



# Pinal County

SPACE PROGRAM & NEEDS ASSESSMENT

VOLUME I OF V

ADMINISTRATION  
SERVICES



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ISSUE DATE: 12/14/2006

PROJECT NO: 06146.00



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## SPACE SUMMARY

### PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE			CASA GRANDE		
	Existing	5 Years	10 Years	Existing	5 Years	10 Years
A Administration	1,000	1,615	1,615	-	-	-
B Assessor *	12,500	14,086	17,365	300	490	1,042
C Board of Supervisors *	3,000	13,368	13,368	-	-	-
D Budget	1,200	1,899	2,202	-	-	-
E Finance	3,500	6,144	7,656	-	-	-
F Human Resources	6,500	9,787	14,324	400	745	2,125
G Information Technology	10,600	27,451	28,914	800	1,297	1,297
H Recorder *	8,500	11,090	11,586	300	1,187	1,187
I Risk Management	500	676	676	-	-	-
J Treasurer *	5,000	5,434	5,434	300	538	538
K News & Information	800	1,308	1,308	-	-	-
L Fleet Management	16,736	54,073	86,770	-	3,083	3,083
M Facilities Management	4,602	30,056	30,345	-	-	-
N Fairgrounds	200	262	262	97,492	104,993	104,993
O School Superintendent * (Existing Includes HOPE)	10,600	28,544	28,544	-	-	-

#### TOTAL GSF

85,238	205,793	250,371	99,592	112,333	114,265
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#### \* Elected Officials

## SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	APACHE JUNCTION			MARICOPA		
	Existing	5 Years	10 Years	Existing	5 Years	10 Years
A Administration	-	-	-	-	-	-
B Assessor *	300	600	1,152	-	711	821
C Board of Supervisors *	-	-	-	-	-	-
D Budget	-	-	-	-	-	-
E Finance	-	-	-	-	-	-
F Human Resources	400	745	2,125	-	-	2,125
G Information Technology	1,000	1,297	1,297	-	1,297	1,297
H Recorder *	400	994	1,076	-	1,104	1,021
I Risk Management	-	-	-	-	-	-
J Treasurer *	400	538	538	-	-	-
K News & Information	-	-	-	-	-	-
L Fleet Management	-	3,083	3,083	-	-	-
M Facilities Management	-	-	-	-	-	-
N Fairgrounds	-	-	-	-	-	-
O School Superintendent *	-	-	-	-	-	-
<b>TOTAL GSF</b>	<b>2,500</b>	<b>7,257</b>	<b>9,272</b>	<b>-</b>	<b>3,112</b>	<b>5,265</b>

\* Elected Officials

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	Existing	ORACLE		Existing	MAMMOTH	
		5 Years	10 Years		5 Years	10 Years
A Administration	-	-	-	-	-	-
B Assessor *	-	766	2,091	-	-	-
C Board of Supervisors *	-	-	-	-	-	-
D Budget	-	-	-	-	-	-
E Finance	-	-	-	-	-	-
F Human Resources	-	-	-	-	-	-
G Information Technology	-	-	-	-	1,297	1,297
H Recorder *	-	1,104	1,104	-	-	-
I Risk Management	-	-	-	-	-	-
J Treasurer *	-	-	-	-	538	538
K News & Information	-	-	-	-	-	-
L Fleet Management	-	3,083	3,083	-	-	-
M Facilities Management	-	-	-	-	-	-
N Fairgrounds	-	94	94	-	-	-
O School Superintendent *	-	-	-	-	-	-

<b>TOTAL GSF</b>	-	5,046	6,371	-	1,835	1,835
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\* Elected Officials

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	RED ROCK			ARIZONA CITY		
	Existing	5 Years	10 Years	Existing	5 Years	10 Years
A Administration	-	-	-	-	-	-
B Assessor *	-	55	932	-	-	-
C Board of Supervisors *	-	-	-	-	-	-
D Budget	-	-	-	-	-	-
E Finance	-	-	-	-	-	-
F Human Resources	-	-	-	-	-	-
G Information Technology	-	-	-	-	-	-
H Recorder *	-	-	-	-	-	-
I Risk Management	-	-	-	-	-	-
J Treasurer *	-	-	-	-	-	-
K News & Information	-	-	-	-	-	-
L Fleet Management	-	-	-	-	3,083	3,083
M Facilities Management	-	-	-	-	-	-
N Fairgrounds	-	-	-	-	-	-
O School Superintendent *	-	-	-	-	-	-
<b>TOTAL GSF</b>	<b>0</b>	<b>55</b>	<b>932</b>	<b>0</b>	<b>3,083</b>	<b>3,083</b>

\* Elected Officials

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	QUEEN CREEK			SAN TAN		
	Existing	5 Years	10 Years	Existing	5 Years	10 Years
A Administration	-	-	-	-	-	-
B Assessor *	-	545	1,042	-	-	-
C Board of Supervisors *	-	-	-	-	-	-
D Budget	-	-	-	-	-	-
E Finance	-	-	-	-	-	-
F Human Resources	-	-	-	-	-	2,125
G Information Technology	-	-	-	-	-	-
H Recorder *	-	-	-	-	-	-
I Risk Management	-	-	-	-	-	-
J Treasurer *	-	-	-	-	-	-
K News & Information	-	-	-	-	-	-
L Fleet Management	-	-	-	-	-	-
M Facilities Management	-	-	-	-	-	-
N Fairgrounds	-	-	-	-	-	-
O School Superintendent *	-	-	-	-	-	-

<b>TOTAL GSF</b>	-	545	1,042	0	0	2,125
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\* Elected Officials

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	RIVERSIDE			SUPERSTITION VISTAS		
	Existing	5 Years	10 Years	Existing	5 Years	10 Years
A Administration	-	-	-	-	-	-
B Assessor *	-	-	-	-	-	-
C Board of Supervisors *	-	-	-	-	-	-
D Budget	-	-	-	-	-	-
E Finance	-	-	-	-	-	-
F Human Resources	-	-	-	-	-	-
G Information Technology	-	-	-	-	-	-
H Recorder *	-	-	-	-	-	-
I Risk Management	-	-	-	-	-	-
J Treasurer *	-	-	-	-	-	-
K News & Information	-	-	-	-	-	-
L Fleet Management	-	3,083	3,083	-	3,083	3,083
M Facilities Management	-	-	-	-	-	-
N Fairgrounds	-	-	-	-	-	-
O School Superintendent *	-	-	-	-	-	-
<b>TOTAL GSF</b>	<b>0</b>	<b>3,083</b>	<b>3,083</b>	<b>0</b>	<b>3,083</b>	<b>3,083</b>

\* Elected Officials

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	HIDDEN VALLEY		
	Existing	5 Years	10 Years
A Administration	-	-	-
B Assessor *	-	-	-
C Board of Supervisors *	-	-	-
D Budget	-	-	-
E Finance	-	-	-
F Human Resources	-	-	-
G Information Technology	-	-	-
H Recorder *	-	-	-
I Risk Management	-	-	-
J Treasurer *	-	-	-
K News & Information	-	-	-
L Fleet Management	-	3,083	3,083
M Facilities Management	-	-	-
N Fairgrounds	-	-	-
O School Superintendent *	-	-	-

<b>TOTAL GSF</b>	<b>0</b>	<b>3,083</b>	<b>3,083</b>
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**\* Elected Officials**



A

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# SPACE SUMMARY

PINAL COUNTY ADMINISTRATION

Department	FLORENCE					
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Administration	1,000	1,615	1,615			
<b>TOTALS GSF</b>	1,000	1,615	1,615			

# ADMINISTRATION

## PINAL COUNTY ADMINISTRATION SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### FLORENCE

#### Administration

Assistant County Manager	PO256	256	1	256	1	256
Administrative Assistant	PO144	144	1	144	1	144

#### Support

Conference Room	CR240	240	1	240	1	240
File Storage	ER	150	1	150	1	150
Work Room/Copy/FAX	ER	80	1	80	1	80
Storage	ER	200	1	200	1	200
Reception Waiting Area	ER	100	1	100	1	100

<b>NET AREA</b>		<b>1,170</b>		<b>1,170</b>
Circulation	20%	234		234
Subtotal		1,404		1,404
Gross-Up	15%	211		211
<b>TOTAL</b>		<b>1,615</b>		<b>1,615</b>



B

ASSESSOR

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# **Pinal County Assessor Points of Consideration**

## **Projected Growth**

The following needs assessment summary represents space needs for Assessor operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. The information listed herein represents the optimum space types and sizes to support county Assessor operations for the next 5 and 10 years.

## **Overall Summary**

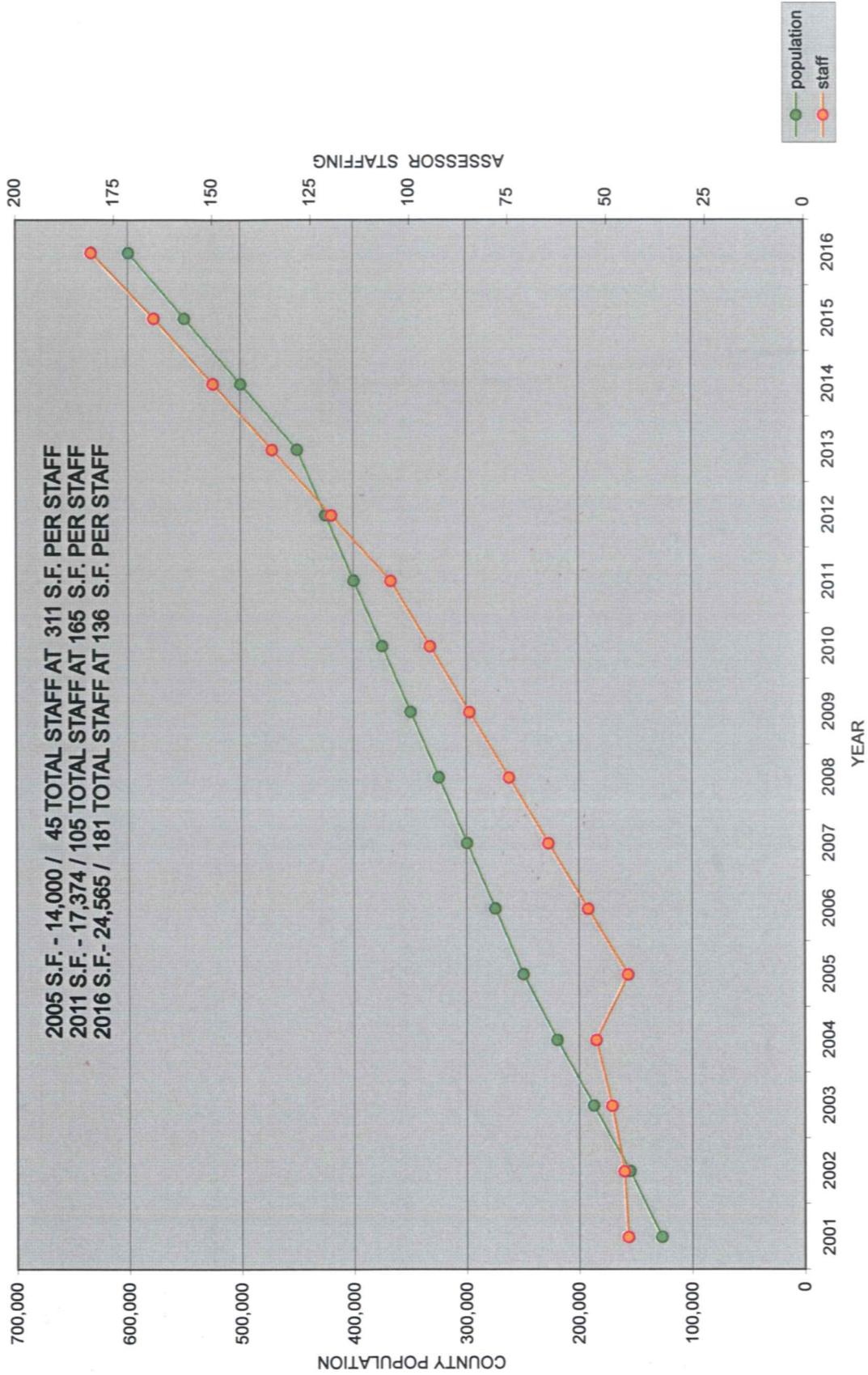
The Assessor department currently operates out of 31 North Pinal Street, building E in Florence. The function of the Assessors department is to locate, identify and appraise locally assessable property at current market value. The department identifies property subject to ad valorem taxes and processes exemptions specified by law. The department consists of the following sub-departments: administration, appraisal, drafting, GIS, land/agriculture, manufactured housing, personal property, research and equalization and transfers / exemptions. The current location in Florence is relatively new and is shared with the Recorder and the Treasurer. The Assessor’s department staff growth is based on population and the number of land parcels in the county. The department has identified need for satellite facilities in Casa Grande, Oracle, Queen Creek, Maricopa, Red Rock and Apache Junction. Direct public access is only needed in the Florence office. The facility needs a storage space for records including agricultural forms and personal property records. The department drafters need 60 sqft workstations and appraisers need 40 sqft stations. Appraisers worked out of their homes in the past. The department staff will double in the next 5 years and then nearly double again in the 10 year projection. Because of this department direct relationship with population and land development its needs could change significantly due to a shift up or down in projected development.

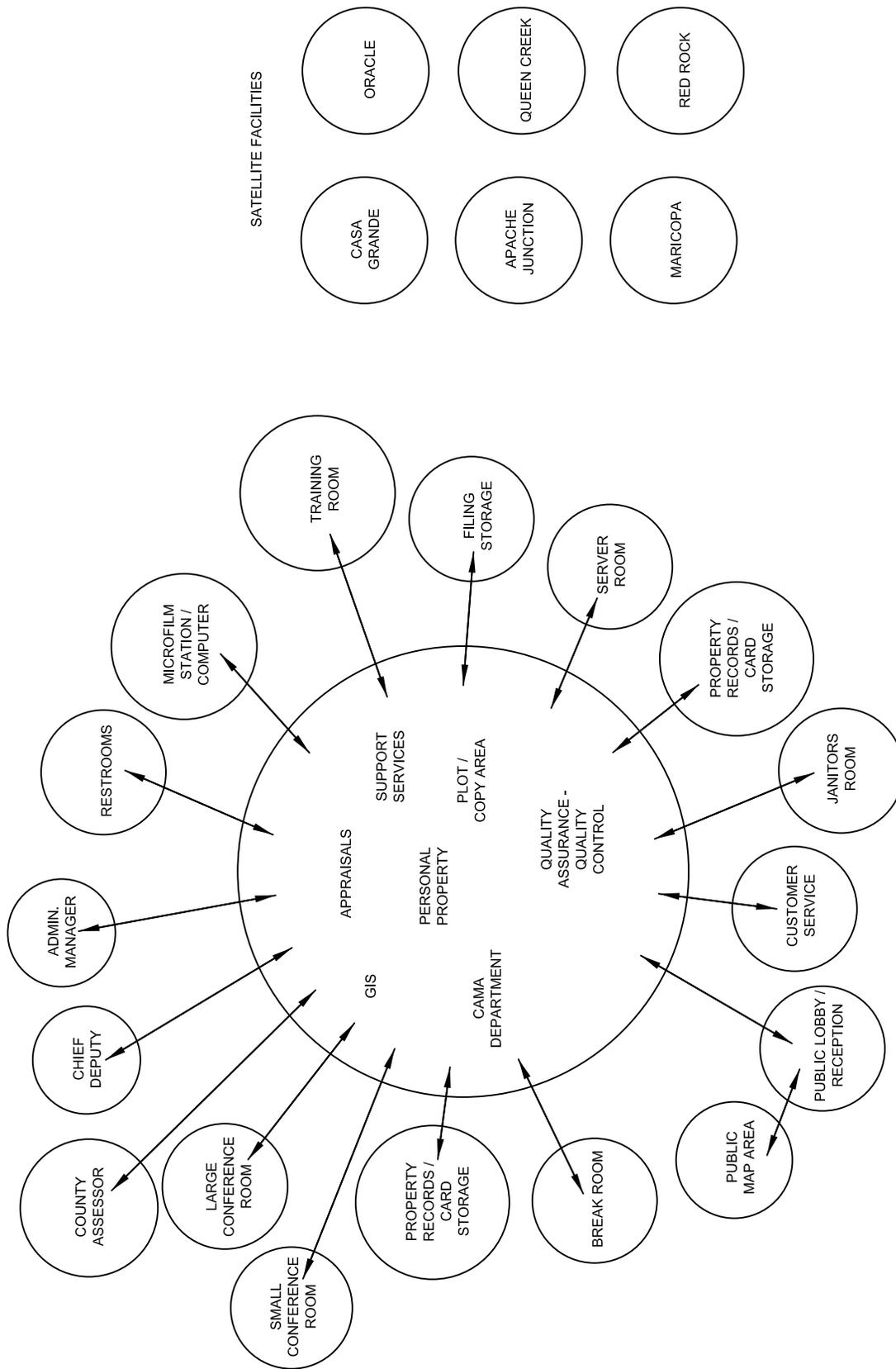
## **Overall Recommendation**

The conclusion of this needs assessment is that many changes and upgrades are currently needed for the Pinal County Assessors department. The existing facilities are inadequate to accommodate the staff growth needs and will not provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.

