

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

A Deputy Town Attorney position is increasing from 0.5 FTE to 0.625 FTE to provide workload relief in the Town Attorney Office. As a result, the FY 2016/17 Town Offices' budget reflects an increase in salaries and benefits. The 0.125 FTE increase is funded from one-time funding. Staff anticipates to bring forward an ongoing funding source for this FTE increase at the FY 2016/17 mid-year review for Council consideration after the completion of the bargaining unit agreements and other fiscal decisions. There are only minimal increases to general administrative, legal, or risk management operating costs, and no anticipated changes to services levels.

☞ TOWN OFFICES ☞

DEPARTMENTAL SUMMARY OF REVENUES AND EXPENDITURES

	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Adopted</u>	<u>2015/16</u> <u>Estimated</u>	<u>2016/17</u> <u>Adopted</u>
REVENUES						
<i>Service Charge</i>	\$ -	\$ 168	\$ 801	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	4,385	4,083	955	18,000	100	-
<i>Other Revenues</i>	-	-	17,980	-	-	-
TOTAL REVENUES	\$ 4,385	\$ 4,251	\$ 19,736	\$ 18,000	\$ 100	\$ -
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 346,581	\$ 369,711	\$ 382,582	\$ 359,927	\$ 354,815	\$ 414,932
<i>Operating Expenditures</i>	20,021	32,400	58,124	65,312	108,312	101,812
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	26,228	24,252	28,525	27,909	25,547	32,682
TOTAL EXPENDITURES	\$ 392,830	\$ 426,363	\$ 469,231	\$ 453,148	\$ 488,674	\$ 549,426
<hr/>						
	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Adopted</u>	<u>2015/16</u> <u>Estimated</u>	<u>2016/17</u> <u>Adopted</u>
PROGRAM						
<i>Town Council</i>	\$ 185,084	\$ 188,110	\$ 208,491	\$ 184,557	\$ 164,033	\$ 202,420
<i>Town Attorney</i>	207,746	238,253	260,740	268,591	324,641	347,006
TOTAL EXPENDITURES	\$ 392,830	\$ 426,363	\$ 469,231	\$ 453,148	\$ 488,674	\$ 549,426

☞ TOWN OFFICES ☞

DEPARTMENT STAFFING

Full Time Equivalents (FTE)

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>General Fund</i>	Funded	Funded	Funded	Funded	Funded
Town Attorney	0.60	0.60	0.60	0.60	0.60
Deputy Town Attorney	0.25	0.25	0.25	0.25	0.31
Executive Asst. to the Town Mgr.	0.50	0.50	0.50	0.50	0.50
Office Assistant	0.35	0.35	0.35	-	0.13
Total General Fund FTEs	1.70	1.70	1.70	1.35	1.54
Non-General Fund FTEs					
<i>Liability Self-Insurance</i>					
Town Attorney	0.35	0.35	0.35	0.35	0.35
Deputy Town Attorney	0.25	0.25	0.25	0.25	0.31
Legal Admin Assistant	-	-	-	-	-
Total Liability Fund FTEs	0.60	0.60	0.60	0.60	0.66
<i>Workers Compensation</i>					
Town Attorney	0.05	0.05	0.05	0.05	0.05
Total Workers Comp FTEs	0.05	0.05	0.05	0.05	0.05
Total Town Offices FTEs	2.35	2.35	2.35	2.00	2.25
<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	175	175	175
Total Annual Hours	175	175	175	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 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 2016/17 budget reflects a slight increase in salaries and benefits attributed to increased PERS, benefit and workers' compensation rates. Salary increases are not reflected in the proposed budget and labor negotiations with the Town's unions are pending. The FY 2016/17 Council budget includes support for general administrative services, including agenda packet preparation and distribution, constituent and elected official support, official meetings and events, and Council policy/program analysis.

