

# Town Offices

## **PROGRAM PURPOSE**

The Town Offices Program comprises the Town Council Administration Program and the Town Attorney Administration Program, which includes the Self-Insurance Liability Program. The purpose of each program is outlined in the sections that follow this page.

## **BUDGET OVERVIEW**

The FY 2018/19 budget reflects an increase in salaries and benefits attributed to increased CalPERS and medical benefits rates. In addition, all personnel that were previously funded in the Internal Service Fund Programs are programmed starting in FY 2018/19 in the General Fund, increasing total General Fund salaries and benefits expenditures while decreasing the Internal Service Fund charges by the same amount. Approved salary increases for the Town Attorney and to the Council are included the FY 2018/19 budget; however, other salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending.

☞ TOWN OFFICES ☞

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
<i>Service Charge</i>	\$ 801	\$ 26	\$ -	\$ -	\$ 30	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	955	93	-	-	700	-
<i>Other Revenues</i>	17,980	-	2,634	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 19,736</b>	<b>\$ 119</b>	<b>\$ 2,634</b>	<b>\$ -</b>	<b>\$ 730</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits*</i>	\$ 382,582	\$ 383,836	\$ 422,766	\$ 422,797	\$ 426,982	\$ 665,374
<i>Operating Expenditures</i>	58,124	54,990	164,622	101,812	163,898	101,812
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	28,525	28,962	32,744	33,866	33,729	12,033
<b>TOTAL EXPENDITURES</b>	<b>\$ 469,231</b>	<b>\$ 467,788</b>	<b>\$ 620,132</b>	<b>\$ 558,475</b>	<b>\$ 624,609</b>	<b>\$ 779,219</b>
	<b>2014/15 Actuals</b>	<b>2015/16 Actuals</b>	<b>2016/17 Actuals</b>	<b>2017/18 Adopted</b>	<b>2017/18 Estimated</b>	<b>2018/19 Proposed</b>
<b>PROGRAM</b>						
<i>Town Council</i>	\$ 208,491	\$ 171,530	\$ 193,584	\$ 205,092	\$ 195,869	\$ 223,036
<i>Town Attorney</i>	260,740	296,258	426,548	353,383	428,740	556,183
<b>TOTAL EXPENDITURES</b>	<b>\$ 469,231</b>	<b>\$ 467,788</b>	<b>\$ 620,132</b>	<b>\$ 558,475</b>	<b>\$ 624,609</b>	<b>\$ 779,219</b>

\*Personnel previously budgeted in the Liability Self-Insurance Internal Service Fund are budgeted in the Town Attorney Program beginning in FY 2018/19.

☞ TOWN OFFICES ☞

DEPARTMENT STAFFING

**Full Time Equivalent (FTE)**

	2014/15	2015/16	2016/17	2017/18	2018/19
<b>General Fund</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Town Attorney*	0.60	0.60	0.60	0.60	1.00
Deputy Town Attorney*	0.25	0.25	0.31	0.31	0.75
Executive Asst to the Town Mgr	0.50	0.50	0.50	0.50	0.50
Office Assistant	0.35	-	0.13	0.13	0.13
<b>Total General Fund FTEs</b>	<b>1.70</b>	<b>1.35</b>	<b>1.54</b>	<b>1.54</b>	<b>2.38</b>
<b>Non-General Fund FTEs</b>					
<b>Liability Self-Insurance</b>					
Town Attorney*	0.35	0.35	0.35	0.35	-
Deputy Town Attorney*	0.25	0.25	0.31	0.31	-
Administrative Analyst*	-	-	0.10	0.10	-
Administrative Technician	0.10	0.10	-	-	-
<b>Total Liability Fund FTEs</b>	<b>0.70</b>	<b>0.70</b>	<b>0.76</b>	<b>0.76</b>	<b>-</b>
<b>Workers' Compensation</b>					
Town Attorney*	0.05	0.05	0.05	0.05	-
<b>Total Workers' Comp FTEs</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>0.05</b>	<b>-</b>
<b>Total Town Offices FTEs</b>	<b>2.45</b>	<b>2.10</b>	<b>2.36</b>	<b>2.36</b>	<b>2.38</b>
<b>Elected Officials</b>					
Councilmembers	5.00	5.00	5.00	5.00	5.00
<b>Total Elected Officials</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Temporary Staff Hours</b>					
Intern	175	175	175	175	175
<b>Total Annual Hours</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>

\*Personnel previously budgeted in the Liability Self Insurance and Workers' Compensation Internal Service Funds are budgeted in the General Fund beginning in FY 2018/19.



