

Lane County - Service Option Sheet - FY 20-21 Adopted

SOS C2: **County Governance**
Dept: County Administration
Contact: Laura Holtgrieve x4062, Judy Williams x4527

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. Supports 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
Adopted Budget Total	\$1,815,487	\$2,111,576	\$296,089	10.75

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. Provide countywide strategic planning and support for department strategic plans

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:

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