

# LANE MANUAL TABLE OF CONTENTS

## Chapter 1 GENERAL

- 1.005 Manual Designated.
- 1.010 Definitions and Rules of Construction.
- 1.012 Management Terms.
- 1.015 Continuation of Existing Orders and Resolutions.
- 1.020 Effect of Repeal of Orders and Resolutions.
- 1.025 Severability of Parts of the Manual.
- 1.030 Titles of Chapters and Sections.

## Chapter 2 ADMINISTRATION

### GENERAL

- 2.006 Board and Commissioners' Exercise of Authority.
- 2.010 Numbering System.
- 2.020 Journals.

### MANUAL MAINTENANCE AND AMENDMENT PROCEDURES

- 2.030 Maintenance of the Manual.
- 2.035 Orders Amending Manual Provisions.
- 2.045 Initiation, Drafting, and Processing the Proposed Manual Amendment.
- 2.050 Distribution of the Manual.
- 2.055 Failure to Comply.

### CODE AMENDMENT PROCEDURES

- 2.060 Changes to the Lane Code.
- 2.065 Initiation and Drafting of Amendments to the Lane Code.
- 2.075 Enactment of an Ordinance Amending the Lane Code.
- 2.082 Lane Code and Lane Manual on the County's Internet Website.
- 2.095 Administrative Procedures Manual.

### RECORDS MANAGEMENT PROGRAM

- 2.105 Records Management Program.

### INSPECTION OF PUBLIC RECORDS AND REQUESTS FOR INFORMATION

- 2.150 Policy Statement.
- 2.155 Purpose.
- 2.160 Definitions.
- 2.162 Responses to Public Records Requests.
- 2.163 Procedures for Public Records Requests.
- 2.165 Procedures for Inspection of Public Records.
- 2.170 Procedure for Requests for Information.
- 2.175 Grievance.

### PROTECTION OF PERSONAL INFORMATION

- 2.182 Policy Regarding HIPAA

# LANE MANUAL

## TABLE OF CONTENTS

- 2.183 Policy Regarding Oregon Consumer Identity Theft Protection Act.
- 2.185 Public Records on County Internet Website.
- 2.187 Scope.
- 2.189 Policy.

### PERSONNEL

- 2.190 Personnel Definitions.

### UNCLASSIFIED SERVICE

- 2.191 General Statement of Policy.
- 2.192 Compensation, Duration, and Term of Service.

### PERSONNEL RULES FOR CLASSIFIED SERVICE

- 2.220 General Statement of Policy.
- 2.230 Classification Plan.
- 2.235 Compensation Plan.
- 2.240 Recruitment, Testing, Appointment and Probation.
- 2.250 Physical Examinations.
- 2.275 Separation in Good Standing.
- 2.280 Appeal Procedures.
- 2.285 Records and Reports.
- 2.290 Payroll Certification.
- 2.295 Retirement.
- 2.300 Health and Life Insurance.
- 2.305 Outside Employment.

### OTHER PERSONNEL POLICIES

- 2.350 Reimbursement for Moving Expenses.
- 2.355 Release of Employee Information.
- 2.365 Political Activities.
- 2.370 Accident/Disability Payments.
- 2.372 Notaries Public.
- 2.374 Charitable Contributions Payroll Deductions Program.
- 2.376 Travel Expense Reimbursement Policy.
- 2.378 Lane County Employee Assistance Program.
- 2.380 Drug Free Work Place Policy.
- 2.382 Sexual Harassment Policy.
- 2.384 Workplace Violence Policy.
- 2.385 Fraud Prevention Policy.
- 2.386 Elected Officials' Transition Policy.

### DIVERSITY POLICY

- 2.390 Diversity Is a Key to the Future Success of Lane County.
- 2.395 Definitions.

### EMPLOYEE REPRESENTATION

- 2.405 Authority.
- 2.410 American Federation of State, County, and Municipal Employees, Local 2831 General Unit.
- 2.412 Lane County Peace Officers' Association, Inc.

## **LANE MANUAL TABLE OF CONTENTS**

- 2.414 Lane County Prosecuting Attorneys' Association.
- 2.418 Lane County Association Local 626.
- 2.422 Administrative Professional Association of Lane County, Inc.
- 2.425 Federation of Oregon Parole and Probation Officers, Parole & Probation Unit.
- 2.430 American Federation of State, County, and Municipal Employees, Local 2831-Nurses.

