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COMPREHENSIVE PROGRAM REVIEW
FLOOD CONTROL DISTRICT OF MARICOPA COUNTY

MARCH 6, 1995

**COMPREHENSIVE PROGRAM REVIEW
FLOOD CONTROL DISTRICT OF MARICOPA COUNTY**

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APPENDICES

Flood Control District Restructuring Plan (November 9, 1994), with related memo.

Annual Reports for FY 1991-92, 1992-93, and 1993-94.

Comprehensive Flood Control Program Report for Maricopa County, Arizona 1991.

General Policies Concerning the Allocation of Fiscal Resources to Accomplish the District's Functions and Responsibilities, July 1988, amended September, 1993.

Procedure for Identifying and Prioritizing Potential Five-year Capital Improvement Program Projects.

Policy for the Aesthetic Treatment and Landscaping of Flood Control Projects.

Municipal Separate Storm Sewer System Permit Application Costs and Permit Compliance Estimates: Report on Selected Findings (National Association of Flood and Stormwater Management Agencies, October 1993).

Audit Report

Arizona Revised Statutes, Title 48, Chapter 21, Flood Control Districts.

Five-year Capital Improvement Program for Fiscal Years 1995 to 1999, September 1994.

Drainage Manual, Vol. 1-3.

Floodplain Regulation.

Drainage Regulation.

Darden Report.

Comments from Flood Control Advisory Board.

Comments from County Fiscal Committee.

Comments from Municipalities and Other Agencies.

Comprehensive Program Review
Flood Control District of Maricopa County

Executive Summary

PURPOSE:

The purpose is to comprehensively review the full range and nature of services offered by the Flood Control District, identify the nature and the issues of its programs, prioritize current programs and services as they relate to its mission and to that of the County, and identify and evaluate the costs and relative benefits of each program.

This review is unusual in three ways:

1. An additional purpose is to respond to comments made by the Chairman of the Board of Directors that the District may have gotten away from or perhaps completed its original mission, and that the current capital improvement program includes many projects which may be more appropriately managed and funded at the municipal level.
2. The time available to accomplish the review was very compressed.
3. Maricopa County is in the midst of a financial crisis with its general fund. This has created pressures to lower the secondary flood control property tax rate in order to offset what may be necessary increases in the primary (general fund) property tax rate. These pressures arise from the desire to avoid a net increase in County imposed property taxes.

OVERVIEW BY DISTRICT STAFF:

Mission. The District's mission is to provide flood and stormwater management services for the benefit of the people of Maricopa County. These services are provided through regulatory activities, master planning, technical assistance, and structural projects such as dams, channels, and stormdrains. Our clients are the citizens, municipalities, and other governmental agencies.

History. By 1954, the Maricopa County Board of Supervisors, Phoenix City Council, and the Salt River Project Board of Directors recognized the need for a comprehensive approach to solving flooding problems. After preliminary work by citizens' committees, the State Legislature passed enabling legislation in 1959 and the Flood Control District of Maricopa County was created by the Board of Supervisors in 1959. A county flood control district is a political subdivision of the State, and has all the powers, privileges and immunities granted generally to municipal corporations. A district's primary source of income is a secondary tax on real property, which can only be used for flood and stormwater management.

In 1982, the District assumed responsibility for countywide floodplain management, and in 1983 for drainage administration for development in the unincorporated areas. These functions had been performed by Maricopa County, funded partly by permit fees and subsidized by the general fund. In 1991, the District was tasked to establish a program to

comply with the Federal Clean Water Act's requirements concerning stormwater quality, and to provide regional coordination in cooperation with Maricopa County and interested municipalities.

Until the mid-1980s, most of the District's energies and funds went to sponsoring federal projects, with responsibilities for land acquisition, relocation of people and facilities, and maintenance of completed projects. Planning, design and construction were largely managed by the federal partners. Because of the nation-wide decline in federal funding, the District developed the capabilities to handle these functions, and went ahead with projects in cooperation with cities, towns and other nonfederal agencies. The District gradually added staff to handle these expanding functions, growing from about 50 in 1980 to 258 in 1994. The largest expansion of staff was to handle the increased maintenance work as structural projects were completed.

In December, 1994, the District implemented an organizational restructuring plan which abolished 35 positions and created 17 new ones, for a net reduction of 18. The restructuring affirmed our functional organization and matrix approach to program management. The current authorized strength is 241.

Mandates. A flood control district has activities which are mandated by law, but when they are mandated, the required level of service is usually not. The Board of Supervisors is mandated to form a district and perform as the district's Board of Directors. The district is then required to delineate floodplains and adopt and enforce floodplain regulations. The area of jurisdiction includes both incorporated and unincorporated areas, unless a municipality elects to assume floodplain management responsibilities.

The Flood Control District of Maricopa County and other large districts in Arizona are mandated to survey flood control problems, prepare a comprehensive program of flood hazard mitigation, and update this program every five years. The District's Chief Engineer and General Manager is mandated to prepare and submit each year to the Board of Directors a five-year capital improvement program, but the Board is not required to adopt or fund it.

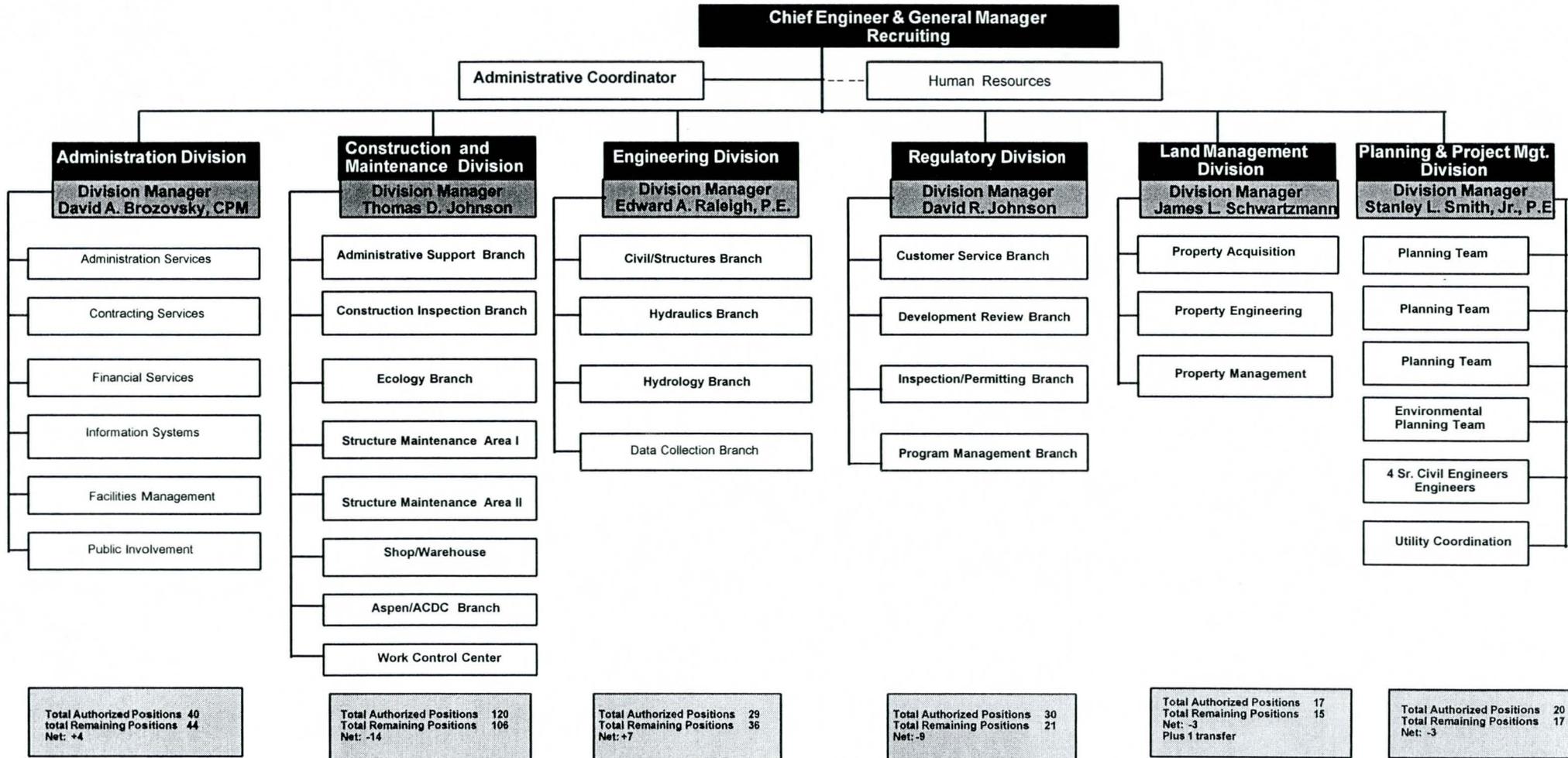
Given that the District owns 22 dams and over 50 miles of channels and other facilities, it is required by State dam safety laws and by federal laws and agreements to maintain its structures. The standards of maintenance are often prescribed in these rules and agreements. Because of these mandates, liability issues, and because people depend on the continued functioning of these structures, as designed, maintenance has been and should continue to be the District's highest priority program.

Organization and Functions. The District is organized as shown in the chart on the next page. The six divisions are organized by function, rather than by program. A program is defined as a product or service delivered to the public or other agencies and will be discussed in the next section. Each program is managed by a specific division, but resources from several or all divisions contribute to each program. Administrative functions are either charged directly to programs or distributed over the programs as overhead.

Total Authorized Positions: 241

Flood Control District of Maricopa County

January 1995



Of the 241 positions, 17 are managers, giving a management ratio of seven percent. A manager is defined as a person who has subordinates and devotes at least 50% of his or her time to management.

Although not shown in the organization chart, a significant source of labor comes from the Arizona Department of Corrections. The District's maintenance forces are augmented daily by 40 to 50 inmates from the facility that houses people convicted of driving under the influence of drugs or alcohol. The District pays 75 cents per hour for each inmate.

Programs. The District has been asked to tie its programs to the Maricopa County Business Plan (August 1991). This is very easy to do since the Business Plan deals almost exclusively with County general fund supported activities, and the District receives no general fund money. The Business Plan acknowledges the Board of Supervisors' role as District Board of Directors, shows the District paying for support services provided by the County, and discusses principles including fiscal accountability, participative management, and continuous improvement, which the District wholeheartedly supports.

The Business Plan also lists five flood control functions as recommended for review for competitive bidding. There are certainly additional evaluations needed in the spirit of continuous improvement. It should be noted, however, that 84% of the District's current budget is outsourced and 85% of the previous fiscal year's actual expenditures were outsourced.

The District's mission encompasses eight programs, which are described below, and followed by a table showing full time equivalents, total dollars, contract dollars, and other information.

- **Maintenance.** The District maintains 22 dams and well over 50 miles of major underground conduits and improved channels to acceptable functional and aesthetic standards. This program is managed in the Construction and Maintenance Division (C&M), with contributions from all divisions.
- **Environmental.** Provides regional guidance and coordination in meeting federal stormwater quality regulations. Includes operation of monitoring stations, inspection of polluting discharges, preparation of regional reports, providing educational outreach and conducting research. This program is managed in Planning and Project Management (PPM), with contributions from Engineering (ENG), Administration (ADM), and C&M.
- **Floodplain Administration.** Administers the Floodplain Regulation for the unincorporated areas of Maricopa County plus 11 municipalities. Delineates areas subject to the "100-year" flood, evaluates applications and issues permits for use of the floodplain, and identifies violators. Provides floodplain information to real estate and insurance agents and the general public. Maintains good standing in the Federal Flood Insurance Program to ensure eligibility for Federal Disaster Relief and so that citizens may purchase federally sponsored flood insurance. Participates in the Community Rating System that provides flood insurance discounts to citizens. This program is managed in Regulatory Division (REG), with contributions from ENG, ADM, and PPM.

- **Drainage Administration.** Administers the County Drainage Regulation (prepared by the District), to reduce existing and potential flooding caused by local stormwater. Coordinates with County Planning, Transportation, Public Health and Building Safety to insure that new development will not increase runoff, divert flows, or back water onto another property. This program is managed in REG, with contributions from ENG, ADM, and PPM.
- **Property Management.** Manages all aspects of District real property interests. Includes preparing leases, joint use agreements, licenses for access, and selling excess property (after project construction) when market conditions are favorable. This program is managed in LM, with contributions from all divisions.
- **Flood Warning and Data Collection.** Designs, implements and maintains a real-time system to monitor flood control structures and to provide data to the County Emergency Management Department for flood event planning and evacuation. The system information is used by the National Weather Service, Bureau of Reclamation, U.S. Geological Survey, Pinal and Yavapai Counties, and a number of state, municipal, and Maricopa County agencies. Develops warning and evacuation plans and disseminates rainfall and stream gauge data for use by various agencies. This program is managed in ENG, with contributions from all divisions.
- **Planning.** Identifies regional drainage and flooding problems and develops alternative solutions to protect life and property. This is accomplished through area drainage master studies, the comprehensive plan, watercourse master plans, and a formal project prioritization process that ranks candidate projects. This process was developed with input from the municipalities. Public involvement and environmental assessment are integral parts of the planning process. This program is managed in PPM with contributions from all divisions.
- **Capital Improvement.** Flood control and stormwater management projects identified through the planning process and recommended for inclusion in the Five-Year Capital Improvement Program (CIP) are approved by the Board of Directors. The CIP includes acquisition of rights-of-way, relocation of utilities, design and construction of drainage and flood control facilities, including aesthetic features. Public involvement and compliance with environmental laws and regulations are integral to all CIP projects. This program is managed in PPM, with contributions from all divisions. Current CIP projects and existing structures are shown on the map at the end of this Executive Summary.

Budget History. The next three pages show the budget history for three years, by program, including the staff full-time-equivalents (FTE) and percent outsourced. The corresponding flood control tax rates per \$100 of assessed value are:

Fiscal Year	1992-93	\$0.3901
	1993-94	\$0.3632
	1994-95	\$0.3632

Page i-9 is a summary of program budgets and tax rates for FY 1991-92 through FY 1995-96.

FLOOD CONTROL DISTRICT
 FY 92/93 PROGRAM BUDGET

Program	FTE	Personal Services	Contracted Sup & Ser	ISF	Agency County Overhead	Total	% Out Source
Maintenance	112	3,493,387	2,506,237	1,111,804	203,733	7,315,161	52%
Environmental	10	382,750	2,314,192	24,585	4,505	2,726,032	86%
Floodplain Management	17	680,347	1,277,208	43,103	7,898	2,008,556	66%
Drainage Administration	18	689,478	666,821	43,643	7,997	1,407,939	51%
Property Management	10	320,820	186,254	21,930	4,019	533,023	40%
Data Collection & Flood Detection	15	585,808	577,652	37,540	6,879	1,207,879	52%
Planning	32	1,370,210	3,082,741	83,788	15,354	4,552,093	70%
Capital Improvement Projects	43	1,949,900	37,714,495	117,954	21,615	39,803,964	95%
Total	257	9,472,700	48,325,600	1,484,347	272,000	59,554,647	84%

Actual expenditures are not available in this format.

FLOOD CONTROL DISTRICT
FY 93/94 PROGRAM BUDGET

Program	FTE	Personal Services	Contracted Sup & Ser	ISF	Agency County Overhead	Total	% Out Source
Maintenance	117	3,710,432	4,081,257	823,862	114,918	8,730,469	58%
Environmental	10	400,084	1,982,339	28,275	34,998	2,445,696	84%
Floodplain Management	19	814,307	1,316,268	67,813	71,736	2,270,124	64%
Drainage Administration	18	792,570	141,589	62,298	64,907	1,061,364	25%
Property Management	6	245,862	115,882	17,328	21,449	400,521	39%
Data Collection & Flood Detection	16	640,346	637,642	45,137	55,865	1,378,990	54%
Planning	26	954,753	1,772,464	68,817	85,180	2,881,214	67%
Capital Improvement Projects	45	2,221,079	34,723,588	158,006	195,571	37,298,244	94%
Total	257	9,779,433	44,771,029	1,271,536	644,624	56,466,622	83%

FLOOD CONTROL DISTRICT
FY 93/94 PROGRAM EXPENDITURES

Program	FTE	Personal Services	Contracted Sup & Ser	ISF	Agency County Overhead	Total	% Out Source
Maintenance	104	3,295,825	3,342,596	1,295,202	102,535	8,036,158	59%
Environmental	10	335,121	757,183	44,451	31,227	1,167,982	71%
Floodplain Management	18	748,187	974,664	106,610	64,006	1,893,467	60%
Drainage Administration	18	818,199	197,096	97,939	57,913	1,171,148	30%
Property Management	6	229,477	86,537	27,242	19,138	362,393	37%
Data Collection & Flood Detection	14	560,842	412,353	70,960	49,845	1,094,001	49%
Planning	24	893,084	1,416,456	108,188	76,002	2,493,730	64%
Capital Improvement Projects	38	986,355	36,377,542	248,403	174,498	37,786,798	97%
Total	232	7,867,090	43,564,427	1,998,995	575,165	54,005,677	85%

FLOOD CONTROL DISTRICT
 FY 94/95 PROGRAM BUDGET

Program	FTE	Personal Services	Contracted Sup & Ser	ISF	Agency County Overhead	Total	% Out Source
Maintenance	112	3,104,469	2,275,941	1,731,690	452,856	7,564,956	59%
Environmental	12	422,772	816,422	44,180	11,554	1,294,928	67%
Floodplain Management	20	777,665	941,577	74,615	19,513	1,813,370	57%
Drainage Administration	21	827,601	128,166	75,946	19,861	1,051,574	21%
Property Management	8	292,264	14,475	22,020	5,758	334,517	13%
Data Collection & Flood Detection	15	555,029	866,642	58,556	15,313	1,495,540	63%
Planning	26	1,116,728	2,391,373	107,364	28,077	3,643,542	69%
Capital Improvement Projects	45	2,102,622	34,624,994	202,245	52,889	36,982,750	94%
Total	259	9,199,150	42,059,590	2,316,616	605,821	54,181,177	83%

**FLOOD CONTROL DISTRICT
COMPARATIVE BUDGET BY PROGRAM**

PROGRAMS	FY 91/92		FY 92/93		FY 93/94		FY 94/95		FY 95/96	
	FTEs	BUDGET								
MAINTENANCE	115	\$ 5,042,332	112	\$ 7,315,161	117	\$ 8,730,469	112	\$ 7,564,956	114	\$ 7,865,582
ENVIRONMENTAL			10	2,726,032	10	2,445,696	12	1,294,928	11	1,175,248
FLOODPLAIN ADMINISTRATION	18	3,381,363	17	2,008,556	19	2,270,124	20	1,813,370	15	1,461,684
DRAINAGE ADMINISTRATION	21	983,848	18	1,407,939	18	1,061,364	21	1,051,574	22	1,402,776
PROPERTY MANAGEMENT	8	447,626	10	533,023	6	400,521	8	334,517	8	528,051
FLOOD DETECTION & DATA COLLECTION	15	1,881,117	15	1,207,879	16	1,378,990	15	1,495,540	15	1,478,503
PLANNING	25	3,883,474	32	4,552,093	26	2,881,214	26	3,643,542	16	2,381,644
CAPITAL IMPROVEMENTS PROGRAM	42	61,723,540	43	39,803,964	45	37,298,244	45	36,982,750	40	32,198,931
TOTAL	244	\$ 77,343,300	257	\$ 59,554,647	257	\$ 56,466,622	259	\$ 54,181,177	241	\$ 48,492,420
TAX RATES		\$ 0.4447		\$ 0.3901		\$ 0.3632		\$ 0.3632		\$ 0.3632 (assumed)

Previous Audits. In January 1992, a performance audit was completed by Arthur Anderson under contract with the County Auditor. The audit indicated the potential for productivity improvement in six areas: procurement, contract and cost management, project process complexity, accounting, budgeting and payroll, research and public information, and an area called "general". Of the 28 findings recommended by the Audit, action was taken to implement 14 of those findings. Seven were beyond the authority of the District staff to implement, requiring action by supporting County departments. These have still not been implemented. Five of the Arthur Anderson findings was not implemented because the District did not agree that it would result in improved services.

In February 1993, Carl Darden, Management Consultant, completed a management audit of the progress made in implementing the participative management concept in the Transportation and Development Agency and to determine if management was supporting expectations relative to safety, ethics, behavior, conduct, and providing the proper working environment. The conclusion was that significant positive change had happened. While the recommendations have all been implemented, they do require continuing effort.

Issues and District Staff Conclusions.

- **Has the District gotten away from or completed its original mission?**

No. Clearly, the focus of the District was intended to be comprehensive flood control and stormwater management. The District's activities have never been restricted to regional projects, however, a review of the 46 projects in the current five-year CIP indicates that 40 (87%) are regional (as defined on page i-14). In terms of expenditures, 85% of CIP dollars are for regional projects. All of the District's other budget programs are comprehensive and regional in nature.

- **Should any of the District's eight programs be reduced or eliminated?**

None should be eliminated. The appropriate amount to spend on each one is a matter of continuing adjustment, and continuous improvement in productivity and cost effectiveness are perpetual goals. The first six programs either have large mandated or contractually required elements or provide services which the County would otherwise probably provide, are regional services in which there has been considerable capital investment and upon which many agencies depend, or which produce more revenue than they cost.

Except for Maintenance (the highest priority program because of mandates and public safety issues), the other five programs are relatively small. If programs must be reduced, attention should be concentrated on the Planning and Capital Improvement Programs, where most of the money is.

- **Should the Planning and Capital Improvement Programs be reduced or eliminated?**

The answer to this question is a policy decision at the Board of Directors/Supervisors level. It gets down to the most fundamental, the most global issues of how important

is continuing to increase the level of flood protection when compared to the other needs of our citizens during a period of limited resources.

The consequences of eliminating these programs immediately or next year are severe. It would mean abrogating intergovernmental agreements (IGA) and terminating design and construction contracts in progress, which would be quite wasteful. There are contractual commitments on some of the projects for five years.

Whatever funding level is decided, it is extremely important to provide stable, consistent funding over the five-year program period. Maintaining the level of confidence in the long term stability of the CIP by our customers and cost sharing partners is the greatest challenge to the program. During IGA negotiations with cost sharing partners, there is a reluctance to commit to funding a project or even to deposit funds with the District until after a contract has been awarded because of the fear that the Board of Directors will change its resolve about providing funding to enable completion of a project.

The instability of the CIP in recent years is apparent. For the first five years of the past decade, the flood control tax rate was \$0.50 per \$100 of assessed value. In fiscal year 1990, staff recommended that the Board reduce the tax rate to \$0.43, which was enough, at that time, to cover the anticipated CIP. In fiscal years 1992-93 and 1993-94, the Board lowered the flood control tax rate to offset increases in the primary property tax rate. In both of those years, the Board approved five-year CIPs which required future flood control tax rate increases to accomplish the projects included in the program. The CIP approved in 1993 contained \$164 million worth of projects, and would have required a tax rate increase beginning in FY 1994-95. The CIP approved in 1994 contained \$121 million worth of projects, and many of them were pushed out of the five-year program. The actual flood control tax rate has been \$0.3632 for the past two years, and is projected forward in the current CIP.

The instability of the CIP has been a major reason for the introduction, this year and last, of proposed legislation that would enable large cities to withdraw from the county flood control districts in Pima and Maricopa Counties, and to form their own municipal flood control districts, with exclusive authority to tax for flood control purposes.

To the extent that the District's programs are curtailed, needed services to the public will be reduced or provided less cost effectively by others. Most flood control and stormwater management problems in a large metropolitan area are regional/interjurisdictional in nature. The District is in a better position than individual communities to deal with such projects in a comprehensive manner and to coordinate the solutions across boundaries. Solutions implemented on an interjurisdictional basis are potentially more cost effective and more likely to provide a higher level of protection. Frequently the District is able to facilitate a solution and entice the jurisdictions to cost share in the solution by bringing expertise and funding into the negotiations.

The County-wide property tax enables the District to focus attention on the most urgent problems as identified in the prioritization process. Additionally, the District has been able to leverage funds from other agencies. For example, the Arizona Department of Transportation has been a cost sharing partner on several flood control projects, and has allowed the District to use its facilities as a discharge outlet on other projects. The District has also been able to work with the U.S. Air Force as a cost sharing partner in flood control measures to protect Luke Air Force Base and part of the unincorporated County.

Several municipalities have raised the issue of fairness, with respect to benefits received. Most of the revenues from the flood control property tax come from property located in cities. Almost half comes from the City of Phoenix. In the long run, municipalities expect that the District will spend money to benefit their taxpayers in amounts roughly equal to their taxes paid. In the short run, projects are prioritized based on need and value to the community, and the distribution of projects by city is unbalanced. At the moment, some areas and cities are ahead, and some are way behind. It can be argued that it is unfair to stop the CIP in the middle, when there are still many potential projects that the cities want. The table on the next page shows a summary of how things stand, now.

For example, the table shows that since 1978, property in the City of Phoenix yielded 49.6% of the flood control tax revenues. It also shows that Phoenix benefited from projects using 43.7% of District tax revenues or 46.2% of the total District, State, and Federal money spent on District sponsored projects. Scottsdale, on the other hand, yielded 10.2% of the revenues and received 2.7% or 5.3% in projects. Expenditures allocated to each city do not include District overhead, and include only costs associated with planning, capital improvement, and maintenance. Other program benefits to cities are not included. Details of this are presented in the Planning Program section of this Comprehensive Program Review.

- **How does the District compare to other similar agencies, with respect to organization, programs, funding, cost effectiveness, and other factors?**

No overall benchmarking has yet been done in conjunction with this review, other than that indicated in the individual program sections.

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

Summary Table

City/Town	District Expenditures	% of District Exp.	Total Exp. (FCD/State/Fed)	% of Total Exp.	District Revenue	% of District Rev.	Total Rev. (FCD/State/Fed)	% of Total Revenue
Phoenix	\$238,341,220	43.52%	\$463,663,924	46.22%	\$310,017,356	49.8%	\$535,340,060	49.6%
Mesa	\$45,552,500	8.32%	\$93,650,747	9.33%	\$63,014,028	10.1%	\$111,112,274	10.3%
Peoria	\$52,810,384	9.64%	\$88,359,940	8.81%	\$8,986,443	1.4%	\$44,536,000	4.1%
Glendale	\$39,913,767	7.29%	\$66,113,456	6.59%	\$29,654,239	4.8%	\$55,853,928	5.2%
Scottsdale	\$14,987,397	2.74%	\$52,918,901	5.27%	\$72,147,196	11.6%	\$110,078,699	10.2%
Avondale	\$36,816,656	6.72%	\$39,998,927	3.99%	\$1,613,191	0.3%	\$4,795,463	0.4%
Gilbert	\$14,941,687	2.73%	\$30,006,975	2.99%	\$5,766,964	0.9%	\$20,832,252	1.9%
Tempe	\$24,833,602	4.53%	\$24,833,602	2.48%	\$48,748,729	7.8%	\$48,748,729	4.5%
Chandler	\$13,405,850	2.45%	\$23,862,207	2.38%	\$20,040,193	3.2%	\$30,496,550	2.8%
Surprise	\$22,401,557	4.09%	\$22,401,557	2.23%	\$1,317,539	0.2%	\$1,317,539	0.1%
Buckeye	\$4,253,922	0.78%	\$5,880,700	0.59%	\$1,267,014	0.2%	\$2,893,793	0.3%
Queen Creek	\$944,020	0.17%	\$3,387,434	0.34%	\$61,166	0.0%	\$2,504,580	0.2%
Paradise Valley	\$1,753,093	0.32%	\$2,944,893	0.29%	\$11,736,468	1.9%	\$12,928,269	1.2%
Goodyear	\$1,834,808	0.34%	\$2,198,396	0.22%	\$2,019,617	0.3%	\$2,383,205	0.2%
Litchfield Park	\$1,696,797	0.31%	\$1,696,797	0.17%	\$601,770	0.1%	\$601,770	0.1%
Wickenburg	\$1,227,370	0.22%	\$1,227,370	0.12%	\$1,048,436	0.2%	\$1,048,436	0.1%
Fountain Hills	\$460,938	0.08%	\$460,938	0.05%	\$1,036,018	0.2%	\$1,036,018	0.1%
El Mirage	\$177,992	0.03%	\$177,992	0.02%	\$616,251	0.1%	\$616,251	0.1%
Guadalupe	\$101,746	0.02%	\$101,746	0.01%	\$236,370	0.0%	\$236,370	0.0%
Carefree	\$0	0.00%	\$0	0.00%	\$1,687,516	0.3%	\$1,687,516	0.2%
Tolleson	\$0	0.00%	\$0	0.00%	\$1,122,179	0.2%	\$1,122,179	0.1%
Youngtown	\$0	0.00%	\$0	0.00%	\$1,020,586	0.2%	\$1,020,586	0.1%
Cave Creek	\$0	0.00%	\$0	0.00%	\$716,477	0.1%	\$716,477	0.1%
Gila Bend	\$0	0.00%	\$0	0.00%	\$366,468	0.1%	\$366,468	0.0%
Apache Junction	\$0	0.00%	\$0	0.00%	\$23,152	0.0%	\$23,152	0.0%
Unincorporated	\$31,202,110	5.70%	\$79,370,409	7.91%	\$38,257,227	6.1%	\$86,425,526	8.0%
TOTAL	\$547,657,417	100.00%	\$1,003,256,913	100.00%	\$623,122,594	100.0%	\$1,078,722,090	100.0%

* Please see attached Financial and Project Note Sheet.

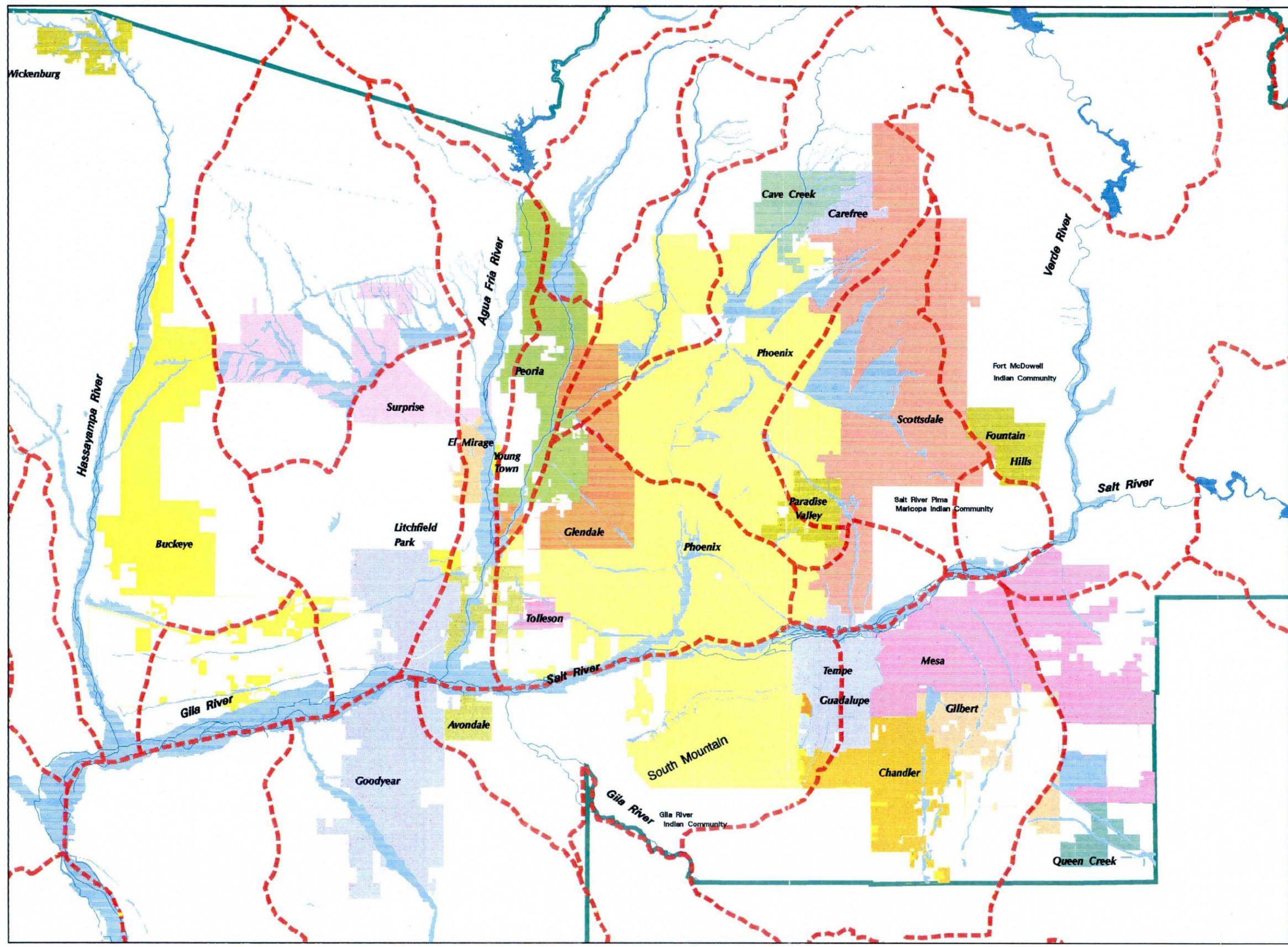
Definition of a Regional Flood Control or Stormwater Management Project

Projects in the current Five-year Capital Improvement Program have been evaluated against each of the following criteria. A regional project is one that fits at least one of these criteria.

1. The watershed contributing to the project is located in or the downstream impacts affect more than one municipality, at least one municipality and the unincorporated county, or only the unincorporated county or counties.
2. The project receives funding from or is part of a multipurpose project involving a federal, state, or county agency, or more than one municipality (e.g., drainage structures associated with highway construction).
3. The project is a primary element of a drainage master plan that affects more than one municipality, at least one municipality and the unincorporated county, or only the unincorporated county or counties.
4. The project is required as mitigation for, protects the integrity or improves the performance of an existing District flood control or stormwater management project, or enhances the resale value of property owned by the District.
5. The project, regardless of its location, is a primary element of a drainage master plan that manages stormwater from a watershed at least ten square miles in area or provides benefits to or impacts an area of at least ten square miles.
6. The project provides District operating facilities or facilities associated with the District's flood warning program or the National Pollutant Discharge Elimination System.

NOTE: Projects that do not meet any of the above criteria could still be prioritized as appropriate projects for the District. They just couldn't be characterized as "regional" projects.