☪ TOWN COUNCIL ☪

SUMMARY OF REVENUES AND EXPENDITURES

	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Adopted</u>	<u>2015/16</u> <u>Estimated</u>	<u>2016/17</u> <u>Adopted</u>
REVENUES						
<i>Service Charge</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -				
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 172,557	\$ 171,924	\$ 179,470	\$ 152,952	\$ 139,489	\$ 175,906
<i>Operating Expenditures</i>	8,371	11,945	24,662	28,456	21,456	23,456
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	4,156	4,241	4,359	3,149	3,088	3,058
TOTAL EXPENDITURES	\$ 185,084	\$ 188,110	\$ 208,491	\$ 184,557	\$ 164,033	\$ 202,420

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)

	2012/13	2013/14	2014/15	2015/16	2016/17
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Funded
Executive Asst. to the Town Mgr.	0.50	0.50	0.50	0.50	0.50
Office Assistant	0.35	0.35	0.35	-	-
TOTAL PROGRAM FTEs	0.85	0.85	0.85	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	175	175	175
TOTAL ANNUAL HOURS	175	175	175	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, 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 2016/17 budget for the Town Attorney's Office includes minor changes in operating expenditures and an increase in salary and benefits attributed increasing the Deputy Town Attorney position from 0.25 FTE to 0.3125 FTE to provide a workload relief in the Attorney office. The 0.0625 FTE increase is funded from one-time funding. Staff expects to bring forward an ongoing funding source for this FTE increase at the FY 2016/17 mid-year review for Council consideration after the completion of the bargaining unit agreements and other fiscal decisions. Funding for outside legal services are increased to provide services regarding Town property, land use, and Highway 85 matters.

☞ 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"> Advised on a significant number of resolutions, ordinances, policies, and development projects in furtherance of implementation of the 2020 General Plan.
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<ul style="list-style-type: none"> Prepared for and supported 28 Council Meetings and 22 Planning Commission meetings. Prepared for and supported various Committee, Commission, and Board meetings as requested by staff and/or Council
<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 dissolution of the former Town of Los Gatos Redevelopment Agency. Provided administrative and analytical support in the area of staff report development and review.

SUMMARY OF REVENUES AND EXPENDITURES

	2012/13 Actuals	2013/14 Actuals	2014/15 Actuals	2015/16 Adopted	2015/16 Estimated	2016/17 Adopted
REVENUES						
<i>Service Charge</i>	\$ -	\$ 168	\$ 801	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	4,385	4,083	955	18,000	100	-
<i>Other Revenues</i>	-	-	17,980	-	-	-
TOTAL REVENUES	\$ 4,385	\$ 4,251	\$ 19,736	\$ 18,000	\$ 100	\$ -
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 174,024	\$ 197,787	\$ 203,112	\$ 206,975	\$ 215,326	\$ 239,026
<i>Operating Expenditures</i>	11,650	20,455	33,462	36,856	86,856	78,356
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	22,072	20,011	24,166	24,760	22,459	29,624
TOTAL EXPENDITURES	\$ 207,746	\$ 238,253	\$ 260,740	\$ 268,591	\$ 324,641	\$ 347,006

☞ TOWN ATTORNEY ☜

FY 2016/17 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> <p>Assist and advise on the review and revision of numerous policies including but not limited to Entertainment, Alcohol, Planned Development Ordinance, North 40 Specific Plan, implementation of the General Plan, and environmental issues related to development proposals.</p>
<p><i>Good Governance</i> Ensure responsive, accountable and collaborate government</p>	<p style="text-align: center;"><i>Process Improvements</i></p> <p>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.</p> <p>Continue to explore and implement measures to reduce the cost of legal services and overall Town liability.</p>
<p><i>Fiscal Stability</i> Maintain ongoing fiscal stability to provide cost effective core services that meet the needs of the community</p>	<p style="text-align: center;"><i>Improved Efficiencies</i></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 ☜

TOWN ATTORNEY STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded	2016/17 Funded
Town Attorney	0.60	0.60	0.60	0.60	0.60
Deputy Town Attorney	0.25	0.25	0.25	0.25	0.31
Office Assistant	-	-	-	-	0.13
TOTAL PROGRAM FTEs	0.85	0.85	0.85	0.85	1.04

Performance Objectives and Measures	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
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:	98%	98%	90%	90%	90%
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:	95%	90%	90%	90%	90%
b. Contracts reviewed and signed within 48 hours of receipt:*	<i>Data Not Available</i>	<i>Data Not Available</i>	<i>Data Not Available</i>	<i>Data Not Available</i>	90%
c. Staff questions and referrals responded to within 3 working days:	95%	90%	90%	90%	90%

