

Memorandum Date: March 6, 2009
Order Date:

TO: Board of County Commissioners

DEPARTMENT: Board of Commissioners

PRESENTED BY: Members of the S.A.V.E. Committee, Chris McCoy, and
Assistant County Counsel Marc Kardell

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF ESTABLISHING A SAVE-IT COMMITTEE, PER
ORDER #09-1-5-1, THE GOOD GOVERNANCE ORDER

I. MOTION

None.

II. AGENDA ITEM SUMMARY

This is a report back pursuant to the Good Governance Order, #09-1-5-1. The Board there requested that a committee be established similar to the S.A.V.E. Committee, but for the purpose of reviewing cost saving ideas from the general public.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Board in its Good Governance Order directed the SAVE Committee and Legal Counsel to explore how a program might be created to provide for the solicitation and review of taxpayer cost saving ideas. The current SAVE Committee utilizes employees to review ideas of other employees. The format requires the Committee to investigate the proposals, and to confer with management as to the feasibility, originality, and potential worth of the idea. In addition, County provided ideas don't necessarily focus on cost, but also on safety and convenience to the public.

B. Policy Issues

A Savings Are Valuable to Individual Taxpayers program can be legally created. Because this is a report back, further discussion of issues will be set forth, below.

C. Board Goals

Among the Board's guiding principles is accountability, that Lane County "will always strive to get the most benefit from our available resources." Utilizing citizen cost savings ideas would be consistent with that principle. In addition, Goal A4 is to Promote Continuous Quality Improvement. Exploring cost saving opportunities would be consistent with that Goal.

D. Financial and/or Resource Considerations

There are numerous Financial and Resource Considerations. A budget would need to be developed for citizen rewards. There might be individual minimum and maximum amounts, and an overall maximum for the year. Rewards could be based on a percentage of savings anticipated upon implementation. Staff would likely be required, to coordinate with the public, do outreach (webpage,

brochure), assist the Committee in facilitating research of the proposals, etc. On the other side, savings may accrue to the County following implementation of taxpayer ideas, which may provide offsetting revenue or greater savings to the general fund.

E. Analysis

The new committee called SAVE-IT would likely function similar to the S.A.V.E committee whereby cost saving or other efficiency proposals would be submitted by the public to the SAVE-IT committee. The SAVE-IT Committee could be comprised of citizen representatives from each Commissioner district, one member of the SAVE Committee to provide coordination with that body, and one additional member, perhaps County management so as to assist with investigation of proposals. The member from the SAVE Committee should serve on a quarterly basis, to better insure attendance by someone already attending SAVE Committee meetings. The SAVE-IT Committee could meet independently of the Board, which the SAVE Committee would recommend. Because extensive research is often needed to properly evaluate proposals, taking a first look at the proposal forms at the Board level may be inadvisable.

The current proposal form used by the SAVE committee could serve as a template with a few modifications, because the public would not have the inside knowledge or County access to answer the questions posed in the current form. The Criteria form to evaluate the proposals can also be used by the SAVE-IT committee but would need to be amended. One of the main concerns the SAVE committee has is that it sometimes takes a substantial amount of time to research a proposal. County employees when presenting a proposal do some of their own research as to cost/benefit analysis. How would this lack of the inside workings of the County by the public impact the research process to submit a proposal? Who would be billed for the research time, especially where a Department might be required to respond to one or a series of proposals? At a minimum, the SAVE committee suggests that someone from the County with administrative experience should sit on the new SAVE-IT committee as a resource.

The SAVE committee also suggested that not just monetary, but other proposals be considered. There are great ideas that make life better, easier more efficient, but do not produce monetary gain. They may still be very much worthy of implementation and reward. Monetary savings could be given more weight when considering the amount of the reward but other ideas should not be excluded. The Board should also anticipate a number of proposals that may be of benefit to large or small segments of the population, and potentially Lane County generally, but that do not result in direct monetary benefit to the County. Direction should be provided as to how the scope of the Committee charge should be framed.

It may be that much of the SAVE-IT implementation can be handled by using the SAVE proposal form and the Criteria sheet as starting points.

F. Alternatives/Options

N.A.

V. TIMING/IMPLEMENTATION

N.A.

VI. RECOMMENDATION

The SAVE-IT program is legal and feasible. It should be comprised of its own committee members, with one SAVE member rotating quarterly, and a LC management employee with institutional

knowledge of Lane County who could act as a resource for County research. The SAVE-IT committee would likely require a budget. Direction should be provided as to amount of rewards and proper scope of proposals.

VII. FOLLOW-UP

Pursuant to Board Direction.

VII. ATTACHMENTS

Save Proposal form and instructions.

Save Committee proposal worksheet.

Candidate _____

Eligible YES() NO()

SAVE Committee Member _____

Each category should be rated from 0 to 5
0 being the lowest and 5 being the highest.

- () Eliminate useless operations, duplications, safety hazards.
- () Improve: methods, procedures, product quality, service, working conditions, tools, material handling, security, departmental layouts or work flow.
- () Increase: productivity, employee motivation, life and use of tools, equipment or supplies.
- () Prevent: accidents, work errors
- () Promote: cooperation, coordination, safety practices, or public relations.
- () Recommend: new services, new methods.
- () Reclaim: defective materials, scraps.
- () Reduce: equipment, errors, working space, steps, or non-productive effort.
- () Save: time, materials, labor, money, energy to the employee's job or others.
- () Produce revenue.
- () Innovation.
- () Savings or convenience to the public.

Total score (out of 60) _____ **AVG for all members** _____

0-4Thank You

5-9Gift Certificate

10-144 TM

15-198 TM

20-2412 TM

25-2916 TM

30-3420 TM

35-3924 TM

40-4428 TM

45-4932 TM

50-5436 TM

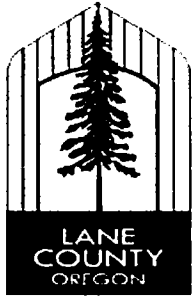
55-6040 TM

AWARD _____

Cost Savings (if applicable) _____

*Exceptional Award: _____

Comments:



S.A.V.E. Proposal Form

Name:

Dept./Title:

Supervisor:

Work Phone:

Implemented (Yes/No)

Signature:

Date:

READ CAREFULLY: the evaluators of your proposal may better understand your proposal by discussing it with you; they must know who you are in order to contact you.

The following suggestion is the result of an IDEA THAT I INITIATED and is submitted for consideration under the conditions of the SAVE Committee as set forth on this form. I have read those rules and understand and agree that Lane County shall have the right to make full use of my proposal. My submission of a proposal and/or acceptance of any award shall not form the basis of a claim against the SAVE Committee or Lane County,

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1. I propose that (Be specific – describe in detail your suggested improvement).
 2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions)
 3. Describe how the change can be made (what steps or procedures are needed). Describe all procedures necessary to implement your proposal. Identify all known direct and indirect costs. The department budget officer and your supervisor may be good resources. If necessary, attach additional explanations, sketches or other supporting data to this form.
 4. How will your proposed change improve the present situation, or benefit a department or the County? Be specific. Show calculations and basis for calculations if your proposal will save money and/or time. If your proposal will not produce monetary savings, describe precisely the other benefits of your proposal.