

30 Day Challenge Ideas for 2018 - City Council Direction not Required

IDEA	OBJECTIVE
Get rid of the mandatory supervisor training and the quarterly management forums. Deal with the time leak of EVERYONE taking extended coffee breaks and lunch breaks.	Provide more time for staff to do THEIR work, create less need for overtime.
Office Supplies - Have every department review what office supplies that are in everyone's desk and what is normally stocked. If you have a huge pile of pens that are still working, use them instead of buying more. You be surprised how many supplies are kept in someone's drawer when they have been in the job for many years.	Saving money and reduce waste.
Paper vs. electronic - For council and other meetings, try to move to a more electronic form of viewing the agendas etc. We already have the eScribe program in place and the more people that are viewing agendas etc. electronically or even via PDF will save thousands of dollars in supplies.	This will save money in paper/toner/power to run the machines and possible repairs to those machines that produce the paperwork. it will be more streamline for all people involved in the process.
When completing phone registrations for swimming lessons and other programs in the leisure guide. Instead of playing music while the patron is on hold, could you add a voice message asking the patron to have their credit card and household/client ID # ready for the operator/cashier.	This is will reduce the time the cashier is on the phone where the patron is searching for their household/client ID # and will remind the patron to have their credit card handy. This may reduce time between 0-30 seconds/call, but when the cashiers have hundreds of phone calls a night it may help to assist more patrons & decrease frustrations of people waiting on hold Sunday night. This may also help increase the speed of registering someone into a program on the following Monday & Tuesday. When patrons are registered faster the patrons on hold wait less.
Travel - Could we consider reviewing the amount that travel and amenities are spent. If it is for education purposes, consider more on-line options vs. in person. If they have to travel, consider put a cap on what is allowed for meal purchases, the location of the education (Canada vs. US or overseas). Which hotel they stay at etc. They would also have to get a certain passing grade in order to be reimbursed (if grades are issued). If they don't pass, they don't get reimbursed. Must also get written approval from their manager before any purchases are made of registration or travel arrangements.	It will save money by reducing what is reimbursed for travel expenses.
I am not sure what pop can recycling goes to in the city, but maybe we could put it towards the budget? if it belongs to the area that collects it or goes towards something else. As you said every little bit helps.	Recycling is environmentally friendly and all areas can put theirs towards helping out?
Sell trailers that are not in use, for example, the EllisDon office Trailers by COC.	Potential for hundreds of thousands in sales. Avoid costs related to maintenance, upkeep, inspections, etc.
The City defaults all printers to print on both sides of the paper. Also if you are saving an electronic copy of the record - there is no need to print; this will free up space and save on storage.	- save on paper; -save the environment, -save on the storage costs.
The Car Allowance offered to employees in excess of industry standards, best practices and the CRA maximum allowable rate.	Changes to the CRA maximum allowable rate of \$0.54/km would save \$100,000's
Eliminate APV Books and replace them with Purchasing Cards.	This will cut down on admin, printing and manual data entry cost as the purchase data can be entered directly from US bank without a manual process.
I notice that a lot of lights, computers, and vending machines are left on after work hours. Can we set these on timers to turn off between ~6:00pm and ~6:00am? Chris Richards with Environmental & Corporate Initiatives did a study using smart plugs for CSE and showed that there's a lot of electricity that could be saved! Maybe we could also engage our custodial staff to keep lights off.	Utility bill reductions.
If the City is paying to subsidize staff parking, maybe we could charge more for staff parking, but provide incentives for cycling and transit?	Reduced parking space rental fees.

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As mentioned at the last GPC, SaskTel Centre has agreed to contribute a minimum of \$300,000 to the CBCM Reserve + 5% of their annual surplus. We should include an estimate of their surplus in the budget.	2016 SaskTel Centre had a \$1.22 million surplus. 5% of that is an approximate \$50,000 increase in funding for the CBCM reserve. We can lower the City contribution by the same amount.
Each cubicle/office has their own garbage and recycling emptied each evening. If we had a few locations within each department where staff could empty their own garbage/recycling then cleaning staff would only have empty the central bins.	This would save time for the cleaning staff and perhaps free them up to complete other tasks.
To eliminate desk top phones/landlines for anyone that has a City of Saskatoon cell phone.	Potentially create cost savings on phone bills, reduce wasted time linking phone numbers when people are in the field, improve service to those calling staff internally and externally. NOTE: Not sure if anyone still has this "double" service.
Eliminate fixed car allowances for all employees still receiving them, and replace with per km reimbursements.	Ensures funds aren't being wasted by linking payments to actual vehicle usage.
I don't have a grand idea, but a simple one. Often, small changes can have a big impact. A place we could definitely look to improve, as both a cost saving measure and environmental initiative, is to turn off the lights. I've noticed, in many areas of City Hall, that office lights remain on when someone isn't in their office. Many of those same offices have big, bright windows - there's a social media campaign #lightsoffscreenon that we could use to gather positive attention on social media. Desk lamps also are kept on overnight when they could easily be turned off at the end of each day. Bathroom lights are kept on continuously - have we ever thought about changing out the switches to motion detection ones? Yes, there would be an initial cost associated with this change, but it would help us decrease usage overall. There are also some floors where staff keep blankets under their desks because the air conditioning is set so low.	If every facility were to adopt this approach of turning off the lights when not in use, there would be a definite decrease in our utility bills and decrease in emissions. Imagine what we could save if all COS facilities adopted this approach? By being aware (and making small adjustments) we can reduce our consumption, and our bills.
We should ensure that all contracts are tendered out on a regular basis (once every 3 - 5 years). While I am sure this is done in most areas, there are likely many contracts that have been in place for a significant amount of time and receiving regular inflation increases. We should populate a list of all contracts and the last time it was tendered to manage this process and ensure the City is receiving the most competitive prices.	Unknown savings at this time, but will ensure the City is paying the most competitive rate on all services.
Maybe save janitorial time by having all staff empty their respective black garbage and blue recycle bin daily and have it picked up once a week? We hardly have waste every day but the janitorial, while I hate to cut their hours, have to bend an empty baskets that have three small crumpled waste items...	Maybe fewer hours, staff maybe more aware of the garbage they produce?
ensure all lights are turned off in the building at end of day; I always turn off lights in our boardrooms when not occupied...	electrical costs
I think all departments should assess their meeting schedules. We have a ribbon in our office stating "I survived a meeting that should have been an email" for good reason. It's not just is, it's all departments. There are too many meetings	Save time, money, gas
eliminate free above parking behind City Hall; have a lottery, or still seniority, but charge for new revenue stream a spot - I pay \$210 a month to park...this could realize a revenue stream, and while not popular, a fair monthly fee should be palatable	
Offering telecommuting as an option for appropriate staff.	The city would save in desk/office space, water use, downtown parking would be less congested, not to mention less traffic on the roads would have environmental benefits.

