

## Attachment 2

### Recommended Cost Savings /Productivity Enhancements

- a. Purchasing Subcommittee
- b. Automation & Information Technology Subcommittee
- c. Receiver Subcommittee

**Cost Saving Task Force**  
**Purchasing Subcommittee**

**Committee Members:**

Nancy Aplanalp, Chair; Debbie Bartels, Vice Chair; Ron Baker, CEO Rep, Jim Boggan

**Subject Experts:**

Barbara Besana, Kelly Heikila

---

Internal version of Craig's List (maybe call it Kimber's list?) on the intranet for County surplus items.

**Recommendation for Action:** IT determines feasibility of creating a Craig's List type intranet site, one that is sortable and searchable but that takes little to no maintenance. The idea is that a county employee can post an item she/he does not need in a short posting by themselves. Other county employees can view the postings on the intranet and select the items they need. Postings would automatically expire in 30 days or so. It would take some effort to organize and set up but minimal work to manage.

Such as system would enable departments to swap supplies and equipment every day, and would keep much of the surplus out of the Surplus Warehouse.

---

**Clearinghouse Recommendation:** Idea is ready for Board consideration. Idea may not have readily quantifiable savings but appears to enhance productivity or otherwise warrant implementation.

**Cost Saving Task Force**  
**Purchasing Subcommittee**

**Committee Members:**

Nancy Aplanalp, Chair; Debbie Bartels, Vice Chair; Ron Baker, CEO Rep, Jim Boggan,

**Subject Experts:**

Barbara Besana, Kelly Heikila

---

**Recycle Inkjet Cartridges:** Most County departments currently return laser copier/printer toner cartridges to the manufacturer for recycling and/or simply dispose of them. The county annually spends about 40% of the Corporate Express BPO on ink and toner cartridges.

**Recommendation for Action:** Require purchase recycled color and black ink-jet and laser jet cartridges, which have the potential to save as much as 20% over new cartridges. Since approximately 40% of our office supply BPO purchases are for ink and laser jet cartridges, the savings could be considerable. While not all cartridge sizes are available as recycled from Staples, many are, and more are all the time. Color cartridges have recently been approved for purchase as well. And Staples guarantees their performance. Based on this information, the County could realize savings of as much as \$60,000 annually with the mandated use of recycled ink jet and laser cartridges.

---

**Basis:** Administrative Services' Procurement Services and Information Technology divisions conducted a feasibility study on using recycled black printer cartridges. Results showed that there are no adverse effects and the County could save up to 20% using recycled cartridges. Procurement has arranged for Staples/Corporate Express to recommend recycled cartridges when available on all black printer cartridge orders. Department representatives are not required, but are encouraged to order recycled print cartridges. Use of color cartridges has been investigated and they are also approved for purchase. Procurement is also researching a potential printer management program which would provide supplies and maintenance.

Subject Matter Expert Consulted: Jim Boggan

---

**Clearinghouse Recommendation:** Idea is ready for Board consideration. Idea appears to have quantifiable savings as identified.

**Cost Saving Task Force**  
**Purchasing Subcommittee**

**Committee Members:**

Nancy Aplanalp, Chair; Debbie Bartels, Vice Chair; Ron Baker, CEO Rep, Jim Boggan

**Subject Expert:** Barbara Besana, Kelly Heikila

---

Office Supplies, reduce or restrict office supplies to those necessary for office programs.

**Recommendation for Action:** Implement the following policies for purchase of office supplies.

Purchase the cheaper "house brand" or generic brand for paper, post-its, and other supplies unless there is a bona fide business reason to purchase the name brand. Cost savings are estimated to be approximately 10% compared to brand name merchandise. A recent analysis indicated a savings of \$38,000 over a six month period, which could yield approximately \$76,000 in annual savings.

Recommend that Procurement provide annual or semi-annual office supply training to acquaint staff new to the office supply purchasing process with processes and potential savings by purchasing cheaper items.

---

**Basis:** Procurement Services has not restricted office supplies, but did arrange for Staples/Corporate Express to recommend a cheaper but equal product if available. For example, if a County department representative wants to buy 3M Post-it notepads on the Countywide BPO, Staples will inform the purchaser that Staples post-it notepads are available for 40% less. The department rep then decides which product to order. Procurement has the ability to require Staples to make these substitutions, but has not done so because department heads are ultimately responsible for determining their office supplies needs.

