

W. S. a

AGENDA COVER MEMO

DATE: August 31, 2011

TO: Lane County Board of Commissioners

DEPT.: Board of Commissioners

PRESENTED BY: Members of the S.A.V.E. Committee

AGENDA ITEM TITLE: /In the Matter of recognizing Brandon Callister, PW Transportation Planning, S.A.V.E. award of 8 hours of TM .

I. MOTION

N/A

II. ISSUE OR PROBLEM

S.A.V.E. stands for *Suggestions Are Valuable to Employees*. The County has determined that employees' creative ideas should be recognized and rewarded. The S.A.V.E. Committee, in conjunction with the Board of Commissioners, County Administrator and all department directors was formed to carry out that task.

III. DISCUSSION

A. Background

The S.A.V.E. Committee is composed of five voting members and five alternates: two from management and three from non-management employees. Their alternates are pulled from the same group.

The S.A.V.E Committee consists of the following members:

Faye Stewart, *Board of County Commissioners*
Peter Sorenson, *Board of County Commissioners/alternate*

Connie Perry, *H&HS/representing AFSCME*
Sarah Sheffield, *Sheriff's Office/alternate*

Deanna Makin, *Public Works representing Admin/Professional*
Eric Wurster, *Public Works/alternate*

Tony Black, *Information Services representing Management*
Scott Byler *Information Services/alternate*

Steve Davis, *Lane County Sheriff/representing non-represented staff*
Peter Zugelder, *Human Resources alternate*

Christine McCoy, *Staff*

Proposals submitted by employees are reviewed by the S.A.V.E. Committee according to the standards set forth in Lane Manual 2.455 (2). Each suggestion is submitted for department approval. If department director agrees to go forth, the S.A.V.E. Committee evaluates each proposal according to criteria developed by the committee referencing the Lane Manual guidelines.

B. Analysis

The S.A.V.E. Committee reviewed a proposal submitted by Brandon Callister that the committee considered to be worthy of an award.

Brandon Callister's proposal suggested that in Lane County Engineering plans, Lane County omit ODOT *Standard Drawings* from all levels of review as well as construction bidding and only include ODOT *Standard Drawings* with construction plans that go out to the bid winner. ODOT's current practice is to include the *Standard Drawings* in the contract plan set. They are not included in the bid documents made available during the project advertisement period. Since the complete ODOT *Standard Drawings* are available through the internet, a single page referencing the website address could be included in the first stages of the bidding process.

An average project would need upwards of 3,000 sheets. At a cost of \$.15 per sheet, it would cost \$450.00 per project in addition to the man hours to copy the drawings.

By omitting the ODOT *Standard Drawings* at each stage until the final bid, duplication of information would be eliminated.

The Committee has awarded 8 hours of TM to Brandon Callister.

C. Alternatives/Options

N/A

D. Recommendations

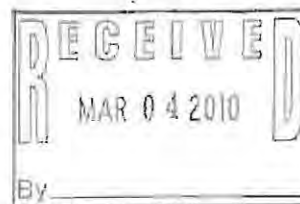
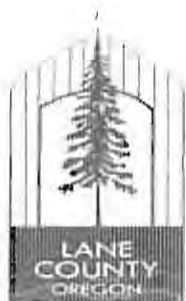
It is recommended that the Board recognize the award for Brandon Callister.

IV. IMPLEMENTATION/FOLLOW-UP

Staff will work with Human Resources/ Finance to implement the awards.

V. ATTACHMENTS

1. Brandon Callister's proposal



S.A.V.E. Proposal Form

Name: Brandon Callister
Dept./Title: TP&T/ Tech. Spec.
Supervisor: Ed Chastain
Work Phone: (541)682-6931

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.

Implemented (Yes/No)

Signature: *Brandon Callister*
Date: 03/04/2011

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.

1. I propose that (Be specific – describe in detail your suggested improvement).
Printed O.D.O.T. Standard Drawings no longer be included in Lane County engineering plans for construction.
2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions)
Presently, Lane County includes select O.D.O.T. Standard Drawings in their engineering plans for construction. These select drawings are located by Lane County Engineering staff on O.D.O.T.'s website and are then printed off and assembled with the construction design set of plans. Design plans are distributed for review at the 30%, 70%, and 95% levels, and contain as little as 12 copies and as many as 25 copies. At the 30% level very few if any standard drawings are included. At the 70% level most of the needed standard drawings are included. And at the 95% level all of the required standard drawings are present. At the 100% level only a few copies are made for final review by the Design Engineer, Project Manager, and the County Engineer. When the plans are sent out for bids, there are approximately 65 copies made. An example of a current project, NW Expressway at Irving Road and Rail Road, contains 68 pages of standard drawings. Lane County engineering staff are familiar with these standard drawings, have an Oregon Standard Drawings binder with all of the drawings, and have access to the internet. Since the drawings are in binders and are on line, they are accessible by all who review the plans. Making these multiple copies is time consuming to staff, is not cost effective to the county, and is a redundant practice. If need be the standard drawings can be accessed through ODOT's web site located at http://egov.oregon.gov/ODOT/HWY/ENGSERVICES/standard_drawings_home.shtml.

As an example, along with construction plans we include Special Provisions to the Oregon Standard Specifications for Construction. These special provisions add to or delete verbage to the standard specifications as needed for each individual project. Lane County provides copies of the special provisions but DO NOT provide the the standard specifications. The standard specs can be found on ODOT's web site at http://www.oregon.gov/ODOT/HWY/SPECS/standard_specifications.shtml.

