

County of Sonoma
Countywide Cost Saving Ideas

FOR OFFICIAL USE ONLY

NAME OF ORGANIZATION		DATE RECEIVED
ASSESSOR		
NAME OF PERSON SUBMITTING IDEA	WORK PHONE #	email
<p>TITLE OR SUBJECT OF COST SAVING IDEA</p> <p>Go paperless. Eliminate worksheets. Scan everything./In the meantime, enforce already existing policies about not printing out stuff for the file – like MLS listings and photos.</p> <p>Clean up property characteristics, so appraisers can work more efficiently. Then make sure everyone continues to update them.</p> <p>Don't send managers and supervisors to out-of-town meetings. Just send Assessor.</p> <p>Have two or three appraisers, who specialize in commercial, do all the commercial. When you don't do commercial regularly it requires too much research and is inefficient and sometimes inaccurate.</p> <p>Don't allow individuals to run electric space heaters under their desks in the winter.</p> <p>Don't keep it so cool in the office in the summer.</p> <p>Don't allow people to work at home more than one day a week. Then, spot check them. They aren't all working at home.</p> <p>Don't allow people to work more than 8 hour days. The last 2 or 3 hours of a 10 hour day are not very productive.</p> <p>Charge taxpayers for appeals</p>		
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s)		
SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s)		
BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s)		
ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA		

Each submitted form will be posted on the HR website.

Send to Chris Thomas, at CAO's office