

# County Manager

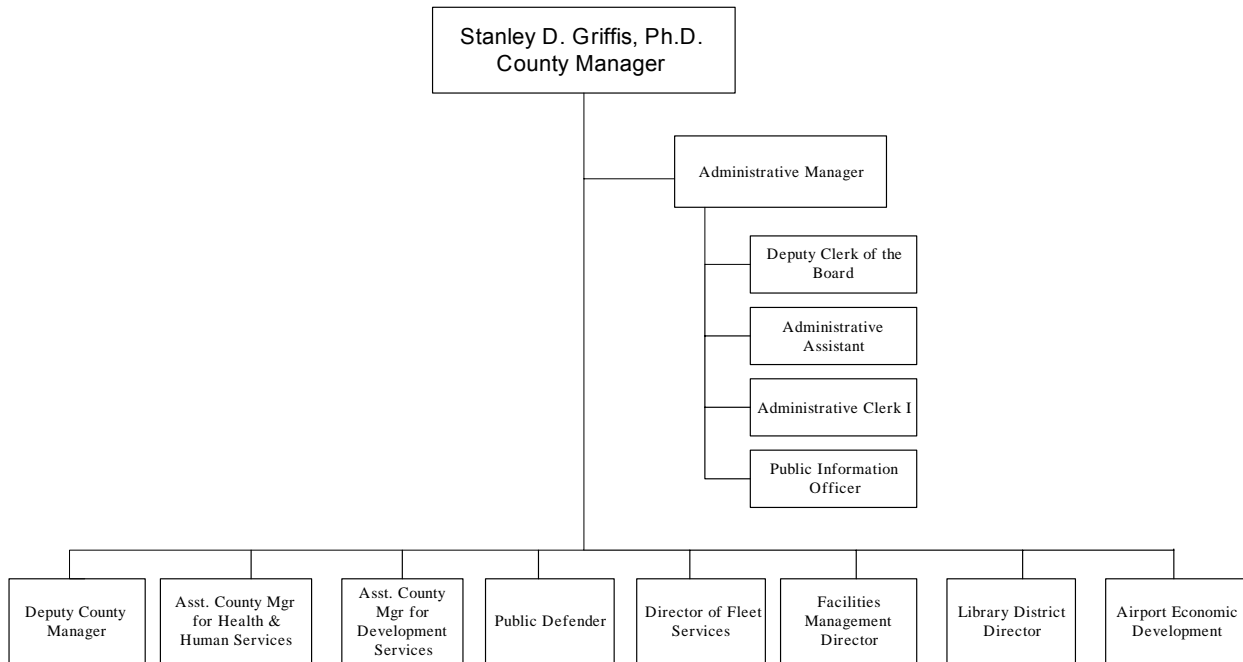


**Coke Ovens by Cochran**

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

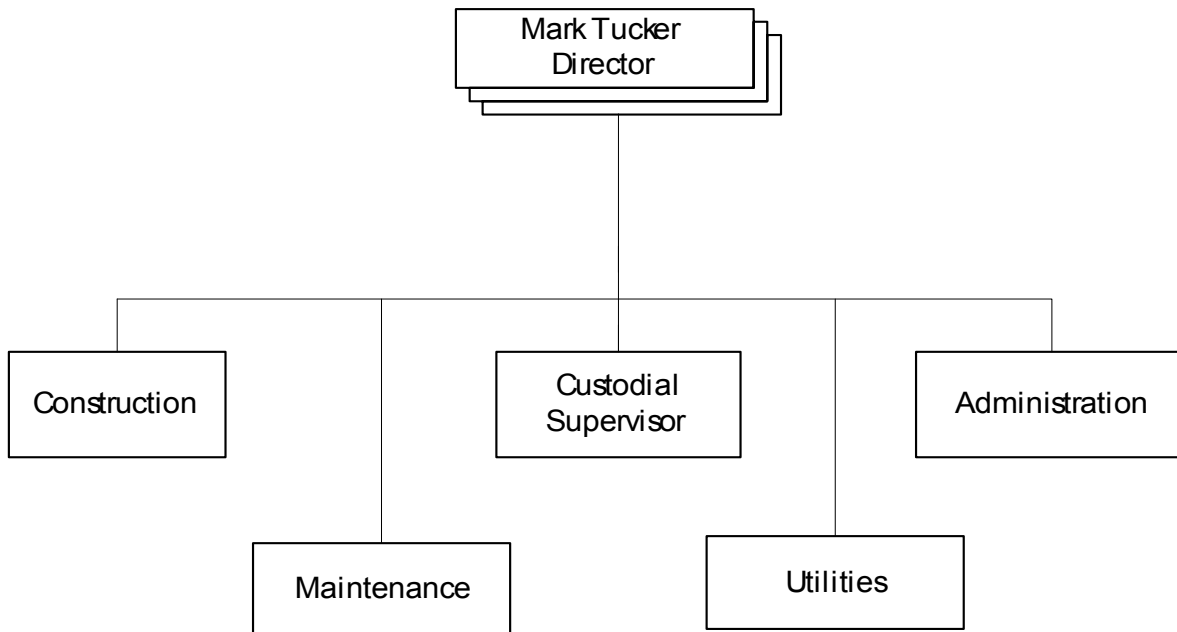
Budget by Categories of Expenditures	FY 2003-2004 Budget	FY 2003-2004 Actual	FY 2004-2005 Budget
Personal Services	342,385	428,256	355,234
Supplies	14,066	7,780	17,066
Outside Services	43,600	53,767	40,600
<b>Total</b>	<b>400,051</b>	<b>489,803</b>	<b>412,900</b>

