

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 18-10-02-02

IN THE MATTER OF AMENDING LANE MANUAL  
CHAPTER 3 TO ESTABLISH ADMINISTRATIVE  
PROCEDURES REGARDING EXPENDITURES AND  
TIME MANAGEMENT OF THE COUNTY  
ADMINISTRATOR, THE COUNTY COUNSEL, AND  
THE PERFORMANCE AUDITOR (LM 3.015)

The Board of County Commissioners of Lane County **ORDERS** as follows:

Lane Manual Chapter 3 is amended by removing, substituting or adding the following sections:

REMOVE THESE SECTIONS

INSERT THESE SECTIONS

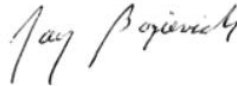
NONE

3.015

If any section, subsection, sentence, clause, phrase or portion of this Order or the referenced Lane Manual provisions is for any reason held invalid or unconstitutional by any court or administrative agency of competent jurisdiction, such portion is deemed a separate, distinct, and independent provision, and such holding does not affect the validity of the remaining portions.

Said sections are attached hereto and incorporated herein by reference. The purpose of this addition is to establish administrative procedures relating to Time Management, expense reimbursements and similar administrative functions pertaining to the County Administrator, the County Counsel, and the Performance Auditor. (LM Chapter 4).

**ADOPTED** this 2nd day of October 2018.



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

APPROVED AS TO FORM

Date \_\_\_\_\_

\_\_\_\_\_  
LANE COUNTY OFFICE OF LEGAL COUNSEL

**OFFICE OF THE BOARD OF COUNTY  
COMMISSIONERS OF LANE COUNTY**

**3.010 Definitions.**

As used in this subchapter:

“Office” means the Office of the Board of County Commissioners of Lane County.  
(Revised by Order No. 93-5-19-5, Effective 5.19.93; 17-06-06-06, 6.6.17)

**3.012 Functions.**

The Office has all those functions allocated to the Board under the State law, the Lane County Home Rule Charter, the Lane Code and the Lane Manual, except as such functions have been or may in the future be delegated by the Board. (Revised by Order No. 93-5-19-5, Effective 5.19.93; 17-06-06-06, 6.6.17)

**3.014 Operation.**

- (1) The Office operates subject to the direction of the Board.
- (2) The Board may delegate its authority to act with regard to the functions of the Office, subject to the requirements of law.
- (3) The Office will be so organized and employ such personnel as in the judgment of the Board will most efficiently and economically carry out the functions of the Office and discharge its responsibilities in the best interest of the people of Lane County.
- (4) Each Commissioner may appoint his or her respective assistant, who will work in developing priorities, policy objectives and constituent services as directed by the Commissioner and consistent with Lane Manual policies and as authorized through the annual budget process. (Revised by Order No. 93-5-19-5, Effective 5.19.93; 17-06-06-06, 6.6.17)

**3.015 Employees.**

- (1) The Board of Commissioners has three direct report employees, the County Administrator, the County Counsel, and the Performance Auditor.
- (2) The Board of Commissioners delegates their authority as the employer of the employees listed in subsection (1) to approve Time Management requests, expense requests and other similar administrative functions of an employer as set out in subsections (3) and (4) below.
- (3) The three employees will adopt written procedures designed to provide that no employee will approve their own Time Management requests, expense requests or other similar administrative functions. The written procedures will be submitted to the Board of Commissioners for their review and approval.
- (4) Any procedure adopted pursuant to subsection (3) will designate an individual with ultimate responsibility for the approvals in subsection (2) for each of the employees.

**DEPARTMENT DIRECTORS**

**3.020 Department Directors.**

The County is organized into Administrative Departments, as that term is used in the Charter, for the purposes of carrying out the policies of the County and administering its affairs. Subject to the review and approval of the County Administrator, each of the Departments will be administered by a Department Director. All Department Directors other than elective administrative officers, County Counsel, and the Performance Auditor are appointed by the County Administrator and hold office at his or her pleasure, unless otherwise required by law. All Department Directors positions are included in the

into consideration how such correspondence might reflect upon Lane County and the Board of Commissioners. *(Revised by Order No. 90-7-3-11, Effective 7.3.90; 17-06-06-06, 6.6.17)*

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