Activity and Workload Highlights	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Estimated	2016/17 Budget
1. Number of incident reports processed:	8	8	8	8	8
2. Number of property loss reports processed:	30	15	14	15	15
3. Number of subpoenas handled:	10	10	7	10	10
4. Number of Public Records Act requests processed:**	87	92	<i>See Clerk Department</i>	<i>See Clerk Department</i>	<i>See Clerk Department</i>
5. Number of resolutions and ordinances developed:	45	87	82	85	85
6. Number of contracts reviewed:	191	200	219	200	200
7. Number of cases handled:	6	5	5	5	5
8. Number of claims:	24	16	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>
9. Number of City Council and Advisory Body meetings attended:***	<i>Data Not Available</i>	<i>Data Not Available</i>	<i>Data Not Available</i>	60	60
10. Number of Administrative cases (weapons, pitchess motions, code enfocement):	6	9	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>	<i>Measure Discontinued</i>

* New measure effective FY 2016/17.

** This measure moved to Clerk Department during FY 2014/15.

*** New measure effective FY 2015/16.

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.

FY 2016/17 operating expenditures for the Self-Insurance Liability Program are anticipated to increase due to adjustments in insurance premiums and claim history. The FY 2016/17 budget for the Town Attorney's Office includes an increase in salary and benefits attributed increasing the Deputy Town Attorney position from 0.25 FTE to 0.3125 FTE to provide a workload relief in the Attorney office. The 0.0625 FTE increase is funded from one-time funding. Staff anticipates bringing forward an ongoing funding source for this FTE increase at the FY 2016/17 mid-year review for Council consideration after the completion of the bargaining unit agreements and other fiscal decisions. The program's fund balance is declining due to adverse claims against the Town from prior years. Staff is currently exploring alternative insurance and liability fund structures and providers to reduce costs while maintaining appropriate risk coverage.

∞ TOWN ATTORNEY ∞
Liability Self-Insurance Program

STATEMENT OF SOURCE AND USE OF FUNDS

	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Actuals</u>	<u>2015/16</u> <u>Adopted</u>	<u>2015/16</u> <u>Estimated</u>	<u>2016/17</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	1,595,140	1,352,034	1,056,559	1,567,161	1,567,161	1,258,799
Total Beginning Fund Balance	1,595,140	1,352,034	1,056,559	1,567,161	1,567,161	1,258,799
Revenues						
<i>Service Charge</i>	\$ 486,986	\$ 497,185	\$ 485,397	\$ 529,575	\$ 489,856	\$ 535,838
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	\$ 486,986	\$ 497,185	\$ 485,397	\$ 529,575	\$ 489,856	\$ 535,838
TRANSFERS IN						
<i>Transfer from Equipment Replacement</i>	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
TOTAL TRANSFERS IN	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
TOTAL REVENUES & TRANSFERS	486,986	497,185	985,397	529,575	489,856	535,838
TOTAL SOURCE OF FUNDS	\$ 2,082,126	\$ 1,849,219	\$ 2,041,956	\$ 2,096,736	\$ 2,057,017	\$ 1,794,637
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 122,152	\$ 143,723	\$ 146,881	\$ 149,424	\$ 157,548	\$ 167,691
<i>Operating Expenditures</i>	607,940	648,483	327,914	640,670	640,670	640,670
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	454	-	-	-	-
Total Expenditures	\$ 730,092	\$ 792,660	\$ 474,795	\$ 790,094	\$ 798,218	\$ 808,361
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	1,352,034	1,056,559	1,567,161	1,306,642	1,258,799	986,276
Total Ending Fund Balance	1,352,034	1,056,559	1,567,161	1,306,642	1,258,799	986,276
TOTAL USE OF FUNDS	\$ 2,082,126	\$ 1,849,219	\$ 2,041,956	\$ 2,096,736	\$ 2,057,017	\$ 1,794,637

∞ TOWN ATTORNEY ∞
Liability Self-Insurance Program

FY 2016/17 KEY PROJECTS

Core Goals	Key Projects
<i>Good Governance</i> Ensure responsive, accountable and collaborate government	<i>Premium Management</i> Emphasize the improvement of safety concerns by actively pursuing ABAG 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>	2012/13	2013/14	2014/15	2015/16	2016/17
	Funded	Funded	Funded	Funded	Funded
Town Attorney	0.35	0.35	0.35	0.35	0.35
Deputy Town Attorney	0.25	0.25	0.25	0.25	0.31
Administrative Analyst	-	-	-	-	0.10
Account Technician	0.10	-	-	-	-
Administrative Technician	-	0.10	0.10	0.10	-
Total Liability FTEs	0.70	0.70	0.70	0.70	0.76