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.

This information is accessible through the internet, and since we live in an electronic information society, the standard drawings should not be included in the plan set, but rather listed on a single page for reference in the plans along with the corresponding web site address where they could be obtained. As per Scott McCanna, ODOT Traffic Control Plans Engineer, ODOT does not include these standard drawings with their project plans. Rather they include a complete list of all available ODOT Standard Drawings on page A-1 of their plans and place a check mark next to all that apply. He also recommends that eliminating the standard drawings in construction plans should be the first place to start making cuts to better improve the operating budget. ODOT omits standard drawings in their plans for construction, Lane County should follow suit.

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.

An average project would need an upwards of 3,000 sheets total to account for all of the copies of standard drawings supplied at a cost of 15 cents per sheet resulting in a cost to the county of \$280 per project, plus the man hours it takes for a Lane County employee to make the copies for distribution, which on average would be 45 minutes each time. When plans go out for bid there are 65 sets of plans made. A project of this size would be contracted out to a copy supplier like Central Print and costs the county 10 cents per sheet resulting in a cost of \$325 per project on average. On the average Lane County performs approximately 18 projects per year at a cost of \$600 per project resulting in an annual cost of \$11,000 for printing and copying the standard drawings.

By omitting the standard drawings we can eliminate duplication of information while increasing work flow of design engineering by focusing on the specific design and not doing redundant research. This action will also be more cost effective while saving time, materials, storage space, and labor. In addition, errors can be reduced by not copying the current applicable drawing. We live in a "green" society and by omitting these standard drawings and their redundant copies would save trees and result in a cleaner product better enabling the county to be a "green partner" to the community and environment that we live in.

INSTRUCTIONS FOR COMPLETING S.A.V.E PROPOSAL FORM

Thank your for your interest in the SAVE program. Please keep the following in mind when filling out the form.

1. If you need help in completing this form, call any of the SAVE Committee members listed below.

Faye Stewart
Stewart Bollinger
Kevin Brown

Peter Sorenson
Kay Blackburn
Deanna Makin

Steve Davis
Lori Green

Marc Swindling
Janice Larkin

Chris McCoy 682-8581

2. Fill out the proposal form completely and sign it. Providing detailed information will enable the Committee to more easily understand your savings proposal and its intended benefits.

3. Submit your proposal to:
Chris McCoy, PW - Fleet
3040 North Delta Hwy. Eugene OR 97408

NOTE: Employees in the Public Safety Department shall submit savings proposal forms through their chain of command for forwarding to the Committee.

INSTRUCTIONS

1. **Proposal Submission.** All employees of the County will be eligible to make savings proposals and receive awards; a supervisor may submit a proposal on behalf of an employee. Department and Program Managers and Supervisors shall be eligible for awards and/or recognition.

2. **Eligibility:** To be eligible, a proposal must be written on a **SAVE Proposal Form**, signed by the employee, and should suggest the accomplishment of one or more of the following:

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

3. **Ineligible proposals include:**

- a. Proposals made by any member of the Committee.
- b. Proposals that duplicate one that is already under consideration by the Committee.
- c. Proposals that take the form of complaints or grievances, relating to personnel policies or collective bargaining.
- d. Proposals that criticize other employees or their work performance.
- e. 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.

4. **Evaluation.** The Committee shall notify the employee's department director of any proposal considered to have merit. The department director shall provide information and comment to the committee so that the evaluation can continue. If the proposal affects other departments, those departments shall also become involved in the evaluation. If additional information regarding a proposal is required, the Committee may request the employee's presence in an evaluation meeting. Any employee so called shall be excused from work without loss of pay. The author of any proposal will be kept informed of its status. If a proposal is rejected, the reasons will be explained. Full disclosure of Committee deliberation is considered essential for adequate communication between the Committee and the employees.

5. **Non-Adopted Proposals.** Should a proposal not be adopted within a year following the date of its non-adoption, it will receive no further consideration for an award unless within 30 days following the one-year period, the employee requests in writing that the proposal be held open for an additional one-year period. In this case, the proposal will remain eligible for award consideration if adopted during the additional one-year period.

6. **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 Administration Procedures Manual, Chapter 3, Section 54.

7. **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*)

Suggestions Are Valuable to Employees

IN THE BOARD OF COUNTY COMMISSIONERS
OF LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF RECOGNIZING
) BRANDON CALLISTER, PW
) TRANSPORTATION PLANNING, A S.A.V.E.
AWARD OF 8 HOURS OF TM.

WHEREAS, the S.A.V.E. (Suggestions Are Valuable to Employees) Committee reviewed the most recently submitted S.A.V.E. proposals; and

WHEREAS, the S.A.V.E. Committee found BRANDON CALLISTER'S S.A.V.E. proposal to meet the standards needed to be eligible for consideration by the Board of County Commissioners as per Lane Manual 2.455; and

WHEREAS, the Committee determined the proposals eligible for an award other than cash; and

WHEREAS, the Board of County Commissioners as the governing body of Lane County may, in accordance with Lane Manual 2.455, recognize employees for their S.A.V.E. Proposals;

NOW, THEREFORE IT IS HEREBY ORDERED that the Board of County Commissioners shall recognize BRANDON CALLISTER 8 hours of TM (time management)

DATED this 31 day of August, 2011.

Faye Stewart, Lane County Board of
Commissioners

APPROVED AS TO FORM

Date 8-23-11 lane county

[Signature]
OFFICE OF LEGAL COUNSEL