

SOS Form Summary

Form #	Service Name	Dept	Revenue	Expense	General Fund	FTE
Public Safety						
1	Civil Process, Inmate Transport and Court Security	SO	376,000	1,985,777	1,609,777	11.00
2	Law Enforcement, 9-1-1 Response	SO	2,611,663	12,314,132	9,702,469	69.50
3	Mandatory and Evidence-Based Inmate Services	SO	172,006	1,073,618	901,612	6.00
4	Marine Patrol, Enforcement and Water Rescue	SO	467,750	660,251	192,501	3.50
5	Natural & Human-Caused Disaster Mgmt	SO	168,300	360,614	192,314	1.00
6	Offender Community Service	SO	59,200	239,931	180,731	1.60
7	Resident Deputies	SO	-	494,748	494,748	3.00
8	Search and Rescue (SAR)	SO	102,600	443,686	341,086	2.00
9	Violent and Sex Crime Investigations	SO	-	1,076,309	1,076,309	5.00
10	Violent Offender Jail Capacity	SO	5,336,282	15,372,446	10,036,164	80.00
11	Family Law - Child Support Prosecution	DA	1,737,910	2,274,875	536,965	14.00
12	Medical Examiner	DA	-	458,124	458,124	3.00
13	Prosecution of Defendants	DA	1,137,757	6,991,390	5,853,633	47.00
14	Victims' Services	DA	493,212	835,928	342,716	7.00
15	Detention	HHS	389,475	1,473,211	1,083,736	7.00
16	Food & Nutrition	HHS	145,337	753,192	607,855	5.00
17	Phoenix Residential Treatment Program	HHS	200,000	1,421,713	1,221,713	8.00
18	Supervision Services	HHS	637,714	2,393,232	1,755,518	15.80
19	Youth Services Administration	HHS	151,877	927,010	775,133	4.00
20	MLK, Jr Education Center	HHS	703,778	906,411	202,633	6.00
21	Program Services	HHS	4,833	881,517	876,684	5.25
22	Restorative Services	HHS	1,617,723	1,861,208	243,485	7.50
Public Health & Welfare						
23	Commitment Investigation	HHS	253,708	359,806	106,098	2.50
24	Communicable Disease Control	HHS	572,784	1,593,205	1,020,421	8.85
25	Health Svc High Risk Preg Women/Infants	HHS	3,180,305	3,846,723	666,418	17.36
26	Human Services	HHS	966,928	1,603,491	636,563	1.24
27	Resource Development	HHS	4,329	85,330	81,001	0.65
28	Veterans Services	HHS	369,153	750,889	381,736	4.00
29	Women, Infants & Children Nutrition Pgrm.	HHS	1,563,732	2,117,848	554,116	16.40
30	Animal Services	PW	319,508	755,396	435,888	2.98

SOS Form Summary

Form #	Service Name	Dept	Revenue	Expense	General Fund	FTE
General Government						
31	Board of Property Tax Appeals	CAO	20,893	46,654	25,761	0.25
32	Elections and Voter Registration	CAO	47,000	1,904,855	1,857,855	6.40
33	Justice Court	CAO	435,000	355,405	(79,595)	2.00
34	Prop Tax Assmt, Collection & Distribution	AT	1,501,082	6,929,408	5,428,326	49.00
35	Property Management	PW	669,602	509,711	(159,891)	1.00
36	Recording, Research, Marriage Licenses	CAO	2,048,110	705,142	(1,342,968)	5.10
C1	Budget & Planning	CAO	556,198	620,871	64,673	4.00
C2	County Governance	CAO	1,787,809	1,647,793	(140,016)	9.75
C3	County Records Retention Management	CAO	22,224	32,954	10,730	0.25
C4	Equity & Access	CAO	-	133,958	133,958	1.00
C5	Financial Services - Central	CAO	1,794,277	1,730,730	(63,547)	13.00
C6	Intergovernmental Relations	CAO	209,517	242,323	32,806	1.00
C7	Internal Auditor	CAO	165,546	161,932	(3,614)	1.00
C8	Mail Room	CAO	79,154	82,402	3,248	1.00
C9	Operations Admin	CAO	240,725	259,357	18,632	1.00
C10	Public Information Officer	CAO	178,275	176,539	(1,736)	1.00
C11	Warehouse	CAO	149,399	123,736	(25,663)	1.00
C12	Legal Services	CC	1,437,305	1,525,548	88,243	9.00
C13	Risk Management	CC	149,412	153,975	4,563	1.00
C14	Workers' Compensation	CC	500	153,290	152,790	1.00
C15	Admin, Training, Workers' Comp, Recruitment & HRIM	HR	1,096,440	1,067,505	(28,935)	7.00
C16	Employee & Labor Relations	HR	716,479	697,204	(19,275)	5.00
C17	Employee Benefits & Wellness	HR	627,703	610,849	(16,854)	5.00
C18	Facilities	PW	2,940,782	3,534,579	593,797	22.00
C19	Land Management - Metro Plan Amendment	PW	50,000	100,000	50,000	0.20
C20	Debt Service Payments	ND	-	685,707	685,707	-
C21	Federal Lobbying	ND	-	23,847	23,847	-
C22	General Fund Reserve	ND	-	17,137,366	17,137,366	-
C23	Intergovernmental Dues & Agreements	ND	-	130,790	130,790	-
C24	Misc. Non-Departmental Expense Items	ND	-	156,300	156,300	-
C25	Public Access Television	ND	-	99,739	99,739	-
C26	Capital Planning Reserve	ND	-	3,351,011	3,351,011	-
C27	Housing Improvement Plan	ND	500,000	2,000,000	1,500,000	-
TOTAL DISCRETIONARY GENERAL FUND					\$ 72,236,195	514.08

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 1: **Civil Process, Inmate Transport and Court Security**
 Dept: Sheriff's Office
 Contact: Captain Chris Doyle, 682-6527

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Civil & Court Transportation/Security Units support the operations of the Circuit Court. The Civil Unit serves court process within the Eugene-Springfield metro area and conducts writs of execution or assistance requiring law enforcement authority. The Civil Unit serves a high volume of Court Protection Orders and handles Court Ordered evictions. The Transport Unit moves inmates to and from the jail and courthouse for proceedings, coordinates and conducts out-of-state extraditions, transports inmates to and from corrections and mental health facilities and provides courthouse/Public Service Building security.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$376,000	\$1,985,777	\$1,609,777	11.00

The Civil Unit serves civil process and conducts statutorily required property sales. It is functionally below "threshold level" as a significant number of documents go un-served or are not accepted for service due to lack of staffing. The Transport Unit is also minimally staffed and regularly unable to meet current demands for service. Routine services (inmate transport for court proceedings, essential medical appointments and Courthouse security) are sometimes delayed. Bi-weekly transports to state institutions consistently require the scheduling of additional staff on overtime. 11.00 FTE: 7 Transport Deputies, 2 Civil Deputies, 1 Sergeant and 1 Records Officer. A transfer from the general fund partners with the Circuit Court to provide security in the courthouse and public safety building.

State/Federal Mandate

ORS 206.010, 206.030, 206.040, 206.060, 206.210, OAR 23.050, 34.380, 34.440, 44.150, 105.151, 105.152, 105.153, 105.156, 105.158, 105.161, 169.030, 107.718, 107.719, 107.720, 124.025, 124.030, ORCP rule 85, Article VII, 16, Oregon Constitution; includes requirements to execute the process and orders of the court and to attend upon call, certain court proceedings.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 2: **Law Enforcement, 9-1-1 Response**
 Dept: Sheriff's Office
 Contact: Captain Chris Doyle 682-6527

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

This program provides emergency response and general policing services to nearly 109,000 residents in Lane County. The mission is to respond to emergency calls for service and to reduce or prevent victimization. Responsibilities include 24/7 response to calls for law enforcement service (65,878 received in 2016), and assist other public safety agencies. This program provides critical support to other Sheriff's Office functions including civil, transport, search and rescue, investigations and contract policing. Staff numbers include personnel assigned to Communications, Records, Property/Evidence and Administration.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$2,611,663	\$12,314,132	\$9,702,469	69.50

22 Deputy Sheriff's and 6 Sergeants provides 24 hour per day police response to in-progress emergency calls, felony and limited misdemeanor person crime investigations and limited felony property crime investigations (home burglaries). Police deputies are also tasked with mandatory civil process service, and limited traffic safety functions. Sheriff's Administration maintains compliance with extensive criminal justice employment hiring requirements and oversees improvements to efficiencies specific to Sheriff's Office Operations. Staffing includes 24/7 dispatch services, records support, one property/evidence technician, one radio/communication technician and two Deputy Sheriffs to patrol BLM lands. A transfer from the General Fund supports one Deputy Sheriff working in the Dunes.

State/Federal Mandate

ORS 206.010 (Duties of the Sheriff) "...it is the Sheriff's duty to: (1) Arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses. (2) Defend the county against those who, by riot or otherwise, endanger the public peace or safety. (3) Execute the process and orders of the courts of justice or of judicial officers....."

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 3: **Mandatory and Evidence-Based Inmate Services**
 Dept: Sheriff's Office
 Contact: Captain Dan Buckwald, 682-2252

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Defendant and Offender Management Center (DOMC) or Sherman Center provides mandatory and evidence-based services to all Lane County inmates. The purpose of the DOMC is to assess and manage all offenders in the custody of the Sheriff's Office. This program assesses and classifies offenders to ensure the appropriate and safe housing of each offender. DOMC staff work in cooperation with the Pretrial Services Section to determine the ability to release each offender and to determine the conditions of release. The DOMC evaluates the viability of offenders to serve their court mandated sentences in alternative to incarceration program assignments. These Alternative Programs currently manage about 500 offenders in the Community Corrections Center, Community Service, Sheriff's Work Crew, Electronic Surveillance, Education and Sit-in program, and Inmate Worker Programs. The DOMC oversees all legally mandated programs provided to inmates in the jail and Alternative Programs, including educational and religious activities. It reduces capacity based releases from the jail by moving lower risk offenders from the jail to lower risk alternative program options. Parole and Probation now has an officer assigned to the DOMC. This officer will assist in monitoring inmate program participation and Alternative Program Placement.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$172,006	\$1,073,618	\$901,612	6.00

This level maintains 4.0 FTE Deputy Sheriffs, 1.0 FTE Records Officer, 0.2 FTE Office Assistant, 0.8 FTE Sergeant and 1.0 FTE Probation Officer to support the jail operation by providing assessment and management of all offenders brought into the correctional facility. DOMC staff properly classifies and places all offenders into worker, educational and alternative to incarceration program activities. Staff monitor and manage the inmate population level at the jail and assist Pretrial Services in making housing and release decisions. The DOMC provides evidence-based programming aimed at reducing recidivism. Education and training is provided to assist offenders with successful re-entry into the community. Offenders are also assigned work assignments in the community and around the jail facility that would otherwise have to be contracted and paid for by the community. Through this program, offenders' constitutional rights and statutorily mandated services are provided. Without DOMC services the Corrections Division would be unable to manage the inmate population in the jail and within Alternative Programs.

State/Federal Mandate

ORS 137.520 requires the Sheriff to operate a jail. Also, sentences emanating from Lane County Circuit Court are state mandates. Related statutes include ORS 144.087, ORS 169.005, ORS 169.076, ORS 169.320.

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

For the purpose of this comparison, only include leveraged funds that are dependent on General Fund revenue. Do not include funds that would still be leveraged if the General Fund portion of the service were decreased or eliminated.