# **Town Council**

## **TOWN COUNCIL ADMINISTRATION PROGRAM 1101**

### **PROGRAM PURPOSE**

The Town Council is the elected legislative body that represents the residents and provides policy direction for the delivery of services and capital improvements for the Town of Los Gatos. The Town Council comprises five Council members, with the Mayor and Vice Mayor appointed annually by the Council each November. The Town operates under a Council/Manager (corporate) form of government that combines the policy leadership of elected officials with the managerial responsibility of an appointed Town Manager and appointed Town Attorney reporting to the Council. With the professional support of Town staff, the Mayor and Town Council identify and adopt appropriate policy, program, and budget priorities for the Town.

As an elected legislature, the Council's priorities reflect, through its regulatory and budgetary enactments, the aspirations of the residents of Los Gatos. These priorities are implicit in the programs adopted and set forth in the annual operating budget for the Town of Los Gatos.

### **BUDGET OVERVIEW**

The FY 2018/19 budget reflects a slight increase in salaries and benefits attributed to increased Council salaries and increased CalPERS and medical benefit rates. Non-elected salary increases are not reflected in the proposed budget as labor negotiations with the Town's unions are pending. The FY 2018/19 Council budget includes general administrative services, constituent services, elected official support, official meetings and events, and Council policy/program analysis.

**TOWN COUNCIL**

**SUMMARY OF REVENUES AND EXPENDITURES**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
<i>Service Charge</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 179,470	\$ 155,940	\$ 168,321	\$ 178,226	\$ 169,206	\$ 199,286
<i>Operating Expenditures</i>	24,662	12,530	22,141	23,456	23,456	23,456
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	4,359	3,060	3,122	3,410	3,207	294
<b>TOTAL EXPENDITURES</b>	<b>\$ 208,491</b>	<b>\$ 171,530</b>	<b>\$ 193,584</b>	<b>\$ 205,092</b>	<b>\$ 195,869</b>	<b>\$ 223,036</b>

**KEY PROGRAM SERVICES**

- Represents the residents of Los Gatos.
- Formulates and enacts public policy in response to current and anticipated needs within political, administrative, and fiscal constraints.
- Provides community leadership as the legislative and policy-making body of the municipal government.
- Oversees Town Boards and Commissions.
- Represents the Town of Los Gatos through coordination and collaboration with other government agencies.

TOWN COUNCIL

TOWN COUNCIL STAFFING

*Full Time Equivalents (FTE)*

	2014/15	2015/16	2016/17	2017/18	2018/19
	Funded	Funded	Funded	Funded	Proposed
<i>Town Staff</i>					
Executive Asst. to the Town Mgr.	0.50	0.50	0.50	0.50	0.50
Office Assistant	0.35	-	-	-	-
<b>TOTAL PROGRAM FTEs</b>	<b>0.85</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<i>Elected Officials</i>					
Councilmembers	5.00	5.00	5.00	5.00	5.00
<b>TOTAL ELECTED OFFICIALS</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<i>Temporary Staff Hours</i>					
Intern	175	175	175	175	175
<b>TOTAL ANNUAL HOURS</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>	<b>175</b>





# **Town Attorney**

## **TOWN ATTORNEY ADMINISTRATION PROGRAM 1301**

### **PROGRAM PURPOSE**

The Town Attorney is the legal advisor to the Town Council, Successor Agency to the former Redevelopment Agency, and Town staff. In this capacity, the Office of the Town Attorney provides a wide range of legal services to ensure that Town actions and activities are legally sound. The core services of the Town Attorney's Office include, but are not limited to: providing timely legal advice to the Town Council, Town advisory bodies, and staff; drafting contracts, opinions, resolutions, and ordinances; reviewing, processing, and settling claims against the Town; and prosecuting and defending civil lawsuits against the Town.

