



# Town Administration

FY 2019-20 Recommended Budget

May 8, 2019

Town of Oro Valley

# Department Overviews

- ▶ Town Clerk
- ▶ Administrative Services – (Finance, HR, IT)
- ▶ Town Manager's Office
- ▶ Town Council
- ▶ General Administration
- ▶ Legal Services
- ▶ Magistrate Court





Town of Oro Valley

# Strategic Leadership Plan Goals and Objectives

## ► Strategic Leadership Plan goals

- Goal 1A: Attract, grow and retain primary employers, expand local job opportunities
- Goal 1C: Develop comprehensive annexation blueprint
- Goal 1E: Increase sustainable tourism investment in the community
- Goal 2A: Invest in high quality parks, recreation and trail system
- Goal 3A: Community safety with low crime, safe neighborhoods and positive community relationships with law enforcement
- Goal 6A: Strengthen community engagement and citizen outreach
- Goal 6B: Greater transparency, more efficient community access to town information
- Goal 6C: Internal efficiency opportunities for continuous improvement, high performing organization
- Goal 6D: Recruit and retain talented employees
- Goal 7A: Ensure the Town's financial future remains stable



Town of Oro Valley

## Budget Comparison

Department	FY 18/19 Budget	FY 19/20 Recommended	Variance
Town Clerk	\$444,559	\$366,336	(\$78,223)
Finance	\$910,367	\$936,820	+\$26,453
Human Resources	\$424,488	\$477,048	+\$52,560
Information Technology	\$3,115,700	\$3,263,502	+\$147,802
Town Manager's Office	\$1,251,370	\$1,314,145	+\$62,775
Town Council	\$210,494	\$206,001	(\$4,493)
General Administration	\$7,397,214	\$4,919,646	(\$2,477,568)
Legal Services	\$793,567	\$972,228	+\$178,661
Magistrate Court	\$884,385	\$923,561	+\$39,176



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# Town Clerk

- ▶ Duties include business licensing, records management, elections, voter registration and notary services
  
- ▶ Major initiatives for FY 19/20:
  - ▶ Explore fully automated business licensing application and payment process
  - ▶ New video/audio recording solution for public meetings
  - ▶ Solution for public access to electronic procurement contracts

**FY19/20 – FY20/21 Strategic Leadership Plan**  
Goals 6A, 6B, 6C



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## Administrative Services - Finance

- ▶ Duties include accounting, payroll/accounts payable, annual audit coordination, budget development, debt and investment management and procurement
  
- ▶ Major initiatives for FY 19/20:
  - ▶ Town-wide fee review projects
  - ▶ Implement eProcurement and Expense Reporting modules in financial system
  - ▶ Bond financing, as needed, for Community Center and golf course improvements
  - ▶ Research open books transparency solution – multi-year project

**FY19/20 – FY20/21 Strategic Leadership Plan**

Goals 2A, 6A, 6B, 6C, 7A



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## Administrative Services – Human Resources

- ▶ Duties include employee recruitment/retention, compensation analysis, employee relations, benefits administration, training and education, policy/procedure administration
  
- ▶ Major initiatives for FY 19/20:
  - ▶ Evaluate salary/step plans for compression, comparison to market
  - ▶ New employee onboarding and training program
  - ▶ Streamlined employee performance evaluation process
  - ▶ Update Town Personnel Policies and Procedures, as needed

**FY19/20 – FY20/21 Strategic Leadership Plan**

Goals 6C, 6D



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# Town Benefits Overview

- ▶ **Self-Funded Medical (United Healthcare) – PPO and HDHP**
  - ▶ Estimated savings of nearly \$2M since moving to self-funding
  - ▶ 5% premium increase + dependent coverage cost shift for FY 19/20
  - ▶ Self-Insurance Benefit Fund reserves total approximately \$700,000
- ▶ **Dental (Delta Dental) – Low and High Plan**
  - ▶ Lower renewal increase (30%) with 2-yr rate guarantee vs MetLife (45% proposed increase)
  - ▶ Overall cost increase of \$45,000
- ▶ **Employee On-site Health Clinic**
  - ▶ For employees and dependents participating in TOV plans
  - ▶ 11% increase in utilization over previous year
  - ▶ \$321,224 saved in what would have been office visit charges and lost productivity
  - ▶ Return on investment (ROI) of \$2.60 for every \$1 invested in clinic