**Subject Matter Expert Consulted:** Jim Boggan

---

**Clearinghouse Recommendation:** The idea is ready for Board consideration. Idea appears to have quantifiable savings as identified. The Clearinghouse further noted that the ultimate product selection should be left to the business needs of the department but the general default should be the least cost item.

**Cost Saving Task Force**  
**Automation and Information Technology Subcommittee**

**Subcommittee Members:**

Amy Townley, Bob Blaser, Brian Jagger, David Koppin, Jerry Silva, Jill Corral, Lori Boone, Marshall Hopper, Mike Fahey, Mike Fitch, Robert Long, Timothy Wegener, Anita Reis

**Subject Matter Experts Consulted:**

Lori Boone, Fiscal Operations Manager, HHS  
Jill Corral, Sr. Technology Solutions Analyst, Auditor-Controller  
Lynn Yoshida, Sr. Administrative Services Officer, Auditor-Controller

---

Utilize the Performance Accounting System (PAS)/Corporate Express Electronic Invoice business process. This process may provide County departments a reduction in processing efforts and resource time when processing their invoices.

**Recommendation for Action:**

Under the oversight of the Auditor, the following actions be taken to consider a countywide implementation of the Corporate Express/PAS Electronic Interface business process

- The PAS User Group will work directly with Health and Human Services staff and designated department personnel to determine feasibility and possible implementation for the 'large' departments
- The PAS User Group will work directly with HHS staff and designated department personnel to coordinate departmental training for the those that choose to implement
- The PAS User Group will re-evaluate each process after a period of six months post implementation and report their findings to the Automation and Information Technology Committee shortly thereafter

**Estimated Time to Implement Solution**

Countywide: Approximately 32 hours. HHS Development staff will serve as an advisor to interested departments and share the current interface model and explain the process.

---

**Basis:**

The HHS Department has developed and is currently utilizing an electronic invoicing method with Corporate Express for processing their invoices. They reached an agreement with Corporate Express to receive their invoices in the form of an Excel file. This invoice file is then copied into a PAS Excel Interface workbook, where the data is adjusted with the use of formulas, look up tables and macros. Once the data in the workbook has been adjusted and reconciled, it is processed via the standard County PAS/Excel interface process. This process eliminates redundant data entry, cuts down on mail and paper usage, plus speeds up the payment process.

**Workload Efficiency/Cost Savings**

The process reduces duplicate data entry and processing time by more than 50%, and speeds up payment by approximately 2 weeks. What previously took multiple staff resources several hours every week is now done by one staff member, twice a month, and in less than half the time. The HHS CAPP unit currently realizes an approximate annual cost savings of \$15,812 which is equivalent to a .20 Account Clerk Journey FTE at Step 5. For some of the larger departments within the County, such as the Sheriff, Facility Services and the Community Development Resource Agency who have a high volume of interactions with Corporate Express and similar business processes, this process may result in a proportional reduction in costs in the form of staff salary savings.

**Example:** One staff member, Account Clerk Journey at the mid-point of the salary range. An existing business process duration of 6 hours per week, may be reduced to an estimated 2 hours per week. The annual staff salary savings could amount to approximately \$6,000 for one staff member or up to \$12,000 for two staff members.

---

**Clearinghouse Recommendation:** The idea is ready for Board consideration. The idea appears to have quantifiable savings as identified.

**Cost Saving Task Force**  
**Automation and Information Technology Subcommittee**

**Subcommittee Members:**

Amy Townley, Bob Blaser, Brian Jagger, David Koppin, Jerry Silva, Jill Corral, Lori Boone, Marshall Hopper, Mike Fahey, Mike Fitch, Robert Long, Timothy Wegener, Anita Reis

**Subject Experts:**

Jerry Silva, Sheriff Information Technology Manager  
Video Conferencing Users in the County  
Subcommittee Member Departments

---

Utilize available video and web-based conferencing technology in the County as a regular business practice.

**Recommendation for Action:**

Departments begin immediately to utilize available video conferencing technology as a regular business practice in order to achieve cost savings, reduce risk and increase productivity.

