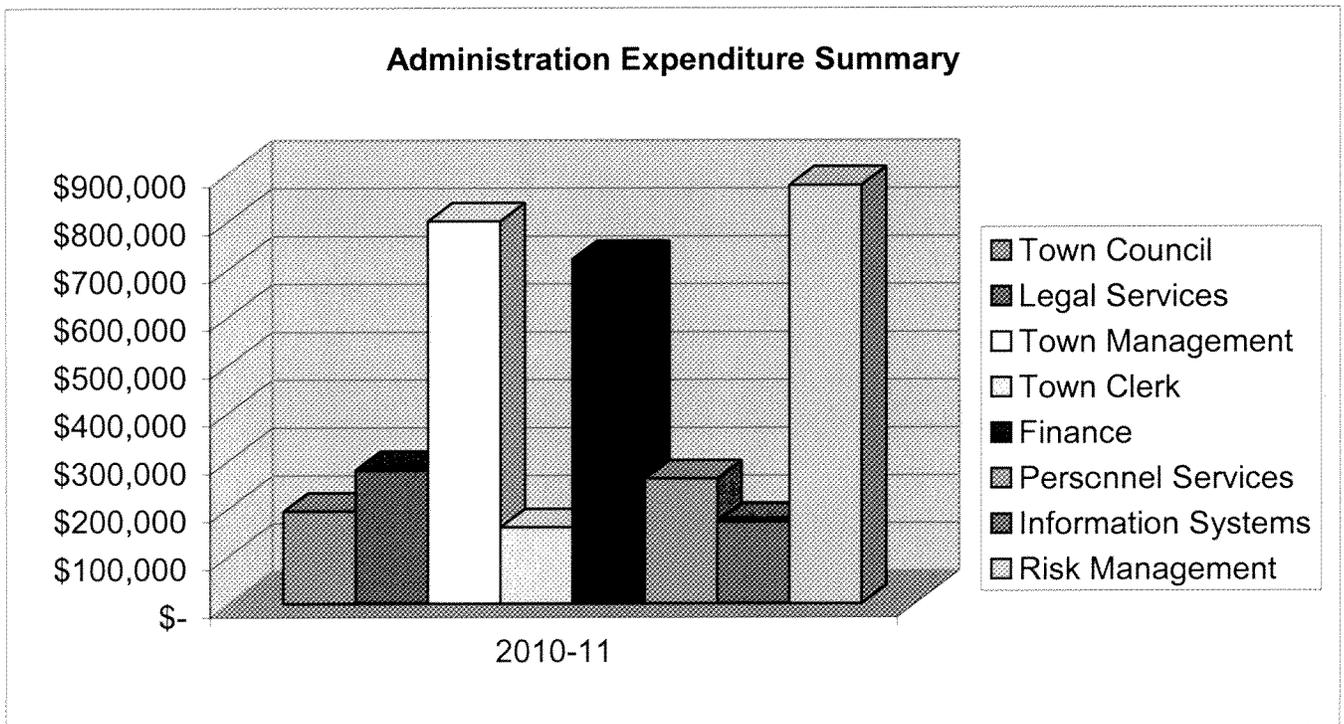


Administration Department Expenditure Summary

Administration Expenditure Summary	Adopted Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
Town Council	\$ 224,591	\$ 175,914	\$ 193,363	
Legal Services	\$ 284,139	\$ 268,295	\$ 279,529	
Town Management	\$ 743,839	\$ 691,389	\$ 798,828	
Town Clerk	\$ 269,935	\$ 200,945	\$ 159,592	
Finance	\$ 799,692	\$ 607,838	\$ 719,831	
Personnel Services	\$ 235,084	\$ 216,851	\$ 261,300	
Information Systems	\$ 179,788	\$ 160,489	\$ 171,736	
Risk Management	\$ 675,545	\$ 804,260	\$ 874,176	
Grand Total	\$3,412,613	\$3,125,981	\$3,458,355	\$0



Significant Changes

- * Insurance Premiums for liability and property insurance increased 13% or by \$93,000.
- * The Town Clerk Department has decreased over 20% over the prior year because no election expenses are assumed and the department staffing has been reduced to a one person department.
- * A portion of the Recreation Manager's time is shown in the Town Management budget to reflect the costs associated with community relations activities.

Administration Department

Town Council

Expenditures:

Acct No. Account Title	Adopted Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
51 Personnel Services	\$ 106,903	\$ 94,379	\$ 107,776	
52 Supplies	\$ 24,760	\$ 23,107	\$ 24,887	
53 Other Services *	\$ 92,928	\$ 58,428	\$ 60,700	
54 Capital Outlay	\$ -	\$ -	\$ -	
Total	\$ 224,591	\$ 175,914	\$ 193,363	\$ -

* Includes \$25,000 in Council Discretionary funds.