### EMPLOYEE OPERATION OF AIRCRAFT

- 2.505 Policy Statement.

### EMPLOYEE AND VOLUNTEER OPERATION OF PERSONAL AUTOMOBILES ON COUNTY BUSINESS

- 2.550 Policy Statement.

### COMMERCIALLY LEASED VEHICLES

- 2.552 Procedure.

### FLEET SERVICES

- 2.605 Policy Statement.
- 2.610 Purpose.
- 2.615 Responsibility.
- 2.625 Motor Vehicle Accidents/Insurance Coverages.
- 2.636 Monthly Automobile Allowance.
- 2.637 Private Mileage Reimbursement.
- 2.640 Credit Cards.

### USE OF THE COUNTY LOGO

- 2.700 Policy.
- 2.701 Policy Exceptions.
- 2.705 Restrictions on Use.
- 2.710 Design Authorization.
- 2.715 Appearance.
- 2.720 Basic Design, Format, and Color.
- 2.725 Reports, Documents and Printed Forms.
- 2.730 Pamphlets and Brochures.
- 2.735 Decals.
- 2.740 Uniform Patches.
- 2.745 Highway, Road, Building, Park.
- 2.750 Miscellaneous Use.
- 2.765 Alterations.

### COUNTY LANDS AND BUILDINGS

- 2.805 Public Parking.
- 2.825 Demolition of Structures.
- 2.830 County Facility Naming, Memorial, and Donated Object Policy.
- 2.832 Criteria for Naming, Memorials, and Donated Objects.
- 2.834 Authority.
- 2.840 Vending Machine Operations.
- 2.850 Vendors and Solicitors.
- 2.860 Information Booth.

# LANE MANUAL TABLE OF CONTENTS

## Chapter 3 ORGANIZATION

### GENERAL

- 3.005 Board Rules.
- 3.007 Use of County Letterhead Stationery.

### OFFICE OF THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY

- 3.010 Definitions.
- 3.012 Functions.
- 3.014 Operation.

### DEPARTMENT DIRECTORS

- 3.020 Department Directors.

### DEPARTMENT OF ASSESSMENT AND TAXATION

- 3.030 Definitions.
- 3.032 Director.
- 3.034 Functions.

### OFFICE OF SHERIFF

- 3.040 Definitions.
- 3.042 Director.
- 3.044 Functions.

### OFFICE OF LEGAL COUNSEL

- 3.060 Definitions.
- 3.062 County Counsel.
- 3.064 Functions.

### OFFICE OF PERFORMANCE AUDITOR

- 3.070 Purpose.
- 3.072 Authority and Scope of Audits.
- 3.073 County Performance Auditor.
- 3.076 Funding and Staffing.
- 3.078 Reports and Procedures.
- 3.079 Quality Assurance Reviews.

### DEPARTMENT OF HEALTH AND HUMAN SERVICES

- 3.090 Definitions.
- 3.092 Director.
- 3.094 Functions.

### DEPARTMENT OF HUMAN RESOURCES

- 3.100 Definitions.
- 3.102 Director.
- 3.104 Functions.

# LANE MANUAL

## TABLE OF CONTENTS

### DEPARTMENT OF PUBLIC WORKS

- 3.120 Definitions.
- 3.122 Director.
- 3.124 Functions.
- 3.126 Mediation.

### OFFICE OF COUNTY ADMINISTRATION

- 3.130 Definitions.
- 3.132 County Administrator.
- 3.134 Director.
- 3.136 Functions
- 3.138 Assistant County Administrator.

### DEPARTMENT OF TECHNOLOGY SERVICES

- 3.150 Definitions.
- 3.152 Director.
- 3.154 Functions.

### FAIR BOARD

- 3.160 Description.

### COMMITTEES AND OTHER ADVISORY BODIES

- 3.505 General.
- 3.506 Lane County Advisory Committee Policy.

### MANDATED ADVISORY COMMITTEES

- 3.515 Community Health Council.
- 3.520 Farm Review Board.
- 3.525 Mental Health Advisory/Local Alcohol and Drug Planning Committee.
- 3.530 Performance Audit Committee.
- 3.535 Poverty and Homelessness Board.
- 3.540 Public Safety Coordinating Council.

### MANDATED SPECIAL COMMITTEES/BOARDS

- 3.560 Board of Property Tax Appeals.
- 3.565 Budget Committee.
- 3.570 Fair Board (Lane County).
- 3.575 Planning Commission.

