

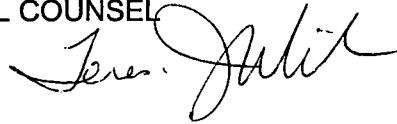
AGENDA COVER MEMO

AGENDA DATE: February 26, 2003

TO: LANE COUNTY BOARD OF COMMISSIONERS

DEPT.: LANE COUNTY OFFICE OF LEGAL COUNSEL

PRESENTED BY: Teresa J. Wilson, County Counsel



AGENDA ITEM TITLE: IN THE MATTER OF AMENDING CHAPTER 2 OF LANE MANUAL
TO INCREASE FEES FOR LANE MANUAL AND LANE CODE
SUBSCRIPTIONS (LM 2.050, 2.090)

I. MOTION: I move to approve the order updating Lane Manual sections 2.050 and 2.090.

II. ISSUE OR PROBLEM: Lane Manual currently contains fees pertaining to the sale of volumes of the Lane Manual and the Lane Code as well as yearly updates. These fees were last set in 1993 and have not been updated since that time.

III. DISCUSSION: It has been 10 years since the fees for purchasing new volumes of Lane Manual and Lane Code and for purchasing the annual updates were last revised. The costs associated with updating, indexing, printing, and distributing the initial publication and the updates as well as associated personnel costs have continued to increase during that time.

In early 2000, at the direction of the Board of Commissioners, County Counsel began investigating the procedures to publish the Manual and Code on the County's internet and intranet. In March 2002, Lane Manual chapters 4 and 21, and Lane Code chapters 1,2,4 and 6 were published on the County Counsel website. By September, the entire Lane Manual and all but two chapters of Lane Code were available on-line. Staff anticipates having the remaining two chapters of Lane Code on-line by the end of June, 2003. Despite the availability of the Manual and Code on-line, there remain some subscribers who would prefer purchasing paper copies of these publications. This means we now maintain two systems with attendant increased cost implications.

The proposed fees represent an average increase of approximately 15% to help offset the additional costs incurred in continuing the availability of the paper versions of the Lane Manual and Lane Code. We have seen a decrease in revenue as more users prefer the on-line versions, but as they have not yet been completed we are unable to determine a solid estimate of how many subscribers of the paper versions there will continue to be. We anticipate this will become more clear in the next year.

	Current	Proposed
Lane Code Initial Purchase*	\$135	\$150
Lane Code Annual Updates	\$75	\$85
Lane Manual Initial Purchase*	\$75	\$90
Lane Manual Annual Updates	\$65	\$75

*includes binder

IV. OPTIONS/IMPLICATIONS:

1. Approve the order, which will be effective immediately. Bills for updates go out in early July; this will give us time to advise subscribers of the options for web access as well as the fee increase, so they can make informed choices.
2. Do not approve the order. This would mean the County General Fund would continue to absorb the cost increases.

V. RECOMMENDATIONS: Recommend Option 1. The Finance and Audit Committee reviewed the proposed fee increases on February 11, 2003, and recommended their approval to the Board.

VI. ATTACHMENTS:

1. Board Order.
2. Lane Manual 2.050 through 2.090

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 2 OF
LANE MANUAL TO INCREASE FEES FOR LANE
MANUAL AND LANE CODE SUBSCRIPTIONS
(LM 2.050, 2.090)

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

Lane Manual Chapter 2 is hereby amended by removing, substituting and adding the following sections:

REMOVE THESE SECTIONS

2.050
as located on page 2-4
(a total of 1 page)

2.090
as located on page 2-6
(a total of 1 page)

INSERT THESE SECTIONS

2.050
as located on pages 2-4
(a total of 1 page)

2.090
as located on pages 2-6
(a total of 1 page)

Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions is to increase fees for Lane Manual and Lane Code subscriptions (LM 2.050, 2.090)

Adopted this _____ day of _____ 2003.

Peter Sorenson, Chair
Lane County Board of Commissioners

APPROVED AS TO FORM

Date 2/12/03 Lane County



OFFICE OF LEGAL COUNSEL

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER
2 OF LANE MANUAL REGARDING
PROVISIONS FOR MAINTENANCE AND
AMENDMENT OF THE LANE MANUAL
AND LANE CODE (LM 2.030-2.045, 2.065-
2.082)

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

Lane Manual Chapter 2 is hereby amended by removing, substituting and adding the following sections:

REMOVE THESE SECTIONS

2.030-2.045, 2.065-2.080
as located on pages 2-3 to 2-6
(a total of 4 pages)

INSERT THESE SECTIONS

2.030-2.045, 2.065-2.082
as located on pages 2-3 to 2-6
(a total of 4 pages)

Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is to amend LM sections 2.030–2.045 and 2.065–2.082, and add new LM 2.082 to revise the provisions regarding maintenance and amendment of the Lane Manual and Lane Code.

