Thank you for your suggestion of mandating the installation and use of Instant Messenger. Our current telephone and email infrastructure is able to support county communication. The IM license fees have been evaluated and the installation cost of IM for the county would make it prohibitive. While this particular suggestion may not be a cost savings, please continue your creative thinking and the sharing of your ideas.
Mandate the use of Cisco Meeting Place Express	1	OCIT	Thank you for considering the mandated use of Cisco Meeting Place Express as a cost-saving measure. In many ways this is feasible, however, expansion and integration would need to be evaluated to ensure cost savings. Once complete, the evaluation results will be shared.
Convert employees to the enterprise SSL VPN service and terminate air cards for remote access	1	OCIT	Thank you for considering a possible cost-saving measure by converting employees to the enterprise SSLVPN service and terminating air cards for remote access. Most who use air cards are in the field or are mandated to use the air card due to specific security demands. However, we will be evaluating the use of air cards solely for convenience and mobility.
Promote use of County's conference all system	1	OCIT	Thank you for the suggestion to promote use of the County's conference call system. In many ways this is feasible, however, expansion and integration would need to be evaluated to ensure cost savings. Once complete, the evaluation results will be shared.
Disconnect unused modems	1	OCIT	Thank you for your suggestion to disconnect unused modems. This can be done with some effort and investigation of the modem inventory. It will be suggested that Telecom staff evaluate the specifics of this action.

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Look at efficiencies with cell phones, blackberry, PDA, lap tops usage, including contract negotiations. Possibly use pay as you go or go phones. Terminate unused/vacant telephone lines and cell phones.	6	OCIT	Thank you for your suggestion to look at efficiencies with cell phones, blackberry, PDA, lap tops usage. Possibly use pay as you go or go phones and terminate unused/vacant telephone lines and cell phones. Efficiencies are being looked at with regard to phone devices. This includes ensuring the most economical plan is used; and add-on services are business related. Departments have been notified to determine business needs to mobile devices and for verifying business purposes.
Reduce or eliminate number of meetings/reduce length or frequency	1	OCIT	
Use software program that shuts all computers down at a certain hour automatically and turns them back on again in the morning.	1	OCIT	
Provide onsite file storage and stop paying for transit of files. Use electronic files and scan and upload items received for the file.	2	OCIT	
Departments have spent thousands on hardware and software that continues to be underutilized. e.g. Adobe Acrobat - instead of \$400 per seat, a free converter can be used instead.	1	OCIT	Your comment of departments spending thousands on hardware and software that continues to be underutilized is appreciated. In regard of your specific example: Adobe Acrobat - instead of \$400 per seat, a free converter can be used instead. We agree that Adobe Acrobat should be limited to only those who need to create and modify PDF documents. It should be recommended that departments re-evaluate staff needs and make needed corrections.
Install "Print to PDF" option on all computers.	1	OCIT	Your suggestion to install "Print to PDF" option on all computers is appreciated. For the majority of uses the free enhancement available with Office 2007 can "save as" a PDF. Free viewers are available for most other applications. While this may not create cost savings, please continue to share your ideas.
Eliminate the use of multiple voicemail boxes	1	OCIT	The elimination of multiple voicemail boxes is an excellent idea. Departments can save money on voice mailboxes by moving to the use of IP phones.

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Color copier use for presentations and one-time special projects - not for use on routine copying.	1	OCIT	
State prisoners have up to half of all personal funds deposited to their books taken by the prison system. A similar system here should be legal, and possible to implement.	1	SHERIFF	
Don't leave patrol vehicles idle when officers loading their cars; it wastes gas and money while polluting the air	1	SHERIFF	
RETIREMENT			
Golden Handshake, buy-out program, incentives	25	CEO TEAM	There are no plans to offer an early retirement incentive prior to March, 2009. We are continuously analyzing the status of the County budget including its impacts on employees, but do not yet have sufficient information to recommend budget mitigation actions. Ultimately budget related recommendations and decisions will be made after the mid-year budget presentation to the Board of Supervisors, and with their input, as we prepare for annual budget deliberations in June.
Change retirement from 3% at 50 to 3% at 55 then 2.7% at 55	1	CEO TEAM	Requires collective bargaining agreement.
County employees have to start paying their portion of the SCERS contributions, especially the Public Safety employees	1	CEO TEAM	Requires collective bargaining agreement.
Look at transition from SCERS to PERS	1	DPS	Referred to DPS staff for analysis.
Eliminate medical retirement	1	DPS	
STAFF COSTS			