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If possible, decrease time on automatic lights to turn off quicker when there is inactivity in the room. I notice our office lights stay on for a long time after someone has gone home and no one turns them off.	Energy efficiency and forces staff to move around more rather than being glued to their desk.
Remove assigned parking spots from upper management and rent them out to City employees at market rate, even slightly below market rate.	Quite frankly, upper management are among those who can likely afford paid parking compared to other staff. Profits from parking revenue could be used to reduce tax increase year after year.
Having a dedicated space for office frick-frack that's collecting dust in people's offices (e.g. desk trays, file sorters, etc.).	So many items are being ordered new when they could be re-purposed. Unfortunately, no one has time to go office to office to see if someone has the required item long-stashed atop a cabinet or under a desk. Having dedicated space for used office supplies would not only save money, it would get the required item into the requester's hands immediately.
Examine OT in each area and review why it's happening. Lack of planning? Last minute requests or changes. is the process flawed? maybe the business process has unnecessary steps that are causing extra time and there fore extra work that is bleeding into OT. Requirements in need of review? Maybe something that has been done off hours could be reviewed for why? what makes something "essential/timely", what are we willing to bend on?	Reviewing OT costs, reasons, etc. will require a review of processes, resources, and options for automation. With the new software we have at our disposal we may be able to move processes to My City to streamline activities. We could evaluate corporate - internal - expectations and whether there are "needs" that are more "wants". Maybe OT isn't necessary, maybe it's just about prioritization and planning.
Re-evaluate our Human Resources process of preferentially vetting local applicants for job competitions (which we are currently doing in some cases). If we want to grow our corporate excellence, let's incentivise hiring the best candidates, and consider that they may not be in our City yet... so let's consider offering relocation benefits - steal the best people we can from other Cities / organizations / locations. Take them from anywhere they want to come from.	Getting the right people on the bus will ensure a culture of continuous improvement and will ensure that we build a world-class city... to do that we need to invite the world to our City.
Our Section has an approved budget. Have submitted a RFP to purchase computer screens to improve and provide efficiency to our work. Our purchase price within work is \$360 per screen. To purchase at any store a higher end screen will cost \$120-150 per screen.	1/3 savings to our City/Police Budget. Efficiency not only in work output but an energy efficient screen as well. Being handcuffed (pardon the pun) into purchasing a more expensive and poorer quality item seems counter productive and wasteful.
Standardize the Office Furniture offerings. When I got a new chair, it was a full on assessment where I had to drive over to the West side to "test" chairs. There was far too much choice, including what fabric I wanted. Every other place I have worked has had a bulk order of 3-4 different chairs in a single fabric and all staff are required to choose from that.	\$200 per chair ordered. Up to 20,000 annually.
Small problem but cleaning staff overload the paper towel dispensers in the bathrooms at the police station. As a result of you pull one out often 5-8 come with it. Now they are all dirty and are tossed. This likely adds up to a lot of wasted paper towel in such a large building.	Save paper towel and therefore money and the environment.
Promote increased use of Skype for internal meetings, instead of driving to various locations. This could be promoted via an internal communications campaign.	Meeting via Skype instead of in person will: a) Reduce the amount of time employees are on the road driving between meetings, thereby reducing the risk of MVC's and harmful emissions. b) Increase productivity by reducing travel time.
Cut back on some of City Hall's downtown parking for some employees. Or if you are an employee who is provided a parking spot, perhaps a fee is applied to the spot.	Generate revenue.
Make all CoS scramble parking stalls available to book online versus having to go through an Admin person to book.	Less time spent communicating with an Admin person to book a stall = easier process and less administration of said stalls