**Basis:**

Utilizing video and web conferencing technology can increase operational efficiencies, reduce risk to the County, and also reduce County costs. Whether this technology is utilized to conduct business or attend training, incorporating available video and web conferencing technologies into County business practices can potentially:

- Reduce risk to the employee and the County (ie., driving accidents).
- Reduce county vehicle costs (use, miles driven, maintenance, wear and tear, purchases, gas, vehicle life extended, etc.).
- Reduce vehicle mileage reimbursement expenses (55¢/mile reimbursement).
- Reduce travel time for staff.
- Free up staff time to address other workload demands.
- Reduce impact on the environment.
- Benefit constituents.

**Video Conferencing Systems:**

The two conferencing technologies available to County personnel are:

1. Video conferencing system consists of a camera, microphone, and unit placed on a cart or stationary fixture in a room along with a flat screen TV. Via this system, participants in different locations can conduct a meeting. Features include a video component (can view participants in the room) and an audio component (conduct conversations). The system cost is approximately \$11,000, plus sales tax and \$950 first year support, and is currently available in 11 locations in County buildings. At this time, non-County personnel cannot participate in County video conferences.

2. Sonexis software, in concert with office phones or Polycom audio equipment, also allows participants in different locations to hold a meeting via computers, minus the video component, and simultaneously allows participants to view shared documents or active software screens online. This system is available to all County computer users at no additional charge. Meeting participants could meet in remote meeting rooms with computers and projectors or remain at their desk to participate in the meeting. Non-county users can participate once the "host" of the meeting sends an email invitation and the user accepts and logs in.

Utilizing both systems provides the County's most comprehensive application of available video conferencing technologies.

### **Cost Savings**

There are a wide range of scenarios by which employing video conferencing technologies provides substantial cost savings to not only County users, but outside contacts (ie, constituents, vendors, consultants, etc.). Identified examples include:

- The County broadcasts the Board of Supervisors and Planning Commission meetings, saving travel costs for anyone wishing to view the meetings and associated documents in real-time or at a later time.
- The Health and Human Services department achieves cost savings by regularly utilizing the Sonexis system. In one instance during the March 2009 to May 2009 timeframe, Placer County Community Clinics began the install of a new software program to manage the dental clinics -- called Dentrix. This involved many meetings to set the functionality of the program. Since the programmers and majority of staff work in Auburn, the conferences were held in Auburn. This posed a problem for the dental staff in Kings Beach. Using Sonexis software, the Tahoe staff was able join the meetings and avoid the three-hour round trip. This resulted in savings of \$1,500 in wages and travel costs, and allowed our dentist to see patients resulting in approximately \$1,300 of revenue.
- Additionally, HHS holds other meetings and trainings between Tahoe and Auburn/Roseville staff via Sonexis, thus reducing the need for employee travel and associated costs. The department estimates its travel savings at \$16,684 for last fiscal year (calculation does not include per diem and other county reimbursements).
- The Sheriff's Department is planning to hold training classes on-site at the Auburn Justice Center versus sending staff to off-site training classes.

The Subcommittee developed a Meeting Travel Worksheet to display the costs for various trip scenarios. Cost estimates range from \$22.50/day for a day trip (Auburn to Roseville) to \$334 for a day trip/overnight stay for Auburn to Tahoe. The worksheet does not include labor costs.

If departments realized these savings for multiple staff, it is anticipated that countywide savings could be substantial, and additionally, could potentially free up staff time to address other workload demands. For instance, if County employees reduced Auburn-to-Tahoe day round trips by 500 per year @\$134/trip, it's estimated that savings would total \$67,000 annually in vehicle usage/reimbursement and per diem costs (not including labor).

The Automation and Information Technology Cost Savings Subcommittee conducts its meetings utilizing the Sonexis/Polycom system, and finds the system to be user-friendly, time saving, and it generally satisfies the Committee's meeting needs. Additionally, the Subcommittee surveyed departments utilizing video conferencing technology who reported:

- The system is user friendly
- The majority use the system at least weekly
- Their system is also regularly used by other departments
- Realized cost savings
- Would like to see expansion of video conferencing capability beyond County users.
- As they become aware of the availability of the video conferencing systems, departments tend to incorporate their utilization as a regular business practice.

