Department Overviews

- Town Clerk
- Administrative Services – (Finance, HR, IT)
- Town Manager’s Office
- Town Council
- General Administration
- Legal Services
- Magistrate Court
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
<table>
<thead>
<tr>
<th>Department</th>
<th>FY 18/19 Budget</th>
<th>FY 19/20 Recommended</th>
<th>Variance</th>
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</thead>
<tbody>
<tr>
<td>Town Clerk</td>
<td>$444,559</td>
<td>$366,336</td>
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<td>Finance</td>
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<td>Human Resources</td>
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<td>Information Technology</td>
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<td>Town Manager’s Office</td>
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<td>Legal Services</td>
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<td>Magistrate Court</td>
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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
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
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
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
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 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
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
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
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
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
Questions?