### NON-MANDATED COMMITTEES

- 3.600 Lane County Animal Services Advisory Committee.
- 3.605 Lane County Equity and Access Advisory Board.
- 3.610 Law Library Advisory Committee.
- 3.615 Parks Advisory Committee.
- 3.625 Public Health Advisory Committee.
- 3.630 Transportation Advisory Committee.
- 3.635 Tourism Council (Lane County).

# LANE MANUAL TABLE OF CONTENTS

## STANDING COMMITTEES

- 3.650 Standing Committees.
- 3.655 Economic Development Committee.
- 3.660 Facilities Committee.
- 3.665 Finance and Audit Committee.
- 3.670 Legislative Committee.
- 3.675 Policy and Procedures Committee.
- 3.680 Technology Management Team (TMT).

## MULTI-JURISDICTIONAL COMMITTEES

- 3.685 Human Services Commission.
- 3.690 Lane Workforce Partnership Board.
- 3.695 Metropolitan Wastewater Management Commission.

## OTHER COMMITTEES

- 3.700 Other Committees.
- 3.705 Elected Officials Compensation Board (Lane County).
- 3.710 Hearings Official.

## TASK FORCES

- 3.800 Task Forces.

## WATERSHED COUNCILS

- 3.805 Watershed Council.

## COMMUNITY ORGANIZATION PROGRAM

- 3.820 Community Organization Program.
- 3.830 Municipal Community Organizations.

## DELEGATIONS AND AUTHORIZATIONS

- 3.840 Refund of Taxes on Real and Personal Property.
- 3.850 Board Chairman or Acting Chairman.

## BOARD LAND USE HEARING RULES

- 3.900 Scheduling of Land Use Hearings.
- 3.905 General Nature and Conduct of De Novo Hearing.
- 3.910 Responsibilities of Presiding Officer.
- 3.915 Procedural Rules for Conduct of Hearing.
- 3.920 Burden of Proof and Criteria for Decision.
- 3.925 Record of Proceedings.
- 3.930 Publication of Rules.
- 3.935 Amendment and Suspension of Rules.

## **Chapter 4 MANAGEMENT POLICIES**

### FINANCIAL AND BUDGET MANAGEMENT

- 4.005 Purpose.

# LANE MANUAL TABLE OF CONTENTS

- 4.010 Policies.
- 4.011 General Fund Reserve Policy
- 4.012 Administration Authority

## INVESTMENT POLICIES

- 4.015 Purpose.
- 4.020 Policies.

## DEBT POLICIES

- 4.025 Purpose.
- 4.030 Policies.

## INTERFUND LOAN POLICIES

- 4.035 Purpose.
- 4.040 Policies.

## ROAD FUND REAL PROPERTY ASSETS REAL PROPERTY ASSETS PURCHASED WITH STATE GAS TAX REVENUES PRIOR TO 1980

- 4.050 Purpose.
- 4.055 Use.
- 4.060 Maintenance.
- 4.065 Improvements.
- 4.070 Sale.

## VIDEO LOTTERY ALLOCATION POLICY

- 4.100 Purpose.
- 4.105 Definition of Economic Development.
- 4.110 Allocation.

## COMPUTER AND COMMUNICATION RESOURCES

- 4.200 Purpose.
- 4.220 Policy.

## FIREWISE INCENTIVES PROGRAM

- 4.300 Purpose.
- 4.305 Financial Incentives.
- 4.310 Eligibility Determinations.
- 4.315 Appeals.
- 4.320 Authority to Access Properties.
- 4.325 Conflicts of Interest.

## **Chapter 5 ADMINISTRATIVE ENFORCEMENT**

- 5.010 Definitions.
- 5.013 Coordination of Compliance and Permitting.
- 5.015 Administrative Civil Penalty.

# LANE MANUAL TABLE OF CONTENTS

- 5.020 Determination of Monetary Penalty.
- 5.025 Appeal Procedure.
- 5.030 Compliance Certification.

## Chapter 6 OFFENSES

- 6.005 Posted Limits of Use.

## Chapters 7 and 8 RESERVED FOR EXPANSION

## Chapter 9 ENVIRONMENT AND HEALTH

- 9.005 Policy.