# PINAL COUNTY ASSESSOR

2005 S.F. - 14,000 / 45 TOTAL STAFF AT 311 S.F. PER STAFF  
 2011 S.F. - 17,374 / 105 TOTAL STAFF AT 165 S.F. PER STAFF  
 2016 S.F. - 24,565 / 181 TOTAL STAFF AT 136 S.F. PER STAFF





# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE			CASA GRANDE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Assessor	12,500	14,086	17,365	300	490	1,042

<b>TOTALS GSF</b>	12,500	14,086	17,365	300	490	1,042
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Department	APACHE JUNCTION			MARICOPA		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Assessor	300	600	1,152	-	711	821

<b>TOTALS GSF</b>	300	600	1,152	-	711	821
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Department	QUEEN CREEK			ORACLE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Assessor	-	545	1,042	-	766	2,091

<b>TOTALS GSF</b>	-	545	1,042	-	766	2,091
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Department	RED ROCK		
	Exist	5Yr	10Yr
1 Assessor	-	55	932

<b>TOTALS GSF</b>	-	55	932
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# ASSESSOR

## PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### FLORENCE

#### **Assessor Administration**

County Assessor	PO192	192	1	192	1	192
Chief Deputy	PO168	168	1	168	1	168
Admin. Clerk III	WS60	60	2	120	4	240
Admin. Manager	PO144	144	1	144	1	144

#### **Administration-Public Assistance**

Admin. Clerk III	WS60	60	4	240	7	420
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#### **Appraisal**

Appraisal Supervisor 1	WS40	40	3	120	5	200
Appraiser I - District 1	WS40	40	3	120	5	200
Appraiser II - District 1	WS40	40	1	40	1	40
Appraisal Supervisor District 2	WS80	80	3	240	5	400
Appraiser I - District 2	WS40	80	5	400	5	400
Appraiser II - District 2	WS40	40	1	40	1	40
Appraisal Supervisor District 3	WS80	80	1	80	1	80
Appraiser I - District 3	WS40	40	3	120	4	160
Appraiser II - District 3	WS40	40	1	40	1	40
Appraiser II - District 3 Commercial	WS40	40	1	40	1	40
Chief Field Appraiser	WS80	80	1	80	1	80
Land Appraiser I	WS40	40	2	80	2	80
Land Appraiser II	WS40	40	1	40	1	40
Permitting Appraiser I	WS40	40	3	120	3	120
Permitting Appraiser II	WS40	40	1	40	1	40
Appraisal Manager	WS60	60	1	60	1	60

#### **CAMA Department**

Chief Field Appraiser	WS80	80	1	80	1	80
Appraiser I	WS40	80	2	160	5	400
Drafting Specialist II	WS60	60	5	300	10	600

#### **GIS**

GIS Manager	WS80	80	1	80	1	80
GIS Analyst	WS60	60	1	60	1	60
GIS Technician	WS60	60	1	60	1	60

#### **Personal Property**

Audit Accountant I	WS80	80	2	160	3	240
Business Appraiser I	WS40	40	2	80	2	80
Business Appraiser II	WS40	40	2	80	5	200
MH Appraiser I	WS40	40	3	120	6	240
Appraisal Manager	WS40	40	1	40	1	40

#### **Quality Assurance-Quality Control**

Appeals Appraiser II	WS40	40	2	80	2	80
Quality Control Appraiser I	WS40	40	3	120	6	240
Quality Assurance Manager	WS40	40	1	40	1	40

#### **Support Services**

Imaging - Micrographic Technician II	WS60	60	3	180	3	180
Ownership - Title Examiner	WS60	60	8	480	12	720
Division Manager	WS80	80	1	80	1	80
Title Examiner Supervisor	WS80	80	1	80	1	80

Durrant  
12/14/06



# ASSESSOR

## PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### ORACLE

#### *Appraisal*

Appraiser I District I	WS40	40	4	160	7	1,120
Appraiser I District II	WS40	40	1	40	1	40

#### *Support*

Public Map Area	OA	40	1	40	1	40
Coffee Counter	OA	15	1	15	1	15
Filing Storage	OA	200	1	200	1	200
Supply Room	ER	100	1	100	1	100

	<b>TOTAL NSF</b>		<b>555</b>			<b>1,515</b>
20%	Circulation		111			303
	Subtotal		666			1,818
15%	Gross-Up		100			273
	<b>TOTAL GSF</b>		<b>766</b>			<b>2,091</b>

# ASSESSOR

## PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### RED ROCK

#### *Appraisal*

Appraiser I District I	WS40	40	0	40	8	280
Appraiser I District I Commercial	WS40	40	0	0	1	40

#### *Support*

Public Map Area	OA	40	0	0	1	40
Coffee Counter	OA	15	0	0	1	15
Filing Storage	OA	200	0	0	1	200
Supply Room	ER	100	0	0	1	100
				<b>TOTAL NSF</b>		<b>40</b>
						<b>675</b>
20%				Circulation		8
				Subtotal		48
15%				Gross-Up		7
				<b>TOTAL GSF</b>		<b>55</b>
						<b>932</b>

# ASSESSOR

## PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### APACHE JUNCTION

#### *Appraisal*

Appraiser I District II	WS40	40	2	80	6	480
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#### *Support*

Public Map Area	OA	40	1	40	1	40
Coffee Counter	OA	15	1	15	1	15
Filing Storage	OA	200	1	200	1	200
Supply Room	ER	100	1	100	1	100
				<b>TOTAL NSF</b>		<b>435</b>
						<b>835</b>
	20%			Circulation		87
				Subtotal		167
						522
	15%			Gross-Up		78
				<b>TOTAL GSF</b>		<b>600</b>
						<b>1,152</b>

# ASSESSOR

## PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### QUEEN CREEK

#### *Appraisal*

Appraiser I District II	WS40	40	1	40	10	400
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#### *Support*

Public Map Area	OA	40	1	40	1	40
Coffee Counter	OA	15	1	15	1	15
Filing Storage	OA	200	1	200	1	200
Supply Room	ER	100	1	100	1	100
				<b>TOTAL NSF</b>		<b>395</b>
						<b>755</b>
	20%			Circulation		79
				Subtotal		151
						474
	15%			Gross-Up		71
				<b>TOTAL GSF</b>		<b>545</b>
						<b>1,042</b>

# ASSESSOR

## PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### CASA GRANDE

#### *Appraisal*

Appraiser I District III	WS40	40	0	0	10	400
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#### *Support*

Public Map Area	OA	40	1	40	1	40
Coffee Counter	OA	15	1	15	1	15
Filing Storage	OA	200	1	200	1	200
Supply Room	ER	100	1	100	1	100
				<b>TOTAL NSF</b>		<b>355</b>
						<b>755</b>
	20%			Circulation		71
				Subtotal		151
						426
	15%			Gross-Up		64
				<b>TOTAL GSF</b>		<b>490</b>
						<b>1,042</b>

# ASSESSOR

## PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### MARICOPA

#### *Appraisal*

Appraiser I District III	WS40	40	4	160	6	240
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#### *Support*

Public Map Area	OA	40	1	40	1	40
Coffee Counter	OA	15	1	15	1	15
Filing Storage	OA	200	1	200	1	200
Supply Room	ER	100	1	100	1	100
			<b>TOTAL NSF</b>	<b>515</b>		<b>595</b>
20%			Circulation	103		119
			Subtotal	618		714
15%			Gross-Up	93		107
			<b>TOTAL GSF</b>	<b>711</b>		<b>821</b>



C

BOARD OF  
SUPERVISORS

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# BOARD OF SUPERVISORS

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	
<b>Board Of Supervisors</b>							
County Administrator / Clerk	PO256	256	1	256	1	256	
Clerk	WS60	60	1	60	1	60	
Secretary / Reception	WS80	80	1	80	1	80	
Secretary	WS60	60	3	180	3	180	
Board Of Supervisors	SPO200	320	5	1,600	5	1,600	
Restroom	ER	35	5	175	5	175	
Executive Assistant	PO160	160	1	160	1	160	
Chief Fiscal Officer	PO160	160	1	160	1	160	
Mgt. Analyst	PO144	144	1	144	1	144	
Staff Attorney	PO120	120	1	120	1	120	
Research Assistant	PO120	120	1	120	1	120	
Clerk	WS60	60	1	60	1	60	
Secretary	WS80	80	1	80	1	80	
Secretary	WS60	60	3	180	3	180	
<b>Boardroom</b>							
Lobby	ER	350	1	350	1	350	
Restroom	ER	200	2	400	2	400	
Boardroom	ER	4,000	1	4,000	1	4,000	
Storage	ER	100	2	200	2	200	
Coffee Counter	ER	30	1	30	1	30	
Executive Session Room	ER	350	1	350	1	350	
<b>Support</b>							
Vault File Room / Storage	ER	250	1	250	1	250	
Supply Room	ER	150	1	150	1	150	
Conference Room	ER	192	1	192	1	192	
Chair Storage	ER	160	1	160	1	160	
Coffee Counter	OA	15	2	30	2	30	
Lobby / Waiting Area	OA	200	1	200	1	200	
<b>TOTAL NSF</b>				<b>9,687</b>			<b>9,687</b>
20% Circulation				1,937			1,937
Subtotal				11,624			11,624
15% Gross-Up				1,744			1,744
<b>TOTAL GSF</b>				<b>13,368</b>			<b>13,368</b>

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE		
	Exist	5Yr	10Yr
1 Board of Supervisors	3,000	13,368	13,368

<b>TOTALS GSF</b>	3,000	13,368	13,368
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D

BUDGET

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# **Pinal County Budget Department Points of Consideration**

## **Projected Growth**

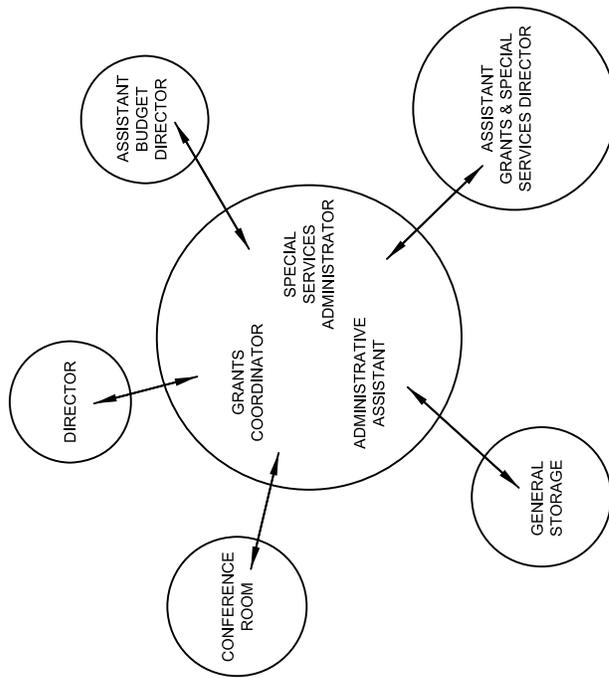
The following needs assessment summary represents space needs for the Budget Department operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support county Budget operations for the next 5 and 10 years.

## **Overall Summary**

The Budget department currently operates out of 31 North Pinal Street on level 2 of building A. The department’s functions include tracking the budget, cost analysis, grants administration and grant writing. The department also includes the division of Special Services which looks after special interests districts. Staff positions include a Director, Budget Analyst, Grants Coordinator and Special Services Administrator. New positions to be added include an Assistant Budget Director, Assistant Grants, and Special Services Director as well as Administrative Assistants. The department will remain centralized in Florence and needs to share the same facility with Finance, Human Resources and the Information Technology department. Access to a conference room that can accommodate the entire staff is needed. The department’s growth will be driven by population increase. The department will experience minimum growth in the next 10 years. The current offices are undersized and allow no space for staff growth. The department works with confidential information and therefore requires offices for the Director, Assistant Director’s and Budget Analyst. The support positions would benefit from an open-floor plan that would allow for file sharing and flexibility

## **Overall Recommendation**

The conclusion of this needs assessment is that some changes and upgrades are currently needed for the Pinal County Budget department. Many of the existing facilities are inadequate to accommodate the staff growth needs and don’t provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.



## SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE		
	Exist	5Yr	10Yr
1 Budget Director	1,200	1,899	2,202
<b>TOTALS GSF</b>	1,200	1,899	2,202

# BUDGET DEPARTMENT

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## **FLORENCE**

Director	PO192	192	1	192	1	192	
Assistant Budget Director	PO168	168	1	168	1	168	
Budget Analyst	PO168	168	1	168	1	168	
Grants Coordinator	WS80	80	1	80	1	80	
Asst. Grants and Special Services Director	PO168	168	1	168	1	168	
Special Services Administrator	WS80	80	1	80	1	80	
Administrative Assistant	WS60	60	3	180	5	300	

## **Support**

Storage	ER	100	1	100	2	200	
Conference Room	CR240	240	1	240	1	240	Could be shared

<b>NET AREA</b>	<b>1,376</b>	<b>1,596</b>
20% Circulation	275	319
Subtotal	1,651	1,915
15% Gross-Up	248	287
<b>TOTAL</b>	<b>1,899</b>	<b>2,202</b>



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FINANCE

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# **Pinal County Finance Department Points of Consideration**

## **Projected Growth**

The following needs assessment summary represents space needs for the Finance Department operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support county Finance operations for the next 5 and 10 years.

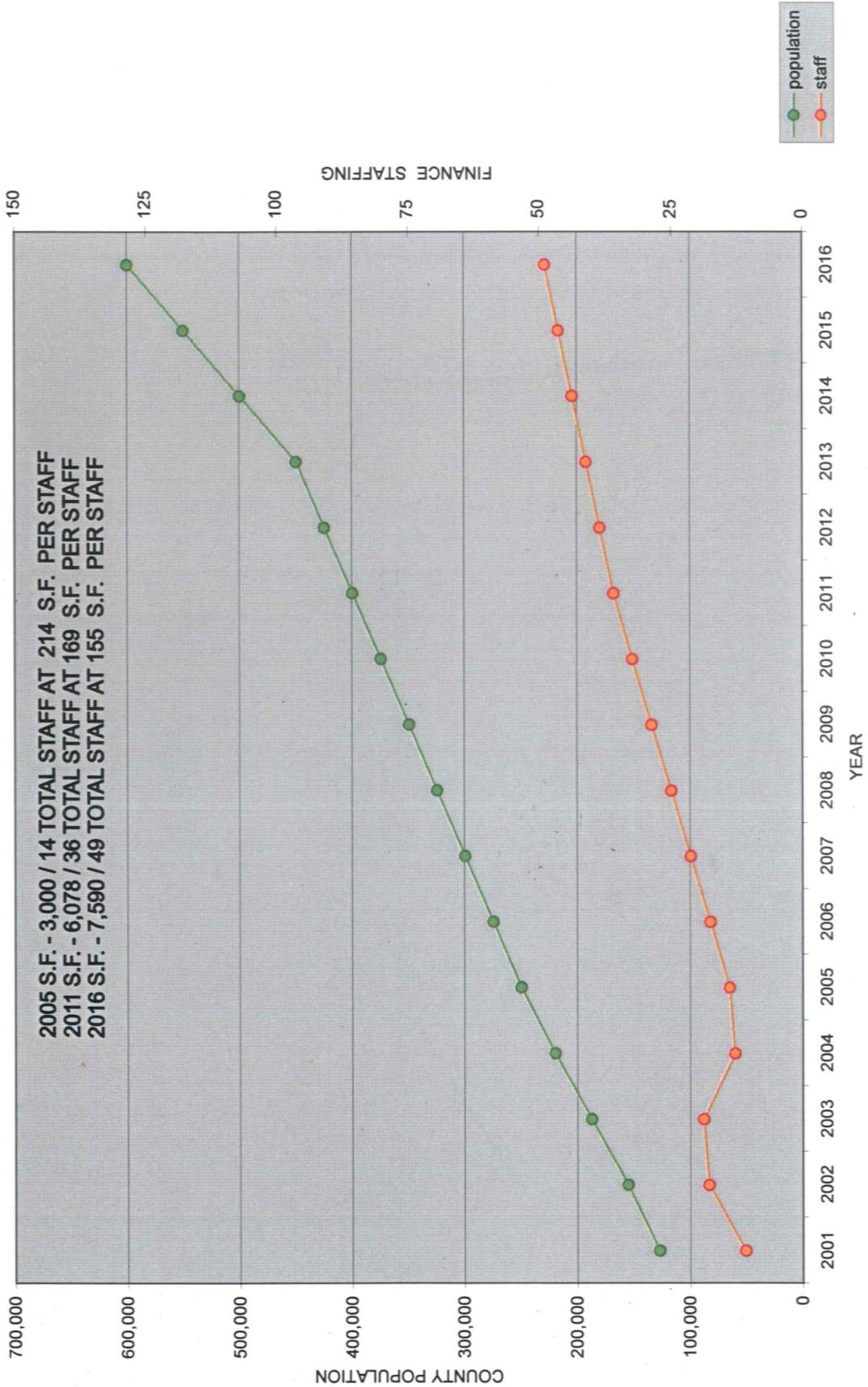
## **Overall Summary**

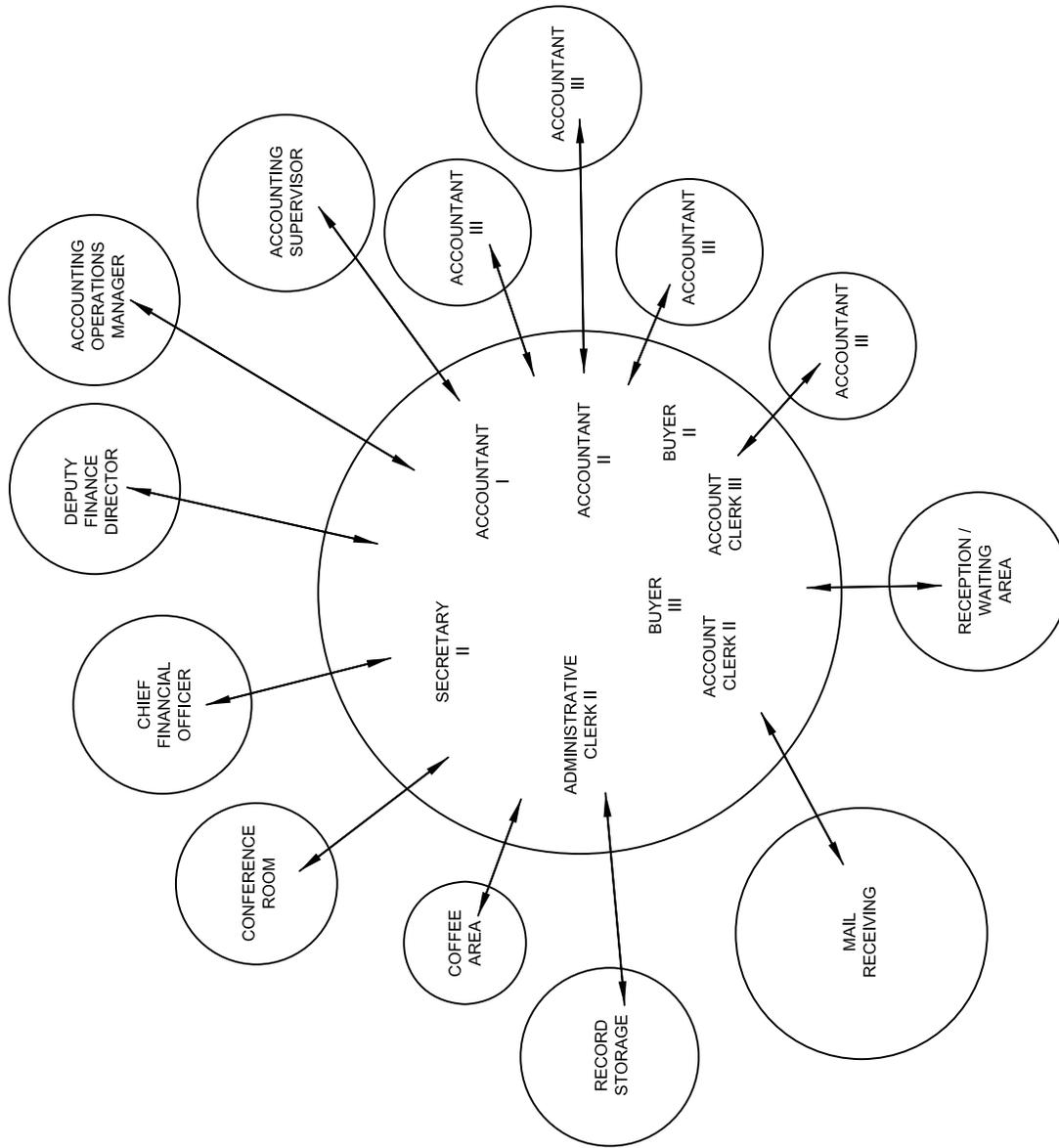
The Finance department currently operates out of 31 North Pinal Street on level 2 of building A. The department’s functions include handling payroll, payment to vendors and financial reporting. The Finance Department also provides input on and compliance monitoring of all Board of Supervisors’ financial policies. The department does not serve the public directly but needs a service window for internal transactions. The area needs to be secured with a panic button and video surveillance. The facility needs to remain in Florence. The Finance department currently occupies the print shop space. The department will be faced with the decision to purchase new equipment or contract out the printing services in the near future. Although the department will remain centralized for the next 10 years it is interested in exploring decentralization based on a model currently used by Maricopa County. Maricopa’s model includes decentralized purchasers for smaller items as well as accountants for budgeting. The department’s staff growth is directly related to overall county population and employee growth. Growth will be steady from the 5 year to 10 year plan. The current facility can not accommodate the staff growth in the next 5 years. The current work environment is not competitive with facilities in the private sector and will surely effect recruiting in the future.

