

ARTICLE ONE -- GENERAL ADMINISTRATION

DIVISION ONE - BOARD PROCEDURES

[Extensively revised by Ordinance 21-01-001L; Effective May 17, 2021]

SECTION 01.01.010

MEETINGS OF THE BOARD OF COUNTY
COMMISSIONERS

The Board of Commissioners shall meet for the transaction of County business at such days and times as may be set by the Board. All agreements, contracts, real property transactions, legislative and quasi-judicial decisions and other formal documents will not be deemed final and binding on the County until reduced to writing, and formally approved and signed by the Board. For purposes of this section "signed by the Board" means signed by at least two (2) members of the Board or, after approval by the Board, signed by the Chairperson, or in the absence of the Chair, by the Vice Chairperson. Board actions other than those listed above will be deemed final upon approval by the Board. The Board may, at any time and in accordance with applicable law, delegate the authority to approve agreements, contracts, real property transactions, and other formal documents. [09-10-007L] [21-01-001L]

DIVISION TWO - HEALTH AND LIFE INSURANCE BENEFITS

SECTION 01.02.010

DEFINITIONS

As used in this division, unless the context requires otherwise:

(1) "Board" means the Coos County Board of Commissioners.

(2) "Health and Life Insurance Benefits" means those benefits provided to officers and employees and their dependents and domestic partners, including but not limited to health insurance, life insurance, and any and all other insurance designed to protect the health and the person of County offices and employees and their dependents and domestic partners.

SECTION 01.02.020

FINDINGS

It is found that state law does not adequately provide for health and life insurance coverage for officers and employees and their dependents, and it is necessary as a matter of County concern to enact an ordinance authorizing such benefits.

SECTION 01.02.030

AUTHORIZATION

Whenever it is deemed necessary and in the best interest of Coos County and its officers and employees, the Board may agree by order or contract or otherwise to provide health and life insurance benefits not otherwise expressly authorized or necessarily implied by state law.

DIVISION THREE - CONTRACT REVIEW BOARD
[Extensively revised by Ordinance 05-01-003L, effective March
1, 2005]

SECTION 01.03.010 CONTRACT REVIEW BOARD

The Board of Commissioners for the County of Coos is hereby designated as the local Contract Review Board and it shall have all the powers granted the State Public Contract Review Board relative to contract concerns of Coos County.

SECTION 01.03.020 RULES GOVERNING PUBLIC CONTRACTS

The Contract Review Board shall adopt rules governing public contracts by Board Resolution.

SECTION 01.03.030 AGREEMENTS PURSUANT TO BID;
PROPOSAL; QUOTE

No agreement or contract shall be entered into by Coos County with any party pursuant to bids, proposals or quotes under ORS Chapters 279A, 279B and 279C unless the review procedures as adopted by resolution of the Coos County Board of Commissioners shall have been completed prior to the award. The procedures shall include legal review of the bid or proposal documents by the Coos County Office of Legal Counsel and review of the availability of budgeted funds by Board of Commissioners, unless the County otherwise delegated contract authority.

SECTION 01.03.040 LONG-TERM PURCHASE AGREEMENTS FOR
PERSONAL PROPERTY

Pursuant to the authority granted to the Board by ORS 203.035, the Board may, by order, authorize the County to enter into long-term installment purchase agreements, lease purchase agreements, or other agreements to acquire personal property, if all payments due under such agreements are subject to the appropriation of funds. Any such agreements previously approved by the Board are hereby ratified and confirmed.

SECTION 01.03.050 PROTESTS AND JUDICIAL REVIEW

All protests and judicial review relating to contracts pursuant to ORS Chapters 279A, 279B and 279C shall be governed by the rules adopted by the Board.

DIVISION FOUR - CLOSURE OF COUNTY OFFICES

SECTION 01.04.010

PURPOSE

The purpose of this Division is to authorize the Coos County Board of Commissioners to order the closure of County offices on days other than legal holidays, and to limit the hours of public access to County offices. This Division is necessitated by the County's lack of resources to staff its offices during all normal working days.

SECTION 01.04.020

CLOSURE OF OFFICES

The Coos County Board of Commissioners shall have authority to close one or more County departments for the transaction of business on any given day, when the Board determines that such closure is necessary due to limited staff resources. This authority may be exercised either by Order or by Resolution.

SECTION 01.04.030

PUBLIC ACCESS

The Coos County Board of Commissioners is authorized to limit public access to certain offices during the work day. This authority may be exercised either by Order or by Resolution.

DIVISION FIVE - NONPARTISAN OFFICE OF COUNTY COMMISSIONER
[Adopted as Division Five of Article
One on August 25, 2004]

SECTION 01.05.010

POLICY AND PURPOSE

Beginning with filings for election to the office of Coos County Commission for the primary election of 2006, all offices of Coos County Commissioner shall thereafter be "nonpartisan" within the meaning of ORS Chapter 249 and other state election laws.

SECTION 01.05.020

REFERRAL TO VOTERS IN NOVEMBER 2004
GENERAL ELECTION; EFFECTIVE DATE

This ordinance shall be referred to the electors as a county measure in the general election of November 2004. This ordinance shall become effective only if approved by a majority of those electors voting on the proposed ordinance. If approved by the electors, this ordinance shall take effect on the 90th day after the date of the election.

DIVISION SIX - MAINTENANCE OF THE COUNTY CODE
[Adopted as Division Six of Article One on
May 17, 2021]

SECTION 01.06.010 Purpose

The purpose of this Section is to define the procedures for amending and organizing the Coos County Code (Code). This Section also authorizes routine corrections to the Code without requiring the passage of additional ordinances, which represent a needless burden on time and financial resources.

SECTION 01.06.020 Amendment and Maintenance of Code

- (1) The Code may only be substantively amended by ordinance. The Office of Legal Counsel shall assist in assigning the proper Code chapter and section numbers to any proposed amendment.
- (2) The Office of Legal Counsel is hereby assigned the duties of codification of general County ordinances within the County Code. Legal Counsel shall keep the Code and its copies as current as reasonably possible, and in a format conducive to public use.

SECTION 01.06.030 Authorized County Code Corrections

The Office of Legal Counsel is authorized to make formatting changes and corrections to the Coos County Code, provided that such changes do not alter the sense, meaning, effect, or substance of the altered provision. Such changes and corrections may include the following:

- a. Designating or re-designating by number or letter sections or parts of sections;
- b. Rearrangement of sections;
- c. Inserting table of content information or other internal references to aid in the use of the Code;
- d. Conformance of textual references to agree with renumbered or otherwise re-designated chapters of the County Code, state statutes, administrative rules, or any other rule or law referenced in the County Code;
- e. Substitution of the proper subsection, section, chapter, or other division number or letters;
- f. Omission of repetitious words;
- g. Changes of capitalization and punctuation for the purposes of uniformity; and
- h. Correction of manifest clerical or typographical errors.