

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 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increase approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

TOWN OFFICES

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

| | 2019/20 Actuals | 2020/21 Actuals | 2021/22 Actuals | 2022/23 Adjusted | 2022/23 Estimated | 2023/24 Proposed |
|---------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|-----------------------------|
| REVENUES | | | | | | |
| <i>Service Charge</i> | \$ - | \$ - | \$ 305 | \$ - | \$ - | \$ - |
| <i>Interest</i> | - | - | - | - | - | - |
| <i>Fines & Forfeitures</i> | 2,050 | 3,646 | 794 | - | 1,551 | - |
| <i>Other Revenues</i> | 459 | 30,000 | - | - | 6 | - |
| TOTAL REVENUES | \$ 2,509 | \$ 33,646 | \$ 1,099 | \$ - | \$ 1,557 | \$ - |
| EXPENDITURES | | | | | | |
| <i>Salaries and Benefits*</i> | \$ 701,723 | \$ 675,228 | \$ 640,376 | \$ 766,667 | \$ 642,503 | \$ 671,868 |
| <i>Operating Expenditures</i> | 48,379 | 38,839 | 163,427 | 246,694 | 228,400 | 295,856 |
| <i>Fixed Assets</i> | - | - | - | - | - | - |
| <i>Internal Service Charges</i> | 15,071 | 15,509 | 15,701 | 15,304 | 14,891 | 19,187 |
| TOTAL EXPENDITURES | \$ 765,173 | \$ 729,576 | \$ 819,504 | \$ 1,028,665 | \$ 885,794 | \$ 986,911 |
| | 2019/20 Actuals | 2020/21 Actuals | 2021/22 Actuals | 2022/23 Adjusted | 2022/23 Estimated | 2023/24 Proposed |
| PROGRAM | | | | | | |
| <i>Town Council</i> | \$ 206,163 | \$ 192,280 | \$ 189,569 | \$ 217,239 | \$ 194,385 | \$ 192,260 |
| <i>Town Attorney</i> | 559,010 | 537,296 | 629,935 | 811,426 | 691,409 | 794,651 |
| TOTAL EXPENDITURES | \$ 765,173 | \$ 729,576 | \$ 819,504 | \$ 1,028,665 | \$ 885,794 | \$ 986,911 |

TOWN OFFICES

DEPARTMENT STAFFING

Full Time Equivalents (FTE)

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| <i>General Fund</i> | Funded | Funded | Funded | Funded | Proposed |
| Town Attorney | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Town Attorney | 0.75 | 0.75 | - | - | - |
| Administrative Technician | - | - | - | - | 0.75 |
| Deputy Town Clerk | 0.13 | - | - | - | 0.13 |
| Executive Asst to the Town Mgr | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Administrative Assistant | - | 0.13 | 0.13 | 0.13 | - |
| Legal Administrative Assistant | - | - | 1.00 | 1.00 | - |
| Total General Fund FTEs | 2.38 | 2.38 | 2.63 | 2.63 | 2.38 |
| <i>Elected Officials</i> | | | | | |
| Councilmembers | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| TOTAL ELECTED OFFICIALS | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| <i>Temporary Staff</i> | | | | | |
| Intern | 175 | 175 | - | - | - |
| TOTAL ANNUAL HOURS | 175 | 175 | - | - | - |



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 December. 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 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increase approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates. The FY 2023/24 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

| | 2019/20 Actuals | 2020/21 Actuals | 2021/22 Actuals | 2022/23 Adjusted | 2022/23 Estimated | 2023/24 Proposed |
|---------------------------------|--------------------|--------------------|--------------------|---------------------|----------------------|---------------------|
| REVENUES | | | | | | |
| <i>Service Charge</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| <i>Interest</i> | - | - | - | - | - | - |
| <i>Fines & Forfeitures</i> | - | - | - | - | - | - |
| <i>Other Revenues</i> | - | - | - | - | - | - |
| TOTAL REVENUES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| EXPENDITURES | | | | | | |
| <i>Salaries and Benefits</i> | \$ 191,749 | \$ 179,176 | \$ 173,215 | \$ 196,826 | \$ 174,585 | \$ 170,995 |
| <i>Operating Expenditures</i> | 14,081 | 12,727 | 15,959 | 20,000 | 19,800 | 20,000 |
| <i>Fixed Assets</i> | - | - | - | - | - | - |
| <i>Internal Service Charges</i> | 333 | 377 | 395 | 413 | - | 1,265 |
| TOTAL EXPENDITURES | \$ 206,163 | \$ 192,280 | \$ 189,569 | \$ 217,239 | \$ 194,385 | \$ 192,260 |