### Position Distribution General Fund

Position Title	FY03	FY04	FY05
ADMINISTRATIVE ASSISTANT	1	1	1
ADMINISTRATIVE CLERK I	0	0	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	0
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>



## 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?**

Our Energy Saving Program, now finishing phase II, saved approx. 2 million dollars. Started in 2000, the county saved \$409,000 in electrical savings, \$1,483,057 in capital avoidance and approximately \$150,000 in maintenance savings.

**Accomplishments for 2003-2004:**

- Construct new Hangers at the San Manuel Airport.
- Remodel and construct 2250 sq. ft addition to Apache Jct. Food Bank.
- Remodel Villa Oasis student center for new County Attorney Victims Advocacy Center.
- Remodel Standfield Health Dept.
- Started Phase II of Energy Saving Program including replace all HVAC equipment in the Casa Grange complex, install new lighting and a/c controls in Apache Jct., Adult

Detention, Casa Grande and Public Health.

- Continuation of Safety Program that has resulted in no loss time accidents for 5<sup>th</sup> straight year.
- Assessing buildings for Safety and security and making changes where necessary.
- Establish OSHA training programs and ongoing classes to provide a safer workplace.

**Goals and Objectives for FY 2004-2005:**

- To improve our preventative maintenance program and continue working to provide a safer workplace.
- Remodel Old Courthouse into offices for Treasure, Assessor and Recorder.
- Continue with our Energy Saving Program.



## Budget Summary by Fund

### Facilities Management General Fund

Budget by Categories of Expenditures	FY 2003-2004 Budget	FY 2003-2004 Actual	FY 2004-2005 Budget
Personal Services	1,824,629	1,871,445	1,910,754
Supplies	473,350	552,753	520,250
Outside Services	1,311,100	1,286,421	1,728,300
Non-Operating	0	0	0
Capital Outlay	0	0	0
<b>Total</b>	<b>3,609,079</b>	<b>3,710,619</b>	<b>4,159,304</b>