Metropolitan Phoenix Watersheds

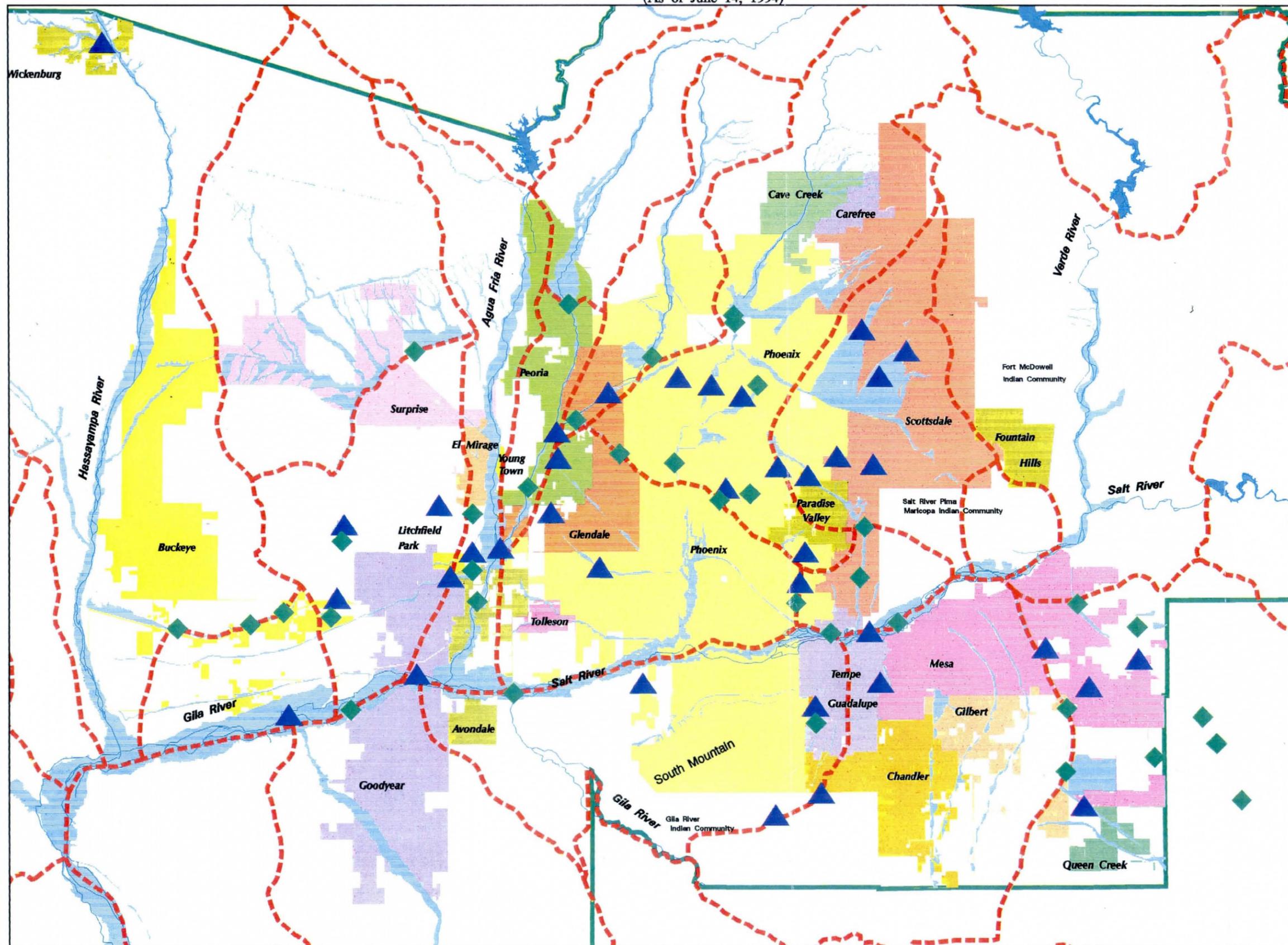


- County Boundary
- Watershed Boundaries
- Lakes
- 100 Year Floodplains



C.I.P. Projects & Existing Structures

(As of June 14, 1994)



- ◆ Existing Structures
- ▲ C.I.P. Projects
- County Boundary
- - - Watershed Boundaries
- Lakes
- 100 Year Floodplains



Comprehensive Program Review Flood Control District

I. PURPOSE

The purpose of this report is to comprehensively review the full range and nature of services offered by the Flood Control District, identify the nature and the issues of its programs, prioritize current programs and services as they relate to the District's mission and to that of the County, and identify and evaluate the costs and relative benefits of each program.

II. DEPARTMENT OVERVIEW

A. HISTORY OF THE FLOOD CONTROL DISTRICT

1. Formation of the District:

Although the Arizona State legislature passed a law enabling establishment of general flood control districts in 1924, and the United States Congress passed the Flood Control Act in 1936, there were delays in establishing the Flood Control District of Maricopa County until 1959. Most of the effort to plan for effective flood control within Maricopa County came during the mid-1950's from the Maricopa County Board of Supervisors, the Salt River Project and the City of Phoenix.

Prior to WWII, various groups within Maricopa County attempted to organize flood control through local cooperatives and municipalities. None of these flood control groups were able to provide adequate flood protection during moderate to large floods. However, they did point the need for a larger, regional flood control agency that could provide the scope of protection that Maricopa County needed.

After WWII, efforts at establishing flood protection began again, particularly from political leaders, who recognized the need for a comprehensive flood control program. Their concerns were that without adequate flood protection, future growth of the County would be impaired.

Selling flood protection was difficult for two reasons. First, for the 25 year period beginning in 1943 there was virtually no flooding in the Salt River channel which bisects the Valley. Most of the people residing in the County after the war had not experienced flooding, so they were reluctant to allocate funds for flood protection. Many simply believed that flooding was not a significant problem.

Second, there was controversy from federal, state, county and municipal authorities as to who would actually fund and ultimately control the flood control agency. Phoenix and other municipalities had been making efforts to provide some sort of storm drainage and flood control within their borders but found that their resources were too limited and that many of the flooding problems stretched across municipalities where they lacked the jurisdiction to solve the problem. However, one of the benefits of the controversy was to point out the need for an organized study of the flood problem within the county and to formulate solutions.

By 1954, members of the Maricopa County Board of Supervisors, the Phoenix City Council and the Board of Directors of the Salt River Project recognized this need and called for the formation of a citizen's advisory board to study and produce a report describing the flood control problem and to suggest solutions. In 1956, the citizens advisory board work resulted in the recommendation that a formal committee be established to prepare a report with recommendations for the formation of an interim agency to do planning, establish rights-of-way, and basically pave the way for the establishment of the Flood Control District. The Flood Protection Improvement Committee was formed in early 1957 with a total of nine members: three each from Maricopa County, Salt River Project and the City of Phoenix. After a year of study, they

produced the *Report of the Flood Protection Improvement Committee* which outlined the formation of the a flood protection program. The report detailed the need for the establishment of flood control districts which could be funded through bonds and tax levies, and organized a municipal corporations under the control of a board of directors. Although there had been laws enacted in 1924 enabling the formation of flood control districts, they lacked the ability to obtain funding from the public and, therefore, proved ineffective. By 1958, armed with the *Report*, community leaders approached the legislature and asked that a law be passed authorizing the formation of a flood control district. Concurrently, the Maricopa Flood Control Agency was formed with support from the Salt River Project and Maricopa County to begin to planning for the future.

Two events aided the campaign for legislation. First, then Governor Jack Williams began to actively campaign on behalf of the legislation and also a relatively small flood occurred early in 1959 to accent the need for flood protection within Maricopa County. On March 23, 1959, the Twenty-fourth Legislature passed Senate Bill No. 204 which authorized the formation of a Special Flood Control District by the Board of Supervisors of any county within the State of Arizona. Within a few weeks the Board of Supervisors recommended the formation of the "Flood Control District of Maricopa County". In November 1963, the District published its first Comprehensive Flood Control Program Report. This report included recognition of two citizens' groups: the Citizen's Advisory Board and the Advisory Group. Both of these groups continue today in an advisory capacity under the titles of the Flood Control Advisory Board (FCAB) and the Flood Control Consulting Group.

2. Recent History:

Since the District's inception, and discounting the increased maintenance responsibilities caused by the addition of new structures, three significant events have occurred which have affected the District's growth and plans. In August 1982, the District assumed responsibility for floodplain management from the County. Following in September 1983, the District assumed responsibility for drainage administration from the County. And lastly, in May 1991, the District, through the Chief Engineer and General Manager, was directed to establish compliance programs for the National Pollutant Discharge Elimination System (NPDES) stormwater regulation and to provide regional coordinating and management services in cooperation with Maricopa County and interested municipalities. This last program has involved significant coordination and lobbying on the Federal Clean Water Act. All three of these programs are currently carried as separately budgeted programs within the District's overall budget.

3. Mission of the District:

For many years the mission of the District was to prevent loss of life or injury to residents and the elimination or minimizing of damage to real and personal property from flooding within the geographical limits of Maricopa County. In April 1992, this mission statement was formalized in the District's Strategic Plan. Currently, the mission of the District is "To provide flood and stormwater management services for the benefit of the people of Maricopa County. These services are provided through regulatory activities, master planning, technical assistance, and structural projects such as dams, channels, and stormdrains. Our clients are the citizens, municipalities, and other governmental

agencies." This mission statement has remained the cornerstone of District activities.

4. General Legislative Mandates (Specific Mandates are included in the Program Reviews):

The District derives its authority from Arizona Revised Statutes §§ 48-3601 to 48-3628. This series of statutes requires the County to form a Flood Control District, requires the District to manage floodplains and provides the District with the powers, duties and immunities generally granted to a municipal corporation. This section is divided into two parts: mandates and statutory authorities. The following information summarizes the major statements of statutory guidance:

MANDATES:

1. A.R.S. § 48-3602. Requires the formation of the District and directs that the County Board of Supervisors perform as the District Board of Directors.
2. A.R.S. § 48-3609. Requires the District to delineate floodplains within its area of jurisdiction. It also directs the Board to adopt and enforce floodplain regulations governing floodplains and floodplain management. The area of jurisdiction includes both incorporated and unincorporated areas, unless a municipality elects to assume floodplain management duties and responsibilities.
3. A.R.S. § 48-3610. Directs the District to manage all floodplains within the County unless a city or town, by resolution, assumes those duties. In other words, the burden of management rests with the District.
4. A.R.S. § 48-3616.
 - a. Requires the Chief Engineer to survey the flood control problems, and "...to prepare a report describing existing flood control facilities in the area, recommendations as to cooperation between the district and the owner or owners of existing facilities, recommendations and a preliminary plan for the construction or other acquisition, of facilities to carry out the purpose of the district, a description of the property proposed to be acquired or damaged in performing the work, a program for carrying out the regulatory functions, a map showing the property taken or damaged, an estimate of the cost of the proposed work and such other things as the board of directors may request."
 - b. This statute also requires the Chief Engineer to prepare a comprehensive program of flood hazard mitigation, taking into consideration the recommendations submitted in the report.
 - c. This statute further requires the Chief Engineer to prepare and submit to the Board of Directors a five-year capital improvement program.
5. A.R.S. § 48-3620. Requires the District to certify to the Board of Supervisors the amount of taxes the District "...considers necessary or appropriate to pay the expenses of administering the district and maintaining and operating the district's flood control system, to carry out its regulatory functions and to carry out any of the objects and purposes of this article of common benefit to the district."

STATUTORY AUTHORITY:

1. A.R.S. § 48-3603. Provides the District with the powers, privileges and immunities granted generally to municipal corporations. This statute also defines the Board's authority.
2. A.R.S. § 48-3605. Provides parameters for state assistance for floodplain delineations.
3. A.R.S. § 48-3611. Authorizes the formation of a citizen's Flood Control Advisory Board.
4. A.R.S. § 48-3612. Authorizes the formation of a Floodplain Review Board.

In addition to the above listed general mandates, the Chief Engineer and General Manager has been appointed by the Board of Supervisors to function as the County Drainage Administrator. The statutory authority for this function was delegated to the District by a County Board of Supervisor's and a District Board of Director's intergovernmental agreement dated September 12, 1983. The statutory authority for drainage administration rests with A.R.S. § 11-251 paragraphs 30 and 36 which require the County to adopt and enforce standards for excavation, landfill and grading to prevent unnecessary loss from erosion, flooding and landslides.

5. Board Granted Authorizations and Policies

- a. Resolution FCD 87-8. Statement of Policy. Delegations of Authority to the Chief Engineer and General Manager of the Flood Control District.
 - 1). Reaffirmed previous delegations which granted the Chief Engineer broad authority (See Exhibit A of Resolution FCD 87-8).
 - 2). Recognized the transition from federal to local projects and extended the authority applicable to the federal projects to local projects.
 - 3). Authorized the Chief Engineer and General Manager to delegate authority to perform tasks.
 - 4). Negotiate with landowners to acquire property for a project approved by the Board.
 - 5). Hire, retain, or otherwise use the County Attorney or private counsel for project land acquisition.
 - 6). Negotiate and sign agreements with owners of highways, roads, bridges, utilities, streets and irrigation facilities for modification or relocation for board approved projects.
 - 7). Negotiate for services of consulting firms for specified work on approved projects.

- 8). Sign easement, licenses, permits and similar documents for use of rights-of-way provided the documents are issued at no cost to the District.
 - 9). Sign applications for State land.
 - 10). Negotiate with consulting firms for specified professional services.
- b. Drainage Design Manual for Maricopa County, Arizona. Three volumes:
 - 1). Volume 1. Hydrology. Provides technical procedures for the estimation of flood discharges for the purpose of designing stormwater drainage facilities in Maricopa County.
 - 2). Volume 2. Hydraulics.
 - 3). Volume 3. Erosion Control. Provides guidance to agencies, engineers, and contractors in complying with the United States Environmental Protection Agency's requirements and procedures for the National Discharge Elimination System General Permit for stormwater discharges from construction sites.
 - c. Drainage Regulation for the Unincorporated Area of Maricopa County, Arizona. Adopted September 26, 1988. Last amended December 14, 1994. This document regulates drainage of all land within the unincorporated area of Maricopa County, Arizona.
 - d. Floodplain Regulations for Maricopa County. Adopted August 4, 1986. Last amended December 15, 1993. This document is the enforcement tool necessary to discharge statutory duties that involve floodplain issues.
 - e. General Policies Concerning the Allocation of Fiscal Resources to Accomplish the District's Functions and Responsibilities. Adopted July 1988. Last amended September 7, 1993. This Board approved policy provides District staff with guidelines for allocation of fiscal resources during the budget process.
 - f. Intergovernmental agreement (IGA) with the County for support services. The initial resolution that empowered the County Manger and the Chief Engineer and General Manager to enter into mutually acceptable agreements for the use of County employees and facilities by the District was approved on May 9, 1960. This resolution was reaffirmed and expanded by an IGA FCD-89004, signed on March 20, 1989. This intergovernmental agreement also established the District as its own office of record except for services provided to the Board of Directors in which case the Clerk of the Board would be the office of record. In 1994, this IGA was amended to allow the Board of Directors' policies to be implemented through the County Administrative Officer.
 - g. Policy for the Aesthetic Treatment and Landscaping of Flood Control Projects. December 1992. Provides guidance for incorporating aesthetic features as an integral part of the planning, design and construction of flood control projects, and for

promoting consideration of aesthetics in the design of new structures, alterations to existing structures, and other projects to be developed by, or funded in whole or in part by the District.

- h. Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects.
- i. Resolution FCD 91-07 which authorized the Chief Engineer and General Manager to coordinate, manage and cooperate with efforts to achieve compliance with the Federal Clean Water Act NPDES Stormwater Permitting Program.
- j. Uniform Drainage Policies and Standards for Maricopa County. Adopted April 20, 1987. This document established temporary standards until publication of the Drainage Design Manual.

B. ORGANIZATIONAL STRUCTURE AND FUNCTIONS

- 1. The Flood Control District of Maricopa County is composed of six divisions: Administration, Construction and Maintenance, Engineering, Land Management, Planning and Project Management and Regulatory. These divisions are essentially function oriented and do not directly relate to the Performance Enhanced Program (PEP) management programs. Essentially, the District is organized in functionally and managed in a matrix fashion. The Executive Section contains two FTEs, one of which is the Chief Engineer and General Manager.
- 2. The Administration Division is a support services organization composed of six functional areas: Administrative Support Services, Computer Information Systems, Contracting, Facility Management, Financial Services and Public Involvement. The division is responsible for providing support to all the other District divisions. The division is staffed as follows:

(Note: "Managers" are defined as people who spend in excess of 50% of their time in management and supervision. Refer to the attached organization charts for specific information about position location and span of control.)

BRANCH	FTEs	MANAGEMENT/ TOTAL STAFFING	MANAGEMENT RATIO
Division Management	1	1/1	N/A
Admin Support Svcs	7	1/7	14.3%
Computer Info Sys	16	1/16	6.3%
Contracting	3	-/3	0%
Facility Management	1	-/1	0%
Financial Services	12	1/12	8.3%
Public Involvement	4	-/4	0%

TOTAL 44 4/44 9.1%

3. The Construction and Maintenance Division is responsible for the maintenance of the flood control structures and the inspection of construction contracts. The division is composed of nine functional areas: Administration, Construction Inspection, Ecology, Work Control, Shop/Warehouse, Maintenance Area I, Maintenance Area II, Arizona Canal Diversion Channel (ACDC), and ASPEN (prison labor). The division is staffed as follows:

BRANCH	FTEs	MANAGEMENT/ TOTAL STAFFING	MANAGEMENT RATIO
Division Management	1	1/1	N/A
Administration	3	-/3	0%
Construction Inspection	7	1/7	14.3%
Ecology	8	-/8	0%
Work Control	3	-/3	0%
Shop/Warehouse	6	-/6	0%
Maintenance Area I	26	1/26	3.8%
Maintenance Area II	26	1/26	3.8%
ACDC	15	1/11	9.1%
ASPEN	11	-/11	0%
TOTAL	106	5/106	4.7%

4. The Engineering Division is the focal point for the District's technical efforts. The division is composed of four branches: Hydrology, Civil/Structural, Hydraulics, and Warning and Data Collection. The division reviews all contracted design work, manages technical contracts such as geotechnical analysis and survey, designs flood control structures, and manages an automated and telemetered system that evaluates rainfall, streamflow and stormwater quality. The division is staffed as follows:

BRANCH	FTEs	MANAGEMENT/ TOTAL STAFFING	MANAGEMENT RATIO
Division Management	2	1/2	50%
Civil/Structures	8	-/8	0%
Hydraulics	6	-/6	0%

Hydrology	7	-/7	0%
Warning/Data Collection	13	1/13	7.7%
TOTAL	36	2/36	5.6%

5. The Land Management Division is composed of three branches: Property Acquisition, Property Management, and Property Engineering. The division is responsible for the acquisition of all real property required to complete flood control projects. The division is also responsible for managing all the real property owned by the District to include issuing of licenses and sale of non-essential property. In addition, the Property Engineering Branch prepares all legal descriptions for the acquisition and management of District property. The division is staffed as follows:

BRANCH	FTES	MANAGEMENT/ TOTAL STAFFING	MANAGEMENT RATIO
Division Management	3	1/3	33%
Property Acquisition	6	1/6	16.7%
Property Management	3	-/3	0%
Property Engineering	3	-/3	0%
TOTAL	15	2/15	13.3%

6. The Planning and Project Management Division is the focal point for remediation and/or correction of flood control problems within the County. The division is composed of four planning teams, four project managers, and a utility coordinator. The division is responsible for identifying and evaluating potential projects that address flooding problems and environmental issues. This section produces the District's Comprehensive Plan and the 5-Year CIP. The division is also responsible for the management of projects from the decision to act to the completion of the effort. The division is staffed as follows:

BRANCH	FTES	MANAGEMENT/ TOTAL STAFFING	MANAGEMENT RATIO
Division Management	2	1/2	50%
3 Planning Teams	6	-/6	0%
Envir. Planning Team	4	1/4	25%
Project Managers	4	-/4	0%

Utility Coordinator	1	-/1	0%
TOTAL	17	2/17	11.8%

7. The Regulatory Division is the District's compliance focal point. This division manages compliance with the District's floodplain regulation and the County drainage regulation. In addition, the division evaluates and approves development plans. Finally, the division manages the Community Rating System program for flood insurance and responds to citizens queries about floodplain information.

BRANCH	FTEs	MANAGEMENT/ TOTAL STAFFING	MANAGEMENT RATIO
Division Management	2	1/2	50%
Customer Service	4	-/4	0%
Development Review	5	-/5	0%
Inspection/Permitting	8	1/8	12.5%
Program Management	2	-/2	0%
TOTAL	21	2/21	9.5%
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DISTRICT TOTAL	241	17/241	7.1%

II. Department Overview

FLOOD CONTROL DISTRICT
FY 92/93 PROGRAM BUDGET

C and D

Program	FTE	Personal Services	Contracted Sup & Ser	ISF	Agency County Overhead	Total	% Out Source
Maintenance	112	3,493,387	2,506,237	1,111,804	203,733	7,315,161	52%
Environmental	10	382,750	2,314,192	24,585	4,505	2,726,032	86%
Floodplain Management	17	680,347	1,277,208	43,103	7,898	2,008,556	66%
Drainage Administration	18	689,478	666,821	43,643	7,997	1,407,939	51%
Property Management	10	320,820	186,254	21,930	4,019	533,023	40%
Data Collection & Flood Detection	15	585,808	577,652	37,540	6,879	1,207,879	52%
Planning	32	1,370,210	3,082,741	83,788	15,354	4,552,093	70%
Capital Improvement Projects	43	1,949,900	37,714,495	117,954	21,615	39,803,964	95%
Total	257	9,472,700	48,325,600	1,484,347	272,000	59,554,647	84%

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Actual expenditures are not available in this format.

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FLOOD CONTROL DISTRICT
FY 93/94 PROGRAM BUDGET

Program	FTE	Personal Services	Contracted Sup & Ser	ISF	Agency County Overhead	Total	% Out Source
Maintenance	117	3,710,432	4,081,257	823,862	114,918	8,730,469	58%
Environmental	10	400,084	1,982,339	28,275	34,998	2,445,696	84%
Floodplain Management	19	814,307	1,316,268	67,813	71,736	2,270,124	64%
Drainage Administration	18	792,570	141,589	62,298	64,907	1,061,364	25%
Property Management	6	245,862	115,882	17,328	21,449	400,521	39%
Data Collection & Flood Detection	16	640,346	637,642	45,137	55,865	1,378,990	54%
Planning	26	954,753	1,772,464	68,817	85,180	2,881,214	67%
Capital Improvement Projects	45	2,221,079	34,723,588	158,006	195,571	37,298,244	94%
Total	257	9,779,433	44,771,029	1,271,536	644,624	56,466,622	83%

FLOOD CONTROL DISTRICT
FY 93/94 PROGRAM EXPENDITURES

Program	FTE	Personal Services	Contracted Sup & Ser	ISF	Agency County Overhead	Total	% Out Source
Maintenance	104	3,295,825	3,342,596	1,295,202	102,535	8,036,158	59%
Environmental	10	335,121	757,183	44,451	31,227	1,167,982	71%
Floodplain Management	18	748,187	974,664	106,610	64,006	1,893,467	60%
Drainage Administration	18	818,199	197,096	97,939	57,913	1,171,148	30%
Property Management	6	229,477	86,537	27,242	19,138	362,393	37%
Data Collection & Flood Detection	14	560,842	412,353	70,960	49,845	1,094,001	49%
Planning	24	893,084	1,416,456	108,188	76,002	2,493,730	64%
Capital Improvement Projects	38	986,355	36,377,542	248,403	174,498	37,786,798	97%
Total	232	7,867,090	43,564,427	1,998,995	575,165	54,005,677	85%

FLOOD CONTROL DISTRICT
 FY 94/95 PROGRAM BUDGET

Program	FTE	Personal Services	Contracted Sup & Ser	ISF	Agency County Overhead	Total	% Out Source
Maintenance	112	3,104,469	2,275,941	1,731,690	452,856	7,564,956	59%
Environmental	12	422,772	816,422	44,180	11,554	1,294,928	67%
Floodplain Management	20	777,665	941,577	74,615	19,513	1,813,370	57%
Drainage Administration	21	827,601	128,166	75,946	19,861	1,051,574	21%
Property Management	8	292,264	14,475	22,020	5,758	334,517	13%
Data Collection & Flood Detection	15	555,029	866,642	58,556	15,313	1,495,540	63%
Planning	26	1,116,728	2,391,373	107,364	28,077	3,643,542	69%
Capital Improvement Projects	45	2,102,622	34,624,994	202,245	52,889	36,982,750	94%
Total	259	9,199,150	42,059,590	2,316,616	605,821	54,181,177	83%

II-12

**FLOOD CONTROL DISTRICT
COMPARATIVE BUDGET BY PROGRAM**

PROGRAMS	FY 91/92		FY 92/93		FY 93/94		FY 94/95		FY 95/96	
	FTEs	BUDGET								
MAINTENANCE	115	\$ 5,042,332	112	\$ 7,315,161	117	\$ 8,730,469	112	\$ 7,564,956	114	\$ 7,865,582
ENVIRONMENTAL			10	2,726,032	10	2,445,696	12	1,294,928	11	1,175,248
FLOODPLAIN ADMINISTRATION	18	3,381,363	17	2,008,556	19	2,270,124	20	1,813,370	15	1,461,684
DRAINAGE ADMINISTRATION	21	983,848	18	1,407,939	18	1,061,364	21	1,051,574	22	1,402,776
PROPERTY MANAGEMENT	8	447,626	10	533,023	6	400,521	8	334,517	8	528,051
FLOOD DETECTION & DATA COLLECTION	15	1,881,117	15	1,207,879	16	1,378,990	15	1,495,540	15	1,478,503
PLANNING	25	3,883,474	32	4,552,093	26	2,881,214	26	3,643,542	16	2,381,644
CAPITAL IMPROVEMENTS PROGRAM	42	61,723,540	43	39,803,964	45	37,298,244	45	36,982,750	40	32,198,931
TOTAL	244	\$ 77,343,300	257	\$ 59,554,647	257	\$ 56,466,622	259	\$ 54,181,177	241	\$ 48,492,420
TAX RATES		<u>\$ 0.4447</u>		<u>\$ 0.3901</u>		<u>\$ 0.3632</u>		<u>\$ 0.3632</u>		<u>\$ 0.3632 (assumed)</u>

E. Staffing History

	FY 91/92	FY 92/93	FY 93/94	Pre-Restructuring FY 94/95	Post-Restructuring FY 94/95
Overall	250	258	258	258	241
Administration	42/2	44/3	40/4	40/3	44/2
C&O (C&M)	113	119	119	120	106
Engineering	28	28	28	29	36
Hydrology	29	30	30	30	-
Land Mgt	19	17	17	17	15
P&PM	17	17	20	19	17
Regulatory	-	-	-	-	21

FY 92/93 Administration +1 Facility Manager
 +2 Information Systems
 -1 Administrative Coordinator II

C&O +6 Field

Lands -2 Property Management
 -1 Administration
 +1 Property Acquisition

FY 93/94 Administration -2 Public Information Offices
 -1 Technical Communication Spec.
 -1 Human Resource

PPM +2 Public Information Officers
 +1 Technical Communication Spec.
 +1 Human Resource

FY 94/95 Executive -1 Human Resource

C&O +2 Environmental/Ecology
 +1 Equipment Operator
 -2 Maintenance Technician I

FY 94/95 Restructuring

F. FUND INCOME:

District revenues come from various sources. These sources include the District's secondary tax levy on real property, local participation (commonly referred to as cost sharing), interest earned on the fund balance, rentals, revenues from licenses and permits, and sale of excess land. By far, the largest source of income is the tax levy. In FY 91/92, the tax levy accounted for 92.97% of total revenue. However, this percentage is decreasing. In FY 92/93 the tax levy accounted for 92.41%, in FY 93/94 86.17% and thus far this fiscal year (FY 94/95), the tax levy is accounting for only 73.56% of the total revenue. In addition, overall, the total revenue has been decreasing from a total of \$50,392,155 in FY 91/92 to a projected FY 94/95 total revenue of \$43,787,103. The decline in revenue would have been even steeper, had it not been for an unusually high contribution this year from cost sharing partners (\$7.5M) and sales of excess land. The inventory of excess land will soon be gone. As the current five-year CIP indicates, at a constant tax rate of \$0.3632, the amount available for the CIP will stabilize at about \$21M.

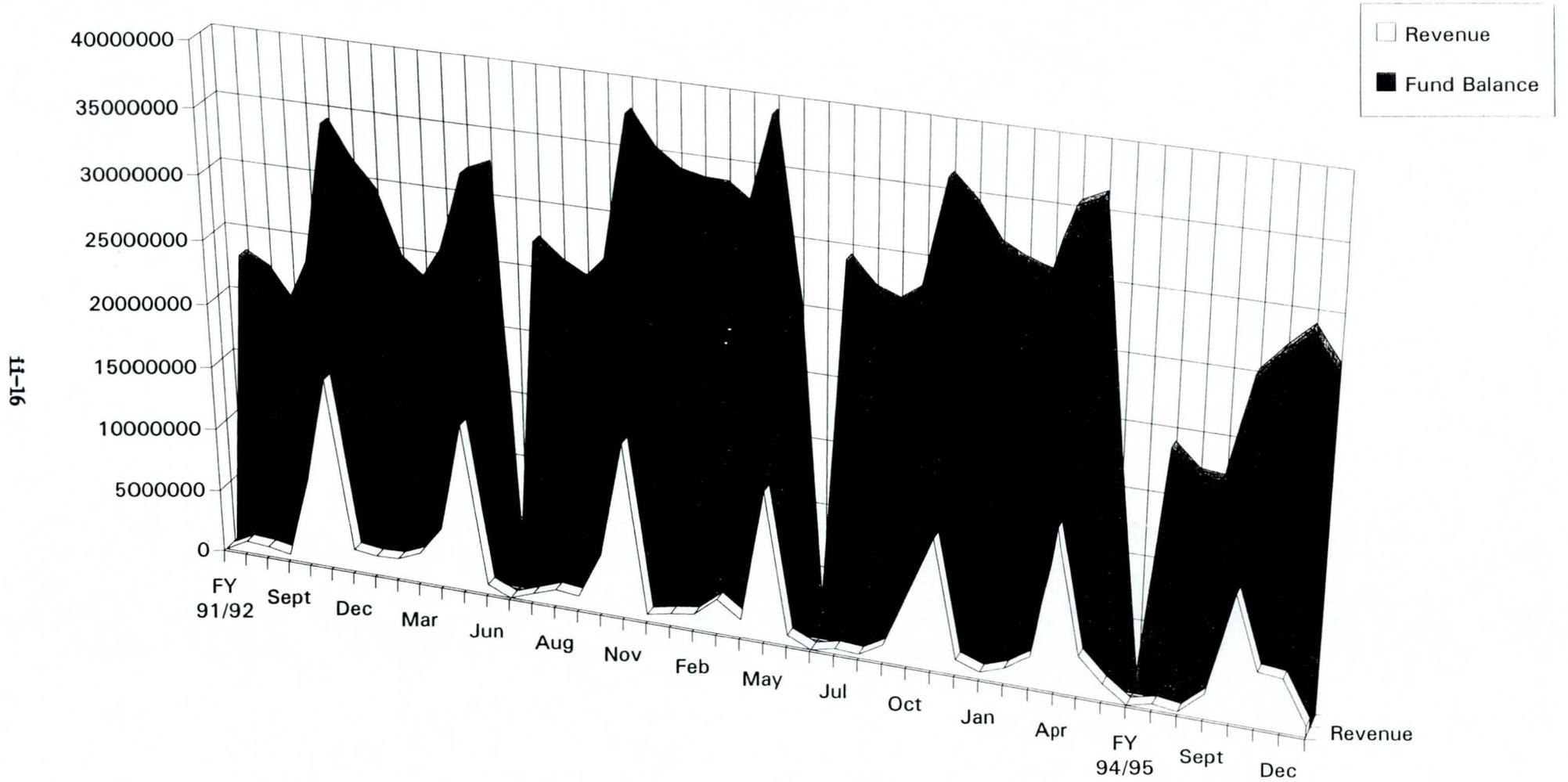
The major cause of the decreasing tax levy is the Board's policy decision not to raise taxes overall. In other words, because of the County's poor financial situation, the County needs increased revenue to meet and solve problems. In order not to raise the overall tax levied on the public, the County Board of Supervisors has used the District tax levy as leverage to maintain a level overall tax rate. Except for FY 94/95 where the District tax levy remained constant, the Board of Supervisors has for the three previous years set the District's portion of the tax rate lower than that needed to meet requests by the District's customers. As a result, projects are not being completed, being completed over a longer period of time, or they are being completed in stages. Generally, slowing down construction or completing construction in stages results in higher construction costs and therefore a greater total cost to the taxpayer. As an example, the initial list of ongoing and requested new projects for the current and approved five-year CIP (FY 95-99) contained a total of \$313,825,000. Of that total, \$301,325,000 successfully passed the Board of Directors approved prioritization process. However, the Board only approved \$121,714,000 for the five-year CIP which included \$104,461,000 in contributions from the District. Another vantage point of the downsizing occurs when things are viewed from a constant dollar perspective. For example, the present value of the District's FY 84/85 revenue (FY 84/85 revenue in FY 94/95 dollars) exceeds the current budget year's anticipated revenue. The following diagrams illustrate the overall downward trends.

Tax Rates by Fiscal Year

Year	Rate	Revenue
94/95	\$0.3632	\$36,033,223
93/94	\$0.3632	\$36,326,000
92/93	\$0.3901	\$39,722,000
91/92	\$0.4447	\$47,040,000
90/91	\$0.4235	\$47,040,000
89/90	\$0.4303	\$51,155,000
88/89	\$0.5000	\$52,500,000
87/88	\$0.5000	\$48,000,000
86/87	\$0.5000	\$44,850,000
85/86	\$0.5000	\$36,170,000
84/85	\$0.5000	\$28,697,000
83/84	\$0.4800	\$25,780,000

Attachment: Fund Balance Diagram

FUND BALANCE



G. PREVIOUS AUDITS

In the recent past, a performance audit was completed by Arthur Anderson under contract with the County Auditor's office. The audit was conducted in two phases. Phase I, the Preliminary Study, was completed in January 1992 and Phase II, the Audit Program, was completed in August 1992. The preliminary study indicated the potential for productivity improvement in six areas: procurement, contract and cost management; project process complexity; accounting, budgeting and payroll; research and public information, and an area called general. The audit indicated the potential for saving \$198,000 and the conclusion that the recommendations could be implemented within one year. The audit recommendations are summarized below. A copy of the Audit and a detailed status list is included as attachments.

Results of Performance Audit

1. Equipment Repair and Maintenance

- a. Finding: Contract with outside vendors for vehicle repair and maintenance.
Action: The District's attempt to act upon this finding was not approved. The County Manager put a hold on the concept. The County is still in the process of evaluating the privatization of the service.
- b. Finding: Prepare a detailed cost/benefit analysis of purchasing extended warranties for vehicles.
Action: The District requested that Equipment Services conduct this analysis due to the requirement for fleet service knowledge. Equipment Services informed the District that they did not have the required information. No further action has been taken.

2. Vehicle Replacement

- Finding: District pull out of the vehicle replacement fund or receive a full accounting of the fund.
- Action: The initiative was approved up to the County Manager who disapproved the pullout due to a study, which to the District's knowledge, has never been completed. The District has requested a monthly accounting of the fund balance. The accounting has not been provided.