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 4: **Marine Patrol, Enforcement and Water Rescue**

Service Category: Public Safety

Dept: Sheriff's Office

Contact: Captain Chris Doyle, 682-6527

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Oregon State Marine Board contracts with the Lane County Sheriff's Office to provide boating law enforcement and boater/water safety education. The Marine Patrol performs rapid water search and rescue response and provides marine law enforcement on over 40 lakes, 5 navigable rivers and streams and the coastal waters of the Pacific Ocean. Marine Deputies investigate marine related crime such as theft and fraud, as well as boating involved crashes and deaths.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$467,750	\$660,251	\$192,501	3.50

The 3.0 FTE deputies assigned to this program are responsible for boating and water safety for more than 5 rivers, over 40 lakes and coastal waters in Lane County. The Marine Patrol serves as first responders for on-the-water rescues, safety emergencies and boating accident investigations. They are actively engaged in public education for boating and water safety in the community.

State/Federal Mandate

ORS. 401.560 states, "(1) The Sheriff of each county has the responsibility for search and rescue activities within the county."

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
_____	\$0	
_____	\$0	

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 5: **Natural & Human-Caused Disaster Mgmt**
 Dept: Sheriff's Office
 Contact: Linda Cook 682-6744 /Chief Deputy Cliff Harrold 682-4450

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Emergency Management program prepares local government and the general public for natural and human-caused disasters by assessing risks, identifying hazards, conducting public education and outreach, sending alerts and warnings, developing and testing response plans, and implementing mitigation projects. The goal of increasing the County's resilience to major disasters is accomplished by coordinating layers of individuals, non-governmental organizations, the business community, and organizations at the municipal, county, regional, state, and federal levels. Duties are carried out within a framework established by the federal government but focus on meeting local needs.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$168,300	\$360,614	\$192,314	1.00

The Lane County Emergency Management program's purpose is to increase the County's resiliency and to increase its ability to respond and recover from the hazards that threaten it. This is done through mitigation, preparedness, response, and recovery. This level of service provides for a Program Manager to oversee implementation of Emergency Management functions, programs and services aimed at ensuring countywide capability to cope with potential and actual incidents that disrupt Lane County communities.

State/Federal Mandate

Homeland Security Act of 2002, Presidential Directive 5 and the Stafford Act of 1988 mandate a comprehensive, all-hazards approach to "domestic incident management". ORS 401 states that "(1) Each county of this state shall, and each city may, establish an emergency management agency which shall be directly responsible to the executive officer or governing body of the county or city." The responsibility for emergency management has been assigned to the Sheriff of Lane County.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 6: **Offender Community Service**
 Dept: Sheriff's Office
 Contact: Captain Dan Buckwald, 682-2252

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Offender Community Service or Community Service Program (CSP) is a community-based sentencing option used in lieu of incarceration. Offenders who are sentenced, court-ordered to pay off fines and fees and those placed on probation, fulfill their obligations to the Court by performing volunteer work at local non-profit and public agencies. The CSP staff oversee the supervision of approximately 150 local offenders on a daily basis. The program is funded by Community Corrections Act (CCA) funds and offender fees, as well as by the General Fund. This program allows state mandated sentences to be served, thereby holding offenders accountable.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$59,200	\$239,931	\$180,731	1.60

This maintains one FTE Deputy Sheriff and 0.6 FTE Office Assistant to manage the community service for approximately 240 offenders on a daily basis. Offenders perform community service for non-profit organizations in lieu of incarceration and pay fines as part of their probation, thereby holding the offender accountable for their offenses.

State/Federal Mandate

ORS 137.520 requires the Sheriff to operate a jail. Sentences emanating from Lane County Circuit Court are state mandates. Related statutes include ORS 144.087, ORS 169.005, ORS 169.076, ORS 169.320.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 7: **Resident Deputies**
Dept: Sheriff's Office
Contact: Captain Chris Doyle, 682-6527

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Resident Deputies are assigned to three geographic districts - West Lane, covering from Walton to the Coast, South Lane, covering Lane County south of Creswell and East Lane, covering the Mohawk & McKenzie Hwy area. The goal of the program is to respond to emergencies and calls for service and to reduce or prevent victimization. The Resident Deputy program allows LCSO to provide enhanced police services to certain areas staffed by Resident Deputies. These Deputies are not relied upon for county-wide 9-1-1 response and therefore are able to remain in the community. Resident Deputies are able to provide in-person response or follow up to property crimes and other quality of life issues that are otherwise impossible given the reduced level of staffing in Patrol. Deputies cover civil service and all regular Sheriff's Office functions. Also included in this service is a significant community outreach component, including liaison with Neighborhood Watch organizations, schools, businesses and civic groups within the three districts. The Resident Deputy program is an excellent example of "community policing" a proven effective approach to law enforcement. Resident Deputies develop special knowledge of their assigned area, and are able to provide efficient, effective service to community residents.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$494,748	\$494,748	3.00

The Resident Deputy program is extremely popular with residents in the areas covered by the program. The Sheriff's Office strongly supports continuation of this program and would like to eventually expand it to provide a higher level of service to much more of the county.

State/Federal Mandate

ORS 206.010 (Duties of the Sheriff) "...it is the Sheriff's duty to: (1) Arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses. (2) Defend the county against those who, by riot or otherwise, endanger the public peace or safety. (3) Execute the process and orders of the courts of justice or of judicial officers....."

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 8: **Search and Rescue (SAR)**
 Dept: Sheriff's Office
 Contact: Tim Chase 682-4369; Capt. Chris Doyle 682-6527

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Land and water search and rescue services throughout the county are the responsibility of the Sheriff's Office. The Search and Rescue Manager is supported by a Search and Rescue Coordinator, who provides SAR support and management functions during large scale or extended duration missions, or when the SAR Manager is unavailable. The Search and Rescue Program relies heavily upon volunteers which are also managed by the SAR Manager. A portion of the program is funded with Title III reimbursement.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$102,600	\$443,686	\$341,086	2.00

The Search and Rescue program conducts field operations, training and management for approx. 200 volunteers representing thousands of hours of donated service annually. SAR provides state-required reporting functions and direct oversight of over 100 missions per year. A SAR Supervisor provides backup when the Coordinator is unavailable and also assists in SAR operations and volunteer training and supervision.

State/Federal Mandate

ORS 401.560 provides that the Sheriff of each county is responsible for search and rescue. (Related ORS include ORS 401.015 to 401.105, 401.260 to 401-325 and 401.355 to 401.580) ORS 206.010 General Duties of the Sheriff.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 9: **Violent and Sex Crime Investigations**
 Dept: Sheriff's Office
 Contact: Captain Chris Doyle, 682-6527

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Violent and Sex Crime Investigation detectives are responsible for advanced investigation and case preparation of violent crimes committed in Lane County including homicide, rape, sex crimes, and other major crimes; approximately 80% of the cases assigned in this program deal with the victimization of children. The program contributes to the Sheriff's Office goals of protecting lives and property of Lane County residents by working to identify and hold offenders accountable and reduce or prevent further victimization.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$1,076,309	\$1,076,309	5.00

The Criminal Investigation Section (CIS) focuses on violent crimes (homicide, rape, felony assault and sexual crimes against children) which require extensive follow-up for successful prosecution. CIS detectives spend approximately 80% of their time investigating sexual crimes against children. Current staffing is far below the threshold level to meet the demand for service. Currently, many violent person and child victim crimes go uninvestigated or are left to be followed up on by uniform patrol deputies who must already deal with the daily high volume of calls related to in-progress crimes. Without CIS staff, the Sheriff's Office would be unable to fully comply with statutory mandates in child victim cases. This minimal level of staffing provides no ability to follow up on other felony crimes cases, including property crime, or domestic violence crimes.

State/Federal Mandate

ORS 206.010 (Duties of the Sheriff)...it is the Sheriff's duty to: (1) Arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses. (2) Defend the county against those who, by riot or otherwise, endanger the public peace or safety.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 10: **Violent Offender Jail Capacity**
 Dept: Sheriff's Office
 Contact: Captain Dan Buckwald, 682-2252

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Adult Corrections Division's purpose is to hold offenders accountable & to protect the lives & property of Lane County citizens and hold offenders accountable for their criminal behavior. The total inmate capacity of the jail is 507, with 96 beds closed due to lack of funding and/or staffing. A Federal Consent Decree establishes population caps so that, of the 411 funded beds, only 382 are available to house offenders; currently of those, 15 beds are contracted out to other agencies. This leaves Lane County with 367 beds for local adult offenders. The Local Option Levy passed in May, 2013, funded 321 of these beds. Contract revenue, State revenue and General Fund provide jail services that include Booking & Release, Records, Inmate Health, Maintenance and Inmate Food Services. With the loss of the US Marshals Service (USMS) contract, additional Levy funds will be allocated to fund the 50 beds previously utilized by the USMS and now used for local offenders. The beds currently available are used to hold dangerous and high to moderate risk offenders.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$5,336,282	\$15,372,446	\$10,036,164	80.00

This level of funding provides Booking and Records Services at the Jail, Administrative Support to the Jail, 90 jail beds and Jail Support Services including Inmate Medical and Mental Health Services, Food Services, Laundry, Visiting / Court Operations, Facilities Maintenance and Sheriff's Work Crew (SWC) funding. These operations are required in order to maintain housing operations in the jail and on SWC. Without this funding the Jail may be forced to close beds and eliminate services to low risk offenders utilizing SWC programming. This General Fund allocation supports the minimum 255 local beds provided by Public Safety Levy for adult offenders and \$165,325 in the SWC program. It also provides resources for additional inmate mental health programming and services.

State/Federal Mandate

ORS 137.520 requires the Sheriff to operate a jail. Also, sentences emanating from Lane County Circuit Court are state mandates. Additionally, ORS 135.240 (4-6) requires the jail to not release defendants charged with a violent felony. Related statutes include ORS 144.087, ORS 169.005, ORS 169.076, ORS 169.320.

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

THIS SOS FORM DOES NOT REPRESENT THE ENTIRE VIOLENT OFFENDER JAIL CAPACITY SERVICE: The financial details of this form do not include the revenues or expenses associated with the 321 jail beds & 81.25 FTE budgeted in the Local Option Levy Special Revenue Fund in FY 18-19. Additional information on this piece of the service is available in the Proposed Budget document under the Sheriff's Office department section.

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 11: **Family Law - Child Support Prosecution**

Service Category: Public Safety

Dept: District Attorney
 Contact: Patty Perlow 682-4093; Rebecca Messenger 682-4508

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Parents are obligated by law to support their children. When parents separate, divorce or paternity is established, the Court often orders that child support be paid. The Family Law Division collects this child support for the custodial parents. Total collections average \$21,000,000 per year for local children and their families. \$1 of County General Fund buys about \$4.10 of program operations.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,737,910	\$2,274,875	\$536,965	14.00

Mandated services include: establishment of paternity, child support and medical support orders; enforcement and modification of child support orders and medical insurance obligations; initiating and responding to interjurisdictional child support establishment, enforcement, and modification requests. Federal and state laws govern the level of service required. Strict timelines and performance guidelines are imposed. Failure to meet them can lead to a loss of federal funding.

State/Federal Mandate

ORS 25.080; OAR 137-055-2020; 42 USC Sections 651-669; 45 CFR 303; ORS 25.080 "... The entity shall provide the support enforcement services described in subsection (4)...". The following entity is primarily responsible per ORS 25.080(1)b "...the district attorney in cases other than those described in paragraph (a)". 25.080(7) "All county governing bodies and all district attorneys shall enter into child support cooperative agreements with the [D]department [of Justice, Division of Child Support]".

