

Lane County - Service Option Sheet - FY 22-23 Department Request

SOS C9: **Operations Admin**
 Dept: CAO Operations - Operations Admin
 Contact: Lorren Blythe 541-682-6717

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Responsible for directing County Operations, which includes Financial Services and Payroll, County Clerk, Mailroom, Procurement, Warehouse and Capital Construction, Planning, and special projects.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	\$320,021	\$274,297	(\$45,724)	1.00

Provides direction to the manager of Financial Services - payroll, accounts payable and receivable, cash and investment management, debt management, purchasing, financial reporting, warehouse and mailroom. Provides direction to the County Clerk - record retentions, property tax relief appeals, filing and indexing of deeds & mortgages of real property, voter registration, administration of scheduled elections and related candidate, measure and initiative filings. Provides oversight for the County's Capital Improvement and Construction planning and projects, Facilities maintenance and custodial duties.

State/Federal Mandate

None

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$0	into other non Discretionary County Funds
_____ \$0	directly to community members (child support payments)