

**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**

<b>Mandate</b>	<b>None</b>	Related	SHALL
<b>Leverage</b>	<b>None</b>	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
<b>Proposed Budget Total</b>	\$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 into other non Discretionary County Funds directly to community members (child support payments)
_____ \$0	
_____ \$0	