3. Procurement

- a. Finding: Minimize duplication of procurement efforts.
Action: A meeting was held with Materials Management staff. A consensus was reached whereby it was agreed that some of the duplication noted was necessary.

- b. Finding: Increase CAPA program limits to \$3,000.
Action: Materials Management had already been in the process of increasing the limit to \$1,000. The limit is still \$1,000 for commodities and limited services procurement but not for fixed asset procurement. This has improved service to our customers and has reduced procurement time. The District still believes the limit should be raised to \$3,000.
- c. Finding: Restructure Materials Management Department cost recovery system.
Action: Completed. The result has been a more equitable charge for services rendered.

4. Accounts Payable

- a. Finding: Division authorization for payment of accounts payable should be annotated on delivery slips.
Action: Completed. The result is that less time is required to process the requests for payment (warrants).
- b. Finding: Warrant requests should be submitted to the Finance Department on magnetic tape.
Action: The District is still waiting for the LGFS to come on-line.
- c. Finding: Eliminate need for Materials Management approval for supplies and services change orders.
Action: Materials Management has approved this change up to a limit of 10% above the original quote. The result has been decreased workload both for the District and Materials Management.

5. Contracts and Accounts Payable Tracking

- a. Finding: Stop duplicating payable information in various databases.
Action: This has been an on-going process. An in-house system is scheduled to be available within one month. In addition, LGFS is scheduled to come on-line shortly.
- b. Finding: District appoint a section or branch to be responsible for tracking contract encumbrances and expenditures.
Action: Same as 5a, above.

6. Payroll

- a. Finding: District should submit payroll to Finance Department via magnetic tape.
Action: Although the Department of Transportation has authority to do so, the District is still unable to submit payroll on tape.
- b. Finding: District require employees to submit accurate time sheets.
Action: An on-going effort. New employee training on payroll time sheets has improved accuracy.
- c. Finding: Department of Finance should conduct training on the County's payroll system for all County departments.
Action: The recommendation was forwarded to Finance. Finance stated insufficient time was available to provide training.

7. Performance Measures

Finding: District should evaluate a "pay for performance" plan.

Action: The County has implemented this plan.

8. Budget Packages

Finding: District should evaluate the need for two separate spreadsheets in internal budget packages.

Action: Completed. The result has been reduced time and improved availability of information.

9. Budget vs Actual Variances

Finding: Variance column should be added to internal budget packages.

Action: Completed.

10. Information Services Strategic Plan

Finding: Information Services section should create a written strategic plan.

Action: Partially completed. Goals and objectives have been identified but specific objectives and action plan are, as yet, incomplete.

11. Computer Software Applications

Finding: The District should adopt selected software applications that are supported by MIS personnel.

Action: Completed. The result is improved interoperability and cost savings in

software procurement.

12. Payroll Direct Deposit

- a. Finding: District should encourage employees to participate in payroll direct deposit.
Action: Completed. Part of the problem was that the County did not serve all banking institutions.
- b. Finding: District should consider eliminating the practice of hand delivering payroll to employees.
Action: Not adopted. It is less costly to hand deliver the payroll than having to place the checks in envelopes and then mail the envelopes or have them delivered via internal mail.

Phase I Opportunities Not Addressed in the Audit

1. Finding: Creation of a job costing system for the District's Construction and Operations Division.
Action: Completed. The result is that improved budgeting and cost information is now available.
2. Finding: Analyze the project process and reduce its complexity.
Action: Completed. The change has resulted in a reduction of staff time.
3. Finding: HIS database. Creating a one stop shop for all data with regards to geographic areas located in Maricopa County.
Action: Completed.
4. Finding: Public inquiry fees. Evaluate the cost of providing floodplain inquiry services to the public and consider charging a fee to offset these costs.
Action: Not adopted. The recommendation runs counter to the purpose of the program.
5. Finding: Organization staffing. Analyze and reallocate vacant positions.
Action: Not adopted. The District has closely managed any vacant positions.
6. Finding: The District should evaluate coordinating trips to sites by personnel from different divisions.
Action: Not adopted. The finding was directed at duplication of visits by Property Management and Operations and Maintenance staff. Although some duplication could be and was eliminated the major problem was the fact that the two sections look at different aspects of the property. The Property Management section looks at compliance with licenses/permits, overall

condition of the property and potential liabilities. The Maintenance staff basically looks at the overall structural status.

7. Finding: District should evaluate methods to identify floodplain violators.
Action: Not adopted. Currently, the District evaluates violators after a violation has been reported by a citizen or other person/agency. In order to conduct inspections, staff would have to rent an aircraft in order to see the floodplain from a viable perspective. The cost of the aircraft, the cost of the pilot and also the cost of staff time were believed not to offset the benefits derived.

H. MUNICIPAL RETURN ON INVESTMENT

The following table presents a 17-year history (1978 through 1994) of District project expenditures, municipal contributions, and federal and state payments toward District projects. Care should be exercised in using the information in the table so that incomplete conclusions are not reached. For example, the data for the City of Phoenix indicates that the City contributed \$310,017,356. The table also indicates that the District contributed \$238,379,630 toward City projects. This could lead to the inaccurate conclusion that the City only received back approximately 77 percent of its investment in the District. The District, however, leveraged funds from both the State of Arizona and the federal government. The total project funds invested in the City is therefore \$463,648,699 or for every dollar the citizens of the City paid to the District, they received back \$1.496. It may be argued that the federal and state funds were also paid by the citizens and therefore should not be counted. However, without the leverage provided by the regional authority of the District, it is questionable whether the federal or the state government would have provided these funds to the City of Phoenix and, therefore, the citizens would have had no return on their investment with these agencies.

I. DISTRICT RESTRUCTURING

On September 19, 1994, the District staff began an effort to restructure the organization. Unlike the County's restructuring, which was primarily aimed at cutting expenditures, the District's reorganization was focused upon providing cost effective and efficient service to our customers.

The reorganization effort was facilitated by a member of the Human Resources West Branch staff who specializes in organizational re-engineering. In addition, the effort received "outside" expertise on personnel issues from the Human Resources staff and on legal issues from the District Counsel. The effort resulted in a proposed plan that was approved without modification by the Chief Administrative Officer on November 21, 1994. The new structure became effective on December 15, 1994.

The restructuring made significant changes to the District's organization. The District's

largest division, Construction and Operations, besides being renamed to Construction and Maintenance to more correctly identify its function, had a complete change in its internal reporting structure which included the elimination of an intermediate level of supervision and an overall decrease of 14 FTEs. The Engineering and Hydrology Divisions were completely disassembled and reassembled with the focus that one division would provide all technical support for the District while the other division would be oriented to providing direct service to the public.

Overall, the District downsized from a previously authorized staff of 258 FTEs to a staff of 240 FTEs. In the process, 35 positions were abolished and 17 new positions were created resulting in the overall decrease of 18 FTEs and an estimated annual saving of \$444,000 while improving service. Subsequent to the restructuring, the District identified a position in the County Department of Transportation (MCDOT) that provided land acquisition services primarily to the District. The fees charged by MCDOT for this service were well in excess of standard personnel and benefits costs in that they included markups for overhead. The District, in coordination with MCDOT transferred this staff member to the District resulting in the saving of overhead costs paid to MCDOT. Therefore, the District staff total is currently 241 FTEs.



PROGRAM REVIEW: Maintenance

A. Program History

The maintenance program had its inception with the formation of the District in 1959. Since that time, the District has added new structures to its inventory as each Capital Improvement Project was completed. As a direct result, the maintenance program was expanded to provide maintenance for these structures. The District now maintains 22 dams and over 50 miles of underground conduits and improved channels to acceptable functional design and aesthetic standards. This program is funded by the flood control tax levy.

B. Program Goals and Objectives

The goal of the maintenance function is to maintain the dams and other structures of the FCD in accordance with federally stipulated standards and at levels necessary to comply with State dam safety inspections. This program directly enables the Flood Control District to meet its mission statement which is "To provide flood and stormwater management services for the benefit of the people of Maricopa County." Without proper maintenance of District structures, they would ultimately not function as needed in the time of an emergency.

C. Program Description

1. Major Activities

- a. The Maintenance Program is managed within seven of the eight branches of the Construction and Maintenance Division. These branches are: Administration, ACDC/Aspen, Ecology, Maintenance Area I, Maintenance Area II, Shop/Warehouse, and Work Control Center. The Administration, Shop/Warehouse and Work Control Center are basically support functions. The remaining branches provide direct field support. The maintenance function can be divided into two groups:

- 1) Structures, which include dams, levees, dikes, and channels.
- 2) Rights-of-way, which includes roads, fencing, gates, landscaping, mitigation areas, rental property and signage. The right-of-way items fall under several categories:
 - a) Roads, fencing, gates and signage. These are maintained so that the structure is accessible for required maintenance or operation at the time of an emergency.

- b) Landscaping.
- c) Mitigation areas. Built and maintained as a condition of obtaining a permit to perform other work
- d) During the past three years several structures have been completed and added to the District's inventory for maintenance. These include the following:

FY 92/93

East Fork of the Cave Creek Channel

New River Channel

ACDC Reach 2C

FY 93/94

ACDC Reach 3

Sossaman Road Drain North of Baseline Road

East Fork Cave Creek Basin #4

Cave Creek Improvements

East Maricopa Floodway Reaches 5 & 6 Aesthetic Improvements

FY 94/95

Colter Channel

Spook Hill Improvements

New River Improvements - Olive Avenue to Bethany Home Road

Sossaman Drain Improvements - Southern Avenue to Highway 60

ACDC Reach 4

2. Customers Served

The customers served are the citizens of Maricopa County both within and outside of incorporated areas.

3. Services provided

The major maintenance services provided include the following:

- a) Maintenance of structures such as dams, levees and dikes. This work includes erosion control, vegetation control, maintenance of the outflow devices, rodent control, and the maintenance of upstream ponding areas.
- b) Maintenance of channels such as rivers, floodways, basins, drains and washes. This work includes vegetation maintenance, erosion control, low flow channel maintenance, and the maintenance of outflow devices.

- c) Maintenance of rights-of-way such as roads, fencing, gates, landscaping, mitigation areas, rental property and signage. When a project is built, at times natural habitat is destroyed. The District replaces these areas with other habitat which are called mitigation areas. The District must maintain these areas.
- d) Emergency Response: During flood situations, the maintenance staff provides both emergency response and storm monitoring services. When an emergency exists, staff is dispatched to monitor the functions of the structures and in some cases operate the outflow devices to control the release of water. Maintenance personnel also operate heavy equipment which is used to protect public and private property during emergencies. They also provide manpower and supplies (sandbags, etc.) to protect both public and private property when structures are damaged or flows exceed the design capacity of the structures.

To support this function, the Maintenance Division owns and operates the equipment shown in the following table:

FLOOD CONTROL OWNED EQUIPMENT

DESCRIPTION	QTY	DESCRIPTION	QTY
1 Ton 4 Door 4x4 Crew Trucks "Chevy"	10	Ganon Tractor	1
1 Ton 4 Door 4x4 Crew Trucks "Ford"	2	Generators	4
1 Ton 4x4 P/U "Chevy"	1	Graders	2
1/2 Ton 4x4 Truck "Ford"	1	Hedge Trimmer	16
10 Yard Dump	7	Hilti Products	9
2000 Gallon Water Truck	1	Hydro/Mulcher/Chipper	3
3/4 Ton 4x4 P/U "Chevy"	25	Jump Jack-Plate Tamper	4
3/4 Ton 4x4 Blazer "Chevy"	4	Ladders	8
3500 Gallon Water Trucks	5	Leaf Blowers	17
4 Door Sedan "Chevy"	5	Measuring Wheel	3
4 Door Sedan "Ford"	3	Mower/Riding	1
5 Yard Dump	1	Paint Sprayer	1
Air Compressor	3	Pipe Cutters	4
Air Powered Tools	7	Portable Light Plant	2
Aspen Dump	3	Power Caulker	1
ATV 4-Wheeler	1	Pumps 1"-2"	2
Augers	2	Pumps 3"-6"	2

Backhoes	5	Roto Tiller	1
Bean Sprayer	2	S-10 2x4 P/U "Chevy"	3
Cement Mixer	3	S-10 4x4 Blazer "Chevy"	4
Chair Saws	26	S-10 4/4 P/U "Chevy"	41
Chain Saw Poletrimmer	2	Sandblaster	1
Chemical Truck	1	Saws	7
Concrete Saw	2	Scraper	1
Concrete Vibrator	1	Sheeps Foot Compactor	1
Cordless Drills	6	Sweepers	2
DESCRIPTION	QTY	DESCRIPTION	QTY
Dozer	3	Tanaka Brush Cutter	60
Edge Trimmer	1	Tractor/Mowers	5
Electric Drills	18	Trailers/Utility	5
Electric Grinders	9	Water Trailer	2
Fence Truck	1	Welders	3
Front End Loaders	3		

4. Contracted Services

A large portion of the maintenance budget is expended on contracts with non-FCD organizations. This includes outside labor, equipment rental, materials purchases, and rodent control. The following is a breakdown of the costs.

FY	TOTAL	NON-FCD	% NON-FCD
92/93	\$7,315,161	\$3,821,774	52%
93/94	\$8,730,469	\$5,020,037	58%
94/95	\$7,564,956	\$4,460,487	59%

The District has worked with the Arizona Department of Corrections to secure the labor of DWI inmates. This program is called Aspen. Each day 40 to 60 inmates are detailed to the District to provide labor used in landscape maintenance, trash pick up, and general maintenance. The Aspen program is a major dollar saving program for

the District. The following table shows District savings using Aspen inmates rather than Maintenance Technicians that would need to be full-time employees.

FY	COST OF INMATES	FULL-TIME FCD EMPLOYEE	SAVINGS
92/93	\$34,302	\$736,807	\$702,505
93/94	\$36,938	\$793,331	\$756,393
94/95	\$46,867	\$671,132	\$714,265

5. Mandated services: The maintenance of the structures is mandated. The following are the references to these mandates.
- a) A.R.S. §45-1212 requires the State to inspect dams in order to ensure proper maintenance. If the District fails to maintain the structures in accordance with State guidelines, the State is mandated to direct corrective action and require the District to reimburse the State for expenses if the State performs or causes the performance of the corrective action.
 - b) A.R.S. §45-1423 requires the District to operate in accordance with Federal guidance that is normally issued in the form of structure Operating and Maintenance Manuals. The manuals Federally direct the District to operate and maintain the structure in accordance with the standards in that manual.
 - c) 33CFR Title 33, Title 2, Chapter II-Corps of Engineers, Department of the Army, Part 208, Flood Control Maintenance & Operations of Flood Control Works. This document governs the maintenance level and requires District compliance on Corps constructed structures.
 - d) State of Arizona Executive Order 77-6, dated September 27, 1977 directs each state agency to "...provide leadership and shall take action to reduce the risk of flood loss, to minimize the impact of floods on human safety, health and welfare and to restore and preserve the natural and beneficial values served by floodplains in carrying out its responsibilities..."
 - e) A.R.S. §48-3616 requires the preparation of an approval by the Flood Control Advisory Board and the Board of Directors of a comprehensive plan to "...eliminate or minimize flood control problems." It would logically follow that these structures must be maintained.

All structures are inspected annually by the State Department of Water Resources, Dam Safety Section. In addition, all of the structures are inspected by the sponsoring agency on a periodic basis. If the structure is not maintained in accordance with the Operations and Maintenance Handbook provided by the sponsor when the structure was turned over

to the District, corrective action is directed by the State and the District must reimburse the State for the corrective action.

6. How and where the services are delivered.

The maintenance of structures is delivered in the field using a combination of FCD employees and Contracted Services.

The maintenance program allows the structures to perform their functions as originally designed. This provides flood and stormwater management services for our customers who are defined in the District's mission statement as "the citizens, municipalities, and other governmental agencies."

The maintenance program is funded by special District assessments and collected through property taxation. As such, the maintenance program is paid for by all property owners in Maricopa County.

The District is also reimbursed for some repair work performed after major storm events. This reimbursement is provided by the Federal Government.

7. Historical and current workload indicators.

The following is a list of workload indicators for the Construction and Maintenance Division.

WORKLOAD INDICATOR	UNIT	FY 92/93	FY 93/94	FY 94/95
LANDSCAPE AND EROSION CONTROL	Acres	9,348	9,588	9,788
A. Landscaping				
B. Weed Spraying				
C. Mowing of Grass and Weeds				
PLANTS REPLACED	Each	15,803	19,888	19,888
EROSION CONTROL RESTORATION	Acres	1,190	1,190	1,190
CHANNEL MAINTENANCE	Acres	3,700	3,700	3,996
A. River Clearing				
INSPECTIONS PERFORMED	Each	241	300	360

A. Annual Dam Safety/Agency				
B. Operational				
C. Post Event				
ACCESS ROADS MAINTENANCE	Miles			
PROPERTY FENCING AND SIGNAGE	Linear	541	600	620
A. Maintenance and Repair	Feet	1,276,839	1,276,839	1,286,839

8. Cost Centers or Subdivison.
9. Historical and current data on costs.
10. Program Income.

Because the District is in good standing with the National Flood Insurance Program, the County may be reimbursed for flood damage to public property under the Federal Emergency Management Agency. The following table shows the reimbursement during the last three years.

FY	
92/93	\$0
93/94	\$216,000
94/95	\$322,522

11. Extent to which the program is regional or interjurisdictional.

The maintenance function meets the definition of a regional function because the structures which are maintained have a downstream impact on more than one political jurisdiction.

12. Issues and challenges facing the program.

Vandalism: The District now spends a large amount of time and money because of damage to District property. Graffiti is painted at every possible location. Plants are stolen from District property by the hundreds every year. Some method of reducing this problem must be developed.

Efficient use of employee time: With a service area the size covered by the District, time lost by employee's travel from job site to site is great. Methods should be investigated to reduce this loss.

D. Staffing Issues

1. Historical and current data on positions and costs.

The staffing in this program has remained relatively constant overall. The biggest increase, six staff, occurred in preparation of acceptance of maintenance responsibility for ACDC Reaches 3 and 4 and the East Fork Cave Creek.

2. Position numbers and classification codes (See Tab P: Supporting Documents)
3. Job descriptions and workload indicators. (See Tab P: Supporting Documents)
4. Organizational chart, relationships, and span of control (See Tab P: Supporting Documents)

E. Number of Authorized Positions. (See Tab P: Supporting Documents)

F. Effectiveness and Efficiency.

The District recently opened the East Mesa Maintenance Yard. The facility was the result of a Total Quality Management study and will result in increased productivity. The increase is due to the fact that travel from the facility to eastern county structures is significantly reduced. This increases available work time and decrease vehicle use rates.

G. Mandate and Financial Relationships. See Department Overview, Page ii-3)

H. Comparison to Other Agencies: Comparisons are not yet available

PROGRAM ISSUES

A. Spending and Funding Issues.

Contracted services: Every maintenance function now provided by FCD employees could be provided by a private firm. This issue raises three questions:

- 1) Would the services be provided at a cost less than that being provided by District employees?

2) Would the quality of the services provided be equal to that provided by District employees?

3) If the maintenance functions were provided by private firms, how would emergency responses be provided?

B. Issue Analysis. This issue will be reviewed this year as a 1995 goal of the District. A specific maintenance program will be investigated for possible contracting.



PROGRAM REVIEW: Environmental Program

A. Program History

In response to mandates of the Federal Clean Water Act of 1987, the Environmental Protection Agency (EPA) published final regulations requiring permit applications for stormwater discharges under the National Pollutant Discharge Elimination System (NPDES) on November 16, 1990. These regulations target stormwater discharges from municipalities and counties with populations greater than 100,000 and potentially impact agencies which own and operate stormwater facilities that inter-relate with the targeted municipalities by requiring those agencies to become a co-applicant with the targeted entity or obtain their own individual NPDES stormwater discharge permit. Currently, local impacted agencies include Phoenix, Tempe, and Mesa. The latest census indicates that Scottsdale, Glendale, and Maricopa County have reached the targeted population but have not received formal notification from the EPA requiring a permit application. Since District structures receive stormwater runoff from and inter-relate with impacted agencies, the EPA notified the City of Phoenix in a February, 1992 letter, that the District should either apply as a co-applicant to the City of Phoenix's permit, or obtain an individual NPDES permit covering stormwater discharges from District structures. Although the District has never received formal notice from the EPA, ultimately it will.

In addition to the target population criteria, all stormwater facilities are now subject to NPDES permitting because statutory exemptions for stormwater dischargers that were not targeted by the first wave of permit application requirements expired on October 1, 1994. Although EPA has indicated that they will take no enforcement action at this time, there is currently no regulatory protection from enforcement under these regulations.

As an agency with little to no land use authority, the District has few options to use in controlling the quality of water it receives into its stormwater conveyance system. An alternative is to enlist the support of cities who have land use authority to prohibit polluting discharges and pursue enforcement actions against offenders. Because District structures inter-relate with the impacted and potentially impacted agencies within Maricopa County, a multi-jurisdictional approach was adopted.

The NPDES stormwater discharge permit application process and permit compliance requirements are multi-faceted and extremely costly to taxpayers. To date, the cities of Phoenix, Mesa, and Tempe have spent an estimated \$1,250,000 on permit application preparation alone. New compliance programs are expected to add well over a million dollars annually to their combined annual budgets. These costs do not include the capital improvement projects designed to reduce or limit the impact of pollutants in stormwater runoff. To help defray the costs associated with characterizing stormwater quality, including operation and maintenance of stormwater monitoring stations, and annual reporting requirements, as well as to prepare for the inevitable application of NPDES permit requirements to the District, staff sought and obtained formal approval from their Board of Directors to implement a NPDES Regional Stormwater Management Program in

March of 1991. This program was initially funded by District tax revenues with cooperative monies from the United States Geological Survey (USGS). Current funding sources include a combination of federal grant, cooperative, and District tax revenue monies.

B. Goals and Objectives

1. Goals

- a) To position the District, such that all District flood control structures, conveyances, and facilities comply with Federal NPDES stormwater discharge permit requirements so that if and when formally notified by the EPA to obtain an NPDES permit, the District will be in a position to anticipate and potentially limit the impact of compliance programs
- b) To reduce the monetary impacts to taxpayers associated with the required collection, analysis, and annual reporting of stormwater quality parameters by establishing a regional stormwater monitoring system.
- c) To conduct and sponsor stormwater quality related studies from which information is obtained to develop a statistically viable stormwater quality data set, and to gather design information from newly developed and existing stormwater quality-enhancement systems and structures
- d) To serve as the central repository for stormwater quality information and provide valid arguments and strategies for use by impacted agencies in negotiations with Federal and State regulatory agencies

To achieve these goals, the District has developed a regional approach to stormwater quality management with the following major objectives:

2. Objectives

- a) Maintaining Regional Support and Interaction
- b) Managing and Coordinating Regional Stormwater Quality Characterization.
- c) Developing and Analyzing Regionally Applicable Stormwater Best Management Practices
- d) Disseminating Findings Both Regionally, and Nationally

C. Program Description

1. Major Activities

The Environmental Program is managed through two divisions. The program management and the administrative functions are managed from the Planning and Project Management Division and the stormwater quality and measurement functions are managed through the Engineering Division.

One of the major program activities is the coordination of a regional approach to NPDES permitting. In anticipation of issuance of the EPA's final regulations establishing permit requirements for stormwater discharges, the District Board of Directors approved Joint Resolution FCD 90-08. This Resolution authorized the District to cooperate with Maricopa County and negotiate intergovernmental agreements as necessary to plan and implement a stormwater management program for NPDES stormwater permitting. A regional strategy was created in May 1991 with the approval of Resolution FCD 91-07. This Resolution authorized the Chief Engineer and General Manager to establish compliance programs for NPDES stormwater regulations and to provide regional coordination and management services in cooperation with Maricopa County and interested municipalities. To promote regional cooperation, a Maricopa Association of Governments (MAG) Stormwater Task Force was formed with District staff serving as the facilitator. This Task Force established a regional framework, approved by local government representatives, for dealing with NPDES permit requirements. The approved framework has the District leading the sampling and analysis of stormwater quality, providing educational outreach materials, and acting as the information repository for all NPDES stormwater related issues.

A second major activity of the program is monitoring stormwater quality. The first step toward establishment of a regional stormwater monitoring network was the approval of Resolution FCD 91-09. This Resolution authorized a Joint Funding Agreement with the United States Geological Survey to establish four stormwater monitoring stations to characterize stormwater quality, and further authorized the Chief Engineer and General Manager to negotiate IGAs with agencies targeted by NPDES regulations to resolve financing issues. This was a critical step in the development of a cost-effective regional sampling strategy, in that, NPDES regulations require from 5-10 stormwater monitoring stations be established for each permit application. With six (6) targeted municipalities, there could potentially be 30-60 monitoring stations required within Maricopa County. Fortunately, the EPA has indicated a willingness to negotiate on the number of monitoring stations required if it can be demonstrated that they are placed in areas "representative" of the total land use.

Another activity of the program has been public information both in terms of compliance education and guidance, and general information. Working through a MAG Stormwater Task Force a model stormwater ordinance was developed for use by

impacted municipalities as a guide towards developing the legal authority necessary to implement equitable stormwater compliance programs. Since that time, the MAG Stormwater Task Force realized its goal of establishing a regional framework and the District has actively participated in NPDES stormwater permit negotiations, meetings, interest groups, and committees at the Federal, State, local and private levels. In early 1992, the District contracted with Camp, Dresser and McKee to facilitate a broad based task force whose goal was to develop a regional handbook to assist impacted agencies, including private contractors, contractor associations, and state and local government agencies in complying with NPDES permit application requirements for construction sites. The result was Volume III of the Drainage Design Manual, otherwise known as the *Erosion Control Manual*.

Research across the country has demonstrated that public education may be the most effective and economical means of reducing non-point source pollution attributed to urban stormwater runoff. An informal poll of the impacted municipalities indicated that public education outreach programs mandated under NPDES would benefit from a regional video outlining the efforts of various agencies in reducing stormwater pollution and providing information on how the concerned public could assist. As a result, the District contracted to produce a public information video entitled: *Stormwater Pollution, Groundwork for Prevention*. This video has been shown at the Maricopa County Fair and various High Schools and was provided to both targeted and interested municipalities to show on their public access television stations.

A final activity of the program has been the development of best management practices or methods of reducing pollution in runoff waters. Resolution 91-07 authorized the District to develop these programs. District efforts have resulted in national recognition and the District has received requests for data from the USGS for their Central Arizona Basin National Water Quality Assessment study and from various private consultants and public agencies within region. To further report District findings and to promote sound stormwater quality management, the District publishes a semi-quarterly newsletter, "The Stormwater Monitor". This newsletter discusses trends and findings in stormwater quality programs from the region and across the country. Additionally, District staff has made numerous presentations on stormwater quality management strategies and findings.

2. Customers served

Customers served have been referenced in the history above and include the cities of MAG and in particular the cities of Phoenix, Mesa and Tempe. Other agencies assisted include Maricopa County Facilities Management, Maricopa County Solid Waste Management Department, Maricopa County Equipment Services, Arizona Department of Transportation and numerous construction agencies and contracting municipalities.

3. Services Provided

Services provided include educational outreach, assistance to County agencies in complying with NPDES mandates, outreach to construction agencies (including a guidance manual on construction site NPDES permitting), providing data to interested organizations, providing technical assistance to impacted municipalities in permit negotiations with EPA, and developing cost efficient and effective best management practices. The District's regional stormwater monitoring system consists of 17 land use based monitoring stations and five in-stream sampling sites which supply compliance data in the form of annual reports of pollutant load in stormwater to Mesa, Phoenix, and Tempe. As other agencies are added to the EPA target list, this compliance data will be used to augment their NPDES permit applications and meet their data collection mandate as well.

4. Contracted Services

To operate and maintain stormwater monitoring stations, the District uses in-house staff and has contracted with two private consultants for sampling assistance. Analysis is conducted at either the National Water Quality Laboratory or at the District's state certified contract laboratory. Additionally, the District maintains a Joint Funding Agreement with the USGS for operation of four land use stations and the five in-stream sampling sites.

5. Mandated Services

a) Mandates

1. NPDES. 40CFR Part 122, 123, 124.
2. HAZMAT & CERCLA. 42 USC 9607(a) and 42 USC 9601(35)(A)(B).
3. 404 Program (Wetlands) 33USC Section 44 (a), (b), (e).

b) Authorizations

1. FCD Resolution 91-07. Authorized the Chief Engineer and General Manager to negotiate Intergovernmental Agreements (IGA) with cities to coordinate, manage and cooperate with, efforts to achieve compliance with the Federal Clean Water Act's NPDES stormwater Permitting Program.
2. Subsequently, the District has entered into IGAs on an as requested basis, with local municipalities including Phoenix, Mesa, and Tempe (FCD IGAs 92014, 92010, and 94005 respectively). These agreements, among other things, provide the District with a means of investigating and eliminating illicit discharges from interconnected municipal drainage systems into District Structures, and obligates the District to provide stormwater quality data, necessary for local municipalities to satisfy Federally mandated annual NPDES reporting requirements.

3. FCD Resolution 91-09. Authorized the Chief Engineer and General Manager to negotiate IGAs with Cities for financing issues relative to water quality sampling.

6. How and Where Services are Provided:

Services are provided in a variety of ways. The Cities of Phoenix, Mesa and Tempe receive an annual report on stormwater monitoring efforts and pollutant loads. Technical information, including educational materials, copies of the stormwater quality video, Erosion Control manual, and water quality data are available upon request from the District.

7. Historical and Current Workload Indicators

INDICATOR	UNIT	FY 92/93	FY 93/94	FY 94/95
Site Assessments	Acres	5,000	3,500	500
Public Education Releases/ Meeting	Each	106	451	207
Stormwater Quality Investigations	Each	600	444	148
Stormwater Quality Monitor Station Sitings	Each	-	5	10
NPDES Permit Activities	Each	48	38	10
Position/Guidance/Comment Papers	Each	-	-	10
		N/A	5	

These workload indicators were developed based on performance items that can be easily measured and documented. Meetings are estimated based on the previous year's number and are recorded monthly for reporting purposes. The siting of stormwater quality monitoring stations is a new indicator, that is more appropriate to the shift to Planning and Project Management Division. The numbers for previous years station sitings were readily available. Position papers generated is also a new indicator.

8. Cost Centers or Subdivisions: (See Tab P, Supporting Documents, "Low Org Allocations by Program") This program involves partial FTEs from several low orgs.

9. Historical and current data on costs

Start-up costs of the program for FY 91-92 were \$431,000 including staff time and administrative overhead. For the Fy 92-93 budget year, costs were \$635,000 and in 93-94 \$828,000 was expended on NPDES activities. The FY 94/95 budget is \$1,294,928 and the projected FY 95/96 budget is \$1,175,248.

10. Program Income and Revenue Generated: N/A

11. The Extent to Which the Program is Regional or Interjurisdictional

In 1991, FCD Resolution 91-07 was approved by the Board of Directors and authorized the Chief Engineer and General Manager to negotiate Intergovernmental Agreements with cities to coordinate, manage and cooperate with, efforts to achieve compliance with the Federal Clean Water Act's NPDES stormwater Permitting Program. Subsequently, the District has entered into IGAs on an as requested basis, with local municipalities including Phoenix, Mesa, and Tempe (FCD IGAs 92014, 92010, and 94005 respectively). These agreements clearly place the program into the regional category.

12. Issues and Challenges Facing the Program

Some of the major issues and challenges facing the NPDES stormwater management program include:

- a) Defining the degree of FCD involvement. Even though the District NPDES Stormwater Management Program efforts to date can be used for satisfying our own inevitable NPDES stormwater permitting requirements, what level of District involvement is the governing Board comfortable with?
- b) Is the proactive approach currently used by the District to define our own compliance terms desirable, or should the District wait for an EPA mandated level of effort? Staff experience in dealing with regulatory agencies has been that it is in the District's best interest to initiate permit terms rather than be targeted and subject to requirements usually developed for regions with dissimilar ecological and physical characteristics. The chances are that the District Facilities will eventually be targeted by stormwater regulations. It is staff's opinion that our proactive approach to stormwater quality management will provide the District with permit terms we already have satisfied.
- c) Is urban stormwater runoff from Maricopa County a major, significant cause of degradation of the receiving waters (the Gila and Salt Rivers)? The answer to this question is still probably two to five years away, and can best be answered by continuing the stormwater characterization component of the District's Stormwater Management Program. Current NPDES stormwater regulations are based primarily upon minimal water quality studies with all data collected in regions dissimilar to our own. Continuation of the program at current effort levels should provide the needed insight to say with a degree of confidence, whether or not urban stormwater runoff is a significant contributor to water quality problems in Maricopa County and/or its receiving water bodies.
- d) Translating District findings into reduced regulatory requirements. Environmental regulations often are based upon a combination of "real environmental impacts," human emotion, and political/economic considerations. The NPDES stormwater

regulations are no different, in that factors other than scientific findings, and sound stormwater quality management strategies may influence whether or not negotiations to reduce regulatory requirements are successful. District staff, however, maintains that the regional characterization and management approach is our best avenue for reducing the non-scientific influences of these regulations.

- e) Is the funding of the monitoring component of the NPDES permit requirements the only (best) way to ensure cooperation from municipalities with inter-relating stormwater drainage systems? Since the inception of this program, local municipalities have demonstrated a reluctance to forfeit any land use control that impacts the quality of stormwater entering drainage facilities. The regional approach and IGAs developed by District staff have provided the District with some means of protecting itself against polluting discharges from these systems into District structures. Although this is definitely not the only approach to ensuring municipal cooperation, it has to date, been an effective one.
- f) What is the District liability if poor stormwater quality results in harm to receiving water bodies? Although no real regulations exist at this time regarding the quality and impacts associated with stormwater discharges from District conveyances into Waters of the U.S., we anticipate the application of numerical and toxicity discharge standards to stormwater by the year 2004. This may result in liability to the District if we are not in compliance with the NPDES stormwater regulations, and, therefore requires study. Much of the needed baseline information is being collected through the current Stormwater Management Program.
- g) What is the District's liability if poor water quality in District structures or conveyances results in or is attributed as being responsible for harm to citizens, property, or the environment of Maricopa County? If the District can demonstrate a willingness to comply with regulations, accurately define the water quality of discharges from its structures, and continue with a proactive Stormwater Management Program, it will be much more difficult to hold the District liable for negative impacts to life, property or the environment. It is hoped that results from current monitoring will show whether stormwater from District structures is or is not contaminated with potentially toxic constituents, and if the District has any control over their presence or concentrations.