Adopted this day of , 2001

Chair, Lane County Board of Commissioners

(Revised by Order No. 01-12-5-7, Effective 12.5.01)

2.045 Initiation, Drafting, and Processing the Proposed Manual Amendment.

See LM 2.065 through 2.080, substituting the words "Manual" for "Code" and "order" for "ordinance" and remembering that an order requires only one reading while an ordinance requires two. *(Revised by Order No. 01-12-5-7, Effective 12.5.01)*

2.050 Distribution of the Manual.

The initial cost of the Lane Manual is \$90.00 and is available to any member of the public requesting a copy. An additional \$75.00 annual update charge will be charged and is payable in advance for the fiscal year for which updates are charged. *(Revised by Order No. 93-3-31-8, Effective 3.3.93)*

2.055 Failure to Comply.

LM 2.035 to 2.045 above are directory rather than mandatory, and failure to comply with them shall not invalidate an order or a policy, procedure or rule promulgated by an order or resolution. *(Revised by Order No. 93-3-31-8, Effective 3.3.93)*

official version of the Manual sections are the adopting orders. *(Revised by Order No. 01-12-5-7, Effective 12.5.01)*

2.085 Miscellaneous Control Requirements.

(1) The Office of Legal Counsel shall number all copies of Codes which it sells or distributes. All changes which are transmitted shall be identified as being a change for a particular numbered copy of the Code.

(2) Individual Departments are responsible for maintaining internal control to determine who has the Department's copies of the Code and to whom the changes should be delivered within the Department. It is important that this be done so that all changes are always made available for all copies of the Code promptly. *(Revised by Order No. 93-3-31-8, Effective 3.31.98)*

2.090 Distribution of the Code.

The initial cost of the Lane Code is \$150.00 and is available to any member of the public requesting a copy. An additional \$85.00 annual update charge will be charged and is payable in advance for the fiscal year for which updates are charged. *(Revised by Order No. 93-3-31-8, Effective 3.31.98)*

2.095 Administrative Procedures Manual.

The Lane County Administrative Procedures Manual delineates administrative rules and procedures for implementing provisions of the Lane Code, Lane Manual and Board policy. It will include, but not be limited to, rules and procedures for County Administration, Budgeting, Financial Administration, Risk Management and Human Resources. In case of conflict between the Administrative Procedures Manual, Lane Manual or Lane Code, the order of control shall be: first - Lane Code; second Lane Manual, third - Administrative Procedures Manual. *(Revised by Order No. 93-3-31-8, Effective 3.31.98)*

RECORD STANDARDIZATION

2.100 Record Standardization.

(1) In recognition of the increasing trend of the legal profession, and particularly the court system, toward abandonment of the use of 8-1/2" x 13" legal size" paper in favor of conventional 8-1/2" x 11" "letter size", and in the interests of the economy and standardization, the Board directs that County officers and employees discontinue use of 8-1/2" x 13" paper effective July 1, 1974, except as follows:

(a) Express exceptions granted by the Board.

(b) Compliance with standard form requirements of other organizations, governmental or private, when such organizations specially request use of 8-1/2 x 13" paper.

(c) Retaining or using 8-1/2" x 13" items prepared or received prior to the effective date or as an exception to this standardization.

(2) The Board further directs that documents, records, reports, notices and statements offered for filing and recording shall be written on paper measuring 8-1/2" x 11" in size, or smaller, except as follows:

(a) Maps, plats, financial statements, computer printouts, index cards and related forms, technical drawings, and other records that must maintain a different standard size to perform their intended function.

(b) Documents not specifically conforming to the 8-1/2" x 11" standard may be offered for filing and storage by the public. However, a fee of \$.50 per page shall

| At right margin indicates changes
Bold indicates material being added
~~Strikethrough~~ indicates material being deleted

**LEGISLATIVE
FORMAT**

2.045 Lane Manual

2.055 |

IN THE BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER
2 OF LANE MANUAL REGARDING
PROVISIONS FOR MAINTENANCE AND
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2.085

Lane Manual

LEGISLATIVE

FORMAT

2.100-2-100

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The initial cost of the Lane Code is ~~\$135~~**\$150.00** and is available to any member of the public requesting a copy. An additional ~~\$75~~**\$85.00** annual update charge will be charged and is payable in advance for the fiscal year for which updates are charged. (Revised by Order No. 93-3-31-8, Effective 3.31.98)

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