

County Manager

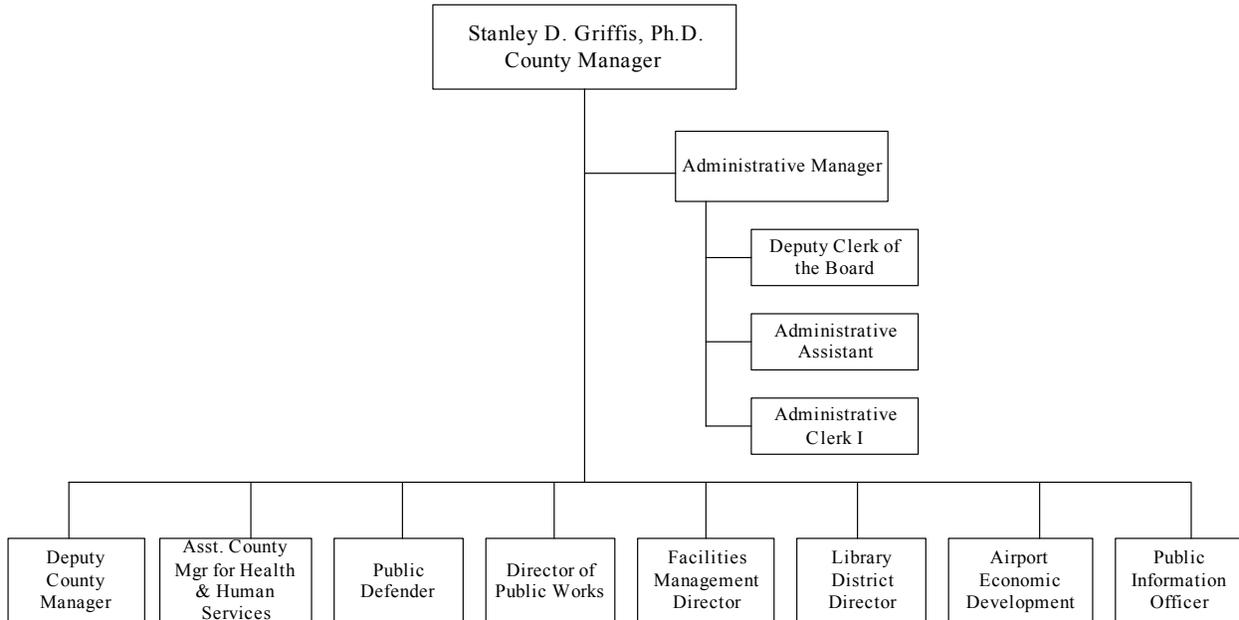


Coke Ovens by Cochran

These five beehive shaped ovens used to produce “coke” (a form of coal/charcoal) were constructed by English Miners sometime in the late 1800's in the middle of the Arizona desert, near the north bank of the Gila River, approximately 20 miles northeast of Florence.



County Manager Stanley D. Griffis, Ph.D.,



Mission Statement:

The mission of the Pinal County Manager/Clerk of the Board is to oversee all the departments reporting directly to the board of supervisors and is the chief liaison for all other departments. The responsibilities of the county manager include:

Recommending county policies to the board of supervisors.

Reviewing the annual budget and presenting it to the board of supervisors.

Reviewing the administration of the budget and keeping the board of supervisors apprised of the county's financial status.

The Clerk of the Board is responsible for maintenance of the legal agenda and implementation of its actions.



Budget Summary by Fund

County Manager General Fund

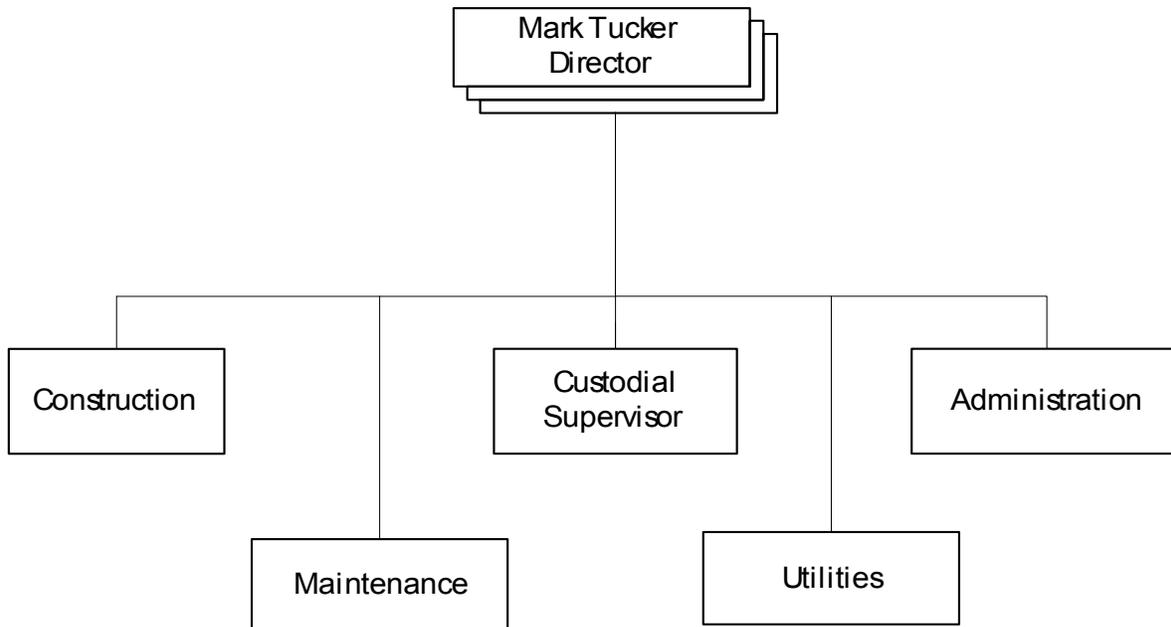
Budget by Categories of Expenditures	FY 2002-2003 Budget	FY 2002-2003 Actual	FY 2003-2004 Budget
Personal Services	293,475	292,863	297,745
Supplies	14,066	14,011	14,066
Outside Services	43,600	50,084	43,600
Total	351,141	356,958	355,411

Position Distribution

COUNTY MANAGER	Position Title	FY02	FY03	FY04
GENERAL FUND	ADMINISTRATIVE ASSISTANT	1	1	1
	ADMINISTRATIVE MANAGER	1	1	1
	COMMUNITY RELATIONS ADM	1	1	1
	COUNTY MANAGER	1	1	1
	DEPUTY CLERK OF THE BOARD	1	1	1
	EXTRA HELP/SUMMER	1	1	1
TOTAL		6	6	6



Facilities Management Mark Tucker, Director



Mission Statement:

The mission of the Facilities Management Department is to provide quality customer service in the planning, maintenance, construction, cleaning and operation of safe and efficient facilities for Pinal County.