D. Staffing Issues

1. Historical and Current data on Positions and Costs.

The Environmental Branch was created in January 1991 with 2.75 FTEs dedicated to the NPDES program effort. The Branch was located in the Constructions and Operations Division, with the Environmental Program Manager directly reporting to the Division Chief. A Hydrologist II and an Environmental Program Engineer were

totally dedicated to the NPDES efforts and reported directly to the Environmental Program Manager. The Environmental Program Manager provided oversight to non NPDES environmental support functions for approximately 25% of her staff time. In the spring of 1992, three additional positions were added to augment the NPDES management effort. These positions consisted of two Civil Engineering Technicians and a Hydrologist I. All three of these positions reported directly to the Environmental Program Manager. In Fall of 1992, the Environmental Program Engineer left the District and in the following spring (1993), the Hydrologist I was upgraded to an Engineering Associate. These staff conditions remained unchanged until December, 1994, when the District eliminated the environmental branch as part of a reorganization. The program is currently directly managed by two Civil Engineering Technicians assigned to the Data Collection Branch and two NPDES staff positions (Environmental Program Manager and Engineering Associate) assigned to the Planning and Project Management Division. A second Engineering Associate position was added during the restructuring.

2. Position Numbers and Classification Codes: (See Tab P: Supporting Documents)
3. Job Descriptions (See Tab P: Supporting Documents)
4. Organizational Chart showing relationships and span of control: (See Tab P: Supporting Documents)

E. Number of Authorized Positions by Division

Three program positions are authorized for the Planning and Project Management Division and two positions are authorized for the Engineering Division.

F. Effectiveness and Efficiency of Past Capital Projects: N/A

G. Mandate and Financial Relationship

1. Geographic/jurisdictional Historical Distribution of District Resources. District efforts to establish a regionally based stormwater program date back to January 1991. The table below summarizes the amount expended to establish this regional network excluding District staff time and overhead. Because the terms of the IGAs under which the District established these stations is somewhat different for each municipality, the quantities vary from city to city. Additionally, several USGS sites are used to supply both fixed land use data for the City of Phoenix, and stormwater quality data for all of Maricopa County. These costs are shown under Maricopa County, rather than the City of Phoenix. The City of Glendale has only one fixed land use sampling site at this time.

Approximate Distribution of Districts Resources for Stormwater Monitoring

Geographic Jurisdiction	FY 91/92	FY 92/93	FY 93/94	FY94/95
Mesa	N/A	N/A	\$212,678	\$75,000
Phoenix	N/A	N/A	\$45,000	\$170,200
Tempe	N/A	N/A	N/A	\$110,000
Glendale	N/A	N/A	\$39,000	\$ 15,000
Maricopa County	\$232,700	\$306,300	\$171,300	\$218,760

2. Results of assessments of program efficiencies
3. The amount of federal or other money leveraged. The amount of federal money leveraged is shown in the table below and consists of grant money as well as cooperative funds from the USGS.

Amount of Federal Money Leveraged			
Fiscal Year	Source/Quantity		Total
91/92	EPA Grant	\$29,000	\$129,000
	USGS Coop	\$100,000	
92/93	USGS Coop	\$ 36,000	\$ 36,000
93/94	USGS Coop	\$ 18,000	\$ 18,000
94/95	USGS Coop	\$ 20,000	\$ 20,000
TOTAL			\$203,000

H. Comparison to Other Similar Agencies

Across the country, flood and stormwater management agencies are dealing with mandated NPDES programs. Their responses to these programs have some degree of variability, depending on regional factors and political climate. The Cities of Denver, Lakewood and Aurora handle their NPDES mandates, through the Urban Drainage and Flood Control District. These cities enjoy the advantages of a joint stormwater quality monitoring effort and like the District worked cooperatively to establish stormwater management programs. Another similarity is their task force assembled manual to aid impacted agencies in application of best management practices for control of stormwater pollution. The Urban Drainage and Flood Control District funds their NPDES effort through a stormwater utility.

The North Central Texas Council of Governments is an association similar to the Maricopa Association of Governments. Their efforts in regional stormwater management include, regional sampling through the USGS which has resulted in a reduced number of required monitoring stations, a monthly newsletter on water quality issues and a task force that meets monthly to develop guidance manuals and resolve regional stormwater management issues.

The Louisville and Jefferson County Metropolitan Sewer District in Kentucky is funded through a stormwater utility that finances their NPDES compliance efforts. This agency operates a combination of combined sewers and separate storm-drains. They too have benefited from collaboration with the USGS on water quality sampling. Because of the high annual rainfall, they have the luxury of manually sampling stormwater, during rainfall events that occur during normal working hours. They operate a regional stormwater sampling program and have over four years worth of data. Their intention is to establish separate stormwater quality standards to gauge compliance with EPA requirements.

The Santa Clara County Valley Flood Control District in California participated in a joint NPDES permit application for their immediate region. The program is funded on a cost share basis and there is a high degree of regional cooperation. They publish a monthly newsletter and participate in a statewide Stormwater Quality Task Force to help resolve NPDES stormwater permitting issues.

Based on the readily available information on the NPDES programs implemented by similar agencies, there is a common thread of regional cooperation. Stormwater is a cross jurisdictional issue, and like the District, these agencies have found that a regionalized approach reduces the overall impact of implementing these programs. Other similarities are in the use of the expertise of the USGS for assistance in data collection efforts and the publication of a newsletter on stormwater permitting issues.

IV. PROGRAM ISSUES

A. Spending and Funding Issues

Although recent changes in Congress may result in a re-authorized Clean Water Act that is less restrictive, the NPDES stormwater program is not going to be eliminated. The requirements of this program are aimed at reducing stormwater pollution to the maximum extent practicable and the EPA program will target those agencies that can through either prevention or treatment methods, improve stormwater quality. As the owner and operator of a stormwater drainage system that serves over 9,000 square miles, it is unlikely at best that the District will be able to avoid some NPDES involvement. By acting proactively, the District has some degree of ability to define what that involvement should entail. Eliminating the program at this point would most likely draw a mandated requirement from the EPA, accelerating a process which may already be on its way.

Program termination would require that the District break three Intergovernmental Agreements which obligate the District to supply stormwater quality data to Phoenix, Mesa, and Tempe. These agreements also provide the District with a means of enforcing water quality measures for discharges from municipal stormwater systems into District structures. This would also seriously affect the working relationship

established between District staff and state and local regulatory officials. Additionally, the projects under way with the USGS would be discontinued and the joint funding agreements terminated. Further, the District's development and assessment of regional stormwater best management practices would be severely hampered.

B. Issue Analysis

Legal and Financial Impacts of breaking IGAs. The District has used several tools to establish its stormwater monitoring network. A primary tool has been the USGS. The USGS established and is currently operating four fixed land-use stations and the five in-stream sites. The USGS conducts this work for the District under annually approved Joint Funding Agreements, authorized by Resolutions FCD 91-07 and FCD 91-09. Data collected from the USGS sites are used to satisfy NPDES annual permitting requirements for Phoenix, Tempe, and eventually Glendale. In-stream flow data is available upon request and could be used by the cities of Scottsdale, Mesa, Tempe, Paradise Valley, and Phoenix. All data collected is stored in the Flood Control District's stormwater quality database.

The joint funding agreements with USGS are approved yearly by the District's Board of Directors. In the event that the Board did not approve the joint funding agreement, the District would, at minimum, have to re-establish four stormwater monitoring stations operated by the USGS, at an estimated cost of \$200,000. The next immediate concern would be the loss of compliance data for Mesa, Tempe, and Phoenix. These agencies are under mandate from the EPA to supply stormwater data and could face compliance fines of up to \$25,000 per day. The cities could sue the District to recover their costs if the stormwater monitoring stations were not re-established quickly enough to prevent a lapse in data collection. Longer term impacts would be the loss of a continuous data base, and the loss of a highly credible federal agency with significant ties to the EPA.

The remaining fixed land-use stations are municipal systems installed under contract and purchased by the District under intergovernmental agreements. Under these agreements, the District is responsible for the operation and maintenance of three municipal systems located in Mesa, Phoenix, and Tempe, and must provide annual water quality data to each. Actual operation and maintenance of the systems are conducted using District staff and outside contractor assistance. Data collected from each system is stored in the FCD database from which annual reports are generated to facilitate the respective municipalities annual NPDES stormwater quality reporting requirements.

If the District were to abrogate the intergovernmental agreements, as provided for in the agreement with one year advance notice, the District would potentially lose one of the only means of ensuring that the cities respond promptly to polluting discharges entering District structures. This is important because NPDES regulations provide fines of up to \$25,000 per day, per violation, for polluted stormwater discharges into Waters of the United States. Additionally, the regionality of stormwater quality management would be jeopardized.



PROGRAM REVIEW: Floodplain Administration

A. Program History

In 1968, the National Flood Control Act was passed and the federal government through the U.S. Army Corps of Engineers began a massive nation-wide surveying and mapping of major watercourses and other selected areas. The 1973, Flood Disaster Protection Act made comprehensive revisions to the 1970 National Flood Insurance Program and required all participating communities to adopt and enforce floodplain regulations. The purpose was to supplement structural flood control projects with cost effective non-structural regulation of floodplain uses and development. In 1973, the state passed HB-2010 empowering cities, towns and counties to adopt floodplain regulations and established the Department of Water Resources as the State Coordinator of the National Flood Insurance Program.

In July 1975, Maricopa County adopted the first floodplain regulations which were administered by the office of the County Manager, at County expense. The District acted as technical support through the Department of Planning and Development until August 1, 1982. Effective that date, the Board of Supervisors transferred floodplain management responsibility to the District.

In 1984, the state flood control statutes were revised to require each county to organize a flood control district. The Flood Control District was required to delineate floodplains and adopt and enforce floodplain regulations throughout the County unless municipalities specifically resolved to perform their own floodplain management. Maricopa County lobbied in favor of these revisions at least partly because the costs of floodplain management were transferred from the County to the District.

In 1990, the County volunteered to participate in the National Flood Insurance Program/Community Rating System Program. This is a program in which the County agrees to be rated by the federal government on its effectiveness in performing floodplain management. Citizens within rated communities may be eligible for flood insurance premium credit based on the community rating. Unincorporated Maricopa County currently has a 20% discount rate, second highest in the nation (25% granted to the City of Tulsa, Oklahoma). Several local communities receive discount ratings based partly on District activities performed on a regional or inter-jurisdictional basis.

Currently, in addition to the unincorporated area of the County, the District performs floodplain management within 11 incorporated communities.

B. Goals and Objectives

- a) Offer excellent service to residents and the development community in terms of floodplain identification, drainage and plan review activities.
- b) Maintain a pro-active program for the identification of flood hazard areas within the County.

- c) Establish a procedure to identify and acquire property subject to flooding due to discharges from District structures.
- d) Monitor District and other County programs and procedures to maintain conformance with the Federal Emergency Management Agency National Flood Insurance Program rules and guidelines, and the federal Flood Insurance Administration program; ensure compliance with state statutes and the Floodplain Regulation for Maricopa County.
- e) Maintain the current 20% flood insurance premium credit through the Community Rating System Program.

C. Program Description (Three Year History):

1. Major Activities. The Floodplain Management Program is managed in the Regulatory Division, Program Management Branch and is divided into administrative functions and technical evaluation tasks. Program functions are made up of the following specific activities. Those activities prefaced with an (*) are mandated and explained under Paragraph 5 below, Mandated Services.

a. General Administration:

- Community Rating System Program
- Map Determination Recordation
- Pre-development Consultation
- Activity and other Reports
- *Flood Insurance - Public Information

b. Regulation Administration:

- *Permitting
- *Regulation Enforcement
- Flood Insurance Study Coordination with FEMA
- *Review Federal & State Regulations
- *Coordinate regulatory activities with federal and state agencies

c. Technical Review and Evaluation

- *Flood Insurance Studies
- Hydraulic Analysis
- Hydrologic Analysis
- Plan Review and support for other departments and agencies

2. Customers served

Most services provided are for all citizens of Maricopa County. Permitting and enforcement services are not provided for those communities that have assumed the floodplain management and regulation function (A.R.S. 48-3610). Specific customers served include property owners, land developers, the insurance, real estate and land appraisal industries, lending institutions, engineering consulting firms and local communities and government agencies.

3. Services Provided

Identify flood hazard areas; identify individual flood prone properties; provide flood prevention and flood fighting information; qualify county for insurance premium reduction credits; provide guidance on the development of flood prone properties; respond to flood inquiries and complaints and possible flood hazards reported by citizens and others. Reduce the risk to life and property inspect properties for compliance with approved permits; issue permits for development that is in compliance with regulations; investigate violations and attempt to gain compliance and when necessary file criminal complaints through the office of the County Attorney or the state Attorney General. In the three year period 1992-1994, staff investigated 63 violations. Compliance was established and none resulted in court cases.

4. Contracted Services

Perform Flood Insurance Studies to identify flood hazard areas. Studies are performed in areas where new flood control structures have reduced flood risks and have therefore altered previously identified flood hazard areas, areas of imminent or ongoing development where flooding has occurred but the risk has not been determined, and areas where previous studies have become outdated and therefore inaccurate due either to development which may have altered the floodplain, new technical information or changes in federal or state laws rules or guidelines require certain areas to be restudied. Over the past three years, contracted services have been budgeted at \$741,000 for FY 94/95; \$1,099,000 for FY 93/94; \$1,000,000 for FY 92/93. In addition, many of the Area Drainage Master Studies have delineated floodplains in support of this program.

5. *Mandated Services

This program is mandated by the Federal Emergency Management Agency National Flood Insurance Program and by ARS 48-3609 and is essentially a program to delineate boundaries of and regulate development within the 100-year floodplains using the Floodplain Regulation for Maricopa County. The Flood Control District's jurisdiction applies to both incorporated and unincorporated areas of the county, unless a municipality specifically elects to assume floodplain management powers and duties pursuant to A.R.S. 48-3610. Services include permitting activities, regulatory enforcement, review of state and federal rules and regulations to ensure compliance of our local program, providing flood insurance information and performing flood insurance studies. Mandatory citations are indicated in Section II. Department Overview.

6. How and where services are delivered

Services are delivered through various means of communication, site inspections, walk-in customers, conduct of meetings and presentations through invitation by interested groups and public meetings.

7. Historical and Current Workload Indicators

INDICATOR	Unit	FY92/93	FY93/94	FY94/95
Floodplain Use Permits Processed	Each	25	90	60
Floodplain Reviews for Others	Each	150	182	100
Public Education/Information	Each	3,900	12,100	9,840
Regulation Enforcement Activities	Each	23	35	30
Floodplain Delineations	Acres	400,000	182,500	70,000

8. Cost centers or subdivision. Not applicable to this program.

9. Historical and Current Cost Data

FY 92/93	FY 93/94	FY 94/95
\$2,008,556	\$2,270,124	\$1,813,370

10. Program Income and Revenue: See Section II. Department Overview

A fee schedule was adopted by the Board in August 1987. Current fees are not based on recovering full costs for permitting. The fee schedule is currently under review. A report including permitting program costs based on full recovery is being prepared for consideration by the Board.

11. Program Jurisdiction

Currently the Floodplain Management Program provides floodplain management for the unincorporated area of Maricopa County and 11 local municipalities (list attached). The floodplain program has its basis in watersheds which are based upon topography. In other words, the physical characteristics of the land determine the watershed and its related floodplain not geo-political borders. Therefore, this program is by physical law interjurisdictional in nature.

12. Issues and Challenges

Maintaining compliance with state and federal rules and changes. Improving the understanding of decision and policy makers that the floodplain management program is positive and reduces flood risks to life and property, reduces future need or costs for flood control projects, reduces flood complaint and violation enforcement costs. Keeping pace with technological and scientific advancements, including issues related to Geographic Information Systems, computer modeling, and flood hazard determination based on geomorphological conditions (alluvial fans).

D. Staffing Issues.

1. Historical and current data on positions and costs.

The staffing in this program has remained relatively constant. In FY 91/92, the program had nine staff members directly assigned to the program. This included one

manager, three customer service personnel, and four technical staff. In FY 93/94, this number increased by one customer service person. This person was added due to the increasing number of calls from both the general public and from real estate staff members about the location of a house relative to the floodplain. Due to the allocation of overhead staff, this number has fluctuated over the years. (See Section II, Department Overview)

2. Position numbers and classification codes (See Tab P: Supporting Documents)
 3. Job descriptions and workload indicators. (See Tab P: Supporting Documents)
 4. Organizational chart, relationships, and span of control. (See Tab P: Supporting Documents)
- E. Number of Authorized Positions. (See Tab P: Supporting Documents)

The more recent staff efforts came out of the Hydrology Division and Engineering Divisions as they existed prior to restructuring in December 1994. Floodplain Management activities are now shared between the Hydraulics and Hydrology Branches of the Engineering Division and the newly formed Regulatory Division.

- F. Effectiveness and Efficiency. See H. below concerning the CRS Program.
- G. Mandate and Financial Relationship. See Section II. Department Overview.
- H. Comparison to Other Agencies.

The Community Rating System Program (CRS) began in 1990 and is Board sponsored. It is a means of comparing our floodplain management program with others nation-wide. It also provides a benchmark to measure our own progress. This rating program also provides an incentive to the county because flood insurance policy holders receive a break on their insurance premiums based on the county's floodplain management performance. In 1991, we rated a 5% discount. In 1993, we improved to a 15% discount rating. In 1994, Maricopa County was rated second in the nation. Policy holders in the unincorporated county receive a 20% premium discount. Other local communities participating in the CRS Program receive credit based partly upon certain District activities within their corporate limits. This allows policy holders within those communities to also receive premium discounts.

The Floodplain Management Program is directly related to the EPA water quality programs (NPDES) and superfund mitigation programs; ADEQ (aquifer protection); the U.S. Army Corps of Engineers 404 (dredge and fill in waters of the U.S.) program; federal flood insurance administration program; federal natural disaster detection, mitigation and relief programs. It is also related to certain Agricultural programs where certain activities may be carried out within delineated floodplains such as milk dairies. Our program is also used as a resource for information and evidence by the County Attorney, State Attorney General and the U.S. Justice Department in their pursuit of violations of various local, state and federal flood and environmental laws.



PROGRAM REVIEW: Drainage Administration

A. Program History

The earliest drainage administration effort at the District was not a formal program. It began in the early seventies and consisted of the County Planning Department and other agencies submitting development plans for review by the District. It was not until the mid to late seventies that the Subdivision Regulations for Maricopa County and the County Zoning Ordinance were revised so that drainage and grading plans were required for development approval.

The Program began because development was occurring with little or no regard for stormwater. This resulted in developments being subjected to flooding and developments creating greater flood risk and damages to adjacent and downstream properties. Left unregulated, the structures would be built without protection from flooding. Floors would be built too low, washes or other drainage paths would be backed up or diverted onto neighbors, and runoff would significantly increase because of an increase of hard surfaces with no provisions for retention of runoff.

The Drainage Program began to take shape on September 12, 1983 when, through an IGA between Maricopa County and the Flood Control District, the District was appointed as the Drainage Administrator. Included in this IGA was a provision that funding for the drainage administration duties would come out of the District funds raised in accordance with A.R.S. 45-2364 (Part of the District's enabling legislation at that time) or from fees.

The Drainage Administration Program began functioning as a full fledged program when the Drainage Regulation for the Unincorporated Area of Maricopa County was adopted by the Board of Supervisors on September 26, 1988. Adoption of the Regulation resulted in more efficient administration of the Program since the development drainage requirements came directly out of the Regulation as opposed to referencing the Subdivision Regulations, Zoning Ordinance and State Statutes. The Regulation also included a fee schedule for the processing of drainage permits and plan review.

In December 1994, a restructuring of the District resulted in the regulatory functions (floodplain management and drainage administration) being combined into the Regulatory Division. Efforts are still underway to combine the functions which we expect to result in improved customer service, increased proficiency in the area of development review and interagency coordination, and improvements in the drainage/floodplain inspection and enforcement efforts. The drainage (as well as the floodplain) fee schedule is currently being assessed in an attempt to reflect actual costs of the permitting/plan review effort. Current fees do not cover the cost of the permitting process.

B. Goals and Objectives.

The Drainage Administration Program is one of the regulatory activities that the District provides as a flood and stormwater management service for the benefit of the people of Maricopa County. The Program administers the Maricopa County Drainage Regulation in

order to reduce existing and potential flooding caused by local stormwater. Regulating new development and enforcing drainage requirements will reduce the cost of both future flood damages and remedial flood control measures.

C. Program Description (Three-Year History):

1. Major Activities.

- a) Public Service - Provide drainage information and respond to drainage inquiries or complaints regarding reports of flooding and possible flood hazards reported by citizens.
- b) Development Review - Review proposed development for compliance with the Drainage Regulation and to ensure compatibility with other District programs.
- c) Inspections and Permitting - Inspect development for compliance with drainage plans and the Drainage Regulation. Issue drainage permits to development that is in compliance with the Regulation.
- d) Regulation Enforcement - Investigate possible drainage violations and work to gain compliance. If necessary, file criminal complaints against property owners to ensure compliance.
- e) General Administrative - Provide administrative support including archiving, coordination, performance management, training, and budget programming.

2. Customers Served.

Services of this program are provided to all within the unincorporated areas of Maricopa County and to the Town of Cave Creek.

3. Services Provided.

Four primary services are provided by this program: development plan review, drainage permitting, drainage inspection, and investigation and correction of drainage violations. The primary service provided by the development plan review is the review of plans to ensure compliance with the Drainage Regulation. The intent is to ensure the drainage is conveyed in a manner that does not impact any property to include property within the development. The permitting section basically performs the same function at an individual (homeowner) level. The inspection service involves field inspections to ensure that construction is proceeding in accordance with the approved plans. The drainage violation service investigates reported or observed violations of the provisions of the drainage regulation. These violations are processed to the extent necessary to correct the violation. Normally this only requires formal notification to the violator. However, civil court action has been required in some instances. The end result of these services is a safer environment for the citizens of the County and the reduction of losses due to flooding. The Drainage Administration Program also results in benefits to the District by

reducing costs for future flood control facilities, reducing flood damage and maintenance to District facilities, reducing flood and drainage complaint response costs and enabling the District to coordinate development drainage with area drainage master plans on a regional basis.

4. Contracted Services.

During the current and last fiscal years, this program has outsourced approximately one-quarter of the program costs.

5. Mandated Services.

Although there are no mandated services for this program by state and federal legislation, the District is directed by the Drainage Regulation as adopted pursuant to ARS 11-251, Sections 30 and 36 and ARS 11-251.05 which authorizes the Board of Supervisors to adopt and enforce all ordinances necessary to the full discharge of the duties of the Board of Supervisors as the legislative authority of the county government; and to enforce standards for excavation, landfill, and grading to prevent unnecessary loss from erosion, flooding, and landslides.

- a) Review drainage reports and plans for all developments of land covered by this regulation and approve such plans when the requirements of this Regulation are met.
- b) Investigate violations and complaints of non-compliance with this Regulation.
- c) Keep copies of all documents or other submissions made pursuant to the requirements of this Regulation.
- d) Issue notices or orders necessary to enforce the provisions of this Regulation.
- e) Take action necessary to obtain compliance with this Regulation, upon determination that development of land subject to this Regulation has proceeded without drainage clearance,

6. How and where services are delivered.

Services are provided through a combination of office visits for plan approval and site inspections for plan compliance and drainage regulation violation investigation.

7. Historical and current workload indicators.

The following workload indicators for the drainage administration represent the current and past two fiscal years.

a. FY 1994/1995

1) Inspections Performed (July thru January)	4,002
2) Drainage Clearance Requests Processed (July thru January)	2,644
3) Plan & Zoning Submittals (July thru February 17)	281
4) Drainage Inquiries received (projected)	125
5) Drainage Inquiries Visited (projected)	375
6) Drainage Review for Others (projected)	120

b. FY 1993/1994

1) Inspections Performed	5,619
2) Drainage Clearance Requests Processed	3,719
3) Plan & Zoning Submittals Reviewed (estimated)	460
4) Drainage Complaints Investigated	145
5) Drainage Reviews for Others (estimated)	100

c. FY 1992/1993

1) Inspections Performed	5,848
2) Drainage Clearance Requests Processed	3,250
3) Plan & Zoning Submittals Reviewed (estimated)	400
4) Drainage Complaints Investigated	221
5) Drainage Reviews for Others (estimated)	10

8. Cost Centers. See Program Review: Supporting Document, Low Org Allocation by Program Chart. The Drainage Administration Program involves partial FTE's from several low orgs.

9. Historical and Current Cost Data.

FY 92/93	\$1,407,939
FY 93/94	\$1,061,364
FY 94/95	\$1,051,574

10. Expenditures/Revenues.

Total budget assigned to this program in Fiscal Year 94/95 is \$1,051,574. This represents approximately 2% of the District's budget. The income for this program comes from permitting and development review fees and the District's special fund. Fees are currently not based on recovering all costs for permitting. However, as referenced previously, staff is developing a fee schedule to attempt to recover permitting and review costs. Collected fees/revenues for FY 92/93 totalled \$57,423, FY 1993/94 totalled \$126,433, and FY 94/95 totalled \$84,148 (7-month period, to-date).

11. Extent to Which the Program is Regional or Interjurisdictional.

The District drainage administration jurisdiction is the unincorporated area of Maricopa County. The District also provides drainage administration for the Town of Cave Creek at their cost (IGA attached). From the regionality prospective, proposed development drainage plans are reviewed for compatibility with Area Drainage Master Plans and adjacent and downstream jurisdictions. Efforts have been made in the past to regionalize drainage requirements and criteria. These efforts resulted in the "Uniform Drainage Policies and Standards for Maricopa County, Arizona" and the "Drainage Design Manual for Maricopa County." A third effort that is still underway is the review and update of Maricopa County area rainfall maps.

Staff is currently contemplating a proposal to develop an informal County wide association comprised of drainage jurisdictions. It is anticipated that the association will address such items as drainage criteria uniformity and plan review coordination.

12. Issues/Challenges Facing the Program.

An issue that challenges the Program concerns exemptions to the Drainage Regulation. The Drainage Regulation was established under Title II of the Arizona Revised Statutes, which exempts agricultural uses. This results in situations where unregulated drainage conditions on agricultural properties are modified resulting in adverse impacts on other properties. The Drainage Regulation cannot be enforced on the agricultural property when attempting to resolve the adverse impacts. Staff is proposing to readdress this issue with the County Attorney's Office. Consideration will be given to whether Title 48 of the A.R.S., the District's enabling legislation, can be used to establish the Drainage Regulation. Pima County has been functioning for a number of years with this approach.

Another challenge continues to be the coordination of drainage provisions with communities adjacent to development in the unincorporated area. Staff is proposing to develop an unofficial association with the other drainage jurisdictions in Maricopa County to address this drainage coordination effort.

An issue the program must continue to address is technological change. Most particularly will be the metrification efforts and the future update of the National Oceanic Atmospheric Administration rainfall atlas. Both of these changes will require revisions to the Drainage Design manual and modifications in our day-to-day program efforts.

D. Staffing Issues.

1. Historical and current data on positions and costs.

The staffing in this program has remained relatively constant. Over the past several years there has been an increase in two civil engineer technicians in the inspection branch and one administrative staff person. Refer to Section II, Department Overview for specific program manning levels.

2. Position numbers and classification codes. (See Tab P: Supporting Documents)
3. Job Descriptions and workload indicators. (See Tab P: Supporting Documents)
4. Organizational chart, relationships, and span of control. (See Tab P: Supporting Documents)

E. Mandated Activities: None

F. Comparison to Other Agencies.

In comparison to Pima County, our most recent restructuring has caused us to be more closely aligned with their structure with regard to regulatory functions. However, the main difference is that Pima County combines their drainage regulation with their floodplain regulation by establishing that the Flood Control District has jurisdiction over drainage and development review.

In other jurisdictions around the Country, drainage administration occurs under various authorities and at various levels. However, it is common for special districts and drainage utilities to perform the function on a regional basis.

PROGRAM ISSUES

A. Spending and Funding Issues.

The cost savings on a regional basis would result from having the drainage administration consistent over the entire County and doing away with conditions where drainage leaves one jurisdiction and drains into another with inconsistent provisions for the drainage. The District has made strides in this arena through the Area Drainage Master Planning program.

Cost savings could be realized by the smaller communities by having the District perform their drainage administration at cost.

The following impacts will be realized by Maricopa County if the program is reduced or eliminated.

- 1) An increase in structure and street flooding will result. In addition, larger drainage facilities will be required as transportation corridors are developed. Existing drainage improvements will be overtaxed resulting in flood damage and possibly death.
- 2) Increases the risk of sub-standard development and construction with future flooding as the result.
- 3) Future capital improvement projects will be demanded by citizens to reduce flooding caused by poor development practices.

- 4) Decrease in the FEMA CRS rating and a related increase in flood insurance cost to the public if no drainage administration is done at all.
- 5) Potential for litigation for not enforcing the Drainage Regulation, and lack of basic grading and drainage review and enforcement.
- 6) As unincorporated areas are annexed, those areas constructed without drainage requirement, review, inspection or enforcement will be sub-standard. All incorporated areas within the County have drainage requirements, most very similar to our own.

B. Legal and Financial Impacts of Breaking IGAs

Breaking the intergovernmental agreement with the Town of Cave Creek would likely have little legal impact and very little financial impact on the District. As long as the Town has their drainage administration performed adequately by themselves or contracted out, there should be very little legal impact, however, it would be anticipated that the financial impact would be a greater cost to the community to hire staff or a consultant to perform the function.

If the intergovernmental agreement between the County and the District were broken, the impact would be to shift the responsibilities and costs from the District special fund to the County's General Fund.



PROGRAM REVIEW: Property Management

A. Program History

The Property Management Program was initiated when the District was formed in 1959 and has been and continues to be funded through a combination of property rental/leasing, property sale and the District tax levy receipts. The historic function of this Program has remained essentially unchanged since the beginning of the District. The Program is responsible for leasing, selling and generally managing District real property in order to obtain income on an interim basis. The program is also charged with maintaining the value of this property until all or a portion of the property is needed for a project. Finally, the program is responsible for maintaining remnant property whose size and/or physical boundaries when combined with zoning ordinances preclude sale of the property.

B. Program Goals and Objectives

1. Aggressively manage all District property to optimize the District position. The associated objectives are to dispose of excess property through lease, sale, easement or exchange for appraised value.
2. Maintain an effective and efficient license and easement program by documenting procedures, creating standardized documents, and establishing fair market values for use.
3. Manage District rental property to optimize interim return and maintain value. This is accomplished by leasing at appraisal value, regular inspections, suitability for use determinations, advertising and background investigations for tenants.
4. Establish a G.I.S. database in order to create an automated, centralized parcel-based land system so as to efficiently manage the land and easements owned by the District.

C. Program Description

1. Major activities

The Flood Control District owns approximately 22,000 acres in fee simple and holds perpetual easements on an additional 38,000 acres. The acquisition of this real estate was legislatively authorized by several statutes including A.R.S. §48.3603.C.1 and §48-3603.C.2 and others as described in the Department Overview. All acquisitions were undertaken as a result of Board of Directors resolutions to acquire land as part of projects being done by the District. Other Board resolutions have authorized the District to lease properties, declare land excess to District needs and to sell at public auction at fair market value lands declared excess. (FCD 81-05, 86-21, 87-12, 88-5, 90-01, 92-07 et. al.)

Excess lands comprise a small but very significant fraction of District ownership. The current value of District land which ultimately can be sold is estimated to exceed \$10,000,000 dollars in value.

2. Customers served

The Property Management Branch serves a wide variety of both internal and external customers including other Flood Control District divisions, County agencies such as Maricopa County Department of Transportation, Parks and Recreation, Library District, School Districts, Stadium District, Assessor's Office, Solid Waste Management; Municipalities, including, but not limited to, the Cities of Phoenix, Tempe, Mesa, Avondale, Peoria, and Glendale; State Agencies such as Arizona Department of Transportation, the Arizona State Land Department, Arizona Department of Water Resources, Arizona Department of Emergency Services; Federal Agencies, such as Bureau of Land Management, Bureau of Reclamation, and the Corps of Engineers; private citizens, non-profit organizations and private corporations by making land available for parks, recreation, farming, utility easements, commercial and residential development, golf courses and other multiple land uses. Many of the utility companies rely on the District for licenses and easements for new lines crossing FCD property. We work with the cities to legitimize the sewer, water and other city utility corridors and right-of-way documents needed for their projects. We have made large tracts of land available through IGA's and leases for recreational opportunities for County Parks and Recreation, the City of Phoenix, Tempe, and other local jurisdictions.

3. Services provided: (See paragraphs C1, C2, pp. E-1 and E-2)

4. Contracted services

Over the last three years, contracted services have ranged from a high of 40% to the current low of 13%. The majority of expenses have and will continue to be for personnel services. Except for personnel services, nearly all other services used to support the Property Management area are contracted out. The following table is a breakdown of budgeted contracted services:

Year	Contracted Costs (Budgeted)
FY 92/93	\$212,203
FY 93/94	\$154,659
FY 94/95	\$42,253

These contracts include typical property management contracts such as: handyman contracts, heating/air conditioning contractors, plumbers, pool service contracts, appraisers and title companies for title reports and escrow documents. Additionally, carpet and roofing services are also contracted out, when needed.

- 5. Mandated services (see the Department Overview and paragraph.C.1, Page E-1)
- 6. How and where services are delivered.

Services are delivered throughout the County both in the unincorporated and within the incorporated areas.

- 7. Historical and current workload indicators.

	INDICATOR	UNIT	COUNT
a.	FY 92/93.		
	1. Licenses/Easements Processed.	Each	1,950
	2. Property Inventory	Parcels	71
	3. Property Inspections	Parcels	40
	4. Property Managed	Parcels	3,478

Note: Property Inventory refers to the process of evaluating a parcel(s) for potential sale, need to rezone to improve sale potential or selling price, or use for other projects (e.g. spoil site).

b.	FY 93/94		
	1. Asset Management	Parcels	366
	2. Property Inventory/Database	Parcels	100
	3. Property Services	Parcels	258
	4. Property Liquidation	Parcels	11
c.	FY 94/95		
	1. Asset Management	Parcels	300
	2. Property Inventory/Database	Parcels	150
	3. Property Services	Parcels	300
	4. Property Liquidation	Parcels	5

- 8. Cost centers or subdivision

Not applicable to this program.

- 9. Historical and current data on costs

FY 92/93	FY 93/94	FY 94/95
\$533,023	\$400,521	\$334,517

10. Develop program income and revenue generated

Records for the last 10 years show this area has been a net revenue generator producing a surplus over expenses. A review of the table below shows that this program has returned in excess of four times more revenue than was expended for the program.

Year	Expended	Revenue Generated
92/93	\$ 533,023	\$1,285,000
93/94	\$ 400,521	\$ 957,638
94/95	\$ 334,517	\$3,156,386 (to 2/13/95)
Total	\$1,268,061	\$5,399,024

11. The extent to which the program is regional or interjurisdictional

The program is clearly regional in nature. The real property managed within this program are located in all areas of the County both within and outside of municipalities. This program also manages property owned by the District that lies within Pinal County.