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Stop printing so much paper! People still print division/team meeting agendas/minutes or payroll reports when they can be accessed online or shared through SharePoint.	Reduction in paper needing purchased, environmental benefit, more space (too many documents stored in boxes/stored in work areas)
Default every printer in the organization to be double-sided print and in grayscale.	
Unscrew light bulbs in vending machines across the corporation	Reduced energy consumption = reduced operating costs and a sign that the City is willing to try anything and see what works. (Walmart implemented this with staff room vending machines across the entire company and saved \$2 million annually).
Send TD1 and TD1SK forms along with any other appropriate hiring documents to new employees that will be starting with the City in advance of their start date (a "welcome package" kind of e-mail which would also include an employee ID # PRIOR to starting).	Less wasted time for an employee on his/her first day of employment with the City. Forms are filled out in advance. Youth are not sure how to complete the TD1(SK) forms or do not know their SIN or have it with them therefore this process would eliminate the back-and-forth time wasted getting this information on both the new-hire's perspective and payroll's.
Turn off computer Monitors when the employees are done for the day. This can be done by an awareness email to all employees to turn off monitors when they leave home. Or a programmed way by IT to turn off monitors.	Based on research, average ANNUAL energy cost that can be saved per monitor is 36\$. Considering the number of monitors in the city, this can be a good amount of savings achieved with minimal effort.
TCU Place currently doesn't contribute to CBCM, the City does. I know TCU Place didn't make any profit (not like SaskTel Centre) but it is important to treat the operation as a true business unit and recognize the full cost of running the facility. Now City automatically pays any increase in the CBCM contribution every year. City would still need to provide the subsidy to TCU Place at the end if required but it needs to be held accountable for its own cost of operation, replacement cost is an important part of it.	Set as an ongoing target for TCU Place to strike as a profitable event organization.
Get SL&P to stop buying all those promo items. Why do they need them? It seems very excessive.	It will save money.
Eliminate subsidized employee parking	cost savings, revenue can be generated from parking lots
I think we should set up an Innovation Fund for every division.	That would encourage business units to find savings in their operating budgets, and it would also get people thinking about how they could innovate their work.
For every \$1,000 saved out of their operating budget, transfer \$500 into an Innovation Fund that can be carried forward and used for funding business innovation initiatives in their division.	Win/Win.
Set up the fund so it could be carried forward until the division has enough savings to fund a new innovation initiative.	
Wireless live communication on the new tough pads	jobs wont be done twice if we can see live what other crews are doing/have done
Mobile device management for the corporation	A centralized managed service that will save the corporation about \$50 - 100,000 K a year depending on the managed service cost.
Streamline room booking. As a manager I have spent at least an hour a month "hunting" for a room because none were available to me and I would have to call clerks to get access to a committee room. All room bookings should be done through outlook. In the event that approval is required (i.e. Clerks), then we need an approval system in place, not just an email that is poorly documented.	If there are 500 people booking rooms every month and they have comparable time waste to myself, 500 hours monthly of valuable time. This could translate into upwards of 10K monthly, not to mention Clerks admin time (and the "phone a friend" people in CSE or other departments who have access to different rooms from me)

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Regulating the temperature in City Hall. Perhaps some sort of tint on the windows to keep the direct sun/heat out and of course closing the blinds. Most Monday mornings the heat and the stuffiness is quite noticeable in our office (south side of building). We understand the chillers are set to go off at a different temperature on the weekend but come Monday morning because it's gotten so warm and stuffy, office doors are propped wide open, every available fan is on high and those actions defeat the purpose of the air conditioning. It normally takes a full day to get back to a comfortable temperature.	Reduce electricity consumption and starting our Monday/week off on a good note versus being uncomfortable, unproductive and complaining about it.
Catering justification. My division almost never caters events, but at a recent Safety Superintendent Friday, I noticed they have a catered meal!	Cost savings.
Create a fine and enforcement system for illegal overweight vehicles and larger fees for overweight vehicles as well.	<p>This would be two fold achievement. It would create City revenue through fees and fines to illegal overweight vehicles. These vehicle are also the ones that do the most damage to our roads so if illegal loads decreased and were divided to legal loads we would see less damage to our major roads and longer service life before next treatment.</p> <p>However, there would be upfront costs for design of the system and to increase enforcement that would need to be considered so may not be a quick win?</p>
Offer some of our training programs to external organizations (e.g. health region, school boards, library, etc.) for a fee by either offering it in their companies or opening up seats in our sessions to external people. Not every program would be good for this, but perhaps could be considered for those that are not tailored specifically to the City (e.g. Aboriginal Awareness, LGBTQ2S) and where we generally have space for more attendees.	Increase revenue at little/no cost.
Charge civic employees for their parking spots (payroll deduction) and remove the taxable benefit from their T4. I would guess pretty much every other employer in the downtown core makes employees pay for their own parking, we should be no different.	New source of revenue, employees can decide if they really need/want their space or not, other employees who may not otherwise get a spot would now have a chance to buy one, the Payroll Office won't have to deal with taxable benefit calculations anymore.
Charge interest on overdue accounts. Our SAR's/invoices say we will but we aren't. I know our current systems might prevent us from automating this, but for large outstanding amounts (maybe set a limit of \$10,000 or something), we should be doing it anyway. The interest will exceed the cost of us calculating and invoicing for it.	Increased revenue, more timely payment from customers.
Install light timers in bathrooms, office supply/copier rooms, meeting rooms (Committee rooms as well as internal meeting rooms) to automatically turn off the lights after a few minutes.	Utility cost savings.
Set up centralized waste and recycling collection points in our civic facilities. I don't need my garbage and recycling emptied from my office every day, let me empty my bin in a common bin when I think it should be emptied. The janitorial staff can then use that time to do other things like vacuum more than once a year.	Efficiency gain
Establish reusable office supply stations where people can put items they no longer use and others can take from there instead of ordering new.	Cost savings.
Charging civic employees for parking.	it will ensure that a fair price will be paid by those that choose to bring their vehicles to work.