### RULES AND REGULATIONS FOR WATER SUPPLY SYSTEMS

- 9.100 Authority.
- 9.105 Scope.
- 9.110 Definitions.
- 9.115 Licenses Required.
- 9.120 Application for License.
- 9.125 Examination Required for License.
- 9.130 License Application Fee.
- 9.132 Notification Required, Water Well Contractors or Property Owners.
- 9.133 Filing of Well Log.
- 9.135 Permits Required, Water Supply System Contractors.
- 9.140 Permit Application Fees.
- 9.145 Delegation of Authority.
- 9.155 Community and Public Applications.
- 9.160 Application for Individual Water Supply Systems.
- 9.163 Individual Water Quality Standards (Loan Reviews).
- 9.165 Application for Lane Code Chapter 13 Approvals.
- 9.170 Certification of Community and Public Water Supplies.
- 9.175 Sampling and Inspection.
- 9.180 Appeals for Variance.

### RULES FOR HEARINGS FOR PERMIT, LICENSE AND CERTIFICATE DENIAL, SUSPENSION OR REVOCATION FOR TRAVELERS ACCOMMODATIONS, RECREATION PARKS, PUBLIC SWIMMING POOLS AND BATHHOUSES, RESTAURANTS, COMMISSARIES, MOBILE UNITS AND VENDING MACHINES

- 9.200 Purpose and Scope.
- 9.205 Definitions.
- 9.210 Notice of Opportunity for Hearing; Service.

## **LANE MANUAL TABLE OF CONTENTS**

- 9.220 Immediate Danger to Public Health or Safety.
- 9.225 Orders When No Hearing Requested or Failure to Appear.
- 9.230 Subpoenas, Depositions.
- 9.235 Hearing.
- 9.240 Record.
- 9.245 Evidentiary Rules.
- 9.250 Final Orders, Notification.
- 9.255 Reconsideration, Rehearing.

### SEWAGE FACILITIES MANAGEMENT REGULATIONS

- 9.800 Review of Submissions.
- 9.805 Fees.

### LANE COUNTY BOARD OF HEALTH AND LOCAL PUBLIC HEALTH AUTHORITY

- 9.900 Local Public Health Authority and Board of Health
- 9.901 Procedures of Local Public Health Authority and Ordinances
- 9.902 Procedures of Board of Health

## **Chapter 10 ZONING**

- 10.005 General Rezoning.
- 10.010 Rezoning from AGT to Residential.
- 10.015 Conditional Uses in R-1 Zones.
- 10.020 High Waste Load Requirements.
- 10.025 Group Care Homes
- 10.030 Application of the Resolution of Intent.
- 10.035 Public Notice Posting Requirements for Certain Land Use Applications.
- 10.040 Operation Standards for Referrals on Quarry and Mine Extraction Operations.
- 10.045 Reclamation Standards for Referrals on Quarry and Mine Extraction Operations.
- 10.050 Board of County Commissioners' Variance Appeal Procedures.
- 10.055 Board of County Commissioners' Criteria in Evaluating Variance Appeals.
- 10.056 Sand Stabilization Plan.
- 10.060 Site Investigation Report.
- 10.065 Development Hazards Checklist.

## **Chapter 11 BUILDINGS**

### ACCESS TO BUILDING SITES

- 11.005 Meandered Navigable Lake or Stream.

### FLOOD HAZARD STUDIES

- 11.020 Flood Hazard Studies.

### HISTORIC STRUCTURES AND SITES

- 11.030 Historic Structures and Sites.

# LANE MANUAL TABLE OF CONTENTS

## SENSITIVE BIRD HABITATS

11.400 Sensitive Bird Habitats.

## BUILDING APPEALS & ADVISORY BOARD

- 11.905 Purpose.
- 11.910 Membership.
- 11.915 Terms of Appointment.
- 11.920 Appeal Procedures.
- 11.925 Advisory Functions.

## **Chapter 12 COMPREHENSIVE PLAN**

- 12.005 Zoning Policy Pursuant to ORS Ch. 215.
- 12.010 Eugene-Springfield Metropolitan Area 1990 General Plan.
- 12.015 Cottage Grove Area Comprehensive Plan.
- 12.020 Santa Clara Plan Community Shopping District.
- 12.100 Intergovernmental Agreements.

## PROCEDURE FOR THE INITIATION OF COMPREHENSIVE PLAN AMENDMENT REQUESTS

- 12.105 Introduction.
- 12.110 Application.
- 12.115 Decision Guidelines.
- 12.120 Significance of Decision.

## PROCEDURE FOR THE CONSIDERATION OF "NEW DEVELOPMENT CENTER" COMPREHENSIVE PLAN AMENDMENTS

- 12.125 Introduction.
- 12.130 Application.
- 12.135 Planning Commission Recommendation and Board Decision.
- 12.140 Significance of Decision.