12. Issues and challenges facing the programs

There has been a shift in emphasis in the program from residential rentals on the Arizona Canal Diversion Channel being a major income producer 5-8 years ago to agricultural rentals, commercial rentals and land sales being emphasized today. Increased buyer sophistication has required the property manager to obtain environmental clearances, provide advertising and to zone property before selling it in order to achieve the highest possible values. One of the major challenges in this program continues to be the perception from private developers and other governmental entities that the District is allowed to give land rights away for no cost. The law clearly precludes the District from selling or disposing of excess lands at less than fair market value. Additional opportunities include this programs ability to help defray original acquisition costs, to put land back on the property tax rolls, and to generate significant income to be used in ongoing or future flood control projects.

Additionally, license and easement fees are being charged to cover the administrative cost of preparing and reviewing the documents. Buyers of District land are now required to pay the cost of appraisal and other reasonable associated costs to sell the property. Although fees currently do not directly offset the cost of the service

provided, a District committee is currently conducting research and is in the process of recommending a new fee schedule for all District services.

D. Staffing Issues

The Property Management Branch, the Branch responsible for managing this program, has undergone significant changes since 1991 including a 40% reduction in staff and an increase of over 500 additional parcels of land to manage covering over 8,700 acres. The staff of the Property Management Branch contained five full time employees in FY 91/92. There are presently three full time employees in the Property Management Branch itself with one additional FTE split between two full time employees dedicating one-half of their time each to this program (the Land Management Division Manager and the Land Management Division Administrative Coordinator).

E. Number of Authorized Positions by Division: Not applicable to this program.

F. Effectiveness and Efficiency (See paragraph C.10, Page E-4)

G. Mandate and Financial Relationship (See Department Overview)

H. Comparison of District's program with six other similar agencies

The Property Management program in the Flood Control District compares favorably to similar programs found in other agencies. Agencies which maintain property management areas include the Arizona State Land Department, Arizona Department of Transportation, the City of Phoenix, the City of Tempe, Salt River Project and Maricopa County Department of Transportation.

Similarities exist in all the programs with respect to the need to obtain appraisals from outside fee appraisers and provide legal advertising. The District is also required to sell at public auction much like the State Land Department and ADOT are required to. The District also uses contracts for the services of a private title company and required escrow services similar to MCDOT and the cities. We are also obligated to achieve the highest possible value for the land we sell or exchange just as the State Land Department is mandated to as a trustee. Our Board of Directors approves and ratifies the final documents for sales and other land transactions like MCDOT does or similar to the approval process found in municipalities with their city council approvals.

Benchmarks:

- 1.) Age of appraisal no more than 6 months old at the time of sale or disposal.
- 2.) Active bidding at public auction.
- 3.) Provide advance advertising to attract bidders.
- 4.) Create an inventory of excess lands.
- 5.) Close sales, leases or auctions with few or no lawsuits or reversions of cash or land.

PROGRAM ISSUES: (see also Section III.C)

A. Spending and Funding Issues

The mandatory functions of the Property Management Program include:

- 1.) Requirement to manage previously acquired real estate in a fiduciary manner.
- 2.) Dispose of excess property at public auction after obtaining a current appraisal.
- 3.) Required to manage lands leased or authorized for use by other agencies through IGA's.

Management of previously acquired property entails inventory of the assets (land and buildings), prosecution of trespassers (to minimize loss and damage to property), to create the highest value for properties through obtaining zoning, environmental clearances, proper timing of sale, maintaining correct and accessible documents and records of land ownership and to identify easement corridors, ingress and egress to property, water rights, other associated rights, and the ability to track licenses, easements and leases issued on District land.

There are five staff members either entirely or partially responsible for the Property Management Program. In excess of 90% of the appraisal services, the title and escrow services, handyman, roofing, pool cleaning, heating and cooling, plumbing, and improvement maintenance programs are all contracted out of this program area. This program has been downsized in recent years due to the decline of large amounts of rental properties but has now reached a stabilized staffing level in order to perform at an optimum maintenance level. Reductions in staff or funding levels would cause several impacts:

- 1.) Loss of revenue by not timely renewing and valuing leases.
- 2.) Reduced or delayed revenues as a result of delayed auctions and delays or inability to prepare real estate for sale.
- 3.) Missing market timing and losing value as a result of shifting market needs.
- 4.) Inability to pursue trespasses leading to legal and liability problems and land value losses to damage, dumping and waste.
- 5.) Delay or inability to respond to requests from customers for licenses, easements and other land use documents over District property.
- 6.) Even if the program were to be discontinued, some entity would still have to maintain land ownership records and documents because of the large land base established for past and existing projects.

B. Issue Analysis

The goals and objectives of the District are best served by having the ability to sell and lease lands to generate revenues which help defray original project acquisition costs and help to fund future flood control activities. This fiscal responsibility also helps to keep tax rates stable or potentially to reduce the needed levy. The legal and fiscal impacts of abrogating existing IGA's and other land agreements is expected to be extremely costly in dollars, but cannot be quantified at this time. The program is clearly established to act in a free market manner to minimize our costs and to maximize the revenue generated by the program in concert with the county business plan.



PROGRAM REVIEW: Flood Warning and Data Collection

A. Program History

Prior to the floods of the late 1970's and early 1980's, the role of the Flood Control District of Maricopa County in reducing flood hazard was restricted to construction of 30 plus structures including dams and levees. During the flooding of the late 1970's and early 1980's it was painfully apparent that local authorities including the Flood Control District lacked sufficient hydro-meteorologic data to confidently make decisions concerning evacuation of areas and flood fighting efforts. Information was not available to adequately inform ourselves and others about the current watershed conditions, status of our structures, and the quantity of storm runoff being conveyed within the natural streams and rivers affecting the County. Although the County is in excess of 9000 square miles in area, it is affected by runoff from a drainage area greater than 50,000 square miles. Peak discharges vary from 250,000 cubic feet per second (cfs) on the Salt/Verde system, to 125,000 cfs on the Agua Fria to flows in the 50,000-60,000 cfs range on Skunk Creek, New River, Cave Creek and Hassayampa River. In addition, in the late 1970's national attention was focused on the sudden catastrophic failure of the Grand Teton Dam and the tragic loss of life in the Big Thompson flood in Colorado.

Realizing the importance of real time hydro-meteorologic data and recognizing the potential for structure failure, the Board of Directors authorized staff to initiate a flood hazard information -mitigation - data collection system which could provide early warning of flood or potential dam failures to the cities and the County, and allow time for an appropriate response to reduce damages and save lives. That early system has since developed according to a National Weather Service protocol called ALERT (Automated Local Evaluation in Real Time), which allows separate systems to easily share data.

B. Program Goals and Objectives

1. Initial Goals and Objectives

- a. The system was designed to be an automated, unattended computer-based system which would function around the clock. Provisions for automatic notification of responsible individuals in the event of an emergency were necessary. A main frame computer system was used for the initial system with a portable computer for monitoring events from home.
- b. The system was designed to provide real time data. That is, the information being generated during a storm or emergency must be available immediately to users. Installation of remote telemetered rain and stream gauges throughout the watersheds was initiated in 1980 and continues based upon completion of District projects and identification of flood hazard areas. In addition, the District implemented a

construction program to build staff gauges behind its dams. Snow gauges were installed where necessary within the upper watersheds. A comprehensive and intensive maintenance program was initiated to assure data accuracy and reliability. An observer network was established consisting of over 200 people who in an emergency call in and report excessive rainfall amounts, flooding problems, or furnish the data for reconstructing storm tracks and rainfall amounts.

- c. The timeliness of the data was to be complimented by an extensive data storage capability so that the data could be easily retrieved and used in floodplain studies, contingency plans, and structural design. Data was to be archived for continuing comparison with project design capacities and for litigation.
- d. The system was designed to make use of existing District staff and expertise in areas of computer operations and data transmission. This was necessary to be able to respond rapidly, obtaining information critical for the need on hand, and to have the expertise that is necessary during an event readily available.
- e. Several other agencies in central Arizona either had or were planning data collection systems of their own. Thus, compatibility of the County system with those systems was required to permit a free exchange of data. Compatibility with the National Weather Service system was especially desirable because the Weather Service had the responsibility for issuing warning statements to the public.
- f. The rain and stream gauge system was developed as a cost saving program, to reduce the number of man hours necessary to monitor on-site all 22 of the District's dams during large flood events. Licenses granted by the State Division of Dam Safety require this monitoring.
- g. The intent of the original system designers was to build a hydrologic data base for Maricopa County. The data would be useful for storm reconstruction, forecasting, environmental monitoring, climatic studies, engineering design, and litigation. In the same way, providing this expanded data coverage in real time to the National Weather Service would benefit all the citizens of the County by increasing the accuracy and timeliness of their forecasts.

2. Current Goals and Objectives

a. Goals

- 1) Design, install, and maintain an accurate, reliable, real-time flood detection and data collection system for the health, safety, welfare, and benefit of the citizens of Maricopa County. This goal is reflected in the District's Mission Statement: "To provide flood control and stormwater management services for the benefit of the people of Maricopa County".

- 2) Operate and maintain the system for: 1) the monitoring of structures, 2) flood detection and evacuations, 3) storm monitoring and data collection, 4) technical and project support to the Engineering Division and other Divisions within the District, and 5) improved real time and historical data services for our customers.

b. Objectives

- 1) Improve the accuracy and reliability of the System by using modern technology, developing secure backup procedures, and updating the system to ensure compliance with the current laws and regulations.
- 2) Work toward development of a centralized program for data collection, dissemination, and flood warning. Work into a system whereby a link is made to a Statewide ALERT data system while the FCD system serves as a hub for site specific County systems. Collect data for use in developing and refining hydrology and hydraulic manuals which are specific to this area of the state.
- 3) Develop and improve agreements with other agencies in the acquisition and distribution of precipitation, runoff, and other related data.
- 4) Develop a five-year outline to implement a reliable system for predicting and recognizing precipitation and runoff and for upgrading the system.
- 5) Develop and implement emergency and non-emergency procedures for District staff in implementing flood warning, storm monitoring, and evacuation efforts.
- 6) In cooperation with constituent communities, establish procedures that document coordination and response efforts before, during, and after a storm/flood event.
- 7) Acquire, develop, and maintain radar and satellite imagery data capabilities.
- 8) Maintain flood emergency working relationships with the National Weather Service, United States Geological Survey, US Army Corps of Engineers, Arizona Department of Water Resources, municipalities, Salt River Project, and the County's Department of Emergency Management.
- 9) Outline a procedure for the development of real-time runoff models for use in flood warnings and structure monitoring and for a flood forecasting program to supplement the NWS forecasting program.

C. Program Description

1. Accomplishments.

- a. The program has accomplished the initial hardware and software expansion necessary to monitor all of the Flood Control District's dams and most of the other facilities during rainfall events, and provide useful rainfall, runoff, and weather data to interested users.
- b. The system gauges operated at better than 90% efficiency during the Winter 1993 and the October 6, 1993 floods in Maricopa County. Because of our extensive coverage of the County and the expertise of our staff, the District served as an information hub, receiving data from other agencies, combining it with our own, then distributing useful products to emergency managers. Our system was key in the timing of the Holly Acres flood fighting effort.
- c. From August 1994 through January 1995, the ALERT system was accessed by users outside the District 490 times. During the same time period, 44 formal requests for data and products were completed for our customers, and numerous undocumented phone and staff requests were also provided.
- d. Dam failure inundation studies/maps have been completed for all District structures, and have been forwarded to Emergency Management for inclusion in evacuation plans for areas downstream of the dams.
- e. The District's ALERT system is nationally recognized for its data collection, storage, and publication methods and for its maintenance program. Tourists from China, South America, and Panama, in addition to technical experts in the area from the United States, have visited the system.

2. Program Beneficiaries.

- a. All the citizens of Maricopa County and some surrounding Counties. A study conducted by the District (Flood Warning Market Survey Study, FCD 89-75) indicates that the expected annual benefits from a comprehensive flood warning system, from reduced flood damages alone, could range from \$500,000 to \$2,600,000 per year.
- b. State, County, and municipal emergency managers and transportation operators.
- c. State, County, municipal, and private planners, design engineers, environmental engineers, hydrologists, climatologists, and meteorologists.
- d. Attorneys, insurance companies, and construction companies; both private and public.

- e. The following is a list of current remote ALERT users: Arizona Army National Guard, Arizona Department of Water Resources, Bureau of Reclamation-Denver Office, Central Arizona Water Conservation District, City of Phoenix Solid Waste Department, Glendale Fire Department, Maricopa County Department of Transportation, Maricopa Water District, National Weather Service, Pinal County Flood Control District, Scottsdale Emergency Management, University of Arizona, United States Geological Survey, and the Yavapai County Flood Control District.
 - f. The following is a list of agencies interested in becoming remote ALERT users: City of Fountain Hills, City of Phoenix Parks Department, City of Phoenix Transportation Department, Town of Wickenburg, Corps of Engineers-LA District, Harquahala Volunteer Fire Department, Maricopa County Parks Department, the Salt River Project, and some residences within the New River Area.
3. Services Provided and Current Program Status.
- a. The system currently is a three-node PC based network. A voice synthesizer and auto dialer are programmed to call hydrologists during a significant rainfall/runoff event. The auto dialer calls a list of standby staff members until one is reached. These staff notify District management who in turn send staff to the field for monitoring purposes. If warranted, the Department of Emergency Management is notified, and a County-wide emergency action plan is initiated. The system can be queried by offsite users for status of structures, precipitation and stream flow assessment.
 - b. GIS data has been downloaded into the system to be used as base maps. The maps display the USGS watersheds for the Gila River Basin as they effect Maricopa County. Going further into the map layers, one is able to call up each specific watershed and query District structures and sites. This procedure makes it easy to analyze large amounts of data. Currently these watersheds are being studied through a program of Area Drainage Master Studies, which determine peak discharges at critical flood hazard points for floodplain delineations and flood evacuation evaluations. Raw data is available to be used in a computer flood forecasting program which is currently being developed and which will utilize real time precipitation amounts to predict reservoir impoundments and flood magnitudes.
 - c. Due to the importance of sharing data, a State Association of Alert Users was formed. The main intent is to assure continuity of data, avoid conflict of radio frequencies for data transmission, standardize gauge numbering, and share data through a state wide repeater system. All data is currently fed into the National Weather Service office.
 - d. Under communications, the system can be queried by other agencies. For example, the Fire Department of the City of Glendale is able to call in to monitor the Arizona

Canal Diversion Channel green belt that is also used as a recreational facility. Currently a fax set up is being assessed where incoming National Weather Service bulletins can be sent out as they are received.

- e. A system has been established with MCDOT for a road closure program for some dip-sections. Currently that program is based upon large watershed storm tracks and gauge readings. In the future it will become more site specific including possible automatic activation of beacons.
 - f. A yearly exercise is held County wide to assure that staff is familiar with the structures and observation sites. We receive credit towards a portion of the Federal Emergency Management Agency's Community Rating System.
4. Contracted Services.
- a. The United States Geological Survey - Since 1982 the District has contracted with the USGS for the maintenance of river gauges and rating curves to be used for flood warning and flood control purposes. The data collected is part of a state wide cooperative venture whereby other agencies and counties contract with USGS to collect data and publish it within a report. The USGS is the recognized authority for water resource data collection and analysis and provides unbiased hydrologic data necessary for the District and the engineering community to design flood control and drainage structures. Information generated by the USGS's ongoing work is vital to the safety of County residents, and to continuing hydrologic studies by the District. The annual cost of this contract is approximately \$150,000.
 - b. For the past two years, the District has contracted for topographic surveys to map flood control structures. Through this service, detailed information is obtained to indicate areas and volumes of impoundment. Information will be also used to assess subsidence, sediment inflow, regulate development, and delineate areas downstream of spillways. The annual cost of this contract is approximately \$250,000.
 - c. The District has contracted for engineering and hydrologic services over the past years to assess various issues as they arose. The design of a hydrologic manual, the assessment of a state wide flood warning system, the assessment of channel stability, and a flood warning market survey would be included in this. The costs varied from under \$75,000 to approximately \$200,000. Annual costs for these types of contracts approximates \$75,000.
 - d. The District also contracts for radar services. These services not only provide for the repair and maintenance of the radar, but also is a subscription fee to access radar imagery. Annual costs approximate \$15,000.

5. Mandates or IGA Services.

- a. ARS 48-3608 and 48-3609.B require adoption and enforcement of regulations governing floodplains and floodplain management to be in compliance with the National Flood Insurance Program under which flood preparedness is defined under floodplain management.
- b. In addition the County is also required to assess emergency preparedness under Federal Emergency Management Agency 44-CFR-205 through its Department of Emergency Management for which the District provides technical support.
- c. ARS 45-1423 requires the District to operate in accordance with Federal guidance that is normally issued in the form of structure Operating and Maintenance Manuals that include the operation of gauges that were installed with projects.
- d. The Arizona Division of Dam Safety issues licenses for District structures based upon compliance with emergency operating plans and evacuation notifications. The ALERT system is an integral part of these emergency operating plans. These are then reviewed and approved by the Arizona Department of Water Resources and are on file with the County Department of Emergency Management in compliance with CFR-205.
- e. Per IGA FCD-89017B. The District provides, installs, and maintains field equipment and automated data processing equipment which is compatible with the NWS flood warning system and which provides NWS hydrologic operations direct access to the data base

In accordance with ARS 48-3609.K, failure to comply with the above mandates would make the County not eligible for disaster relief. In addition it could jeopardize the health, safety, and welfare of the citizens of Maricopa County by not having a flood preparedness program.

6. How and where services are delivered.

The program provides a range of valuable services to customers in government, private industry, and the general public.

- a. Flood Notification - The ALERT system and communication links with Salt River Project, the National Weather Service, the US Bureau of Reclamation, and the US Geological Survey, allow District hydrologists to notify affected parties concerning the timing and magnitude of floods. Notification is made by telephone, fax, or PC modem. Our customers include federal agencies such as the National Weather Service, County departments (Transportation, Emergency Management, and our own Divisions), and the cities of Scottsdale and Glendale and the Town of Wickenburg.

- b. Access to Hydrologic Data - Rainfall, streamflow, and weather data collected by the ALERT system are treated as public information and are therefore available upon request. District staff attempt to "add value" to this raw data by producing it in a format which is easily understood by our range of customers.
 - 1) A summary report containing rainfall, streamflow, and reservoir impoundment data collected by the ALERT system is published each year. Copies of this publication are regularly requested by the National Weather Service, State Universities, the Arizona Department of Water Resources, and others.
 - 2) Storm reports are produced following major flood events. These reports include sections on the meteorology of the storm, rainfall summaries, streamflow and impoundment summaries, and a summary on the performance of the ALERT system. Copies of these reports have been requested regularly by emergency managers, civil and environmental engineers, government agencies, and researchers.
 - 3) Rainfall, streamflow, impoundment, and weather data for site-specific locations are regularly requested by government agencies, engineering firms, law firms, insurance companies, construction companies, and interested citizens. Requests and replies are in the form of phone conversations, fax, or mail. In cases where data is deemed to have commercial value, a charge is made based on the value of the data plus the time and material involved to produce the requested package.
 - 4) Real time access to the ALERT system is provided to governmental and research agencies throughout the State free of charge. Agencies connect to the ALERT system via a PC and modem through one of our regular phone lines or by a dedicated line which they purchase. Each "remote user" has a unique ID and password, which when entered determine access to a specific suite of data products requested by the user. Remote users are trained by FCD staff to operate the software and interpret what they see.
- c. Provide Technical Expertise - Program staff provide technical expertise within the District and to our County, State, and Federal customers in the following areas:
 - 1) Design of flood warning and data collection systems, hardware and software selection, communications design
 - 2) Flood evacuation and emergency operations plans
 - 3) ALERT hardware and software maintenance, repair, and training
 - 4) Remote and networked computer communications

- 5) Data collection, analysis, and interpretation
- 6) Real time hydrologic modeling and rating curve calculation
- 7. Program Work Load Indicators
 - a. Gauge maintenance - 95% operation
 - 1) Routine (every 6 months)
 - 2) Failed gauges as required (vandalism, electronic failure, bugs, etc.)
 - b. Gauge installation
 - According to federal agency guidelines when possible
 - c. Gauge calibration - to FCC and manufacturer's specifications
 - 1) sensor tuning
 - 2) rating curves for stream gauge sites (depth vs. flow)
 - 3) impoundment curves for dams (depth vs. volume)
 - d. ALERT system enhancement - develop as system and data becomes available
 - 1) network with other systems
 - 2) encode new data and graphics
 - 3) encode and operate forecast models
 - 4) maintain hardware
 - 5) store and retrieve data
 - e. Develop hydrologic forecast models for
 - 1) FCD structures
 - 2) Flood hazard areas
 - 3) test and calibrate with historic data
 - 4) assess lead times for flood hazard areas
 - 5) determine travel times between points of interest
 - 6) verify projected data with historic data
 - f. Completion of any other objectives outlined in the Strategic Plan.
- 8. Cost centers or subdivision - not applicable to this program
- 9. Expenditures

The Program's budget which includes supplies and services in addition to overhead and capital improvement costs is as follows:

<u>Fiscal year</u>	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>	<u>94/95</u>
Program Budget	\$1.8	\$1.2	\$1.3	\$1.5 (in million \$)

10. The data collection branch is almost solely funded from the tax levy. Additional revenue that is generated is based upon staff time that is used to retrieve data for specific requests. Approximately \$180 was generated over the last 6 months for this type of service.

11. The extent to which the program is regional or interjurisdictional

a. Maricopa County is in excess of 9000 square miles in area with a drainage area affecting it of over 50,000 square miles. Rainfall and runoff from the drainage area is directly or indirectly monitored by District staff to assess its potential adverse impacts to the citizens of Maricopa County.

1) Data from the system is used by the National Weather Service in its River Forecast Models to determine flood flows on the Salt, Verde, Gila, and Agua Fria Rivers.

2) Data from the system is used by the Salt River Project to be used in their watershed forecasting programs for releases through their system.

3) Data from the system is used by the United States Bureau of Reclamation in their models for inflow into New Waddell Dam and impacts on the Central Arizona Project.

4) Data from the system is used by the Corps of Engineers to monitor inflow into Painted Rock reservoir and also to quantify benefits derived from their regional Phoenix New River and Vicinity Flood Control Projects.

a. Information from the agencies referenced above concerning the status of the rainfall and runoff within the watersheds that affect the County as well as our regional projects is continually assessed by District staff during flood emergencies. This information is sometimes used along with our own in providing decision support for the Emergency Management Department.

b. The following is a list of current regional and interjurisdictional remote ALERT users:

Arizona Army National Guard, Arizona Department of Water Resources, Bureau of Reclamation-Denver Office, Central Arizona Water Conservation District, City of Phoenix Solid Waste Department, Glendale Fire Department, Maricopa County Department of Transportation, Maricopa Water District, National Weather Service, Pinal County Flood Control District, Scottsdale Emergency Management, University of Arizona, United States Geological Survey, and the Yavapai County Flood Control District.

- c. The following is a list of agencies affected by regional or interjurisdictional projects or watersheds that are interested in becoming remote ALERT users:

City of Fountain Hills, City of Phoenix Parks Department, City of Phoenix Transportation Department, Town of Wickenburg, Corps of Engineers-LA District, Harquahala Volunteer Fire Department, Maricopa County Parks Department, the Salt River Project, and some residences within the New River Area.

12. Issues and Challenges Facing the Program:

- a. Expand the current flood prediction effort by developing and calibrating hydrologic and hydraulic models and by use of historic data.
- b. Expand our warning responsibilities in areas where flood hazards exist and warnings could save significant amounts of property or prevent loss of life.
- c. Serve as the "hub" for smaller, developing ALERT systems within our jurisdiction.
- d. Participate in the proposed state wide flood warning system.
- e. Maintain our excellent operating efficiency record.
- f. Explore ways to make data and products more easily accessed, useful, and understood by our users and customers.
- g. Continue to refine and streamline our maintenance program.
- h. Continue to develop, refine, and practice emergency preparedness exercises.

D. Staffing Issues

1. The personnel within the Branch has been relatively stable over the last 3 years. There were 11 employees in fiscal years 1991 and 1992, seven field technicians and five hydrologists. In 1994, based upon work load conditions and a loss of an employee, one of the field technicians was transferred inside to assist with data assessment.

In FY 194/1995, based upon the District's reorganization, an additional field person was assigned to do water quality gauge sampling and hazard mitigation assessment. Likewise, one office person was assigned to generate technical reports assessing the water quality data and manage contracts. The Program FTE's include administrative support both within the Engineering Division as well as the District. A breakdown is as follows:

<u>Fiscal year</u>	<u>91/92</u>	<u>92/93</u>	<u>93/94</u>	<u>94/95</u>
Branch FTE's	11	11	11	13
Program FTE's	15	15	15	17

2. The position numbers and classification. (See Tab P: Supporting Documents)
 3. Job Descriptions. (See Tab P: Supporting Documents)
 4. Organizational charts showing relationships and span of control. (See Tab P: Supporting Documents)
- E. Number of Authorized Positions by division - not applicable.
- F. Effectiveness and Efficiency
1. A study conducted by the District (Flood Warning Market Survey Study, FCD 89-75) indicates that the expected annual benefits from a comprehensive flood warning system, from reduced flood damages alone, could range from \$500,000 to \$2,600,000 per year.
 2. Information obtained from the ALERT system has been used by:
 - a. Risk Management and the County Attorney's Office in assessing damage claims
 - b. MCDOT for proactive road closures to prevent possible loss of life
 - c. Department of Emergency Management for evacuations
 - d. Flood Control District

G. Mandate and Financial Relationship

In compliance with our mandate for flood preparedness, the program has received reimbursement from the Federal Emergency Management Agency (FEMA) for two precipitation and stream gauges that were destroyed during the 1993 storms. Data from our gauge network was used to substantiate peak discharges in assessment for reimbursement from FEMA in other areas.

H. Comparison to Similar Programs

Several flood control districts, counties, and cities in the western United States operate ALERT systems for the safety of their citizens. Although these systems exist, watershed conditions, climate, taxing authority/organizational structure, data requirements, and the

nature/number of capital improvement projects make a direct comparison difficult. A portion of the design study for the Arizona statewide Flood Warning System examined some of these systems to extract comparative data. We have attached outlines for six of these systems.

PROGRAM ISSUES

A. Spending and Funding Issues

1. The system is regional and interjurisdictional in nature, benefiting the people of Maricopa County. Funding should continue from the flood control tax levy.
2. A study conducted by the District (Flood Warning Market Survey Study, FCD 89-75) addressed the optimum size and equipment necessary to perform the functions as described. A reduction in the program could increase the loss of property or life based upon having insufficient data to make necessary decisions during a flood emergency.
3. Instrumentation is included in the Capital Improvement Program both as an integral part of a proposed flood control project and also as individual items to be utilized at critical measuring points as determined by staff or as requested by our customers.
4. Based upon the complexity, the interdependency between staff and various agencies, and the emergency response and preparedness functions of the system, cost savings or service improvement by changing to privatization or outsourcing has not been assessed.

B. Issue Analysis

1. The ALERT program provides flood detection and hydrologic data collection services for its customers in jurisdictions throughout central Arizona and meets the goals and objectives of the District by providing flood and stormwater management (flood preparedness) services for the benefit of the people of Maricopa County. It has grown steadily since 1980 and could not be duplicated by another agency without extensive cost and manpower. As our reputation for reliability, quality, and expertise grows, we have more remote users and provide more data and products to customers than ever before.
2. The consequences of discontinuing this program are numerous, and include:
 - a) Possible loss of life and property as experienced in the 1978-1980 floods when sparse, poor quality data was all that was available for flood warning and evacuation.
 - b) Possible loss of life and property in the event of a dam failure for which the District is responsible.

- c) A complete review of the District's, Infrastructure Agency, and Emergency Services emergency operation plans to substitute some other data source for the real time flood information needed to make decisions.
 - d) A loss of Community Rating System points, which may raise the flood insurance premiums paid by our citizens.
 - e) A loss of reliable, easily accessible data for the design of engineering projects, environmental assessment, and litigation.
 - f) A loss of extensive gauge coverage to the National Weather Service, resulting in less accurate and timely weather forecasts and flash flood watches and warnings.
 - g) A loss of data and warning services to the communities in Maricopa County (Phoenix, Scottsdale, Glendale, to name a few) who have integrated access to this information into their emergency action plans.
 - h) A violation of the mandates as listed and incur a liability for discontinuing a service managed by Law.
3. County Business Plan - not applicable to this section
4. Input from customers
- a. Input from our customers, which are the agencies and cities within Maricopa County, were obtained through a study conducted by the District (Flood Warning Market Survey Study, FCD 89-75). Based upon their comments, the District is well on the way to developing a program which meets their needs.
 - b. Currently we have received additional requests from cities such as Glendale and Scottsdale to develop local ALERT systems for their city's use in monitoring and evacuating parks and recreation areas as outlined in the recently approved State Legislation authorizes grants for cost sharing in the development of such systems.
 - c. In addition, agencies have been cooperating in the development of a statewide data network whereby a central computer will ingest and disseminate data and act as a central hub during flooding events.
5. Input from the Flood Control Advisory Board - The Flood Control Advisory Board has been continually updated as to the status of the system. Presentations have been made demonstrating upgrades and discussing incorporating maintenance of localized flood warning systems.
6. Input from the Fiscal Committee - To be added.



PROGRAM REVIEW – Planning Program

A. Program History

In the mid-1980s, the District began to recognize the need for an independent planning program due to the rapid growth of the Phoenix metropolitan area and the impending completion of several large-scale federal projects that had directed the District's actions for many years. The first step towards an independent planning program began when the Area Drainage Master Study (ADMS) Program was conceived in 1983 (see discussion in Section C.1.c below) This program, which is now included in the District's Planning Program, was approved by the Board of Directors as Resolution FCD 85-3 (copy attached) on April 17, 1985. Planning was first identified as a separate District program in 1989.

Since its inception in 1989, the Planning Program has been responsible for preparing the *Comprehensive Plan for Flood Hazard Mitigation*. According to statute, the District is to conduct a survey and prepare a report at least every five years describing the remaining flooding problems and the existing flood control facilities in Maricopa County. In conducting the survey, the District solicits comments from and consults with the County's incorporated communities and other County, State, and Federal agencies. Following the preparation and approval of the survey report, a *Comprehensive Plan for Flood Hazard Mitigation* is to be prepared. The plan includes a tentative priority, time schedule, and estimated cost for implementation of the various projects or project elements required to mitigate the County's flooding problems.

In 1993, the Planning Program also began managing the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects*, which is detailed in Section C.1.f below. In summary, this procedure serves as the primary means of coordinating the District's planning and CIP activities with the incorporated communities and drainage-related agencies of Maricopa County.

Initial and current funding for the Planning Program has been provided by the District. Occasionally, planning studies leading to CIP projects are completed by other cities or agencies and are reviewed and approved by the District.

B. Program Goals and Objectives

The mission of the Flood Control District is, "To provide flood and stormwater management services for the benefit of the people of Maricopa County. These services are provided through regulatory activities, master planning, technical assistance, and structural projects such as dams, channels, and storm drains. Our clients are the citizens, municipalities, and other governmental agencies."

In support of the District's mission, the primary goal of the Planning Program is to reduce flood risks for the people of Maricopa County. The objective of this goal is to plan and implement flood control projects in the shortest time possible and at the lowest total cost, while balancing both social and environmental considerations.

A second important goal of the Planning Program is to identify potential flood control and stormwater management problems prior to the onset of new development. The objective of this goal is to avoid or minimize the future need for publicly-funded structural flood control projects.

C. Program Description

1. Major Activities of the Past Three Years.

- a) Since FY 1992-93, initiated four ADMSs (Gilbert/Chandler, Durango, Fountain Hills, and Maryvale) and completed six ADMSs (East Fork Cave Creek, Gilbert/Chandler, Laveen, Wickenburg, ACDC, and White Tanks).
- b) Since 1993, developed and gained Board approval for the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects* and reviewed 53 project requests for potential District funding.
- c) Since 1994, initiated ten pre-design studies and negotiated five project implementation IGAs as a result of the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects*.

2. Customers Served.

As noted in Section B above, the Planning Program's customers are the citizens, municipalities, and other governmental agencies of Maricopa County. In general, service is provided through the latter two groups who serve as representatives of the County's citizens. Specific information on municipalities and agencies served can be found in Sections C.6 and G.1 below.

3. Services Provided.

- a) *Area Drainage Master Study (ADMS) Program:* The ADMS program was conceived in 1983 in order for the District to provide a proactive, leadership role in developing uniform, comprehensive inventories and models of the natural and man-made features that influence rainfall-runoff in identified study areas. In addition to providing a comprehensive overview of existing watershed conditions, the ADMS program also provides a hydrologic model that can be used to measure the cumulative impacts of future changes in the watershed. In most instances the watersheds being modelled are complex in

nature and cross two or more jurisdictional boundaries, since flood and stormwater flows follow physical rather than political boundaries. Because of the multi-jurisdictional nature of most watersheds, individual communities have not indicated an interest in performing ADMS-style studies.

In April 1985, the Board of Directors approved the concept of pursuing ADMSs as a planning program. Specific authorization for District expenditures on the ADMS program is provided in the *General Policies Concerning the Allocation of Fiscal Resources to Accomplish the District's Functions and Responsibilities* (approved 7/11/88; amended 9/7/93). The ADMS program is also included as an element of the District's *Comprehensive Flood Control Program Report* (1991).

To date, 23 ADMS areas have been identified ranging in size from 15 to 280 square miles. Twelve of the studies have been completed and three are currently underway. Area Drainage Master Plans (ADMPs) are derived for each of the ADMS areas. These plans identify the results of the studies and recommend solutions for flooding problems. Many of the solutions identified in an ADMS/ADMP serve as the basis for specific proposals submitted by the incorporated communities through the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects*, which will be summarized below.

- b) *Comprehensive Plan:* As noted above, ARS §48-3616 directs the District to "prepare a comprehensive program of flood hazard mitigation" that is based on the District's survey of flood control problems within Maricopa County. These efforts are required to be completed every five years.

In the conduct of the survey, the District solicits comments from and consults with the County's incorporated communities and other County, State and Federal agencies. Following the preparation and approval of the survey report, the *Comprehensive Plan for Flood Hazard Mitigation* is prepared. The plan includes a tentative priority, time schedule, and estimated cost for implementation of the various projects or project elements required to mitigate the County's flooding problems. The next update of the Comprehensive Plan is scheduled to be completed in 1996. No other agency within Maricopa County is required to, or has elected to work on such a plan.

- c) *Watercourse Master Plans:* ARS §48-3609.01 defines a "watercourse master plan" as a "hydraulic plan for a watercourse that examines the cumulative impacts of existing development and future encroachment in the floodplain and future development in the watershed on potential damages, and establishes technical criteria for subsequent development so as to minimize potential flood damages for all flood events up to the one hundred-year flood." By statute, the adoption of uniform rules to guide management of a watercourse's 100-year

floodplain across jurisdictional boundaries can only occur if the watercourse master plan is completed by a flood control district.