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<p>Replace the live plants in the lobby and along the second floor overlook in city hall with realistic fake plants, or remove them entirely. The staff time spent to tend to them (I see the staff watering and pruning/plucking the plants at least once a week, perhaps twice) could be reallocated to more value added activities or perhaps even eliminated.</p>	<p>Cost savings.</p>
<p>Everyone should shut off their computers at the end of the day.</p>	<p>Save money</p>
<p>Lights off in Civic Buildings, notably CSE where lights are always on. No need to have lights on over nights and weekends. Remind Civic staff and custodial staff that lights should be turned off at end of day.</p>	<p>Save money and electricity.</p>
<p>To have multiple metal recycling bins at our transit maintenance shop such that the city can capitalize on, in some cases, much higher rates (on a weight paid basis) for certain metals which currently all go into our single "metal" bin, which apparently pays the city the minimum (or base) rate, which is the rate paid for scrap steel.</p>	<p>Much more revenue generated as a result of the city being paid higher, and in some cases, much higher rates for certain metals. Note that there is no cost incurred to have multiple bins on site (versus just one at present). One must also note that the only other city input cost that may be incurred to achieve such a revenue increase would be the associated labor cost incurred, if chosen to do such, of separating certain module assemblies consisting of multiple metals/other materials. This issue may be circumvented as the company currently on contract for our scrap metal recycling (Inland) does offer the option of providing bins for certain "unclean/unpure" metals that pay at a rate that is still substantially higher than the minimum/base "scrap metal" rate.</p>
<p>P-Card for each division for online advertising</p>	<p>The city spends thousands of dollars on online advertising and advertisers such as Facebook and Twitter require a credit card for payment. Because most staff won't use their personal credit cards and submit for reimbursement, we hire external contractors to run campaigns. Typically this adds an immediate 15% on top of the media and costs additional consulting management fees. As we move towards a digital first strategy this isn't sustainable.</p>
<p>Consider implementing active overtime management for operations staff by pre-setting level of service targets for operational emergencies such as emergency utility repairs.</p>	<p>Review what City of Calgary has done to manage staff overtime hours. By setting level of service scales for water main repairs (for example) overtime can be managed by only using it for service interruptions that affect a certain threshold of users. Below the threshold (in this example) a water trailer is provided and work is completed without overtime.</p>
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<p>Parking. Consider who requires a parking spot at the City and for what purpose. Managers should not simply receive a parking spot just because they are manager..... decisions if a person requires a parking spot should be determined based on the person's need to travel as part of their job.</p> <p>Furthermore, the City should lead by example and provide parking spots for people who carpool. Fewer cars on the road are a benefit for the entire City, and carpooling should be encouraged. One way to do this is to provide parking spots to people who do carpool.</p>	<p>If the City reconsidered who should receive a parking spot, there may be options for selling or redeveloping parking lots in the City which are currently used for City employee parking.</p>

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Remove the car allowance from staff. staff here have a really good wage and then are allowed to receive a monthly car allowance and I understand can charge additional expenses on top of that. it is just not fair, I have meetings I charge the 9.37 as per my union contract and that should be the same for all. you would save so much money and if staff don't like it, oh well.	savings, substantial savings
When I am printing up rentals for HBC pool space - I am making a PDF copy that I send to the customer, school or group - they have told me that I do not need to make them a copy that they already have made their own copy - but I am printing their rental for the City's copy for them to sign	I will be cutting back on half the paper that I currently use - for example one of the user groups rental is 15 pages long - for each season and also for the school groups that have rentals - I will be saving at least 3 pages for those - this past spring season there were 75 school rentals in April and May
Unpaid Days for employees. A mandatory day(s) off without pay for City staff to take during slow times in certain work groups depending on their functions.	Cost savings
No raises for next CUPE 59 negotiation. Shouldn't the best jobs at the best places to work be the lowest paying, and the worst jobs at the worst places to work be the highest paying?	Future planning for austerity considering seeming 100% inflation rate over last ten years.
Replace our street scape flower pots that require manual watering with ones that have water reservoirs built into them. The water is then drawn up into the soil by the root system as the soil dries out.	Staff won't have to go manually water the flower pots as often which saves on time and makes it safer for them too
Parks staff who empty the garbage containers should also be given the supplies to refill the dog waste bag dispensers at the same time.	Instead of having two people visit the same place twice, would be able to have one person visit once, save staff time and look better to the public
Instead of printing out agendas and minutes, use the projector/tv and a computer. Most of these end up being recycled anyways and are saved to either a shared folder or on Share Point.	Reduce printing and recycling costs.
Instruct staff to turn off computers, monitors, and unplug unneeded devices, such as toasters/tea kettles in kitchens when not in use.	Savings in wear and tear as well as power bills. For computers, turning these off improves performance.
This is more long term savings - - Creation of shower facilities in new or retrofitted COS owned building. (i.e. 2nd floor CSE)	This will further entice people to bike to work, go for runs during breaks, be more active, yet still feel comfortable at work. Just by exercise alone with the ability of feeling clean and fresh afterwards for work, would improve moral, health and fitness of the employees. This in turn will most likely reduce the number of days where people would call in sick or injured. Having this outlet of fitness and shower afterwards I see would help re-invigorate the workforce to be more productive and healthy as a whole. This idea, will have upfront costs, but in long run result in savings.

