

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 93-3-31-8) IN THE MATTER OF AMENDING CHAPTER 2 OF) LANE MANUAL TO INCREASE FEES FOR LANE) MANUAL AND LANE CODE SUBSCRIPTIONS) (LM 2.050 and 2.090)

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

Chapter 2 of Lane Manual is hereby amended by removing and substituting the following pages:

REMOVE THESE PAGES

INSERT THESE PAGES

2.045 - 2.065 to 2.065 - 2.090 i.e. 2-5 to 2-6 (a total of two pages)

2.045 - 2.065 to 2.065 - 2.090 i.e. 2-5 to 2-6 (a total of two pages)

Said pages 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 and 2.090).

Adopted this 31st day of March 1993.

[Handwritten signature]

Chair, Lane County Board of Commissioners

FILED TO FORM 3/24/93 [Handwritten signature]

FILED

APR 08 1993

COUNTY CLERK BY [Handwritten signature]

2.045 Initiation, Drafting, and Processing the Proposed Manual Amendment. See LM 2.065 to LM 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. Manual sections that are to be of "date uncertain" termination or are rules of Departments, commissions, etc., shall be typed beginning on a new page (i.e., not immediately following the preceding section) and any remaining portion of the last page of the section(s) shall be left blank.

2.050 Distribution of the Manual. The initial cost of the Lane Manual is \$75.00 and is available to any member of the public requesting a copy. An additional \$65.00 annual update charge will be charged and is payable in advance for the fiscal year for which updates are charged.

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.

CODE AMENDMENT PROCEDURES

2.060 Changes to the Lane Code. The general requirements for amending the Lane Code are set forth in LC 2.020 through 2.025. The following additional requirements will apply for the purpose of standardizing the procedures used in amending the Code.

2.065 Initiation and Drafting of Amendments. Normally the Department most affected by the subject matter of the section of the Lane Code to be amended will initiate and draft the new Code pages as well as the transmittal ordinance. The Office of Legal Counsel will assist as required and will in all cases approve the change as to form prior to its presentation to the Board for a first reading. The Code pages and transmittal ordinance shall be typed on 8-1/2" x 11" paper. A 1-1/2 inch margin should be maintained at the top, left, and bottom of all pages. The words "Lane Code" at the top of each page should be centered from the left margin rather than from the left edge of the paper. Tabs should be set at five-space intervals and three spaces should be allowed between headings and text. The ordinance number and effective date which must appear on the lower left of each Code page will not be put on the Code page at the initial typing, but will be added in the Office of the Board when the effective date and ordinance numbers are known. When amendments require it, changes must be made to the "Table of Contents." When additional pages are required because the

amended text will not fit on the original page, the surplus material should be carried over on an additional page and then the remaining part of that page left blank. The transmittal ordinance should include instructions for substitution.

2.070 Processing the Proposed Amendment. The original of the transmittal ordinance should have attached to it a photocopy of the Code pages to be amended. The original of the Code pages to be amended are the printer's copies and shall be kept with the original of the ordinance in the Office of Legal Counsel. The ordinance and printer's copies of the Code pages should be sent to the Office of Legal Counsel as soon as they are ready for first reading. County Counsel will then approve the ordinance as to form.

2.075 Enactment of the Ordinance. Upon the enactment of the ordinance (second reading), the Office of the Board shall insert the number of the ordinance and the effective date of the ordinance in the lower left-hand corner of each Code page to be amended on the official Board ordinance and the Office of Legal Counsel shall carry out this function on the printer's copies.

2.080 Printing and Transmittal of the Change. Upon the enactment of the ordinance amending the Code, the Office of Legal Counsel will compile the transmittal instruction sheet to be used to send the Code amendments to the various holders of the Code and then deliver the transmittal instruction sheet and the printer's copies of the Code pages to the printer for printing. When the materials have been returned from the printer, the Office of Legal Counsel shall transmit copies of the amendments to all holders of the Code. The transmittal instruction sheet shall include the portions of each adopting ordinance setting forth the purpose of the ordinance.

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.

2.090 Distribution of the Code. The initial cost of the Lane Code is \$135.00 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.