Leverage Details

The General Fund portion of this program leverages the following:

_____	\$1,737,910	back to the Discretionary General Fund into other non Discretionary County Funds directly to community members

_____	\$21,000,000	

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 12: **Medical Examiner**
 Dept: District Attorney
 Contact: Patty Perlow 682-4093; Rebecca Messenger 682-4508

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Lane County Medical-legal Death Investigators will be called to investigate between 1,000 and 1,200 suspicious and unattended deaths over the next year. Our Lead Medical-legal Death Investigator, and Medical-legal Death Investigators work with law enforcement partners, the State Medical Examiner's pathologist assigned to Lane County and others to investigate and report cause and manner of death. Over 5 FTE are required to fully cover a 24/7 post, but Lane County is managing 24/7 coverage with three full-time employees, and a handful of part-time staff who agree to accept on-call shifts.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$458,124	\$458,124	3.00

Work with law enforcement partners, the State Medical Examiner's pathologist assigned to Lane County, and others to investigate and report the cause and manner of all unattended and suspicious deaths. We remain below threshold staffing. The system will continue functioning at this staffing level only as long as we're able to continue finding qualified staff who are willing to accept "on-call" compensation for working extended weekend and night shifts.

State/Federal Mandate

ORS 146.065, 146.075, 146.085

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 13: **Prosecution of Defendants**
 Dept: District Attorney
 Contact: Patty Perlow 682-4093; Rebecca Messenger x4508

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The District Attorney is responsible for the prosecution of all felony offenses and most misdemeanor offenses committed in Lane County. Due to a reduction of staff in 2012, we had severely compromised the effective prosecution of thousands of cases and failed to file over 1,000 viable cases per year from 7/2012-7/2015. By obtaining some grant funding to assist in paying for three prosecutors and increasing the individual caseloads of the attorneys, we are on track to file approximately 1,000 additional felony cases this year.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,137,757	\$6,991,390	\$5,853,633	47.00

Crime Investigation, Prosecution, and Related Services: Prosecution of all Adult and Juvenile Felony Crime, plus most Adult Misdemeanor DV and DUII crimes.

State/Federal Mandate

ORS 8.660; ORS 8.670; ORS 146.095; ORS 137.106; ORS 135.139; Oregon Constitution Art 7, Section 17; ORS 8.660 states "The district attorney shall attend the terms of all courts having jurisdiction of public offenses within the district attorney's county, and except as otherwise provided in this section, conduct, on behalf of the state, all prosecution for such offenses therein."

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$4,622,082	back to the Discretionary General Fund into other non Discretionary County Funds directly to community members
_____ \$7,703,717	
_____ \$0	

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 14: **Victims' Services**
 Dept: District Attorney
 Contact: Patty Perlow x4093; Rebecca Messenger x4508

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Victim Services Program is responsible for providing comprehensive services to crime victims in order to guarantee that victims' constitutional and statutory rights are upheld.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$493,212	\$835,928	\$342,716	7.00

Staff and volunteers provide services to all crime victims. Services include: notification of victim rights and criminal justice hearings; assistance in obtaining protective orders; documentation of restitution; referring victims to other community agencies/resources; counseling referrals as appropriate; and assisting victims with filing claims with the State of Oregon Crime Victims' Compensation program.

State/Federal Mandate

Oregon Constitution Article I, Section 42 (Rights of victim in criminal prosecutions and juvenile delinquency proceedings) & Section 43 (Rights of victim and public to protection from accused person during criminal proceedings; denial of pretrial release)

ORS 147.405-147.438 (Crime Victims' Rights); ORS 147.500-147.575 (Effectuation of Crime Victims' Constitutional Rights); 147.510(b)(4) states "...the prosecuting attorney shall provide the court with a notice of compliance with victims' rights".

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$493,212 _____	back to the Discretionary General Fund
_____	into other non Discretionary County Funds
_____	directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 15: **Detention**
 Dept: HHS-Youth Services
 Contact: Nathaline Frener x4747

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provides 16 beds of secure custody for youth who represent a risk to the community. General Fund, the Local Option Levy, and Juvenile Crime Prevention grant dollars fund those 16 beds. Detention is used to ensure community safety including pre-adjudicative youth, probation violations, and court ordered sanctions.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$389,475	\$1,473,211	\$1,083,736	7.00
Deletion	\$0	\$125,703	\$125,703	1.00

This position was moved from the Detention budget to the Local Options budget. No reduction in service.

Level 1	\$389,475	\$1,598,914	\$1,209,439	8.00
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The General Fund, Local Option Levy, and Juvenile Crime Prevention (JCP) grant funding provides 16 beds of secure custody. The funding pays for Juvenile Group Workers who provide 24/7 intake and detention services. Funds also pay for a supervisor and support staff. The 16 detention beds are used for highest risk youth. ORS requires juvenile departments to take charge of youth ordered into custody by the court and is referenced below. General fund pays for 1.0 FTE Detention Supervisor and 6.0 FTE Juvenile Groupworkers.

State/Federal Mandate

ORS 419A.059 and 419A.012(4) The juvenile director shall take charge of any youth offender before and after the hearing as directed by the court and the court shall designate the place where youth shall be held in detention. ORS 419C.001-juvenile justice system shall provide continuum of services; ORS 419A.063-youth must be placed in detention facility that is staffed by juvenile department employees and in no case may a youth under 14 years of age be placed in facility where adults are detained; ORS 169.076-169.078 sufficient staff to perform security, custody and supervision of youth.

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

THIS SOS FORM DOES NOT REPRESENT THE ENTIRE DETENTION SERVICE: The financial details of this form do not include the revenues or expenses associated with the detention beds and FTE budgeted in the Local Option Levy Special Revenue Fund. Additional information on this piece of the service is available in the Proposed Budget document under the Health & Human Services department section.

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 16: **Food & Nutrition**

Dept: HHS-Youth Services

Contact: Nathaline Frener x4747

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Food and Nutrition Services is responsible for preparing meals for youth in Detention, Phoenix, Martin Luther King Jr. Education Center, and youth working on the Youth Services community service and restitution crews. Additionally Food and Nutrition is responsible for the Martin Luther King, Jr. Culinary Arts Program. This program provides vocational training to high-risk delinquent youth allowing youth to acquire skills to apply for work in our community.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$145,337	\$753,192	\$607,855	5.00
Deletion	\$0	\$23,015	\$23,015	0.50

Over this past year staffing has been adjusted to allow the program to be fully staffed by regular employees and not have the need for Temporary employees in Food & Nutrition. This deletion reflects one .50 Temp position being eliminated.

Level 1	\$145,337	\$776,207	\$630,870	5.50
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Food and Nutrition provides 32,000 meals per year to youth referred to Lane County Youth Services. This program participates in the National School Lunch Program and receives reimbursement of \$40,000 for meals served. This level of service allows us to provide nutritious meals to youth in Detention, Phoenix, MLK Education Center, community service, and restitution crews. General Fund supports 1.0 FTE Program Supervisor, and 4.0 FTE Juvenile Justice Specialist.

State/Federal Mandate

N/A

Leverage Details

The General Fund portion of this program leverages the following:

_____	back to the Discretionary General Fund
_____	into other non Discretionary County Funds
_____	directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 17: **Phoenix Residential Treatment Program**

Service Category: Public Safety

Dept: HHS-Youth Services

Contact: Nathaline Frener x4747

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provides 16 beds of residential treatment services for high risk youth whose treatment needs are best served in a residential setting. Youth receive up to 20 hours of cognitive-behavioral, mentoring and therapeutic treatment per week including family therapy and educational services. These residential services are delivered through a combination of public and private funds.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$200,000	\$1,421,713	\$1,221,713	8.00

This Level 4 BRS residential treatment program is funded through General Fund (25%), Local Option Levy (50%), and Federal and State Behavioral Rehabilitation Services (BRS) funding (25%). This funding provides residential treatment for male and female youth. Phoenix follows effective practices and provides an intensive level of treatment locally to youth and families without having to leave the community to access treatment, and avoid commitment to the State. General fund pays for 1.0 FTE Supervisor and 7.0 FTE Juvenile Group Workers.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 18: **Supervision Services**
 Dept: HHS-Youth Services
 Contact: Nathaline Frener x4747

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The supervision unit is tasked with providing probation services for youth in the juvenile justice system. Juvenile Counselors working in the supervision unit conduct assessments of youth referred for delinquency, formal accountability agreements and on formal probation, manage and present court hearings for juvenile offenders, implement cognitive behavioral individual and group interventions, supervise youth court-ordered to residential treatment programs, manage the Juvenile Drug Court program (RAP Court), and ensure culturally appropriate services for youth and families referred to Youth Services

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$637,714	\$2,393,232	\$1,755,518	15.80
Deletion	\$0	\$176,698	\$176,698	2.00

This deletion reflects the reclassification of two positions (Juvenile Justice Specialist and Juvenile Counselor) to Group Worker positions and moving the FTE to Local Option Levy. Due to case loads in Supervision we can manage the cases with fewer number of staff.

Level 1	\$637,714	\$2,569,930	\$1,932,216	17.80
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The Supervision unit works with approximately 1,000 youth annually, including high-risk youth and youth with problematic sexual behaviors. This level of service will provide for response to felony and person to person referrals and misdemeanor offenses. The state requires that a continuum of juvenile justice services be provided by counties and the ORS number is referenced below. General funds support 1.0 FTE Supervisor, 3.0 FTE Sr. Juvenile Counselor, 2.0 FTE Bilingual Juvenile Counselor 2, 7.8 FTE Juvenile Counselor 2, 1.0 FTE Juvenile Justice Specialist-Bil, and 1.0 FTE Office Assistant 2.

State/Federal Mandate

ORS 419C.001 states the juvenile justice system shall provide a continuum of services that emphasizes prevention of further criminal activity by the use of early and certain sanctions, reformation and rehabilitation programs; ORS 419A.012 states that juvenile department shall make investigations of youth brought before the court, to report fully and furnish information to the court and take charge of youth as directed by the court.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 19: **Youth Services Administration**
 Dept: HHS-Youth Services
 Contact: Nathaline Frener x4747

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Administration provides both broad program and fiscal oversight along with daily budget and personnel management, program compliance and division-wide support. As a division within the Department of Health and Human Services, Youth Services Administration is charged with the duties of collaborating with other divisions to support the mission, values, and goals of Health and Human Services. Administration is also responsible for actively soliciting funding opportunities for the division in the form of grants, foundation awards, and community donation prospects. Research and evaluation of all internal and external juvenile justice funding is conducted through the Administration Unit and has resulted in increased program accountability and efficient stewardship of county tax dollars.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$151,877	\$927,010	\$775,133	4.00

Youth Services Administrative functions are supported by 4.0 FTE: a 1.0 FTE Senior Division Manager, 1.0 FTE Sr. Management Analyst, 1.0 Administrative Assistant, and 1.0 Sr. Accounting Clerk. The financial and contract operations for YS is centered in HHS administration. The Juvenile Justice Center (JJC) is the location of the Juvenile Court for dependency and delinquency. There is a high volume of public activity in the JJC.

