

W. b. a.

AGENDA COVER MEMO

DATE: Dec 12, 2007

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 Judy Ferrell; PW Parks a SAVE award of 16 hours of TM and Mike Pattle, PW Eng, a SAVE award of 12 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 employee creative ideas should be recognized and rewarded. The SAVE 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*

Lori Green, *Land Management/representing AFSCME*

Janice Larkin, *MS Finance/alternate*

Kevin Brown, *Public Works representing Admin/Professional*
Deanna Makin, *Public Works/alternate*

Stewart Bolinger, *Auditor/representing Department directors*
Kay Blackburn, *Financial Services Manager/alternate*

Steve Davis, *Lane County Sheriff/representing non-represented staff*
Marc Swindling, *Youth Services/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 proposals submitted by Judy Ferrell and Mike Pattle. Both proposals are worthy of an award. The Committee has awarded 16 hours of TM to Judy Ferrell and 12 hours of TM to Mike Pattle.

Judy Ferrell's proposal suggested to utilize the Lane County Parks during the winter season. Both Camp Lane and Armitage Park have overnight facilities that are currently being used during late spring, summer and early fall. Judy Ferrell suggested why not utilize the 2 campgrounds the whole year since everything thing is already in place, the reservation system and the CIP project to renovate. This would generate revenue for the County. The cost of the TM award for this proposal will be paid out of existing budget appropriations in the Public Works department.

Mike Pattle's proposal suggested renting out of storage space to RV and oversize vehicles. Mike suggested using the area that PW purchased from Quest that is not being currently occupied. Mike did research and found that there is a dearth of storage space for oversize vehicles. Mike has since retired as of Sept 30, 2007 but that has not deterred him from completing any research that the committee asked of him concerning his proposal. The cost of this TM award, amounting to \$321.72, will be paid from existing budget appropriations in the Public Works department.

C. Alternatives/Options

N/A

D. Recommendations

It is recommended that the Board recognize the awards for Judy Ferrell and Mike Pattle..

IV. IMPLEMENTATION/FOLLOW-UP

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

V. ATTACHMENTS

1. Judy Ferrell's proposal
2. Mike Pattle's proposal



8/13/07

Cm

S.A.V.E. Proposal Form

Name: Judy Ferrell

Dept./Title: Parks/OA2

Supervisor: Todd Winter

Work Phone: 682-2000

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,

1. I propose that (Be specific – describe in detail your suggested improvement).

Winter Shelter Rentals at Armitage Day Use Park and Camp Lane. At this time the parks department does not charge for using the picnic or covered area's in the park during the winter months. And Camp Lane does not accept reservations or is open during the winter months.

2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions)

The parks department season is from May to September. I propose that we rent our picnic area's during the winter months so people can have weddings, celebrations of life, birthday parties, Easter, Halloween, etc. By opening the shelters during the winter we could make an additional \$10,767.50 this year. The parks department receives numerous phone calls from the public requesting to rent the picnic area's during the winter. Over the past 3 months I have gotten 150 inquires from people wanting to make shelter reservations during the winter months.

The present situation at Camp Lane is they are not open during the winter months either. I believe that if we opened reservations to Camp Lane year round we would get a lot of interest from the public. I have received around 75 phone calls from people wanting to rent Camp Lane during the winter months to hold their functions such as Weddings, Corporate Retreats, Family Reunions, etc. The parks department would need to winterize Camp Lane which would be an upfront cost of approximately \$100,000.00 Cost recovery would be approximately 7 years. The additional revenue from Camp Lane would be \$15,525.00.

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.

The steps the parks department would need to implement my proposal would be to inform the public with a press release. The parks department would also need to create brochures explaining that the shelters at Armitage Park and Camp Lane are open during the winter months. The parks department would need to winterize Camp Lane. The parks department would also need to open the reservation system up for Armitage Park shelters to accept reservations year round and we would need to inform the caretakers at Camp Lane that they would need to accept reservations year round for Camp Lane.

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.

By allowing the parks department to charge shelter rental fee's during the winter months the parks department has the potential of making an additional \$10,767.50. During the winter months we lose money due to not charging site fee's for the picnic and shelter area's. The public has shown an interest in the shelters during the winter months and I believe we should at least try it out for one winter and see how much money the division makes. By having Camp Lane open during the winter months the parks department has the potential of making an additional \$15,525.00 for Camp Lane alone. Other benefits would be that since Camp Lane is by reservations only Corporations looking to hold Christmas Parties or Celebrations would have some where to go where they can spend the night

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

Thank you 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 Bolinger
Kevin Brown
Steve Davis
Lori Green

Peter Sorenson
Kay Blackburn
Deanna Makin
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:
- Eliminate useless operations, duplications, safety hazards.



S.A.V.E. PROPOSAL FORM

Name Michael Pattle

Department Public Works

Section Transportation Planning

Work Address 3040 N. Delta Hwy

Email Address Mike.Pattle@co.lane.or.us

Work Phone 682 6949

Position/Title Capital Improvement/Eng. Assoc.

Signature Michael Pattle

Date 5/16/07

PROPOSAL SUBJECT Revenue Source for 'Parks' property.

READ CAREFULLY: The evaluator(s) 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.

1. I propose that: (Be specific - describe in detail your suggested improvement.)

Lane County Parks rent or lease RV, trailer or boat space on park grounds. Vacant land in parks (existing) could be used to store ski boats, fishing boats, motor homes, campers, trailers. There is a general shortage of RV Rental space in Lane County.

2. Describe the present situation, condition, method, procedure, as thoroughly as possible. Identify what needs improvement. (See Rule #2 of the instructions.)

The present situation in Parks Department is suffering from financial shortfalls. To time Lane County start operating outside of the bond maximize its income potential from County owned properties. Short or long term storage is a viable idea.

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.

1) County owns the property. 2) Develop parking space 3) Use engineering staff to design 4) Check zoning requirements - work with land management on "How can we" instead of reasons "why not". Would need to check with local business and make sure we work in a cooperative manner.

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.

General calculations are on the attached proposal. The numbers & sizes were generated from a local survey of R.V. Storage facilities. Inside building use (like the fair grounds) could be used to support local winter events. Such as the building at the Delta site (old Quail bld)

Suggestions Are Valuable to Employees

ORDER NO.) IN THE MATTER OF RECOGNIZING
JUDY FERREL, PW PARKS, A S.A.V.E.
AWARD OF 16 HRS OF TM AND MIKE
PATTLE, PW ENG, A SAVE AWARD OF 12
HRS OF TM

WHEREAS, the S.A.V.E. Committee found the Judy Ferrell and Mike Pattle SAVE proposals 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 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;

DATED this 12 day of December, 2007.

Faye Stewart, Lane County Board of Commissioners