Department Description:

The Facilities Management Department provides Maintenance and Custodial services for County Facilities and Departments. The Construction branch provides remodeling and major repair services for County Facilities.



Did You Know?

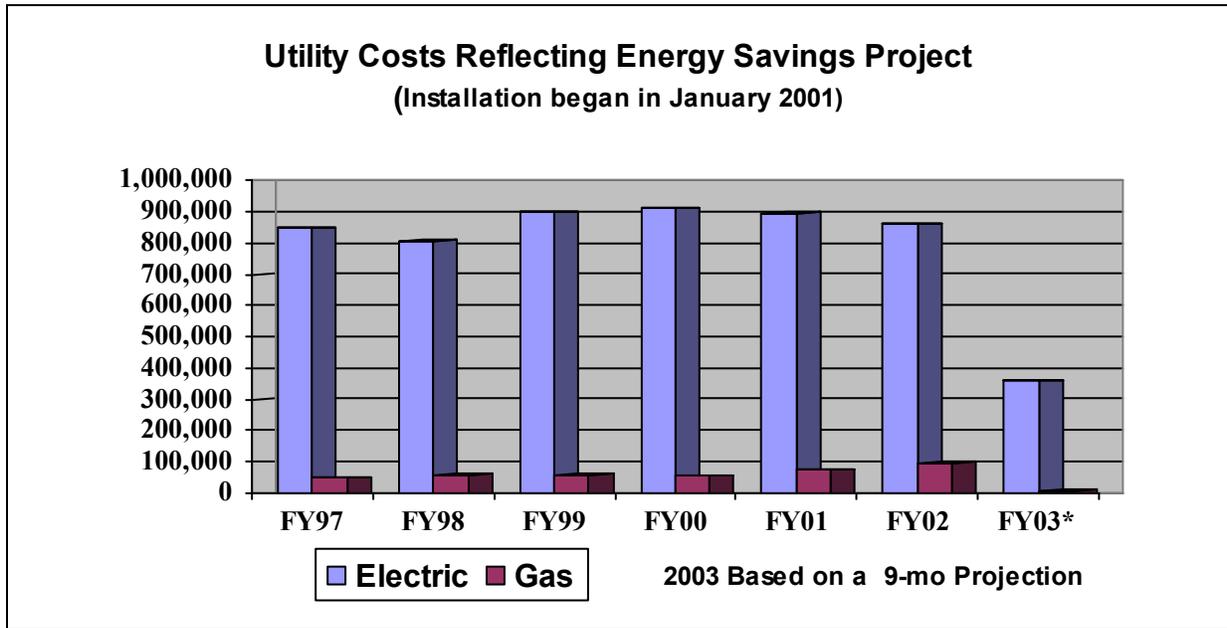
The current electrical budget reflects an increase of only \$15,000 over the 1997 budget although the County has increased its footage by approximately 245,000 square feet.

Accomplishments for 2002-2003:

- Remodel old Long Term Care building for new Juvenile Probation office.
- Remodel County Attorney Victim Assistance building, and construct addition of 4,320 square feet.
- Remodel Adult Detention trustee dorm bathrooms.
- Install awning across Building F.
- Remodel Oracle Justice Court.
- Remodel Florence Justice Court.
- Remodel Superior Justice Court.
- Continuation of Safety Program that has resulted in no loss time accidents for 4th straight year.
- Remodel offices in Apache Junction for Building Safety, Planning & Zoning and Public Works and One-Stop-Shop.
- Continuation of energy saving programs.

Goals and Objectives for FY 2003-2004:

- To achieve another accident free year in Facilities Construction, for a total record of four years with no accidents.





Budget Summary by Fund

Facilities Management General Fund

Budget by Categories of Expenditures	FY 2002-2003 Budget	FY 2002-2003 Actual	FY 2003-2004 Budget
Personal Services	1,674,307	1,728,308	1,742,722
Supplies	436,150	433,528	473,350
Outside Services	1,187,000	1,280,689	1,311,100
Non-Operating	124,677	124,763	125,192
Capital Outlay	0	14,700	0
Total	3,422,134	3,581,988	3,652,364