## **Overall Recommendation**

The conclusion of this needs assessment is that changes and upgrades are currently needed for the Pinal County Finance department. The existing facilities are inadequate to accommodate the staff growth needs and don’t provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.

# PINAL COUNTY FINANCE





## SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE		
	Exist	5Yr	10Yr
1 Finance Department	3,500	6,144	7,656
<b>TOTALS GSF</b>	3,500	6,144	7,656

# FINANCE DEPARTMENT

## PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### FLORENCE

#### Finance

Chief Financial Officer	PO192	192	1	192	1	192
Deputy Finance Director	PO168	168	1	168	1	168
Accounting Operations Manager	PO108	108	1	108	1	108
Accounting Supervisor	PO108	108	1	108	1	108
Accountant III	PO108	108	2	216	4	432
Accountant II	WS80	80	2	160	4	320
Accountant I	WS80	80	8	640	10	800
Buyer III	WS80	80	1	80	2	160
Buyer II	WS80	80	7	560	9	720
Account Clerk III	WS80	80	2	160	3	240
Account Clerk II	WS80	80	4	320	6	480
Administrative Clerk II	WS80	80	2	160	3	240
Secretary II	WS80	80	1	80	1	80

#### Central Services

Central Services Supervisor	PO120	120	1	120	1	120
Printer (Printing Coordinator)	WS80	80	1	80	1	80
Printer Help (Mail Distribution Coordinator)	WS80	80	1	80	1	80

#### Mail

Receiving Area	ER	250	1	250	1	250
Sorting Area	ER	100	1	100	1	100
Quarantine Room	ER	100	1	100	1	100
Metal Detector / X-ray	OA	100	1	100	1	100
Loading Dock	Outside					
Storage	ER	100	1	100	1	100

#### Finance Support

Coffee Area	OA	80	1	80	1	80
Conference Room	ER240	240	1	240	1	240
Reception / Waiting Area	ER	100	1	100	1	100
Record Storage	ER	150	1	150	1	150

<b>TOTAL NSF</b>	<b>4,452</b>	<b>5,548</b>
20% Circulation	890	1,110
Subtotal	5,342	6,658
15% Gross-Up	801	999
<b>TOTAL GSF</b>	<b>6,144</b>	<b>7,656</b>



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HUMAN RESOURCES

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# **Pinal County Human Resources Points of Consideration**

## **Projected Growth**

The following needs assessment summary represents space needs for Human Resources operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support county Human Resources operations for the next 5 and 10 years.

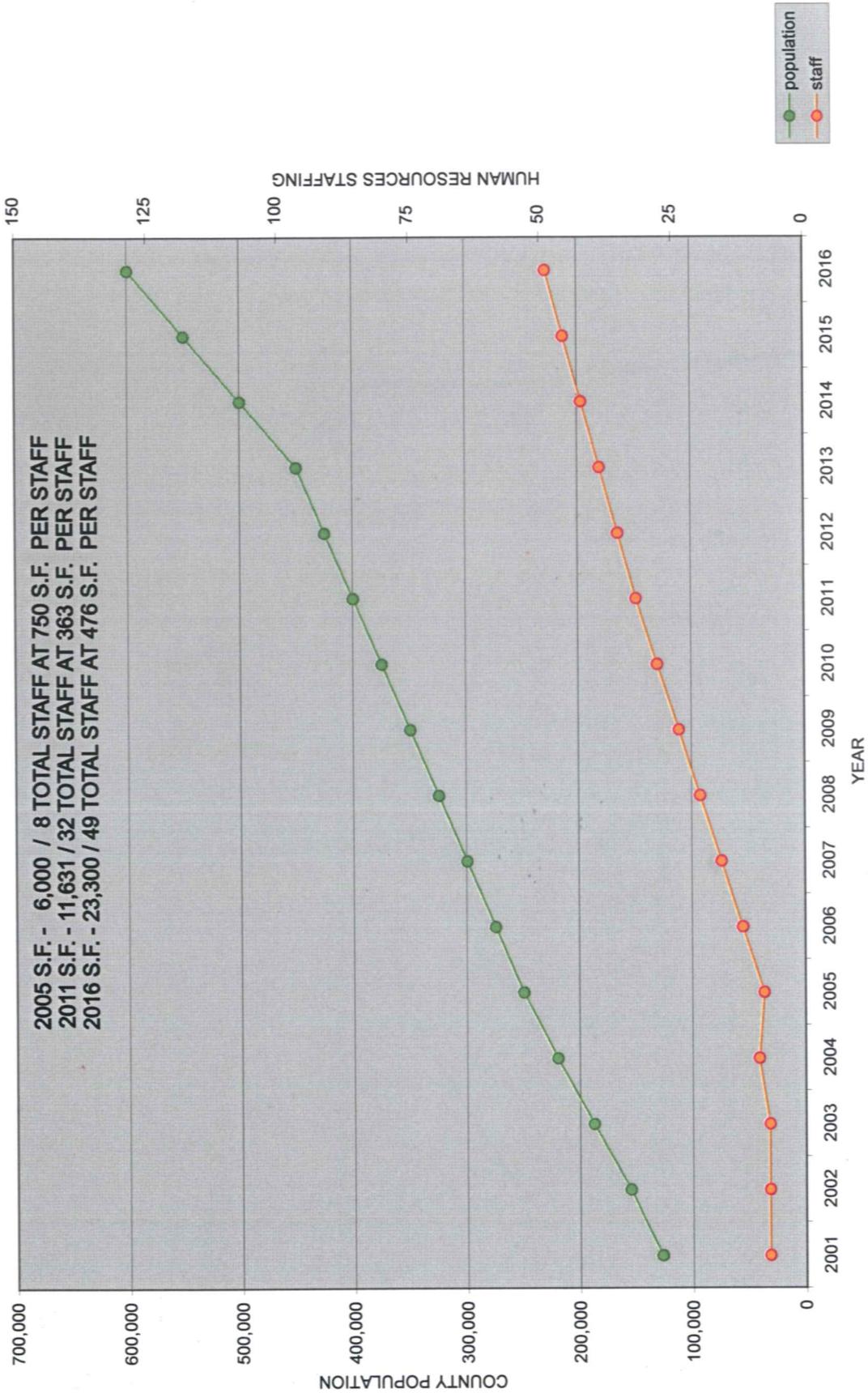
## **Overall Summary**

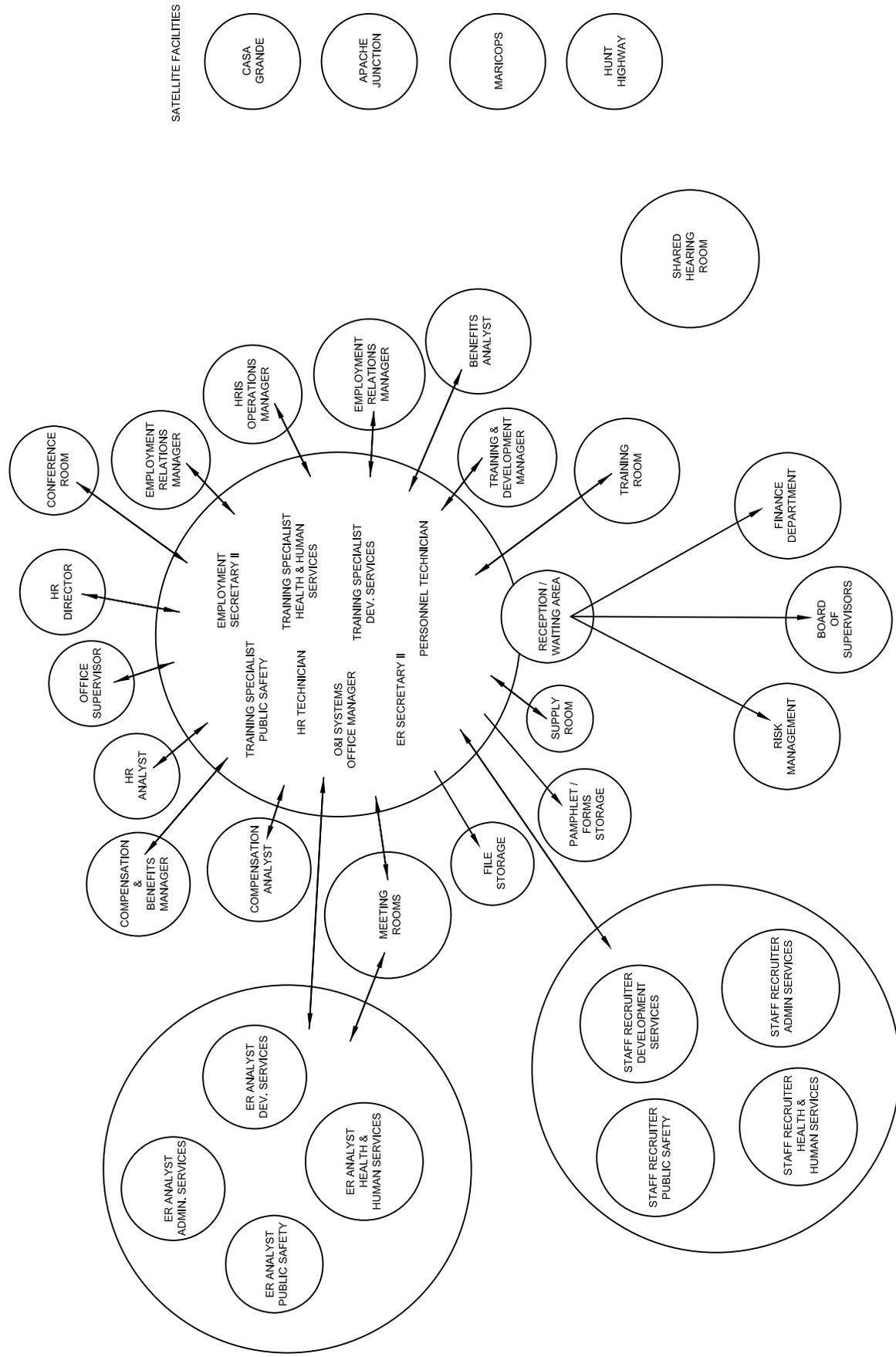
Human Resources currently operate out of 31 North Pinal Street on level one of building A. The current space lacks proper interview, conference and training rooms as well as a hearing room for conflict mitigation. The department staff will triple in size in the next five years and will continue to have slower but steady growth up until 2011. Their growth is based on the total number of employees in the County. Human Resources will need satellite locations in Casa Grande, Apache Junction, Maricopa and Hunt Highway. The satellite offices will primarily consist of an HR Analyst and a Recruiter. The Florence location should ideally be collocated with the Finance Department, Risk Management and the Board of Supervisors.

## **Overall Recommendation**

The conclusion of this needs assessment is that many changes and upgrades are currently needed for the Pinal County Human Resources department. Many of the existing facilities are inadequate to accommodate the staff growth needs and don't provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.

# PINAL COUNTY HUMAN RESOURCES





# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE			CASA GRANDE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Human Resources	6,500	9,787	14,324	400	745	2,125

<b>TOTALS GSF</b>	6,500	9,787	14,324	400	745	2,125
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Department	APACHE JUNCTION			MARICOPA		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Human Resources	400	745	2,125	-	-	2,125

<b>TOTALS GSF</b>	400	745	2,125	-	-	2,125
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Department	HUNT HIGHWAY		
	Exist	5Yr	10Yr
1 Human Resources	-	-	2,125

<b>TOTALS GSF</b>	-	-	2,125
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# HUMAN RESOURCES

## PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### FLORENCE

Human Resources Director	PO192	192	1	192	1	192	
Deputy Director Human Resources	PO168	168	0	0	1	168	
HRIS Operations Manager	PO120	120	1	120	1	120	
HR Office Supervisor	PO120	120	1	120	1	120	
HR Analyst (Generalist)	PO120	120	1	120	2	240	
HR Technician	WS80	80	5	400	9	720	
Compensation and Benefits Manager	PO120	120	1	120	1	120	
Compensation Analyst	PO120	120	1	120	2	240	
Benefits Analyst	PO120	120	1	120	2	240	
Employment and Employee Relations Manager	PO120	120	1	120	1	120	
ER Secretary II	WS80	80	1	80	1	80	
Employee Relations Supervisor	PO120	120	0	0	1	120	
ER Analyst - Public Safety	PO120	120	1	120	1	120	
ER Analyst - Dev. Services	PO120	120	1	120	1	120	
ER Analyst - Health & Human Services	PO120	120	1	120	1	120	
ER Analyst - Admin Services	PO120	120	1	120	1	120	
Employee Supervisor	PO120	120	0	0	1	120	
Employment Secretary II	WS80	80	1	80	1	80	
Staff Recruiter - Public Safety	PO120	120	1	120	1	120	
Staff Recruiter - Dev. Services	PO120	120	1	120	1	120	
Staff Recruiter - Health & Human Services	PO120	120	1	120	1	120	
Staff Recruiter - Admin Services	PO120	120	1	120	1	120	
Training and Development Manager	PO120	120	1	120	1	120	
Training Secretary II	WS80	80	1	80	1	80	
Training Supervisor	PO120	120	0	0	1	120	
Training Specialist - Public Safety	WS80	80	1	80	1	80	
Training Specialist - Dev. Services	WS80	80	1	80	2	160	
Training Specialist - Health & Human Services	WS80	80	1	80	2	160	

### Support

Meeting Rooms	ER	120	4	480	6	720	
File Storage	ER	200	1	200	2	400	Must be fire proof
Supply Room	ER	100	1	100	2	200	
Reception / Waiting Area	OA	200	1	200	1	200	Seating for 10
Public Counter	OA	40	1	40	1	40	
Pamphlet / Forms Storage Area	OA	20	1	20	2	40	
Large Conference Room	CR360	360	1	360	2	720	
Training Room	ER	1,000	1	1,000	2	2,000	
Hearing Room	ER	1,200	1	1,200	1	1,200	
Kitchen / Break Room	ER	200	1	200	1	200	
Restrooms	ER	150	2	300	2	300	

<b>TOTAL NSF</b>	<b>7,092</b>	<b>10,380</b>
20% Circulation	1,418	2,076
Subtotal	8,510	12,456
15% Gross-Up	1,277	1,868
<b>TOTAL GSF</b>	<b>9,787</b>	<b>14,324</b>

# HUMAN RESOURCES

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## CASA GRANDE

HR Analyst (Generalist)	PO120	120	1	120	1	120	
Staff Recruiter	PO120	120	1	120	1	120	

## Support

Meeting Rooms	ER	100	1	100	1	100	
Training Room	ER	1,000	0	0	1	1,000	
File Storage	ER	100	1	100	1	100	Must be fire proof
Reception / Waiting Area	OA	100	1	100	1	100	

<b>TOTAL NSF</b>	<b>540</b>	<b>1,540</b>
20% Circulation	108	308
Subtotal	648	1,848
15% Gross-Up	97	277
<b>TOTAL GSF</b>	<b>745</b>	<b>2,125</b>

# HUMAN RESOURCES

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## APACHE JUNCTION

HR Analyst (Generalist)	PO120	120	1	120	1	120	
Staff Recruiter	PO120	120	1	120	1	120	

## Support

Meeting Rooms	ER	100	1	100	1	100	
Training Room	ER	1,000	0	0	1	1,000	
File Storage	ER	100	1	100	1	100	Must be fire proof
Reception / Waiting Area	OA	100	1	100	1	100	

<b>TOTAL NSF</b>	<b>540</b>	<b>1,540</b>
20% Circulation	108	308
Subtotal	648	1,848
15% Gross-Up	97	277
<b>TOTAL GSF</b>	<b>745</b>	<b>2,125</b>

# HUMAN RESOURCES

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## MARICOPA

HR Analyst (Generalist)	PO120	120	0	0	1	120	
Staff Recruiter	PO120	120	0	0	1	120	

## Support

Meeting Rooms	ER	100	0	0	1	100	
Training Room	ER	1,000	0	0	1	1,000	
File Storage	ER	100	0	0	1	100	Must be fire proof
Reception / Waiting Area	OA	100	0	0	1	100	

<b>TOTAL NSF</b>	<b>0</b>	<b>1,540</b>
20% Circulation	0	308
Subtotal	0	1,848
15% Gross-Up	0	277
<b>TOTAL GSF</b>	<b>0</b>	<b>2,125</b>

# HUMAN RESOURCES

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## HUNT HIGHWAY

HR Analyst (Generalist)	PO120	120	0	0	1	120	
Staff Recruiter	PO120	120	0	0	1	120	

## Support

Meeting Rooms	ER	100	0	0	1	100	
Training Room	ER	1,000	0	0	1	1,000	
File Storage	ER	100	0	0	1	100	Must be fire proof
Reception / Waiting Area	OA	100	0	0	1	100	

<b>TOTAL NSF</b>	<b>0</b>	<b>1,540</b>
20% Circulation	0	308
Subtotal	0	1,848
15% Gross-Up	0	277
<b>TOTAL GSF</b>	<b>0</b>	<b>2,125</b>



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# **Pinal County Information Technology Points of Consideration**

## **Projected Growth**

The following needs assessment summary represents space needs for Information Technology operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. The information listed herein represents the optimum space types and sizes to support county Information Technology operations for the next 5 and 10 years.

