

# 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 2020/21 budget includes increases in salary and benefit costs attributable to negotiated salary raises, and higher benefit and CalPERS pension rates. The FY 2020/21 Town Offices budget is programmed to maintain existing staffing and service levels.

☞ TOWN OFFICES ☞

	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Adopted</u>	<u>2019/20</u> <u>Estimated</u>	<u>2020/21</u> <u>Adopted</u>
<b>REVENUES</b>						
<i>Service Charge</i>	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	700	850	-	-	-
<i>Other Revenues</i>	2,634	-	677	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 2,634</b>	<b>\$ 730</b>	<b>\$ 1,527</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits*</i>	\$ 422,766	\$ 426,102	\$ 666,306	\$ 742,204	\$ 690,267	\$ 768,434
<i>Operating Expenditures</i>	164,622	86,578	88,366	104,606	64,125	104,606
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	32,744	33,708	13,773	15,185	15,060	15,748
<b>TOTAL EXPENDITURES</b>	<b>\$ 620,132</b>	<b>\$ 546,388</b>	<b>\$ 768,445</b>	<b>\$ 861,995</b>	<b>\$ 769,452</b>	<b>\$ 888,788</b>

	<u>2016/17</u> <u>Actuals</u>	<u>2017/18</u> <u>Actuals</u>	<u>2018/19</u> <u>Actuals</u>	<u>2019/20</u> <u>Adopted</u>	<u>2019/20</u> <u>Estimated</u>	<u>2020/21</u> <u>Adopted</u>
<b>PROGRAM</b>						
<i>Town Council</i>	\$ 193,584	\$ 192,183	\$ 205,903	\$ 240,605	\$ 206,469	\$ 243,485
<i>Town Attorney</i>	426,548	354,205	562,542	621,390	562,983	645,303
<b>TOTAL EXPENDITURES</b>	<b>\$ 620,132</b>	<b>\$ 546,388</b>	<b>\$ 768,445</b>	<b>\$ 861,995</b>	<b>\$ 769,452</b>	<b>\$ 888,788</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 Equivalents (FTE)**

	2016/17	2017/18	2018/19	2019/20	2020/21
<b>General Fund</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Town Attorney	0.60	0.60	1.00	1.00	1.00
Deputy Town Attorney	0.31	0.31	0.75	0.75	0.75
Deputy Town Clerk	-	-	-	0.13	-
Executive Asst to the Town Mgr	0.50	0.50	0.50	0.50	0.50
Administrative Assistant	-	-	-	-	0.13
Office Assistant	0.13	0.13	0.13	-	-
<b>Total General Fund FTEs</b>	<b>1.54</b>	<b>1.54</b>	<b>2.38</b>	<b>2.38</b>	<b>2.38</b>

**Non-General Fund FTEs**

**Liability Self-Insurance**

Town Attorney	0.35	0.35	-	-	-
Deputy Town Attorney	0.31	0.31	-	-	-
<b>Total Liability FTEs</b>	<b>0.66</b>	<b>0.66</b>	-	-	-

**Workers Compensation**

Town Attorney	0.05	0.05	-	-	-
<b>Total Workers Comp FTEs</b>	<b>0.05</b>	<b>0.05</b>	-	-	-

**Total Town Offices FTEs**

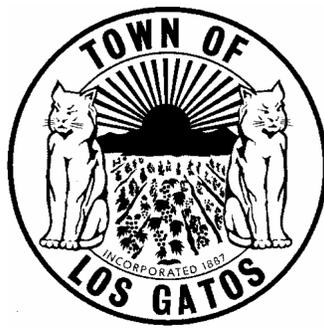
	<b>2.25</b>	<b>2.25</b>	<b>2.38</b>	<b>2.38</b>	<b>2.38</b>
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**Elected Officials**

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>

**Temporary Staff**

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 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 2020/21 budget includes increases in salary and benefit costs attributable to negotiated salary raises, and higher benefit and CalPERS pension rates. The FY 2020/21 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**

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Adopted
<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>EXPENDITURES</b>						
<i>Salaries and Benefits</i>	\$ 168,321	\$ 169,966	\$ 190,652	\$ 216,993	\$ 188,586	\$ 219,824
<i>Operating Expenditures</i>	22,141	19,032	14,598	23,250	17,550	23,250
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	3,122	3,185	653	362	333	411
<b>TOTAL EXPENDITURES</b>	<b>\$ 193,584</b>	<b>\$ 192,183</b>	<b>\$ 205,903</b>	<b>\$ 240,605</b>	<b>\$ 206,469</b>	<b>\$ 243,485</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)*

	2016/17	2017/18	2018/19	2019/20	2020/21
<i>Town Staff</i>	Funded	Funded	Funded	Funded	Adopted
Executive Asst. to the Town Mgr.	0.50	0.50	0.50	0.50	0.50
<b>TOTAL PROGRAM FTEs</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

*Elected Officials*

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>

*Temporary Staff Hours*

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 2020/21 budget includes increases in salary and benefit costs attributable to negotiated salary raises, and higher benefit and CalPERS pension rates.

