

T. 5.B.1.

AGENDA COVER MEMO

DATE: Dec 15, 2009
TO: Lane County Board of Commissioners
DEPT.: Board of Commissioners
PRESENTED BY: Members of the SAVIT Committee
AGENDA ITEM TITLE: IN THE MATTER OF AMENDING CHAPTER 2 OF THE LANE MANUAL TO ESTABLISH PROGRAM RULES FOR THE SAVIT COMMITTEE (LM 2.474)

I. MOTION

Move to amend Chapter 2 of the Lane Manual to establish program rules for the SAVIT Committee (LM2.474).

II. ISSUE OR PROBLEM

The Savings Are Valuable to Individual Taxpayers (SAVIT) was created and endorsed by the Board of Commissioners to solicit from and administer awards to County residents for cost saving proposals. (Revised by Order No. 09-5-13-1; Effective 5.13.09)

III. DISCUSSION

A. Background

The SAVIT Committee is composed of seven (7) members identified as follows:

- (1) Five (5) members, one selected by each member of the Board of Commissioners.
- (2) Two (2) members from the SAVE Committee to be appointed by the Board following recommendations from the SAVIT Committee.
- (3) Committee members shall serve two (2) year terms. (Revised by Order No. 09-5-13-1; Effective 5.13.09)

The County Administration shall provide Committee staffing. Unless extended by Order of the Board of Commissioners, the Committee shall sunset and expire two years following the date of its first meeting. (Revised by Order No. 09-5-13-1; Effective 5.13.09)

B. Analysis

The SAVIT Committee (Savings Are Valuable to Individual Taxpayers) is charged with soliciting from, and administer awards to County residents for cost saving proposals. The SAVIT Committee has established Bylaws. The SAVIT Committee is requesting that the Evaluation Criteria be adopted by the Board. The Evaluation Criteria is the mechanism that will be used in determining the eligibility of proposals and any corresponding award. The Evaluation Criteria are very nearly the same ones previously approved by the BCC for the SAVE Committee, at LM 2.455.

C. Alternatives/Options

1. Adopt the Lane Manual criteria as proposed.
2. Direct staff to change the proposed criteria and return to the Board at a later date.

D. Recommendations

Option 1.

IV. IMPLEMENTATION/FOLLOW-UP

V. ATTACHMENTS

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 2
OF THE LANE MANUAL TO ESTABLISH
PROGRAM RULES FOR THE SAVIT
COMMITTEE (LM 2.474)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 2 is hereby amended by adding the following section:

DELETE THIS SECTION

None

INSERT THIS SECTION

2.474
as located on page 2-40 through 2-41
(a total of 2 pages)

Said section is attached hereto and incorporated herein by reference. The purpose of this addition is to establish Program Rules for the SAVIT Committee. (LM 2.474).

Adopted this _____ day of _____ 2009.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 12-8-09 Lane County



OFFICE OF LEGAL COUNSEL

(8) Preferential Hiring Status. If an implemented proposal does result in displacement of an employee that employee shall have preferential hiring status for other positions open within the organization, consistent with procedures outlined in the Administrative Procedures Manual, Chapter 3, Section 54.

(9) All Decisions Final. The Committee shall make the final decision as to whether an employee proposal award should be made and subject to the rules and regulations adopted pursuant to LM 2.450 through 2.455, and the nature and extent of the award. If at any time an employee wishes to reopen a denied proposal to present new or additional information, the Committee will review its decision. *(Revised by Order No. 01-4-18-3, Effective 4.18.01; 06-4-12-2, 4.12.06)*

2.470 Taxpayer Cost Savings Program.

The Savings Are Valuable to Individual Taxpayers (SAVIT) (pronounced SAVE-IT) program shall solicit from, and administer awards to, County residents for cost saving proposals. *(Revised by Order No. 09-5-13-1; Effective 5.13.09)*

2.471 Organization of the SAVIT Committee.

There shall be seven (7) members, identified as follows:

(1) Five (5) members, one selected by each member of the Board of Commissioners.

