

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 restructuring of administrative staff reallocates 0.35 FTE Office Assistant to be fully funded in the Clerk's Administrative Program within the Town Manager's Program. Therefore, the FY 2015/16 Town Offices' budget reflects a decrease in salaries and benefits despite remaining staff salary increases resulting from previous labor negotiations. 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>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
REVENUES						
<i>Service Charge</i>	\$ -	\$ -	\$ 168	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	12,943	4,385	4,083	83,500	11,000	18,000
<i>Other Revenues</i>	-	-	-	3,500	-	-
TOTAL REVENUES	\$ 12,943	\$ 4,385	\$ 4,251	\$ 87,000	\$ 11,000	\$ 18,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 347,251	\$ 346,581	\$ 369,711	\$ 384,524	\$ 372,670	\$ 359,927
<i>Operating Expenditures</i>	29,207	20,021	32,400	58,100	45,210	65,312
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	27,782	26,228	24,252	27,921	28,422	27,909
TOTAL EXPENDITURES	\$ 404,240	\$ 392,830	\$ 426,363	\$ 470,545	\$ 446,302	\$ 453,148
<hr/>						
	<u>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
PROGRAM						
<i>Town Council</i>	\$ 188,334	\$ 185,084	\$ 188,110	\$ 211,561	\$ 198,533	\$ 184,557
<i>Town Treasurer*</i>	112	-	-	-	-	-
<i>Town Attorney</i>	215,794	207,746	238,253	258,984	247,769	268,591
TOTAL EXPENDITURES	\$ 404,240	\$ 392,830	\$ 426,363	\$ 470,545	\$ 446,302	\$ 453,148

* Town Treasurer now incorporated into Administrative Services Department

☞ TOWN OFFICES ☞

DEPARTMENT STAFFING

Full Time Equivalents (FTE)

	2011/12	2012/13	2013/14	2014/15	2015/16
<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	0.25
Executive Asst. to the Town Mgr.	0.50	0.50	0.50	0.50	0.50
Office Assistant	-	0.35	0.35	0.35	-
Office Clerk	0.35	-	-	-	-
Total General Fund FTEs	1.70	1.70	1.70	1.70	1.35
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	0.25
Legal Admin Assistant	-	-	-	-	-
Total Liability Fund FTEs	0.60	0.60	0.60	0.60	0.60
<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	2.35	2.00
<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 and provides policy direction for the delivery of services and capital improvement 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

A restructuring of administrative staff reallocates 0.35 FTE Office Assistant to be fully funded in the Clerk's Administrative Program within the Town Manager's Department. Therefore, the FY 2015/16 budget for the Town Council reflects a decrease in salaries and benefits and minimal increase in operating expenditures attributed to employee training. It is anticipated that resources allocated as part of the FY 2015/16 Council budget will continue to include support for general administrative services, including agenda packet preparation and distribution, customer and elected official support, official meetings and events, and Council policy/program analysis.

☪ TOWN COUNCIL ☪

SUMMARY OF REVENUES AND EXPENDITURES

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
REVENUES						
<i>Service Charge</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
TOTAL REVENUES	\$ -	\$ -				
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 173,708	\$ 172,557	\$ 171,924	\$ 183,466	\$ 174,142	\$ 152,952
<i>Operating Expenditures</i>	10,446	8,371	11,945	23,700	20,037	28,456
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	4,180	4,156	4,241	4,395	4,354	3,149
TOTAL EXPENDITURES	\$ 188,334	\$ 185,084	\$ 188,110	\$ 211,561	\$ 198,533	\$ 184,557

KEY PROGRAM SERVICES

- Represent 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
- Oversee 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 Equivalent (FTE)

<i>Town Staff</i>	2011/12	2012/13	2013/14	2014/15	2015/16
	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	-
Office Clerk	0.35	-	-	-	-
TOTAL PROGRAM FTEs	0.85	0.85	0.85	0.85	0.50

Elected Officials

Councilmembers	5.00	5.00	5.00	5.00	5.00
TOTAL ELECTED OFFICIALS	5.00	5.00	5.00	5.00	5.00

Temporary Staff Hours

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 2015/16 budget for the Town Attorney's Office includes minor changes in operating expenditures and a slight increase in salary and benefits attributed to salary increases provided as a result of labor negotiations. Funding for outside legal services remains limited due to available resources.

☞ TOWN ATTORNEY ☜

ACCOMPLISHMENTS

Core Values	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 ordinances, policies, and development projects in furtherance of implementation of the 2020 General Plan. • Prepared for and supported development of Housing Element Update
<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 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

	2011/12 Actuals	2012/13 Actuals	2013/14 Actuals	2014/15 Adopted	2014/15 Estimated	2015/16 Adopted
REVENUES						
<i>Service Charge</i>	\$ -	\$ -	\$ 168	\$ -	\$ -	\$ -
<i>Interest</i>	-	-	-	-	-	-
<i>Fines & Forfeitures</i>	12,943	4,385	4,083	83,500	11,000	18,000
<i>Other Revenues</i>	-	-	-	3,500	-	-
TOTAL REVENUES	\$ 12,943	\$ 4,385	\$ 4,251	\$ 87,000	\$ 11,000	\$ 18,000
EXPENDITURES						
<i>Salaries and Benefits</i>	\$ 173,543	\$ 174,024	\$ 197,787	\$ 201,058	\$ 198,528	\$ 206,975
<i>Operating Expenditures</i>	18,649	11,650	20,455	34,400	25,173	36,856
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	23,602	22,072	20,011	23,526	24,068	24,760
TOTAL EXPENDITURES	\$ 215,794	\$ 207,746	\$ 238,253	\$ 258,984	\$ 247,769	\$ 268,591