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Eliminate management differential	4	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. This was approved, and would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
Stop all promotions	1	CEO TEAM	Department heads currently have the authority to minimize or eliminate promotions into vacant funded or unfunded positions.
Sacramento County is top heavy. Too many positions that do not provide direct customer service to the community.	1	CEO TEAM	<p>Due to the current budgetary environment the Internal Service Agency made a recommendation and the Board Adopted on 5/21/09 the reduction in its management support activities and the abolishment of FPARE in order to maximize and utilize its existing resources along with the assignment of the Office of Compliance to an Agency Department.</p> <p>Also on 5/12/09 each Agency's Office of Agency Administration eliminated one Deputy Agency Administrator. The incumbents in these positions provide valuable support to the Agency in day-to-day oversight of Agency operations; however, with the budget reductions it was recommended that all Deputy Agency Administrator positions be eliminated.</p>
Doc everyone one day's wages a month	1	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. this was approved, and would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
Negotiate part of all of the SSD employees raise for retirement medical benefit.	1	CEO TEAM	Requires collective bargaining agreement.

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Remove cap on vacation hours temporarily	1	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. this was approved, and would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
Defer or freeze pay raises / COLAS	9	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. This was approved, and would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
Close county offices from Christmas through New Years Day and July 1 - 10th	1	CEO TEAM	Requires collective bargaining agreement.
Have departments that come in over budget take the layoffs	1	CEO TEAM	Under State Law, departments are not allowed to exceed their budget. Government Code 29120
Furlough managers/supervisors or freeze their pay for one year	4	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. These recommendations were approved, this would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
Those people most vulnerable to layoffs, may rather have a pay cut or possibly pay cut across the board	3	CEO TEAM	Cost savings opportunity--requires collective bargaining

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Change payroll system so any vacation over 400 or holiday in lieu is a use or lose and not paid out	1	CEO TEAM	Board support for CEO's policy to minimize vacation over 400 hours as CEO has sent out memos reminding agencies and departments to monitor the vacation accruals of their employees in order to minimize the fiscal impact of cash payout for those employees who exceed the maximum accrual limits. On April 21, the Board of Supervisors approved the CEO's amended ordinances eliminating authorization of cash payout to unrepresented employees for vacation hours accrued above the maximum accrual limits (Sacramento County Code Sections 2.78.730 and 2.100.090). This would take effect the pay period beginning June 19, 2009.
All Fridays off for all employees with no pay	1	CEO TEAM	Cost savings with offsetting productivity losses would need many exceptions (eg. 24 hour programs) and changes to collective bargaining agreements.
Eliminate department head car allowance since county employees have access to county vehicles	3	CEO TEAM	Cost Savings opportunity
Implement a wage reduction	3	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. These recommendations were approved, this would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
10 hour days instead of 8 hour days; scrap the M-F work week and add 20 hour half time people to open two days or 7 hours 3 days. Add other half time employees for five hour shifts from 7 to 11 M-F and the building is then used 7 days a week with a similar work force.	1	CEO TEAM	Would require amendments to county code and some collective bargaining agreements. May be cost effective where buildings could be closed some days.
Reduction in holidays	2	CEO TEAM	Productivity opportunity--requires collective bargaining. Would warrant future unfunded liability

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Voluntary options first (such as furlough programs) with stepped impact in employee time off while keeping in tact the benefits package such that employees suffer no loss of sick leave, vacation or retirement contribution.	23	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. this was approved, and would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund. For purposes of calculating employer and employee contributions to the Sacramento County Employees Retirement system (SCERS) and for purposes of calculating retirement benefits under SCERS, the furloughs will have no effect on the affected classifications.
Take away or suspend 401K match for management	1	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. this was approved, and would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
If retirees no longer get assistance toward medical then stop care for illegals, people in our prison system.	1	CEO TEAM	2/11/09 Board approval on budget action that we eliminate care for undocumented aliens
Keep retiree health insurance and more employees may retire	2	CEO TEAM	The retiree health and dental plan premiums are brought forward for approval by the Board on an annual basis.
Allow employee accruals to grow and these accruals be cashed out upon retirement or termination.	1	CEO TEAM	Would defer unfunded costs to future years at likely higher wage rate.