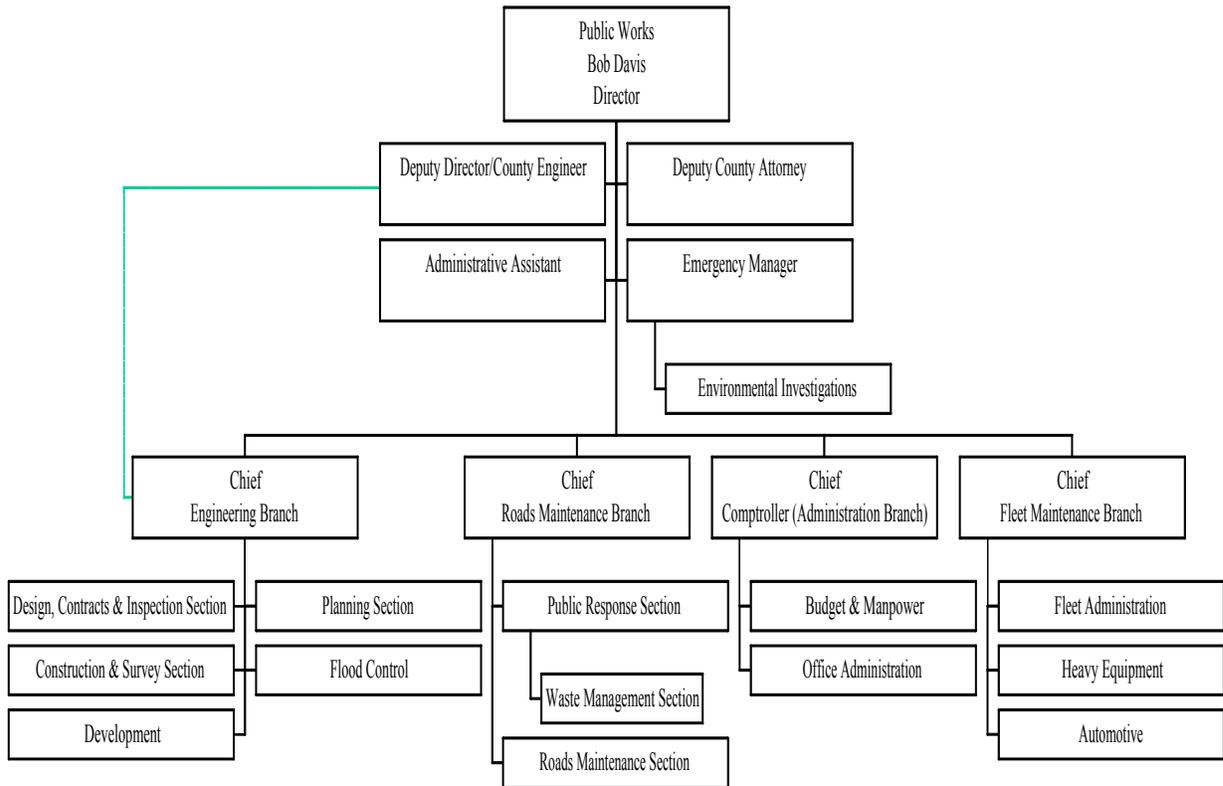
Position Distribution

FACILITIES MANAGEMENT GENERAL FUND	Position Title	FY02	FY03	FY04
	ADM I	0	0	1
	CUSTODIAL SUPERVISOR	1	1	1
	CUSTODIAL WORKER I (1-PT)	20	23	23
	CUSTODIAL WORKER II	6	5	5
	CUSTODIAL WORKER III	1	1	1
	ELECTRICIAN	4	4	4
	EXTRA HELP/SUMMER	6	6	2
	FACILITIES MGMT DIR	1	1	1
	FACILITY MGMT WORKER II	19	20	20
	FACILITY MGMT WORKER III	1	1	1
	FACILITY MGMT/CONSTR FOREMAN	1	1	1
	FACILITY MGMT/MAINT FOREMAN	1	1	1
	HVAC WORKER II	3	3	3
	SECRETARY I	1	1	1
	SECRETARY II	2	2	2
TOTAL		67	70	67



PUBLIC WORKS

Robert M. Davis, Director



Mission Statement:

To construct and maintain a safe and efficient transportation system. Implement structural and regulatory measures to minimize flood related damages. Receive requests and provide timely responses to citizens regarding local roadway and drainage problems. Provide coordination and support services during emergency events and prepare action plans necessary to carry out emergency functions to protect the citizens of Pinal County and their property from damages during many types of disasters. Provide maintenance services on county vehicles and heavy equipment. Plan and construct other Public Works projects as required.



Did You Know?

Public Safety Infrastructure parallels education in being approximately 5 years behind the curve of development and population growth? Pinal County is one of the fastest growing counties in the west.

Accomplishments for 2002-2003:

- Constructed new District 1 Public Works facility in Arizona City.
- Applied 42 miles of asphalt rock dust palliatives and 89 miles of pavement preservation.
- Collected over 72,000 waste tires and performed 9 community cleanup events around the county.
- Organized and conducted two county auctions of county surplus and seized vehicles and parts. Sold 168 vehicles resulting in over \$230,362 in revenue.
- Converted the Pinal County Sheriff's Office from a single vendor fleet fueling system to the multi-vendor Voyager Fleet Fuel Management System. Significantly increased the number of locations throughout the county where fuel can be purchased while providing a better opportunity to purchase fuel at a reduced price.
- Prepared quarterly analysis and submitted reports enabling Pinal County to obtain over \$52,861 in Federal Use Tax reimbursements for diesel fuel used by county off-road equipment.
- Achieved a savings of over \$42,000 in the purchase of Traffic/Sign Trucks through in-house retrofit/modification and mounting of existing sign bodies onto newly-purchased truck chassis's.
- Submitted draft of Pinal County Emergency Response and Recovery Plan to Director & County Manager in December 2002.
- Improved countywide basic infrastructure through communication and team building strategies within Law, Fire, EMS, Health, Hospital and Volunteer agency arenas.