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<p>As of January 2017, in a previous role, the number of off cycle payroll processed by the corporate pay office was high. When payroll computation occurs, employee deposits are sent to the bank first before review of final payroll can be completed. Since the review is only happening after payroll has gone to the bank, any corrections, errors identified are reactive which typically generates off cycle deposits (paper cheques and direct deposit). Stats collected in 2016 show:</p> <ul style="list-style-type: none"> •Off Cycle Stats (Jan 1 – August 31, 2016): □-Online (direct deposit) payments – 912 □-Manual (paper) cheques – 757 •Hours spent on producing off cycles and corrections (January - August 2016) was estimated at \$500,000 in time spent. <p>Proposed Solution pending the implementation of an ERP: A Pay Element Diagnostic report was created in the fall of 2016 by IT in collaboration with the Pay office to help with validating payroll before it is sent to the bank. The report provides details on current and prior period earnings and variances. The variances are investigated and matched to paperwork that may explain why an employee is earning more or less in a payroll period.</p>	<p>Other than the dollar savings from streamlining process and by leveraging existing software, the change will achieve the following:</p> <ul style="list-style-type: none"> •The proposed solution will not only streamline the process but ensure payroll results are verified prior to sending it to the banks. •Possibility of overpaying employee is reduced •Reduction in the number of manual (paper) cheques to employee who have already signed up for direct deposit. •Employees receive accurate pay the first time •Staff time spent on processing the off cycle payrolls is reduced •Less reactive work •Less disgruntled employees, more engaged City staff.
<p>Encourage the use of Skype Conference Call feature instead of travelling to offsite meetings</p>	<p>Savings in dollars from travel from site to site, time spent on the road to get to meetings and more productive use of time. The technology already exists, we just have to use it. To roll-out City wide, a quick reference guide can be provided to City employees on how to schedule, attend and present on the Skype conference calls.</p>
<p>The Leadership Team should refuse to accept their bonuses this year and next. Can we look to automating the leave pass and the travel authorization?</p>	<p>Save money The leave pass process is fairly simple, but there should be a workflow for both of these with the standard amounts listed in both on drop down lists. The workflow could simplify the approval process as well as ensure it is tracked and not lost in transit.</p>
<p>Refine the road closure signage policy</p>	<p>Reduce the labour and thus time/money to set up road closure programs. Referring to the Boychuk Dr. program recently, there were 5 road closed signs along 5 blocks. This was unnecessary, very inconvenient and misleading to the public.</p>
<p>Reduce the amount of overtime paid to employees by hiring staff and working on retention of staff members. My example is the transit mechanic that had \$98,000 of overtime. That's almost the wage of 2 mechanics combined, just in overtime costs! Automate manual processes</p>	<p>It will improve the costs of labour, reduce burnout of employees and help with retention as workloads will be manageable. so many manual processes in each division that could be automated and eliminate FTE's</p>
<p>Remove paper forms for leave of absences and introduce a digital procedure.</p>	<p>It will reduce workflow lag time between vacation request, approval, and input into our timesheet databases/applications. It will allow team calendars to be built off the data and shown regularly to supervisors and will save the City money on buying paper forms.</p>
<p>Implement Digital Project Intake controls for all workgroups</p>	<p>Allow all requests to be accepted in a systematic fashion, similar to how requests from ITSupport.Saskatoon.ca get moved into projects managed by IT. This will allow proper work orders to be generated from requests, and allow multiple requests to all be tagged into one work order/Project.</p>

