

W. G. A.

**AGENDA COVER MEMO**

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DATE: November 4, 2009  
TO: Lane County Board of Commissioners  
DEPT.: Board of Commissioners  
PRESENTED BY: Members of the SAVIT Committee, and Marc Kardell, Assistant County Counsel  
AGENDA ITEM TITLE: In the Matter of Approving the Bylaws of the SAVIT Committee and Granting a Budget of \$2,500.00 for Awards and Advertising.

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I. MOTION

Move to approve the Order approving the Bylaws of the SAVIT Committee and directing a transfer from the Service Stabilization Reserve of \$2,500 for awards and advertising.

II. ISSUE OR PROBLEM

The Savings Are Valuable to Individual Taxpayers (SAVIT) was created 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

Lane Manual, beginning at LM 2.470, provides that:

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.

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.

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 Committee has met and discussed its proposed bylaws, and how to provide incentives to residents for cost savings proposals. Some funding was needed in order to provide for awards to residents, and the sum of \$2,500 is being suggested by the Committee. This money would be used both to fund awards and advertising for outreach to County residents. The SAVIT Committee has also established proposed Bylaws that it believes are consistent with the goals of the Committee and with County practice.

**C. Alternatives/Options**

Approve the Order.  
Modify the Order, in particular the funding requested.  
Seek additional information.

**D. Recommendations**

It is recommended that the Board approve the Bylaws of the SAVIT Committee and direct a transfer of \$2,500 from the Service Stabilization Reserve.

**IV. IMPLEMENTATION/FOLLOW-UP**

Return to future Board meeting to present recommended evaluation criteria and guidelines for selection and disbursement of awards.

**V. ATTACHMENTS**

- 1 SAVIT Committee Bylaws
2. Flow chart
3. Board Order

# SAVINGS ARE VALUABLE TO INDIVIDUAL TAXPAYERS COMMITTEE (SAVIT) BYLAWS

|   |  |
|---|--|
| <b>Article I – Establishment of Committee</b>       | <b>Article II – Duties and Responsibilities</b>            |
| <b>Article III – Membership and Terms</b>           | <b>Article IV – Conflict of Interest</b>                   |
| <b>Article V – Officers and Executive Committee</b> | <b>Article VI – Meeting Structure and Format</b>           |
| <b>Article VII – Staff Support</b>                  | <b>Article VIII – Selection and Disbursement of Awards</b> |
| <b>Article IX – Amendment of Bylaws</b>             |  |

## **Article I – Establishment of Committee (LM 2.470)**

This Committee having been duly and officially established by the Lane County Board of Commissioners shall be known as the Savings Are Valuable to Individual Taxpayers Committee (SAVIT) to the Lane County Board of Commissioners and shall, hereinafter, be referred to as the “Committee.”

## **Article II – Duties and Responsibilities**

- A. The Committee shall recommend to the Board of Commissioners (the “Board”) the procedures for administering the SAVIT program, regarding such issues as:
  - 1) Annual award budget.
  - 2) Maximum award amounts.
  - 3) Community outreach.
  - 4) Evaluation criteria.
  
- B. In addition to the above-cited objectives, the Committee shall also have the following responsibilities and objectives:
  - 1) Recommend to the Board the approval or denial of applications for savings in County spending and and the appropriate awards for said applications.
  - 2) Soliciting cost savings ideas from Lane County residents related to County governmental operations.

## **Article III – Membership and Terms**

- A. 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. At the formation of the SAVIT Committee, committee members shall serve an initial two (2) year term. If the SAVIT Committee is continued after that initial 2 year period, committee members shall serve at the will of the appointing commissioner(s), but for no longer than four (4) years without reappointment.

