

W. 5. B. 1.

**AGENDA COVER MEMO**

AGENDA DATE: May 13, 2009  
Memorandum Date: April 21, 2009

**TO:** LANE COUNTY BOARD OF COMMISSIONERS

**DEPARTMENT:** LANE COUNTY OFFICE OF LEGAL COUNSEL

**PRESENTED BY:** Marc Kardell, Assistant County Counsel *MK*

**AGENDA ITEM TITLE:** In the Matter of Amending Chapter 2 of the Lane Manual to Establish a SAVIT Committee (LM 2.470, 2.471, 2.472, 2.473, 2.478)

**I. MOTION**

MOVE TO AMEND CHAPTER 2 OF THE LANE MANUAL TO ESTABLISH A SAVIT COMMITTEE.

**II. DISCUSSION**

**A. Background/Analysis**

The Board in its Good Governance Order, 09-1-5-1, directed the SAVE Committee and Legal Counsel to explore creating a program of rewarding taxpayer initiated cost savings proposals. A report back to the Board was made on April 8, 2009. On the recommendation by staff that such a program was legal and feasible, the Board directed that a SAVIT Committee be established. The accompanying proposed Lane Manual provisions are to create such a committee. The provisions include the 7 member selection as directed by the Board, that the day-to-day operation of the Committee will be subject to suggestions made by the Committee to the Board, and a sunset provision for 2 years following the first meeting of the Committee.

**B. Policy Issues**

These issues were discussed previously. The Lane Manual changes are made to implement Board direction.

**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. Recommendation**

Approve the provisions proposed for addition to Lane Manual, to create a SAVIT Committee.

**III. ATTACHMENTS**

Board Order

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 SAV-IT  
COMMITTEE (LM 2.470, 2.471, 2.472, 2.473,  
2.478)

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**

2.470 through 2.478  
as located on page 2-40  
(a total of 1 page)

Said section is attached hereto and incorporated herein by reference. The purpose of this addition is to establish a SAV-IT Committee. (LM 2.470, 2.471, 2.472, 2.473 and 2.478).

Adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2009.

\_\_\_\_\_  
Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 4-21-09 Lane County

  
\_\_\_\_\_  
OFFICE OF LEGAL COUNSEL

(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.

**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.

**2.472 Staffing.**

The County Administration shall provide Committee staffing.

**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.

**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.

## **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)*

## **EMPLOYEES AND VOLUNTEERS OPERATION OF PERSONAL AUTOMOBILES ON COUNTY BUSINESS**

### **2.550 Policy Statement.**

With Department Head approval, employees and volunteers may use their own personal automobiles on County business, provided they carry the following minimum amounts of insurance on their vehicles: \$25,000 each person and \$50,000 each accident or occurrence for bodily injury and \$10,000 for property damage. As a self-insured entity, Lane County has not and does not provide uninsured motorist coverage beyond the statutorily required minimum amount, if any. *(Revised by Order No. 83-11-30-2, Effective 1.1.84; 05-7-6-2, 7.6.05)*

## **COMMERCIALLY LEASED VEHICLES**

### **2.552 Insurance.**

Departments using leased vehicles shall protect Lane County and the owner of the vehicle from liability or loss as follows:

- (1) Department requests for leased vehicles shall be initially presented to the Department of Public Works Support Services Manager for consideration.
- (2) The Department of Public Works Support Services Manager, or his/her designate, shall evaluate the lease request, investigate available alternatives (i.e., utilizing present fleet vehicles) and either approve or disapprove the leasing request. *(Revised by Order No. 89-5-31-3, Effective 5.31.89)*

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Bold indicates material being added  
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE  
FORMAT**

2.470

Lane Manual

2.510

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