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

| <i>Full Time Equivalents (FTE)</i> | | | | | |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|
| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
| <i>Town Staff</i> | Funded | Funded | Funded | Funded | Proposed |
| Executive Asst. to the Town Mgr. | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| TOTAL PROGRAM FTEs | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| <i>Elected Officials</i> | | | | | |
| Councilmembers | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| TOTAL ELECTED OFFICIALS | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| <i>Temporary Staff Hours</i> | | | | | |
| Intern | 175 | 175 | - | - | - |
| TOTAL ANNUAL HOURS | 175 | 175 | - | - | - |



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, and 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 2023/24 budget includes increases in salary and benefit costs attributed to cost of living increase approved in the negotiated Memoranda of Understanding, anticipated merit step increases, and higher benefit and CalPERS pension rates.

TOWN ATTORNEY

ACCOMPLISHMENTS

| Core Goals | Accomplishments |
|--|---|
| <p><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p> | <ul style="list-style-type: none"> • Amended parcel map ordinance and assisted with business license tax Ordinance. • Assisted with the enforcement of social host ordinance, animals running at large, and smoking ordinances. • Helped with buy-back of a Below Market Price unit. |
| <p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p> | <ul style="list-style-type: none"> • Prepared for and supported Council and Planning Commission meetings. • Prepared for and supported various Committee, Commission, and Board meetings as requested by staff and/or Council. • Proposed amendments to the Code of Conduct Policy. |
| <p><i>Fiscal Stability</i> Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community</p> | <ul style="list-style-type: none"> • Advised on the legal and financial matters associated with the Council Finance Commission. • Provided administrative and analytical support in staff report development and review. • Collected for subpoena expenses. • Ensured fair insurance payments for damage to a Town vehicle. |

TOWN ATTORNEY

SUMMARY OF REVENUES AND EXPENDITURES

| | 2019/20 Actuals | 2020/21 Actuals | 2021/22 Actuals | 2022/23 Adjusted | 2022/23 Estimated | 2023/24 Proposed |
|---------------------------------|--------------------|--------------------|--------------------|---------------------|----------------------|---------------------|
| REVENUES | | | | | | |
| <i>Service Charge</i> | \$ - | \$ - | \$ 305 | \$ - | \$ - | \$ - |
| <i>Interest</i> | - | - | - | - | - | - |
| <i>Fines & Forfeitures</i> | 2,050 | 3,646 | 794 | - | 1,551 | - |
| <i>Other Revenues</i> | 459 | 30,000 | - | - | 6 | - |
| TOTAL REVENUES | \$ 2,509 | \$ 33,646 | \$ 1,099 | \$ - | \$ 1,557 | \$ - |
| EXPENDITURES | | | | | | |
| <i>Salaries and Benefits*</i> | \$ 509,974 | \$ 496,052 | \$ 467,161 | \$ 569,841 | \$ 467,918 | \$ 500,873 |
| <i>Operating Expenditures</i> | 34,298 | 26,112 | 147,468 | 226,694 | 208,600 | 275,856 |
| <i>Fixed Assets</i> | - | - | - | - | - | - |
| <i>Internal Service Charges</i> | 14,738 | 15,132 | 15,306 | 14,891 | 14,891 | 17,922 |
| TOTAL EXPENDITURES | \$ 559,010 | \$ 537,296 | \$ 629,935 | \$ 811,426 | \$ 691,409 | \$ 794,651 |