### Position Distribution General Fund

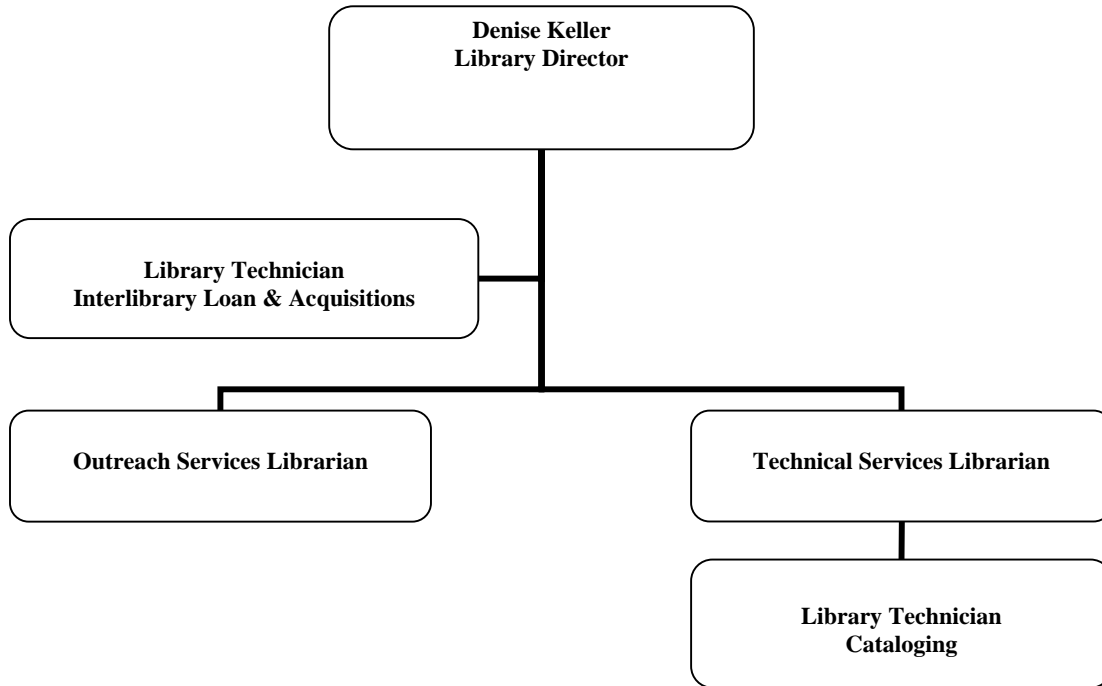
Position Title	FY03	FY04	FY05
ADM I	0	1	1
CUSTODIAL SUPERVISOR	1	1	0
CUSTODIAL WORKER I (1-PT)	23	23	26
CUSTODIAL WORKER II	5	5	5
CUSTODIAL WORKER III	1	1	1
ELECTRICIAN	4	4	4
EXTRA HELP/SUMMER	6	2	0
FACILITIES FOREMAN	0	0	1
FACILITIES MGMT DIR	1	1	1
FACILITY MGMT WORKER I	0	0	1
FACILITY MGMT WORKER II	20	20	20
FACILITY MGMT WORKER III	1	1	1
FACILITY MGMT/CONSTR FOREMAN	1	1	0
FACILITY MGMT/MAINT FOREMAN	1	1	0
HIGHWAY FOREMAN	0	0	1
HVAC WORKER II	3	3	3
MTCE WORKER II	0	0	1
SECRETARY I	1	1	1
SECRETARY II	2	2	2
<b>TOTAL</b>	<b>70</b>	<b>67</b>	<b>69</b>



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**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 library in Pinal County provides access to the Sanborn fire insurance maps. These are detailed city plans that show individual building “footprints,” complete with construction details such as building material, lot lines, street widths, and water pipes. The maps were originally produced for insurance underwriters. Today these maps are used by scholars and researchers in multiple fields.

### **Accomplishments for 2003-2004:**

- Installed high-speed telecommunications lines for six libraries.
- Issued a Request for Proposal for the purchase of an integrated library system.
- Secured e-rate discounts of 78% on telecommunication lines, for a total savings of \$22,944.
- Accepted a Library Services and Technology grant for “*Treasuring Our Heritage*” in the amount of \$6,327 for an 8-page booklet with color photos, listing libraries and museums and their collection strengths. The booklet is available in the visitor centers, chambers, and various businesses to promote cultural tourism in Pinal County.
- Received a grant for “*Spanish That Works*” for \$900, to purchase materials for a self-paced program that teaches basic Spanish to library staff.

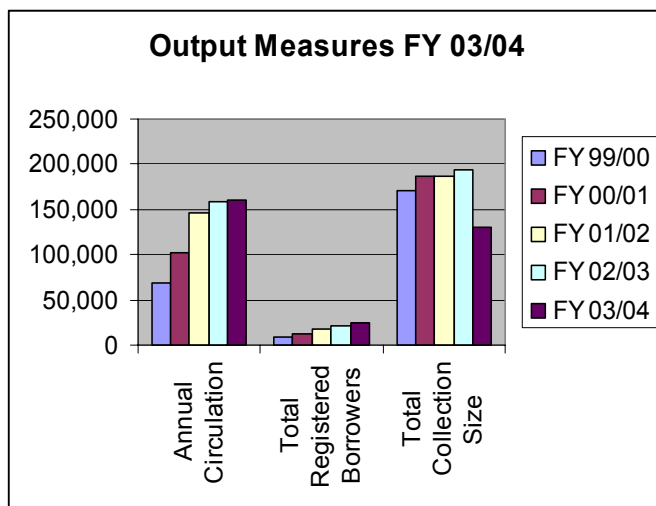
- Wrote a successful grant for \$24,850 for purchase of a portable computer lab. The lab will consist of a wireless peer-to-peer network of ten laptop computers, to be used for two purposes: to provide technical training for library staff and to provide classes for the public in internet and office applications.
- 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 2004-2005:**

