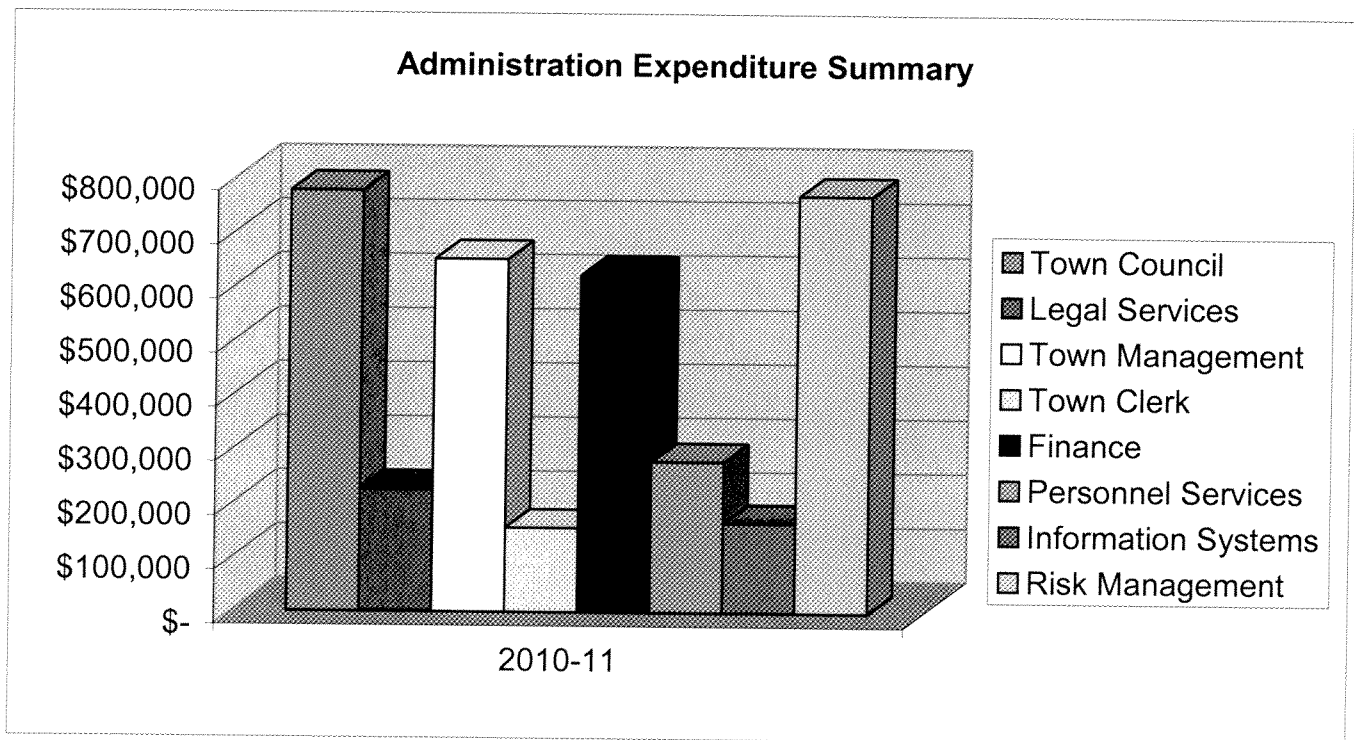


Administration Department Expenditure Summary

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	\$ 777,216
Legal Services	\$ 284,139	\$ 268,295	\$ 279,529	\$ 225,332
Town Management	\$ 743,839	\$ 691,389	\$ 798,828	\$ 651,528
Town Clerk	\$ 269,935	\$ 200,945	\$ 159,592	\$ 155,356
Finance	\$ 799,692	\$ 607,838	\$ 719,831	\$ 622,450
Personnel Services	\$ 235,084	\$ 216,851	\$ 261,300	\$ 278,648
Information Systems	\$ 179,788	\$ 160,489	\$ 171,736	\$ 166,033
Risk Management	\$ 675,545	\$ 804,260	\$ 874,176	\$ 770,325
Employee Reduction 'Set Aside' Funding				\$ (78,479)
Grand Total	\$3,412,613	\$3,125,981	\$3,458,355	\$3,568,409