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Countywide mandatory furlough program or Close County including Sheriff's Dept to share the burden to keep moral high and promote a cohesive dedicated work force.	28	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. This was approved, and would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
Cut CEO's and the Board of Supervisors' pay and many upper management positions by 5-10%	3	CEO TEAM	On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. this was approved, and would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
Suspend or monitor all payment of Vacation accruals over maximum, CTO accruals that reach 1 year old and Holiday-in-Lieu accruals over the maximums identified in the Labor Agreements for all classifications. Suspend the Management Vacation Buy-Back program.	7	CEO TEAM	CEO Memo 1/23/08 another reminder to all agencies and depts to monitor the vacation accruals of their employees in order to minimize the fiscal impact of cash payout for those employees who exceed the maximum accrual levels. On Tuesday, April 21, the County Executive's Office recommended to the Board of Supervisors that Unrepresented Management (050) and Civil Service Exempt employees take monthly furlough days and not receive COLAs in 2009/10 and 2010/11, and that payouts on vacation over maximum for all eligible employees be discontinued. These recommendations were approved, this would result in an annual savings of about \$20 million to the County, with the majority of the savings going to the General Fund.
Curtail union release time for some of the various caucuses	2	COUNTYWIDE	
Reverse temperature change that was implemented. Now have more county staff out ill and filing worker's comp claims.	1	DGS	
Telecommuting 1 day per week or more	6	DGS	

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Allow employees to work 4/5th or part-time schedule or a 4/10 work week opening the possibility of closing facilities. If Monday holidays and offices closed could also save on holiday pay.	29	DGS	
Go to a non social security paying entity.	1	DGS	
Unnecessary overtime for County employees and temps in Family Reunification	1	DHHS	
Cut the QA/QI unit in IHSS since they are not case carrying workers and their loss would not affect our client's care or increase our caseloads. Much of what they do is what our supv are already paid to do.	1	DHHS	
Supervisors are being paid OT for doing line work when there are line workers available to do the work.	1	DHHS/CPS	
Voluntarily donate back a percentage of employee salary to the County with the possibility of it being tax deferred	1	DPS	Cost savings opportunity--referred to Department of Personnel Services for review.
Eliminate pre-employment physicals on all positions except those that require major physical requirements	1	DPS	The Department of Personnel Services has created an internal team to review the need of pre-employment physicals for certain County positions. Preliminary recommendations are expect the 4th quarter of FY 2008/09.
Cease giving the 8-hour paid day off for sick leave - wellness day	2	DPS	
Downsize supervisors when 4 supervisors for 40 people.	1	DPS	
Have attorneys pay their own dues, memberships, etc.	1	DPS	
Use CTO instead of OT pay when possible	1	DPS	
Temporarily stop all training	2	DPS	

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Eliminate all cash back on active employees for health insurance	1	DPS	
Eliminate all temps, student interns, annuitant hiring	2	DPS	
Match employees affected by layoffs with potential opening elsewhere	2	DPS	
Hiring freeze or no reclasses or filling positions deemed unnecessary	3	DPS	
Review differentials employees receive	2	DPS	This activity in underway in the Department of Personnel Services
Let employees buy CTO time through voluntary payroll deductions	1	DPS	
Donation of vacation hours	1	DPS	
Advise employees that have over 30 years that they are actually losing money by not retiring. Not all employees know this.	1	DPS	
Use a volunteer pool	1	DPS	
Offer employees age 62-65 the County's group insurance until Medicare becomes active and allow those who wish to leave to do so.	1	DPS	Referred to Benefits Office for review.
Reduce or suspend maternity benefits for fathers	1	DPS	
Look at classification with "special skill". The workload should reflect a large percentage made up of that "special skill". If not, then the primium pay should not be paid.	1	DPS	When conducting class studies, the Department of Personnel Services in conjunction with the departments review job specifications and any special skills.

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Wellness incentive programs such as exercise to reduce sick days or have a masseuse come in that employees could pay to reduce stress	1	DPS	The Benefits Office is working with our health plan carriers to communicate wellness programs available through an employee's health plan. Due to risk management issues as well as public perception, the use of an onsite masseuse is not a viable option.
Reduce trainings staff have to attend when they are feel good trainings such as customer service, effective communication. Also reduce unnecessary meetings.	3	DPS	
Establish the donation of earned income such as a percentage of pay	1	DPS	Referred to Department of Personnel Services staff for analysis
Find cost cutting measures associated with travel such as: Register early for discounts, voluntary same sex room sharing, shop hotels and airfares, shop websites, use economical lots at the airport, and encourage more conference calls	1	FINANCE	
Reduce the jail's shift briefing to once a month or suspend during these times it would save the county from paying overtime.	1	SHERIFF	
Record Officer I could be used to run all control points at RCCC rather than deputites	1	SHERIFF	
Cut back the operation house for 311 from 9p.m. to 5:30 p.m. Building open for 3 people	1	SHERIFF	
Re-instate in house commissary run by clerks and other lower wage employees instead of RO1 and II, instead of the current policy of framing it out. Run the warehouse, fiscal, cashiers, and other employees not in contact with inmates by lower priced employees.	1	SHERIFF	