State/Federal Mandate

419A.010-requirement of every County to have a Juvenile Department Director; 419A.012-Juvenile Department will make an investigation of every youth brought before Court;419C.001-juvenile justice system shall provide a continuum of services that emphasizes prevention of further criminal activity; 423.560-juvenile Department director shall be a member of the local public safety coordinating council.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 20: **MLK, Jr Education Center**
 Dept: HHS-Youth Services
 Contact: Nathaline Frener x4747

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The MLK unit serves high school students who have an active juvenile delinquency case. MLK provides education, vocational training, community service and restitution crews.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$703,778	\$906,411	\$202,633	6.00
Deletion	\$0	\$45,146	\$45,146	0.50

This past year we have focused on meeting staffing needs with regular employees. This deletion reflects the elimination of one .50 Temporary staff as the needs are now met with the use of regular staff.

Level 1	\$703,778	\$951,557	\$247,779	6.50
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The MLK unit works with juveniles under the jurisdiction of the juvenile court. MLK provides opportunities to earn high school credit, complete vocational training, and complete community service and restitution to victims. MLK students received over 360 high school credits in 2016 and have the opportunity to earn credits at an accelerated rate each year. MLK paid over 10k to victims in restitution in 2016. The General Fund covers: .66 FTE Supervisor and .88 FTE Juvenile Justice Specialist

State/Federal Mandate

ORS 419C.470 states that County juvenile departments shall to the extent practicable, create opportunities for youth offenders under the supervision of a county juvenile department to pay resitution as ordered by the court and to perform any community ordered by the court. In addition, the increasing youth community service and restitution crews is part of Lane County's 10 Year Public Safety Plan.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 21: **Program Services**
 Dept: HHS-Youth Services
 Contact: Nathaline Frener x4747

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Program Services unit provides mental and physical health services to youth being held in Detention. Physical health services are provided to youth in Phoenix Treatment program, and mental health transition services are provided to youth as they leave Detention. The unit also houses our Division receptionist and Office Assistant.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$4,833	\$881,517	\$876,684	5.25
Deletion	\$0	\$88,850	\$88,850	0.75

.50 of the Juvenile Justice Nurse and .25 of the Mental Health Specialist-2 to Local Options Levy. The services are still being provided as stated in the Executive Summary.

Level 1	\$4,833	\$970,367	\$965,534	6.00
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The Program Services unit provides mental and physical health services to youth being held in Detention. Physical health services are provided to youth in Phoenix Treatment program, and mental health transition services are provided to youth as they leave Detention. The unit also houses our Division receptionist and Office Assistant. The General Fund covers 1.0 FTE Supervisor, 1.0 FTE Bilingual Mental Health Specialist, .75 FTE Mental Health Specialist 2, .50 FTE Juvenile Justice Nurse, 2/hour week physician, 1.0 Bilingual Office Assistant 2, and 1.0 Office Assistant 2.

State/Federal Mandate

ORS 169.740 states that juvenile facilities shall provide for counseling of any detained juvenile found to be within the jurisdiction of the court. ORS 169.076(5) states that juvenile detention facilities shall provide for emergency medical and dental health.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 22: **Restorative Services**
 Dept: HHS-Youth Services
 Contact: Nathaline Frener x4747

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Restorative Services unit is tasked with providing diversion services for youth in the juvenile justice system. Juvenile Justice Specialists conduct assessments of youth referred for delinquency and manage the youth's progress through the completion of diversion agreements and programs. The Minor in Possession diversion program is housed in this unit, as well as the Springfield Restorative Justice program and all County peer courts. In addition, this unit houses a full-time Victim Advocate who provides victim services to all victims of Lane County juvenile offenders.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,617,723	\$1,861,208	\$243,485	7.50

The Restorative Services unit works with youth who are referred to the Division for criminal and/or violations and who are placed in a diversion process. The units serves approximately 300 youth through diversion, and 300 youth and 300 parents through the Minor in Possession class. The state requires that a continuum of juvenile justice services be provided by counties and the ORS number is referenced below. General funds support .50 FTE Supervisor, 1.33 FTE Juvenile Justice Specialists, and 1.0 FTE Victim Advocate.

State/Federal Mandate

ORS 419C.001 states the juvenile justice system shall provide a continuum of services that emphasizes prevention of further criminal activity by the use of early and certain sanctions, reformation and rehabilitation programs; ORS 419A.012 states that juvenile department shall make investigations of youth brought before the court, to report fully and furnish information to the court and take charge of youth as directed by the court.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 23: **Commitment Investigation**
Dept: HHS-Behavioral Health
Contact: Lisa Nichols X-6487

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Lane County Behavioral Health, as the Community Mental Health program, is responsible to provide Commitment and Investigation Services, a critical part of the mental health and public safety systems. This service is responsible for investigating situations where someone is a danger to themselves or others. These services follow up on any mental health holds in Lane County and assesses appropriateness for pursuing a 180 day commitment, then arranges for a hearing. The service also addresses family petitions for commitment. Additionally, the service is responsible for monitoring outpatient commitments, ensuring that committed individuals are following the trial outpatient commitment conditions. In addition to the public safety benefit of this service, this will allow the county to better manage hospital levels.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$253,708	\$359,806	\$106,098	2.50

The state funds 1.5 FTE Mental Health Specialists that are dedicated to provide the mandated commitment services. Due to the size of Lane County 1.5 FTE is not adequate coverage to meet the demand for these services. The program is seriously challenged to meet statutory investigation timeframes with the current level of FTE. The additional 1.0 FTE Sr. Mental Health Specialist is dedicated to respond to situations where someone is a danger to themselves or others and will follow-up on any mental health holds in Lane County. These services including conducting civil commitment investigations, provide monitoring and treatment to clients in the community and transporting clients to necessary services and appointments.

State/Federal Mandate

ORS 426 defines the responsibilities of the County related to commitment investigations.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 24: **Communicable Disease Control**
Dept: Health & Human Services
Contact: Jocelyn Warren 682-3950; Cindy Morgan 682-3931

Service Category: Public Health & Welfare

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Controlling the spread of diseases of public health significance is a function of Lane County Public Health (LCPH). The Communicable Disease (CD) staff is mandated to investigate cases, identify those at risk, implement preventive measures (vaccination, education, isolation) to decrease the spread of diseases reportable by statute. The CD program is the mandated recipient and manager of communicable disease reports from all health care facilities, laboratories, and medical providers within the county. The program staff assures appropriate treatment of cases of reportable sexually transmitted diseases and prioritizes investigation of contacts. STD and HIV prevention includes counseling and testing and referral for populations at increased risk. Public Health provides TB case investigation management to prevent and reduce transmission in the community. Population focused activities to improve community immunization rates and reduce the burden of STD infections remain program priorities.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$572,784	\$1,593,205	\$1,020,421	8.85

Outbreaks of communicable diseases require a robust public health response and 24/7/365 availability. LCPH will continue to receive and investigate communicable disease reports and fulfill responsibilities to prevent transmission. Responsibilities include education and direction to cases, contacts and private health care providers to assure appropriate treatment, immunization, and prophylaxis. The CD program staff will evaluate and reorganize population focused program efforts to optimize county wide immunity for vaccine preventable diseases, including coordination of delegate agencies and mandated annual immunization review. The CD program staff will work with community partners to reduce the incidence of STD, including access to clinic services, contact follow-up, appropriate treatment of cases, prompt reporting and referrals.

State/Federal Mandate

ORS 431.416 Local Public Health Authority; ORS 433 Disease and Condition Control; OAR 333-018-0000; 333-019-0000; 333-014-0050; Intergovernmental Agreement with Oregon Department of Human Services for Local Public Health Authority. HB 2185 specifies newly defined public health authority related to emergency public health events. Losing local public health authority places the County at significant risk, if the state charges the County to provide required services.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 25: **Health Svc High Risk Preg Women/Infants**
 Dept: Health and Human Services
 Contact: Jocelyn Warren 3950, Chelsea Whitney 8783, Kevin Burns 4670

Service Category: Public Health & Welfare

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Maternal Child Health services include; Nurse Family Partnership, Expanded Babies First, CaCoon and Oregon Mother's Care (OMC). The goals of the programs are to improve the health of women and children through improving birth outcomes, access to care, reducing infant mortality and health care disparity. Evidence shows that programs which provide frequent home visiting by Registered Nurses improve health outcomes for pregnant women and children. Registered Nurses working in these programs provide case management services, screening and intervention for parental depression and anxiety, domestic violence, home safety, nutrition, child development, and social-emotional family wellbeing. The Home Visiting Nurse models generate matched Medicaid funds through targeted case management. The Lane County OMC program has Federally certified Assistors to assist pregnant women in applying for OHP. Low income women are more likely not to receive prenatal care due to providers not accepting the woman without proof of insurance. Because of the OMC staff's connection with OHA and local providers women are approved for OHP and seeing providers early in pregnancy.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$3,180,305	\$3,846,723	\$666,418	17.36

Oregon Mother's Care, Nurse Family Partnership (NFP), Expanded Babies First & CaCoon programs decrease health disparities by improving access to care, improve birth outcomes and improve outcomes of babies and children with special health care needs. Through assessing health, development, socioeconomic, mental health, parenting, safety, case management services, nutritional and education needs Nurse home visitors impact the health of generations in Lane County. From July 1, 2017 to December 31, 2017 MCH Nurse Home Visiting Programs received 381 initial referrals and 418 total referrals, and served 381 clients.

State/Federal Mandate

ORS 431.416 Local Public Health Authority or health district duties; OARs 333-014-0050 2(b), 410-130-0595, 410-138-0000 through 410-138-0080. Losing local public health authority by not providing mandated MCH services would put Lane County at significant financial/legal risk (state provided/county billed for services).

Leverage Details

The General Fund portion of this program leverages the following:

	back to the Discretionary General Fund into other non Discretionary County Funds directly to community members
\$313,537	

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 26: **Human Services**
Dept: Health & Human Services
Contact: Steven Manela 682-3797

Service Category: Public Health & Welfare

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The mission of the Human Services Division is to provide resources and promote opportunities for the improvement of the quality of life and success of children, families and individuals through a diverse array of programs and services made possible by local, state and federal funding sources in partnership with non-profit and government agencies. The divisions' programs receive pooled support from the Cities of Eugene and Springfield and Lane County to provide a safety net of services for the community, that provide basic needs, prevent and alleviate homelessness, protect families from domestic violence and child abuse, maintain independent living for seniors, disabled and veterans and prepare children and families for success. The Division is governed by the Human Services Commission (HSC), a seven member regional board comprised of Eugene, Springfield and Lane County elected and appointed public officials who determine the human service funding policy for the allocation of Federal, State and local resources within the Human Services Fund.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$966,928	\$1,603,491	\$636,563	1.24
Deletion	\$154,655	\$179,619	\$24,964	0.00

Reduction in City of Eugene Revenue, \$154,655. General Fund funding reduced by \$23,304 one-time funding for Dusk-to-Dawn. Additional reduction in General Fund revenue of \$1,660 for Human Services Division's portion of savings due to CAO reduction of 2 positions for Quality & Compliance Division from department Proposed budget. The decreased funding reduces funds for Agency Payments and Professional & Consulting Services.

Level 1	\$1,121,583	\$1,783,110	\$661,527	1.24
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Maintains the ability of the Human Services Division to provide contracted human services and support for responsible and efficient management of regional human services programs with local, city, county, state and federal resources. Includes contracted human services, human service strategic planning, grant administration, data collection, analysis, and program operation and evaluation, staffing the human services governing board, advisory committees, and task forces, monitoring contractors performance and adherence to grant requirements, completing grant reports to funding agencies, providing technical assistance to non-profits and community partnerships, collecting and analyzing program data and performance reports.