### **BUDGET OVERVIEW**

The FY 2018/19 budget reflects an increase in salaries and benefits attributed to increased CalPERS and medical benefits rates. In addition, all personnel that were previously funded in Internal Service Fund Programs are programmed starting in FY 2018/19 in the General Fund, increasing total General Fund salaries and benefits expenditures while decreasing the Internal Service Fund charges by the same amount. The FY 2018/19 budget for the Town Attorney's Office also includes minor changes in operating expenditures and an increase in salary and benefits attributed to increasing the Deputy Town Attorney position from 0.625 FTE to 0.75 FTE to provide a workload relief in the Attorney's Office.

**ACCOMPLISHMENTS**

<b>Core Goals</b>	<b>Accomplishments</b>
<p><b><i>Community Character</i></b>                      Preserve and enhance the appearance character and environment quality of the community</p>	<ul style="list-style-type: none"> <li>• Advised on a significant number of resolutions, ordinances, policies, and development projects in furtherance of implementation of the 2020 General Plan.</li> </ul>
<p><b><i>Good Governance</i></b>                      Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> <li>• Prepared for and supported Council and Planning Commission meetings.</li> <li>• Prepared for and supported various Committee, Commission, and Board meetings as requested by staff and/or Council.</li> </ul>
<p><b><i>Fiscal Stability</i></b>                      Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community</p>	<ul style="list-style-type: none"> <li>• Advised on the legal and financial matters associated with the dissolution of the former Town of Los Gatos Redevelopment Agency.</li> <li>• Provided administrative and analytical support in staff report development and review.</li> </ul>

**TOWN ATTORNEY**

**SUMMARY OF REVENUES AND EXPENDITURES**

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>REVENUES</b>						
<i>Service Charge</i>	\$ 801	\$ 26	\$ -	\$ -	\$ 30	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	955	93	-	-	700	-
<i>Other Revenues</i>	17,980	-	2,634	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 19,736</b>	<b>\$ 119</b>	<b>\$ 2,634</b>	<b>\$ -</b>	<b>\$ 730</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits*</i>	\$ 203,112	\$ 227,896	\$ 254,445	\$ 244,571	\$ 257,776	\$ 466,088
<i>Operating Expenditures</i>	33,462	42,460	142,481	78,356	140,442	78,356
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	24,166	25,902	29,622	30,456	30,522	11,739
<b>TOTAL EXPENDITURES</b>	<b>\$ 260,740</b>	<b>\$ 296,258</b>	<b>\$ 426,548</b>	<b>\$ 353,383</b>	<b>\$ 428,740</b>	<b>\$ 556,183</b>

*\*Personnel previously budgeted in the Liability Self-Insurance Internal Service Fund are budgeted in the Town Attorney Program beginning in FY 2018/19.*

**FY 2018/19 KEY PROJECTS**

<b>Core Goals</b>	<b>Key Projects</b>
<b>Community Character</b> Preserve and enhance the appearance character and environment quality of the community	<b>Policy Development</b> Assist and advise on the review and revision of numerous policies including but not limited to ordinance rewrite and amendments, implementation of the General Plan, and environmental issues related to development proposals.
	<b>Process Improvements</b> Respond to the needs of the Town Council and Town staff. Without compromising this key focus, the Town Attorney will continue to assist in streamlining administrative functions, including contract management, Council action, and code enforcement.  Continue to explore and implement measures to reduce the cost of legal services and overall Town liability.
<b>Good Governance</b> Ensure responsive, accountable and collaborate government	