☞ TOWN ATTORNEY ☜

FY 2015/16 KEY PROJECTS

Core Values	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 of and revision to the Town’s Entertainment and Alcohol Policy, Planned Development Ordinance, environmental review of the North 40 site, implementation of the General Plan, and environmental issues related to development projects.</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 varying needs of the Town Council and Town staff. However, without compromising this key focus, the Town Attorney will continue to assist in streamlining administrative functions, including contract management, Council action, and code enforcement, and reducing 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
- Draft and/or review all proposed ordinances and resolutions
- Supervises personal injury and property damage claims and related claims litigation
- Draft and/or review Town staff reports and contracts
- Assists in the administration of the Town’s liability insurance and risk management program
- Negotiate key transactions such as property acquisitions
- Provides legal advice and support to Town boards and commissions

☞ TOWN ATTORNEY ☜

TOWN ATTORNEY STAFFING

Full Time Equivalent (FTE)

<i>Town Staff</i>	2011/12 Funded	2012/13 Funded	2013/14 Funded	2014/15 Funded	2015/16 Funded
Town Attorney	0.60	0.60	0.60	0.60	0.60
Deputy Town Attorney	0.25	0.25	0.25	0.25	0.25
TOTAL PROGRAM FTEs	0.85	0.85	0.85	0.85	0.85

Performance Objectives and Measures	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 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%	98%	98%	98%
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 and contracts reviewed within 24 hours of receipt:	95%	95%	90%	90%	90%
b. Staff questions and referrals responded to within 3 working days:	95%	95%	90%	90%	90%

Activity and Workload Highlights	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Estimated	2015/16 Budget
1. Number of incident reports processed:	15	8	8	15	15
2. Number of property loss reports processed:	20	30	15	20	21
3. Number of subpoenas handled:	10	10	10	10	10
4. Number of Public Records Act requests processed:	34	87	92	76	75
5. Number of resolutions and ordinances developed:	50	45	87	45	45
6. Number of opinion requests and contracts reviewed:	195	191	200	200	200
7. Number of cases closed:	12	6	5	5	5
8. Number of claims:	17	24	16	22	25
9. Number of Administrative cases (weapons, pitchess motions, code enforcement): *	N/A	6	9	6	8

* 9 is a new measure from FY 2012/13.

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 as a result of Town policy or actions.

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 accurately allocate the cost of this internal service fund 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 2015/16 operating expenditures for the Self-Insurance Liability Program are anticipated to increase due to adjustments in insurance premiums and claim history. The program's fund balance is declining due to some prior years adverse claims against the Town. 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>2011/12</u> <u>Actuals</u>	<u>2012/13</u> <u>Actuals</u>	<u>2013/14</u> <u>Actuals</u>	<u>2014/15</u> <u>Adopted</u>	<u>2014/15</u> <u>Estimated</u>	<u>2015/16</u> <u>Adopted</u>
SOURCES OF FUNDS						
Beginning Fund Balance						
<i>Designated</i>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Undesignated</i>	<u>2,066,068</u>	<u>1,595,140</u>	<u>1,352,034</u>	<u>1,876,615</u>	<u>1,056,559</u>	<u>734,582</u>
Total Beginning Fund Balance	2,066,068	1,595,140	1,352,034	1,876,615	1,056,559	734,582
Revenues						
<i>Service Charge</i>	513,165	486,986	497,185	527,683	460,384	529,575
<i>Interest</i>	-	-	-	-	-	-
<i>Other Revenues</i>	-	-	-	-	-	-
Total Revenues	<u>513,165</u>	<u>486,986</u>	<u>497,185</u>	<u>527,683</u>	<u>460,384</u>	<u>529,575</u>
TOTAL SOURCE OF FUNDS	<u>\$ 2,579,233</u>	<u>\$ 2,082,126</u>	<u>\$ 1,849,219</u>	<u>\$ 2,404,298</u>	<u>\$ 1,516,943</u>	<u>\$ 1,264,157</u>
USES OF FUNDS						
Expenditures						
<i>Salaries and Benefits</i>	\$ 122,613	\$ 122,152	\$ 143,723	\$ 145,931	\$ 143,200	\$ 149,424
<i>Operating Expenditures</i>	861,480	607,940	648,483	638,661	639,161	640,670
<i>Fixed Assets</i>	-	-	-	-	-	-
<i>Internal Service Charges</i>	-	-	454	-	-	-
Total Expenditures	<u>984,093</u>	<u>730,092</u>	<u>792,660</u>	<u>784,592</u>	<u>782,361</u>	<u>790,094</u>
Ending Fund Balance						
<i>Designated</i>	-	-	-	-	-	-
<i>Undesignated</i>	<u>1,595,140</u>	<u>1,352,034</u>	<u>1,056,559</u>	<u>1,619,706</u>	<u>734,582</u>	<u>474,063</u>
Total Ending Fund Balance	1,595,140	1,352,034	1,056,559	1,619,706	734,582	474,063
TOTAL USE OF FUNDS	<u>\$ 2,579,233</u>	<u>\$ 2,082,126</u>	<u>\$ 1,849,219</u>	<u>\$ 2,404,298</u>	<u>\$ 1,516,943</u>	<u>\$ 1,264,157</u>

∞ TOWN ATTORNEY ∞
Liability Self-Insurance Program

FY 2015/16 KEY PROJECTS

Core Values	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

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>	2011/12	2012/13	2013/14	2014/15	2015/16
	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	0.25
Account Technician	0.10	0.10	-	-	-
Administrative Technician	-	-	0.10	0.10	0.10
Total Liability FTEs	0.70	0.70	0.70	0.70	0.70