**Recommendation for Implementation:**

- Presentation to Department Heads: Conduct informational presentation/demonstrate the video and web conferencing systems, which would include an employee offsite joining the meeting and displaying the capabilities of both systems.
- Publicize the availability of video and web conferencing to employees: Via iPlacer, V drive, Email, Placer's Gold, etc. on a regular basis, at least initially.
- Employee training: The Information Technology Division offers Sonexis training for employees. Departments also have the option of utilizing Department IT staff to conduct the training or a train-the-trainer approach.
- Change business practices: Employees consider conducting meetings via video and web conferencing technologies versus driving to meetings and/or training.
- Recommend video and web conferencing technologies be available for use by as many employees as possible. See attached location list.
- Review availability of video conferencing systems countywide. If additional systems are needed in the County, recommend securing grant funding for purchases.
- Expand the ability to utilize the video conferencing system beyond restricted use by County users (ie., offsite consultants, vendors, etc.)
- Recommend review of other video and web conferencing technology options for possible incorporation into regular business practices, ie., Skype, Apple iSight VC/iChat, computer flat screen with camera)

---

**Clearinghouse Recommendation:** The idea is ready for Board consideration. The idea appears to have quantifiable savings as identified.

**Cost Saving Task Force**  
**Automation and Information Technology Subcommittee**

**Subcommittee Members:**

Amy Townley, Bob Blaser, Brian Jagger, David Koppin, Jerry Silva, Jill Corral, Lori Boone, Marshall Hopper, Mike Fahey, Mike Fitch, Robert Long, Timothy Wegener, Anita Reis

**Subject Matter Experts Consulted:**

Jerry Silva, Information & Technology Manager, Sheriff's Dept.  
Leslie Blagg, Central Services Manager, Administrative Services  
Health and Human Services Management Information Services

---

Increase Printing efficiencies countywide – reduce printing costs

**Recommendation for Action:**

That the following policy be implemented:

- Utilize Quick Copy Services for black and white printing jobs over 500 copies
- Utilize multi-function copiers (Toshiba) for black and white printing jobs of less than 500 copies
- Reduce color printing except when absolutely needed
- For color printing, use strategically located LaserJet color printers (restrict access)
- Phase out the use of HP InkJet printers and cease further purchases

**Basis:**

There are opportunities for both short and long-term savings by changing the type of printers used, and by modifying the way staff use printers. Departments utilize various printing resources with varying costs to print documents. These include InkJet printers (color/b&w), LaserJet printers (color/b&w), Toshiba multifunction copiers and the utilization of Quick Copy Services offered by County Central Services. Additionally,

- Administrative Services conducted a study comparing printing cost efficiencies for Central Services Quick Copy Services and the convenience multi-function copiers (Toshiba) located in departments. The study determined that utilizing Quick Copy Services provides the most cost efficient printing option for black and white copies, especially when printing large-volume copy jobs. Costs per page were \$0.049 (labor & paper costs included) for Quick Copy and \$0.065 (not including labor and paper) utilizing the multi-function copiers.
- Health and Human Services (MIS) conducted a study comparing InkJet printing versus LaserJet printing and found that the LaserJet, over time, was the least costly option for color printing.
- The Automation and IT Subcommittee conducted its own study, using updated cost figures, to determine printing cost efficiencies and substantiated the above findings for black and white printing as well as color printing. Costs per page were approximately \$0.1646 for color LaserJet printing and \$0.3049 for InkJet printers over time. Quick Copy Services charges \$0.4900 for color copies. However, departments can obtain an estimate from Quick Copy for color jobs of more than 500 to possibly achieve a better cost than with a color LaserJet printer as Quick Copy provides price breaks for large jobs.

### **Cost Savings:**

It is anticipated that once more cost efficient methods for printing are practiced by employees, cost savings could be realized countywide through the reduction in purchases of printing equipment, and paper and ink supplies. In FY 07-08 Placer County spent a total \$252,248 on LaserJet printer cartridges and \$138,538 on InkJet printer cartridges. Therefore, if a best business practice were implemented which focused on the cost aspect of InkJet printers, an estimated \$80,000 per year would be saved. This premise also includes the expectation that very few new color LaserJets would need to be purchased to accommodate department printing needs.