## **Overall Summary**

The Information Technology department currently operates out of 31 North Pinal Street building A and B in Florence. The current space lacks proper training rooms. They currently handle training in the Emergency Operations Center in building F. The department needs satellite offices in Casa Grande, Apache Junction, Maricopa and Mammoth. These offices will have a full time IT person. The department is currently working on developing processes to keep up with the growth. The department functions include permit issuing, GIS, public data sharing and intergovernmental agreements. Their growth is based on the total number of employees in the County.

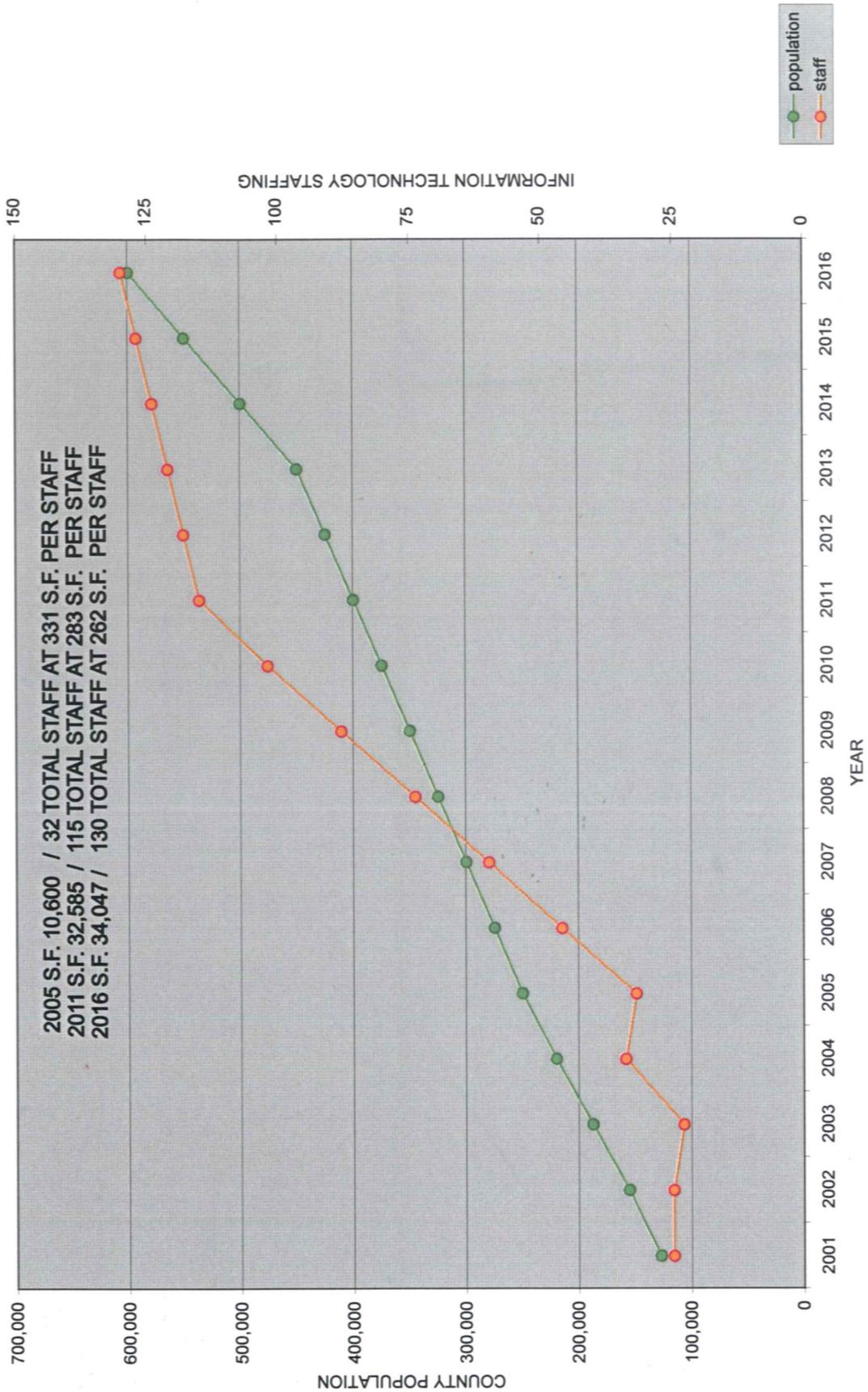
The Information Technology department currently receives computer and communications equipment in an undersized inadequate receiving / storage area. The space does not allow for proper staging of the equipment and is a security / theft risk due to its location and access from the street. The department needs a loading dock with 3 staging areas to prepare computer and communications equipment for delivery. The PC's currently sit in departments all over the county until they could be installed. This problem will be solved with a proper staging area in Florence as well as storage areas in the satellite facilities. Storage space has been lost to make room for the current UPS room. The department needs inventory storage space near the shipping and receiving area as well as a conference room for 50-60 people. Current facilities lack adequate kitchen and breakroom space.

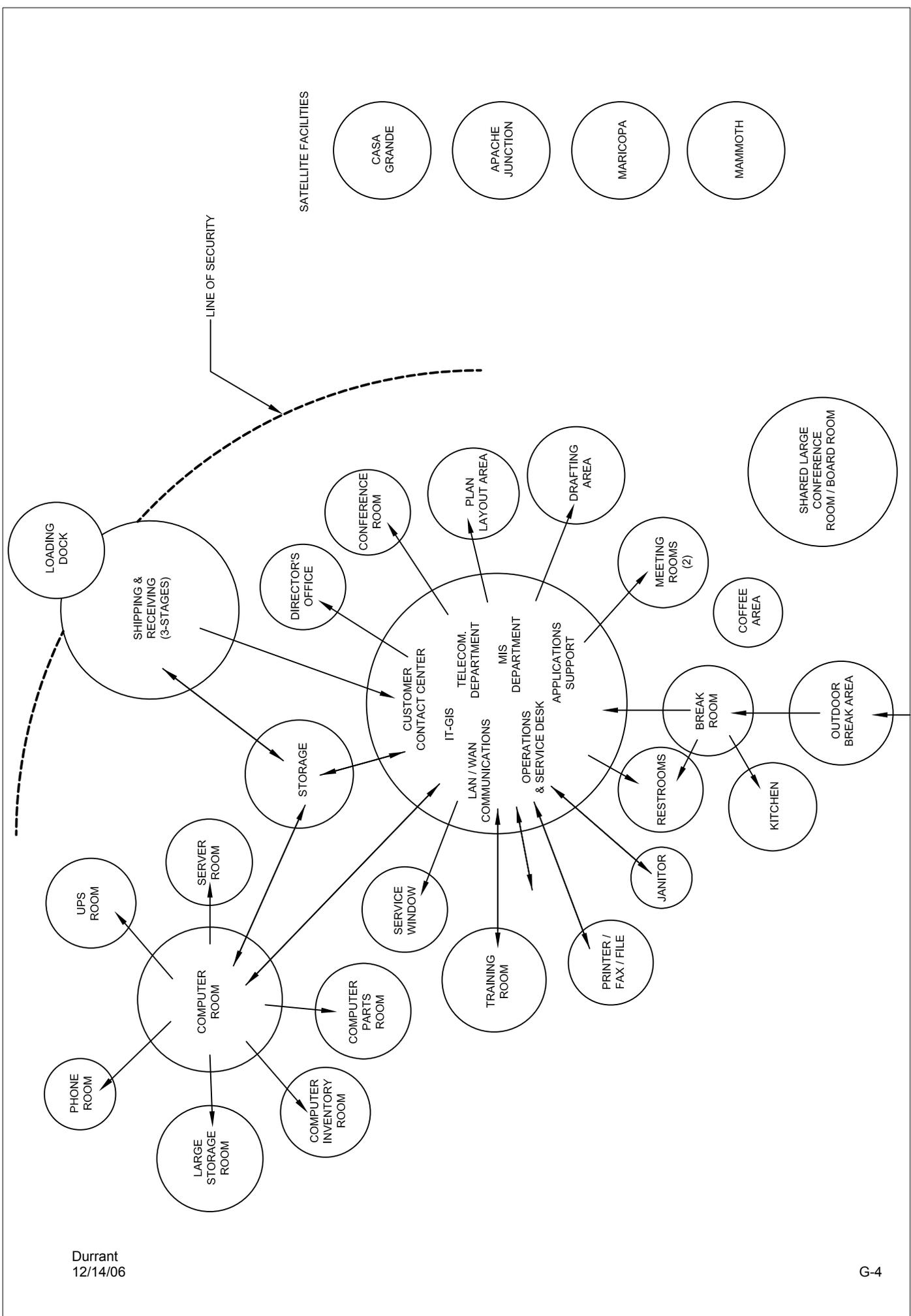
The total Information Technology staff will triple in size in the next 5 years and then proceed to grow moderately through the 10 year projection. The staff of the information Technology department performs very specialized tasks and in some instances requires work spaces that exceed the size of other administration support staff.

## **Overall Recommendation**

The conclusion of this needs assessment is that many changes and upgrades are currently needed for the Pinal County Information Technology department. Many of the existing facilities are inadequate to accommodate the staff growth needs and do not provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.

# PINAL COUNTY INFORMATION TECHNOLOGY





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INFORMATION TECHNOLOGY

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE			CASA GRANDE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Information Technology	10,600	27,451	28,914	800	1,297	1,297

<b>TOTALS GSF</b>	10,600	27,451	28,914	800	1,297	1,297
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Department	APACHE JUNCTION			MARICOPA		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Information Technology	1,000	1,297	1,297	-	1,297	1,297

<b>TOTALS GSF</b>	1,000	1,297	1,297	-	1,297	1,297
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Department	MAMMOTH		
	Exist	5Yr	10Yr
1 Information Technology	-	1,297	1,297

<b>TOTALS GSF</b>	-	1,297	1,297
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# INFORMATION TECHNOLOGY

## PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	
<b>FLORENCE</b>							
IT Chief Information Officer	PO192	192	1	192	1	192	
IT Secretary	WS60	60	2	120	2	120	
IT Special Projects Administrator	PO120	120	1	120	1	120	
<b>Applications Support</b>							
Server Applications Support Manager	PO120	120	1	120	1	120	
Web Applications Support Supervisor	PO120	120	1	120	1	120	
Web Applications Specialists	WS80	80	6	480	6	480	
Document Processing Center Supervisor	PO120	120	1	120	1	120	
Doc Processing Tech	WS80	80	3	240	4	320	
Justice Systems	WS80	80	1	80	1	80	
AS/400 Sr. Programmer Analyst	WS80	80	3	240	3	240	
Server Applications Support Supervisor	PO120	120	1	120	1	120	
Server Support Long Term Care	WS80	80	1	80	1	80	
Server Support Health & Human Services	WS80	80	2	160	2	160	
Server Support Imaging & Bar Coding	WS80	80	1	80	1	80	
Server Support GIS	WS80	80	1	80	1	80	
Server Support Call Center	WS80	80	1	80	1	80	
<b>LAN/WAN Comm. Support Manager</b>							
LAN/WAN Communications Support Manager	PO120	120	1	120	1	120	
Communications Support Staff	WS80	80	6	480	6	480	
IT Engineer	WS100	100	6	600	6	600	
SO Spillman Administrator	WS80	80	1	80	1	80	
SO Spillman Trainer	WS60	60	1	60	1	60	
Computer Network Spec	WS60	60	3	180	3	180	
<b>Operations &amp; Service Desk</b>							
O&S Support Manager	PO120	120	1	120	1	120	
PC Analyst	WS80	80	7	560	10	800	
PC Tech	WS60	60	3	180	3	180	
PC Analyst Juvenile Detention	WS80	80	1	80	1	80	
CIP & Telecom Spec	WS60	60	3	180	5	300	
PC Tech Juvenile Detention	WS60	60	1	60	1	60	
Technology Support Specialist	WS60	60	1	60	1	60	
Service Desk Supervisor	PO120	120	1	120	1	120	
SR Service Desk Analyst	WS80	80	7	560	10	800	
Part-time Staff	WS60	60	2	120	2	120	
<b>IT-GIS</b>							
IT-GIS Support Manager	PO120	120	1	120	1	120	
GIS Applications Developer	WS80	80	1	80	1	80	
Senior GIS Analysts	WS80	80	1	80	2	160	
GIS Analyst Assessor's Office	WS80	80	1	80	1	80	
GIS Analyst Planning & Developing	WS80	80	1	80	1	80	
GIS Analyst Public Works	WS80	80	1	80	1	80	
GIS Analyst Sheriff's Office	WS80	80	1	80	1	80	
GIS Tech Assessor's Office	WS60	60	1	60	2	120	
GIS Tech Public Works	WS60	60	2	120	2	120	
GIS Tech Planning & Development	WS60	60	2	120	2	120	
GIS/ROW Internal	WS60	60	1	60	1	60	
GIS/ROW External	WS60	60	1	60	1	60	
<b>Customer Contact Center</b>							
Customer Contact Center Manager	PO120	120	1	120	1	120	
Interactive Voice Response Operations	WS60	60	3	180	3	180	

Customer Call Flow Operations	WS60	60	1	60	1	60
Customer Call Agent Operations	WS60	60	6	360	10	600
Telecom Spec	WS60	60	1	60	1	60
Switchboard Operators	WS61	60	2	120	2	120

**Telecommunications Department**

Telecommunications Manager	PO120	120	1	120	1	120
Telecommunications Secretary	WS80	80	1	80	1	80
Telecom Specialist	WS60	60	2	120	2	120

**Radio Communications Dept**

Radio Communications Director	PO120	120	1	120	1	120
Radio Communications Secretary	WS60	60	1	60	1	60
Radio Communications Specialist	WS60	60	1	60	1	60

**Support**

Service Window	OA	20	2	40	2	40
Work Area	ER	200	1	200	1	200
Drafting Area	ER	200	1	200	1	200
Plan Layout Area	ER	200	1	200	1	200
Large Conference Room (Board Room for 50)	ER	1,200	1	1,200	1	1,200
Meeting Rooms	ER	150	2	300	2	300
Phone Room	ER	100	1	100	1	100
Storage Room	ER	200	1	200	1	200
Coffee Area	ER	75	2	150	2	150
Kitchen	ER	250	1	250	1	250
Large Storage Areas	ER	500	1	500	1	500
Shipping & Receiving ( 3 Staging Areas)	ER	1,200	1	1,200	1	1,200
Computer Room	ER	2,000	1	2,000	1	2,000
Loading Dock	ER	250	1	250	1	250
Server Room	ER	200	1	200	1	200
UPS Room	ER	200	1	200	1	200
Computer Inventory Room	ER	2,000	1	2,000	1	2,000
Data Center	ER	1,200	1	1,200	1	1,200
Training Room	TR430	430	1	430	1	430
Computer Parts Room	ER	200	1	200	1	200
Restroom	ER	200	1	200	1	200
Breakroom	ER	200	1	200	1	200

<b>NET AREA</b>	<b>19,892</b>	<b>20,952</b>
20% Circulation	3,978	4,190
Subtotal	23,870	25,142
15% Gross-Up	3,581	3,771
<b>TOTAL</b>	<b>27,451</b>	<b>28,914</b>

# INFORMATION TECHNOLOGY

PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	
<b>Casa Grande</b>							
PC Analyst	WS80	80	1	80	1	80	
PC Tech	WS60	60	1	60	1	60	
<b>Support</b>							
Work Area	ER	200	1	200	1	200	
Storage Room	ER	200	1	200	1	200	
Computer Inventory Room	ER	200	1	200	1	200	
Computer Parts Room	ER	200	1	200	1	200	
				<b>NET AREA</b>		<b>940</b>	
			20%	Circulation		188	
				Subtotal		1,128	
			15%	Gross-Up		169	
				<b>TOTAL</b>		<b>1,297</b>	

# INFORMATION TECHNOLOGY

PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### *Apache Junction*

PC Analyst	WS80	80	1	80	1	80	
PC Tech	WS60	60	1	60	1	60	

### *Support*

Work Area	ER	200	1	200	1	200	
Storage Room	ER	200	1	200	1	200	
Computer Inventory Room	ER	200	1	200	1	200	
Computer Parts Room	ER	200	1	200	1	200	
				<b>NET AREA</b>		<b>940</b>	
				20% Circulation	188		188
				Subtotal	1,128		1,128
				15% Gross-Up	169		169
				<b>TOTAL</b>	<b>1,297</b>		<b>1,297</b>

# INFORMATION TECHNOLOGY

PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	
<b>Maricopa</b>							
PC Analyst	WS80	80	1	80	1	80	
PC Tech	WS60	60	1	60	1	60	
<b>Support</b>							
Work Area	ER	200	1	200	1	200	
Storage Room	ER	200	1	200	1	200	
Computer Inventory Room	ER	200	1	200	1	200	
Computer Parts Room	ER	200	1	200	1	200	
				<b>NET AREA</b>		<b>940</b>	
			20%	Circulation		188	
				Subtotal		1,128	
			15%	Gross-Up		169	
				<b>TOTAL</b>		<b>1,297</b>	

# INFORMATION TECHNOLOGY

PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	
<b>Mammoth</b>							
PC Analyst	WS80	80	1	80	1	80	
PC Tech	WS60	60	1	60	1	60	
<b>Support</b>							
Work Area	ER	200	1	200	1	200	
Storage Room	ER	200	1	200	1	200	
Computer Inventory Room	ER	200	1	200	1	200	
Computer Parts Room	ER	200	1	200	1	200	
				<b>NET AREA</b>		<b>940</b>	
			20%	Circulation		188	
				Subtotal		1,128	
			15%	Gross-Up		169	
				<b>TOTAL</b>		<b>1,297</b>	



H

RECORDER

VOLUME I OF V  
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SERVICES



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## **Pinal County Recorder Department Points of Consideration**

### **Projected Growth**

The following needs assessment summary represents space needs for the Recorder Department operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support county Recorder operations for the next 5 and 10 years.