State/Federal Mandate

The pooled local funding provides the community with access to state and federal grants, leveraging local resources. Pooled general funds are used to match the \$3.4 million Federal HUD Continuum of Care maintenance of effort and recipient match requirements -- 24 CFR 583.120 - 583.150. The grant helps homeless families, youth and adults by providing supportive housing and services. A match of 25% of Lane County's portion of the total grant is required as well as no replacement of current funding. Also, we receive a \$274,000 HUD Emergency Solutions Grant that requires 100% match. ORS 458.505 governs the federal and state anti-poverty funds used in conjunction with the pooled general funds.

Leverage Details

The General Fund portion of this program leverages the following:

\$0	back to the Discretionary General Fund
\$15,432,182	into other non Discretionary County Funds
\$13,768,338	directly to community members (child support payments)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 27: **Resource Development**
Dept: HHS- Administration/Direct Program Support
Contact: Karen Gaffney X3942

Service Category: Public Health & Welfare

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Raises significant funds for prevention, intervention and wellness services in Lane County. In FY 16-17 (last year of full data) the position leveraged more than \$1 million in grant awards. With the .65 FTE of the .80 FTE position that is devoted to resource development activities, the department conservatively estimates more than \$1 million will be raised for County and community services. In addition to generating dollars for services that would not otherwise come to Lane County, this position focuses on supporting H&HS strategic goals and increasing coordination efforts across the divisions. This work serves to create cost-saving measures and opportunities for system-wide integration. The position will also provide strategic development support to elements of the Lane County Community Health Improvement Plan.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$4,329	\$85,330	\$81,001	0.65

This FTE is used for strategic resource development activities and projects, resulting in \$3.3M in increased funding for County and community services in FY 15/16 and \$1M for FY16/17. The projection for FY 17/18 is over \$1.1M. As with the prior years, we continue to work in an environment in which we and our partnering agencies are seeing increases in the number of individuals seeking services while at the same time realizing cuts in funding streams, so the ability to seek additional resources is critical.

State/Federal Mandate

None

Leverage Details

The General Fund portion of this program leverages the following:

_____	back to the Discretionary General Fund
_____	into other non Discretionary County Funds
_____	directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 28: **Veterans Services**
Dept: Health and Human Services/Human Services Div.
Contact: Steve Manela 682-3797; Joseph Reiley 682-2098

Service Category: Public Health & Welfare

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Veterans Service Office assists veterans and their qualifying family members obtain benefits from the Dept. of Veteran Affairs (VA) based on the veteran's military service. The main benefits we obtain for our clients are eligibility for VA health care, service connected compensation (akin to Worker's Comp for the military) and a needs-based pension which often can significantly help veterans and surviving spouses afford long-term care.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$369,153	\$750,889	\$381,736	4.00

Maintains the current service level and the County general fund support required to satisfy the maintenance of effort requirement to receive State of Oregon Expansion & Enhancement funding.

State/Federal Mandate

Oregon Constitution, Art. XI-A, Sec. 1 and OAR 274-030-0545 et seq., which establish "Aid to Counties" program.

Leverage Details

The General Fund portion of this program leverages the following:

_____	\$0
_____	\$369,153
_____	ca. \$8,000,0000

back to the Discretionary General Fund
 into other non Discretionary County Funds
 directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 29: **Women, Infants & Children Nutrition Pgrm.**
 Dept: Health and Human Services
 Contact: Connie Sullivan 682-4699; Jocelyn Warren 682-3950

Service Category: Public Health & Welfare

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

WIC services ensure healthy birth outcomes, reduce premature deliveries/low birth weights and improve the health of pregnant and postpartum women, infants and young children who have medical or nutritional risk conditions and a low income. Pregnant women are highest priority. Health assessments, individualized nutrition counseling to improve risk conditions and nutrition education classes are required components of the program. Specific supplemental nutritious foods (obtained through EBT cards) are provided to clients based on nutritional needs. Referrals are made for health care and basic needs. Services are provided in Eugene, Springfield, Cottage Grove, Florence and Oakridge.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,563,732	\$2,117,848	\$554,116	16.40

Federal regulations require health screening, nutrition assessments and nutrition counseling with all women, infants, and children participants. In addition, high risk follow-up, group education classes, health care referrals, eWIC cards and WIC food issuance, and eligibility determinations must be provided. All program activities and maintaining assigned caseload are required in order to provide WIC services. At this funding level, WIC could serve 7,423 clients per month, which is the state-assigned caseload for Lane County.

State/Federal Mandate

ORS 409.600 requires provision of WIC services. By accepting Oregon Health Authority funding, Local Public Health Authority must provide WIC services. ORS 431.416 addresses the local public health authority. WIC services are within the Parent/Child Health Services. WIC funding is dependent upon maintaining the caseload at assigned level (7,423 clients per month).

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$1,376,854	into other non Discretionary County Funds
_____ \$4,205,062	directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 30: **Animal Services**
 Dept: Public Works
 Contact: Michael Johns

Service Category: Public Health & Welfare

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Animal Services regulates the licensing and animal control for non-incorporated Lane County.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$319,508	\$755,396	\$435,888	2.98

Provide minimum level of services to comply with Lane Code and ORS Animal Control and animal welfare services to unincorporated Lane County. This level includes only one (1) Animal Welfare Officer for code compliance and animal/public safety, one 1040 (.49 FTE) Animal Welfare Officer for enforcement efforts and for backup when the full-time Officer is out, one (1) Office Assistant for service administration, dispatch, and licensing. Provide services to comply with Lane Code and ORS Animal Control and animal welfare services to unincorporated Lane County. This level includes one 1040 (.49 FTE) Office Assistant for increased service administration, dispatch, licensing, and licensing compliance to better reach the goal of licensing all required animals in Lane County to help them get back home and increase public health safety. This level also includes \$2,500 for increased public outreach, including mailings and associated printing costs for such outreach.

State/Federal Mandate

Lane Code Chapter 7 "Supersedes State Law." Otherwise, ORS Chapter 609.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 31: **Board of Property Tax Appeals**
Dept: CAO Operations - County Clerk's Office
Contact: Cheryl Betschart, 541-682-4328

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Board of Property Tax Appeals reviews appeals for the reduction of real market and assessed values, and for reduction or waiver of penalties assessed for late filing of personal property returns. The County Clerk is charged with facilitating the selection of the board members by the governing body. A board clerk is required to be present for all scheduled appeals while maintaining the record of proceedings and issuing board orders to petitioners.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$20,893	\$46,654	\$25,761	0.25

To review appeals for needed reductions and present a board clerk for all scheduled appeals while maintaining the record of proceedings and issuing board orders to petitioners.

State/Federal Mandate

Any owner of any taxable property may petition the board of property tax appeals for property tax relief. Such appeals shall be filed with the county clerk, and the disposition of every petition before a board of property tax appeals shall be recorded by formal order and entered in the record of the board. Failure to provide these services could result in litigation.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 32: **Elections and Voter Registration**
Dept: CAO Operations - Elections, County Clerk's Office
Contact: Cheryl Betschart, 541-682-4328

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The elections program involves multiple complex, overlapping, and interwoven responsibilities. Voter registration (new and ongoing updates), Preparation/Organization/Conduct scheduled Elections, Absentee Ballot Requests, Election related Research Requests, Candidate/Sponsorship/Initiative/Referendum/Recall/Boundary Change, Petition Signature Verification, County/District Candidate filings, County/District Measure filings, Recall/Initiative/Referendum, District Formations/Mergers/Dissolutions and Annexations, Political Parties, Research and Maintenance of Political & Taxing District Boundaries for election purposes, and Census/Redistricting.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$47,000	\$1,904,855	\$1,857,855	6.40

Timely and accurate voter registration ensures qualified voters can cast their votes in scheduled elections. Multiple election processes occur in rapid and overlapping stages with rigid deadlines, requiring careful oversight. Also includes \$50,000 annually for elections equipment fund.

State/Federal Mandate

Except as otherwise provided by law, the county clerk is the only elections officer who may conduct an election in this state. County clerks shall administer Federal, State, County, and Local laws as they apply to conduct elections, voter registration, petition validation, initiative/referendums and public record law. Failure to comply with applicable laws would likely result in litigation, and risk the rights of citizens to participate in the electoral process. ORS 246 through ORS 260, Oregon Constitution, and all applicable federal and local laws.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 34: Prop Tax Assmt, Collection & Distribution

Service Category: General Government

Dept: Assessment and Taxation

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Mike Cowles / Krista Noble 541-682-6798

Executive Summary

The Assessor is mandated by state law to administer and collect property taxes in accordance with property tax limitations outlined in the state constitution, statutes and administrative rules. The 2017 certified tax roll contained approximately 178,000 tax accounts with a real market value of 57.6 billion and a taxable value of \$32.8 billion. The taxable value generates \$515.8 million in revenue for local governments/schools. The department is the designated agency to collect property tax revenues for all tax districts in the county. Approximately 11% of taxes collected go to Lane County. The Oregon Department of Revenue annually reviews staffing/workload to ensure ability to meet the minimum requirements set by the State as required under ORS 294.175.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	1,501,082	6,929,408	\$5,428,326	49.00
Addition	\$43,022	\$643,882	\$600,860	1.00

The 2018-19 FY budget includes the following additions: (1) FTE Property Appraiser 1 for residential reappraisal, (1) added vehicle w/ radio, onetime funds of \$184,060 and \$1,370 ongoing funds for digitizing A&T's deteriorating microfiche/microfilm records, and added funds in the amount of \$350,000 to A&T's software replacement reserve.

Level 1	\$1,479,560	\$6,285,526	\$4,805,966	48.00
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The Appraisal division prepares the annual assessment roll. The Property & Tax Management division prepares the annual tax roll, which is certified by the Assessor. Tax bills are sent to all property owners by law. The department collects and distributes the taxes to 83 tax districts, including Lane County. Budgeted 2017-18 state revenue has been held steady to account for this year's estimated distribution.

State/Federal Mandate

Assessment and Taxation is a state mandated function of the Oregon Property Tax System. Oregon Constitution Article XI and ORS Chapters 92, 192, 285A, 294, 307, 308, 308A 309, 311 and 446 state the Assessor must perform the mandates and has legal liability; and the annual submission of the County Assessment Function Funding Assistance Program (CAFFA) Grant is dependent on compliance of mandates. Failure to comply with state mandates requires state takeover and loss of CAFFA Grant Funding, State Liquor and Cigarette taxes and a charge back cost to the county. See ORS 294.175 - 294.187.

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$41,682,013	back to the Discretionary General Fund
_____ \$12,389,219	into other non Discretionary County Funds
_____ \$515,805,851	directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 35: **Property Management**
 Dept: PW-Property Management
 Contact: Jeff Turk

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Manages County parking program/lots. Administers parking management contract and, contract with cafeteria vendor. Manages Bus Barn building. Negotiates, manages & drafts leases with County as lessee or lessor. Manages, negotiates sales for, County owned real property including those acquired through tax foreclosure.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$669,602	\$509,711	(\$159,891)	1.00

Operation of parking lots & cafeteria, leasing of property and acquisition of real property. These activities present risk and liability issues. Reductions will increase the County's exposure and inhibit maximizing revenue. Staff for this program also processes Lane County's tax foreclosures.

State/Federal Mandate

ORS Chapter 312 requires Counties to foreclose on tax delinquent properties.