### **Implementation Plan:**

- 1) Central Services to educate employees on ways to achieve cost savings related to printing documents. Departments to educate employees as well. A printing options "cheat sheet" (see template) posted by printers may be one way to accomplish this.
- 2) The County develops and adopts a "best practices" printer/printing policy. Procurement and Central Services can take the lead in finalizing the policy (present to the Automation & Information Technology Subcommittee for final approval), publicizing the new printing policy, reinforcing best printing practices, regularly updating the associated cost benefit analysis behind the recommendations, and serving as a resource to departments to assist in implementing the new policy and best practices.
- 3) As departments implement, they consider how to maximize the use of existing printers and restrain purchasing new InkJet and color LaserJet printers.
- 4) Other tenets to include in a "best practices" printing policy:
  - a. Do not automatically opt to print out a document; options include scanning and saving documents to flash drives, CD's hard drives or online
  - b. Distribute materials electronically and/or provide an electronic link to an online site for users to access documents
  - c. Set default option on department printers to "draft mode;" then print final version in "normal mode"
  - d. If your department cost benefit analysis indicates a better cost benefit, utilize Quick Copy Services for black and white printing jobs of less than 500 copies
  - e. Cease printing black and white documents on the InkJet printers
  - f. Color printing should be used sparingly and restricted to color LaserJets
  - g. For color jobs of more than 500 copies, consult Quick Copy Services for a cost estimate as price breaks are given for large jobs
  - h. All new LaserJets should have double-sided printing capabilities, and the default mode set at double-sided printing
  - i. Likewise, multi-function copier default modes should be set at double-sided to reduce paper costs
- 5) The Subcommittee recommends that the new policy be formalized in County Policy and Procedure manuals and the Procurement Division will review the Purchasing Policy to determine whether the Policy needs to be amended.

---

**Clearinghouse Recommendation:** Idea is ready for Board consideration. Idea appears to have quantifiable savings as identified. The Clearinghouse further noted that business necessity (confidentiality, etc.) of the individual department would influence the use of printer options.

# SAVE \$1,000's or More !!!!

## PRINTING BEST PRACTICES

- Do not automatically opt to print out a document
- Utilize Central Services' Quick Copy Services for black and white printing jobs over 500 copies
- Utilize multi-function copiers (Toshiba) for black and white printing jobs of less than 500 copies
- Print double-sided whenever possible to reduce paper costs
- Utilize LaserJet printer for printing jobs in color (sparingly and restrict access)
- Reduce the use of or cease using your HP Desk Jet printer

### Other Best Practices:

- Scan documents
- Distribute materials electronically
- Save documents to flash drives, CDs, hard drives, online.
- Instead of printing out presentation materials, provide a website link to those materials for users.

**Cost Saving Task Force**  
**Receiver Subcommittee**

**Committee Members:**

Paul Thompson, Chair; Dan Dottai, Vice Chair; Leslie Hobson, CEO Rep; Denise Medlin, Karin Bjork, and Robert Long

---

Perform a detailed audit of all departments payroll processing to look for internal control issues and possible abuses of leave hours and overtime.

**Recommendation for Action:** We recommend that the CEO's office continue to maintain oversight and insure compliance with departments in regards to potential abuse problems. We also recommend that the Auditor's Office Internal Audit Division completes the template for the county wide audit, and distribute such to each department, so that internal control issues can be identified. While the immediate salary savings are not quantifiable, we are looking into the future for cost reductions.

---

**Basis:** According to a Principal Management Analyst, the County Executive Office already met and reviewed with each department head and/or assistant in the fall of 2008 of all employees who had one or more unpaid leave hour during the previous year, and who was paid overtime during each paid period with one or more unpaid leave hour. Last winter the CEO's office initiated a review, department by department to identify the employees who may abuse leave hours and overtime, to ensure each department to address such abuse of leave hours and overtime. A second review by the CEO's office will occur this winter.

In addition, the Auditor's Office Internal Audit Division is performing a payroll audit of the Community Development Resource Agency (CDRA) as part of the overall audit of CDRA. The Auditor's Office plans to use this payroll audit as a template for detecting possible internal control issues in other departments.

**Subject Matter Expert(s) Consulted:**

Holly Heinzen, Assistant CEO; Bekki Riggan, CEO Principal Management Analyst; Amy Townley, CDRA Administrative Fiscal Operations Manager

---

**Clearinghouse Recommendation:** Idea is ready for Board presentation. Idea may not have readily quantifiable savings, but appears to enhance productivity or otherwise warrant implementation.

Cost Saving Task Force  
Receiver Subcommittee

Committee Members:

Paul Thompson, Chair; Dan Dottai, Vice Chair; Leslie Hobson, CEO Rep; Denise Medlin, Karin Bjork, and Robert Long

---

Change policy on development security deposits.