### **Overall Summary**

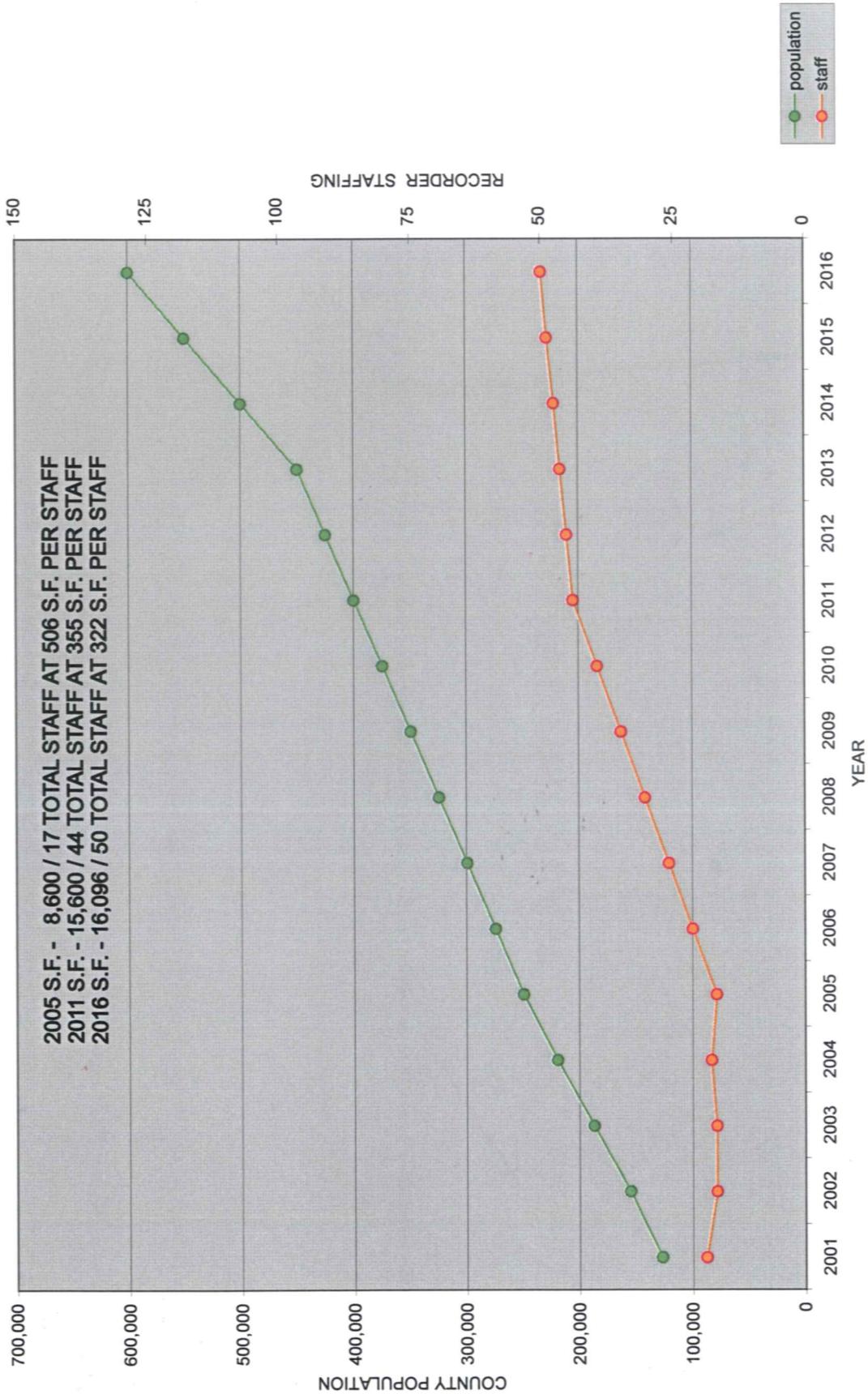
The Recorders department currently operates out of 31 North Pinal Street building E. The department’s primary function is registration and early voting including the entry of voter data into the computer system. They handle all aspects of voter registration forms as well as mass mailing, and returns follow-up. The departments public interaction includes, phone calls, lobby computer use, customer service window and website access. Customer service has three windows: recording, customer service and public counter. The Florence location needs to have access to a large conference room for 35 people. Future 5 and 10 year needs for the department include mailroom/workroom with postage machines, active and live document areas for data entry, imaging and microfilm. They currently have monitoring equipment in all the facilities as well as panic buttons in the counter areas.

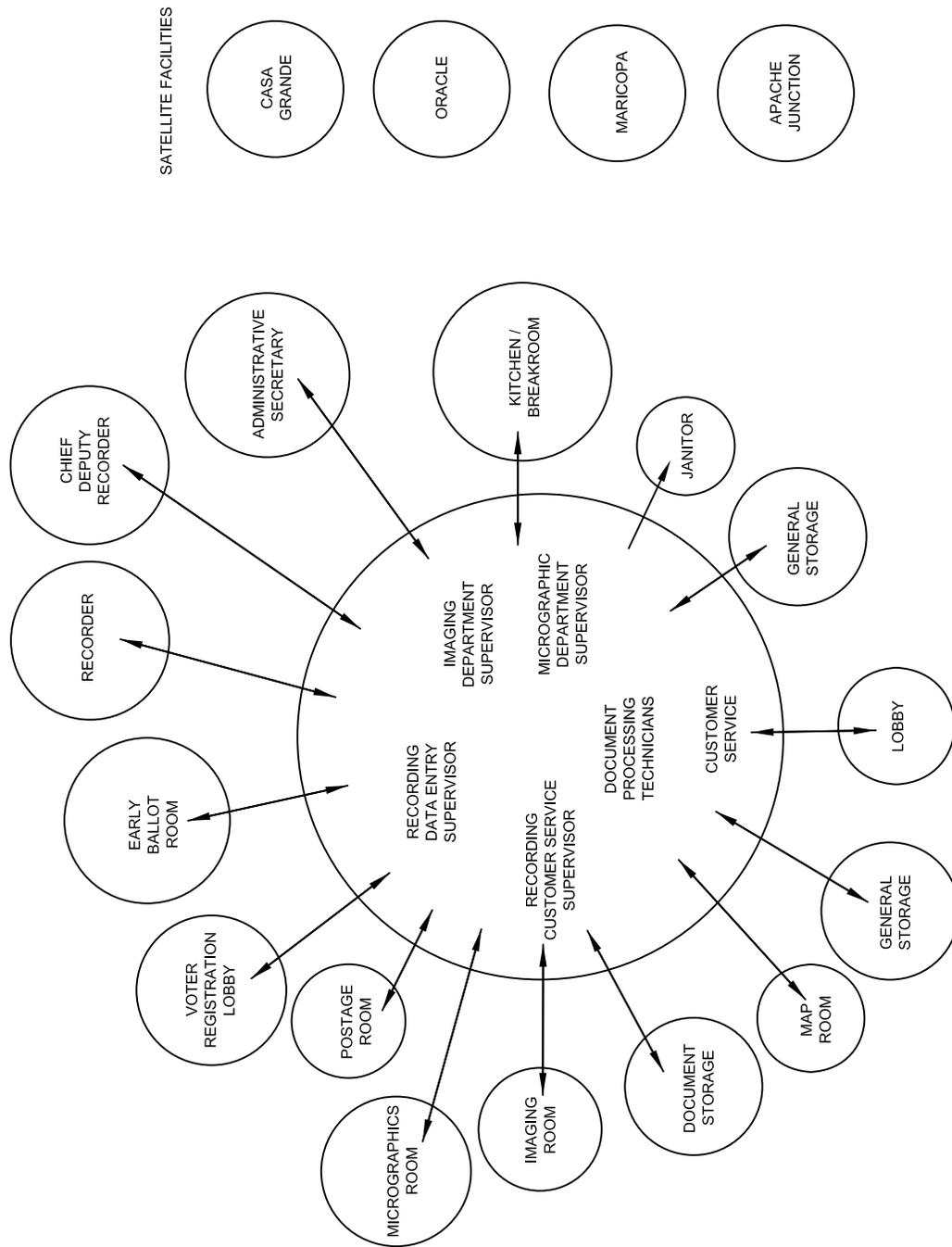
Future satellite offices have been identified in Oracle and Mammoth in addition to its existing satellites in Apache Junction and Casa Grande. The department moved into the current location in Florence last year and has filled the space to capacity since then. Recorder staffing is directly related to the county population. The department needs to share a facility with the Assessor and the Treasurer. The satellite offices will need to include a customer service area with 2 computer stations. The current facility in Florence is working well at the moment but will not be able to handle the anticipated staff growth in the next 20 years. In order to continue to provide an efficient work environment the Recorder’s office will need to find additional space for growth in all of its locations.

### **Overall Recommendation**

The conclusion of this needs assessment is that changes and upgrades are currently needed for the Pinal County Recorder’s department. The existing facilities are inadequate to accommodate the staff growth needs and don’t provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.

# PINAL COUNTY RECORDER





# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE			CASA GRANDE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Recorder	8,500	11,090	11,586	300	1,187	1,187

<b>TOTALS GSF</b>	8,500	11,090	11,586	300	1,187	1,187
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Department	APACHE JUNCTION			MARICOPA		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Recorder	400	994	1,076	-	1,104	1,021

<b>TOTALS GSF</b>	400	994	1,076	-	1,104	1,021
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Department	ORACLE		
	Exist	5Yr	10Yr
1 Recorder	-	1,104	1,104

<b>TOTALS GSF</b>	-	1,104	1,104
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# RECORDER

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	
<b>FLORENCE</b>							
Recorder	PO192	192	1	192	1	192	
Chief Deputy Recorder	PO168	168	1	168	1	168	
Administrative Assistant	SPO136	136	0.5	68	0.5	68	Shared Office
Administrative Secretary	SPO136	136	0.5	68	0.5	68	Shared Office
Imaging Department Supervisor	WS80	80	1	80	1	80	
Recording Data Entry Supervisor	WS80	80	1	80	1	80	
Recording Customer Service Supervisor	WS80	80	1	80	1	80	
Micrographic Department Supervisor	WS80	80	1	80	1	80	
Doc. Processing Technician (Imaging)	WS60	60	4	240	5	300	
Doc. Processing Technician (Data Entry)	WS60	60	6	360	7	420	
Doc. Processing Technician (Customer Service)	WS60	60	4	240	5	300	
Doc. Processing Technician (Micrographic)	WS60	60	2	120	3	180	
Temp Stations	WS60	60	2	120	2	120	
Voter Registration Supervisor	WS80	80	1	80	1	80	
Voter Outreach Coordinator	WS80	80	1	80	1	80	
Deputy Clerk III	WS60	60	2	120	3	180	
Document Processing Technicians	WS60	60	3	180	4	240	

## Support

Lobby	OA	300	1	300	1	300	
Conference Room	CR800	800	1	800	1	800	For 35 people
Customer Service	ER	300	1	300	1	300	
Service Counters	ER	20	4	80	4	80	
Title Company Counters	ER	20	2	40	2	40	
Voter Storage	ER	1,000	1	1,000	1	1,000	
Document Storage	ER	300	1	300	1	300	
Early Ballot Room	ER	400	1	400	1	400	
Voter Registration Lobby	OA	200	1	200	1	200	
Kitchen / Breakroom	ER	250	1	250	1	250	
Janitors Closet	ER	50	1	50	1	50	
General Storage	ER	100	2	200	2	200	
Supply Room	ER	100	1	100	1	100	
Map Room	ER	240	1	240	1	240	
Camera Room / Imaging Room	ER	300	1	300	1	300	
Processing Room	ER	300	1	300	1	300	
Micrographics Room	ER	240	1	240	1	240	
Mail Room	ER	200	1	200	1	200	
Server Room	ER	80	1	80	1	80	
Staff Restrooms	ER	150	2	300	2	300	

<b>TOTAL NSF</b>	<b>8,036</b>	<b>8,396</b>
20% Circulation	1,607	1,679
Subtotal	9,643	10,075
15% Gross-Up	1,446	1,511
<b>TOTAL GSF</b>	<b>11,090</b>	<b>11,586</b>

# RECORDER

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## CASA GRANDE

Office Supervisor	WS80	80	1	80	1	80	
Clerk III	WS60	60	3	180	3	180	

## Support

Customer Service	ER	200	1	200	1	200	
Document Storage	ER	200	1	200	1	200	
General Storage	ER	200	1	200	1	200	

<b>TOTAL NSF</b>				<b>860</b>		<b>860</b>	
20% Circulation				172		172	
Subtotal				1,032		1,032	
15% Gross-Up				155		155	
<b>TOTAL GSF</b>				<b>1,187</b>		<b>1,187</b>	

# RECORDER

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## MARICOPA

Office Supervisor	WS80	80	1	80	1	80	
Clerk III	WS60	60	2	120	1	60	

## Support

Customer Service	ER	200	1	200	1	200	
Document Storage	ER	200	1	200	1	200	
General Storage	ER	200	1	200	1	200	

<b>TOTAL NSF</b>	<b>800</b>	<b>740</b>
20% Circulation	160	148
Subtotal	960	888
15% Gross-Up	144	133
<b>TOTAL GSF</b>	<b>1,104</b>	<b>1,021</b>

# RECORDER

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## APACHE JUNCTION

Clerk III	WS60	60	2	120	3	180	
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## Support

Customer Service	ER	200	1	200	1	200	
Document Storage	ER	200	1	200	1	200	
General Storage	ER	200	1	200	1	200	

<b>TOTAL NSF</b>	<b>720</b>	<b>780</b>
20% Circulation	144	156
Subtotal	864	936
15% Gross-Up	130	140
<b>TOTAL GSF</b>	<b>994</b>	<b>1,076</b>

# RECORDER

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## ORACLE

Office Supervisor	WS80	80	1	80	1	80	
Clerk III	WS60	60	2	120	2	120	

## Support

Customer Service	ER	200	1	200	1	200	
Document Storage	ER	200	1	200	1	200	
General Storage	ER	200	1	200	1	200	

<b>TOTAL NSF</b>				<b>800</b>		<b>800</b>	
20% Circulation				160		160	
Subtotal				960		960	
15% Gross-Up				144		144	
<b>TOTAL GSF</b>				<b>1,104</b>		<b>1,104</b>	



I

RISK MANAGEMENT

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# **Pinal County Risk Management Department Points of Consideration**

## **Project Growth**

The following needs assessment summary represents space needs for the Risk Management Department operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their department functions. We feel the information listed herein represents the optimum space types and sizes to support county Risk Management operations for the next 5 and 10 years.