Leverage Details

The General Fund portion of this program leverages the following:

_____	back to the Discretionary General Fund
_____	into other non Discretionary County Funds
_____	directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS 36: **Recording, Research, Marriage Licenses**
Dept: CAO Operations - Deeds/Records County Clerk's Office
Contact: Cheryl Betschart, 541-682-4328

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The County Clerk is responsible for the filing, recording and indexing of deeds and mortgages of real property, contracts, abstracts of judgments, notices of pendency, powers of attorney, liens, and other interests provided by law affecting the title of real property and in regard to the entry of satisfaction and discharge of the same, together with other documents authorized by law to be recorded. The permanent indexing of real property records provides a permanent record for determining the accurate chain of title for real property. Citizens and businesses rely daily on this information in the buying and selling of property. Court cases, property taxes, title insurance, etc. also rely on access to timely and accurate real property transactions. The County Clerks issue marriage licenses according to state law; the licenses are indexed as a permanent public record. County Clerks also register and index Certificates of Registered Domestic Partnerships. Marriages may be solemnized within the county by the county clerk or the clerk's deputies.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$2,048,110	\$705,142	(\$1,342,968)	5.10

Program provides recording and indexing of real property recordings within Lane County. Provides a marriage license or declaration of domestic partnership.

State/Federal Mandate

The County Clerk shall perform all the duties in regard to the recording and indexing of all documents required or permitted to be recorded that affect the title of real property. Failure to meet those requirements would result in litigation as Lane County Clerk has the sole responsibility to perform this function on behalf of its citizens. All transfers of real property shall become a permanent record. ORS 205.130. All persons wishing to enter into a marriage contract shall obtain a marriage license from the county clerk ORS 106.041. The county clerk shall maintain records relating to marriages licensed in the county ORS 106.100. The county clerk shall register Declaration of Domestic Partnerships in a domestic partnership registry within the county ORS Chapter 106, effective January 1, 2008.

Leverage Details

The General Fund portion of this program leverages the following:

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS c1: **Budget & Planning**
 Dept: CAO-Admin
 Contact: Christine Moody x3766

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Prepare, coordinate, and implement the annual budget process. Provide annual forecast of General Fund revenues/expenditures for the long range forecast, the tool used to set direction for General Fund budget. Provide analysis of costs, revenues, programs, and options for budget strategies to address projected deficits, including analysis of revenue strategies explored by the Board. Monitor departmental budgets for compliance with state budget law and county financial management policies. Support Countywide Strategic Planning as well as assistance to Department Strategic Planning. This includes adoption of plan, monitoring and quarterly report to the Board of Commissioners.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$556,198	\$620,871	\$64,673	4.00

Prepare, coordinate, implement and manage annual budget development process throughout Lane County government. Review requested budget adjustments and comply with publishing requirements for legal adoption of budget. Administer Performance Budgeting (PB) automated budget system to include maintenance, end-user training, and technical support. Staff Budget Committee, review and approve Board of Commissioner Agenda Items, department contracts, provide support for labor relations bargaining and assist with policy review and analysis. Provide support to county administrator and commissioners. Provide countywide strategic planning and support for department strategic plans. Develop and perform complex financial and policy analysis of new and existing programs, revenue measures, financing strategies and budget performance.

State/Federal Mandate

ORS 294.321 (1) states that the purpose of ORS 294.305 to 294.565 are "To establish standard procedures for the preparation, presentation, administration and appraisal of budgets..."

Leverage Details

The General Fund portion of this program leverages the following:

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C2: **County Governance**
Dept: County Administration
Contact: Jan Kelley x4062, Diana Jones x3706

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provides agenda support to the County Commissioners/County Administrator, oversees related support staff to provide direct support to citizens, County Administrator and Board of County commissioners. Provides citizens with information via legal notice and internet. Contact with citizens in person, by telephone and email. Assures compliance with Public Meeting Records law.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,787,809	\$1,647,793	(\$140,016)	9.75

This service includes five commissioners, the county administrator, front office/reception, board coordinator, and support staff. County Administrator attends and assists the Board of Commissioners at Board meetings, supervises the development of annual budget, oversees the functions of the department of County Administration, implements Board policies and procedures, directs administrative departments and coordinates with elected departments toward achieving overall organizational direction, oversees the work of staff, responsible for the APM, investigates complaints, rules on contract appeals, and administers the County's deferred compensation program. Support staff and board coordinator are responsible for planning and documenting Board meetings, handling accounts payable, contracts, front desk, equipment inventories, hiring and termination paperwork and processes, budget development, providing analysis on policies and practices, making strategic recommendations, and other general office duties.

State/Federal Mandate

ORS 192.640, ORS 192.650, ORS 192.005, ORS 192-410-192.505, all pertain to public records, access to public records, providing certified copies, etc. . ORS 192-620(1)(3), pertains to public meeting laws regarding public access, quorums, recording and minute taking. ORS Chapter 203, pertains to governing bodies and home rule charter. ORS 294.305 pertains to County financial administration.

Leverage Details

The General Fund portion of this program leverages the following:

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C3: **County Records Retention Management**
 Dept: CAO Operations - Archives County Clerk's Office
 Contact: Cheryl Betschart, 541-682-4328

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The county archive program complies with statutory record retention requirements assuring the preservation of records essential to the needs of Lane County staff and citizens. The program also manages the destruction of records without continuing value.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$22,224	\$32,954	\$10,730	0.25

County archive program complies with statutory record retention requirements assuring the preservation of records essential to the needs of Lane County staff and citizens. The program also manages the destruction of records without continuing value.

State/Federal Mandate

Government, the state and its political subdivisions, have a responsibility to ensure orderly retention and destruction of all public records to such records, wherever they may be found in Oregon, whether current or noncurrent, and to ensure the preservation of such public records of value for administrative, legal and research purposes. ORS 192.001, ORS Chapter 192 and Oregon Administrative Rules 166-005-0000 through 166-126-0010 Failure to meet the requirements of these laws could result in litigation.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS c4: **Equity & Access**
Dept: County Administration
Contact: Mo Young x3725

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provide administrative and staffing support for the five ongoing strategies of the equity and access initiative at Lane County. Actively promote equity & access both inside the organization and within the community through the support of the community based Lane County Equity and Access Advisory Board as well as the internal Equity and Education Committee. Provide staff support to Equity & Access Advisory Board.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$133,958	\$133,958	1.00

Provide administrative and staffing support for the five ongoing strategies (create a human rights body; institutionalize equity work; improve recruitment, selection, retention, and advancement; require annual equity and access training for Lane County employees; engage community partners as an equity and service resource) of the equity and access initiative at Lane County. Actively promote equity & access both inside the organization and within the community through the support of the community based Lane County Equity and Access Advisory Board as well as the internal Equity and Education Committee. Provide staff support to Equity & Access Advisory Board. This includes 1.0 FTE, funding for materials and supplies related to supporting the Lane County Equity and Access Advisory Board as well as active participation in community milestone events and celebrations.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C5: **Financial Services - Central**
 Dept: CAO-Operations
 Contact: Robert Tintle x4199

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provides payroll and benefit processing; accounts payable and vendor maintenance; accounts receivable and cash receipts processing; cash management and investment of public funds; accounting analysis and reporting services; debt issuance and management; and coordination of external audit. Purchasing and procurement functions are budgeted and reflected within the Financial Services' total.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,794,277	\$1,730,730	(\$63,547)	13.00

Provides payroll and benefit processing; accounts payable and vendor maintenance; accounts receivable and cash receipts processing; cash management and investment of public funds; accounting analysis and reporting services; purchasing & procurement, debt issuance and management; and coordination of external audit.

State/Federal Mandate

Ex-Officio: Treasurer and Finance Officer. County Treasurer - ORS 205, 208, & 246, and Oregon Constitution Articles VI, 6 and 8; Article VII, 15. While the Oregon Revised Statutes and the Oregon Constitution state that a County shall have a County Treasurer, the duties that must be performed could not be performed without a County Treasurer. ORS 294 - Financial administration/reporting - requires audit, ORS 208 - Disbursement of County funds, IRS - payroll and 1099 reporting, Oregon Dept. of Revenue, BOLI law, FLSA - Payroll and benefit administration, Bonded debt covenants.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C6: **Intergovernmental Relations**
Dept: County Administration
Contact: Alex Cuyler 541-682-6504

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Gives Lane County capacity to build and maintain effective relationships with key funding sources, in particular state legislature and U.S. Congress. Accomplished through managing issues, relationships and the legislative process. Includes defending the county's authority and ability to manage resources by running interference on state/federal legislation that imposes costs, restricts flexibility or otherwise diminishes capacity to meet the needs of local citizens through local general government. Manages issues, relationships and communications with other local government partners, including cities, school districts, higher education, transit district and regional planning authority.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$209,517	\$242,323	\$32,806	1.00

Develop intergovernmental strategies, including the Oregon legislature, state agencies, U.S. Congress and federal agencies. Establish and maintain relationships with legislative committees, Association of Oregon Counties (AOC) and other intergovernmental associations, and with members of Congress and the Oregon legislature. Drafting professional memos on certain topics for review by Legislative Committee, County Commissioners, state and federal delegations; reviewing, monitoring and analyzing hearings and bill drafts throughout the session. Coordinating testimony preparation which often requires research related to specific topics. Providing professional/technical support in drafting bills and bill amendments for legislative counsel. Providing ongoing analysis of local ordinances and state law with recommendations for service delivery modifications. Developing legislative agenda throughout the year. Drafting and preparing board packets for presentation to County Commissioners. Drafting white papers on variety of topics to inform policy making decisions. Drafting proposed amendments to legislative measures. Drafting testimony for legislative measures; drafting white papers and provide testimony on variety of county-related policy issues. Established as lead coordinator for County relating to M91 implementation, including statutory and rulemaking processes.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C7: **Internal Auditor**
 Dept: County Administration
 Contact: Jan Kelley x4062

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Performance audit services, at the direction of the Board of County Commissioners, provide the Board, the County Administrator, and all levels of management with timely analysis and information to assist the county in the control of operations, ongoing improvement efforts, and effective achievement of the county's broad objectives. The Performance Auditor is appointed by the Board with input from the Performance Audit Committee and is responsible to the Board of Commissioners for the operation of the performance audit function per Lane Code 2.130. Lane Manual 3.070 – 3.079 defines the Performance Auditor position and describes the role, place in the organization, reporting relationships, and functions.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$165,546	\$161,932	(\$3,614)	1.00

With review and approval by the Board and advice from the Performance Audit Committee, the auditor formulates and executes the annual audit plan. The focus of performance audits in the audit plan may include determining whether county activities and programs are conducted in compliance with laws and regulations or as prescribed by the Board of County Commissioners, are effectively and efficiently achieving desired results, and have adequate internal controls. This also includes extra-help funding.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C8: **Mail Room**
 Dept: CAO - Operations
 Contact: Jeanne Sun 682-6746

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provides mail service for the County. There is 1 mail clerk. Incoming mail is picked up from the post office, sorted and delivered to all County departments; outgoing mail is picked up and returned to the Public Service Building (PSB) to be weighed, postage affixed, and delivered to the post office for all County departments.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$79,154	\$82,402	\$3,248	1.00

There is 1 FTE mail clerk for all of Lane County; the clerk picks up boxes and bundles of County mail from the main post office, then returns to the PSB to sort for delivery to County departments. While delivering incoming mail, outgoing mail is picked up, sorted, and prepared to be sent out. The mail clerk performs the courier run to all Eugene area County locations, distributing and picking up mail. Mail is sorted between courier and outgoing, then sorted by department for billing, weighed, postaged and prepared for delivery to the USPS. Mail clerk prepares postage billing for the departments.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C9: **Operations Admin**
Dept: CAO Operations - Operations Admin
Contact: Greg Rikhoff 541-682-6262