(2) Two (2) members from the SAVE Committee to be appointed by the Board following recommendations from the SAVIT Committee.

(3) Committee members shall serve two (2) year terms. *(Revised by Order No. 09-5-13-1; Effective 5.13.09)*

2.472 Staffing.

The County Administration shall provide Committee staffing. *(Revised by Order No. 09-5-13-1; Effective 5.13.09)*

2.473 Operating Procedures of the Committee.

Within the parameters set forth herein, the Committee shall recommend to the Board of Commissioners the procedure for administering this program, regarding issues such as:

(1) Annual reward budget.

(2) Maximum award amounts.

(3) Community outreach.

(4) Evaluation criteria. *(Revised by Order No. 09-5-13-1; Effective 5.13.09)*

2.474 SAVIT Program Rules.

The Committee referred to in LM 2.450 and 2.451 above shall implement the SAVIT program in accordance with the following rules:

(1) All County residents shall be eligible to make savings proposals and receive awards.

(2) To be eligible, a proposal must be written on a SAVIT Proposal Form, signed by the resident, and should suggest a proposal that accomplishes one or more of the following:

(a) Eliminates useless operation, redundancies,

(b) Improves: methods, procedures, product quality, service, working conditions, material handling, security, work flow.

- (c) Increases: productivity, life and use of tools, equipment or supplies.
- (d) Prevents: accidents, work errors.
- (e) Promotes: cooperation, coordination, safety practices, or public relations.
- (f) Recommends: new services, new methods.
- (g) Reclaims: defective materials, scraps.
- (h) Reduces: equipment, errors, working space, steps, or non-productive effort.
- (i) Saves: time, money, materials, labor.
- (j) Produces revenue.
- (h) Innovation.
- (j) Savings or convenience to the public.
- (3) Ineligible proposals include:
 - (a) Proposals that have been previously made to either the SAVE or SAVIT Committees.
 - (b) Proposals and recommendations that are already identified in a circulated document, e.g., internal or external audits, department work plans, and proposed or approved budgets.

2.478 Sunsetting of the Committee.

Unless extended by Order of the Board of Commissioners, the Committee shall sunset and expire two years following the date of its first meeting. *(Revised by Order No. 09-5-13-1; Effective 5.13.09)*

EMPLOYEE OPERATION OF AIRCRAFT

2.505 Policy Statement.

Occasionally, employees will be required for County business purposes to fly fixed or rotary wing aircraft. The decision as to whether or not an employee needs to pilot an aircraft for County work, will be made by the Department Head of the employee requesting authorization. *(Revised by Order No. 73-13-2, Effective 11.28.73)*

2.510 Requirements.

Prior to flying, the employee must:

- (1) Obtain written authorization from his or her Department Head.
- (2) Fill out County insurance policy questionnaire, which may be obtained from the office of the County Counsel.
- (3) Present to the County Counsel a copy of the aircraft owner's insurance policy. *(Revised by Order No. 73-13-2, Effective 11.28.73)*

(8) Preferential Hiring Status. If an implemented proposal does result in displacement of an employee that employee shall have preferential hiring status for other positions open within the organization, consistent with procedures outlined in the Administrative Procedures Manual, Chapter 3, Section 54.

(9) All Decisions Final. The Committee shall make the final decision as to whether an employee proposal award should be made and subject to the rules and regulations adopted pursuant to LM 2.450 through 2.455, and the nature and extent of the award. If at any time an employee wishes to reopen a denied proposal to present new or additional information, the Committee will review its decision. *(Revised by Order No. 01-4-18-3, Effective 4.18.01; 06-4-12-2, 4.12.06)*

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- (3) Community outreach.
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2.474 SAVIT Program Rules.

The Committee referred to in LM 24.50 and 24.51 above shall implement the SAVIT program in accordance with the following rules:

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- (2) To be eligible, a proposal must be written on a SAVIT Proposal Form, signed by the resident, and should suggest a proposal that accomplishes one or more of the following:
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- (b) Improves: methods, procedures, product quality, service, working conditions, material handling, security, work flow.
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