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## Administrative Services – Information Technology

- ▶ Duties include Town computer network security/management, application development and support, database management, Geographic Information System (GIS) mapping, and management of all Town voice and data systems
  
- ▶ Major initiatives for FY 19/20:
  - ▶ Evaluate feasibility of Town fiber optic network
  - ▶ Implement new Parks and Recreation software, CivicRec
  - ▶ Expand use of asset management system, Cartegraph
  - ▶ Implement new modules in ERP system, MUNIS

**FY19/20 – FY20/21 Strategic Leadership Plan**

Goals 1A, 6B, 6C



Town of Oro Valley

## Town Manager's Office

- ▶ Serves as Chief Administrative Officer of the Town, intergovernmental programs, tourism promotion, communications, and coordination of administrative functions of Town departments
- ▶ Major initiatives for FY 19/20:
  - ▶ Develop new Town website, implement new web-based community engagement platform
  - ▶ Support regional marketing efforts for Census 2020
  - ▶ Expand Town Manager's Peak Performance Initiative
  - ▶ Develop performance management dashboards town-wide
  - ▶ Develop annexation strategy, propose annexations for Town Council consideration
  - ▶ Implement Town Council's decision regarding golf courses and Community Center

**FY19/20 – FY20/21 Strategic Leadership Plan**

Goals 1C, 2A, 6A, 6B, 6C



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# Town Council

- ▶ Seven-member elected body who provides policy direction by adopting rules, regulations and procedures to meet community needs
- ▶ Strategic Leadership Plan focus areas and highlights
  - ▶ Economic Vitality – Retail assessment, OV Innovation Lab, recruitment, etc.
  - ▶ Culture & Recreation – Golf courses and Community Center, parks investments, needs assessment/master plans & programming/special events
  - ▶ Public Safety – Evidence facility, fleet, building remodel & training
  - ▶ Roads, Water and Town Assets – Infrastructure investments
  - ▶ Land Use – Zoning Code evaluation and update
  - ▶ Effective & Efficient Government – Increased communication and engagement & evaluation for increased access to public documents and financials
  - ▶ Town Finances – PSPRS unfunded liability plan & conservative approach to funding capital investments and programming based on projections



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# General Administration

- ▶ Accounts for overhead, non-departmental costs, community partnerships and transfers to other funds
- ▶ Budget highlights
  - ▶ Children's Museum support - \$75,000 (level funding)
  - ▶ Visit Tucson - \$300,000 (level funding)
  - ▶ Greater Oro Valley Chamber of Commerce - \$40,000 (level funding)
  - ▶ SAACA - \$30,000
  - ▶ 2020 Census efforts - \$5,000
  - ▶ Tohono Chul Pavilion partnership final funding - \$125,000
  - ▶ Pima County Jail IGA (\$180,000) and Animal Control IGA (\$155,000, offset with \$90,000 in license permit revenues)
  - ▶ Payments to Outside Agencies – ADOR (\$119,000), Veterans Court (\$11,000), PSPRS payment (\$500,000)

**FY19/20 – FY20/21 Strategic Leadership Plan**

Goals 1E, 6A, 7A



Town of Oro Valley

## Legal Services

- ▶ Duties include handling of civil matters for the Town Council, Town Manager and departments, and prosecuting misdemeanor crimes and traffic violations
  
- ▶ Major initiatives for FY 19/20:
  - ▶ Work with Police Department and Magistrate Court to explore the feasibility of establishing a “Drug Court” to provide opportunities for individuals convicted of certain crimes to address substance abuse issues

**FY19/20 – FY20/21 Strategic Leadership Plan**  
Goal 3A



Town of Oro Valley

# Magistrate Court

- ▶ Duties include processing and adjudication of misdemeanor criminal and traffic cases, Town code violations, collecting fees and fines, issuing orders of protection, issuing marriage licenses and performing weddings
  
- ▶ Major initiatives for FY 19/20:
  - ▶ Work with Police Department and Legal Services to explore the feasibility of establishing a “Drug Court” to provide opportunities for individuals convicted of certain crimes to address substance abuse issues

**FY19/20 – FY20/21 Strategic Leadership Plan**  
Goal 3A



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Questions?