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provides leadership, oversight and management for the County's Economic Development, Equity & Access, Intergovernmental Relations and Parole & Probation divisions. In addition, responsible for the management of County Operations, which included Financial Services, County Clerk, Mailroom, Warehouse and Capital Planning.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$240,725	\$259,357	\$18,632	1.00

Works with management level staff in the development and implementation of Equity & Access policies and initiatives, Economic Development outreach, projects and fund management, Legislative Committee items at the county, local state & federal levels, and Parole and Probation mandated supervision services. 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 planning and projects

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C10: **Public Information Officer**
 Dept: County Administration
 Contact: Devon Ashbridge x4526

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Promotes awareness of Lane County Government programs and initiatives to citizens, media, the business community and community leaders. Engages and informs community members and employees about Lane County Government. Develops and implements internal/external countywide public information and communications programs. Evaluates and recommends strategy for communications/issues management. Develops emergency communications plans and collaborates with other agencies for coordinated public information in an emergency.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$178,275	\$176,539	(\$1,736)	1.00

Promotes awareness of Lane County Government programs and initiatives to citizens, media, the business community and community leaders. Engages and informs community members and employees about Lane County Government. Develops and implements internal/external countywide public information and communications programs. Evaluates and recommends strategy for communications/issues management. Develops emergency communications plans and collaborates with other agencies for coordinated public information in an emergency.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C11: **Warehouse**

Service Category: General Government

Dept: CAO-Operations

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Jeanne Sun, 682-6746

Executive Summary

Warehouse provides storage, reissue and disposal of surplus property; orders and distributes custodial supplies; prepares JEs and vouchers; is contract originator for some CAO contracts. Provides mail room coverage when mail clerk is absent. There is 1 warehouse stores clerk.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$149,399	\$123,736	(\$25,663)	1.00

Responsible for organization of warehouse, inventory and location of stored or surplus items. Works with County departments to meet equipment needs from surplus items to avoid purchase of new items; works with non-profits for donation of surplus property, lists items for auction. Orders and distributes custodial supplies for the County, prepares JEs and vouchers for same and for Purchasing; receives shipments, distributes to proper department. Performs duties of the mail clerk in her absence. Acts as originator for some County Administration contracts.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C12: **Legal Services**

Dept: County Counsel

Contact: Miranda Rollins ext 3690

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

The Lane County Office of Legal Counsel is the County's legal representative in almost all legal matters involving County departments, employees and elected officials. The office represents the County's legal interests in a wide range of civil actions including: tort actions, labor grievances, arbitrations, administrative actions, and land use matters. The staff provides day to day legal advice by reviewing County ordinances, Board orders, Lane Code amendments, resolutions, contracts, leases and other legal matters. This service includes the evaluation review, drafting and assistance to staff in the preparation of legal documents.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,437,305	\$1,525,548	\$88,243	9.00

Investigate and defend litigation against the County, settling where reasonable; prepare all land use records. Basic legal advice to the Board, elected officials, and departments, within one week of inquiry, in the areas of: policies, daily operational issues, personnel matters, contract review, agenda material review, Lane Code and Lane Manual maintenance. Paralegal and legal assistants are used to prepare large volumes of records and documents allowing the office to leverage attorney time. The support staff gives the office the opportunity in some cases to provide immediate assistance to clients. The office provides avoidance and mitigation advice to reduce or prevent filed litigation against the County, performs basic required research for litigation and advice and provides written legal opinions. Affirmative litigation at Board discretion. Provide training to managers and supervisors to reduce or prevent employment claims and grievances. Complete in-house legal representation of the County.

State/Federal Mandate

ORS 203.145 authorizes appointing counsel. ORS 9.320 requires cases be defended by a named party or attorney. ORS 30.285-.287 require public bodies defend & indemnify officers & employees for torts. ORS 197.830 requires assembling land use records within 21 days of service. If cases aren't defended or records are not delivered, the risk is an unchallenged monetary judgment or fine against the County.

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$40,104	back to the Discretionary General Fund
_____ \$0	into other non Discretionary County Funds
_____ \$0	directly to community members (child support payments)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C13: Risk Management
Dept: County Counsel
Contact: Miranda Rollins ext 3690

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provides Risk services for all of Lane County, including analysis and recommendations for loss prevention/mitigation; reviews all County contracts for required insurance coverages, amounts, and endorsements; assesses and processes all general liability claims, administers general liability and workers' compensation Self-Insurance Fund, reviews and purchases various insurance coverages, including excess general liability, property, excess workers' compensation, flood, and program specific coverages.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$149,412	\$153,975	\$4,563	1.00

Receives all general liability claims and Tort Claim Notices. Sets/reviews reserves on claims and lawsuits. Responsible for disposition of general liability claims: investigates, determines liability, coordinates payments and/or negotiates settlements when settlement is in the best interest of the County. Seeks recovery for damages to County property caused by third parties. Analyzes loss exposure for various County activities. Reviews all contracts to ensure proper insurance coverage is supplied by vendors and contractors; advises on insurance needs for bid packets; works with contractors and insurance agents on required coverages and endorsements. Gathers data and obtains purchased insurance coverages for County properties including: Flood, Search & Rescue Volunteers, Volunteers, Excess Workers' Compensation, Aviation, and annual County fair. Liaison between County departments, brokers, and insurance company on matters that may exceed the self-insured retention. Coordinates Search & Rescue and Volunteer Workers' Compensation claims. Responsible for General Liability, and purchased insurance expenditures through the Self-Insurance Fund. Monitors employee driving records for restricted or suspended privileges. Prepares all Lane Code and Lane Manual changes. Prepares and manages budgets for department. Monitors Continuity of Operations Program (COOP). Participates in monthly accident/injury reviews with OSHA required County-wide Safety Committee. Assists in fire extinguisher and other safety trainings.

State/Federal Mandate

654.001 is the Oregon Safe Employment Act, and 654.010 states Employers to furnish safe place of employment. 30.265 Scope of liability of public body, officers, employees and agents; liability in nuclear incident. 30.271 Limitations on liability of state for personal injury and death. 30.272 Limitations on liability of local public bodies for personal injury and death. OAR 437-002-0187 (29 CFR 1910) Subdivision Fire Protection requires monthly visual inspection of fire extinguishers

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C14: **Workers' Compensation**
 Dept: County Counsel
 Contact: Miranda Rollins ext 3690

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Workers' Compensation receives and reviews all employee injury claims; submits to the Third Party Administrator and works closely with injured workers, the TPA, and when needed hires counsel for the County. Attend WC hearings and mediations. Analyzes and determines when settlement is in the best interest of the County.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$500	\$153,290	\$152,790	1.00

Receives all Workers' Compensation claims. Reviews reserves on claims. Responsible for disposition of Workers' Compensation claims: reviews settlements when settlement is in the best interest of the County. Responsible for Workers' Compensation expenditures through the Self-Insurance Fund. Files for reimbursement from State through Employer At-Injury Program.

State/Federal Mandate

656.017 Employer required to pay compensation and perform other duties; state not authorized to be direct responsibility employer. 656.407 Qualifications of insured employers; rules.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C15: **Administration, Recruitment, Training and Information Management**
Dept: Human Resources
Contact: Alana Holmes 541-682-3689

Service Category: General Government			
Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

These services support the strategic direction of County Administration in the application of Human Resources systems and programs throughout the county. HR Administration and Training and Organizational Development support a diversified and quality workforce in a legally compliant manner. Human Resources Information Management (HRIM) includes the maintenance of classification and compensation for county positions and provides customer service to all internal and external clients. Recruitment ensures equitable County hiring practices. HR Administration provides all oversight and support for HR programs required to maintain compliance with applicable Federal, State and contractual mandates and laws and ensures county diversity goals are met.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$1,096,440	\$1,067,505	(\$28,935)	7.00

HR Administration, Training and Organizational Development, HRIM and Recruitment directs and manages HR functions; provides executive level counsel for departments on employment laws and regulations and administers, reviews, adjusts, and maintains classification and compensation for all County positions. Provides additional support to Labor Relations processing personnel actions (hiring, termination, and changes within the HRIS system for employees, including classification and compensation structures). Provides full support to all county departments with recruitment, including job postings, screenings, assistance with interview and hiring processes. Supports Benefits and Wellness through processing enrollments and eligibility.

State/Federal Mandate

41CFR 60-3; Title VII Section 2000-e; ADA 12112; ADEA 623; FCRA 604; OAR Div20; ORS652, 653;29I; CFR 541; EPA 206; ORS192.001; ORS 652.750; OAR166-150-0160; 29 CFR Chapter 5; OAR 839-020-0080; ORS653.050; 29CFR 1602.14; INA Title1,PartA,Section101; 29 CFR ChapterXIV,1602.29,1602.31; SB583; ORS653.050,65310,653.317: All "shall" mandates.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C16: **Employee & Labor Relations**
Dept: Human Resources
Contact: Alana Holmes 541-682-3689

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Employee and Labor Relations provides services that support and generate labor agreements, policies and other guidelines related to bargaining unit contracts. This unit manages the collective bargaining and labor negotiation process and supports departments with employment and bargaining unit resolutions by following the appropriate State and Federal mandates.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$716,479	\$697,204	(\$19,275)	5.00

Labor Relations Program manages and responds to employee and union grievances, Bureau of Labor and Industries (BOLI) and Equal Employment Opportunity Commission (EEOC) complaints. Manages the collective bargaining and labor negotiation process for 7 unions. Leads dispute resolution processes and works with the State of Oregon Unemployment Department. Supports departments with investigations and complaints, provides supervisor/manager coaching and assists in processing any claims by employees or the public. Mitigates potential litigation by responding to employee grievances in a timely manner. Public contact with applicants and internal customer services to all county departments. Manages the classification and compensation systems for the all of the County. In addition, this division reviews ADA requests and assists in processing claims, provides HR information to internal and external clients and administers programs required to maintain compliance with applicable Federal, State and contractual mandates and laws.

State/Federal Mandate

ORS 243; ORS Chapter 659A; OAR 115-010 to 115-040; ORS 662 & 663; Fair Labor Standards Act; Equal Employment Opportunity Laws; Title VII of Civil Rights Act of 1969, 29 CFR 1604.1; Section 504 of the Rehabilitation Act of 1973; USERRA, OSHA Whistleblower Protections; Equal Employment Opportunity Laws, including Equal Pay Act, Age Discrimination in Employment Act, Regulation; Veterans Preference in Public Employment ORS 408.225; ORS 657 Unemployment Insurance; Are all "shall" mandates.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C17: Employee Benefits & Wellness

Service Category: General Government

Dept: Human Resources

Contact: Alana Holmes 541-682-3689

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Employee Benefits and Wellness manages and maintains a sustainable benefits program. Employee benefits include items such as medical, dental, life insurance, 401(a) and 457 deferred compensation plans PERS, flexible spending and employee assistance program and are determined by union contract and the Board of County Commissioners. Benefits are provided to Lane County employees and family members, as well as retired employees. State and federal rules govern the various types of leave programs that must be managed through the employee benefits unit. In addition to benefit and leave management, the program focuses on employee wellness and works with other county departments on safety issues and management. The County wellness program is also managed by this division.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$627,703	\$610,849	(\$16,854)	5.00

The Benefits & Wellness unit manages the countywide benefits program, including self-insured medical, dental, vision and retiree medical. Ensures Health Care Reform is managed for its implementation effectively and timely for all county employees, as per the final employer shared responsibility regulations for applicable large employers that were issued in 2014. Administers Short and Long Term Disability, Family Medical Leave Act and Oregon Family Leave Act, 401(a) and 457 deferred compensation plans. This division oversees contracting and request for proposal processes for all healthcare and related benefit providers. Administers COBRA benefits for terminated employees. Supports and provides essential backup to countywide benefits program. Staffing at this level accommodates employee and retiree meetings throughout the year and provides requested information and processes claims in a timely fashion. Administers employee Wellness Program, supports COBRA and county benefits program, Health Care Reform and includes working with third party providers to assist employees with customer service needs. This division also works to promote a safe and healthy work environment through the use of the Live Well Center and other wellness incentives/initiatives.