**TOWN ATTORNEY**

Core Goals	Key Projects
<p><b><i>Fiscal Stability</i></b>                      Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community</p>	<p style="text-align: center;"><b><i>Improved Efficiencies</i></b></p> <p>Continue to seek improved efficiencies in providing legal services as necessary to meet budget constraints.</p>

**KEY PROGRAM SERVICES**

- Represents the Town regarding litigation matters, including criminal prosecutions of code violations.
- Serves as the legal advisor for the Town Council, Town staff, and Successor Agency to the Redevelopment Agency.
- Processes and evaluates all personal injury, property damage, and other monetary claims against the Town and manages all litigation involving the Town.
- Drafts and/or reviews all proposed ordinances and resolutions.
- Supervises personal injury and property damage claims and related claims litigation.
- Drafts and/or reviews Town staff reports and contracts.
- Assists in the administration of the Town’s liability insurance and risk management program.
- Negotiates key transactions such as property matters.
- Provides legal advice and support to Town Boards, Committees, and Commissions.

**TOWN ATTORNEY STAFFING**

***Full Time Equivalent (FTE)***

<b><i>Town Staff</i></b>	<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Proposed</b>
Town Attorney*	0.60	0.60	0.60	0.60	1.00
Deputy Town Attorney*	0.25	0.25	0.31	0.31	0.75
Office Assistant	-	-	0.13	0.13	0.13
<b>TOTAL PROGRAM FTEs</b>	<b>0.85</b>	<b>0.85</b>	<b>1.04</b>	<b>1.04</b>	<b>1.88</b>

*\*Personnel previously budgeted in the Liability Self Insurance and Workers' Compensation Internal Service Funds are budgeted in the Town Attorney program beginning in FY 2018/19.*

**TOWN ATTORNEY**

Performance Objectives and Measures	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. <i>To reduce the legal and financial consequences of claims</i>					
a. Claims for denial or approval processed within 45 days of filing:	90%	90%	90%	90%	90%
2. <i>To protect the Town from legal exposure through the</i>					
a. Staff reports reviewed within 24 hours of receipt:	90%	90%	90%	90%	90%
b. Contracts reviewed and signed within 48 hours of receipt:*	<i>Data Not Available</i>	<i>Data Not Available</i>	90%	90%	90%
c. Staff questions and referrals responded to within 3 working days:	90%	90%	90%	90%	90%

Activity and Workload Highlights	2014/15 Actual	2015/16 Actual	2016/17 Actual	2017/18 Estimated	2018/19 Budget
1. Number of incident reports processed:	8	20	12	8	12
2. Number of property loss reports processed:	14	16	9	14	13
3. Number of subpoenas handled:	7	12	12	12	11
6. Number of contracts reviewed:	219	283	239	240	240
7. Number of cases handled:	5	4	8	4	4
8. Number of claims:***	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	22	12	17
9. Number of City Council and Advisory Body meetings attended:**	<i>Data Not Available</i>	52	52	49	48

\* New measure effective FY 2016/17.

\*\* New measure effective FY 2015/16.

\*\*\*Measure discontinued in FY 2014/15, department is now measuring again due to workload. Historical data provided when available.



# **Town Attorney**

## **LIABILITY SELF-INSURANCE FUND PROGRAM 1302**

### **FUND PURPOSE**

The Town is a member of the Association of Bay Area Governments (ABAG) insurance pool, a self-insurance program established in 1986 to provide general liability, property insurance, and risk management services to 30 cities within the Bay Area. This coverage minimizes the Town's exposure to losses.

The annual premium paid by the Town allows for \$10 million total coverage with a \$50,000 deductible per occurrence. Self-Insurance rates have been established to allocate the cost of this internal service fund accurately to all programs based on staffing levels, thus more accurately distributing and reflecting actual costs of services.

### **BUDGET OVERVIEW**

The Self-Insurance Program is funded through departmental charges based on established assessment rates per labor dollar expended. Service rates are established to maintain fund balance capacity at a minimum of three times the annual operating expense. This rule of thumb provides a funding source for potential claims against the Town. Excess funding is reduced through lower service rates and transfers back to the General Fund. The Town continues to receive grant funding and to make strides in the area of Risk Management.