- d) *Pre-design Studies:* When the Board of Directors adopted Resolution FCD 88-8A (9/7/93) amending the *General Policies Concerning the Allocation of Fiscal Resources to Accomplish the District's Functions and Responsibilities*, staff was directed to begin using the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects*. In the first step of this procedure, all proposed CIP projects are evaluated for inclusion in a District-funded and prioritized pre-design study program.

The primary aim of the pre-design study program is to develop more detailed information on potential CIP projects in the areas of design and construction costs, land acquisition requirements, permitting and mitigation implications, operations and maintenance requirements, and project scheduling (see CIP Program summary for discussion of the environmental support requirements). These efforts provide a consistent, minimum level of information so that decisions on CIP priority can be fairly determined. While most pre-design studies are completed by the District, there have been instances where incorporated communities have completed pre-design studies with their own staff and funds. As long as the information generated meets the minimum requirements addressed through District-sponsored studies, this option allows a greater number of potential CIP projects to be reviewed over the same period of time.

- e) *Interagency Cooperative Projects:* According to ARS §48-3603, the Flood Control District may, "Contract and join with this state, the United States or any other flood control district or floodplain board, municipality, political subdivision, governmental agency, irrigation or agricultural improvement district, association, corporation or individual in acquiring constructing, maintaining and operating flood control works, and regulating floodplains."

These agreements allow the District's resources to provide a higher level of services than would be possible if only District tax revenues were used. By working cooperatively with other agencies, it is also possible to plan for infrastructure solutions that incorporate multipurpose objectives, often at a savings to both County and municipal taxpayers. As is evidenced in the CIP Program section of this report, a majority of District CIP projects include cooperative assistance from incorporated communities or other agencies.

- f) *Coordination with County Planning Activities:* On 7/17/93, the Board of Supervisors adopted the *County-Wide Comprehensive Plan Goals, Policies and Standards*. As stated in this document, "The goals and policies are intended to initiate public and private actions to guide orderly development and planned

growth in the County; promote high-quality residential, commercial and industrial development; and to improve and expand transportation and public facilities throughout the County." Specific goals and policies that reflect the close relationship between the Flood Control District's programs and Maricopa County's stated planning initiatives include:

- 1) Goal: Encourage developments which are compatible with natural features and minimize adverse environmental impacts.

Policy A-2: Encourage land uses and development designs that are compatible with environmentally sensitive areas such as parks, designated open space preservation areas, floodplains, hillsides, wildlife habitat, scenic areas, and unstable geologic and soil conditions.

- 2) Goal: Protect and preserve water resources and minimize damage from flooding.

Policy B-1: Encourage cooperation with the Flood Control District to minimize land development conflicts with the storage and movement of water and achieve compatibility with the development and implementation of Area Drainage Master studies and other relevant investigations.

Policy B-5: Encourage Federal, State, and Flood Control District policies and regulations which support the Comprehensive Plan.

- 3) Goal: Provide for a functional, efficient and cost effective system of utilities, facilities, and public services.

Policy G-3: Support preservation of natural drainageways as linear open space corridors.

Coordination between the District and Infrastructure Planning also occurs in the development of Area Land Use Plans. One such example is the *Estrella Land Use Plan* (1990). Under the hydrology element of the plan, the following direction is provided:

- 4) Goal: Protect and preserve existing water resources and minimize flood hazards.

Policy B-1: Encourage cooperation with the Flood Control District to minimize land development conflicts and achieve compatibility with the development and implementation of Area Drainage Master studies and other relevant investigations.

Policy B-5: Support Flood Control District's policies, drainage regulations, and floodplain regulations for all development within the County.

Policy B-6: Discourage the location of structures which would alter current stormwater drainage patterns and which would increase water ponding and sheetflow in areas currently susceptible to sheetflow.

The District also works closely with the Maricopa County Department of Transportation (MCDOT) to ensure that effective drainage solutions can be combined with roadway improvements whenever feasible. To further this relationship, District staff participates on MCDOT's CIP and Regional Transportation Plan committees, and MCDOT is included in the District's annual notification process for the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects*. In 1994, two jointly funded District/MCDOT projects, the University Drive Improvements and the Colter Channel, were completed.

The regional, comprehensive, and advanced planning performed by the District not only provides information and solutions to existing flooding and drainage problems but also identifies potential future problems. Through prudent planning and regulation, these future problems can be avoided or minimized to allow for the cost-effective and safe development of the County.

Development of the various Planning Program elements requires significant coordination with the public and local jurisdictions, and with other County, State, and federal agencies. The Program requires the efforts of many different professional and support staff disciplines from within the District and from the private consulting community.

4. Contracted Services. Approximately 64% of the Planning Program budget for FY 94/95 is privatized through the use of consultant services.
5. Mandated Services. Portions of the District's Planning Program are mandated in ARS §48-3616 which states, in part:
 - a) "... the board shall cause the chief engineer to make or have made by the flood control engineer or by qualified private engineers a survey of the flood control

problems of the district and to prepare a report describing existing flood control facilities in the area"

- b) "The report shall be prepared at least every five years beginning in 1985 and shall indicate the past efforts of the district in eliminating or minimizing flood control problems and state the planned future work of the District to eliminate or minimize flood control problems."
 - c) "The chief engineer and his staff shall then prepare a comprehensive program of flood hazard mitigation, taking into consideration the recommendations submitted in the report."
 - d) "The chief engineer and his staff shall prepare and submit to the board a five-year capital improvement program in a form approved by the board. The program and annual extensions shall be submitted to the board at least three months before the final date for submission of the annual budget."
6. How and Where Services are Delivered. As directed by ARS §48-3602, the Flood Control District has been organized to provide flood and stormwater management services to the 9,226 square miles that make up the area of Maricopa County's jurisdiction. The services listed in Section C.1.c above are regionally-coordinated planning functions which identify drainage problems on a watershed basis and develop technically sound, cost-effective solutions for consideration in the District's 5-Year Capital Improvement Program (CIP). Since the CIP Program serves as the outcome of the Planning Program, the following "regional" criteria have been developed to further clarify how and where planning services are delivered.
- a) The watershed contributing to the project is located in or the downstream impacts affect more than one municipality, at least one municipality and the unincorporated county, or only the unincorporated county or counties.
 - b) The project receives funding from or is part of a multipurpose project involving a federal, state, or county agency, or more than one municipality (e.g., drainage structures associated with highway construction).
 - c) The project is a primary element of a drainage master plan that affects more than one municipality, at least one municipality and the unincorporated county, or only the unincorporated county or counties.
 - d) The project is required as mitigation for, protects the integrity or improves the performance of an existing District flood control or stormwater management project, or enhances the resale value of property owned by the District.

- e) The project, regardless of its location, is a primary element of a drainage master plan that manages stormwater from a watershed at least ten square miles in area or provides benefits to or impacts an area of at least ten square miles.
- f) The project provides District operating facilities or facilities associated with the District's flood warning program or the National Pollutant Discharge Elimination System.

The primary internal mechanism used by the Planning Program to determine how and where services are provided is the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects*. The following summary of the "Prioritization Procedure" (copy enclosed) is provided:

When developing the District's first Strategic Plan in 1991-1992, staff identified a concern that the existing project development process, which includes identifying, planning, prioritizing, funding, and constructing capital improvements projects, was too time consuming and complex. About this same time, in early 1992, a preliminary audit report of the District was completed by Arthur Andersen & Co. The preliminary report confirmed District staff's concerns that the project development process was inefficient in its use of the District's financial and staff resources. The auditors recommended, "The District should analyze the project process on a more detailed basis to shorten the time frame required to complete a project by eliminating duplication and unnecessary items and bottlenecks. In addition, further analyze the flow to have effective upfront planning."

Due to the existing institutional knowledge of the project development process, District management determined that the problem could be addressed by staff through a Total Quality Management (TQM) approach rather than through a detailed audit. The primary recommendation from the TQM team was to implement the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects* (Prioritization Procedure).

After review by the County's cities and drainage-related agencies, the Prioritization Procedure was approved by the Flood Control Advisory Board and the Board of Directors in 1993 by means of amendment to the *General Policies Concerning the Allocation of Fiscal Resources to Accomplish the District's Functions and Responsibilities*. To date, the primary benefits of the procedure are:

- 1) Reduces uncertainty by applying Board-approved and community-reviewed criteria during the project review process.

- 2) Improves fiscal efficiency by requiring concurrent review of all project proposals and timing this review with the District's budget cycle.
- 3) Eliminates duplication and improves community commitment by focusing planning efforts on projects approved for pre-design/feasibility analysis.
- 4) Provides a means for reconstructing or reprioritizing the District's budget and 5-Year CIP with a minimum of disruption to ongoing activities by developing a rank ordering system.

There are two steps in the prioritization procedure (see figure). First, all newly proposed projects are evaluated according to given, weighted criteria by a committee made up of District staff members. The selected projects are included in a District-funded and prioritized pre-design study program (see discussion of pre-design studies provided above).

The second step includes the evaluation and prioritization of projects for inclusion in the District's 5-Year CIP program. For projects requiring an Intergovernmental Agreement, the information developed in the pre-design study serves as the basis for negotiations. As Area Drainage Master Plans are completed, it is envisioned that a significant number of future pre-design studies and CIP project requests will originate through the ADMP program. Annual input regarding the priorities for projects contained within these plans, as well as other potential projects, continue to be sought through the cities, towns and other agencies and prioritized on a county-wide basis.

During the development of the Prioritization Procedure, the District invited its client communities to help define the appropriate criteria for project review and assign an appropriate weighting to each criterion. The criterion listed below were then reviewed and approved by the Flood Control Advisory Board and Board of Directors.

In the first two years of the Prioritization Procedure, a total of 53 projects have been submitted for District review. Twenty requests have been eliminated from consideration, while thirty-three requests are in varying stages of more detailed review and/or implementation. These thirty-three projects, which meet Board-approved criteria for consideration, total over \$100 million in District project costs that are not funded in the current 5-Year CIP.

Prioritization Criteria	
Developed Area Protected	20
Hydrologic/Hydraulic Significance	10
Total Area Protected	8
Master Plan Element	6
Level of Protection	10
Water Quality Benefits	6
Wildlife Habitat Benefits	6
Groundwater Benefits	4
Recreation Benefits	4
Total Project Cost	6
Operation & Maintenance Costs	5
Local Priority	5
Local Participation	10
TOTAL	100

7. Historical and Current Workload Indicators.

Program Workload Indicators - FY 92/93

Indicator	Unit of Measure	FY 92/93
Area Drainage Master Studies	Acres	1,351,717
Area Drainage Master Plans	Acres	487,120
Water Course Hydraulic Master Plans	Acres	763,222
Projects With Others	Each	5
Comprehensive Plan Projects	Each	8

Program Workload Indicators - FY 93/94

Indicator	Unit of Measure	FY 93/94
Area Drainage Master Studies	Milestones	7
Area Drainage Master Plans	Milestones	6
Water Course Hydraulic Master Plans	Milestones	4
Comprehensive Plan Projects	Milestones	16

Program Workload Indicators - FY 94/95

Indicator	Unit of Measure	FY 94/95
Area Drainage Master Studies Initiated	Each	3
Area Drainage Master Studies Completed	Each	3
Pre-design Studies Initiated	Each	6
Pre-design Studies Completed	Each	
Strategic Plan Task Completed	Each	6
Policy Procedures Initiated	Each	
Policy Procedures Completed	Each	2
Environmental Permits Initiated	Each	8
Environmental Permits Completed	Each	6

Planning and CIP Program Performance Measures:

- 1) ADMSs approved by the Advisory Board and the Board of Directors will be completed within 30 months of contract startup. Ensuing ADMPs will be completed within 18 months of contract startup.
- 2) All incorporated cities and drainage-related agencies operating in Maricopa County will be provided notice each July regarding the timelines and processes to be followed in the *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects*.
- 3) Prioritized pre-design studies will be completed within 18 months of contract startup.
- 4) Intergovernmental agreements will be completed within nine months of the Board of Directors' approval of the authorizing resolution.
- 5) Design contracts will be completed within 18 months of Board approval.

- 6) Construction of individual projects, or distinct project elements, will be completed within 24 months of contract start-up.
- 7) Average contract costs for District construction projects will be less than or equal to the costs for similar items constructed by other agencies working in the Phoenix metropolitan area.
8. Cost Centers. Contract for ADMSs over the past three years totaled \$2,673,930 for FY 93/94 and \$1,749,568 for FY 94/95.
9. Historical and Current Data on Costs. See C.1.h. above and D.1 below.
10. Program Income and Revenue. The Planning Program is not a revenue source. Information on leveraged funding and contributions from IGA partners is provide in Section G.1 below and the CIP Program Section.
11. Regional/Interjurisdictional. See Section C.1.c and C.1.f above. Also see Program Issue Section and CIP Program Section
12. Issues and Challenges. See Program Issues Section

D. Staffing Issues

As noted above, the mandate given in ARS §48-3616 is to plan the future work of the District "...to eliminate or minimize flood control problems." The services described in Section C.1.c above have been developed to meet this mandate.

The District, through the services listed, works closely with all of the County's incorporated communities, as well as other agencies involved in flood control and stormwater management issues, to annually define a preferred level of service for the Planning Program and its resultant Capital Improvement Program. While an exact balance between tax revenues received from each jurisdiction and expenditures within those jurisdictions is not a goal of the District, the attached table *Flood Control Project Expenditures - 1978 through 1994*, is provided to summarize the geographic/jurisdictional distribution of the District's planning and CIP activities. The table includes information on state and federal money leveraged. Additional information on funds leveraged through IGAs can be found in the CIP program Section.

1. Historical and current data on positions and costs. (See Tab P: Supporting Documents)
2. Position numbers and classification codes ((See Tab P: Supporting Documents)
3. Job Descriptions. (See Tab P: Supporting Documents)

4. Organizational Chart. (See Tab P: Supporting Documents)

PROGRAM ISSUES – PLANNING PROGRAM

As directed by Arizona Revised Statutes §48-3602, the Flood Control District has been organized to provide flood and stormwater management services to the 9,226 square miles that make up the area of Maricopa County's jurisdiction. In this role, the District is well suited to support the vision and mission of the *Maricopa County Business Plan*, which focuses on creating financial stability, restoring public confidence, improving service delivery, and prioritizing and sustaining critical services for our citizens. A specific level of service for the Planning Program and its resultant Capital Improvement Program is not identified in statute. Therefore, the District relies heavily on the Board-approved *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects* (see Section C.1.f above) to annually define a preferred level of service for the Planning Program and its resultant Capital Improvement Program.

The District's ability to meet the County's goals is enhanced by two key characteristics that are unique to the District when compared to the municipal jurisdictions where the majority of the County's residents reside. First, flood and stormwater follow physical rather than jurisdictional boundaries (see attached Metropolitan Phoenix Watersheds map). The District's ability to reduce flood risks for the people of Maricopa County through regionally-coordinated watershed management allows for a more comprehensive assessment of the cumulative effects of flood control and stormwater management projects. Often, the negative effects of such projects occur outside the jurisdiction of the municipality constructing the project. Therefore, a regionally-coordinated approach improves service delivery by reducing the need for public expenditures to fix the problems created by uncoordinated, municipally-oriented flood control and stormwater management projects.

Complementary to the concept noted above, the District's second unique characteristic is financial stability, which is provided through our statutorily-created funding source. By focusing on a county-wide perspective for funding, the Legislature has provided the District with the ability to instill public confidence and benefit the regional economy by allowing the reduction of flood risks to be based on watershed characteristics rather than political boundaries. This allows public investments in flood risk reduction to be prioritized based primarily on need. The District has formalized this process by following the Board-approved *Procedure for Identifying and Prioritizing Potential 5-Year CIP Projects*, which specifically outlines the project criteria that are considered by the Flood Control District and its Board of Directors to be important to the people of Maricopa County. As summarized in the attached table entitled *Flood Control Project Expenditures - 1978 through 1994*, the District's financial stability has also allowed the County to reap substantial benefits through the leveraging of outside funding sources such as the Corps of Engineers, the Natural Resource Conservation

Service (formerly the Soil Conservation Service), the State of Arizona, and the communities that we serve.

Throughout its history, the District's ability to serve as the local sponsor for federally-funded projects has brought substantial revenues into Maricopa County. Since 1967, the District has leveraged an estimated (in 1994 \$) \$454.4 million in federal funds and \$55.5 million in state funds. While federal funding levels have been scaled back in recent years, the District continues to work with the federal agencies to maximize Maricopa County's accessibility to such funds.

A substantial portion of the Planning Program and its resultant Capital Improvement Program is directly related to the District's local cooperation agreement with the Corps of Engineers (Section 221 of the Flood Control Act of 1970) for the *Phoenix, Arizona and Vicinity (including New River) Flood Control Project, Gila River Basin, Arizona*. Through this agreement, the District has received approximately \$230.5 million in federal funding (1994 \$). Under the terms of the agreement (signed 7/21/77), the District is required to:

- 1) "Prevent any encroachment upon the existing or improved channels or within the detention basin areas that would reduce their flood-conveying or storage capacities."
- 2) "...take whatever action is necessary to manage and maintain the designated floodways and floodway fringes in the affected watercourses and adjacent floodplains along Dreamy Draw from Dreamy Draw Dam to its confluence with the Arizona Canal diversion channel, along Cave Creek from Cave Buttes Dam to its confluence with the Arizona Canal diversion channel, along Skunk Creek from Adobe Dam to its confluence with the New River, along the New River from the New River Dam to its confluence with the Agua Fria River, and along the Agua Fria River from its confluence with the New River to its confluence with the Gila River, as delineated by the Secretary of the Army so as to assure the unobstructed passage of floodwaters of the 100-year floods...."
- 3) "Acquire such real estate interests downstream of the spillways of the Project as are deemed necessary by the Chief of Engineers to assure the carrying out of project purposes and to protect non-Federal interests from hazards created by spillway flows. Such acquisitions shall be without cost to the United States."

As will be described later in the report, a significant portion of the District's Planning Program activities lead to CIP projects that involve outside funding from either the State or local agencies. In these instances, the District enters into Board of Directors-approved Intergovernmental Agreements (IGAs), which support the County's Business Plan by leveraging outside resources to maximize the cost-effectiveness of service delivery for the County's residents.

***Flood Control Project Expenditures - 1978 through 1994
by Municipality in 1994 Dollars**

Summary Table

City/Town	District Expenditures	% of District Exp.	Total Exp. (FCD/State/Fed)	% of Total Exp.	District Revenue	% of District Rev.	Total Rev. (FCD/State/Fed)	% of Total Revenue
Phoenix	\$238,341,220	43.52%	\$463,663,924	46.22%	\$310,017,356	49.8%	\$535,340,060	49.6%
Mesa	\$45,552,500	8.32%	\$93,650,747	9.33%	\$63,014,028	10.1%	\$111,112,274	10.3%
Peoria	\$52,810,384	9.64%	\$88,359,940	8.81%	\$8,986,443	1.4%	\$44,536,000	4.1%
Glendale	\$39,913,767	7.29%	\$66,113,456	6.59%	\$29,654,239	4.8%	\$55,853,928	5.2%
Scottsdale	\$14,987,397	2.74%	\$52,918,901	5.27%	\$72,147,196	11.6%	\$110,078,699	10.2%
Avondale	\$36,816,656	6.72%	\$39,998,927	3.99%	\$1,613,191	0.3%	\$4,795,463	0.4%
Gilbert	\$14,941,687	2.73%	\$30,006,975	2.99%	\$5,766,964	0.9%	\$20,832,252	1.9%
Tempe	\$24,833,602	4.53%	\$24,833,602	2.48%	\$48,748,729	7.8%	\$48,748,729	4.5%
Chandler	\$13,405,850	2.45%	\$23,862,207	2.38%	\$20,040,193	3.2%	\$30,496,550	2.8%
Surprise	\$22,401,557	4.09%	\$22,401,557	2.23%	\$1,317,539	0.2%	\$1,317,539	0.1%
Buckeye	\$4,253,922	0.78%	\$5,880,700	0.59%	\$1,267,014	0.2%	\$2,893,793	0.3%
Queen Creek	\$944,020	0.17%	\$3,387,434	0.34%	\$61,166	0.0%	\$2,504,580	0.2%
Paradise Valley	\$1,753,093	0.32%	\$2,944,893	0.29%	\$11,736,468	1.9%	\$12,928,269	1.2%
Goodyear	\$1,834,808	0.34%	\$2,198,396	0.22%	\$2,019,617	0.3%	\$2,383,205	0.2%
Litchfield Park	\$1,696,797	0.31%	\$1,696,797	0.17%	\$601,770	0.1%	\$601,770	0.1%
Wickenburg	\$1,227,370	0.22%	\$1,227,370	0.12%	\$1,048,436	0.2%	\$1,048,436	0.1%
Fountain Hills	\$460,938	0.08%	\$460,938	0.05%	\$1,036,018	0.2%	\$1,036,018	0.1%
El Mirage	\$177,992	0.03%	\$177,992	0.02%	\$616,251	0.1%	\$616,251	0.1%
Guadalupe	\$101,746	0.02%	\$101,746	0.01%	\$236,370	0.0%	\$236,370	0.0%
Carefree	\$0	0.00%	\$0	0.00%	\$1,687,516	0.3%	\$1,687,516	0.2%
Tolleson	\$0	0.00%	\$0	0.00%	\$1,122,179	0.2%	\$1,122,179	0.1%
Youngtown	\$0	0.00%	\$0	0.00%	\$1,020,586	0.2%	\$1,020,586	0.1%
Cave Creek	\$0	0.00%	\$0	0.00%	\$716,477	0.1%	\$716,477	0.1%
Gila Bend	\$0	0.00%	\$0	0.00%	\$366,468	0.1%	\$366,468	0.0%
Apache Junction	\$0	0.00%	\$0	0.00%	\$23,152	0.0%	\$23,152	0.0%
Unincorporated	\$31,202,110	5.70%	\$79,370,409	7.91%	\$38,257,227	6.1%	\$86,425,526	8.0%
TOTAL	\$547,657,417	100.00%	\$1,003,256,913	100.00%	\$623,122,594	100.0%	\$1,078,722,090	100.0%

* Please see attached Financial and Project Note Sheet.

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Phoenix:</i>	City of Phoenix	\$4,029,787			\$4,029,787		
	Union Hills Storm Drain	\$2,911,862			\$2,911,862		
	48th Street Drain	\$126,878			\$126,878		\$49,552
	Old Cross Cut Canal	\$6,318,217			\$6,318,217		\$100,899
	Champion Drain	\$2,219			\$2,219		
	Laveen ADMS	\$64,102			\$64,102		
	Laveen ADMP	\$89,155			\$89,155		
	ACDC	\$164,439,482	\$15,012,629	\$144,927,414	\$324,379,526		\$2,033,186
	Cave Creek Wash	\$125,386		\$21,017,996	\$21,143,381		\$122,575
	Salt River Master Plan	\$375,367			\$375,367		
	Dreamy Draw Dam	\$45,317			\$45,317	\$2,190,598	\$33,713
	Indian School Road Drain	\$25,349			\$25,349		\$22,142
	Cave Buttes Dam	\$2,789,705	\$1,370,331	\$27,611,913	\$31,771,949	\$4,326,928	\$577,951
	Adobe Dam	\$3,170,129	\$2,556,219	\$3,052,102	\$8,778,450	\$396,898	\$71,443
	Skunk Creek Channel at I-17	\$74,697		\$4,577,674	\$4,652,371		\$68,625
	New River Dam	\$418,286	\$194,828	\$964,382	\$1,577,496		\$22,357
	Skunk Creek/New River	\$2,968,910		\$1,315,459	\$4,284,369		\$15,667
	New River Mitigation	\$10,935			\$10,935		\$9,134
	Agua Fria River (COE)	\$19,094,763		\$2,721,757	\$21,816,521		\$477
	East Fork Cave Creek	\$23,233,816			\$23,233,816		\$285,342
	Plan Six	\$1,994,075			\$1,994,075		
	Bell Road Expansion	\$1,210,829			\$1,210,829		
	ACDC ADMS	\$810,081			\$810,081		
	ACDC ADMP	\$2,233,174			\$2,233,174		
	Scatter Wash	\$1,364,257			\$1,364,257		\$4,643
	Christown Mall Flood Study	\$1,530			\$1,530		
	Indian Bend Wash Delineation	\$29,657			\$29,657		
	Cave Creek Improvements	\$17,129			\$17,129		
	Maryvale ADMS	\$355,878			\$355,878		
	Foothills ADMS	\$10,246			\$10,246		
	Expenditure Subtotal	\$238,341,220	\$19,134,006	\$206,188,697	\$463,663,924	\$6,914,424	\$3,417,705
	% of 17-Year Total	43.52%	45.75%	49.83%	46.22%		
	Revenue Subtotal	\$310,017,356	\$19,080,372	\$206,188,697	\$535,286,425		
	% of 17-Year Total	49.75%	45.63%	49.83%	49.62%		

* Please see attached Financial and Project Note Sheet.

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Mesa:</i>	City of Mesa	\$3,108,962			\$3,108,962		
	Alma School Drain	\$97,658			\$97,658		\$74,528
	Sossaman Road	\$5,598,365			\$5,598,365		\$152,572
	Price Drain	\$9,090,865			\$9,090,865		
	EMF Williams/Chandler	\$3,333,702	\$83,525	\$5,371,966	\$8,789,192	\$935,427	\$266,323
	EMF Buckhorn/Mesa	\$2,318,523	\$1,726,656	\$3,220,220	\$7,265,399	\$665,576	
	Salt River Master Plan	\$144,372			\$144,372		
	Spook Hill FRS	\$1,120,853	\$728,456	\$12,718,489	\$14,567,797	\$2,078,323	\$204,308
	Signal Butte Floodway	\$2,000,931	\$641,269	\$4,412,010	\$7,054,211		\$77,287
	Pass Mountain FRS	\$166,233			\$166,233		\$56,408
	Apache Junction FRS	\$15,165,288		\$12,279,184	\$27,444,472		\$47,914
	Signal Butte FRS	\$222,573		\$4,580,662	\$4,803,235		\$31,931
	Bulldog Floodway	\$53,893			\$53,893		\$53,893
	Guadalupe Road Channel & Box	\$44,939			\$44,939		\$11,804
	Powerline Dam	\$72,888		\$681,665	\$754,553	\$3,481,669	\$57,699
	Powerline Floodway	\$97,117		\$395,527	\$492,644	\$1,988,409	\$63,252
	Vineyard Road FRS	\$56,351		\$1,258,617	\$1,314,968	\$864,821	\$25,935
	Spookhill Floodway	\$123,196			\$123,196		
	Red Mountain Parkway	\$618			\$618		
	East Maricopa ADMS	\$485,236			\$485,236		
	University Drain	\$1,482,987			\$1,482,987		
	Plan Six	\$766,952			\$766,952		
	Expenditure Subtotal	\$45,552,500	\$3,179,906	\$44,918,340	\$93,650,747	\$16,928,648	\$4,541,559
	% of 17-Year Total	8.32%	7.60%	10.86%	9.33%		
	Revenue Subtotal	\$63,014,028	\$3,967,494	\$44,918,340	\$111,899,862		
	% of 17-Year Total	10.11%	9.49%	10.86%	10.37%		

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Tempe:</i>	City of Tempe	\$12,742,633			\$12,742,633		
	48th Street Drain	\$126,878			\$126,878		\$49,552
	Rio Salado	\$8,946			\$8,946		\$5,414
	Salt River Channel	\$11,028,564			\$11,028,564		\$29
	Salt River Master Plan	\$144,372			\$144,372		
	Plan Six	\$766,952			\$766,952		
	Indian Bend Wash Delineation	\$7,414			\$7,414		
	Hohokam ADMS	\$7,843			\$7,843		
	Expenditure Subtotal	\$24,833,602	\$0	\$0	\$24,833,602		
	% of 17-Year Total	4.53%	0.00%	0.00%	2.48%		
	Revenue Subtotal	\$48,748,729	\$0	\$0	\$48,748,729		
	% of 17-Year Total	7.82%	0.00%	0.00%	4.52%		
<i>Glendale:</i>	City of Glendale	\$3,433			\$3,433		
	Dysart Road/Agua Fria Drain	\$88,333			\$88,333		\$46,861
	Dysart Drain/Luke AFB	\$729,262		\$729,262	\$1,458,524		
	ACDC	\$4,081,228	\$372,599	\$3,596,958	\$8,050,785		\$50,462
	White Tanks #3	\$611,997		\$363,588	\$975,585		\$19,378
	Adobe Dam	\$5,980,892	\$4,822,663	\$5,758,217	\$16,561,772	\$748,804	\$134,786
	Skunk Creek Channelization	\$104,281			\$104,281		\$15,476
	New River Dam	\$1,673,143	\$779,311	\$3,857,528	\$6,309,982		\$89,427
	New River Mitigation	\$49,207			\$49,207		\$41,104
	Skunk Creek/New River	\$13,360,097		\$5,919,564	\$19,279,661		\$70,500
	Glendale/Peoria ADMP	\$8,255,086			\$8,255,086		
	White Tanks ADMS	\$133,494			\$133,494		
	Bell Road Expansion	\$4,843,314			\$4,843,314		
	Expenditure Subtotal	\$39,913,767	\$5,974,573	\$20,225,117	\$66,113,456		
	% of 17-Year Total	7.29%	14.29%	4.89%	6.59%		
	Revenue Subtotal	\$29,654,239	\$5,973,242	\$20,225,117	\$55,852,597		
	% of 17-Year Total	4.76%	14.28%	4.89%	5.18%		

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Scottsdale:</i>	City of Scottsdale	\$438,557			\$438,557		
	Indian Bend Wash-Outlet	(\$364,177)	\$738,416		\$374,239	\$10,032,429	\$37,696
	Indian Bend Wash-Inlet	\$3,290,648	\$1,958,944	\$9,499,511	\$14,749,104		\$37,561
	Indian Bend Wash-Side Channels			\$14,303,206	\$14,303,206		
	Indian Bend Wash-Greenbelt	\$1,031,042			\$1,031,042		\$456
	Indian Bend Wash-Interceptor	\$7,571,719	\$1,758,737	\$9,228,097	\$18,558,553		\$73,618
	PVSP	\$2,257,491	\$444,592		\$2,702,083		\$1,067
	Upper Indian Bend Wash ADMS	\$39,502			\$39,502		
	Upper Indian Bend Wash ADMP	\$670,715			\$670,715		
	Indian Bend Wash Delineation	\$51,900			\$51,900		
	Expenditure Subtotal	\$14,987,397	\$4,900,689	\$33,030,814	\$52,918,901	\$10,032,429	
	% of 17-Year Total	2.74%	11.72%	7.98%	5.27%		
	Revenue Subtotal	\$72,147,196	\$4,900,689	\$33,030,814	\$110,078,699		
	% of 17-Year Total	11.58%	11.72%	7.98%	10.20%		
<i>Peoria:</i>	City of Peoria	\$2,346			\$2,346		
	ACDC	\$510,154	\$46,575	\$449,620	\$1,006,348		\$6,308
	Adobe Dam	\$3,683,511	\$2,970,181	\$3,546,369	\$10,200,061	\$461,173	\$83,012
	New River Dam	\$4,601,145	\$2,143,104	\$10,608,203	\$17,352,451		\$245,925
	New River Mitigation	\$131,218			\$131,218		\$109,610
	Skunk Creek/New River	\$35,626,926		\$15,785,505	\$51,412,430		\$188,001
	Glendale/Peoria ADMP	\$8,255,086			\$8,255,086		
	Expenditure Subtotal	\$52,810,384	\$5,159,860	\$30,389,697	\$88,359,940		
	% of 17-Year Total	9.64%	12.34%	7.34%	8.81%		
	Revenue Subtotal	\$8,986,443	\$5,159,860	\$30,389,697	\$44,536,000		
	% of 17-Year Total	1.44%	12.34%	7.34%	4.13%		

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Paradise Valley:</i>	Town of Paradise Valley	\$196,746			\$196,746		
	ACDC	\$1,020,640	\$92,817	\$899,239	\$2,012,696		\$12,615
	PVSP	\$513,464	\$199,744		\$713,208		\$479
	Indian Bend Wash Delineation	\$22,243			\$22,243		
	Expenditure Subtotal	\$1,753,093	\$292,561	\$899,239	\$2,944,893		
	% of 17-Year Total	0.32%	0.70%	0.22%	0.29%		
	Revenue Subtotal	\$11,736,468	\$292,561	\$899,239	\$12,928,269		
% of 17-Year Total	1.88%	0.70%	0.22%	1.20%			
<i>Avondale:</i>	City of Avondale	\$212			\$212		
	Agua Fria River	\$1,687,399			\$1,687,399		\$320,352
	Agua Fria River (ADOT)	\$12,074,439			\$12,074,439		\$2,148
	Agua Fria River (COE)	\$22,325,548		\$3,182,272	\$25,507,819		\$558
	Salt River Master Plan	\$115,498			\$115,498		
	Plan Six	\$613,562			\$613,562		
	Expenditure Subtotal	\$36,816,656	\$0	\$3,182,272	\$39,998,927		
% of 17-Year Total	6.72%	0.00%	0.77%	3.99%			
Revenue Subtotal	\$1,613,191	\$0	\$3,182,272	\$4,795,463			
% of 17-Year Total	0.26%	0.00%	0.77%	0.44%			
<i>Chandler:</i>	City of Chandler	\$641			\$641		
	Price Drain	\$6,858,021			\$6,858,021		
	Mesa/Gilbert/Chandler ADMS	\$84,668			\$84,668		
	Gila Drain Floodway	\$72,926			\$72,926		
	EMF Williams/Chandler	\$6,389,595	\$160,090	\$10,296,268	\$16,845,952	\$233,857	\$510,452
	Expenditure Subtotal	\$13,405,850	\$160,090	\$10,296,268	\$23,862,207		
	% of 17-Year Total	2.45%	0.38%	2.49%	2.38%		
Revenue Subtotal	\$20,040,193	\$160,090	\$10,296,268	\$30,496,550			
% of 17-Year Total	3.22%	0.38%	2.49%	2.83%			

* Please see attached Financial and Project Note Sheet.