FY 2023/24 KEY PROJECTS

| Core Goals | Key Projects |
|---|---|
| <p><i>Community Character</i> Preserve and enhance the appearance character and environment quality of the community</p> | <p style="text-align: center;"><i>Policy Development</i></p> <ul style="list-style-type: none"> • 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. • Update various ordinances. (ebike ordinance, Accessory Dwelling Unit ordinances, density bonus ordinance, and sensitive places ordinance) • Update the Concealed Carry Weapons Ordinance and process. |
| <p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p> | <p style="text-align: center;"><i>Process Improvements</i></p> <ul style="list-style-type: none"> • 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. • Update the sworn Police personnel complaint procedure. |

TOWN ATTORNEY

FY 2023/24 KEY PROJECTS

| Core Goals | Key Projects |
|--|--|
| <i>Fiscal Stability</i> Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community | <i>Improved Efficiencies</i> <ul style="list-style-type: none">• Continue to seek improved efficiencies in providing legal services as necessary to meet budget constraints.• Ensuring that Joint Powers Authority Pooled Liability Assurance Network (PLAN) risk management grant funds are used.• Utilize the PLAN for initial claims review. |

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 Town Boards and Commissions.
- 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

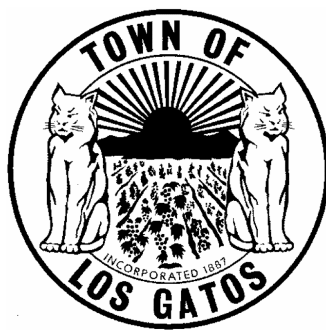
TOWN ATTORNEY STAFFING

Full Time Equivalents (FTE)

| | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--------------------------------|---------------|---------------|---------------|---------------|-----------------|
| Town Staff | Funded | Funded | Funded | Funded | Proposed |
| Town Attorney | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Town Attorney | 0.75 | 0.75 | - | - | - |
| Administrative Technician | - | - | - | - | 0.75 |
| Administrative Assistant | - | 0.13 | 0.13 | 0.13 | - |
| Deputy Town Clerk | 0.13 | - | - | - | 0.13 |
| Legal Administrative Assistant | - | - | 1.00 | 1.00 | - |
| TOTAL PROGRAM FTEs | 1.88 | 1.88 | 2.13 | 2.13 | 1.88 |

| Performance Objectives and Measures | 2019/20 Actual | 2020/21 Actual | 2021/22 Actual | 2022/23 Estimated | 2023/24 Planned |
|---|-------------------|-------------------|-------------------|----------------------|--------------------|
| 1. <i>To reduce the legal and financial consequences of claims and lawsuits against the Town.</i> | | | | | |
| a. Claims for denial or approval processed within 45 days of filing: | 95% | 90% | 90% | 95% | 75% |
| 2. <i>To protect the Town from legal exposure through the timely review of contracts, staff reports, and Town policies and practices.</i> | | | | | |
| a. Staff reports reviewed within 24 hours of receipt: | 90% | 95% | 95% | 95% | 75% |
| b. Contracts reviewed and signed within 48 hours of receipt: | 90% | 90% | 90% | 95% | 75% |
| c. Staff questions and referrals responded to within 3 working days: | 95% | 95% | 95% | 95% | 75% |

| Activity and Workload Highlights | 2019/20 Actual | 2020/21 Actual | 2021/22 Actual | 2022/23 Estimated | 2023/24 Planned |
|--|-------------------|-------------------|-------------------|----------------------|--------------------|
| 1. Number of incident reports processed: | 10 | 10 | 10 | 10 | 10 |
| 2. Number of property loss reports processed: | 10 | 22 | 16 | 25 | 20 |
| 3. Number of subpoenas handled: | 5 | 13 | 8 | 10 | 10 |
| 4. Number of cases closed: | 2 | 2 | 1 | 1 | 1 |
| 5. Number of claims closed: | 10 | 15 | 16 | 25 | 20 |
| 6. Number of Town Council and Advisory Body meetings attended: | 100 | 100 | 24 | 55 | 36 |



Town Attorney

LIABILITY SELF-INSURANCE FUND PROGRAM 1302

FUND PURPOSE

The Town is a member of the Joint Powers Authority Pooled Liability Assurance Network (PLAN) insurance pool, a self-insurance program established in 1986 to provide general liability, property insurance, and risk management services to 28 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. Due to increased premium costs experienced in this insurance pool, the Town's service charge to all Departments doubled. The Town has a very low fund balance for this Program. To meet the possibility of a future claim, departmental service charges will likely continue to rise. Staff is evaluating and monitoring the performance of the PLAN.