## OPEN SPACE TAX DEFERRALS

- 12.205 Definition of Open Space.
- 12.210 Intent of ORS 308.740 to 308.790.
- 12.215 Procedure and General Criteria.
- 12.220 Withdrawal from the Open Space Deferral.
- 12.225 Need for Specific Lane County Policy.
- 12.230 Lane County Policy - Open Space Application Process.
- 12.235 Types of Land and Conditions to be Considered for Open Space Tax Deferrals.
- 12.240 Guidelines for Reviewing Open Space Tax Deferrals.
- 12.245 Specific Limitations.

## SEWER AND WATER POLICY

- 12.410 County Interim Sewer and Water System Policy.
- 12.415 Water/Sewer Service Extensions and Establishments by Public and Private Agencies.
- 12.420 Planning for Commercial Areas.

**LANE MANUAL  
TABLE OF CONTENTS**

12.425 Uniform Standards for Sewers.

PROCEDURE FOR THE ADMINISTRATION OF PERMITS  
SUBJECT TO THE INTERIM PROTECTIVE MEASURES OF LC  
9.715(2) AND CHAPTER 13 RELATIVE TO STATEWIDE GOAL #3 -  
AGRICULTURAL LANDS

- 12.505 Purpose.
- 12.510 Applicability.
- 12.515 Procedure to Determine Applicability.
- 12.520 Criteria for Evaluating Permits.
- 12.525 Appeal.

**Chapter 13  
SUBDIVISION**

- 13.005 River Road-Santa Clara Area.
- 13.010 Quantity and Quality Groundwater Limited Areas.

**Chapter 14  
RESERVED FOR EXPANSION**

**Chapter 15  
ROADS**

- 15.001 General Purpose.
- 15.002 Definitions.

ROAD NAMING AND RENAMING

- 15.005 Authority.
- 15.010 Purpose.
- 15.015 Required Review and Action.
- 15.020 Application.
- 15.025 Processing.
- 15.030 Board Action.
- 15.035 Completion.

PUBLIC ROAD DEDICATIONS AND ACCEPTANCE

- 15.105 Authority.
- 15.110 Definition - Public Road.
- 15.115 Purpose.
- 15.120 Required Review and Action.
- 15.125 Application.
- 15.130 Processing - Land Management Division.
- 15.135 Planning Director Action.
- 15.140 Planning Commission Action.
- 15.145 Surveyor's Office Procedure.

# LANE MANUAL

## TABLE OF CONTENTS

- 15.150 Board Action.
- 15.155 Completion - Recording and Filing.

### ACCEPTANCE OF DEDICATED PUBLIC ROADS AS COUNTY ROADS

- 15.200 Authority.
- 15.205 Definition-County Road.
- 15.210 Purpose.
- 15.213 Guidelines for Acceptance.
- 15.215 Application.
- 15.220 Review.
- 15.222 Standards in the Event Minimum Road Design Standards Are Not Met.
- 15.225 Report.
- 15.230 Appeal.
- 15.235 Board Consideration.
- 15.240 Board Action.
- 15.245 Petitioners' Action.
- 15.250 Further Action.

### ACCEPTANCE OF PARK ROADS

- 15.260 Acceptance of Park Roads.

### ROAD VACATIONS

- 15.300 General Requirements.
- 15.305 Vacation Procedures.

### GENERAL ROAD AND ACCESS POLICIES

- 15.405 Purpose.
- 15.410 Criteria.

### ROAD DESIGN STANDARDS/RECOGNIZED ENGINEERING GUIDELINES

- 15.450 Minimum Road Design Standards/Recognized Engineering Guidelines.

### PUBLIC ROAD AND RIGHT-OF-WAY POLICIES

- 15.505 Purpose.
- 15.510 Gates, Fences, Cattleguards.
- 15.515 Drainage.
- 15.525 Illumination.
- 15.530 Bikeways and Sidewalks.
- 15.540 Mailboxes.
- 15.545 Danger Trees.
- 15.550 Merchantable Trees.

### COUNTY IMPROVEMENTS/CITIZEN INVOLVEMENT

- 15.575 Improvement of the County Road System.
- 15.580 Citizen Input with Regard to Individual Road Improvement Projects.

### COMMUNITY DEVELOPMENT ROAD IMPROVEMENT ASSISTANCE PROGRAM

- 15.800 Purpose.

