

Department Mission



Our goal is to provide essential information and quality customer service in a professional manner to community members, departments, administrations, intergovernmental partnerships and other agencies on behalf of the Board of Commissioners.

Mandated Services



General Administration as part of Internal Services
Department is not mandated by state law, but by
mandates requested of the Board of Commissioners.

Self Imposed Services



Some of the Self Imposed Services that we provide would include, but are not limited to:

- Preparing and processing of Public Meeting agenda and minutes.
- Prepare and distribute Public Notices; *i.e.* Press Releases, Executive Session, Public.
- Maintain and assist Special Districts, Advisories, Boards & Commissions.
- Processing Liquor and Gaming licenses.
- Notary Services.
- Any other services requested by Board of County Commissioners.

Department Overview



General Administration consists of 2 full-time employees responsible for organizing and managing day-to-day operations for 3 full-time Commissioners.

Our department provides general information, direction and services to the county organization as a whole & community members.

Successes and Challenges



Challenges:

- Communicating with North Klamath County and informing them of pertinent information, public notices, agendas & public meeting notices that may have an impact on their livelihoods.

Successes:

- Setting up a North County distribution list that consist of two local newspaper advertisements (*at no cost*), local radio station & communicating with North County *CA*Teams-Community Action Teams to ensure that this information gets out in to the public.

Budget Overview



Major revenue sources include a subsidy from other departments for administrative services and fees charged for services rendered or products sold.

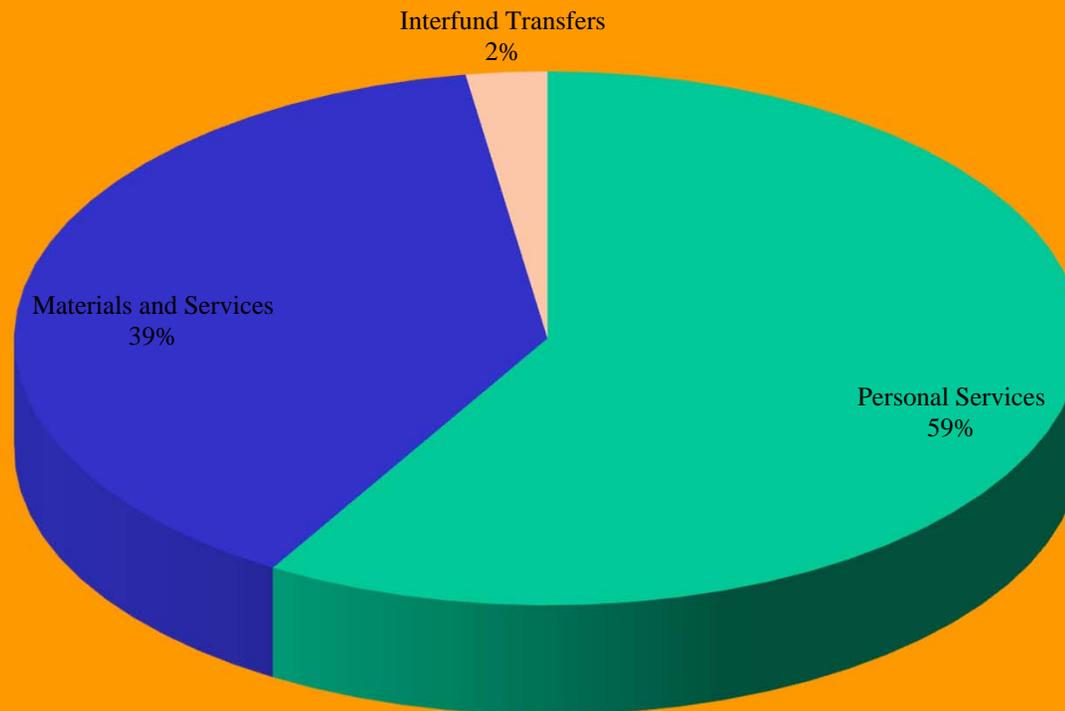
Major expenditures include personal service costs, materials and services (office supplies and postage), capital outlay (new equipment) and transfers to other departments for cost sharing charges (insurance, technology, and maintenance).

General Administration budget was reduced in Fiscal Year 2008-09 from 3.0 Full-time Equivalent (FTE) to 2.0 FTE. In 2009 we budgeted for an additional part-time position, 2.48 FTE, but due to the current economic circumstances, did not fill that position and have since removed that position from our proposed budget requests.

Financial Presentation



2011-12 Budget
Requirements by Category



Significant Changes



One significant adjustment to the General Administration budget will be the reduction for paid advertisements.

*A cost savings of \$15,000.

We continue to provide public meeting announcements *via* email to: All interested parties, radio, television news channels, newspaper journalist, posting on bulletins boards in public locations, Klamath County website and Klamath Community Television – Public Access Channel 15; *all at no cost.*



Key issues

One key issue that I would like to revisit in the future would be the ability to request a .50 FTE part-time position. This would allow our General Administration department the ability and coverage needed to complete the necessary record retention projects mandated by the state.

We have recognized the importance not to lose focus on efforts to promote the County's values and apply "best practices" when communicating with all County staff and community members, and so, we will continue to do so.