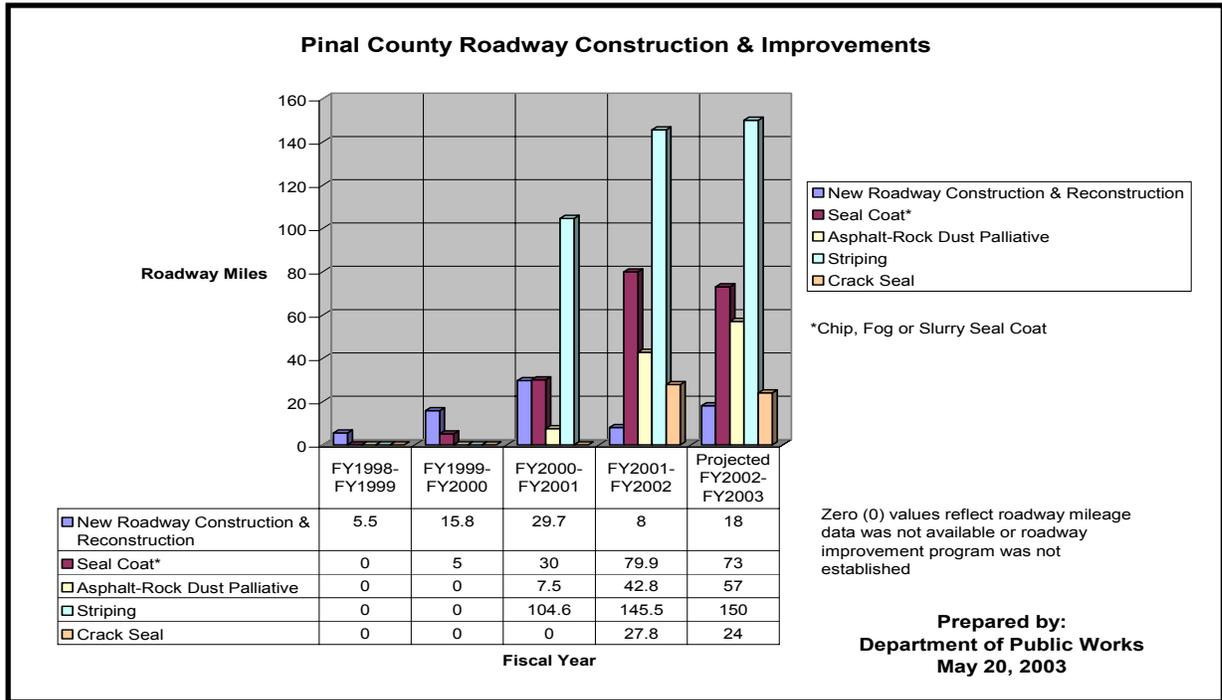
- Awarded 2 U.S. Department of Justice Equipment Grants totaling \$ **235,000**
 - Hosted Emergency Management 2002 Kick-Off Meeting in January 2002, participation of 45 out of 53 invitees. Law Enforcement, Fire, EMS, Health, Hospital and other County Departments.
 - Coordinated Hazardous Material Technician Level Training (160 hour class) for 20 individuals from Law, Fire and Environmental Investigation. All 20 successfully graduated.
 - Coordinated Weapons of Mass Destruction Certification training for Hazardous Material Technicians (16 hour class) for 40 individuals from Law, in the Pinal County Town Hall in April.
 - Wood Chipping Mitigation Program in Oracle area prior to the Oracle Hill Fire, reducing the damage possibilities for life and property.
 - Participated in the Florence Flood Control planning, state-wide (County-wide) communications planning, and, in the Small-Pox inoculation planning for the 3 phases.
 - Improved efficiency of Environmental Investigation processes and clean-ups.
 - Total Recovery Funds of **\$826,466.46**.
1. 2000 Flood Damage Recoveries totaling \$677,590.92.
 2. Orange Chip Fire (Queen Creek) \$47,398.74.
 3. Copper Basin Railroad Acid Spill Costs Recovery \$17,112.20.
 4. EOC Mitigation (construction) Final Recovery \$6,489.00.
 5. 2002 Wild-land Fires Recovery \$77,875.60: Bullock (Mount Lemmon) Fire: *Public Works & Sheriff*, Oracle Hill Fire: *Public Works & Sheriff*, Tonto Forest Closure Armed Security : *Sheriff*.

Goals and Objectives for FY 2003-2004:

- Construct new Public Works facility in district two, Apache Junction.
- Complete 87 miles of pavement preservation. Apply Asphalt Rock Dust Palliatives on 53 miles of dirt road. Perform 14 community cleanup event.
- Begin implementation of 5-year Capital Replacement Program to upgrade ageing vehicles and heavy equipment.
- Continue to improve the county-wide basic infrastructure for day to day emergency operations. Improve the illegal dumping/cleanup process to acceptable and noticeable standards with minimal impact on the taxpayer.
- Continue education/certifications in the Emergency Management Field and Optimize training for first responders throughout Pinal County.



- Complete a County-Wide (including cities, towns, tribes) All-Hazard Mitigation Plan.
- Bring Emergency Management to a leading level that exceeds standards of the other counties in Arizona.



Budget Summary by Fund

Public Works Special Revenue Fund

Budget by Categories of Expenditures	FY 2002-2003 Budget	FY 2002-2003 Actual	FY 2003-2004 Budget
Personal Services	6,667,137	7,542,309	8,397,147
Supplies	3,255,316	2,638,168	3,821,049
Outside Services	6,347,203	7,239,587	7,098,355
Non-Operating	3,907,616	2,993,207	3,126,977
Capital Outlay	1,406,112	1,359,252	1,617,000
Total	21,583,384	21,772,523	24,060,528



Public Works General Fund

Budget by Categories of Expenditures	FY 2002-2003 Budget	FY 2002-2003 Actual	FY 2003-2004 Budget
Personal Services	127,554	126,081	132,008
Supplies	292,100	252,476	292,100
Outside Services	72,700	60,240	72,700
Total	492,354	438,797	496,808