- Purchase and install a new integrated catalog for the affiliate libraries.
- Provide training for all library staff members on the use of the new online catalog.
- Supervise the migration of all data into the online system.
- Replace 17 aging PCs in libraries around the county.
- Customize the new online public access catalog so that library patrons will find it easier to use and understand.
- Secure funding through the Library Services and Technology Act to purchase Spanish language books and



- materials for library collections around the county.
- Investigate options to improve library service in remote rural areas.
  - Coordinate and present a six-week Summer Reading Program targeted to reach under-served rural areas in the county in June 2005.
  - Expand training opportunities to affiliate library staff by hosting additional workshops on cataloging and reference.
  - Boost awareness of library services to secure strong public support of libraries and increase funding levels through local, state and federal resources.



### Budget Summary by Fund

#### Library District Special Revenue Fund

Budget by Categories of Expenditures	FY 2003-2004 Budget	FY 2003-2004 Actual	FY 2004-2005 Budget
Personal Services	249,581	261,905	273,420
Supplies	134,100	142,159	138,000
Outside Services	66,644	55,370	63,850
Capital Outlay	165,000	3,142	254,587
Non-Operating	26,000	26,430	26,000
<b>Total</b>	<b>641,325</b>	<b>489,006</b>	<b>755,857</b>

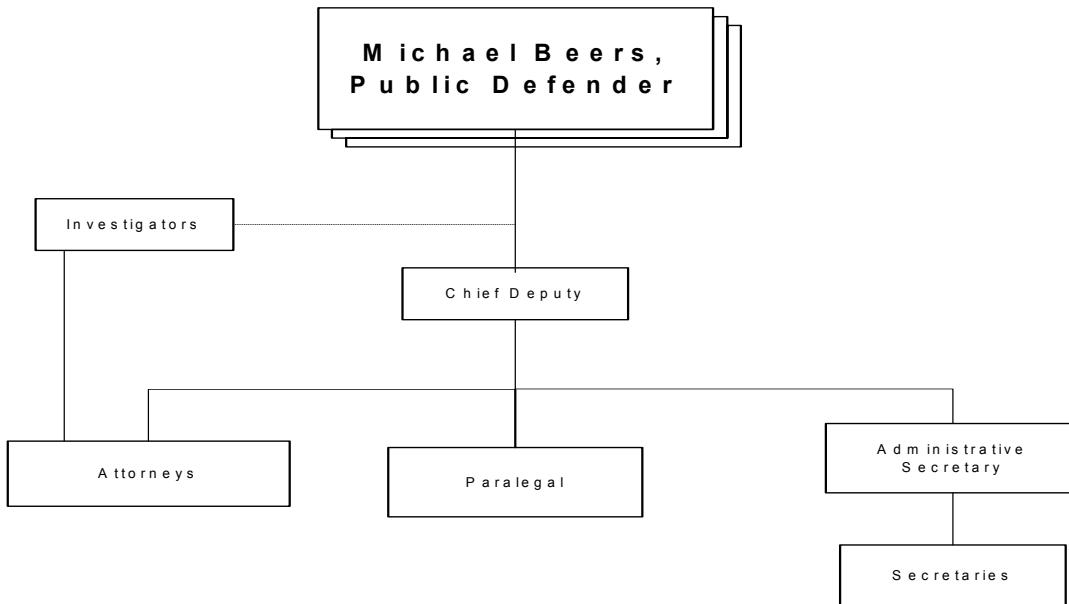


**Position Distribution  
Special Revenue**

<b>Position Title</b>	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
ADMINISTRATIVE CLERK I	1	0	0
LIBRARIAN	1	1	2
LIBRARIAN I	1	1	0
LIBRARY DIRECTOR	1	1	1
LIBRARY TECHNICIAN	2	2	2
PC TECHNICIAN/LIBRARY DISTRICT	1	0	0
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>5</b>