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Uniform allowance should be vouchers to stores rather than checks since many employees don't use for uniform.	1	SHERIFF	
Add new class for deputies that stay in jail, courthouse, and administration and do not rotate out to patrol that has a lower pay because of less risk.	1	SHERIFF	
SUPPLIES			
Reuse office supplies such as binders, file folder, report covers, etc.	1	CEO TEAM	Cost savings opportunities for each department
Cancel nonessential magazines, periodicals, etc.	1	CEO TEAM	Cost savings opportunity within each department
Create procedures for employees to follow that waste too many labels and ink by creating labels and tabs even if the case already have one but just not printed.	1	CEO TEAM	Cost savings opportunity within each department
Cut down on all supply orders	1	CEO TEAM	CEO Memo 11/21/08-Depts prohibited from purchasing Workstations, laptops and software; Copiers, printers, fax machines/all other peripheral devices; New phone systems, cell phones, pagers, PDA/data cards; & other similar electronic devices
Reuse paper if backside not used as long as not used for official documents	2	CEO TEAM	CEO Memo 11/21/08-Duplex printing or copying is required. OCIT is helping departments to print double-sided.
Stop buying business cards	1	CEO TEAM	Cost savings opportunities for each department
Minimize orders for sticky pads and pens. No more than one dozen pens every other month for each team.		CEO TEAM	Cost savings opportunities for each
Reduce paper usage by using the intranet and email more effectively	1	CEO TEAM	Cost savings opportunities for each department
Stop all internal agency or departmental newsletters	1	CMO	

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
Have departments with excess supplies give them up to other departments	1	DGS	Referred to General Services
Reduce papertowel usage - alternate would be a hand dryer machine	1	DGS	We'll look into this
Stop ordering supplies through Corp Express they do not have the lowest prices. Empower departs to shop for lower prices.	1	DGS	Refer to General Services--Purchasing
Misuse of application and other county documents by taking them out of the packages and leaving behind or simply putting them in the burn box when they could be collected and re-used to complete other packets.	1	DHA	
Only fax confirmations to workers when a has had to fingerprint a client for an affidavit of a missing check rather than on the days there are None - we fax stating "NONE". 14 bureaus do this everyday.	1	DHA	
Eliminate triplicate slips in reception for client information.	1	DHA	
Don't send envelopes with invoices because many pay online	1	FINANCE/MSA	Referred to Department of Finance, Municipal Services Agency and utility billing
Reduce toner cartridges by using networked copy machines	2	OCIT	
Reuse light bars from existing vehicles in transtion to new patrol cars	1	SHERIFF/DGS	
VEHICLES			
Exchange larger vehicles for smaller	1	DGS	
Only allow private mileage if a county car is not available	1	DGS	

Cost Saving Measure Suggestions	No of Suggestions	Responding Department	Comments/Status
No more use of fleet cars unless there is a minimum of 3 people in car	1	DGS	This could be a tough one, depending on peoples meeting/travel schedules. We are redrafting the Retention Policy and hope to further reduce vehicles an encourage more sharing or more use of private vehicles (with mileage reimbursement).
Stop employees driving or taking transit to county garages and then using county cars to drive to their work sites	1	DGS	
Get rid of all county cars or at least park all of them - have employees use their own cars	2	DGS	
Use nitrogen in tires which will save gas mileage and maintenance time	1	DGS	We'll look into this
Sell some of the County vehicles to reduce the fleet asset and maintenance costs	2	DGS	
Cut back or stop purchase of new county cars and assign only to county employees that need them for their job.	2	DGS	Just surplused 200 vehicles, plus, through some redistribution, we reduced the replacement list to 181, down from 360.
Reduce the mileage reimbursement or adjust accordingly when needed	1	FINANCE	
Two officers in one vehicle	1	SHERIFF	
Eliminate home retention vehicles or very high standard for keeping them	14	SHERIFF	