Position Distribution

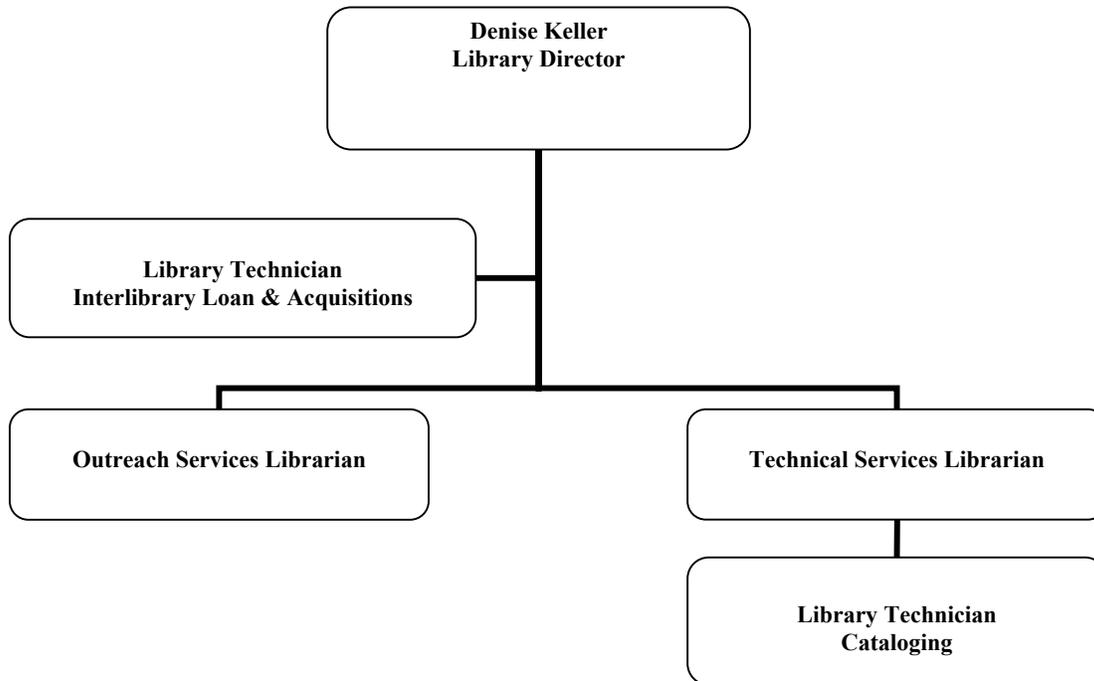
PUBLIC WORKS/HIGHWAY	Position Title	FY02	FY03	FY04
SPECIAL REVENUE	ACCOUNT CLERK II	0	1	1
	ACCOUNTANT II	1	1	1
	ADMINISTRATIVE ASSISTANT	1	1	1
	ADMINISTRATIVE CLERK III	1	1	1
	ADMINISTRATIVE SECRETARY	1	1	1
	ADMINISTRATOR I	1	1	1
	ADMINISTRATOR II	3	3	4
	ADMINISTRATOR III	3	3	3
	ASST CO ENGR/DSGN SECT CHIEF	0	0	1
	ASSISTANT HIGHWAY FOREMAN	9	9	9
	AUTO SHOP SUPERVISOR	1	1	1
	AUTOMOTIVE MECHANIC	1	1	1
	BASIC OPERATOR	27	21	18
	CERTIFIED OPERATOR	30	32	29
	CHIEF QUALITY ASSURANCE INSP	1	1	1
	CHIEF CIVIL ENGINEER	2	2	2
	CIVIL ENGINEER TECHNICIAN	3	2	1
	CONSTRUCTION/INSP SECTION CHIEF	1	1	0
	CONTROL COORDINATOR	0	1	1
	COUNTY ENGINEER	1	1	1
	DIRECTOR I	2	2	3
	ENGINEER III	3	3	1
	ENGINEER TECHNICIAN	0	0	6
	ENVIRONMENTAL INVESTIGATOR	1	1	0
	EQUIPMENT SERVICE WORKER	5	5	5
	HVY EQUIPMENT SHOP SUPERVISOR	1	1	1
	EXTRA HELP	1	4	0
	EXTRA HELP SUMMER	17	13	12
	EXTRA HELP/INTERMITTENT	1	0	0
	GENERAL OPERATOR	42	42	42



PUBLIC WORKS SPECIAL REVENUE – CONT'D			
GIS ANALYST	0	1	1
GIS/ROW AGENT	1	1	1
HEAVY EQUIPMENT MECHANIC	4	4	5
HIGHWAY FOREMAN	7	7	7
LABORER	2	1	2
OPERATOR	0	3	3
PLANNER II	1	1	1
PRINCIPAL ATTORNEY	1	1	1
PRINCIPAL ENGINEER TECHNICIAN	1	2	2
PROGRAM COORDINATOR II	2	2	2
PUBLIC WORKS DIRECTOR	1	1	1
QUALITY ASSURANCE INSPECTOR	0	0	2
SECRETARY II	1	1	1
SENIOR CIVIL ENGINEER	1	0	1
SENIOR CHIEF ENGINEER TECH	0	1	1
SPECIAL PROJECTS MANAGER	1	1	1
SUPPLY TECHNICIAN	2	2	2
SURVEY SUPERVISOR	1	1	1
SURVEYOR II	2	1	1
ZONING INSPECTOR	1	0	0
TOTAL	189	186	184



Pinal County Free Library District
Denise C. Keller, Director



Mission Statement:

The Pinal County Free Library District strives to provide all county residents access to library materials, information services and electronic media via local municipal and community public libraries. We are committed to change, always looking toward ways to strengthen and enhance each member's ability to benefit from belonging to the Library District. Assistance to affiliate libraries in meeting their goals creatively and affordably is our first priority. We celebrate the value that libraries bring to their communities, and work collaboratively to support them and improve their ability to serve county residents.

Department Description:

The Library District takes a leadership role by training staff members of affiliate libraries in the use of all resources, and participates in public policy discussions influencing these resources. We provide assistance in the form of materials, current technologies, and professional services to all public and community libraries in Pinal County, together with the timely coordination of those goods and services, so that member libraries may better serve county residents with readily accessible recreational and informational materials and other related programs and projects.



Did You Know?

Every public library in Pinal County provides free access to *Learning Express*, a subscription web site with test preparation materials and interactive practice exams. The exams are based on official tests that will help you improve your scores on academic (GED, SAT), civil service, military (ASVAB), and professional licensing and certification exams.

Accomplishments for 2002-2003:

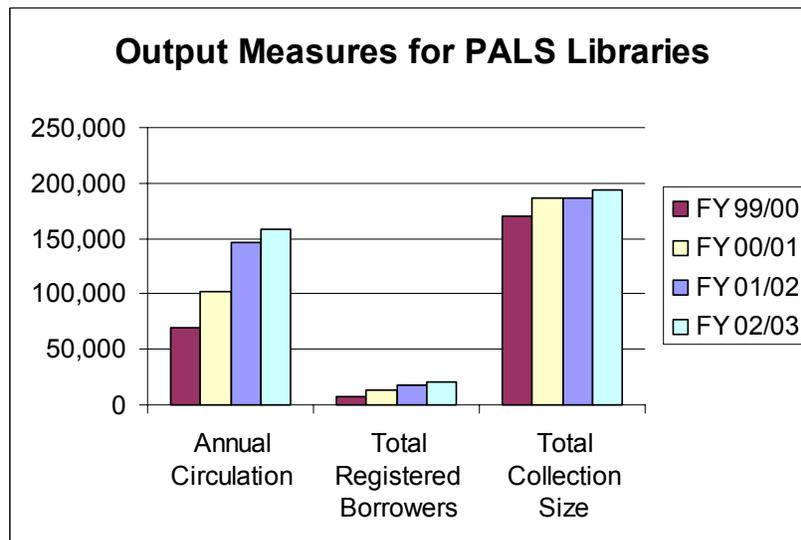
- Installed high-speed telecommunication lines for two libraries.
- Secured e-rate discounts of 77% on telecommunication lines, for a total savings of \$18,930.
- Conducted a collaborative grant project, "Legal Information Access" with the Superior Court Law Library. All Law Library materials were cataloged and added to the online catalog, thus facilitating greater access to the collection for the public.
- Collaborated with the Coolidge and Florence libraries to provide a total of 26 programs at libraries and elementary schools, with a total attendance of approximately 4,800 children.
- Revised and updated the Policy Manual to conform to existing county policies.
- Completed Procedure Manuals for Interlibrary Loan and Circulation functions.
- Established deposit collections of children's books in English and Spanish for the 10 WIC offices around the county.
- Provided training on new cataloging software to staff members in ten affiliate libraries.
- Assembled story time kits for each library, which include puppets, story books, combination magnetic/flannel storyboards, and information packets with craft projects and story time ideas.
- Created a batch load file containing all new bibliographic records added to the catalog during the last fiscal year. The file was electronically transferred to OCLC, a shared national database, for use in interlibrary loans and cataloging.

Goals and Objectives for FY 2003-2004:

- Acquire and implement upgraded/improved software for the online catalog, by surveying the market, comparing available products, and assessing the functionality and costs of available integrated library systems.



- Install high speed telecommunications lines for two libraries. reach under-served rural areas in the county in July 2003.
- Customize the online public access catalog so that library patrons will find it easier to use and understand.
- Provide a children's program with a costumed character at each affiliate library throughout the county in January 2004.
- Secure funding through the Library Services and Technology Act to design and produce a color brochure listing all public libraries and museums in Pinal County.
- Expand training opportunities to affiliate library staff by hosting additional workshops on cataloging and reference.
- Investigate options to improve library service in remote rural areas.
- Boost awareness of library services to secure strong public support of libraries and increase funding levels through local, state and federal resources.
- Coordinate and present a six-week Summer Reading Program targeted to





Budget Summary by Fund

Library District Special Revenue Fund

Budget by Categories of Expenditures	FY 2002-2003 Budget	FY 2002-2003 Actual	FY 2003-2004 Budget
Personal Services	229,540	216,097	249,581
Supplies	134,791	143,847	135,100
Outside Services	55,950	48,935	67,285
Capital Outlay	54,000	12,419	165,000
Non-Operating	47,359	45,716	47,359
Total	521,640	467,013	664,325

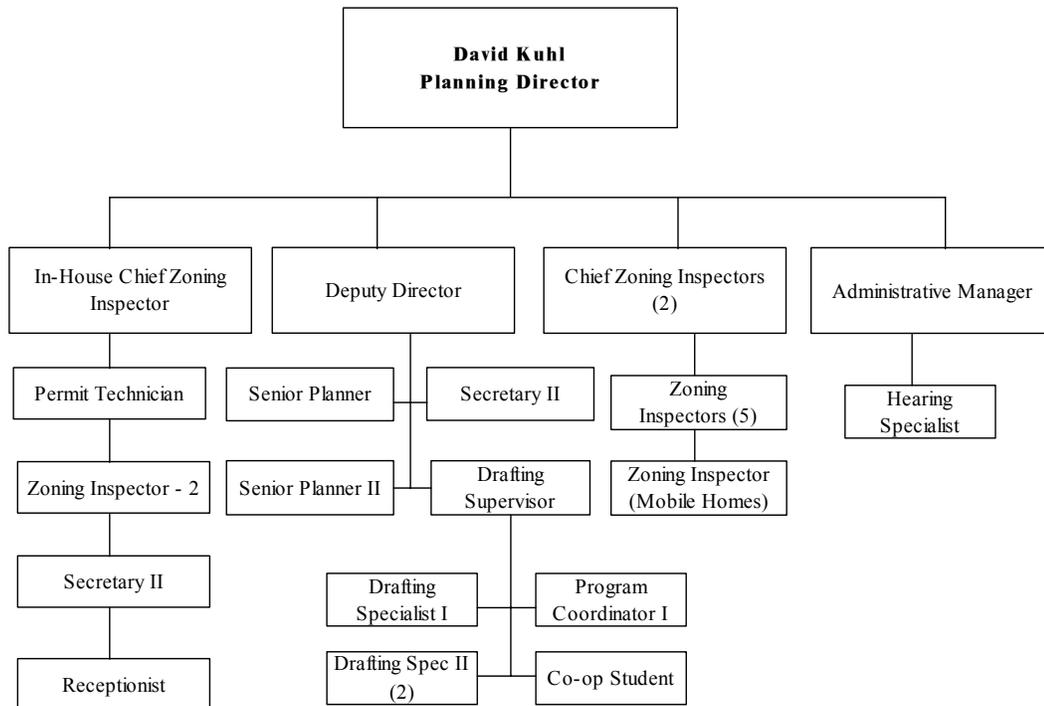
Position Distribution

LIBRARY/DISTRICT	Position Title	FY02	FY03	FY04
SPECIAL REVENUE	ADMINISTRATIVE CLERK I	1	1	0
	LIBRARIAN	1	1	1
	LIBRARIAN I	1	1	1
	LIBRARY DIRECTOR	1	1	1
	LIBRARY TECHNICIAN	2	2	2
	PC TECHNICIAN/LIBRARY DISTRICT	1	1	0
TOTAL		7	7	5



PLANNING & DEVELOPMENT SERVICES

David Kuhl, Director



Mission Statement:

The mission of the Planning & Development Services Department is to develop and implement a land use planning program that is coordinated and consistent, with affected entities and agencies to ensure the promotion and protection of the public health, safety and general welfare of the citizens of Pinal County.