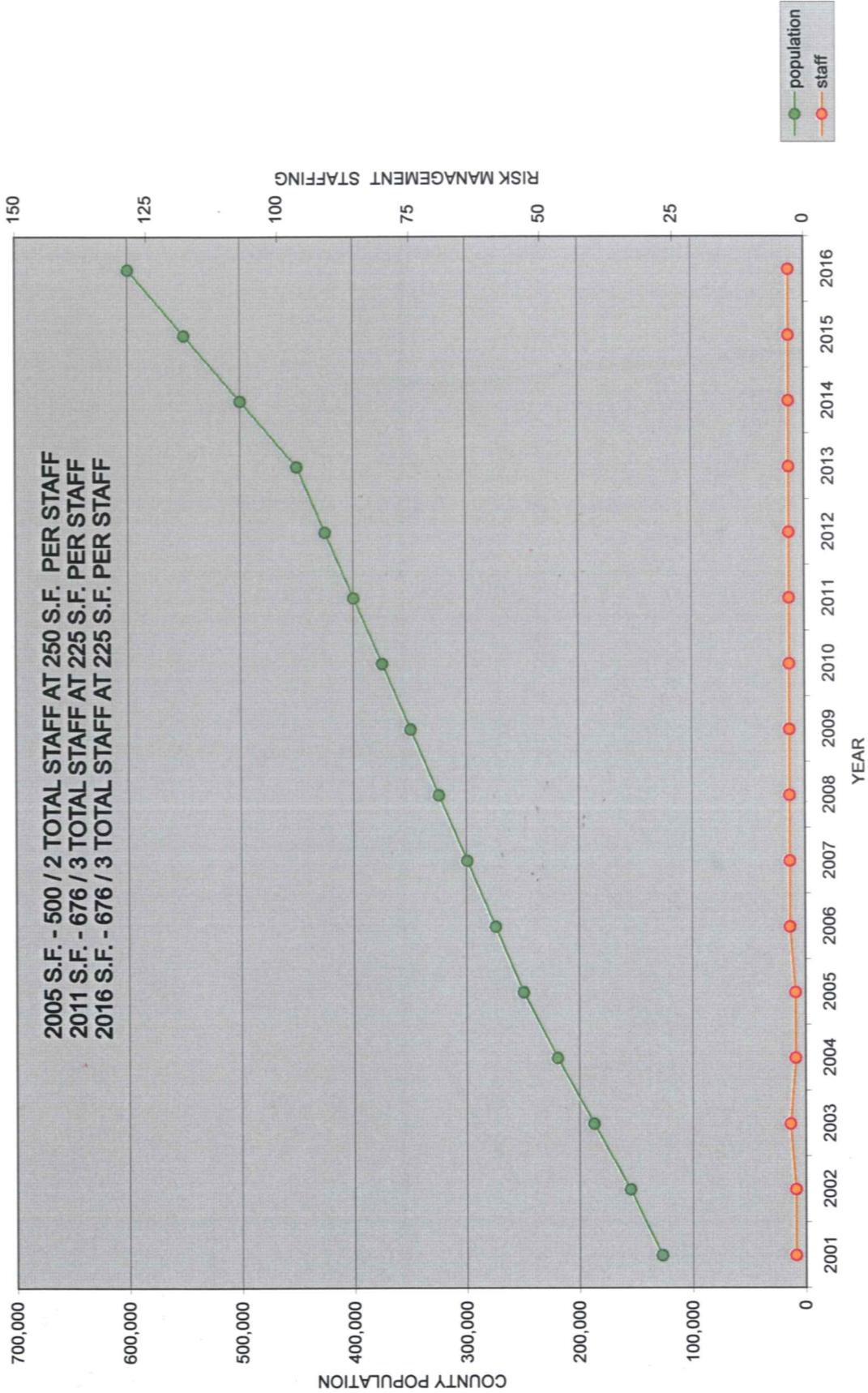
## **Overall Summary**

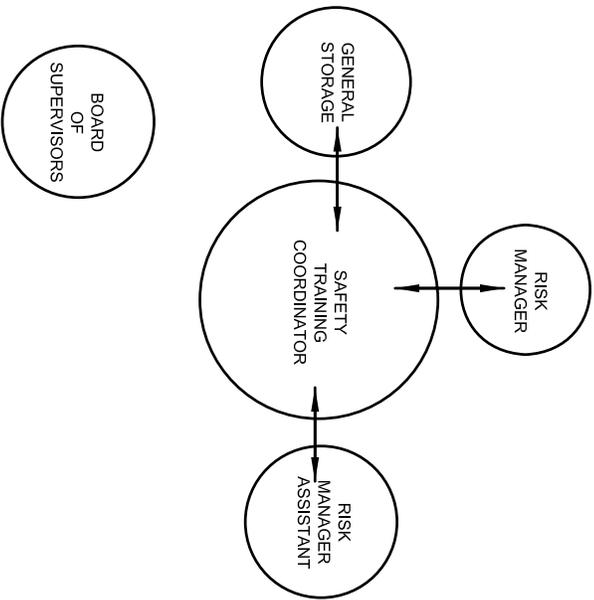
The Risk Management department currently operates out of 31 North Pinal Street building A 2<sup>nd</sup> floor. The department works on developing policy and procedures for all departments county wide. Other functions include handling workers compensation claims, employee safety training and small claims from the public. The departments currently has 2 staff positions and will grow to 3 total staff positions within 5 years. The department will remain centralized at the Florence location. There is minimal contact with the public. Security needs to be addressing the new facility. There is a need for keyed entry as well as camera monitoring. The department needs access to a large conference room. The Manager and assistant’s offices need to be secured to protect confidential documents. Risk Management needs to be in the same facility with the Finance, Human Resources and Information Technology Departments. The department is currently working out of undersized offices that do not allow for any growth in the next 5 and 10 years.

## **Overall Recommendation**

The conclusion of this needs assessment is that changes and upgrades are currently needed for the Pinal County Risk Management department. The existing office can not accommodate the staff growth needs and does not provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.

# PINAL COUNTY RISK MANAGEMENT





# RISK MANAGER

## SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE		
	Exist	5Yr	10Yr
1 Risk Management	500	676	676
<b>TOTALS GSF</b>	500	676	676

# RISK MANAGEMENT

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## ***FLORENCE***

Risk Manager	PO192	192	1	192	1	192	
Risk Manager Assistant	PO168	168	1	168	1	168	
Safety Training Coordinator	WS80	80	1	80	1	80	

## ***Support***

Storage	ER	50	1	50	1	50	
			<b>NET AREA</b>	<b>490</b>		<b>490</b>	
			20% Circulation	98		98	
			Subtotal	588		588	
			15% Gross-Up	88		88	
			<b>TOTAL</b>	<b>676</b>		<b>676</b>	



J

TREASURER

VOLUME I OF V  
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# **Pinal County Treasurer Points of Consideration**

## **Project Growth**

The following needs assessment summary represents space needs for Treasurer operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support county Treasurer operations for the next 5 and 10 years.

## **Overall Summary**

The Treasurer department currently operates out of 31 North Pinal Street building E in Florence. The Treasurer functions include financial services to special districts and political subdivisions within Pinal County. The Treasurer has the responsibility for investing county monies while maintaining liquidity to conduct business on a daily basis. The treasurer moved into building E about one year ago. They have an adequate amount of space for the current staff but will need additional space in the next 10 years for both staff and support.

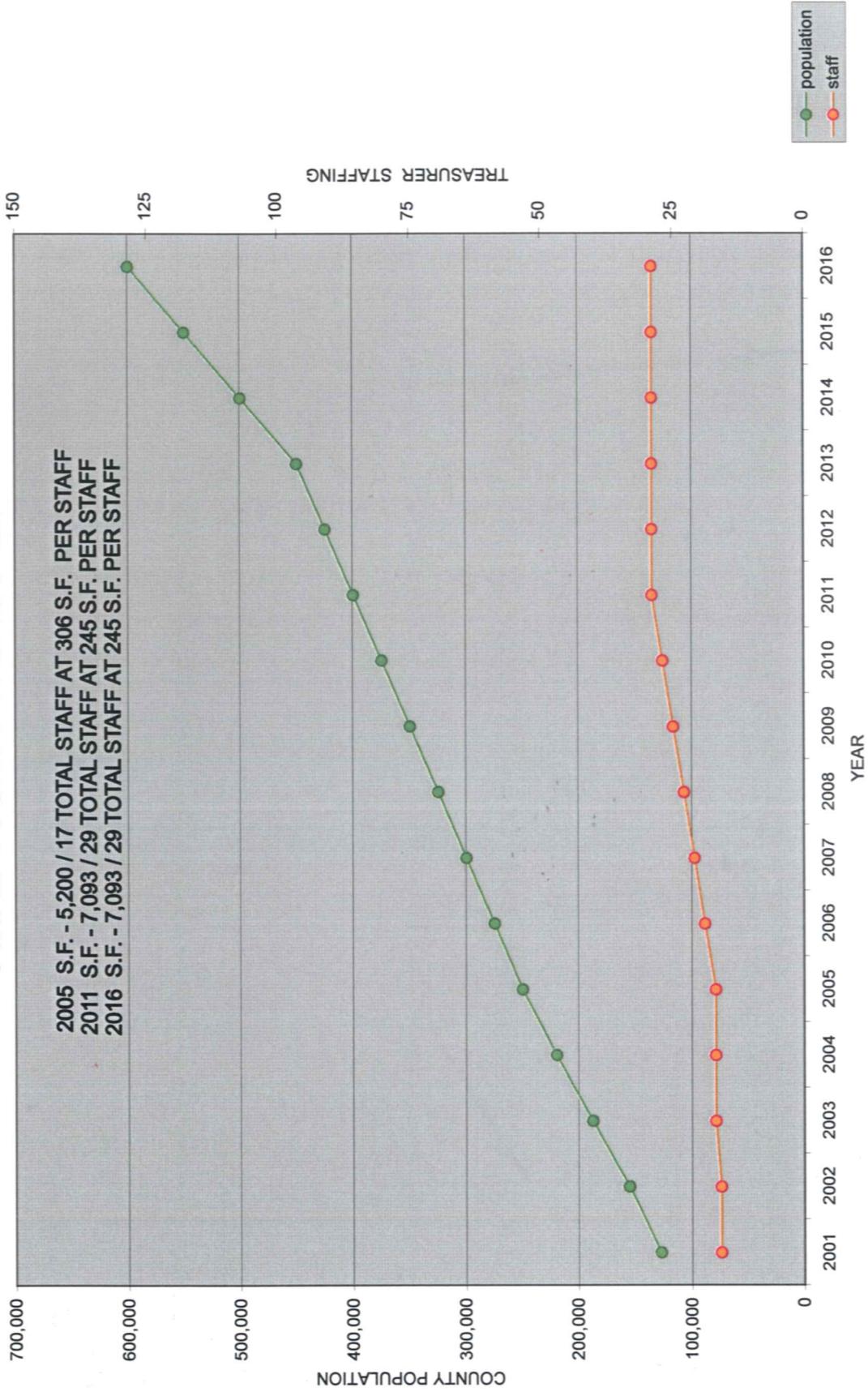
The staff currently includes 14 full time employees and five part time employees. The addition of new staff can be determined by using the ratio of 1 new employee for every additional 100,000 people added to the population. The department will have satellite facilities in Casa Grande, Apache Junction and Mammoth. The Florence location needs to have a conference room that could hold 20 people. The Florence location also needs a large space for active records. The way the treasurer does business may change significantly in the future due to credit cards, internet use and the possibility of locked box payment.

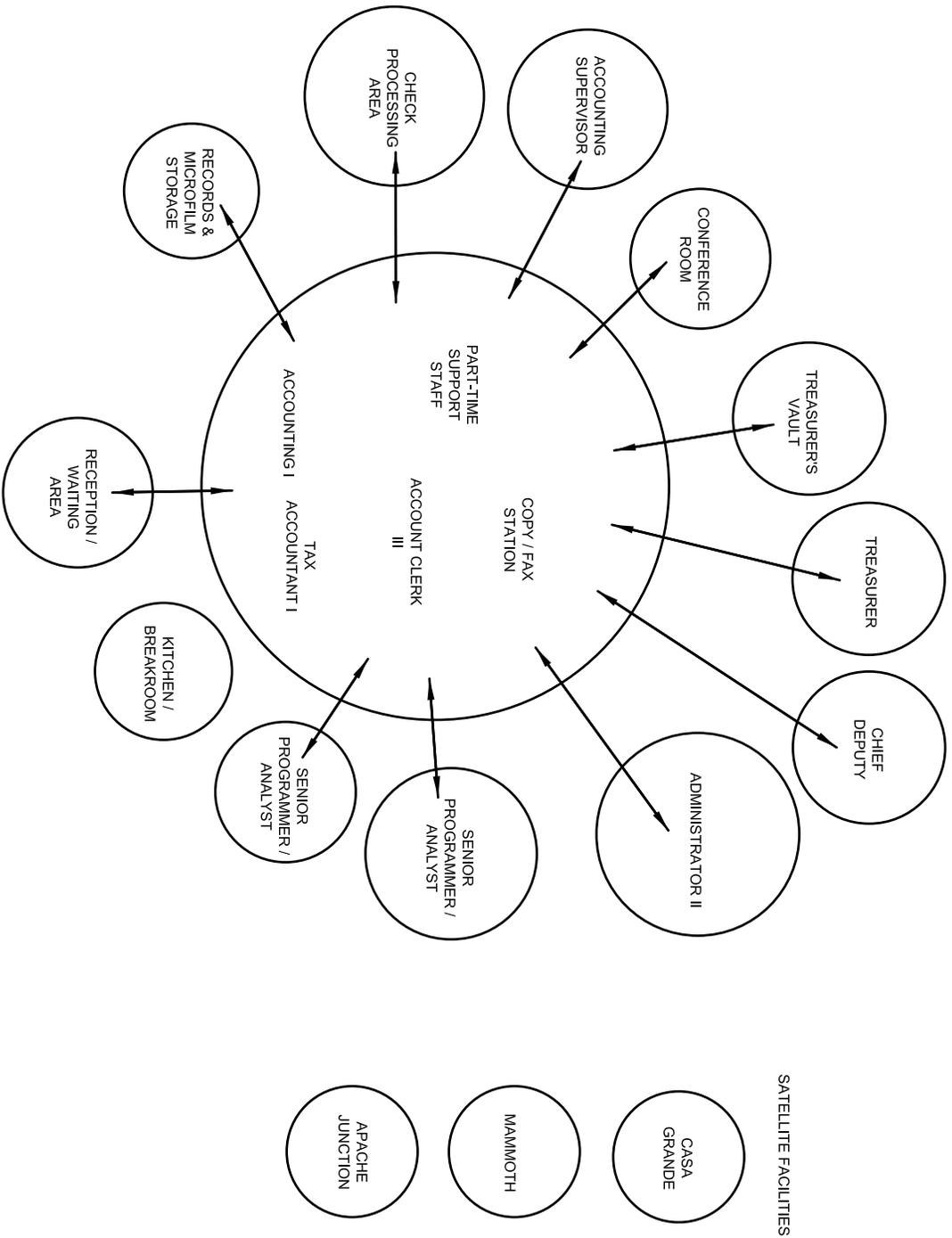
## **Overall Recommendation**

The conclusion of this needs assessment is that changes and upgrades are currently needed for the Pinal County Treasurer department. Many of the existing facilities are inadequate to accommodate the staff growth needs and don't provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.

# PINAL COUNTY TREASURER

2005 S.F. - 5,200 / 17 TOTAL STAFF AT 306 S.F. PER STAFF  
 2011 S.F. - 7,093 / 29 TOTAL STAFF AT 245 S.F. PER STAFF  
 2016 S.F. - 7,093 / 29 TOTAL STAFF AT 245 S.F. PER STAFF





# TREASURER

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE			CASA GRANDE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Treasurer	5,000	5,434	5,434	300	538	538

<b>TOTALS GSF</b>	5,000	5,434	5,434	300	538	538
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Department	APACHE JUNCTION			MAMMOTH		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Treasurer	400	538	538	-	538	538

<b>TOTALS GSF</b>	400	538	538	-	538	538
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# TREASURER

PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## CASA GRANDE

### Administration

Account Clerk III	WS60	60	3	180	3	180	
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### Support

Coffee Area	OA	30	1	30	1	30	
Check Processing Area	OA	80	1	80	1	80	
Record Storage	ER	100	1	100	1	100	

<b>TOTAL NSF</b>	<b>390</b>	<b>390</b>
20% Circulation	78	78
Subtotal	468	468
15% Gross-Up	70	70
<b>TOTAL GSF</b>	<b>538</b>	<b>538</b>

# TREASURER

PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## APACHE JUNCTION

### Administration

Account Clerk III	WS60	60	3	180	3	180	
-------------------	------	----	---	-----	---	-----	--

### Support

Coffee Area	OA	30	1	30	1	30	
Check Processing Area	OA	80	1	80	1	80	
Record Storage	ER	100	1	100	1	100	

<b>TOTAL NSF</b>	<b>390</b>	<b>390</b>
20% Circulation	78	78
Subtotal	468	468
15% Gross-Up	70	70
<b>TOTAL GSF</b>	<b>538</b>	<b>538</b>

# TREASURER

PINAL COUNTY MASTER PLAN

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## MAMMOTH

### Administration

Account Clerk III	WS60	60	3	180	3	180	
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### Support

Coffee Area	OA	30	1	30	1	30	
Check Processing Area	OA	80	1	80	1	80	
Record Storage	ER	100	1	100	1	100	

<b>TOTAL NSF</b>	<b>390</b>	<b>390</b>
20% Circulation	78	78
Subtotal	468	468
15% Gross-Up	70	70
<b>TOTAL GSF</b>	<b>538</b>	<b>538</b>



K

NEWS &  
INFORMATION

VOLUME I OF V  
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# **Pinal County News and Information Points of Consideration**

## **Projected Growth**

The following needs assessment summary represents space needs for News & Information operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support county News & Information operations for the next 5 and 10 years.

## **Overall Summary**

The News & Information department currently operates out of 31 North Pinal Street building A in Florence. The department functions include news media press releases and cable TV. There is a possibility that the department will have a cable studio in the next 10 years. The department will need two editing bays as well as storage for video production equipment and cable/studio equipment. The department will need to have TV viewing capabilities for all of the offices and common areas.

The department's ideal adjacencies would be with the Board of Directors and the County Manager. The News & Information department will double in the next 10 years. It's current space does not allow for any growth or storage of equipment. As the county grows the News & Information department will have to respond to more developing media throughout the County. This will require more equipment and additional staff to support the demand.

## **Overall Recommendation**

The conclusion of this needs assessment is that changes and upgrades are currently needed for the Pinal County News & Information department. Many of the existing facilities are inadequate to accommodate the staff growth needs and don't provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.

## SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE		
	Exist	5Yr	10Yr
1 News & Information	800	1,308	1,308
<b>TOTALS GSF</b>	800	1,308	1,308

# NEWS & INFORMATION

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## FLORENCE

PIO DIRECTOR	PO192	192	1	192	1	192	
PIO Cable Television	PO108	108	1	108	1	108	
PIO County Information	PO108	108	1	108	1	108	
Administrative Assistant	PO60	60	1	60	1	60	
Intern	PO60	60	1	60	1	60	

## Support

Editing Bay	ER	120	1	120	1	120	
Toilet	ER	100	1	100	1	100	
Shower / Changing Room	ER	80	1	80	1	80	
Storage	ER	120	1	120	1	120	

<b>TOTAL NSF</b>				<b>948</b>		<b>948</b>
20%	Circulation			190		190
	Subtotal			1,138		1,138
15%	Gross-Up			171		171
<b>TOTAL GSF</b>				<b>1,308</b>		<b>1,308</b>



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FLEET SERVICES

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ADMINISTRATION  
SERVICES



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# **Pinal County Fleet Services Points of Consideration**

## **Projected Growth**

The following needs assessment summary represents space needs for the Fleet Services operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support the county Fleet Services operations for the next 5 and 10 years.