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Require potential employees to pay for their own criminal record checks.	A criminal record check is \$35.00 and a vulnerable sector search is \$70.00. A lot of other organizations do not pay for this service. If the person wants to job bad enough they should be willing to pay for this service.
Paid parking	To all the employees who get a free parking spot behind City Hall or underground, they should be required to pay monthly or yearly. Typically, the individuals who have these parking spots are Managers, Directors or GM's and they have a lot more money than most other employees, therefore they should be able to pay for parking, just like the rest of us.
Potholes	I have noticed that potholes being fixed are done poorly. The end result is that the fix is quick, but not long lasting and then the repair has to be done again and again. At the Boychuk and Hwy 16 turn off for instance, there is the same pothole every couple months or so that is repaired over and over. Wouldn't it save time and money repairing it right the first time with stronger materials?
Stop printing job postings for the job boards and sending copies to Ave P	Eliminating this would save time, resources and money. The job boards outside of HR and on the 4th floor are useless basically, because we accept online applications only, no paper. If we stopped having to do this, we would save on paper, ink (colour) and time.
Purchase a vac truck for the wastewater treatment plant	Every year we pay hundreds of thousands of dollars to Evirotec (now GFL, Green For Life) and McGills for various jobs that we could do ourselves. We have the manpower and ability to operate the truck, the initial cost of investing in a truck would be paid for in the first few months and the savings felt for years after that.
Voluntary Leave of Absence. Many full time positions have predictable cycles in a year when they are busy and when they are not. On a voluntary basis, and in consultation with their manager, employees could arrange for an unpaid leave of absence during these times.	Obviously wages can be saved, but a further benefit is healthier employees through the respite gained from spending time with family or pursuing other interests.
Digital Screens in all our Civic Facilities.	Not only will it allow us to control our message in our civic facilities, but we could have a video portal power it - sell advertising opportunities - and we could even tie it into a our Alertus Emergency Alerts to give city-wide or location specific visual alerts.
Similar to an earlier submission - XDO's (Extra Days Off). At their manager's discretion, employees can "purchase" a limited number (5-10?) days off. The days are unpaid and the time is simply deducted from the annual salary.	Besides the cost savings from wages the additional benefit is the respite and the scheduling flexibility offered to employees.
Make reviewing the SAR system (the way customers charge on account and how the process is administered) a priority, and consider implementing a late fee (1-2%, or more depending on industry standard) on arrears outstanding more than 30 days.	Current system is outdated. A review and subsequent changes to how we do business will result in operating efficiencies and subsequent cost savings. Charging a late fee will encourage earlier payment of arrears.
<p>We need to start charging employees for lost photo ID cards.</p> <p>Every year approx. 250 employee cards are lost! This translates into a cost of \$5000 to the City not to mention the physical time it takes to reprint and ship them off to the employee or an employee driving up to Ave P to pick it up.</p> <p>This 250 includes lost cards of seasonal employees that return every spring with no card and full time employees.</p> <p>I think that each employee gets their first card paid for by the city. If they lose their card, they will have to pay for a replacement at a cost of \$20.</p> <p>Comparatively the Library has been doing this right from the start and they have 1-2 lost cards per year.</p>	<p>This would be a year on year savings of approx. \$4500 - \$5500 per year. Not a lot but it's something.</p> <p>If you need more information please call or email</p>

IDEA	OBJECTIVE
Car allowance amounts are ridiculously high based and are difficult to justify. Often in cases it may be more economical to rent a vehicle. And that vehicle if only transporting people can be a subcompact, for reduced operating costs. Not a half-ton truck with higher than average operating costs.	Lower costs associated with delivering the same service and reduced environmental impacts.
The city leases lots of crew cab 4x4 trucks such as the Pest department with the cost of fuel as it is why don't we lease more appropriate sized vehicle's like a crew cab Colorado or Canyon , If understand the need for half ton pick-ups but not the whole fleet.	Less fuel costs for the city and it's tax payer's and less environmental impact since they get better fuel economy .
Charge market rates for all staff parking, including parking for managers, GM's, the Mayor and Council.	It will help recoup costs associated with maintaining the parking facilities, and generate additional revenue for general use.
Charge a minimal fee for the Leisure Card under the "Leisure Access Program". (those that get a leisure card at no charge to address cost as a barrier)	Bring in some revenue and give a sense of ownership and accountability to those using the service.
Allow employees to take unpaid days – up to 2 weeks/year for each employee	Cost savings
Review ongoing training requirements and disciplinary implications for equipment operators and drivers to incentivize reduced number of damage claims	Cost savings
Streamline and clarify the business plan and budget process. Create consistent, realistic cycle schedules so that business plans are done before budgets. Ensure all required templates are provided to staff at the outset and are simple, clear, consistent and readily available (for example, provide the FTE Optimization Form and clarify if it's required when the FTE is associated with a capital project). Ensure documentation isn't duplicated (e.g. the memo to request staff, the capital project write-up, and the FTE Optimization Form have similar content requirements). Ensure any formal or informal mandates or guidelines are communicated to staff before they begin their business plan and budget work (for example, late-April discussions about mandate were not communicated until budget deadlines in May). Align the budget and payroll systems - for example, it's not efficient to have managers manually calculating their salary budgets using copies of the CBAs and a spreadsheet of when all of their staff will receive increments. That information is in the payroll system.	Greater efficiencies in the use of staff time, which helps reduce or at least postpone the need for FTE increases.
Review and align the update/status reporting systems. Transparency and accountability are important for us as a public agency. But too many similar-but-not-identical reports creates confusion that compromises transparency, and internal red tape that consumes staff resources. Examples include the quarterly updates, the quarterly capital status reports, and the Service, Savings & Sustainability report.	- Greater efficiencies which will reduce or at least postpone the need to add FTEs. While reporting is an important part of our work, we also need to focus resources on actually doing the things we're reporting on. - Greater transparency/less confusion for readers (internal and external).