Department Description:

Provide the administration of the Pinal County Land Use Regulations, including zoning, subdivisions, minor land divisions, Planned Area Developments, Comprehensive Plans and amendments, Specific Plans and amendments, Variances, Addressing, Mapping, processing of zoning clearances for building permits and manufactured homes permits, public inquiries related to planning/zoning, Zoning Ordinance Enforcement.

In addition to the above services, provide clearance for all building and mobile home placement permits, including flood elevation certificates, maps and permits. Also provides base mapping, brochure development, addressing and special project support to the Board of Supervisors or County departments in areas such as tourism, mapping, economic development coordination, legislation and policy.



Did You Know?

There are currently 300,000 Planned Area Development lots in Pinal County. The population growth rate for Pinal County is 4% per year and the current estimated population is 200,000.

Accomplishments for 2002-2003:

- 60 tentative plats were processed between July 1, 2000 and March 31, 2001, reaching an all time high, almost 3 times the average number of tentative plats processed during one year.
- The Planning Commission granted tentative approval for 16,711 subdivision lots from May 1, 2002 through May 1, 2003.
- Final Board of Supervisors approved and recorded subdivisions totaled 6,300 lots from May 1, 2002 through May 1, 2003.
- Planning & Development Services answered **4,802** counter calls for “Development Services”, compared to 3,597 for the previous year, taking in building and manufactured home permit applications and helping the public with zoning matters.
- **376** Minor Land Division applications were received and processed from July 1, 2002 through April 30, 2003.
- The first major amendment to the Comprehensive Plan for Pinal County, since its adoption in December 2001, was approved by the Board of Supervisors on September 25, 2002. Planning staff coordinated the Country Music Festival - Country Thunder USA which brought over 100,000 visitors to Pinal County.
- Between July 1, 2002 and April 29, 2003 the Drafting Department addressed **10,210** lots in subdivisions throughout the County.
- Code compliance software was developed by MIS and is now being utilized by Planning & Code Compliance staff.
- Planning staff performed Site Plan and Landscape Plan review for Commercial and Industrial properties.
- Zoning/Mobile Home permit application forms were made available on the web site to the citizens of Pinal County.



- Planning staff was involved in initiating the process for preparing a Multi-Use Trails Plan with input and participation from many local, state, and federal agencies plus participants from many user groups. Staff was also involved in initiating a Pinal County Trails Association which will be a non-profit organization overseeing the Pinal County Trails Plan once completed.
- A Job Rotation and Training program was implemented for all Code Compliance Officers.
- The CAD file was updated with addresses and zoning information.

Goals and Objectives for FY 2003-2004:

- Amend the Comprehensive Plan by finalize the second annual major amendment update to the Pinal County Comprehensive Plan. Present to the Board of Supervisors for approval.
- Revise Zoning Ordinance with a team of inter-departmental participants to continue the research, review, preparation of zoning ordinance amendments.
- Promote better inter-departmental working relationships between County

Departments and Code Compliance Officer's, through the development of a Code Compliance Assistance Program.

- Make Code Compliance information available to the public through the Planning & Development website.
- Update the County Road and Street Atlas by using in-house staff using the latest technology available.
- Continuing with the preparation of a Pinal County Multi-Use Trails Plan and assist in finalizing the formation of the non-profit Pinal County Trails Association.
- Make the Zoning/Code Compliance information available to the public on the website.
- Continue staff's education and implementation of GIS. Create layer in AUTO CAD for Minor Land Division.
- Revise Subdivision Regulations in conjunction with Public Works Department.
- Establish time to do research and initiate new land-use permit fees.



Budget Summary by Fund

Planning and Development Services General Fund

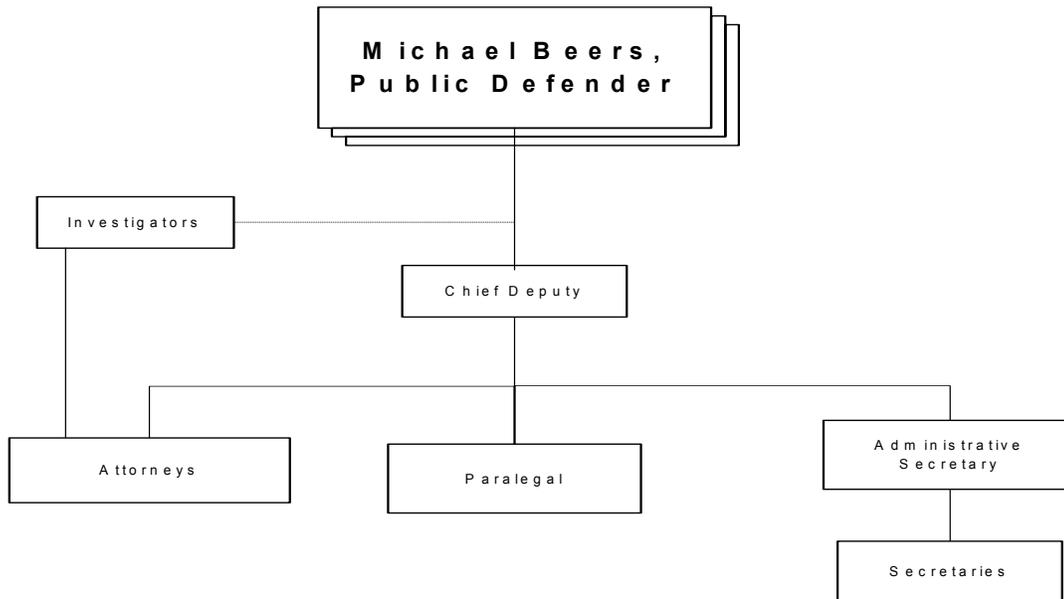
Budget by Categories of Expenditures	FY 2002-2003 Budget	FY 2002-2003 Actual	FY 2003-2004 Budget
Personal Services	900,553	943,413	1,050,503
Supplies	42,480	41,095	42,530
Outside Services	83,645	95,394	92,245
Total	1,026,678	1,079,902	1,185,278