## **LANE MANUAL TABLE OF CONTENTS**

- 15.805 Authority.
- 15.808 Definitions.
- 15.810 Eligible Applicants and Application for Funds.
- 15.815 Funding of Projects.
- 15.820 Project Selection Criteria.
- 15.825 Implementation.
- 15.826 Waiver of Program Regulations.

### **PERFORMANCE AGREEMENT STANDARDS**

- 15.850 Purpose.
- 15.855 Application and Review.
- 15.860 Alternate Performance Agreements.
- 15.865 Renewal of Performance Agreements.

### **TOURIST-ORIENTED DIRECTIONAL SIGNS**

- 15.900 Authority.
- 15.905 Purpose.
- 15.910 Definitions.
- 15.915 General Provisions.
- 15.920 Eligibility.
- 15.925 Application Process.
- 15.930 Signing Standards.

## **Chapter 16 LICENSES AND PERMITS**

### **LICENSE FOR SALE OF ALCOHOLIC LIQUOR**

- 16.120 Application, Investigation, Approval and Appeal.
- 16.130 Fees.

### **WRECKING YARD CERTIFICATE**

- 16.200 Definitions.
- 16.210 Authority and Delegation.
- 16.220 Application, Investigation, Approval and Appeal.
- 16.230 Fees.

### **PERMITS FOR FIREWORKS DISPLAY AND SALE AND MODEL ROCKET LAUNCHING**

- 16.400 Definitions.
- 16.410 Authority and Delegation.
- 16.420 Application, Investigation, Approval and Appeal.
- 16.430 Fees.

### **CONCEALED HANDGUN LICENSES**

- 16.800 Definitions.
- 16.810 Authority and Delegation.
- 16.820 Application, Investigation, Approval, Revocation and Appeal.
- 16.830 Fees.

# LANE MANUAL TABLE OF CONTENTS

## Chapter 17 RESERVED FOR EXPANSION

## Chapter 18 PARKS

- 18.005 Definitions.
- 18.100 Season and Hours of Operation.
- 18.105 Park Closure and Emergency Rules.
- 18.110 Fees.
- 18.115 Parking Fees.
- 18.120 Group Picnic Areas.
- 18.125 Moorage.
- 18.130 Campgrounds.
- 18.135 Resident Camping (Camp Lane).
- 18.140 Special Use Permits.
- 18.145 Gifts and Donations.

## Chapter 19 RESERVED FOR EXPANSION

## Chapter 20 CONTRACT POLICIES AND LOCAL CONTRACT REVIEW BOARD

### PUBLIC CONTRACT AUTHORITY, RULES, AND INTERPRETATION

- 20.010 Purpose and Authority.
- 20.015 Fair Board.
- 20.020 Definitions.

### CONTRACTING POLICIES

- 20.050 Policy on Competition.
- 20.055 Policy on Electronic Advertising.
- 20.060 Policy on Performing Services for Other Public Agencies.
- 20.065 Policy on Bid Security and Bonds.

### GENERAL EXEMPTIONS FROM COMPETITIVE SELECTION

- 20.110 General Statutory and Regulatory Exemptions and Exclusions.
- 20.115 Products or Services of Qualified Rehabilitation Facilities.
- 20.120 Price-Regulated Items or Services.
- 20.125 Price Set by Federal Contracts.
- 20.130 Future Purchase and Retainer Agreements.
- 20.135 Cooperative Procurements.

### SPECIFIC EXEMPTIONS FROM COMPETITIVE SELECTION

- 20.210 Advertising.

## **LANE MANUAL TABLE OF CONTENTS**

- 20.215 Publications and Copyrighted Materials.
- 20.220 Election Supplies and Services.
- 20.225 Equipment Repair and Overhaul.
- 20.230 Gasoline, Diesel Fuel, Heating Oil, Lubricants and Asphalts.
- 20.235 Client and Patient Services.
- 20.240 Laboratory and Medical Supplies.
- 20.245 Food Services.
- 20.250 Used Personal Property.
- 20.255 Litigation Services.
- 20.260 Employee Benefit Insurance.
- 20.265 Investments.
- 20.270 Insurance.
- 20.275 Oil or Hazardous Material Removal.

### CONDITIONAL EXEMPTIONS FROM COMPETITIVE SELECTION

- 20.310 Small Procurements.
- 20.315 Sole Source Contracts.
- 20.320 Emergency Contracts.
- 20.325 Personal Services Contracts.