TOWN ATTORNEY
Liability Self-Insurance Program

STATEMENT OF SOURCE AND USE OF FUNDS

| | 2019/20 Actuals | 2020/21 Actuals | 2021/22 Actuals | 2022/23 Adjusted | 2022/23 Estimated | 2023/24 Proposed |
|--|---------------------|---------------------|---------------------|---------------------|----------------------|---------------------|
| SOURCES OF FUNDS | | | | | | |
| Beginning Fund Balance | | | | | | |
| <i>Designated</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| <i>Undesignated</i> | 1,313,305 | 1,290,615 | 1,021,083 | 803,293 | 803,293 | 395,251 |
| Total Beginning Fund Balance | 1,313,305 | 1,290,615 | 1,021,083 | 803,293 | 803,293 | 395,251 |
| Revenues | | | | | | |
| <i>Service Charge</i> | \$ 378,133 | \$ 376,963 | \$ 366,134 | \$ 429,249 | \$ 419,197 | \$ 779,024 |
| <i>Interest</i> | - | - | - | - | - | - |
| <i>Intergovernmental Revenues</i> | - | - | - | - | - | - |
| <i>Other Revenues</i> | - | - | - | - | - | - |
| Total Revenues | \$ 378,133 | \$ 376,963 | \$ 366,134 | \$ 429,249 | \$ 419,197 | \$ 779,024 |
| TRANSFERS IN | | | | | | |
| <i>Transfer from Equipment Replacement</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL TRANSFERS IN | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL REVENUES & TRANSFERS | 378,133 | 376,963 | 366,134 | 429,249 | 419,197 | 779,024 |
| TOTAL SOURCE OF FUNDS | \$ 1,691,438 | \$ 1,667,578 | \$ 1,387,217 | \$ 1,232,542 | \$ 1,222,490 | \$ 1,174,275 |
| USES OF FUNDS | | | | | | |
| Expenditures | | | | | | |
| <i>Salaries and Benefits</i> | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| <i>Operating Expenditures</i> | 400,823 | 646,495 | 583,924 | 846,940 | 827,239 | 1,161,313 |
| <i>Fixed Assets</i> | - | - | - | - | - | - |
| <i>Internal Service Charges</i> | - | - | - | - | - | - |
| Total Expenditures | \$ 400,823 | \$ 646,495 | \$ 583,924 | \$ 846,940 | \$ 827,239 | \$ 1,161,313 |
| Transfers Out | | | | | | |
| <i>Transfer to Grant Fund</i> | - | - | - | - | - | - |
| Total Transfers Out | - | - | - | - | - | - |
| Total Expenditures & Transfers Out | \$ 400,823 | \$ 646,495 | \$ 583,924 | \$ 846,940 | \$ 827,239 | \$ 1,161,313 |
| <i>Designated</i> | - | - | - | - | - | - |
| <i>Undesignated</i> | 1,290,615 | 1,021,083 | 803,293 | 385,602 | 395,251 | 12,962 |
| Total Ending Fund Balance | 1,290,615 | 1,021,083 | 803,293 | 385,602 | 395,251 | 12,962 |
| TOTAL USE OF FUNDS | \$ 1,691,438 | \$ 1,667,578 | \$ 1,387,217 | \$ 1,232,542 | \$ 1,222,490 | \$ 1,174,275 |

TOWN ATTORNEY
Liability Self-Insurance Program

FY 2023/24 KEY PROJECTS

| Core Goals | Key Projects |
|--|--|
| <i>Good Governance</i> Ensure responsive, accountable and collaborate government | <i>Premium Management</i> <ul style="list-style-type: none">• Proactively work with defense council as needed.• Advise departments on recommended insurance requirements and surety bonds. |

KEY PROGRAM SERVICES

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