Administration Department

Legal Services

Core Programs:

Legal Services: Efficient and effective use of Town Attorney and outside legal counsel in representing and providing legal guidance to the Town of Mammoth Lakes.

Budgeted Positions:

Positions	Budget 2007-08	Budget 2008-09	Budgeted 2009-10	Proposed 2010-11
Town Attorney	1.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0

Expenditures:

Acct No. Account Title	Adopted Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
51 Personnel Services	\$ 263,789	\$ 246,622	\$ 253,729	
52 Supplies	\$ 350	\$ 300	\$ 400	
53 Other Services	\$ 20,000	\$ 21,373	\$ 25,400	
54 Capital Outlay	\$ -			
Total	\$ 284,139	\$ 268,295	\$ 279,529	\$ -

Administration Department

Town Management

Core Programs:

General Administration: Directs all departmental work programs in order to implement Town Council policies and direction.

Manage Town Contract with Mammoth Lakes Housing to provide workforce housing in the community.

Manage Town Contract with High Sierra Energy Foundation to implement solar, geothermal and 'green' technologies.

Inter-agency Coordination: Promote communication, increase partnerships for shared goals and projects.

Special Projects: Air Service, Hot Creek Litigation, Community Facilities Funding Committee, Real Estate and Developer Negotiations.

Budgeted Positions:

Positions	Budget 2007-08	Budget 2008-09	Budget 2009-10	Proposed 2010-11
Town Manager	1.0	1.0	1.0	1.0
Assistant Town Manager	1.0	1.0	1.0	1.0
Administrative Assistant to the Town Manager	1.0	1.0	1.0	1.0
Total	3.0	3.0	3.0	3.0

Expenditures:

Acct No. Account Title	Adopted Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
51 Personnel Services	\$ 623,899	\$ 559,735	\$ 663,134	
52 Supplies	\$ 31,640	\$ 32,200	\$ 28,840	
53 Other Services	\$ 87,100	\$ 98,254	\$ 105,654	
54 Capital Outlay	\$ 1,200	\$ 1,200	\$ 1,200	
Total	\$ 743,839	\$ 691,389	\$ 798,828	-

Administration Department

Town Clerk

Core Programs:

Council Support: Provides meeting support, distribution of agenda and meeting recorder.

Elections: Perform the duties prescribed by the Elections Code of the state in conducting municipal elections.

Records: Keep and provide access to all records of the council and of the office of the Town Clerk.

Webcasting: Oversee implementation of providing enhanced public access to Town Council meetings via the internet.

Budgeted Positions:

Positions	Adopted 2007-08	Budget 2008-09	Budget 2009-10	Proposed 2010-11
Town Clerk	1.0	1.0	1.0	1.0
Administrative Secretary	1.0	1.0	0.0	0.0
Deputy Town Clerk	0.0	0.0	1.0	0.0
Total	2.0	2.0	2.0	1.0

Expenditures:

Acct No. Account Title	Adopted Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
51 Personnel Services	\$ 229,788	\$ 142,552	\$ 104,467	
52 Supplies	\$ 20,412	\$ 21,358	\$ 23,605	
53 Other Services	\$ 18,335	\$ 37,035	\$ 29,520	
54 Capital Outlay	\$ 1,400	\$ -	\$ 2,000	
Total	\$ 269,935	\$ 200,945	\$ 159,592	\$ -

Administration Department

Finance

Core Programs:

Accounts Payable: process all payments to vendors for all goods and services provided to the Town.

Budgeting and Reporting: develop and prepare the Town Manager's proposed budget and all financial transaction reports for the State, Council, staff, and financing institutions.

Eastern Sierra Transit: provide all accounting, payment services and financial reporting for Eastern Sierra Transit per the accounting contract.

Revenue Collection: process and receive all local generated revenue. Perform TOT compliance inquiries, and TOT audits.

Budgeted Positions:

Positions	Budget 2007-08	Budget 2008-09	Budget 2009-10	Proposed 2010-11
Finance Director	1.0	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0	1.0
Accounting Assistants	4.0	4.0	4.0	3.0
Total	6.0	6.0	6.0	5.0

Expenditures:

Acct No. Account Title	Adopted Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
51 Personnel Services	\$ 618,361	\$ 402,734	\$ 471,198	
52 Supplies	\$ 50,420	\$ 56,182	\$ 63,490	
53 Other Services *	\$ 120,621	\$ 140,512	\$ 175,733	
54 Capital Outlay	\$ 10,290	\$ 8,410	\$ 9,410	
Total	\$ 799,692	\$ 607,838	\$ 719,831	\$ -

* Other Services includes the property tax administration fee, audit services for the Town's Comprehensive Annual Financial Report, and computer support for the accounting system, etc...