Position Distribution

PLANNING & DEVELOPMENT GENERAL FUND	Position Title	FY02	FY03	FY04
	ADDRESSING SPECIALIST (PT-1)	3	1	1
	ADMINISTRATIVE CLERK I	1	0	0
	ADMINISTRATIVE CLERK II	2	2	2
	ADMINISTRATIVE MANAGER	1	1	1
	ADM SECRETARY	0	0	1
	CHIEF CODE COMPLIANCE OFFICER	3	3	3
	CODE COMPLIANCE OFFICER	0	0	9
	CODE COMPLIANCE SUPER	0	0	1
	DEPUTY DIRECTOR PLNG/DEV	0	1	1
	DRAFTING SPEC I	1	1	1
	DRAFTING SPECIALIST II	2	2	1
	DRAFTING SUPERVISOR	1	1	1
	GIS TECH	0	0	1
	PERMIT TECH	1	1	1
	PLANNER I	1	1	1
	PLANNER II	1	0	0
	PLANNING AND DEVELOPMENT DIR	1	1	1
	PROGRAM COORDINATOR	1	1	0
	SECRETARY II	1	2	1
	SENIOR PLANNER	1	1	2
	ZONING INSPECTOR	8	8	0
TOTAL		29	27	29



Public Defender Michael Beers, Public Defender



Mission Statement:

To provide cost-effective legal representation pursuant to constitutional, legal, and ethical obligations for indigent adults and juveniles facing criminal charges or mental health commitments.



Did You Know?

Each year the Public Defender's Office is appointed to represent nearly 4,000 different people.

Accomplishments for 2002-2003:

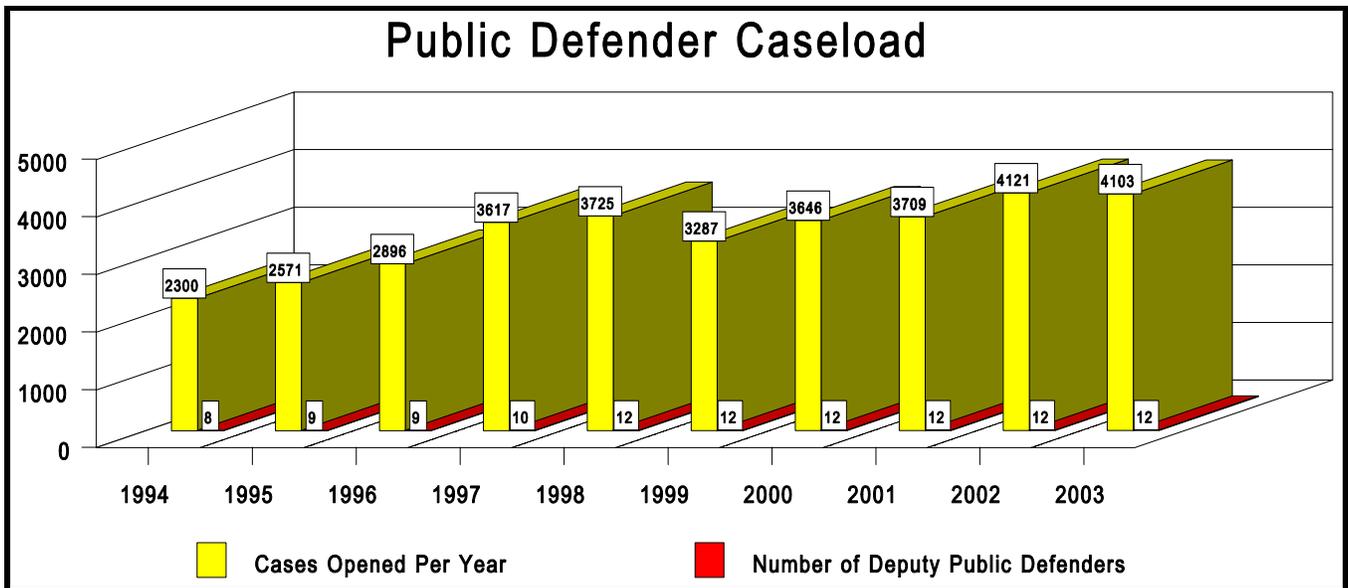
- Continued to process a near record number of new cases without additional staff.

Achieve these goals in a fiscally responsible manner.

Goals and Objectives for FY 2003-2004:

- Protect the rights of clients and guarantee that they are provided due process and equal protection under the law.
- Recruit, retain and develop highly skilled attorneys and support staff.

- Assist the Courts and County Administration in the creation of an alternate defender's office, by developing a cost effective plan to deal with cases this office cannot handle due to conflicts with past and present clients.





Summary by Fund

Public Defender General Fund

Budget by Categories of Expenditures	FY 2002-2003 Budget	FY 2002-2003 Actual	FY 2003-2004 Budget
Personal Services	1,207,886	1,246,897	1,282,072
Supplies	18,500	23,320	18,500
Outside Services	37,900	28,175	37,900
Capital Outlay	0	0	0
Total	1,264,286	1,298,392	1,338,472

Public Defender Special Revenue Funds

Budget by Categories of Expenditures	FY 2002-2003 Budget	FY 2002-2003 Actual	FY 2003-2004 Budget
Personal Services	41,020	40,963	86,394
Supplies	1,200	1,761	2,300
Outside Services	41,880	20,417	13,080
Non-Operating	0	1,002	10,000
Capital Outlay	10,000	47,159	0
Total	94,100	111,302	111,774

Position Distribution

PUBLIC DEFENDER	Position Title	FY02	FY03	FY04
GENERAL FUND	ADMINISTRATIVE CLERK I	1	1	1
	ADMINISTRATIVE SECRETARY	1	1	1
	ATTORNEY	1	1	1
	CAPITAL ATTORNEY	2	2	2
	CHIEF DEPUTY ATTORNEY	1	1	1
	INVESTIGATOR-NON CERTIFIED	2	2	2
	LEGAL SECRETARY I	1	1	1
	PARALEGAL II	1	1	1
	PRINCIPAL ATTORNEY	6	6	6
	PUBLIC DEFENDER	1	1	1
	LEGAL SECRETARY II	3	3	3
	SENIOR ATTORNEY	2	2	2
TOTAL		22	22	22



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