All personnel that were previously funded in the Liability Self-Insurance Fund Program are programmed starting in FY 2018/19 in the General Fund Attorney Program, increasing total General Fund salaries and benefits expenditures while decreasing the Internal Service Fund charges by the same amount. The program's fund balance is declining due to adverse claims against the Town.

**TOWN ATTORNEY**  
**Liability Self-Insurance Program**

STATEMENT OF SOURCE AND USE OF FUNDS

	2014/15 Actuals	2015/16 Actuals	2016/17 Actuals	2017/18 Adopted	2017/18 Estimated	2018/19 Proposed
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	1,056,559	1,567,161	1,403,449	885,441	885,441	899,392
Total Beginning Fund Balance	1,056,559	1,567,161	1,403,449	885,441	885,441	899,392
Revenues						
<i>Service Charge</i>	\$ 485,397	\$ 492,341	\$ 497,401	\$ 553,953	\$ 509,112	\$ 376,187
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	\$ 485,397	\$ 492,341	\$ 497,401	\$ 553,953	\$ 509,112	\$ 376,187
TRANSFERS IN						
<i>Transfer from Equipment Replacement</i>	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRANSFERS IN</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>985,397</b>	<b>492,341</b>	<b>497,401</b>	<b>553,953</b>	<b>509,112</b>	<b>376,187</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 2,041,956</b>	<b>\$ 2,059,502</b>	<b>\$ 1,900,850</b>	<b>\$ 1,439,394</b>	<b>\$ 1,394,553</b>	<b>\$ 1,275,579</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 146,881	\$ 164,485	\$ 432,819	\$ 175,991	\$ 175,524	\$ -
<i>Operating Expenditures</i>	327,914	491,568	582,590	640,961	319,637	641,361
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	\$ 474,795	\$ 656,053	\$ 1,015,409	\$ 816,952	\$ 495,161	\$ 641,361
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	1,567,161	1,403,449	885,441	622,442	899,392	634,218
Total Ending Fund Balance	1,567,161	1,403,449	885,441	622,442	899,392	634,218
<b>TOTAL USE OF FUNDS</b>	<b>\$ 2,041,956</b>	<b>\$ 2,059,502</b>	<b>\$ 1,900,850</b>	<b>\$ 1,439,394</b>	<b>\$ 1,394,553</b>	<b>\$ 1,275,579</b>

\* Personnel are budgeted in the Town Attorney Program beginning in FY 2018/19.



**TOWN ATTORNEY**  
**Liability Self-Insurance Program**

**FY 2018/19 KEY PROJECTS**

Core Goals	Key Projects
<b>Good Governance</b> Ensure responsive, accountable and collaborate government	<p style="text-align: center;"><b>Premium Management</b></p> Emphasize the improvement of safety concerns by actively pursuing training programs. In an effort to minimize insurance claims, the insurance pool offers safety training in areas which produce a high liability risk.  Resolve claims favorable to the Town.

**KEY PROGRAM SERVICES**

- Acts as liaison with the Town’s Liability Insurance administration.
- Informs Town Council and Town management of potential claims and results.

**LIABILITY SELF-INSURANCE PROGRAM STAFFING**

*Full Time Equivalent (FTE)*

<i>Town Staff</i>	2014/15 Funded	2015/16 Funded	2016/17 Funded	2017/18 Funded	2018/19 Proposed
Town Attorney*	0.35	0.35	0.35	0.35	-
Deputy Town Attorney*	0.25	0.25	0.31	0.31	-
Administrative Analyst*	-	-	0.10	0.10	-
Administrative Technician	0.10	0.10	-	-	-
<b>Total Liability FTEs</b>	<b>0.70</b>	<b>0.70</b>	<b>0.76</b>	<b>0.76</b>	-

*\*Personnel previously budgeted in the Liability Self Insurance Internal Service Fund are budgeted in the Town Attorney program beginning in FY 2018/19.*