## **Overall Summary**

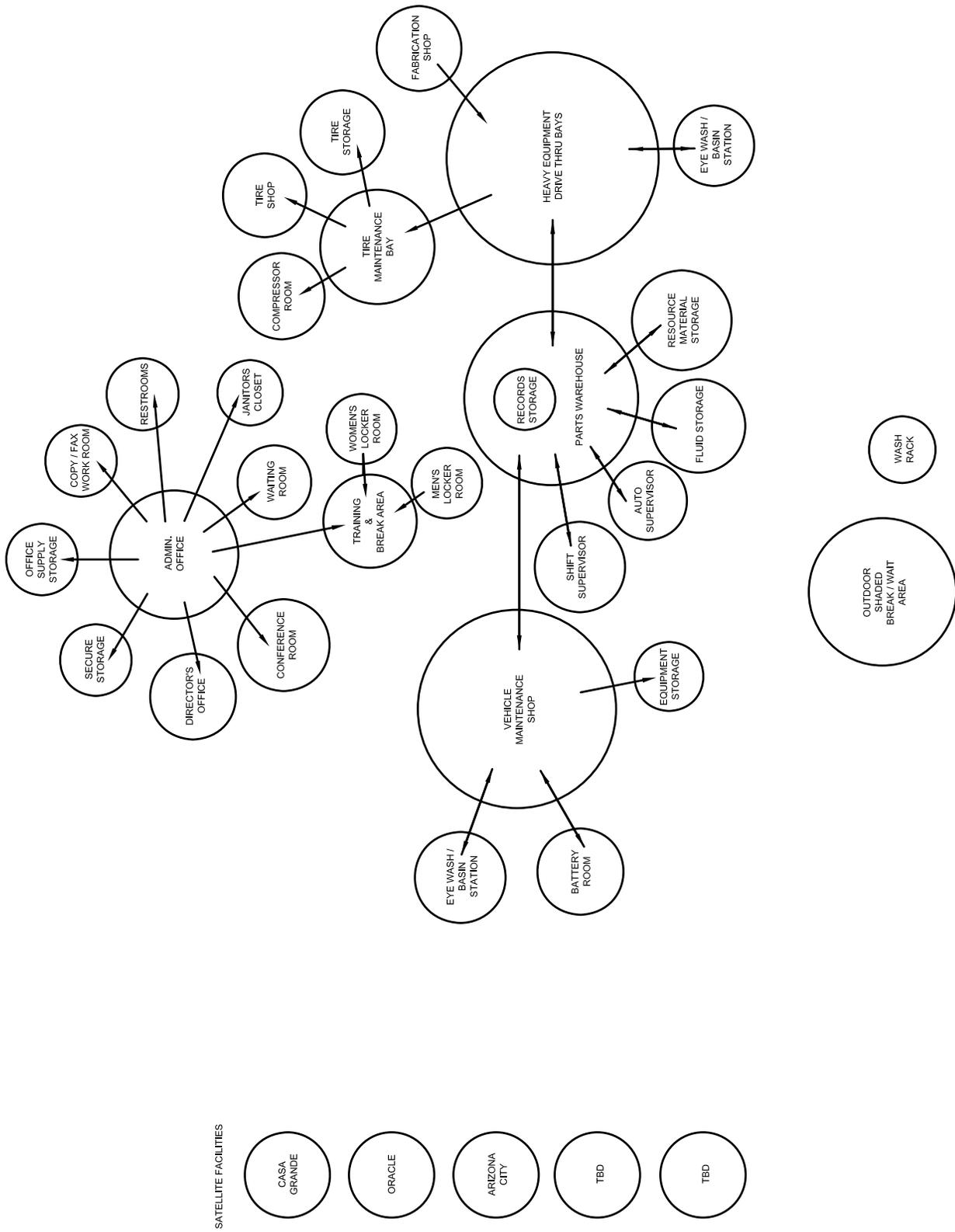
The Fleet Services primary facility currently operates out of Florence. The department currently services the Sheriff’s Office and the Public Works Department. Current facility constraints prevent providing support to all the county departments. The department currently has satellite facilities located in Casa Grande, Arizona City and Oracle. Additional Satellite facilities to service smaller vehicles and trucks will be teamed with Public Works highway maintenance facilities in Florence, Riverside, Apache Junction, Superstition Vistas and Hidden Valley. The satellite facilities have single maintenance bays and are currently limited to preventive and routine maintenance of heavy equipment and vehicles.

The centralized facility envisioned for Florence would be equipped to support all levels of maintenance in the repair of equipment and vehicles countywide. Fuel needs are now met through the use of Fuel Service trucks which service heavy equipment in the field and through the use of the Voyager Fuel Credit card which enables the purchase of fuel from local vendors throughout the State. The new facility should be equipped with Fuel Islands which can use the voyager Fuel Credit Card as well.

The new facility should be as close as possible to the existing county government complex and its departments. This will reduce the travel time and expense in servicing the vehicles, enhance daily use of the U-Drive It Fleet and establish the potential to secure all county vehicles within the proposed Fleet services nightly. The Florence location would need to be approximately 20 acres.

## **Overall Recommendation**

The conclusion of this needs assessment is that changes and upgrades are currently needed for the Pinal County Fleet department. The existing facilities are inadequate to accommodate the anticipated fleet growth and don’t provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.



# FLEET SERVICES

# SPACE SUMMARY

PINAL COUNTY ADMINISTRATION SERVICES

Department	FLORENCE			CASA GRANDE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Fleet Management	16,736	54,073	86,770	8,000	3,083	3,083

<b>TOTALS GSF</b>	16,736	54,073	86,770	8,000	3,083	3,083
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Department	APACHE JUNCTION			ARIZONA CITY		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Fleet Management	-	3,083	3,083	8,000	3,083	3,083

<b>TOTALS GSF</b>	-	3,083	3,083	8,000	3,083	3,083
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Department	ORACLE			RIVERSIDE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Fleet Management	-	3,083	3,083	-	3,083	3,083

<b>TOTALS GSF</b>	-	3,083	3,083	-	3,083	3,083
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Department	SUPERSTITION VISTAS			HIDDEN VALLEY		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Fleet Management	-	3,083	3,083	-	3,083	3,083

<b>TOTALS GSF</b>	-	3,083	3,083	-	3,083	3,083
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# FLEET SERVICES

## PINAL COUNTY ADMINISTRATION SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### FLORENCE

#### Administration

Director	PO192	192	1	192	1	192	
Field Supervisor	PO120	120	1	120	1	120	
Auto Supervisor	PO120	120	1	120	1	120	
Shift Supervisor	PO120	120	2	240	2	240	
Warehouse Supervisor	PO120	120	1	120	1	120	
Equipment Shop Supervisor	PO120	120	1	120	1	120	
Service Writer	PO120	120	1	120	1	120	
Buyer / Specifier	PO120	120	1	120	2	240	
Accountant	PO120	120	1	120	1	120	
Human Resources / Training	PO120	120	1	120	1	120	
Office Manager	PO120	120	1	120	1	120	
Administration / Reception	WS80	80	1	80	1	80	
Fuel Clerk	WS80	80	1	80	1	80	
Accounts Payable	WS80	80	1	80	1	80	
Accounts Receivable	WS80	80	1	80	1	80	

#### Support

Order Entry Stations	WS40	40	11	440	20	800	
Technical Library	ER	120	1	120	1	120	
Customer Waiting Room	ER	200	1	200	1	200	
Outdoor Shaded Break/Wait	OA	0	1	0	1	0	
Customer Toilet	ER	65	2	130	2	130	
Administrative Staff Toilet	ER	65	2	130	2	130	
Men's Locker room	ER	900	1	900	1	900	For 54 people
Women's Locker room	ER	400	1	400	1	400	For 18 people
Closed File Secure Storage	ER	200	1	200	1	200	
Copy/Fax/Work Room / Mail	OA	120	1	120	1	120	
General Storage	ER	60	2	120	2	120	
Small Conference Room	CR240	240	1	240	1	240	For 12 people
Conference / Training	CR800	800	1	800	1	800	For 36 people
Warehouse Record Storage	ER	200	1	200	1	200	
Break Room	ER	600	1	600	1	600	
Automotive Repair Bays	ER	400	22	8,800	40	16,000	
Heavy Equipment Bay	ER	800	5	4,000	10	8,000	
Heavy Equipment Half-Bay	ER	500	1	500	1	500	
Warehouse (Parts)	ER	8,000	1	8,000	1	8,000	2-Levels
Equipment / Tool Room	ER	500	1	500	2	1,000	
Compressor Room	ER	300	1	300	1	300	
Fluid Storage	ER	500	1	500	1	500	
Waste Collection Room	ER	100	1	100	1	100	
Wash Rack	OA	1,200	0	0	1	1,200	
Auto-body / Make Ready Shop	ER	7,000	0	0	1	7,000	
Eye Wash/Basin Stations	OA	40	4	160	6	240	
Wheel & Tire Storage	ER	500	1	500	2	1,000	
Tire Shop	ER	600	1	600	1	600	
Tire Maintenance Bay	ER	800	1	800	1	800	
Fabrication Shop	ER	1,200	1	1,200	1	1,200	
Janitors Closet	ER	60	2	120	2	120	
Hydraulic Shop	ER	100	1	100	1	100	
Restrooms	ER	200	2	400	2	400	

#### Ancillary

Electronics / Computer Room	ER	50	2	100	2	100	
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Mechanical Room  
 Freight / ADA Elevator  
 Utility Room  
 Stairs

ER	800	1	800	1	800
ER	150	1	150	1	150
ER	200	1	200	1	200
ER	400	1	400	1	400
<b>NET AREA</b>			<b>34,662</b>		<b>55,622</b>
30%	Circulation		10,399		16,687
	Subtotal		45,061		72,309
20%	Gross-Up		9,012		14,462
<b>TOTAL</b>			<b>54,073</b>		<b>86,770</b>



# FLEET SERVICES

PINAL COUNTY ADMINISTRATION SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## ARIZONA CITY

(SHARED FACILITY WITH PUBLIC WORKS)

### Administration

Staff	PO168	168	2	336	2	336	
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### Support

Tire Storage	ER	300	1	300	1	300	
Warehouse Storage	ER	200	1	200	1	200	
Waiting Area	ER	200	1	200	1	200	
Order Entry Station	WS40	40	1	40	1	40	
Automotive Repair Bays	OA	400	2	800	2	800	
File Room	ER	100	1	100	1	100	
Fueling Station	OA	1,200	1	0	1	0	
Above Ground Fuel Storage	OA	400	1	0	1	0	

	<b>NET AREA</b>	<b>1,976</b>		<b>1,976</b>
30%	Circulation	593		593
	Subtotal	2,569		2,569
20%	Gross-Up	514		514
	<b>TOTAL</b>	<b>3,083</b>		<b>3,083</b>

# FLEET SERVICES

PINAL COUNTY ADMINISTRATION SERVICES

Description	Room Code	SF	5 Years		10 Years		Notes
			Units	NSF	Units	NSF	

## APACHE JUNCTION

(SHARED FACILITY WITH PUBLIC WORKS)

### Administration

Staff	PO168	168	2	336	2	336	
-------	-------	-----	---	-----	---	-----	--

### Support

Tire Storage	ER	300	1	300	1	300	
Warehouse Storage	ER	200	1	200	1	200	
Waiting Area	ER	200	1	200	1	200	
Order Entry Station	WS40	40	1	40	1	40	
Automotive Repair Bays	OA	400	2	800	2	800	
File Room	ER	100	1	100	1	100	
Fueling Station	OA	1,200	1	0	1	0	
Above Ground Fuel Storage	OA	400	1	0	1	0	
				<b>NET AREA</b>		<b>1,976</b>	
				30% Circulation	593		593
				Subtotal	2,569		2,569
				20% Gross-Up	514		514
				<b>TOTAL</b>	<b>3,083</b>		<b>3,083</b>

# FLEET SERVICES

PINAL COUNTY ADMINISTRATION SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

**ORACLE  
(SHARED FACILITY WITH PUBLIC WORKS)**

**Administration**

Staff	PO168	168	2	336	2	336
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**Support**

Tire Storage	ER	300	1	300	1	300
Warehouse Storage	ER	200	1	200	1	200
Waiting Area	ER	200	1	200	1	200
Order Entry Station	WS40	40	1	40	1	40
Automotive Repair Bays	OA	400	2	800	2	800
File Room	ER	100	1	100	1	100
Fueling Station	OA	1,200	1	0	1	0
Above Ground Fuel Storage	OA	400	1	0	1	0

	<b>NET AREA</b>	<b>1,976</b>		<b>1,976</b>
30%	Circulation	593		593
	Subtotal	2,569		2,569
20%	Gross-Up	514		514
	<b>TOTAL</b>	<b>3,083</b>		<b>3,083</b>

# FLEET SERVICES

PINAL COUNTY ADMINISTRATION SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

**RIVERSIDE  
(SHARED FACILITY WITH PUBLIC WORKS)**

**Administration**

Staff	PO168	168	2	336	2	336	
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**Support**

Tire Storage	ER	300	1	300	1	300	
Warehouse Storage	ER	200	1	200	1	200	
Waiting Area	ER	200	1	200	1	200	
Order Entry Station	WS40	40	1	40	1	40	
Automotive Repair Bays	OA	400	2	800	2	800	
File Room	ER	100	1	100	1	100	
Fueling Station	OA	1,200	1	0	1	0	
Above Ground Fuel Storage	OA	400	1	0	1	0	

	<b>NET AREA</b>	<b>1,976</b>		<b>1,976</b>
30%	Circulation	593		593
	Subtotal	2,569		2,569
20%	Gross-Up	514		514
	<b>TOTAL</b>	<b>3,083</b>		<b>3,083</b>

# FLEET SERVICES

PINAL COUNTY ADMINISTRATION SERVICES

Description	Room Code	SF	5 Years		10 Years		Notes
			Units	NSF	Units	NSF	

## SUPERSTITION VISTAS (SHARED FACILITY WITH PUBLIC WORKS)

### Administration

Staff	PO168	168	2	336	2	336	
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### Support

Tire Storage	ER	300	1	300	1	300	
Warehouse Storage	ER	200	1	200	1	200	
Waiting Area	ER	200	1	200	1	200	
Order Entry Station	WS40	40	1	40	1	40	
Automotive Repair Bays	OA	400	2	800	2	800	
File Room	ER	100	1	100	1	100	
Fueling Station	OA	1,200	1	0	1	0	
Above Ground Fuel Storage	OA	400	1	0	1	0	

	<b>NET AREA</b>	<b>1,976</b>		<b>1,976</b>
30%	Circulation	593		593
	Subtotal	2,569		2,569
20%	Gross-Up	514		514
	<b>TOTAL</b>	<b>3,083</b>		<b>3,083</b>

# FLEET SERVICES

PINAL COUNTY ADMINISTRATION SERVICES

Description	Room Code	SF	5 Years		10 Years		Notes
			Units	NSF	Units	NSF	

## HIDDEN VALLEY (SHARED FACILITY WITH PUBLIC WORKS)

### Administration

Staff	PO168	168	2	336	2	336	
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### Support

Tire Storage	ER	300	1	300	1	300	
Warehouse Storage	ER	200	1	200	1	200	
Waiting Area	ER	200	1	200	1	200	
Order Entry Station	WS40	40	1	40	1	40	
Automotive Repair Bays	OA	400	2	800	2	800	
File Room	ER	100	1	100	1	100	
Fueling Station	OA	1,200	1	0	1	0	
Above Ground Fuel Storage	OA	400	1	0	1	0	

	<b>NET AREA</b>	<b>1,976</b>		<b>1,976</b>
30%	Circulation	593		593
	Subtotal	2,569		2,569
20%	Gross-Up	514		514
	<b>TOTAL</b>	<b>3,083</b>		<b>3,083</b>



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FACILITIES SERVICES

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ADMINISTRATION  
SERVICES



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# **Pinal County Facilities Services Points of Consideration**

## **Projected Growth**

The following needs assessment summary represents space needs for the Facilities Services operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support the county Fleet Services operations for the next 5 and 10 years.

## **Overall Summary**

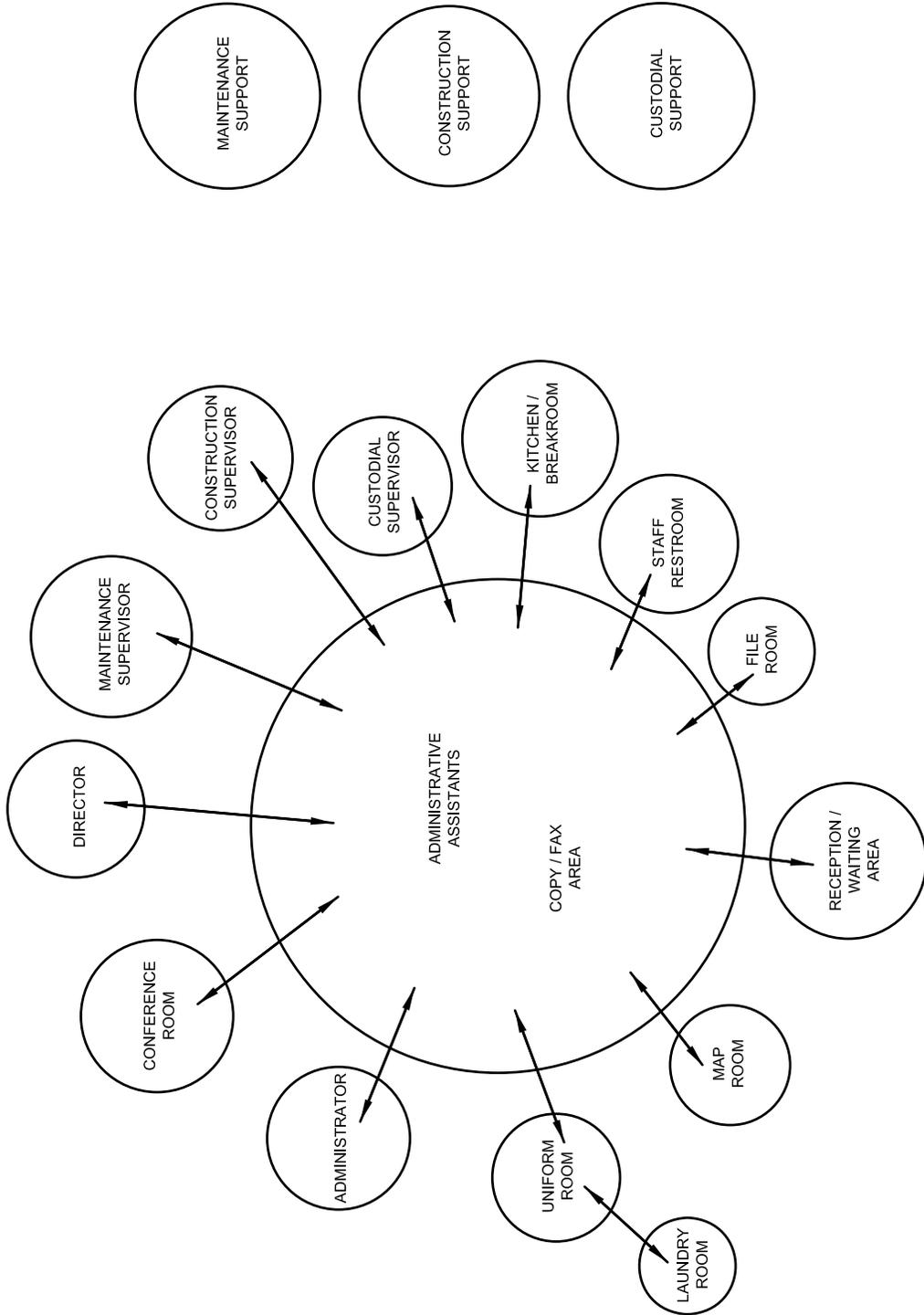
There are four sub-departments currently within the facilities management department. They are administration, construction, maintenance, and custodial. Locating all the four sub department facilities together in one location is a priority.