#### **Article IV – Conflict of Interest**

No Committee member shall participate in a decision or a proposal when s/he is a party to or has direct personal or pecuniary interest in the proposal, is in business with the proponent or for any other reason has determined that s/he cannot participate in the hearing and decision in an impartial manner. Affected members shall disqualify themselves, by written notification to the Board as mandated by ORS 244.210, from participating and shall not be considered as being present for the purpose of determining whether a majority vote has been cast. The foregoing conflict of interest provisions are in addition to the statutory requirements set forth in ORS Chapter 244.

#### **Article V – Officers and Executive Committee**

- A. The officers of the Committee shall be a chairperson and a vice-chairperson to be elected at the first meeting in August. The number of other officers, if any, shall be determined by the Committee.
- B. The officers shall hold office for a period of one year, beginning at the close of the first August meeting.
- C. The chairperson shall preside at all meetings, vote on all issues, and represent the committee, along with the staff designee, before the County Commissioners and other bodies as required.
- D. The vice-chairperson shall perform all duties in the absence of the chairperson. Co-chairs shall perform all duties in each other's absence.
- E. Committee members shall gather/encourage input from throughout the County to assure broad-based representation.
- F. There may be an Executive Committee comprised of the chairperson and the vice-chairperson. The staff designee shall be an ex-officio member of the Executive Committee.
- G. The purpose and duties of the Executive Committee are:
  - 1. To have and exercise any and all powers of the Committee in directing and assisting the staff designee in performing the business of the SAVIT Committee between meetings of the full committee, in the absence of specific direction of the Committee.
  - 2. All activities of the Executive Committee shall be regularly reported to the full committee.
- H. Standing Committees shall be appointed as needed by the SAVIT Committee.
- I. Purpose and Duties of Standing Committees are:
  - 1. To meet as necessary to carry out responsibilities as designated by the SAVIT Committee.
  - 2. All activities of the Standing Committees shall be regularly reported to the SAVIT Committee.

- J. The staff support person assigned to the committee, or a Standing Committee member shall serve as secretary.

## **Article VI – Meeting Structure and Format**

- A. Meetings of the committee shall be held monthly and upon request of the chair.
- B. A member who is absent without excuse from 3 consecutive meetings shall receive a certified letter from the chairperson of the Committee that if the member fails to attend the next meeting without excuse, the chairperson will request that the Board of County Commissioners declare a vacancy and appoint a replacement.
- C. Vacancies may occur because of death, illness, resignation or other reasons. When such a situation occurs, the Committee shall notify the County Administrator's Office, which will request that the Board of County Commissioners declare a vacancy and appoint a replacement.
- D. Meetings of the committee shall be conducted with Robert's Rules of Order as a guide except as otherwise provided for by the bylaws.
- E. All meetings of the committee shall be open to the public and shall be conducted in accordance with the requirements of the Oregon Open Meetings Law. These requirements include advance public notice of the agenda, and written minutes, both of which shall be filed with the County Administration office.
- F. A majority of the committee members (4) shall constitute a quorum.
- G. The Committee may, pursuant to Oregon law, go into Executive Session if necessary.
- H. Any party or parties with interests in matters under consideration by the Committee may appear or be represented by a person of his/her choice. Any person speaking at a Committee meeting shall first identify himself/herself by name and address and, if appearing in a representative capacity, identify whom s/he represents.
- I. All meetings of the committee shall be open to the public and shall be conducted in accordance with the requirements of the Oregon Open Meetings Law. These requirements include advance public notice of the agenda, and written minutes, both of which shall be filed with the County Administration office.
- J. The act of a majority of the total membership (4) shall be the act of the Committee

## **Article VII – Staff Support**

- A. The staff liaison or designee shall provide background information and/or agenda items and bring matters within the Committee's realm of responsibility.
- B. The staff liaison or designee shall provide information on matters before the committee, answer questions, supply requested data, suggest ways of achieving desired ends, and otherwise assist the Committee.