IDEA	OBJECTIVE
Streamline and clarify the variance reporting system. The change from monthly to quarterly reports is welcome, but the system still needs work. For example, how much effort should be placed on detailed reporting for business lines and cost centres that can't make a material difference? Also, it's not efficient to have managers manually inserting formulas in spreadsheets in order to calculate variances - and redoing that for each variance report. And it's confusing when numbers are inserted into the spreadsheets without an explanation to managers - we're at a loss to explain them in our reports. It's also confusing when mid-year budget adjustments are made and not communicated to managers. For example, while we recognize the challenge of this year's provincial budget, if that affected this year's budget it has to be properly reflected in the spreadsheets and communicated to managers before they do their variance reports.	Greater efficiencies, better use of staff time - which should help reduce or postpone the need for more FTEs.
Review the need for reports to Committee and Council, and review the process for opportunities to streamline it. Do we always need a report? Do we need to go to LT or LTOS as often as we do? If there are concerns about the volume of material on agendas, concerns about costs and FTE requests, and concerns about the length of time we take to do things, can we be more judicious in our use of reports - particularly information items? When we consider every step of getting a report on an agenda, and how many people have to spend time on it (research/writing, formatting, reviewing, approving, publishing, circulating), each report costs quite a bit.	Greater efficiencies, better use of staff time which may reduce or postpone the need to add FTEs.
Compliance measures for employees to order on Corporate blankets.	Cost savings with better pricing and reducing costly maverick spend.
When new employees are hired, rehired, and especially when a department does a mass summer or seasonal orientation, they should be printing off the TD1, TD1SK double sided as they are designed. We should not be receiving four pages of paper, two sides with info and two sides blank, makes no sense. This is a waste of paper and space when filing. Have a corporate standard or something on how these should be processed by everyone.... Ideally, if the employees complete this online, then the payroll clerks could review and then the forms could be stored digitally.	Reduce paper cost, consumption, reclaim precious space and better for the environment.
limit leadership development forums to a once a year offering.	cost savings, savings in employee time
Set the default for printing to black and white from colour for all employees.	This will save us approximately \$500 to \$800 per month in printing costs for our one colour printer/copier here at Remai. (I have already sent out an email to staff, we just wanted to let you guys know that we were doing this). Maybe it is the same in other departments where the default is to print in colour.
reduce janitorial services -- we have daily garbage pickup in our offices -- couldn't we just have a central place on our floor to put our garbage and recycling or move to weekly office pickup?	I think that police already have this reduced service level of janitorial at their building. I'm assuming that this would reduce costs.
Corporation develop a policy which deters staff from using their cell phones at work. Often see staff using them during work hours.	More productive workplace.
1. Set up GO FUND ME pages for the solicitation of funds for specific projects or maintenance of specific use facilities or programs that are currently mill rate funded, or are under-funded or have a unique set of users (i.e.. dog parks, skateboarding facilities, indoor playgrounds, etc.)	Additional revenues to help offset costs and/or increase a level of service without costing the general tax payers more.

IDEA	OBJECTIVE
No free parking spaces for employees. Charge a monthly rate that's on par with downtown rates (approx. \$200/mo.).	Savings
Review/eliminate spending allowances (car, cell, other).	Savings
Adjust sign shop staff scheduling to attain better 24hr (or whatever is needed) coverage. E.g., one crew start 4am to get all stuff in place for 7am, another crew @ 7am, another at noon, another at 3pm, or whatever is needed.	Reduction of overtime by ensuring the majority of sign needs can be handled by workers at regular time.
End the Car Allowance. It is excessive. Looking at the rates people get in the public accounts - some up to 9K! Instead of car allowances at that volume, use rental cars/a series of City Vehicles in designated spots which can be "booked".	Significant cost savings - instead of 9,000 in a year, we could own/lease a vehicle that is available to that person at work (and others) for less.
Eliminate off-cycle cheque printing.	Staff time to manage off-cycle cheques is significant. I have never worked in a place before that you could, on demand, request your paycheque. These are set days regardless of scenario.
An assessment should be conducted on how much it costs to have individuals on car allowance as opposed to driving a city vehicle.	When a city vehicle is not necessary, especially for supervisors, a car allowance is usually cheaper than the cost to buy and maintain a city vehicle.
<ol style="list-style-type: none"> 1. Set the office room temperature higher 2. Turn off lights whenever the room is not occupied 3. Use water wisely. Save rain water for lawn and garden 4. Maintain paperless environment 5. Encourage vacation off whenever possible. Less vacation payout 6. Less overtime, less training (out of city or province). More lunch and learn 	Reducing operation cost
Look at car allowances and cell phone plans for managers; in my experience management does not use their vehicles very often and yet are being paid large "bonuses" for driving to work	Large monetary savings with no effect on jobs
Corporate Communications needs to do their own work. I work closely with Communications and they outsource the most simple of tasks - basic graphics (even for internal consumption), and writing. We have well-paid Communications Consultants who focus all of their time and energy on managing a vendor or vendors.	Cost savings on vendors, improved employee engagement, improved optics with the public.
Stop carrying temporary employees.	Hiring positions that should be permanent leads to constant turnover and having to retrain because employees feel insecure in their position. Losing people that know the position will always be expensive let alone the learning curve of their replacement.
Books like the Strategic Priorities and the 2017 Business Plan and Budget should only be available in digital format. Councillor's and Employees are equipped with city computers and can view online.	It will achieve a huge cost savings as these books are not cheap to print.
Courier costs for delinquent utility customers. We presently send 20 to 50 notices out daily we don't charged the customer but we do charge for registered letters. Our manager has been looking at implementing this already.	Approximately \$500 saving per week.
Stop the production of hard copies of books. All of that information is accessible online. Often copies are being thrown out. I think if explanation is provided to citizens and Council with cost savings for not producing a hard copy, it would be understood. At the very least printing should be limited.	This supports the strategic goal of being environmentally sustainable for paper reduction as well as immediate cost savings in printing.
Get rid of the no charge accounts at the landfill. There are some charities that can dump garbage for free - they should either be charged for it or Council should approve a maximum dollar amount as a grant and after that they pay.	Fairness (not all charities can do this for free, only some) and more revenue.