### EXEMPTIONS FROM COMPETITIVE SELECTION FOR ALTERNATIVE CONTRACTING METHODS

- 20.350 Special Procurements.
- 20.355 Competitive Bidding Exemptions for Public Improvement Contracts
- 20.360 Construction Manager/General Contractor.
- 20.365 Design - Build.
- 20.370 Energy Savings Performance Contracting.

### SOLICITATION PROCEDURES

- 20.410 Preliminary Procedures and Prequalification.
- 20.420 Methods of Source Selection.
- 20.430 Personal Services Contract Selection Procedures.
- 20.440 Requirements Contract Selection Procedures.
- 20.450 Bidding and Proposal Procedures.

### TYPES OF CONTRACTS AND AGREEMENTS

- 20.510 County Contracts, Generally.
- 20.515 Purchase Orders.
- 20.520 Goods and/or Services Contracts.
- 20.525 Construction and Public Improvement Contracts.
- 20.530 Requirements Contracts and Price Agreements.
- 20.535 Future Purchase and Retainer Contracts.
- 20.540 Intergovernmental Agreements.
- 20.545 Memoranda of Understanding.
- 20.550 Grant and Sub-Grant Agreements.
- 20.555 County Grants.
- 20.560 Revenue Contracts.

# **LANE MANUAL TABLE OF CONTENTS**

## STANDARD CONTRACT PROVISIONS

- 20.590 Standard Contract Provisions.
- 20.595 Standard Contract Provisions for Public Improvements.

## AUTHORITY TO AWARD, APPROVE, AND CANCEL CONTRACTS

- 20.610 Contract Award and Approval.
- 20.615 Cancellation of Award.

## CONTRACT AMENDMENTS AND ACCEPTANCE

- 20.625 Requirements for Contract Amendments.
- 20.630 Limitations on Contract Amendments.
- 20.640 Construction Change Orders.
- 20.645 Contract Completion and Acceptance.

## AUTHORITY TO EXECUTE CONTRACTS, AMENDMENTS, GRANT APPLICATIONS, AND GRANTS

- 20.650 Delegation of Authority to Execute Grant Applications and Accept Grants.
- 20.660 County Administrator's Authority to Execute Contracts.
- 20.665 County Administrator's Authority to Execute Amendments.
- 20.670 Department Directors' Authority to Execute Contracts and Amendments.
- 20.680 County Administrator's Authority to Cancel Awards and Terminate Contracts.
- 20.685 Further Delegation.

## PROTESTS OF PREQUALIFICATION, DEBARMENT, AND DISQUALIFICATION

- 20.710 Protest of Solicitation Process.
- 20.720 Protest of Award Based Upon Competitive Bidding or Quotes.
- 20.730 Protest of Award Based Upon a Request for Proposals (RFP).
- 20.740 Appeals of Prequalification, Debarment, and Disqualification
- 20.780 Other Protests Referred to the LCRB.

## **Chapter 21 CONTRACT POLICIES**

### INSURANCE

- 21.300 Generally.
- 21.305 Standard Insurance Provisions for Construction Contracts.

### REAL PROPERTY

- 21.400 Real Property Acquisition, Management and Disposition Policy.
- 21.410 Real Property Acquisition.
- 21.420 Management of County-Owned or County-Utilized Real Property.
- 21.425 Disposition of County-Owned Real Property.
- 21.430 Donation of Tax-Foreclosed Property for Low-Income Housing, Social Services or Child Care.
- 21.435 Designation of County Forests, Parks, and Recreational Areas
- 21.440 Sale of County Timber & Log Export Regulations

# LANE MANUAL TABLE OF CONTENTS

## Chapters 22 - 53 RESERVED FOR EXPANSION

### Chapter 54 EMERGENCY OPERATIONS PLAN

- 54.005 General Information.
- 54.010 Emergency Management Organization.
- 54.015 Authority and References.
- 54.020 Emergency Declaration.
- 54.025 Emergency Operations Center.
- 54.030 General Concepts of Operations.
- 54.040 Hazard Analysis.

### Chapter 60 PUBLIC USE OF COUNTY FACILITIES AND SERVICES

#### USE OF FACILITIES

- 60.005 Generally
- 60.006 Policies
- 60.010 Law Library.
- 60.015 Lane County Historical Museum.
- 60.025 County Disposal Sites – Summer Hours of Operation and Holiday Closures.
- 60.026 County Disposal Sites – Winter Hours of Operation.
- 60.030 Hardship Exceptions.
- 60.035 Designated Free Speech Area
- 60.405 Disposal of Unclaimed Personal Property and County-Owned Surplus Property.
- 60.410 Disposal of Museum Deaccessioned Property.

