

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO. 94-12-21-13

) IN THE MATTER OF AMENDING CHAPTER  
) 2 OF THE LANE MANUAL TO REVISE  
) MONTHLY AUTOMOBILE ALLOWANCE  
) PROVISIONS (LM 2.636(1))

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 page:

REMOVE THIS PAGE

2.635(2) - 2.636(1)  
i.e. 2-63  
(a total of one page)

REMOVE THIS PAGE

2.635(2) - 2.636(1)  
i.e. 2-63  
(a total of one page)

Said page is attached hereto and incorporated herein by reference. The purpose of this amendment is to revise monthly automobile allowance provisions (LM 2.636(1)).

Adopted this 21st day of December, 1994.

*Jerry Rust*  
\_\_\_\_\_  
Chair, Lane County Board of Commissioners

**FILED**

DEC 22 1994

**COUNTY CLERK**

BY *Pat Duke*

APPROVED AS TO FORM  
DATE 12/13/94 Lane county  
*Terese J. Hill*  
OFFICE OF LEGAL COUNSEL

IN THE MATTER OF AMENDING CHAPTER 2 OF THE LANE MANUAL TO REVISE  
MONTHLY AUTOMOBILE ALLOWANCE PROVISIONS (LM 2.636(1)) bj/9009

2.635(2)

Lane Manual

2.636(1)

BOOK 155 PAGE 0967

(2) Departmental Pool Assignment Criteria.

(a) Departments shall operate all assigned vehicles as departmental pool vehicles, or draw out of a centralized Fleet vehicle pool. Exceptions must be authorized by the County Administrator.

(b) All vehicles, other than authorized special use vehicles, must meet minimum utilization standards, as established by the Support Services Manager and approved by the County Administrator on an annual basis.

(c) The Support Services Manager shall issue a report listing all under-utilized vehicles to the County Administrator and appropriate Department Directors by May 31 of each year. All under-utilized vehicles, other than authorized special use vehicles, shall be returned to Fleet Services by June 30.

(d) To maintain adequate Replacement Fund Reserves, all assigned vehicles, including special use, individually assigned, and departmental pool assigned, not meeting the minimal utilization standards shall incur an under-utilization surcharge in the vehicle rental rate. The surcharge rate will be recommended by the Support Services Manager and approved by the County Administrator as a part of the annual Fleet rental rate development process.

(3) Centralized Fleet Motor Pools. When the total annual vehicle mileage is less than the minimum utilization standard, Departments are to use Fleet pool vehicles, or Private Mileage Reimbursement.

(4) Temporary Individual Assignment. A temporary assignment is an occasional overnight checkout or retention of the vehicle when such is necessary when an employee completes a job task late in the evening, when return of the vehicle is impractical, when a vehicle is checked out overnight for the specific purpose of performing a required job-related, after-hours task, or when issued on a temporary basis during periodic or frequent and extended after-hours use. Such instances are subject to the authorization of the Department Director.

2.636 Monthly Automobile Allowance.

(1) Eligibility. Elected officials, individuals receiving a monthly allowance on May 31, 1989 and those employees who have individual employment contracts that provide for transportation, may choose a monthly allowance for the use of their personal vehicle, Private Mileage Reimbursement for County business mileage not including commuting mileage, or a permanently assigned vehicle. Individuals may make an election each December which shall be effective for the following year. The election of either receiving the Vehicle allowance or having a permanently assigned vehicle shall be reported as taxable in accordance with Internal Revenue Service regulations.