The department currently has 71 employees working out of Florence, including one in Casa Grande, one in Apache Junction, one in Superior, and seven employees located at the Jail. Custodial is spread at buildings throughout the county. The County plans to add two new yards at satellite locations in the County.

The County currently has no facility for storing furniture and supplies that are left over from new building and furniture replacement. This causes items that are still functional and in good condition to deteriorate because of inadequate storage conditions. The department needs a warehouse purely for storage. The staff is currently working out of inadequate/undersized shops for HVAC, electrical, plumbing. The shops are not secured and are difficult to maintain inventoried and organized. Providing spaces that are designed for there intended use will help the county make long term purchases that can be warehoused and will result on cost saving as well as work efficiencies.

## **Overall Recommendation**

The conclusion of this needs assessment is that changes and upgrades are currently needed for the Pinal County Facilities department. The existing facilities are inadequate to accommodate the anticipated facility needs and don't provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.



# FACILITIES MAINTENANCE

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	FLORENCE		
	Exist	5Yr	10Yr
1 Facilities	4,602	30,056	30,345
<b>TOTALS GSF</b>	4,602	30,056	30,345

# FACILITIES MAINTENANCE

## PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### FLORENCE

#### Administration

Director	PO192	192	1	192	1	192
Maintenance Supervisor	PO120	120	1	120	1	120
Construction Supervisor	PO120	120	1	120	1	120
Custodial Supervisor	PO120	120	1	120	1	120
Administrator	PO168	168	1	168	2	336
Administrative Assistants	WS60	60	3	180	4	240

#### Maintenance Division

HVAC Specialist	Field		3	0	4	0
Facilities Worker II	Field		17	0	19	0
Electrician	Field		2	0	3	0

#### Maintenance Support

HVAC Shop	ER	2,400	1	2,400	1	2,400
HVAC Service Storage Filters	ER	2,050	1	2,050	1	2,050
Electrician Shop Maintenance	ER	1,200	1	1,200	1	1,200
Plumbing Shop - Maintenance	ER	1,200	1	1,200	1	1,200
Key Room	ER	150	1	150	1	150
Staff Restroom	ER	65	2	130	2	130
Staff Shower	ER	50	1	50	1	50

#### Construction Division

Facilities Worker II	Field		12	0	15	0
Facilities Worker I	Field		1	0	2	0

#### Construction Support

Construction Storage	ER	2,400	1	2,400	1	2,400
Construction Tools	ER	2,200	1	2,200	1	2,200
Electrician Shop Construction	ER	1,200	1	1,200	1	1,200
Plumbing Shop - Construction	ER	1,200	1	1,200	1	1,200
Staff Restroom	ER	65	2	130	2	130
Staff Shower	ER	50	1	50	1	50

#### Custodial Division

Secretary I	Field		12	0	13	0
Custodial I	Field		7	0	9	0
Custodial II	Field		25	0	28	0
Custodial III	Field		1	0	2	0

#### Custodial Support

Custodial Inventory Storage	ER	2500	1	2,500	1	2,500
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#### General Support

Copy / Fax Area	ER	80	1	80	1	80
Map Room	ER	300	1	300	1	300

Kitchen / Breakroom	ER	1,000	1	1,000	1	1,000
File Room	ER	540	1	540	1	540
Conference Room	ER	2400	1	2,400	1	2,400
Uniform Room	ER	140	1	140	1	140
Laundry Room	ER	500	1	500	1	500
Staff Restrooms	ER	200	2	400	2	400
Staff Shower	ER	50	1	50	1	50
MDF Room	ER	100	1	100	1	100

**Ancillary**

Lobby	OA	200	1	200	1	200
Lobby Reception	ER	150	1	150	1	150
Janitor	ER	40	1	40	1	40
Utility Room	ER	100	1	100	1	100
Yard Storage / Heavy Equip. / Parking	OA	250,000	1	0	1	0

<b>Net Area Total</b>		<b>23,760</b>	<b>23,988</b>
Circulation	15%	3,564	3,598
Subtotal		27,324	27,586
Gross-Up	10%	2,732	2,759
<b>TOTAL</b>		<b>30,056</b>	<b>30,345</b>



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COUNTY  
FAIRGROUNDS

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# **Pinal County Fairgrounds Points of Consideration**

## **Projected Growth**

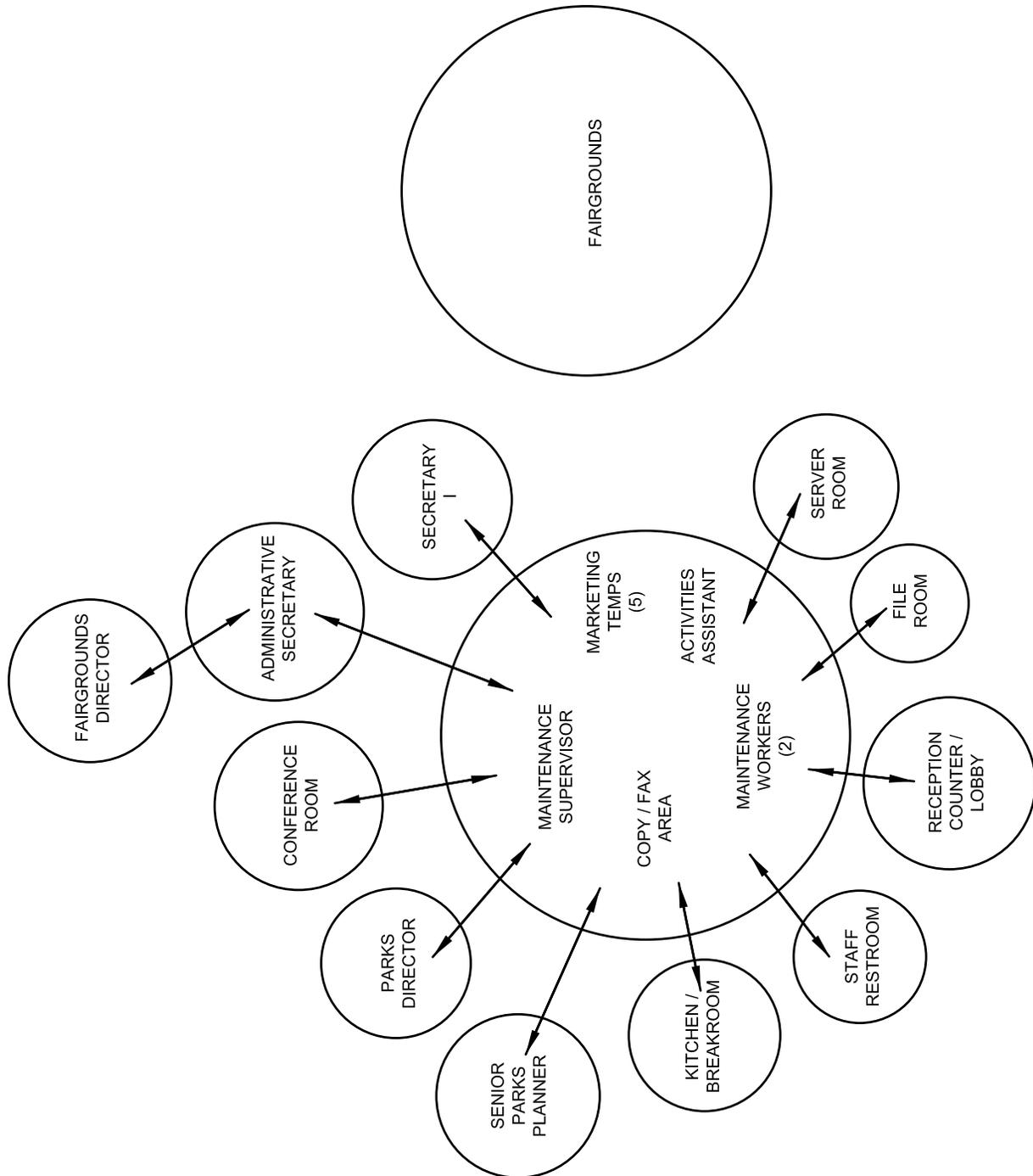
The following needs assessment summary represents space needs for the Fairgrounds operations in Pinal County. This document is a “user driven” breakdown of spaces and amenities that would best support each of their departmental functions. We feel the information listed herein represents the optimum space types and sizes to support the county Fairgrounds operations for the next 5 and 10 years.

## **Overall Summary**

The Fairgrounds primary facility currently operates out of 11 Mile Corner in Casa Grande. The Fairgrounds department currently falls under three different cost centers. These cost centers include Fairgrounds Administration, Fairgrounds/Fair and Parks Administration. Currently the Parks administration consists of a senior parks planner based out of Florence Development Services, two full-time maintenance workers, two part-time maintenance workers and two secretaries. They will be adding a receptionist and a county clerk within the next five years. As the County gets new trails, park rangers will be needed to patrol these trails. By 2010 Pinal County will have a regional park. The County has historically added three parks with no growth in the parks department staffing. The Parks maintenance positions are based regionally. They work with their own trucks and equipment. Maintenance workers can be teamed up with Public Works locations for facilitation of storage space at each location. The Fairgrounds administration needs a conference room that can hold it's entire staff for internal meetings as well as meetings with potential customers. Administration also needs to add a customer counter, kitchen/break room, assistant work station, pamphlet/promotional area, staff restrooms a copy/fax workroom and an office for the Parks planner. The Grounds also need paving and infrastructure improvement as well as a new barn measuring approximately 220' X 220'. The fairgrounds are currently located on 122 acres and have 34 acres of farmland to expand on in the future. The older buildings need to be phased out and replaced by renovating current buildings or replacing them with new buildings. The facility has a race track with stadium seating. Additional bleachers need to be added in the five year plan. There will be no growth in staff from the 5 to 10 year plan. The Fairgrounds Administration will have a total of 21 employees including part-time marketing temps and inmate work crew.

## **Overall Recommendation**

The conclusion of this needs assessment is that changes and upgrades are currently needed for the Pinal County Fairgrounds department. The existing facilities are inadequate to accommodate the anticipated Fairgrounds growth and don't provide a responsive work environment to perform the functions required to efficiently manage the department through the next 10 years. The following space summaries address the many deficiencies that exist, while anticipating the future needs to accommodate expanding needs of the growing County population and staff.



# FAIRGROUNDS

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	CASA GRANDE			FLORENCE		
	Exist	5Yr	10Yr	Exist	5Yr	10Yr
1 Fairgrounds	97,492	104,993	104,993	200	262	262

<b>TOTALS GSF</b>	97,492	104,993	104,993	200	262	262
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Department	ORACLE		
	Exist	5Yr	10Yr
1 Fairgrounds	0	94	94

<b>TOTALS GSF</b>	0	94	94
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# FAIRGROUNDS

PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

## CASA GRANDE

### Fairgrounds Administration

Fairgrounds Director	PO192	192	1	192	1	192	
Administrative Secretary	PO144	144	1	144	1	144	
Secretary I	PO120	120	1	120	1	120	
Maintenance Supervisor	WS80	80	1	80	1	80	
Activities Assistant	WS80	80	1	80	1	80	
Part time Security	Field	0	1	0	1	0	
Marketing Temps Part/Time	WS60	60	5	300	5	300	
Inmate Work Crew / ADOC	Field	0	10	0	10	0	

### Parks & Recreation Administration

Parks Director	PO192	192	1	192	1	192	
Senior Parks Planner	PO168	168	0	0	0	0	Located In Florence
Maintenance Worker F/T	WS60	60	1	60	1	60	
Maintenance Worker P/T	WS60	60	1	60	1	60	

### Administration Support

Lobby	OA	100	1	100	1	100	
Copy / Fax Area	ER	80	1	80	1	80	
Kitchen / Breakroom	ER	150	1	150	1	150	
File Room	ER	100	1	100	1	100	
Server Room	ER	100	1	100	1	100	
Conference Room	ER	240	1	240	1	240	
Reception Counter	OA	100	1	100	1	100	
Pamphlet & Promotion Rack	OA	15	1	15	1	15	
Janitor	ER	40	1	40	1	40	
Staff Restrooms	ER	100	2	200	2	200	

#### Net Area Total

				<b>2,353</b>		<b>2,353</b>
Circulation	20%			471		471
Subtotal				2,824		2,824
Gross-Up	15%			424		424
<b>TOTAL</b>				<b>3,247</b>		<b>3,247</b>

### Fairgrounds

Building I	ER	4,500	1	4,500	1	4,500	
Building II	ER	3,500	1	3,500	1	3,500	
Building III	ER	1,500	1	1,500	1	1,500	
Building IV	ER	30,000	1	30,000	1	30,000	
Kitchen	ER	200	1	200	1	200	
Stable I	ER	2833	1	2,833	1	2,833	
Stable II	ER	3167	1	3,167	1	3,167	
Barn I	ER	14400	1	14,400	1	14,400	
Barn II	ER	9800	1	9,800	1	9,800	
Barn III	ER	14400	1	14,400	1	14,400	
Barn IV	ER	3,072	1	3,072	1	3,072	
Rodeo Arena	OA	0	1	0	1	0	
Maintenance Shop	ER	1611	1	1,611	1	1,611	

Grandstands  
 Bleacher Area  
 Beer Stand  
 Pump Station  
 RV Camping Area  
 Restrooms / Showers I  
 Restrooms II  
 Restrooms III  
 Restrooms IV  
 Restrooms V  
 Ticket Booth  
 Announcers Booth  
 Storage Shed

OA	4,600	1	4,600	1	4,600
OA	5,000	1	5,000	1	5,000
Field	260	1	260	1	260
OA	0	1	0	1	0
OA	0	1	0	1	0
ER	750	1	750	1	750
ER	520	1	520	1	520
ER	400	1	400	1	400
ER	324	1	324	1	324
ER	90	1	90	1	90
ER	119	1	119	1	119
ER	100	1	100	1	100
ER	600	1	600	1	600
<b>Fairgrounds Sub-Total</b>			<b>101,746</b>		<b>101,746</b>
<b>Administration Sub-Total</b>			<b>3,247</b>		<b>3,247</b>
<b>TOTAL</b>			<b>104,993</b>		<b>104,993</b>

For 2,000 people







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SCHOOL  
SUPERINTENDENT

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## SPACE SUMMARY

PINAL COUNTY ADMINISTRATIVE SERVICES

Department	Existing	FLORENCE	
		5 Years	10 Years
School Superintendent (Existing Includes HOPE)	10,600	28,544	28,544
<b>TOTAL GSF</b>	10,600	28,544	28,544

# SCHOOL SUPERINTENDENT

## PINAL COUNTY ADMINISTRATIVE SERVICES

Description	Room		5 Years		10 Years		Notes
	Code	SF	Units	NSF	Units	NSF	

### FLORENCE

#### Financial Department

County School Superintendent	PO192	192	1	192	1	192	
Executive Administrative Assistant	PO144	144	1	144	1	144	
Deputy Chief	PO168	168	1	168	1	168	
Fiscal Manager	PO144	144	1	144	1	144	
Fiscal Office and Files	PO144	144	5	720	5	720	
Receptionist	PO120	120	1	120	1	120	

#### Financial Support

Work Area / Office Equipment Area	OA	900	1	900	1	900	
Receptionists File Area	OA	150	1	150	1	150	
Breakroom	ER	150	1	150	1	150	
Staff Restrooms	ER	65	2	130	2	130	

#### Education Service Department

Associate Superintendent	PO168	168	1	168	1	168	
Administrative Assistant	PO144	144	1	144	1	144	
Receptionist / Assistant	PO144	144	1	144	1	144	
Business Manager	PO144	144	1	144	1	144	
Grant Writer	PO168	168	1	168	1	168	
Data Coordinator	PO144	144	1	144	1	144	
Workshop Technician	PO120	120	1	120	1	120	
Professional Development Coordinator	PO168	168	1	168	1	168	
Program Manager	PO168	168	1	168	1	168	
Foundation Coordinator	PO168	168	1	168	1	168	
Administrative Assistant	PO120	120	1	120	1	120	
Education Specialist	PO144	144	15	2,160	15	2,160	
Intern	PO100	100	2	200	2	200	

#### Support

Supply / Record Storage	ER	450	1	450	1	450	
Storage for Teaching Supplies	ER	1600	1	1,600	1	1,600	
Work Table Area	OA	900	1	900	1	900	
Kitchen / Breakroom	ER	600	1	600	1	600	
Pantry	ER	80	1	80	1	80	
Classroom	ER	1200	2	2,400	2	2,400	for 40
Large Conference Room	ER	2,800	1	2,800	1	2,800	for 200
Computer Lab	ER	500	1	500	1	500	for 20
Science Lab	ER	600	1	600	1	600	for 25
Library	ER	1200	1	1,200	1	1,200	
Data Closet	ER	150	2	300	2	300	
Janitors Closet	ER	50	1	50	1	50	
Public Restrooms	ER	300	2	600	2	600	for 200
Staff Restrooms	ER	150	2	300	2	300	
Visitor Break Room	ER	150	1	150	1	150	
File Storage	ER	240	2	480	2	480	
Workroom/Printer/FAX	ER	150	2	300	2	300	
General Storage	ER	120	2	240	2	240	
Lobby	ER	300	1	300	1	300	

	<b>NET AREA</b>	<b>20,684</b>		<b>20,684</b>
20%	Circulation	4,137		4,137
	Subtotal	24,821		24,821
15%	Gross-Up	3,723		3,723
	<b>TOTAL</b>	<b>28,544</b>		<b>28,544</b>

# PINAL COUNTY SCHOOL SUPERINTENDENT