TOWN ATTORNEY

**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> <li>• Provided litigation support for land use and California Environmental Quality Act challenges.</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 Council Finance Committee and the Town Pension and OPEB Trusts Oversight Committee.</li> <li>• Provided administrative and analytical support in staff report development and review.</li> <li>• Provided legal support for two proposed ballot initiatives.</li> </ul>

**TOWN ATTORNEY**

**SUMMARY OF REVENUES AND EXPENDITURES**

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Adopted
<b>REVENUES</b>						
<i>Service Charge</i>	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines &amp; Forfeitures</i>	-	700	850	-	-	-
<i>Other Revenues</i>	2,634	-	677	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 2,634</b>	<b>\$ 730</b>	<b>\$ 1,527</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>						
<i>Salaries and Benefits*</i>	\$ 254,445	\$ 256,136	\$ 475,654	\$ 525,211	\$ 501,681	\$ 548,610
<i>Operating Expenditures</i>	142,481	67,546	73,768	81,356	46,575	81,356
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	29,622	30,523	13,120	14,823	14,727	15,337
<b>TOTAL EXPENDITURES</b>	<b>\$ 426,548</b>	<b>\$ 354,205</b>	<b>\$ 562,542</b>	<b>\$ 621,390</b>	<b>\$ 562,983</b>	<b>\$ 645,303</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 2020/21 KEY PROJECTS**

Core Goals	Key Projects
<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>Good Governance</b> Ensure responsive, accountable and collaborate government	<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.

**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 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 STAFFING**

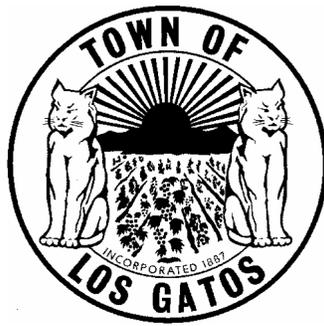
***Full Time Equivalents (FTE)***

	2016/17	2017/18	2018/19	2019/20	2020/21
<b><i>Town Staff</i></b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Adopted</b>
Town Attorney	0.60	0.60	1.00	1.00	1.00
Deputy Town Attorney	0.31	0.31	0.75	0.75	0.75
Office Assistant	0.13	0.13	0.13	-	-
Administrative Assistant	-	-	-	-	0.13
Deputy Town Clerk	-	-	-	0.13	-
<b>TOTAL PROGRAM FTEs</b>	<b>1.04</b>	<b>1.04</b>	<b>1.88</b>	<b>1.88</b>	<b>1.88</b>

**TOWN ATTORNEY**

<b>Performance Objectives and Measures</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
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:	90%	95%	95%	95%	95%
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%	90%	95%	95%	95%
b. Contracts reviewed and signed within 48 hours of receipt:*	90%	90%	90%	90%	90%
c. Staff questions and referrals responded to within 3 working days:	90%	95%	95%	95%	95%

<b>Activity and Workload Highlights</b>	<b>2016/17 Actual</b>	<b>2017/18 Actual</b>	<b>2018/19 Actual</b>	<b>2019/20 Estimated</b>	<b>2020/21 Planned</b>
1. Number of incident reports processed:	12	14	16	16	16
2. Number of property loss reports processed:	9	29	13	19	22
3. Number of subpoenas handled:	12	7	7	7	7
6. Number of contracts reviewed:	239	<i>See Clerk</i>	<i>See Clerk</i>	<i>See Clerk</i>	<i>See Clerk</i>
7. Number of cases handled:	8	6	3	2	0
8. Number of claims:	22	29	16	14	18
9. Number of City Council and Advisory Body meetings attended:	52	52	52	52	52



# **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. 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.

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

STATEMENT OF SOURCE AND USE OF FUNDS

	2016/17 Actuals	2017/18 Actuals	2018/19 Actuals	2019/20 Adopted	2019/20 Estimated	2020/21 Adopted
<b>SOURCES OF FUNDS</b>						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	1,403,449	885,441	994,770	1,313,305	1,313,305	1,255,256
Total Beginning Fund Balance	1,403,449	885,441	994,770	1,313,305	1,313,305	1,255,256
Revenues						
<i>Service Charge</i>	\$ 497,401	\$ 506,519	\$ 365,155	\$ 443,727	\$ 375,554	\$ 418,135
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	291,997	-	-	-
Total Revenues	\$ 497,401	\$ 506,519	\$ 657,152	\$ 443,727	\$ 375,554	\$ 418,135
<b>TRANSFERS IN</b>						
<i>Transfer from Equipment Replacement</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TRANSFERS IN</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>TOTAL REVENUES &amp; TRANSFERS</b>	<b>497,401</b>	<b>506,519</b>	<b>657,152</b>	<b>443,727</b>	<b>375,554</b>	<b>418,135</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 1,900,850</b>	<b>\$ 1,391,960</b>	<b>\$ 1,651,922</b>	<b>\$ 1,757,032</b>	<b>\$ 1,688,859</b>	<b>\$ 1,673,391</b>
<b>USES OF FUNDS</b>						
Expenditures						
<i>Salaries and Benefits</i>	\$ 432,819	\$ 203,614	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenditures</i>	582,590	193,576	338,617	680,137	433,603	668,059
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	-	-	-	-
Total Expenditures	\$ 1,015,409	\$ 397,190	\$ 338,617	\$ 680,137	\$ 433,603	\$ 668,059
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	885,441	994,770	1,313,305	1,076,895	1,255,256	1,005,332
Total Ending Fund Balance	885,441	994,770	1,313,305	1,076,895	1,255,256	1,005,332
<b>TOTAL USE OF FUNDS</b>	<b>\$ 1,900,850</b>	<b>\$ 1,391,960</b>	<b>\$ 1,651,922</b>	<b>\$ 1,757,032</b>	<b>\$ 1,688,859</b>	<b>\$ 1,673,391</b>

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

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

**FY 2020/21 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)**

<b>Town Staff</b>	<b>2016/17 Funded</b>	<b>2017/18 Funded</b>	<b>2018/19 Funded</b>	<b>2019/20 Funded</b>	<b>2020/21 Adopted</b>
Town Attorney*	0.35	0.35	-	-	-
Deputy Town Attorney*	0.31	0.31	-	-	-
Administrative Analyst*	0.10	0.10	-	-	-
<b>Total Liability FTEs</b>	<b>0.76</b>	<b>0.76</b>	-	-	-

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