Administration Department

Personnel Services

Core Programs:

Recruitment: Provide fair and impartial employment and recruitment services.

Labor Relations: Manage labor relations and collective bargaining with four labor associations.

Policy: Implement personnel policy development and system rules.

Payroll: Provide accurate and timely payments to employees, taxing agencies and benefit providers.
File all required payroll reports and analysis.

Benefit Programs: Administer employee benefit programs.

Budgeted Positions:

Positions	Budget 2007-08	Budget 2008-09	Budget 2009-10	Proposed 2010-11
Human Resources and Risk Management	1.0	1.0	1.0	1.0
Personnel Analyst	1.0	0.0	0.0	0.0
Senior Personnel Analyst	0.0	1.0	1.0	1.0
Total	2.0	2.0	2.0	2.0

Expenditures:

Acct No. Account Title	Adopted Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
51 Personnel Services	\$ 158,160	\$ 143,682	\$ 194,490	
52 Supplies	\$ 41,474	\$ 42,669	\$ 36,010	
53 Other Services	\$ 32,950	\$ 30,500	\$ 30,800	
54 Capital Outlay	\$ 2,500	\$ -	\$ -	
Total	\$ 235,084	\$ 216,851	\$ 261,300	\$ -

Administration Department

Information Systems

Core Programs:

Information Systems: Provide I/S support services internally for all Town computers, printers, software, and servers to minimizing computer 'downtime'.

Website: Upgrade and maintain Town website and e-mail system ensuring smooth operations.

Budgeted Positions:

Positions	Budget 2007-08	Budget 2008-09	Budget 2009-10	Proposed 2010-11
Information Systems Specialist	1.0	0.0	0.0	0.0
Senior Information Systems Specialist	0.0	1.0	1.0	1.0
Total	1.0	1.0	1.0	1.0

Expenditures:

Acct No. Account Title	Adopted Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
51 Personnel Services	\$ 139,547	\$ 118,860	\$ 129,386	
52 Supplies	\$ 6,378	\$ 6,879	\$ 7,600	
53 Other Services	\$ 13,863	\$ 13,750	\$ 13,750	
54 Capital Outlay	\$ 20,000	\$ 21,000	\$ 21,000	
Total	\$ 179,788	\$ 160,489	\$ 171,736	\$ -

Administration Department

Risk Management

Core Programs:

Insurance: Administer general liability, property insurance, crime/bonding, and environmental/pollution liability policies.

Workers Compensation: Manage the Town's workers compensation program.

Claims: Administer property damage claims and other legal claims.

Emergency preparedness: Coordinates emergency preparedness, public service announcements and emergency public information to the media.

Budgeted Positions:

Positions	Budget 2007-08	Budget 2008-09	Budget 2009-10	Proposed 2010-11
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The functions of this department are staffed by the Personnel positions, but some of their costs are charged here.

Total	0.0	0.0	0.0	0.0
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Expenditures:

Acct No. Account Title	Actual Budget 2008-09	Adopted Budget 2009-10	Department Request 2010-11	Adopted Budget 2010-11
51 Personnel Services	\$ 105,344	\$ 71,023	\$ 48,894	
52 Supplies	\$ 9,331	\$ 9,877	\$ 8,530	
53 Other Services *	\$ 560,870	\$ 723,360	\$ 816,752	
54 Capital Outlay	\$ -	\$ -	\$ -	
Total	\$ 675,545	\$ 804,260	\$ 874,176	\$ -

* Other Services includes the JPIA insurance premiums liability and property.

Administration Department
Performance Indicators

Performance Indicators	Actual 2007-08	Actual 2008-09	Goal 2009-10	Goal 2010-11
Finance - Standards & Poor Credit Rating	A-	BB	BB	BB
Finance - TOT Returns Processed	1,912	2,156	2,284	2,300
Solid Waste Diversion Percentage	47%	52%	>50%	>50%
Workers Comp Claims filed	4	4	<= 2	<=2
Households Assisted with Workforce Housing	145	129	150	165

Customer Survey Results	2010 Satisfaction
Prepare the Town for emergencies	75%
Maintain a balanced Town budget	33%