State/Federal Mandate

IRS, Section 4980H, 26 CFR Parts 1, 54 and 301; REG-125398-12, 78 FR 25909, Minimum Value of Eligible Employer-Sponsored Plans; REG-136630-12, 78 FR 54996, Reporting on Health Coverage by Employers; REG-140038-10, 76 FR 52475, Summary of Benefits and Coverage ORS 654(Oregon Safe Employment Act); Fed Occ & Safety Act; ORS 659A.040-659A.052 (Civil Rights, Unlawful Empl practices for injured workers). Current staffing meets minimum requirements to avoid penalties and protect County employees and assets. / OAR 436 Work Consolidated Omnibus Budget Reconciliation Act(COBRA); Federal Medical Leave Act(FMLA); Americans w/Disabilities Act(ADA) ;Uniformed Serv Empl & Reemploynt Rights Act (USERRA); ORS 238&238a-(PERS);OAR 839.009-(OFLA) ORS 659A.150-659A.186;IRS Code-Deferred Comp 401(a) and 457;current bargaining agreements. IRS, Section 125 Flex Spending Account These are "shall" mandates.

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)

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C18: **Facilities**

Service Category: General Government

Dept: County Admin Operations

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Betty Mishou - 6920

Executive Summary

Lane County's Facilities Maintenance is responsible for maintenance, custodial, and grounds keeping at 22 county-owned structures including critical operations at two 24-hour youth detention facilities, the Sheriff's Office dispatch center, the Lane County Courthouse, and the Public Service Building which houses the law enforcement Regional Information System data center. Facilities Maintenance also maintains the building and equipment used during elections, a mandated County function. The custodial division maintains sanitary conditions at all County facilities, in addition to achieving specific, heightened sanitation standards at two public health clinics.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$2,940,782	\$3,534,579	\$593,797	22.00

Facilities Maintenance workload continues to expand as County facilities age and the County works to provide complex services more efficiently. New organizational structures and increased use of building automation system technologies have improved response times but this program remains at maximum capacity. The program's capacity to maintain and repair the structures and systems for which it is responsible is entirely consumed by backlogged maintenance items, and response time to work orders is at the maximum generally acceptable to building occupants. In addition, Health and Human Services continues to expand their services with additional public health clinic operations.

State/Federal Mandate

Supports state mandated functions and services

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C19: Land Mgmt - Metro Plan Amendment

Service Category: General Government

Dept: Public Works

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Keir Miller x4631

Executive Summary

Chapter II, Growth Management Policy 1,5 of the Eugene-Springfield Metropolitan Area General Plan (Metro Plan) provides requirements for the creation of new special service districts within the plan boundary. This policy was adopted prior to changes in local government financing that resulted from the passage of Ballot Measures 5,47 and 50. These changes drastically affected the county's ability to finance public safety services at appropriate levels both inside and outside of the Metro Plan. Amendments to the Metro Plan are necessary to enable the authorization of a new financing vehicle without undermining the compact urban growth policies of the Metro Plan.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$50,000	\$100,000	\$50,000	0.20

Transfer of \$50,000 from the General Fund to the Public Works Land Management Division Fund 570 to partially defray costs associated with a Type 3 amendment to the Eugene-Springfield Metropolitan Area General Plan, including .20 FTE (Senior Planner) and approximately 20 hours of Legal Counsel staff review. Maximum potential workload is .40 FTE (Senior Planner) and 80 hours of Legal Counsel review.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C20: **Debt Service Payments**
 Dept: Non-Departmental
 Contact: Christine Moody, 682-3766

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Debt Service payments required to be made out for General Fund owned assets.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$685,707	\$685,707	0.00

FY 18-19 debt payments due: Public Health (Charnelton) Building

State/Federal Mandate

None

Leverage Details

The General Fund portion of this program leverages the following:

_____	\$0
_____	\$0
_____	\$0

back to the Discretionary General Fund
 into other non Discretionary County Funds
 directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C21: **Federal Lobbying**
 Dept: Non-Departmental
 Contact: Christine Moody, 682-3766

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

These funds pay for a contract for a Washington D.C. lobbying firm to lobby on behalf of Lane County. The current contract is with the firm of Smith, Dawson and Andrews. Included in this contract is the coordination of the annual United Front visit to Washington D.C. by local government officials including Lane County. This firm does not specifically lobby for renewal of the Secure Rural Schools funding but it does some lobbying as part of its role in representing Lane County.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$23,847	\$23,847	0.00

1/2 of lobbying contract amount (remaining 1/2 paid by Road Fund)

State/Federal Mandate

None

Leverage Details

The General Fund portion of this program leverages the following:

_____	TBD	back to the Discretionary General Fund
_____	TBD	into other non Discretionary County Funds
_____	TBD	directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C22: **General Fund Reserve & Contingency**

Service Category: General Government

Dept: Non-Departmental

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Christine Moody, 682-3766

Executive Summary

Lane Manual Chapter 4 establishes a reserve consisting of at least 20% of General Fund operating revenues. While there is no legal mandate related to level of reserves, this reserve policy enables to County to provide services prior to receipt of Property Tax and Timber payments which do not occur until November of the fiscal year at the earliest; and enables the County to maintain its bond rating from Moody's Investors Services. Best Practices indicate the minimum General Fund unassigned reserve should be not less than 2 months of operating revenue (17.00%). Lane County has established a higher reserve level based upon service stabilization needs.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$17,137,366	\$17,137,366	0.00

General Fund maintains a reserve of 17% of operating revenue as an emergency reserve of \$13,549,311 with an additional \$2,391,055 designated as a service stabilization reserve. The County has a goal to meet a 20% minimum total reserve in order to protect against revenue volatility, economic fluctuations and maintenance of county assets. This SOS form also contains the vacancy variance contingency of \$750,000, an Elections Extra Help Reserve of \$427,000 and Board of Commissioners Contingency of \$20,000.

State/Federal Mandate

N/A

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C23: **Intergovernmental Dues & Agreements**

Service Category: General Government

Dept: Non-Departmental

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Christine Moody, 682-3766

Executive Summary

This service includes agency/association dues paid by the General Fund ONLY. They include the following: Assoc. of Oregon Counties (AOC), and Assoc. of Oregon and California Counties (AOCC), and the National Assoc. of Counties (NACO).

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$130,790	\$130,790	0.00

The General Fund pays the following dues: Assoc. of Oregon Counties (AOC): \$48,519; Assoc. of Oregon and California Counties (AOCC): \$76,995; NACO: \$5,276

State/Federal Mandate

None

Leverage Details

The General Fund portion of this program leverages the following:

_____	TBD	back to the Discretionary General Fund
_____	TBD	into other non Discretionary County Funds
_____	TBD	directly to community members

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C24: **Misc. Non-Departmental Expense Items**

Service Category: General Government

Dept: Non-Departmental

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Contact: Christine Moody, 682-3766

Executive Summary

These expenses are those that are not attributable to a particular department and are therefore budgeted as a General Expense or non-departmental expense. The specific budget items include Legal Notices for General Fund Services; Volunteer expenses; State of Oregon Ethics Commission Fee Assessment, Reserve for Extra Help fluctuations within Elections based upon types of elections held in fiscal year (moved to Elections if spent); and General Fund contingency.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$156,300	\$156,300	0.00

Legal Notices required by Oregon Revised Statutes (\$15,000); Volunteer expenses (\$750); United Way Campaign (\$250); State of Oregon Ethics Commission fee Assessment (\$900). County Climate Survey (\$9,400); Legislative/Consulting (\$100,000); UofO Policy Lab funding (\$30,000).

State/Federal Mandate

Legal notices are required in a variety of Oregon Statutes. An example is ORS 294.416 Publication of budget summary, financial summary, statement of accounting basis, and notices of meeting and availability of budget document. Except as provided in ORS 294.418, there shall be a notice published, as provided in ORS 294.421.

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
_____ \$0	
_____ \$0	

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C25: **Public Access Television**
 Dept: Non-Departmental
 Contact: Christine Moody, 682-3766

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Lane Council of Governments (LCOG) provides professional services and support staff for Metropolitan Cable Television and the PEG access program, research and analysis of equipment for acquisition, and video production. LCOG staff provides live and tape-delayed coverage of regularly scheduled Board of Commissioner's meetings and the Lane County Budget Committee meetings held in Harris Hall and the Board of Commissioner's conference room. These meetings are also provided to the public via a webcast on the internet.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$99,739	\$99,739	0.00

This contract pays for LCOG for Metro Television support to video all Board of Commissioner and Lane County Budget Committee meetings during the fiscal year. These meetings are telecast live and tape delayed on cable channel 21 and are webcast over the internet. This also includes operation of the Metro TV station in partnership with the City of Eugene. A webstreaming service contract was added in FY 16-17.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C26: **Capital Planning Reserve**
 Dept: Non-Departmental
 Contact: Christine Moody, 682-3766

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Prior year one-time funds received into General Expense as well as a portion of the 2017 SRS one-time funds. Budgeted within Capital Planning for future projects as designated by the Board of Commissioners.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$0	\$3,351,011	\$3,351,011	0.00
Addition	\$0	\$3,351,011	\$3,351,011	0.00

Current potential project discussion related to State Courthouse and relocation of Sheriff's Office & District Attorney Office as well as potential other County priority capital projects as determined by the Board of Commissioners.

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

Lane County - Service Option Sheet - FY 18-19 Proposed

SOS C27: **Housing Improvement Plan**
Dept: Non-Departmental
Contact: Steve Mokrohisky

Service Category: Public Health & Welfare

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Lane County is proposing establishing a \$2 million fund to seed and incentivize a community effort to build additional units of Permanent Supportive Housing (PSH) in Lane County. The intention of this plan is to spark investments from other public and private payors in order to increase the availability of this evidence-based housing intervention. This initiative supports the County’s strategic plan goal of developing PSH for homeless individuals and households with behavioral health needs. Lane County’s Poverty and Homelessness Board’s strategic plan has identified a need to create 600 PSH units for unhoused residents with behavioral health needs over the next five years. PSH is a proven solution to homelessness that not only stabilizes lives of homeless individuals and families, but has been documented to reduce costs to public systems including public safety and emergency and long term health care. There will also be consideration for initiatives related to support for affordable housing.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Proposed Budget Total	\$500,000	\$2,000,000	\$1,500,000	0.00
Addition	\$500,000	\$2,000,000	\$1,500,000	0.00

The one-time funding will leverage partnerships and financial resources to maximize PSH development opportunities. Funds will be used to provide gap financing to acquire, design, construct, and rehabilitate permanent supportive housing for persons who are experiencing homelessness, chronic homelessness or who are at risk of chronic homelessness, and who are in need of behavioral health services.

State/Federal Mandate

There are no known mandates.

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$500,000	into other non Discretionary County Funds
_____ \$14,000,000	directly to community members