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Gilbert:</i>	Town of Gilbert	\$6,936,694			\$6,936,694		
	EMF Williams/Chandler	\$7,778,637	\$194,892	\$12,534,587	\$20,508,116	\$284,695	\$621,419
	Powerline Dam	\$72,888		\$681,665	\$754,553	\$3,481,669	\$57,699
	Powerline Floodway	\$97,117		\$395,527	\$492,644	\$1,988,409	\$63,252
	Vineyard Road FRS	\$56,351		\$1,258,617	\$1,314,968	\$864,821	\$25,935
	Expenditure Subtotal	\$14,941,687	\$194,892	\$14,870,396	\$30,006,975	\$6,619,594	
	% of 17-Year Total	2.73%	0.47%	3.59%	2.99%		
	Revenue Subtotal	\$5,766,964	\$194,892	\$14,870,396	\$20,832,252		
	% of 17-Year Total	0.93%	0.47%	3.59%	1.93%		
<i>Buckeye:</i>	White Tanks #4	\$3,003,382			\$3,003,382		\$72,857
	Buckeye #1	\$213,175		\$1,626,779	\$1,839,953	\$12,163,318	\$187,844
	Buckeye #2	\$31,378			\$31,378		\$29,063
	Buckeye #3	\$94,132			\$94,132		\$92,603
	Buckeye/Sun Valley	\$530			\$530		
	Salt River Master Plan	\$144,372			\$144,372		
	Plan Six	\$766,952			\$766,952		
	Expenditure Subtotal	\$4,253,922	\$0	\$1,626,779	\$5,880,700	\$12,163,318	
	% of 17-Year Total	0.78%	0.00%	0.39%	0.59%		
	Revenue Subtotal	\$1,267,014	\$0	\$1,626,779	\$2,893,793		
	% of 17-Year Total	0.20%	0.00%	0.39%	0.27%		
<i>Surprise:</i>	Town of Surprise	\$11,143			\$11,143		
	McMicken Dam and Outlet	\$21,964,414			\$21,964,414		\$119,419
	Wittmann Wash	\$248,008			\$248,008		\$907
	White Tanks ADMS	\$177,992			\$177,992		
	Expenditure Subtotal	\$22,401,557	\$0	\$0	\$22,401,557		
	% of 17-Year Total	4.09%	0.00%	0.00%	2.23%		
	Revenue Subtotal	\$1,317,539	\$0	\$0	\$1,317,539		
	% of 17-Year Total	0.21%	0.00%	0.00%	0.12%		

***Flood Control Project Expenditures - 1978 through 1994
by Municipality in 1994 Dollars**

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Guadalupe:</i>	Town of Guadalupe	\$6,129			\$6,129		
	Guadalupe Dam	\$95,617			\$95,617	\$1,680,011	\$67,624
	Expenditure Subtotal	\$101,746	\$0	\$0	\$101,746		
	% of 17-Year Total	0.02%	0.00%	0.00%	0.01%		
	Revenue Subtotal	\$236,370	\$0	\$0	\$236,370		
	% of 17-Year Total	0.04%	0.00%	0.00%	0.02%		
<i>Wickenburg:</i>	Town of Wickenburg	\$14,436			\$14,436		
	Sunset FRS	\$27,873			\$27,873	\$1,560,000	\$17,915
	Sunnycove FRS	\$64,563			\$64,563	\$1,560,000	\$55,533
	Sunset/Sunnycove Pipeline	\$46,022			\$46,022		\$34,752
	Wickenburg ADMS	\$467,199			\$467,199		
	Wickenburg ADMP	\$607,277			\$607,277		
	Expenditure Subtotal	\$1,227,370	\$0	\$0	\$1,227,370	\$3,120,001	
	% of 17-Year Total	0.22%	0.00%	0.00%	0.12%		
Revenue Subtotal	\$1,048,436	\$0	\$0	\$1,048,436			
% of 17-Year Total	0.17%	0.00%	0.00%	0.10%			
<i>Goodyear:</i>	Salt River Master Plan	\$144,372			\$144,372		
	White Tanks #3	\$611,997		\$363,588	\$975,585		\$19,378
	White Tanks ADMS	\$311,487			\$311,487		
	Plan Six	\$766,952			\$766,952		
	Expenditure Subtotal	\$1,834,808	\$0	\$363,588	\$2,198,396		
	% of 17-Year Total	0.34%	0.00%	0.09%	0.22%		
Revenue Subtotal	\$2,019,617	\$0	\$363,588	\$2,383,205			
% of 17-Year Total	0.32%	0.00%	0.09%	0.22%			

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Litchfield Park:</i> (1988-89)	White Tanks ADMS	\$88,996			\$88,996		
	Colter Channel	\$1,607,801			\$1,607,801		\$78,532
	Expenditure Subtotal	\$1,696,797	\$0	\$0	\$1,696,797		
	% of 17-Year Total	0.31%	0.00%	0.00%	0.17%		
	Revenue Subtotal	\$601,770	\$0	\$0	\$601,770		
	% of 17-Year Total	0.10%	0.00%	0.00%	0.06%		
<i>Fountain Hills:</i> (1991-92)	Town of Fountain Hills	\$1,473			\$1,473		
	Fountain Hills FIS North	\$269,893			\$269,893		
	Fountain Hills FIS South	\$186,071			\$186,071		
	Fountain Hills ADMS	\$3,501			\$3,501		
	Expenditure Subtotal	\$460,938	\$0	\$0	\$460,938		
	% of 17-Year Total	0.08%	0.00%	0.00%	0.05%		
	Revenue Subtotal	\$1,036,018	\$0	\$0	\$1,036,018		
	% of 17-Year Total	0.17%	0.00%	0.00%	0.10%		
<i>Queen Creek:</i> (1992-93)	Lower Queen Creek	\$10,052			\$10,052		
	Rittenhouse FRS	\$110,997		\$1,184,797	\$1,295,793	\$1,945,567	\$81,008
	Queen Creek ADMS	\$348,896			\$348,896		
	Rittenhouse Channel	\$417,724			\$417,724		
	Vineyard Road FRS	\$56,351		\$1,258,617	\$1,314,968	\$864,821	\$25,935
	Expenditure Subtotal	\$944,020	\$0	\$2,443,414	\$3,387,434	\$2,810,388	
	% of 17-Year Total	0.17%	0.00%	0.59%	0.34%		
Revenue Subtotal	\$61,166	\$0	\$2,443,414	\$2,504,580			
% of 17-Year Total	0.01%	0.00%	0.59%	0.23%			

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>El Mirage:</i>	White Tanks ADMS	\$177,992			\$177,992		
	Expenditure Subtotal	\$177,992	\$0	\$0	\$177,992		
	% of 17-Year Total	0.03%	0.00%	0.00%	0.02%		
	Revenue Subtotal	\$616,251	\$0	\$0	\$616,251		
	% of 17-Year Total	0.10%	0.00%	0.00%	0.06%		
<i>Unincorporated:</i>	Broadway Road Bank Stabilization	\$890,181			\$890,181		
	Salt/Gila Clearing	\$1,633,745			\$1,633,745		\$539,286
	Salt/Gila Control Works	\$8,502,072	\$1,683,607		\$10,185,679		\$46,737
	Laveen ADMS	\$130,147			\$130,147		
	Laveen ADMP	\$181,013			\$181,013		
	Salt River Master Plan	\$1,010,604			\$1,010,604		
	Salt/Gila Control - Perryville	\$57,290			\$57,290		\$57,290
	Salt/Gila Pilot Channel	\$694			\$694		
	EMF Williams/Chandler	\$8,056,446	\$201,852	\$12,982,250	\$21,240,548	\$294,863	\$643,613
	El Mirage Road Drain. Channel	\$102,730			\$102,730		\$101,029
	Star Wash Delineation Study	\$191,588			\$191,588		
	Daggs Wash Delineation Study	\$124,550			\$124,550		
	Iona Wash Delineation Study	\$106,715			\$106,715		
	Rio Verde North Delineation	\$6,074			\$6,074		
	Harquahala FRS	\$325,981	\$937,023	\$18,838,332	\$20,101,336		\$326,909
	Saddleback FRS	\$927,041		\$10,830,164	\$11,757,206		\$149,854
	Saddleback Diversion Channel	\$948,696			\$948,696		\$43,868
	Centennial Levee	\$1,029,244		\$2,695,069	\$3,724,313		\$110,541
	Harquahala Floodway	\$46,666			\$46,666		\$40,768
	Eagletail FRS	\$14,660			\$14,660		
	Sun City Drain	\$26,255			\$26,255		\$25,829
	Sun City West Drain	\$33,839			\$33,839		\$24,200

***Flood Control Project Expenditures - 1978 through 1994**
by Municipality in 1994 Dollars

CITY/TOWN	PROJECT NAME	DISTRICT	STATE	FEDERAL	TOTAL	Pre-1978 State/Fed.	O&M 1991-94
<i>Unincorporated:</i>	Wittmann Wash	\$248,008			\$248,008		\$907
<i>continued</i>	New River ADMS	\$39,662			\$39,662		\$9,763
	Plan Six	\$5,368,664			\$5,368,664		
	Ground Water Recharge	\$15,198			\$15,198		
	Reed Landfill	\$1,184,346			\$1,184,346		
	Expenditure Subtotal	\$31,202,110	\$2,822,483	\$45,345,816	\$79,370,409		
	% of 17-Year Total	5.70%	6.75%	10.96%	7.91%		
	Revenue Subtotal	\$38,257,227	\$2,822,483	\$45,345,816	\$86,425,526		
	% of 17-Year Total	6.14%	6.75%	10.96%	8.01%		
	EXPENDITURE TOTAL	\$547,657,417	\$41,819,060	\$413,780,435	\$1,003,256,913	\$58,588,802	\$7,959,264
	REVENUE TOTAL	\$623,122,594	\$41,819,060	\$413,780,435	\$1,078,722,090		

Flood Control District Project Expenditures - 1978 through 1994
by Municipality in 1994 Dollars

Financial and Project Notes
updated March 6, 1995

Financial Notes

- Adjustments to 1994 dollars are based on Table 3 from the *Survey of Current Business* (9/94), published by the U.S. Department of Commerce. Quarterly figures for the Gross Domestic Product (GDP) Implicit Price Deflator have been calculated to match the District's fiscal year calendar for 1997-78 through 1993-94. The fiscal year adjustment for 1993-94 is based on the GDP Implicit Price Deflator for the 7/93-12/93 period only.
- To the extent possible, data for District expenditures include direct labor, engineering, land acquisition and construction but may not reflect all project costs. Detailed maintenance costs are included for the period beginning in Fiscal Year 1990-91. Administrative overhead costs are not included.
- State reimbursement costs shown in the table are reflected as reductions in District expenditures. In some instances, the reimbursements reflected in the period of analysis are for work completed by the District prior to 1977-78; therefore, negative values in the District cost column are possible.
- Federal costs for Corps of Engineers' projects are adjusted to 1994 \$ based on the year in which the project was completed. State and U.S. Natural Resources Conservation Service (formerly Soil Conservation Service) costs are adjusted to 1994 \$ based on the year in which funds were expended.
- When calculating District revenues in municipalities without a local tax levy, the full secondary assessed value is reduced by 9% to adjust for personal property that is non-taxable by the District. The 9% figure is based on the average ratio of secured to unsecured tax levies for the municipalities with 17 years of local tax history (10 in all). Unincorporated County revenues are then calculated by subtracting the total estimated municipal revenues from the County-wide flood control taxes paid.
- The District cost information provided is the best available information. In some instances, however, the project names used may include costs for other related projects that have not been budgeted under separate accounting codes.

Expenditures 1978-1994

Financial/Project Notes cont'd

- For recently incorporated communities, dates in the City/Town column refer to the first fiscal year in which taxes were collected.
- No project expenditures are identified for six communities (Carefree, Tolleson, Youngtown, Cave Creek, Gila Bend and Apache Junction). Flood control work such as floodplain studies or rain gauge installations may have occurred, but the costs were not budgeted under separate accounting codes for the communities listed.
- The Pre-1978 State and Federal Costs column is provided for information only and is not part of the 1978-1994 expenditure distribution.
- The O&M 1991-1994 column is provided for information only to indicate the relative distribution of Operation and Maintenance costs. These costs have been included in the District Cost column.

Project Notes

- 48th Street Drain: Costs split equally between Phoenix and Tempe based on approximate project length.
- Laveen ADMS and ADMP: Costs split 2/3 County and 1/3 Phoenix based on approximate watershed area in each jurisdiction.
- Arizona Canal Diversion Channel (ACDC): Costs split between Paradise Valley, Phoenix, Glendale and Peoria based on approximate project length in each jurisdiction with channel capacity used as a weighting factor (e.g. channel capacity in Phoenix = 26,000 cfs; capacity in Glendale only increases to 29,000 cfs).
- Salt River Master Plan: Costs split between Mesa, Tempe, Phoenix, Avondale, Goodyear, Buckeye and County based on approximate Salt/Gila river miles in each jurisdiction from Granite Reef to Gillespie Dam. Indian Community mileage counted with County mileage.
- Plan Six: Same as Salt River Master Plan.

Expenditures 1978-1994
Financial/Project Notes cont'd

- Adobe Dam: Costs split between Phoenix, Glendale and Peoria based on approximate length of Skunk Creek in each downstream jurisdiction (measured from Adobe Dam to New River).
- New River Dam: Costs split between Peoria, Glendale and Phoenix based on approximate length of New River in each downstream jurisdiction (measured from New River Dam to Agua Fria River).
- New River/Skunk Creek: Costs split between Peoria, Glendale and Phoenix based on approximate length of New River/Skunk Creek in each jurisdiction (New River measured from Agua Fria River confluence to Skunk Creek confluence; Skunk Creek measured from New River confluence to ACDC confluence).
- Bell Rd. Expansion: Costs split between Glendale and Phoenix based on approximate storm drain length in each jurisdiction.
- Agua Fria River (COE): Costs split between Avondale and Phoenix based on acreage of flowage easements north of Indian School Rd. (Phoenix) and south of Indian School Rd. (Avondale).
- New River Mitigation: Same as New River/Skunk Creek project above.
- Glendale/Peoria ADMS/ADMP: Costs split equally between Glendale and Peoria in accordance with Intergovernmental Agreement (IGA) terms.
- Paradise Valley/Scottsdale/Phoenix (PVSP): Costs for pre-1994 work split between Paradise Valley (31%) and Scottsdale (69%) in accordance with IGA terms. Work completed in 1994 for the Cactus Road Neighborhood Flood Control Project was attributed 100% to Scottsdale in accordance with IGA terms.
- Indian Bend Wash Delineation: Costs split between Phoenix, Paradise Valley, Scottsdale and Tempe based on river miles studied in each jurisdiction.
- Price Drain: Costs split between Mesa (57%) and Chandler (43%) in accordance with IGA terms.

Expenditures 1978-1994

Financial/Project Notes cont'd

- East Maricopa Floodway (EMF) Williams/Chandler: Costs for Reaches 1-5 split between Mesa, Gilbert, Chandler and County based on approximate size of downstream floodprone area, as calculated by the U.S. Natural Resources Conservation Service.
- EMF Buckhorn/Mesa: Costs for Reach 6 of the EMF are 100% Mesa based on the watershed boundary delineated by the U.S. Natural Resources Conservation Service.
- Powerline Flood Retarding Structure (FRS) and Floodway: Costs split equally between Mesa and Gilbert based on approximate size of downstream floodprone area, as calculated by the U.S. Natural Resources Conservation Service.
- Vineyard Rd. FRS: Costs split equally between the three benefitting jurisdictions, Mesa, Gilbert and Queen Creek based on approximate size of downstream floodprone area.
- White Tanks ADMS: Costs split between the five benefitting jurisdictions, Surprise (20%), El Mirage (20%), Glendale (15%), Litchfield Park (10%) and Goodyear (35%), based on approximate watershed size in each.
- Colter Channel: Excludes reimbursements received, to date, from Maricopa County Department of Transportation. Also excludes bridge costs of \$509,385 and 1/2 of channel costs to be reimbursed by MCDOT.
- Dysart Drain/Luke AFB: Excludes U.S. Air Force's 50% future reimbursement towards work completed in 1993-94.
- White Tanks FRS #3: Federal costs are equally split between FRS #3 and FRS #4. FRS #3 costs are then equally split between Glendale and Goodyear based on approximate size of downstream floodprone area.
- Sunset and Sunnycove FRS: Pre-1978 federal costs are equally split between the two structures.



PROGRAM REVIEW – Capital Improvement Program (CIP)

A. Program History

The Capital Improvement Program (CIP) is a primary reason for the existence of the Flood Control District. The CIP or the Planning Program which is the foundation for the CIP was initiated in August, 1959 with the action of the Board of Supervisors to form the Flood Control District of Maricopa County as "a political taxing subdivision of the state" with the authority to acquire "rights-of-way for and construct, operate and maintain flood control works and storm drainage facilities within or without the district for the benefit of the district."

One of the first activities of the new district was to prepared the "Comprehensive Flood Control Report of 1963" which became the basis for the Planning Program and the CIP for the next twenty to twenty-five years. During this period, the District functioned primarily as the "local sponsor" for federally funded flood control projects planned, designed, and implemented by either the Soil Conservation Service (SCS) or the U.S. Army Corps of Engineers (Corps). Many of the flood control needs identified in the 1963 Comprehensive Report evolved into federally funded flood control projects implemented by one of these federal agencies. As "local sponsor," the District's role was to fund and take the necessary actions to acquire the rights-of-way required for a project as identified by the federal agency, to relocate the people affected by the acquisition of rights-of-way, to relocate the infrastructure utilities affected by the project, and to assume operations and maintenance responsibility for the completed flood control project.

The District was and is funded through a special secondary tax levied on real property throughout the county. The tax rate is set by the Board of Supervisors based upon the recommendation and "certification" by the Board of Directors of the needs of the District for its programs.

B. Program Goals and Objectives

The primary goal of the CIP is to implement structural and non-structural flood control measures (*provide flood and stormwater management services*) to reduce or eliminate the risk of loss of life and property as a result of flooding (*for the benefit of the people of Maricopa County*).

Specific program goals and objective.

- 1) Receive public input for engineering design concepts or from pre-design concept reports, and prepared scopes of work and management of consultant engineering design contracts for the preparation of construction plans and specifications for flood control projects.

- 2) Negotiate, coordinate, and administer intergovernmental agreements (IGAs) concerning the design, cost sharing, and long term maintenance of flood control projects.
- 3) Prepare realistic project cost estimates for the design, rights-of-way, utility relocations, and construction, and manage project budgets.
- 4) Ensure that engineering designs incorporate the "best available demonstrated control technology" to protect or enhance the quality of stormwater and the environment, and that aesthetic considerations are a part of the design. Obtain the required environmental permits for projects through preparation of environmental assessments and complete exploration of project alternatives.
- 5) Conduct public meetings to receive input and to inform the people of the nature and magnitude of the flooding problem, the project purposes, scope, impacts, and to hear concerns in order to obtain their consent and support for the project.

C. Program Description

The CIP is prepared, approved by the Board of Directors during the budget process, and published on an annual basis. The CIP consists of two elements; the current or budget year program which allocates funds to specific projects, and the five-year CIP which is essentially a planning document that indicates the continuity of funding required to complete projects under construction and forecasts funding allocations for proposed project starts during the next four-year period.

1. Major activities. The major activities and accomplishments for the CIP are covered in detail in the District's Annual Reports for 1991/1992, 1992/1993, and 1993/1994 and will not be recounted herein. The budget and expenditures in each year were as follows:

x 1,000	<u>Budget</u>	<u>Actual</u>
FY1991/1992	\$57,291	\$28,955
FY1992/1993	39,804	25,910
FY1993/1994	37,298	37,787
FY1994/1995	38,829	n/a

2. Customer served. The CIP's customers are the incorporated cities and towns, the unincorporated area of the county, various federal and state agencies, the Indian Communities, and the citizens of Maricopa County.
3. Services provided. The services provided by the CIP may be considered as the end result flood control project. However, there are other indirect benefits of some projects such as providing an outfall for local stormdrains. Additionally, the expert engineering and hydrologic staff required to support the CIP also provides technical

assistance services to many of the District's customers, especially the smaller communities that do not have such expertise on staff.

4. Contracted services. Essentially all engineering design, topographic mapping, surveying, soils investigations, hydrologic analyses, construction inspection services, and construction are contracted. Design services and construction are procured under Article 5 of the County Procurement Code. Additionally, professional services for land acquisition requirements such as attorneys, environmental hazard site surveys and remediation, and archeological surveys are contracted. In-house staff administers contracts, coordinates with customer agencies, interfaces with the public, reviews the consultants products, and manages project budgets.
5. Mandated services. ARS §48-3616A mandates that the District prepare a comprehensive plan, ARS §48-3616B mandates "a comprehensive program of flood hazard mitigation" (the Planning Program), and ARS 48-3616C mandates "a five year capital improvement program." The level of funding for the implementation is discretionary to the Board of Directors.
6. How and where are the services delivered. CIP projects are identified and initiated by District staff with knowledge of a flooding problem area through watershed Area Drainage Master Studies, or by our customers through the project prioritization process. (For more details, see the section on the review of the Planning Program.) Once a project has met the prioritization criteria or a management decision is made to implement a project as an exception, the process of implementing a CIP project is initiated.
 - a. Pre-design. If a CIP project has been through the complete planning process, the pre-design study and analysis of alternatives will have been accomplished. In this circumstance, the project manager will prepare the scope of work necessary to accomplish the engineering design based on the concept approved and accepted during the planning process. (For more details, see the section on the review of the Planning Program.) If the pre-design has not been accomplished, the scope of work prepared by the project manager will require the identification of project alternatives, support for public meetings to receive input and obtain consent and support for the project, and other activities which would normally be provided during the planning process.
 - b. Environmental support for the CIP and Planning Programs.
 - 1) Environmental Compliance Programs in support of CIP Projects: These programs are either mandated by federal, state, or local environmental regulations or are aimed at reducing liability and risk of environmental hazards.
 - 2) Environmental Site Assessments for Real Property Acquisition: Prior to

purchase or sale of any real property, the District conducts an environmental site assessment to establish the presence of any environmental hazards connected with the property. This program is mandated under the Superfund Amendments and Reauthorization Act (SARA) under which the liability for clean up of environmental hazards is transferred with property ownership. Also addressed under this program is the remediation of District owned properties that constitute an environmental hazard. Expenditures under this program for the last three years are estimated at \$103,000 for 91-92, \$181,290 92-93, \$200,000 for 93-94 and are expected to top \$300,000 for 94-95. These costs are dependant on the amount of land purchased by the District during any fiscal year and on the presence or absence of environmental clean-up requirements.

- 3) Environmental Permitting: Whenever a Flood Control District project impacts a "water of the United States" review and permitting under section 404 of the Federal Clean Water Act is required. This federal permitting process requires an environmental review of potential impacts of the projects. This review includes a survey of biological resources that may be impacted by the project and coordination with the Federal Fish and Wildlife Service to determine if threatened or endangered species are present. Archeological and historical resources are also required to be evaluated. Archival research is conducted as well as pedestrian site surveys. Results of investigations are required to be submitted to the State Historic Preservation Officer for review, where necessary mitigation measures are designed and implemented. Expenses associated with this program are predominately staff time, with the exception being the contracted archeological services. Capital expenditures for mitigation are budgeted as a project cost.

The environmental support functions provided to the CIP Program are not strictly limited to environmental permitting, which can include dewatering permits, air quality permits, and aquifer protection permits. If an FCD project has environmental compliance issues, these are addressed by environmental support functions.

- 4) Environmental Objectives in CIP/Planning Program. These objectives were established to meet environmental regulatory requirements mandating that environmental consequences of projects be evaluated, avoided where possible and mitigated if necessary. Work load indicators under these objectives have for the past three years included; the number of acres of property that are surveyed prior to purchase, number of meetings on project environmental consequences, number of permit applications completed and position papers developed in association with project regulatory review.
 - a) Establish an environmental review process for flood control projects to identify environmental compliance concerns and to ensure District

management is informed of possible environmental consequences of District projects and to facilitate solutions to these issues.

- b) Continue to provide technical support and meet environmental regulatory requirements.
 - c) Manage environmental permitting issues for District programs and facilities.
 - d) Manage Real Property Site Assessments and Hazardous Material Remediation Programs for District facilities and projects to ensure that District awareness of environmental risks and liabilities.
- 5) Staffing Issues. For the last three years, these support functions have required 1.25 FTEs, consisting of an Administrative Coordinator IV with oversight by the Environmental Program Manager. Position Descriptions for these two positions are attached. These positions were previously assigned to the Construction and Operations Division, however, recent reorganizational changes have reassigned them to the Planning and Project Management Division.

The following workload indicators were developed to help track these support functions.

DESCRIPTION	Unit	FY 93/94	FY 94/95	Projected FY 95/96
Site assessments	acres	3,500	500	600
Public education/releases/meetings	each	451	207	200
Environmental permitting	each	38	10	10

The District has for the last four years contracted to have real property investigated for environmental hazards and liabilities and has contracted any remediation measures necessary. These costs are related to the acreage purchased and the presence of structures containing asbestos materials. Contract costs for the last three years are:

<u>Year</u>	<u>Contract Cost</u>
91-92	\$100,000
92-93	\$180,000
93-94	\$200,000
94-95	\$300,000 (estimated)

- 6) Mandate Study. The following statutory citations pertain to the environmental objectives of the CIP program.

Clean Water Act Section 404 33 USC S 1344(a), 33 USC S 401 et seq
National Environmental Policy Act 42 USC S 4332(2)(c). 40 CFR S 1502.3
Endangered Species Act of 1973 and supplements
Superfund Amendments and Reauthorization Act (SARA)
Comprehensive Environmental Resource and Recovery Act of 1980 42 USC S
9607(a); 42 USC S 9601(35)(A)(B).
National Historic Preservation Act of 1966
Archaeological and Historic Preservation Act 1974
Archaeological Resources Protection Act 1979
National Register of Historic Places
Arizona Environmental Quality Act
Arizona Hazardous Waste Management Act
Arizona Native Plant Law
State Historic Preservation Act of 1982
Arizona Antiquities Act of 1960
Executive Order 11990 (Protection of Wetlands)

The level of service for archeological review has been set by state and federal agencies. The level of service for environmental assessment of real property has been set by American Society for the Testing of Materials (ASTM) Standard E 1527 - 93. The level of service for permit applications is determined by the permitting agency.

- c. Design. The engineering design, and preparation of construction plans and specifications for all major CIP projects are accomplished by consulting engineering firms contracted by the District. The scope of work for each contract is prepared by the project manager, and is specific to that project. The scope is tailored from a generic framework to accomplish the specific needs of a given project. The project manager is responsible for managing the project budget, administering contracts related to the project, coordinating the review of the consultant's work projects by the in-house engineering staff, coordinating the activities to research and identify utility conflicts and relocations, identifying the rights-of-way required to build the project, coordinating the acquisition of the rights-of-way with in-house land management staff, coordinating with the requesting customer, developing and managing the public involvement activities, coordinating with the contracts administration staff, coordinating with the construction inspection staff, and for reviewing and assembling the construction plans and specifications. During the construction phase, the project manager is responsible to coordinate with the construction inspection staff to ensure that the project is implemented in accordance with the intent of the engineering design.

7. Historical and current workload indicators:

Program Workload Indicators - FY 92/93

<u>Indicator</u>	<u>Unit of Measure</u>	<u>FY 92/93</u>
Engineering	Dollars	4,736,000
Construction	Dollars	26,361,000
Land	Dollars	6,598,000
Engineering Milestones Met	Each	58
Construction Milestones Met	Each	8
Land Parcels Acquired	Each	91

Program Workload Indicators - FY 93/94

<u>Indicator</u>	<u>Unit of Measure</u>	<u>FY 93/94</u>
Resolutions/IGA Authorized	Milestones	10
Design Contract Awarded	Milestones	3
Plan Reviews	Milestones	10
Final Plans/Specs/Cost Estimates	Milestones	10
Advertise Construction Contract	Milestones	8
Construction Contract Awarded	Milestones	5
Land Parcels Acquired	Each	214

Program Workload Indicators - FY 94/95

<u>Indicator</u>	<u>Unit of Measure</u>	<u>FY 94/95</u>
Resolutions/IGA Authorized	Each	1
Design Contracts Initiated	Each	1
Design Contracts Reviews	Each	5
Final Plans/Specs/Cost Estimates	Each	6
Advertise Construction Contract	Each	5
Construction Contract Awarded	Each	6
Land Parcels Acquired	Each	180

- a. The current CIP. The table *Five-year Capital Improvements Program FY 94/95 - 98/99* lists the projects approved by the Board of Directors in September, 1994. The columns indicate whether the project is regional, the District budgeted amount, the total estimated, and the percentage of the cost to be funded by the District. Since many projects are constructed over a period of time or in phases, and since

many of the budgeted amounts are based on preliminary or planning estimates, the District cost or total project cost may change. The percentage of District cost is either calculated from the known District and project costs, or is identified in a proposed or signed IGA.

If a project partner has been identified in an approved IGA or in discussions for project implementation and/or maintenance, the entity will be identified. If the District will be doing the project unilaterally or if no partner has been identified, "N/A" will be indicated. If an IGA has been signed, "Y" will be indicated. If a project partner is indicated and the IGA column contains an "N" it means that the IGA has not been negotiated or signed. The fiscal year(s) for the District's project funding is shown in the right hand column. An asterisk (*) indicates that the project will be completed after FY 98/99.

b. Project status.

Activity Code P6A001: FCD Operational Facilities

This project includes modifications to the District Administrative Building to meet "Americans with Disabilities Act" requirements including installation of a fiber-optic data cable and network and modifications to a District maintenance facility supporting the Arizona Canal Diversion Channel project.

Activity Code P6A002: Storm Water Monitoring System

The District's stormwater monitoring system supplies compliance data to other metropolitan jurisdictions for the US EPA NPDES stormwater regulations. Funding in the CIP will be used to acquire stormwater facilities for Scottsdale, Glendale, and Tempe. By planning, coordinating, and implementing the system on a regional basis, efficiency is achieved and redundant efforts and expenses are reduced. The water quality data acquired from this system can impact the design of future drainage projects and systems in the metropolitan area.

Activity Code P6A003: Best Management Practices (BMPs)

BMPs are structural measures or practices that are designed to prevent pollutants from entering into stormwater flows or to treat polluted stormwater flows. The BMP projects include paving existing maintenance roads to control dust, construction of wetlands, and treatment facilities to improve the runoff water quality from existing District projects. Also included are projects in support of CIP structural flood control facilities such as asbestos abatement and real property environmental site assessments.

Activity Code P6A017: Flood Warning System

The District's Flood Warning System is one of the most extensive and sophisticated systems in Arizona. The system consists of almost 200 self-contained precipitation and stream gauges that transmit real time data to the base station

computers at the District. The system is integrated with the National Weather Service system and local emergency service systems. The information is used for conducting hydrologic studies necessary for flood control project designs and for emergency operations during extreme rain and flood flow events. The CIP budget includes funding for project hardware and equipment.

Activity Code P6A027: 84th Street/Cholla Basin and Storm Drain, City of Scottsdale

The cost-shared project between Scottsdale and the District will provide 100-year protection in an older developed area in central Scottsdale. The project was identified in a city master drainage plan to protect more than 200 homes and a church, and to resolve flooding along Cactus Blvd., Shea Blvd., and Cholla Road. Scottsdale will operate and maintain the completed features and will pay \$925,000 (55%) of the design, right-of-way, and construction costs.

Activity Code P6A035: Town of Guadalupe Drainage Study and Improvements

The Town of Guadalupe has a history of severe flooding problems and has virtually no drainage infrastructure. The funding included in the CIP is for the purpose of developing a comprehensive drainage masterplan to identify structural solutions to the problem. A possible project may be the construction of a basin on SRP right-of-way which could be utilized as a future Town park. Potential partners are Guadalupe and SRP. The IGA has not been negotiated; however, it is anticipated that SRP will provide the right-of-way and the Town will maintain the park/basin. Construction cost-sharing has not been determined.

Activity Code P6A103: Old Cross Canal (OCC)

The Old Cross Cut Canal is a regional drainage channel owned by the Bureau of Reclamation, used by SRP and the City of Phoenix, and maintained by the District. The more than \$18 million included in the CIP is for reconstruction of approximately two miles of the OCC north of McDowell Road and for the study of drainage requirements in the Arcadia area. The reconstruction of the two miles south of McDowell Road was completed in 1992 under a cost-shared agreement between ADOT, Phoenix, and the District. When this multi-phased project is completed, comprehensive flood control and drainage infrastructure will have been implemented along the Arizona Canal between Indian Bend Wash in Scottsdale, and Skunk Creek in Peoria; a distance of more than 20 miles through the central metropolitan area.

Activity Code P6A103: Arcadia Area Drainage

This project, when implemented north of the Arizona Canal between 44th Street and 64th Street, will outlet into the reconstructed Old Cross Cut Canal. This project will be partnered 50/50 with the City of Phoenix and will create a drainage outfall for approximately four square miles of a totally developed area. The

\$305,000 included in the CIP is for the study of drainage system alternatives. An IGA will be negotiated with the City of Phoenix to cost-share the estimated \$12.0 million project.

Activity Code P6A106: Salt/Gila River Control Works

Included in the CIP for this project is the acquisition of rights-of-way, reestablishment of the survey and boundary markers for 34 miles of District-managed corridor between 91st Avenue and Gillespie Dam, and a two-year long Management Policy Study. The District's 1,000 foot cleared corridor and low flow channels project was significantly damaged during the 1993 floods. The study will provide management options for staff and District management to consider to determine future District activities in this watercourse. The survey and boundary project element may be deleted.

Activity Code P6A108: Sossaman Channel and Basin

This project, which has now been completed, is located north of the Superstition Freeway (US 60) along Sossaman Road to Southern Avenue. The basin acts as a peaking drainage facility, protecting one and one-half miles of downstream District-maintained channel, from being overtaxed. The channel and basin are an integral component in the east Mesa drainage system.

Activity Code P6A115: Price Drain

The funds included in the CIP will complete the District's cost-sharing of the regional Price Road Drain. This project will provide a drainage outfall to the Salt River for the Price Freeway, southwest Mesa, and north Chandler. The District cost-shared approximately \$9.0 million of the total \$49.6 million project.

Activity Code P6A117: Laveen ADMP

This 100-year project was requested by the City of Phoenix. The \$756,000 in the CIP will be used to identify and select a preferred long-term solution and to design and construct an interim solution (as well as develop a feasibility level solution at the 100-year level of protection) to flooding that affect approximately 50 homes in the vicinity of 43rd Avenue and Southern Avenue. The interim solution includes installation of large drainage pumps and culverts to pump and remove ponded water before it floods the homes. The City of Phoenix will operate and maintain the pumps. The long term solution includes increasing the capacity of the Maricopa Drain, larger road culverts, and detention basins to achieve 100-year protection. This \$12.0 million project could involve the District, SRP, and MCDOT. No decision has been made nor has an IGA been negotiated. Funds for the long-term solution are not included in the CIP.

Activity Code P6A118: ACDC Property Acquisition

The District has assumed total responsibility for the completed ACDC project from the Corps of Engineers. Minor property acquisitions are being completed that require CIP funding. Minor structural improvements to District-maintained access roads and trails are anticipated in the future.

Activity Code P6A120: Paradise Valley/Scottsdale/Phoenix (PVSP) -Cactus Road Flood Control System

The Cactus Road Flood Control System was constructed under an IGA between the District and Scottsdale. The drainage structures also were integrated with the reconstruction of Cactus Road that was managed by ADOT, using federal funding. The \$130,000 budgeted in the CIP represents the District's final cost-share for the project that was completed in late 1994. The drainage system provides flood protection to more than 300 residents and two schools in addition to improving traffic safety. The District's cost share is 27% of the total \$7.0 million project.

