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

### 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

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expense Total</th>
<th>General Fund</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$320,021</td>
<td>$274,297</td>
<td>($45,724)</td>
<td>1.00</td>
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</tbody>
</table>

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)