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	\$ 97,781
52	Supplies	\$ 24,760	\$ 23,107	\$ 24,887	\$ 24,887
53	Other Services *	\$ 92,928	\$ 58,428	\$ 60,700	\$ 654,548
54	Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total		\$ 224,591	\$ 175,914	\$ 193,363	\$ 777,216

* Includes \$124,848 in Council Discretionary funds, Air Service Subsidy, former Measure A funded projects.

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	0.5
Total	1.0	1.0	1.0	0.5

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	\$ 124,766
52	Supplies	\$ 350	\$ 300	\$ 400	\$ 400
53	Other Services	\$ 20,000	\$ 21,373	\$ 25,400	\$ 100,166
54	Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total		\$ 284,139	\$ 268,295	\$ 279,529	\$ 225,332

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	0.3
Administrative Assistant to the Town Manager	1.0	1.0	1.0	1.0
Administrative Services Director	0.0	0.0	0.0	0.5
Total	3.0	3.0	3.0	2.8

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	\$ 520,834
52 Supplies	\$ 31,640	\$ 32,200	\$ 28,840	\$ 28,840
53 Other Services	\$ 87,100	\$ 98,254	\$ 105,654	\$ 100,654
54 Capital Outlay	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Total	\$ 743,839	\$ 691,389	\$ 798,828	\$ 651,528

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	\$ 101,731
52 Supplies	\$ 20,412	\$ 21,358	\$ 23,605	\$ 23,605
53 Other Services	\$ 18,335	\$ 37,035	\$ 29,520	\$ 28,020
54 Capital Outlay	\$ 1,400	\$ -	\$ 2,000	\$ 2,000
Total	\$ 269,935	\$ 200,945	\$ 159,592	\$ 155,356

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	0.3
Accounting Manager	1.0	1.0	1.0	1.0
Accounting Assistants	4.0	4.0	4.0	2.2
Total	6.0	6.0	6.0	3.5

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	\$ 376,417
52 Supplies	\$ 50,420	\$ 56,182	\$ 63,490	\$ 63,490
53 Other Services *	\$ 120,621	\$ 140,512	\$ 175,733	\$ 173,133
54 Capital Outlay	\$ 10,290	\$ 8,410	\$ 9,410	\$ 9,410
Total	\$ 799,692	\$ 607,838	\$ 719,831	\$ 622,450

* 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	0.3
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	1.3

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	\$ 211,838
52 Supplies	\$ 41,474	\$ 42,669	\$ 36,010	\$ 36,010
53 Other Services	\$ 32,950	\$ 30,500	\$ 30,800	\$ 30,800
54 Capital Outlay	\$ 2,500	\$ -	\$ -	\$ -
Total	\$ 235,084	\$ 216,851	\$ 261,300	\$ 278,648

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	\$ 123,683
52 Supplies	\$ 6,378	\$ 6,879	\$ 7,600	\$ 7,846
53 Other Services	\$ 13,863	\$ 13,750	\$ 13,750	\$ 13,504
54 Capital Outlay	\$ 20,000	\$ 21,000	\$ 21,000	\$ 21,000
Total	\$ 179,788	\$ 160,489	\$ 171,736	\$ 166,033

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	\$ 35,345
52 Supplies	\$ 9,331	\$ 9,877	\$ 8,530	\$ 8,530
53 Other Services *	\$ 560,870	\$ 723,360	\$ 816,752	\$ 726,450
54 Capital Outlay	\$ -	\$ -	\$ -	
Total	\$ 675,545	\$ 804,260	\$ 874,176	\$ 770,325

* 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%