

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

SOS: **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

Provides director-level leadership, oversight and management for County Operations, which includes Financial Services, County Clerk, Mailroom, Warehouse, Capital Planning, Facilities and Maintenance. Provides County-level leadership on interdepartmental initiatives such as coordination of large-scale capital projects and planning efforts for a new courthouse, and the Multiuse Community Facility at Lane Events Center.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	\$369,002	\$284,719	(\$84,283)	1.00
Current Service Level	\$369,002	\$284,719	(\$84,283)	1.00

Provides direction to the manager of Financial Services - payroll, accounts payable and receivable, cash and investment management, debt management, purchasing, and financial reporting. 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 program, coordination and planning of construction projects, maintenance and custodial services, and warehouse and mailroom 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)