- C. The staff liaison or designee shall represent the Committee along with the chair or co-chair to the Board of Commissioners and shall accurately present the point of view of the Committee to the Board.
- D. The staff liaison or designee shall provide an orientation to all new committee members prior to their first meeting, to include review of the Committee bylaws.
- F. The staff liaison or designee shall provide the following administrative support: prepare and disseminate meeting notices, materials, agenda and relevant information to Committee members; take, prepare, and distribute meeting minutes.

#### **Article VIII – Selection and Disbursement of Awards**

- A. The Committee shall establish evaluation criteria, and thereafter select those applications that demonstrate the ability to create a tangible cost savings for the County.
- B. The Committee shall recommend to the Lane County Board of Commissioners the level and type of award.

#### **Article IX– Amendment of Bylaws**

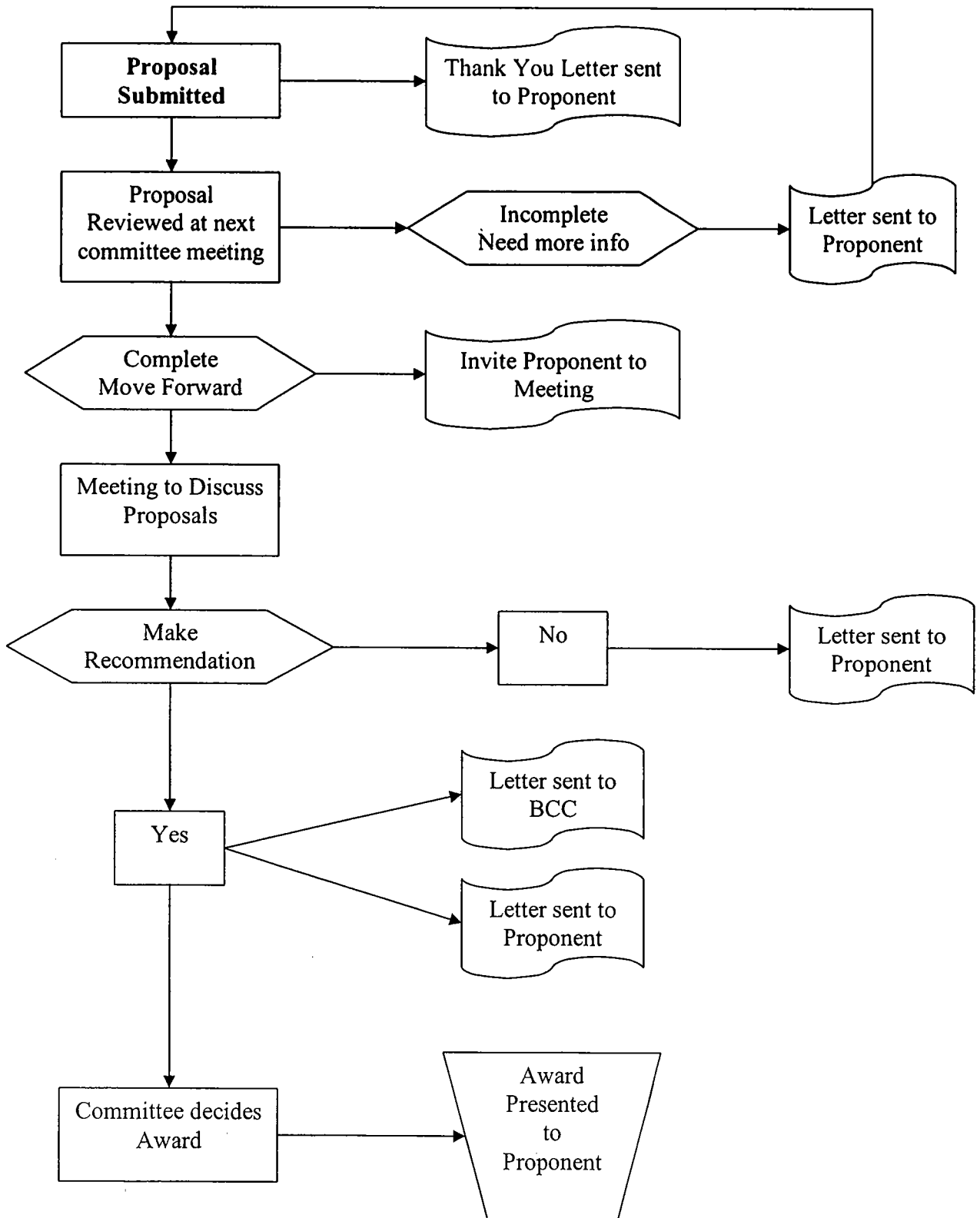
- A. These bylaws may be recommended for amendment by a majority vote of the Committee. Written notice of proposed amendments shall be given to the membership of the Committee at least five (5) days prior to the date of the meeting at which the proposed changes are to be considered.
- B. All such proposed amendments to the bylaws, after approval by the Committee, shall become effective upon approval of the Lane County Board of Commissioners.