## 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?**

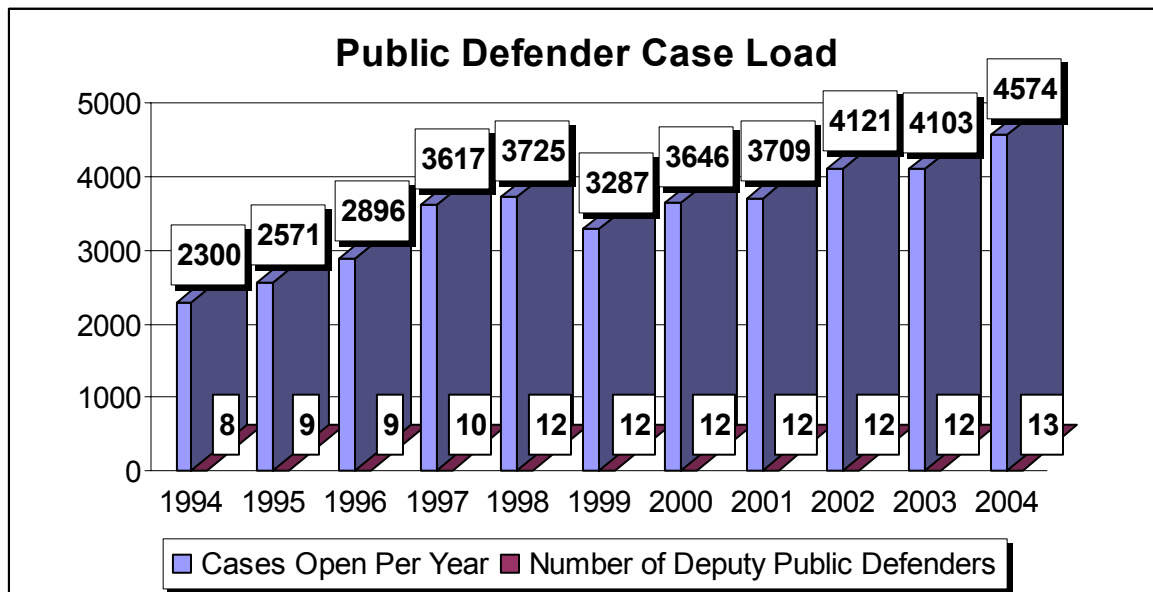
Each year the Public Defender's Office is appointed to represent nearly 4,000 different people.

**Goals and Objectives for FY 2004-2005:**

- 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. Achieve these goals in a fiscally responsible manner.
- 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.

**Accomplishments for 2003-2004:**

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





## Summary by Fund

### Public Defender General Fund

Budget by Categories of Expenditures	FY 2003-2004 Budget	FY 2003-2004 Actual	FY 2004-2005 Budget
Personal Services	1,342,329	1,352,775	1,390,994
Supplies	18,500	21,467	18,700
Outside Services	44,187	30,713	44,200
Capital Outlay	0	0	0
<b>Total</b>	<b>1,405,016</b>	<b>1,404,955</b>	<b>1,453,894</b>

### Public Defender Special Revenue Funds

Budget by Categories of Expenditures	FY 2003-2004 Budget	FY 2003-2004 Actual	FY 2004-2005 Budget
Personal Services	86,394	50,023	89,852
Supplies	2,300	3,295	2,300
Outside Services	13,080	18,680	13,080
Capital Outlay	10,000	0	10,000
<b>Total</b>	<b>111,774</b>	<b>71,998</b>	<b>115,232</b>

### Position Distribution General Fund

Position Title	FY03	FY04	FY05
ADMINISTRATIVE CLERK I	1	1	1
ADMINISTRATIVE SECRETARY	1	1	0
ATTORNEY	1	1	0
CAPITAL ATTORNEY	2	2	2
CHIEF DEPUTY ATTORNEY	1	1	1
INVESTIGATOR-NON CERTIFIED	2	2	2
LEGAL SECRETARY I	1	1	1
OFFICE MANAGER	0	0	1
PARALEGAL II	1	1	2
PRINCIPAL ATTORNEY	6	6	8
PUBLIC DEFENDER	1	1	1
LEGAL SECRETARY II	3	3	3
SENIOR ATTORNEY	2	2	1
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>23</b>



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