#### USE OF SERVICES

- 60.605 Public Safety Department Community Service Officers.
- 60.615 Consideration of State Economic Development Requests.
- 60.620 Role of County.
- 60.625 Process for Application Request for County Approval.
- 60.812 Fees to be Charged by the County Clerk.
- 60.814 Property Instrument Fee.
- 60.815 Park Fees.
- 60.817 Pollution Control and Other Revenue Bonds.
- 60.820 Returned Check or Stop Payment Fee.
- 60.822 Child Support Garnishment Fee.
- 60.823 Duplicate W-2 Fee.
- 60.825 Credit Card Service Fee.
- 60.830 Copy Service.
- 60.832 Letter Size Conversion Fee.
- 60.834 Draft Transcribing/Recording Fees.
- 60.838 Parole & Probation Fees.
- 60.839 Department of Public Safety Fees.

## **LANE MANUAL TABLE OF CONTENTS**

- 60.840 Department of Health and Human Services Fees.
- 60.842 Fees for Real Property Compensation Claim Application.
- 60.845 Assessment and Taxation Fees.
- 60.849 Manufactured Home Ownership
- 60.850 Land Management Division/Department of Public Works.
- 60.851 Land Management Division/Public Works Department - Planning.
- 60.852 Land Management Division/Public Works Department-Subsurface Sanitation.
- 60.853 Vacation and Special Benefit Fees.
- 60.854 Public Works Department/Land Management Division Surveyors.
- 60.855 Public Works Department/Land Management Division – Building.
- 60.856 Geographic Information System Fees, GIS Division/Department of Information Services.
- 60.865 Law Library Fees.
- 60.870 Records Search Fee.
- 60.875 Fees for Lane County Solid Waste Services.
- 60.877 Special Transportation Variance Permit Fees.
- 60.879 No Spray Area Permit Reinstatement Fee.
- 60.882 Motion to Set Aside Convictions.
- 60.885 Public Works Lane Events Center Division.
- 60.886 Animal Services Fees.

### PUBLIC MEETINGS

- 60.905 Smoking

### FOREIGN CITIZENSHIP

- 60.950 Foreign Citizenship

## **Chapter 61 LEGAL SERVICES**

- 61.005 General Policy.

### SOURCES OF LEGAL SERVICES

- 61.010 General.
- 61.015 Questions Involving a Private or Government Organization.
- 61.020 Complaints or Questions Involving Criminal Law.
- 61.030 Civil Matters.
- 61.040 Private Attorneys for Departments in Civil Matters.

### AUTHORITY FOR SETTLEMENT

- 61.050 Policy.
- 61.060 Delegation of Authority.

## **Chapter 62 DISPOSITION OF DECEASED INDIGENTS, UNIDENTIFIED AND DESTITUTE PERSONS**

- 62.020 Disposition of Deceased Indigents, Unidentified and Destitute Persons.

**LANE MANUAL  
TABLE OF CONTENTS**

- 62.022 Disposition of Unidentified.
- 62.023 Disposition of Remains of Persons Whose Deaths are Investigated by the Medical Examiner.
- 62.024 Disposition of Property of Deceased Persons.

**Chapter 63  
RESERVED FOR EXPANSION**

**Chapter 64  
COURTS**

JUSTICE COURTS

- 64.210 Criminal Jurisdiction.
- 64.215 Civil Jurisdiction.
- 64.220 Small Claims.

JUVENILE COURT AND JUVENILE DEPARTMENT

- 64.300 Authority.
- 64.305 Jurisdiction.
- 64.310 Department of Youth Services.
- 64.315 Juvenile Detention.

**Chapter 65  
INTERGOVERNMENTAL RELATIONS**

- 65.001 Intergovernmental Agreements.

INTERCOUNTY COOPERATION IN LAW ENFORCEMENT

- 65.005 General.
- 65.010 Statement of Principles.
- 65.015 Limitation.
- 65.020 Expansion.
- 65.025 Transportation of Prisoners Inter/Intrastate.

RELATIONSHIP WITH LANE COUNCIL OF GOVERNMENTS

- 65.105 Policy.
- 65.110 Purpose.
- 65.115 Membership.