Recommendation for Action: The Engineering & Surveying Department intends to take a Deferred Improvement Agreement Policy to the Board for adoption in the next several months. The policy contains provisions for full cost recovery of staff time spent creating Deferred Improvement Agreements, and managing the associated security deposits. The Receiver Committee therefore recommends no further action regarding this suggestion other than to monitor the status of the policy and confirm Board adoption.

---

Basis: The Receiver Subcommittee is interpreting this cost savings recommendation to imply that the County can save money by making sure we are appropriately compensated for staff time spent dealing with development security deposits. Such security deposits are typically accompanied by agreements, which involve staff time to create, monitor, and ultimately extinguish.

Development agreements are typically created for private land development projects. They outline a program for how development will progress, and speak to the County's involvement in the various steps. Most development agreements are currently structured such that the County's costs associated with them are fully recoverable. However, the Engineering & Surveying Department of CDRA does get involved in creating a handful of specific development agreements that currently are not fully cost recoverable, namely Deferred Improvement Agreements. Deferred Improvement Agreements typically are entered into at the latter stage of a project when site construction activities are nearing completion. A Deferred Improvement Agreement permits deferral of minor incomplete improvements such that building occupancy can be granted.

Based on the average volume of 20 minor Deferred Improvement Agreements and 5 complex Deferred Improvement Agreements per year, the unreimbursed cost is estimated at \$15,000.

The Director of Engineering & Surveying, Wes Zicker, is currently creating a Deferred Improvement Agreement Policy that will ultimately be taken to the Board of Supervisors for adoption. The policy will memorialize the steps involved in creating, tracking, and extinguishing Deferred Improvement Agreements. One component of the policy speaks to cost recovery as follows:

1. Any person or entity requesting a Deferred Improvement Agreement under this policy shall pay all costs for the preparation of any necessary agreements. This may include, but is not necessarily limited to; engineering design, reports and estimating, county staff time, public notice costs, legal costs, reproduction, etc. The applicant shall engage consultant(s), approved by the County, to prepare all necessary documents and conduct necessary studies and analyses.
2. The County will charge the cost of preparation and processing of the agreement to the account established by the Agency for the inspection of the construction of the improvements for the project. That account shall be due and payable in full prior to the acceptance of the deferred improvements and/or the release of any security.

Subject Matter Expert(s) Consulted:

Wes Zicker, ESD Director, author of DIA Policy

Rob Sandman, County Counsel, assisting Wes on legal review of DIA Policy

---

**Clearinghouse Recommendation:** Idea is ready for Board consideration. Idea appears to have quantifiable savings as identified.

**Cost Saving Task Force**  
**Receiver Subcommittee**

**Committee Members:**

Paul Thompson, Chair; Dan Dottai, Vice Chair; Leslie Hobson, CEO Rep; Denise Medlin, Karin Bjork, and Robert Long

---

Review trust funds for escheatment.

**Recommendation for Action:** The Receiver Subcommittee recommends that the Auditor's Office review all trust funds for escheatment as required by Government Code Section 50050-50056, and semiannually follow up with departments maintaining trust funds to monitor the status of accounts eligible for escheatment.

---

**Basis:** The Receiver Subcommittee found that this cost savings idea would be the responsibility of the Auditor-Controller's Office. According to the *Accounting Policies and Procedures Manual*, prepared by the Auditor-Controller's Office, page 23, Escheating and Refunding Unclaimed Funds:

1. Per Government Code Section 50050-50056, unclaimed funds left on deposit in the County Treasury longer than three years will be escheated to the County General Fund
2. Annually, the Financial Reporting Unit of the Auditor-Controller's Office sends a memorandum to departments with trust funds under their control requesting a detailed listing of accounts/amounts that should be escheated under this Code section. A copy of the escheatment policy related to this memorandum can be found at V:\Auditor\Unclaimed Funds Policy.doc.
3. The Auditor-Controller's Office prepares a journal entry to move the escheated funds from the departmental trust funds to the County General Fund and/or other specified funds approved by the Board of Supervisors. On April 7, 2009, the Auditor Controller received Board approval to transfer \$23,030.55 in unclaimed monies to the General Fund.

Subject Matter Expert(s) Consulted:

Lynn Yoshida, ASO, Auditor-Controller's Office

---

**Clearinghouse Recommendation:** The idea is ready for Board consideration. Idea appears to have quantifiable savings as identified.