IDEA	OBJECTIVE
Tender the parking enforcement service contract. It has not been competitively tendered for many years (if ever). A tender would allow us to set specific performance conditions and hold the service provider to achieving them, and make sure the price we are paying is competitive.	Cost savings, better customer service.
Replace traditional street lights with LED lights. I've noticed a couple have been done on Circle Drive south by the Exhibition but no where else. If there is a replacement schedule already it should be accelerated.	Lower electricity costs, longer life which means lower staff costs to replace them/better safety for crews that don't have to work in traffic as often either
Install GPS on all City vehicles	Improve operation and delivery of services. Support anti-idling program and fuel / GHG reduction programs
<p>Reduce or eliminate spending on promotional materials (example – health fair)</p> <p>Explore comprehensive policy to charge fees, or increase fees charged, for the following:</p> <ul style="list-style-type: none"> closings encroachments easements (SaskPower, SaskEnergy, SaskTel) use of right-of-way leases for cell towers (standard rates for SaskTel and other telecommunication companies) temporary construction work space agreements boulevard leases 	
There are hundreds if not thousands of illegal driveway crossings in Saskatoon. Builders (especially in fill) are building garages and driveways but not doing the required curb cut which is 3-5,000.00. Because it is not regulated often by the time it comes to the attention of enforcement the homeowner is on the hook. Contractors and builders should be held accountable. There is no teeth in enforcement and too many of these "driveways" to address only a few. Sidewalks and curbs are cracked and wrecked as a result and taxpayers foot the bill for repairs.	Long term this would save money on repairs - short term ticketing for infractions would be a start. Possibly the city could look at working with a contractor to make the fix cheaper for property owners and makes some sort of a commission or percentage from the exclusive work.
Fees incurred by Saskatoon Land for architectural evaluation of building plans. Dump fees for utilizing Saskatoon Land Basement dump sites	Additional revenue generation
Reduce the overtime to sign shop workers. Looking at the salary lists, they typically earn over \$20,000 in overtime. Hiring additional staff or improving internal processes may help as well as only granting pre approved overtime.	Reduce overtime expenditure.
To start charging for cleaning of sanitary sewer lateral lines, or to cease offering a free service. Currently, under C07-008 the City offers cleaning of residential sanitary sewer lines. The policy allows the City to charge a fee, but has never implemented such a cost despite our Connections Bylaw indicating the property owner is wholly responsible for the lateral line connecting the property to the main.	The City currently cleans-out between 3000 and 4000 residential lateral lines per year at no charge. This service is offered by the private sector at a cost of \$60 to \$400 depending on the severity of the blockage. Citizens would also take greater care of what they flush down the drain if there were real costs involved.

IDEA	OBJECTIVE
<p>In some areas at the Parks Division - during the winter there is no need for 3 full-time staff - It can be staffed just like the other departments with a Supervisor and one Park Tech 14. During the Summer (call-back season/busy) go back to a Supervisor, one Park Tech 14 (full-time) and two Park Tech 14's (seasonal).</p>	<p>- Save money on full-time staffing and it gives senior seasonal staff and opportunity to get hours during lay-off. The original idea was probably to have the second Park Tech 14 on the help with snow removal and hauling and other duties during the winter. Well, times have changed so now during winter snow events, staff on the call-in list can be used to plow snow in parking lots or haul snow away. The current second full-time Park Tech 14 works Saturday and Sunday all winter, and basically had nothing to do but drive around. Like changing garbage cans. But do garbage cans really need to be changed on weekends when staff have that on their schedule for the weekly duties. What a waste of city money!!</p>
<p>Layoff the Sign Shop's seasonal labourers earlier to save approximately \$55,000.00 in the 730 Operating Budget.</p> <p>Re-assign Signing/Painting seasonal employees to work on the Capital street name blade program, under the Capital Budget 1506 TU –Traffic Signing Replacement. Approximately \$110,030.00 of the 730 Operating Salaries Budget will be shifted to the 1506 Capital Budget.</p>	<p>The purpose of this report is to show the cost saving amounts associated with early layoffs of four labourers, as well as shifting six seasonal employees to work under the sign replacement capital program.</p>
<p>Everyone takes 1 unpaid day off.</p>	<p>One unpaid day off shouldn't be a huge financial burden for the employee. But if the city didn't have to pay everyone for one day, that would save some money!</p>