# **SAVIT Committee**

## **Proposal Submission and Award Process Workflow**

- Proposal Submitted
  - Proponent has obtained, filled, and dropped off necessary proposal documents at one of the Lane County Commissioners' offices, the downtown Eugene BCC Office or mailed it in.
  
- Thank you letter sent to proponent
  - A thank you letter and a process document from the SAVIT Committee are sent to the proponent giving them some idea of the process and what they can expect in the coming days with regard to their proposal.
  
- Proposal is reviewed and categorized
  - Any new proposals received by the SAVIT Committee since the last committee meeting are to be reviewed for completeness at a designated time during the standard SAVIT Committee meeting.
  - One of two designations will be given to each proposal up for initial review.
    - Complete and able to move forward
      - If all of the documentation appears to be in order, the proposal can then move forward for feasibility research by the committee and future recommendation. A letter is sent inviting the proponent to attend the next committee meeting so that they may come before the committee in person to discuss their proposal.
    - Incomplete and needs more information
      - The proposal is returned to the proponent along with a letter explaining why the proposal is deemed incomplete and asking them to provide more information. Proponent may re-submit the proposal at any time for future consideration.
  
- Committee decides on whether or not to recommend the proposal to BCC
  - Once a proposal has met all criteria and has been reviewed and researched by the committee, a vote for recommendation is made by the SAVIT Committee. One of two designations will be assigned proposals up for recommendation.
    - Yes – Proposal and letter of recommendation is sent to BCC and proponent
    - No – Letter informing proponent of decline for recommendation
  
- Committee weighs the merits of the proposal and decides on an award.
  - All proposals receiving a Yes recommendation from the committee shall be evaluated for an award.
  
- The award is presented to the proponent.

# SAVIT Committee Proposal Submission and Award Process Workflow





IN THE BOARD OF COUNTY COMMISSIONERS  
OF LANE COUNTY, OREGON

ORDER NO. 09-11-04-

- ) Order in the Matter of Approving the Bylaws of
- ) the SAVIT Committee and Granting a Budget of
- ) \$2,500.00 for Awards and Advertising

WHEREAS, the SAVIT Committee (Savings Are Valuable to Individual Taxpayers) was created by the Board of Commissioners in Lane Manual 2.470, et. seq.; and

WHEREAS, the SAVIT Committee has met pursuant to these Lane Manual provisions, and is now recommending approval of the proposed SAVIT Committee's Bylaws; and

WHEREAS, the SAVIT Committee is further requesting a budget of \$2,500.00 for awards and County outreach advertising;

NOW, THEREFORE IT IS HEREBY ORDERED that the Board of County Commissioners approves the Bylaws of the SAVIT Committee in the form attached hereto; and

IT IS FURTHER ORDERED that the Board of County Commissioners directs staff to place into the next supplemental budget, from the Service Stabilization Reserve, \$2,500.00 for awards and County outreach advertising.

DATED this 4th day of November 2009.

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Peter Sorenson, Chair  
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 10-30-09 lane county

  
OFFICE OF LEGAL COUNSEL