Activity Code P6A125: Salt River Channelization, McClintock Road to the Pima Freeway

This cooperative project with ADOT and the City of Tempe includes construction of a 100-year flood control channel, protection of area landfills from erosive river flows, and protection of downstream Rio Salado development lands from over-bank flooding. This mile-long channel is the upstream portion of the river channelization recently completed to Sky Harbor Airport. This project is estimated to cost \$19.0 million, with the District paying \$11.0 million.

Activity Code P6A204: McMicken Dam Outlet Channel

Individual parcels of right-of-way are being acquired to meet District requirements for the operation and maintenance of the dam and outlet channel. This nine-mile long flood control structure collects drainage from 320 square miles and protects more than 100 square miles of the northwest valley.

Activity Code P6A301: 94th Street Utility Service

The District acquired two residential properties for the construction of the Signal Butte Floodway in northeast Mesa. The floodway project is complete and the remaining property and residences are excess to the District's needs. Neither residence had city water service and this project will provide this service. The District will more than recoup the water line cost when the residences are sold at auction.

Activity Code P6A305: Bulldog Floodway Ramps

The Bulldog Floodway, constructed by the Soil Conservation Service, is operated and maintained by the District. The access ramps will facilitate access by District crews to maintain this northeast Mesa structure.

Activity Code P6A343: Casandro Wash Dam and Outlet

This project consists of constructing an earth fill dam (retarding structure) in the Town of Wickenburg in Casandro Wash and installing a storm drain that will capture flows from the dam and the wash and will convey them to Sol's wash. The project will remove approximately 98 residences from the 100-year floodplain and will improve emergency and other vehicular access to residences downstream of the dam. The project will also eliminate the wash from outletting onto Jackson and Mohave Streets, allowing opportunity for the Town to pave these streets for the additional benefits of reduced air-pollution, neighborhood enhancement, and

public safety. The Town will provide Town-owned right-of-way for the project and will maintain the outlet facilities when constructed.

Activity Code P6A360: Adobe Dam Parking Lot

The Flood Control District was the local sponsor for the Corps of Engineer's constructed Adobe Dam. The District owns and operates the dam, which is located in northwest Phoenix. Included in this federal project were environmental mitigation features including a Cultural Resources Interpretive Center for the public display and education relating to the ancient petroglyphs (rock art) that exist in the hills near the dam. An intergovernmental agreement was negotiated between the federal government, ASU, and the District for the \$1.3 million center. The District budgeted \$99,000 for its share to pave the center parking lot. The project is complete and the actual paving costs are approximately one-half of the budgeted amount.

Activity Code P6A362: Skunk Creek ADMP

The District's agreement with the Corps of Engineers for the construction of the Adobe Dam requires that the District assure that 100-year conveyance capacity be provided along Skunk Creek downstream from the dam. The four mile reach of Skunk Creek between the dam and the ACDC passes through the cities of Phoenix, Glendale, and Peoria. The District is funding a Master Drainage Study in cooperation with the cities to determine the future configuration and size of the watercourse. The cost-sharing agreement for construction has not been negotiated; however, the cities have indicated that they will provide the future operation and maintenance for the channel.

Activity Code P6A400: New River/Skunk Creek Land Acquisition

The \$40,000 included in the CIP is for the acquisition of land or easements along the New River and Skunk Creek as required by the District's agreement with the Corps of Engineers for the "Phoenix and Vicinity, including New River" project.

Activity Code P6A400: Desert Harbor Drop Structure

The District and the City of Peoria have an agreement to construct a 100-year channel and a large drop structure in the New River to protect the Desert Harbor neighborhood. The project is immediately upstream of the District's previous channelization of the New River. The City will pay \$844,000 of the estimated \$2.025 million project.

Activity Code P6A400: Camelback Ranch Study

The District is required to buy flowage easements along the New River and the Agua Fria River as part of the Corps of Engineer's "Phoenix and Vicinity, including New River" project. The District acquired easements through condemnation on the Camelback Ranch property in the area of Camelback Road and the confluence of the New River and the Agua Fria River. In 1994, the District acquired the Camelback Ranch property in fee from the RTC. The funds included in the CIP are to perform a land use/zoning study to determine how the District can best market the property in the future. The District intends to

construct economical levees to protect the property and then sell it at public auction. Cost of the rights-of-way and levees will be less than the sale price of the property.

Activity Code P6A401: Agua Fria River Flowage Easements

This project is required under the District's agreement with the Corps of Engineers for the "Phoenix and Vicinity, including New River" project. Once these flowage easements have been acquired, all requirements of the agreement on Agua Fria River will have been met.

Activity Code P6A441: University Drive Storm Drain

This cooperative project cost-shared with the City of Mesa and MCDOT includes construction of a major storm drain in University Drive, construction of a flood control channel, and a retention basin. These projects will improve drainage along University Drive between Higley Road and Power Road and will resolve recurrent flooding problems in portions of East Mesa and the unincorporated County island, the Dreamland Villa development. The District and MCDOT will share future operation and maintenance of the new facilities completed in September, 1994.

Activity Code P6A450: Cactus Road Storm Drain

This major storm drain, to be constructed by the District along Cactus Road from 67th Avenue to the Agua Fria Freeway (Loop 101) drainage channel, will provide a regional outlet for Peoria and Glendale municipal storm drains. The project was recommended in the Glendale-Peoria ADMS and will be cost-shared by the District with the two cities. Peoria will provide operation and maintenance of the completed facility.

Activity Code P6A450: Northern/Orangewood Storm Drain

This major storm drain and basin system will provide a regional outfall to the New River from 67th Avenue/Grand Avenue. This regional facility will provide relief to drainage problems along Grand Avenue and within nine square miles of existing unincorporated County and municipal developments. This project was recommended in the Glendale-Peoria ADMS and, when constructed, will be maintained by each jurisdiction. Planning and design funds are included in the 5-year CIP; however, construction will be limited to the availability of funding to the District and will not be completed until FY 01/02.

Activity Code P6A460: East Fork Cave Creek ADMP

This multi-year project in north-central Phoenix consists of five detention basins, major channel improvements and four interceptor laterals; provides 100-year level protection to existing development; and significantly improves traffic safety. This project was recommended in the mid-1980's East Fork Cave Creek ADMS. The District is paying for 77% of the flood control features and Phoenix is paying for the park/recreation amenities. The District will maintain the channel improvements and Detention Basin 4, and the City of Phoenix will maintain the laterals and Detention Basins 1, 2, 3, and 5.

Activity Code P6A470: Colter Channel

This 100-year flood control facility was included in the White Tanks/Agua Fria ADMP to protect Litchfield Park and unincorporated areas of Maricopa County, east to the Agua Fria River. This 2.65 mile long channel also protects Camelback and Dysart Roads south of the structure and will facilitate future development. The District and MCDOT cost-shared this project and the District will provide future operation and maintenance. The project was completed in October, 1994.

Activity Code P6A470: Dysart Drain/Reems Road Connector

This project consists of improvements to approximately four miles of existing channel and construction of a regional 550 acre-foot detention basin to protect Luke Air Force Base and surrounding unincorporated Maricopa County from 100-year storm flows. This project, which includes new bridges on Dysart and El Mirage Roads, is included in the White Tanks/Agua Fria ADMP. The project is cost-shared between the District, the USAF, and MCDOT. The USAF will own and maintain the completed project.

Activity Code P6A470: White Tanks #4 Inlet

The White Tanks #4 Flood Retarding Structure (FRS) was constructed by the federal government, before I-10 was constructed, to protect thousands of acres in the west Valley. Storm flows originating north of I-10 now break out over Jackrabbit Road and do not all flow into the impoundment. This project, recommended in the White Tanks/Agua Fria ADMS, will intercept these flows and safely convey them through I-10 to the FRS. This is an existing flood control structure operated and maintained by the District. These improvements, protecting parts of Buckeye and unincorporated Maricopa County, will be funded by the District.

Activity Code P6A490: White Tanks #3 Inlet and Modifications

The White Tanks #3 Flood Retarding Structure (FRS) was constructed by the federal government to provide flood relief to residential areas in western unincorporated Maricopa County. Construction of a 100-year channel along the Beardsley Canal will prevent over-topping of the canal, improve residential flood protection, and enhance road crossings on Olive Avenue and Northern Avenue. The pre-design for this project has been completed; however, since this project, to be maintained by the District, may not be constructed until after FY 99/00 the preparation of construction plans and specifications has been deferred.

Included in the 5-year CIP is \$700,000 for acquisition of rights-of-way necessary to return the FRS to its design capacity at current standards. Structural improvements to the FRS will be paid for and constructed by the federal government and will be maintained by the District.

Activity Code P6A470: Roosevelt Irrigation District (RID) Canal Overchute

This 100-year level project was requested by the City of Litchfield Park to relieve ponding along the RID Canal and provide an outfall for municipal drainage. Hydrology developed as part of the White Tanks/Agua Fria ADMS was used to

develop the Litchfield Master Drainage Plan. The Pebble Creek developer has incorporated this design into its golf course. Litchfield Park will maintain the flood control improvements.

Activity Code P6A470: Bullard Wash Overchute of the BID Canal

This 100-year level project was requested by the City of Goodyear and is included in the White Tanks/Agua Fria ADMS. The project will protect the City's wastewater treatment plant, the Estrella Parkway, MC 85, and provide a regional outfall to the Gila River. This project will also help divert storm drainage from entering the Buckeye Irrigation District Canal. The project, to be designed and constructed by the District, will be maintained by Goodyear. The District and MCDOT are cooperating in the construction of the new drainage crossings at MC 85.

Activity Code P6A480: Rittenhouse Drainage Improvement Project

This 100-year level channel will be constructed along the Southern Pacific Railroad from Queen Creek Road to the East Maricopa Floodway. The project, recommended in the Queen Creek ADMP, will protect the Queen Creek School, eliminate the delineated floodplain, and provide a regional outfall for the area. The Town of Queen Creek will acquire the rights-of-way and the District will construct and maintain the project. The District is also coordinating construction with the Williams AFB Closure Agency for construction on the former base property. The regional outfall is necessary for other improvements, including a channel along Germann Road.

Activity Code P6A490: Gila Drain Floodway

The District is coordinating with the Gila River Indian Community (GRIC) and ADOT for a regional outfall to the Gila River to convey east Valley storm drainage. The District is funding a study being performed by ASU professors and graduate students entitled "Multi-purpose Development of the Gila Drain Floodway." This study will assess growth and survivability of various native species under varying cultivation and watering conditions. The floodway planning is linked to the GRIC future development and land-use plan.

Activity Code P6A490: Southeast Valley Regional Drainage System (SEVRDS)

The SEVRDS includes a 100-year level drainage system to be constructed in the San Tan Freeway (Loop 202) corridor between the Price Freeway (Loop 101) and I-10. This project will provide a regional outfall for drainage from 58 square miles of Chandler, Gilbert, Tempe, and unincorporated Maricopa County. The SEVRDS is included in the Gilbert/Chandler ADMS and the Chandler Municipal Stormwater Master Plan. This project will outlet into the Gila Drain Floodway and may include relocation of the Salt River Project's Gila Drain tailwater facility. The District's cost-share partners currently include ADOT and Chandler.

Activity Code P6A580: 10th Street Wash Channel and Basins

The 10th Street Wash is a major watercourse the originates in the North Mountain

Preserve and outlets into the District's ACDC. Approximately 575 homes and commercial properties are within the 100-year floodplain as identified in the ACDC ADMS. The District, in cooperation with the City of Phoenix, will construct two detention basins and will determine channel improvements to provide flood protection and possibly eliminate the floodplain. Recreational amenities, to be paid for by others, may be added to the basins. The completed project will reduce District maintenance requirements on the ACDC.

Activity Code P6A580: Beardsley Road Regional Drainage System

This 100-year level project will be constructed in the Pima Freeway (Loop 101) corridor between 7th Avenue and 23rd Avenue. The project will connect with the existing ADOT drainage system. This project will protect more than 1,100 homes, and commercial and public buildings in a four square mile area and will significantly reduce street flooding at more than 30 locations. This project is presently being constructed on rights-of-way provided by ADOT and will be maintained by Phoenix until the freeway is constructed.

Activity Code P6A580: Tatum Wash Channel and Basins (46th St./Shea Blvd. Channel)

This project was requested by the City of Phoenix to relieve flooding originating in the North Phoenix Mountain Preserve through a fully developed residential and commercial area. The project is in the ACDC ADMP area and will protect at least 350 structures. The funding included in the CIP is for a District pre-design study. Cost-sharing and future operation and maintenance will be negotiated in an IGA with the City of Phoenix. No construction funding is included in the present 5-year CIP.

Activity Code P6A580: Doubletree Ranch Road Improvements

This project was requested by the Town of Paradise Valley to relieve drainage problems in an existing developed area and provide access to a grade school that becomes inaccessible during heavy rains. Flood waters that originate in the City of Phoenix flood homes in that city en route to flooding hundreds of structures in Paradise Valley. This project is within the ACDC ADMP area. A District-funded pre-design contract is included in the CIP and a future IGA will determine cost-sharing. Paradise Valley will provide operation and maintenance for this project.

Activity Code P6A600: Cave Creek Wash Improvements

Cave Creek Wash is the outlet for Cave Buttes Dam, which was constructed by the Corps of Engineers. The District's agreement with the Corps requires the District to maintain capacity in the wash to convey the 100-year flood. Downstream from Union Hills Drive, Phoenix has provided 100-year capacity to the District-maintained outlet into the ACDC. Upstream of Beardsley Road the 100-year capacity is also provided; therefore, only one mile of Cave Creek Wash (Beardsley Road to Union Hills Drive) needs to be improved. All right-of-way needed for the channel is owned by Phoenix. The funding in the 5-year CIP is for project design. An IGA is necessary to define City and District responsibilities. No construction funding is included in the present 5-year CIP; however, construction of the interim

Loop 101 freeway may accelerate the need for channel improvements.

Activity Code P6A620: Maryvale Flooding Mitigation Project (Grand Canal Detention Basin)

Serious flood problems caused by runoff ponding north of the Grand Canal affects many homes in the Maryvale area. The City of Phoenix has requested that the District help in the construction of basins to collect and detain the runoff. The District has included funding in the 5-year CIP to conduct a pre-design study and to design the project. An agreement with Phoenix will define specific responsibilities. No construction funding is included in the present CIP.

Activity Code P6A680: Reata Pass Channel - Phase I

This 100-year flood control channel in north Scottsdale is recommended in the Upper Indian Bend Wash (UIBW) ADMP. The project will protect 750 homes and 760 multi-family units, and will facilitate removal of 8.5 square miles of FEMA floodplain. The design of this channel will preserve existing vegetation and allow for a future recreational corridor. Traffic safety will be significantly enhanced. The District and the City of Scottsdale will equally share the flood control costs and the City will operate and maintain the completed project.

Activity Code P6A680: Pima Road Channel

This 100-year flood control channel, recommended in the Upper Indian Bend Wash ADMP will protect 1,250 homes, 40 commercial structures, and a water treatment plant. The channel will improve traffic safety along five miles of Pima Road and reduce drainage requirements along the Pima Freeway (Loop 101). Where possible, existing vegetation will be preserved and a future recreational corridor will be added. The District and City of Scottsdale will equally share the cost of flood control features and Scottsdale will operate and maintain the project.

8. Cost centers. Each project in the CIP is a cost center that has its own identification by activity code (see the first column of the five-year CIP table).
9. Historical and current cost data. See the table in paragraph C.1. above for historical budget and cost data from the District's Annual Reports. Actual cost data by program has not been maintained in the accounting system, however, the following CIP budget information is provided.

Year	Per. Serv.	Sup & Serv.	ISF & County	
			Overhead	Total
1992/93	\$1,949,900	\$37,714,495	\$139,569	\$39,803,964
1993/94	\$2,221,079	\$34,723,588	\$353,577	\$37,298,244

FTEs for 1992/93 were 43; for 1993/94 were 52.

10. Program income. The CIP does not generate income. However, many projects accomplished in conjunction with customers include cost sharing. If the District is the lead agency for implementation of the project, the cost share contribution from our

partner is reflected as income. Cost sharing revenues were as follows:

<u>Year</u>	<u>Budgeted</u>	<u>Actual</u>
1991/1992	\$4,027,000	\$3,758,000
1992/1993	\$1,182,000	\$2,413,000
1993/1994	\$2,663,000	\$3,463,000
1994/1995	\$7,472,000	n/a

In the five-year CIP, about \$17 million of the total \$107 million estimated cost will be contributed by our cost sharing partners.

Revenues are also produced from the sale of lands acquired for a CIP project that are excess to the flood control needs of the District upon completion of the project. These revenues are reported under the Property Management Program.

11. Extent to which the CIP is regional or interjurisdictional. Reference is made to the table under paragraph g. above. Of the 46 projects listed, 40 (87 percent) are identified as regional. These regional projects are estimated to cost about \$79 million.

Most flood control and stormwater management problems in a large metropolitan area are regional/interjurisdictional in nature. The District is in a better position to deal with such projects in a comprehensive manner and to coordinate the solutions across interjurisdictional boundaries than individual communities. Solutions implemented on an interjurisdictional basis are potentially more cost effective, and more like to provide a high level of protection. Frequently the District is able to facilitate a solution, and entice the jurisdictions to cost share in the solution by bring expertise and funding into the negotiations. The District (County) wide property tax focus solutions on the most urgent problems as identified in the prioritization process. Additionally, the District has been able to leverage funds from other agencies to assist in implementing flood control measure. The Arizona Department of Transportation (ADOT) has been a cost sharing partner on several flood control projects, and has allowed the District to use its facilities as a discharge outlet on other projects. The District has also been able to work with the U.S. Air Force as a cost sharing partner in flood control measures to protect Luke Air Force Base and a portion of the unincorporated County.

12. Issues and challenges facing the program. Maintaining the level of confidence in the long term stability of the CIP by our customers and cost sharing partners, and maintaining highly qualified staff are the greatest challenges to the program. During IGA negotiations with cost sharing partners there is a reluctance to commit for funding a project or even to deposit funds with the District representing their cost share commitment to a project until after a contract has been awarded because of the fear that the Board of Directors will in some way change its resolve toward providing the level of funding to the District to enable it to pursue the project. During the last two years three highly qualified members of staff have left the District as a result of the instability and uncertainty of funding for programs, and because of the County's fiscal problems that have been reflected in personnel compensation issues and the level of the tax levy set to support the District.

D. Staffing issues.

- 1) Historical and current data on positions and costs. The primary leadership and management responsibility for the CIP Program is in the Planning and Project Management Division. Responsibility for performance of the fiscal management, management of consulting engineering contracts, and coordination with in-house staff and external customers is with the four Project Managers, (Senior Civil Engineer, classification 54041, pay grade II) in the Division. Project Managers are supported by in-house staff from every division in the District; FTEs in support of the program in FY1992/1993 were 43, and in FY1993/1994 were 52.
- 2) Position numbers and classification codes:

Authorized Positions Supporting the Capital Improvement Program

Position	Class Code	Pos. No.	Position	Class Code	Pos. No.	Position	Class Code	Pos. No.
Accnt Asst	19071	20065	Const Insp II	54422	20099	Info Syst Tech II	58536	20120
Accountant I	59128	20116	Const Insp II	54422	20084	IS Project Manager	58726	20136
Accountant I	59128	20091	Const Chief Insp	54423	20038	Land Mngt Spec	54412	20114
Accounting Tech	19075	20255	Const Insp I	54421	20086	Land Mngt Spec	54412	20022
Admin Asst I	19121	20001	Const Insp I	54421	20037	Land Mngt Mngr	54410	20018
Admin Asst I	19121	20202	Const Insp II	54422	20059	Lead System Adm	58462	20258
Admin Coord IV	55143	20051	Contracts Asst	19147	20102	Plan & Proj Mngr	24402	20104
Admin Coord II	55141	20182	Dec Supp Alyst I	58621	20036	Planner III	51427	20267
Admin Coord II	55141	20187	Dec Supt Anly II	58623	20260	Planner III	51427	20268
Admin Coord II	55141	20161	Dec Supt Anly II	58623	20120	Pub Inv Coord	55143	20106
Admin Asst I	19121	20101	Dec Supt Anly I	58621	20197	Pub Inv Coord	55143	20232
Admin Asst II	19122	20006	Eng Contract Spec	54450	20188	R/W Agent III	54009	
Admin Coord II	55141	20171	Eng Draft Spec II	54048	20259	Review Appraiser	54003	20113
Administrator	54445	20103	Eng Manager	54040	20024	Review Appraiser	54003	20019
Assc Dec Spt Alyst	58620	20214	Engineering Assoc	54037	20119	Sr Civil Engineer	54041	20122
Assc Dec Spt Alyst	58620	20167	Env Prog Manager	54438	20227	Sr Civil Engineer	54041	20030
Assc Dec Spt Anl I	58620	20219	Fin Serv Adm II	59161	20055	Sr Civil Engineer	54041	20027
Budget Analyst III	53004	20115	Hydrologist II	54406	20225	Sr Dec Supt Anly	58624	20196
Ch Rev Appraiser	54006	20021	Hydrologist II	54406	20128	Sr Civil Engineer	54041	20029
Civil EGINEER II	54039	20117	Hydrologist III	54407	20015	Sr. Civil Engineer	54041	20026
Civil EGINEER II	54039	20180	Hydrologist II	54406	20088	Systems Adm II	58458	20190
Civil EGINEER II	54039	20033	Hydrologist III	54407	20016	Water Resc Planner	51442	20191
Civil Eng Tech I	54042	20125	Hydrologist II	54406	20129	Word Proc Oper II	19203	20000
Const Insp II	54422	20156	Hydrologist I	54405	20176			

3. Job Descriptions: (See Tab P: Supporting Documents)
 4. Organizational Chart indicating span of control. (See Tab P: Supporting Documents)
- E. Number of positions by division. The Planning and Project Management Division is currently authorized 17 positions. Five of these positions, four Senior Civil Engineer 54041, and one Civil Engineer Technician III 54044 are almost exclusively devoted to the CIP program; six positions are almost exclusively devoted to the Planning Program; four positions have been mostly (except for 1.25 FTE) devoted to the Environmental Program; two positions, the Deputy Chief Engineer and Planning and Project Management Division Manager 24402, and the Administrative Coordinator II 55141, are general management and support for the entire division. As a result of the Board of Directors' decision and guidance in September, 1994 to maintain a level tax levy rate over the next several years and the restructuring efforts of the District, the number of project manager, Senior Civil Engineer, positions was reduced by one, from five to four; additionally a Civil Engineer Technician I and two Civil Engineer II positions were eliminated, and one Planner III position was added. It was also at that time that the four members of the Environmental Planning Team were transferred to the division.
- F. Effectiveness and efficiency. The only real measure of effectiveness and efficiency for the CIP is the percentage of the program's budget expended.

<u>Percent Budget Expended</u>	
FY 1991/1992	51
FY 1992/1993	65
FY 1993/1994	101

The goal is that 95 percent of the program's budget will be expended at the end of any given year. Because of the nature of the engineering design and construction business, achievement of this goal may not always be possible; unforeseen underground soil conditions, weather, material shortages, etc. may all impact our ability to achieve the estimated cash flow schedule in any given year.

- G. Mandate and financial relationships.
1. Geographic/jurisdictional distribution of the District's resources. See the tables titled "*Flood Control Project Expenditures - 1978 through 1994*" included in the Planning Program section.
 2. Results of assessments of program efficiencies. N/A.
 3. The amount of federal or other money leveraged. See the tables titled "*Flood Control Project Expenditures - 1978 through 1994*" included in the Planning Program section. The referenced tables include a breakout of the state and federal funds leveraged by the District acting as local sponsor for federal projects or leverage from the state as a cost sharing partner.

H. Comparison to other agencies. The bench marking information is included in the Department Overview section.

PROGRAM ISSUES – CAPITAL IMPROVEMENT PROGRAM (CIP)

A. Spending and financial issues.

Why the Capital Improvement Program is best accomplished by the District on a regional basis.

- 1) The District's CIP is by far the largest of the District's defined programs and more than two-thirds of the annual budget is utilized to support it. If the Planning Program budget is added to the CIP budget, three-quarters of the total District budget is spent on planning and implementing capital improvements. The two most significant issues concerning the CIP and its predecessor Planning Program are the size of the annual funding to be dedicated to the programs and the continuity of funding.
- 2) During the last three years (FY 92/93–94/95), the average annual funding for the CIP has been \$37,677,000. The average for the previous three year period (FY 89/90–91/92) was \$48,412,000. This 22% reduction directly affects the flood protection projects that the District can provide to its client citizens, communities, and agencies. The services that the District provides are mandated, as noted elsewhere; however, the level of services are not. Simply stated, reducing the funding directly reduces the number of projects being provided. In many of the County's smaller communities especially, flood protection may not be provided if District financial assistance is reduced or unavailable.
- 3) The other significant issue affecting the CIP which is critical to the vision of the County's Business plan is the stability of funding and the level of public confidence this provides. Planning and implementing capital projects are dependent on many variables: sufficiency of available data; complexity and magnitude of the problem; location of problem versus solution; jurisdictional limitations; environmental issues and consequences; long-term maintenance requirements and cost/cost sharing. Even the most rudimentary projects take three to five years to plan, design, coordinate, and construct. Most regional, multi-jurisdictional projects take more than five years; therefore, the availability and continuity of funding in the future for implementation is tantamount to the success of a project. Most of the District's projects fall into this latter category.
- 4) During the last three successive years, the reduction in the District's funding rates were to be temporary, one-year impacts that would be restored in future years. This did not happen. The 5-year CIP approved by the Board of Directors in September 1994 was based on a flat revenue scenario and the CIP, planning program, and staffing levels were adjusted accordingly. Annual fluctuations in the CIP not only affect the District, but also impact the plans and construction schedules of other jurisdictions and agencies with whom the District plan, coordinate, and partner projects. Large reductions in

available CIP funding can result in the phasing of a project into many smaller parts or can completely delay a project. Both of these options typically increase construction costs while lowering the level of service provided for existing flood control problems.

- 5) The District maintains and publishes a 5-year CIP annually. This document contains the most up-to-date forecast of projects that the District will be funding and the schedule of the projects, their estimated costs, and project cost-sharing partners. The first two years of the CIP contain projects that are under construction or will soon be constructed, and those projects for which design contracts, rights-of-way acquisition, permitting, and intergovernmental agreements are being finalized. For these reasons, it is difficult to abruptly change the CIP funding without incurring significant contractual costs, possible legal repercussions, or affecting other agencies' planning. The later three years of the CIP offer more flexibility to change without the negative impacts stated above.
- 6) The District's regional role as a functional agency providing planning and capital improvements for flood protection and comprehensive drainage services within Maricopa County is recognized by various private and public entities. The community has come to rely upon the District and expects quality technical guidance as well as regulatory and infrastructure improvements that directly contribute to the lessening of public safety problems and the enhancement of quality of life. To provide these services and to meet these expectations, a sufficient and continuous level of CIP funding is necessary.
- 7) In Maricopa County, most of the major flooding and drainage problems that impact people and developed property are in the Phoenix metropolitan area. Many of these problems are inter-jurisdictional among cities but a few also involve unincorporated areas of the County. Because many of the cities in the metropolitan area have common boundaries, what one city does within its boundaries often has an impact on another city. In these circumstances, the District is better able than any one city to identify, negotiate, and resolve the flooding problems in an efficient and effective manner. Stormwater does not recognize political boundaries.
- 8) Most of the project undertaken by the District involve cost sharing with a city, town, or other agency; even those projects that may be wholly within one city may have another city as a cost sharing partner because the project is an element of a regional plan identified in an Area Drainage Master Plan (ADMP).
- 9) Area Drainage Master Studies (ADMSs) and the resulting ADMPs are developed on an watershed or sub-basin basis. Elements of the plans interconnect drainage systems and may be constructed as individual projects within the frame work of the master plan. These elements may be wholly within one jurisdiction or be multi-jurisdictional.
- 10) The District is uniquely suited to assist and coordinate Water Course Master Plans or ADMPs, and to implement elements of regional plans with all level of government on all facets of water resources planning and management. The expertise of the District's staff is recognized and respected in the local and national engineering community.

- 11) Most of the District's revenues are generated from the incorporated areas. The tax levy on real property concentrates the revenue source as developed property which is generally within an incorporated area. In the long run, the political establishment within each city expects the District to return the tax revenues generated within their city in the form of flood control assistance and/or projects. The District's staff works very hard to balance that expectation and at the same time negotiate cost sharing agreements to leverage the District's funding and provide more flood control for the citizens. In most cases, the smaller cities are at a disadvantage from both the revenue generating view point and their ability to cost share in projects. The west side cities of Glendale and Peoria are in a period of economic and real growth and need the District's help to maintain the growth within their boundaries without sacrificing the quality of life of their citizens. It would be unfair to stop the capital improvement program at a time when the smaller cities are starting to enjoy its benefits.
- 12) The District's staff, in recognition of the need to balance the flood control needs of a community with its contribution to the District's revenues through the tax levy, developed the process for prioritizing CIP projects that was approved by the Board of Directors in 1993. The prioritization process is discussed in detail in the Planning Program section. The prioritization process allows cities to submit requests for any number of projects, but levels the playing field by making each project stand on its own in terms of the flood control benefits, how it ranks among the city's requests, and whether the city is willing to become a cost sharing partner or assume the long term maintenance for the completed project.
- 13) Frequently the District's projects provide opportunities for recreational and environmental enhancements; this is especially true in areas that are already fully developed. These amenities are provided at no increase in cost to the District's flood control efforts, but have a great impact on the quality of life concerns important to our customers. The District's "Policy for the Aesthetic Treatment and Landscaping of Flood Control Projects" approved by the Board in December 1992 is helpful in this area because it provides planning guidance for staff in negotiating the IGA for a project and also provides an upper limit for District expenditures on non-flood control amenities.
- 14) Although federal flood control programs are becoming more limited by the funding cut backs and the high discount rate used in computing whether there is a federal interest in a project, District staff is continuing to work with federal agencies to assist the communities in pursuit of non-flood control assistance by providing data, expertise, and questioning the analyses are performed. Specific examples are the federal investigation of the alluvial fan are in north Scottsdale by the Corps, alluvial fan floodplain delineation methodology by the National Science Foundation, and the Corps' reconnaissance level study of the "Rio Salado concept" through Tempe and Phoenix.
- 15) Not everything the District's staff has attempted to accomplish has been completely successful. The Watercourse Master Planning effort for the Salt and Gila Rivers from

Granite Reef Diversion Dam to Gillespie Dam attempted to bring together all the communities, private organizations, and state and federal agencies having an interest in the development and the resources of the rivers. After identifying the cost of accomplishing a master planning effort, the District has abandoned the leadership role in this effort to the cities and the Maricopa Association of Governments (MAG). The master plan is a worthwhile and needed effort, but it is better accomplished by the communities having land use control jurisdiction.

- 16) The District's flood control efforts on the lower Salt River and the Gila River west of 91st Avenue is another area of less than full success. The 1,000 foot wide Clearing and Pilot Channel project provides some level of flood protection, but the floods of January 1993 that destroyed 80 percent of the facility caused staff to "rethink" the scope of this project and undertake a non-traditional engineering and geomorphologic analysis of the rivers as a system in an attempt to identify flood control measures that will work and not suffer such a high level of damages during flooding events.

B. Issues Analysis

1. Goals and Objectives of the District. The goals and objectives for the District with respect to the CIP are the same as the program goals and objectives. The program is meeting the goals and objectives of:
 - a) soliciting and gathering public input for project formulation and providing public information to obtain consent and support for proposed projects. The public involvement process is an area of continuing improvement for the District staff. There have been specific projects where staff could have done a better job; staff is using these examples as learning tools on subsequent efforts.
 - b) negotiating, coordinating, and administering IGAs for proposed projects. The process of prioritizing projects, project planning, and accomplishing pre-design concepts prior to negotiating the IGA is providing staff with better tools. Stability and continuity of funding levels available for the CIP is a detriment to negotiations.
 - c) preparing realistic estimates for the needs the specific projects. The limited amount of funding available for the CIP has caused staff to work harder at preparing project estimates and managing the allocation of funds. In the past, funds were frequently carried over from one fiscal year to the next; with the limited funds available, and the planning process that is better defining the project design, funds are being shifted to projects where they are needed for implementation and maintenance of a schedule.
 - d) ensuring that the engineering designs incorporate the "best available demonstrated control technology" (BADCT) to protect or enhance the quality of stormwater and the environment. Currently this is goal being accomplished through the environmental permitting process which requires identification and analysis of project alternatives and the selection of the alternative that does the "least damage"

to the environment, and then to mitigate the damages that can not be avoided. Staff is currently undertaking efforts to analysis existing flood control facilities for the purpose of identifying whether retrofit efforts are feasible and necessary for the improvement of stormwater quality. The identification of BADCT and best management practices being used by other agencies and in private industry for enhancing the quality of stormwater is a part of this effort that will be used in planning and implementing future flood control measures.

- e) responsible fiscal management (an unstated but essential goal). District staff is very conscious of its fiduciary responsibilities in the use of public funds and strives for efficiency and effectiveness without endangering the public health, safety and welfare. A prime example was noted above concerning the non-traditional analysis being undertaken for the Salt- Gila River Clearing and Pilot Channel Project were accepting and spending millions of dollars of federal flood control assistance would be much easier than conducting an analysis to determine an effective and durable flood control measure.
2. Legal and fiscal impact of abrogating intergovernmental agreements (IGAs). During the history of the District, over \$1 billion has been expended on planning, implementation, and maintenance of capital improvements. The vast majority of the capital improvements are the subject of an IGA or contract. Current CIP projects also are the subject of IGAs covering cost sharing for planning, design, construction, maintenance, and use of rights-of-way. To abrogate these agreements would subject the District to damages for funds already collected but not expended, and for the long term maintenance of existing facilities. Additionally, the long term impact would also be felt in the National Flood Insurance participation and premiums for flood insurance paid by citizens since participation in the program mandates certain levels of activity and premium discount credits are the result of flood prevent measures and existing facilities.

Abrogation of IGAs would also lead to requests for legislation by the cities to allow them to withdraw from the District and collect the equivalent tax revenues to accomplish the District's programs within their corporate boundaries. The result would be a less efficient use of the taxpayers' dollars, and damage to the flood control efforts of the smaller commonties because of their limited resource.

3. The County Business Plan. The District's and the CIP's impact on the County's Business Plan is in the area of health, safety, and welfare of the citizens of the County.



PROGRAM REVIEW: ADMINISTRATION

The Administrative Division is composed of six branches: Accounting (Financial Services), Administrative Support Services, Contracting, Facility Management, Information Systems, and Public Involvement. The following sections describe the administration program of the District. In essence, the administrative program is an internal ISF. The cost of the administrative program is allocated to eight PEP budget programs on a budget and also on an actual expense basis. Although this program is not one of the identified PEP budget programs, costs have been tracked by branch since use of LGFS began approximately two years ago. The overall administrative costs, by fiscal year, of this program is presented below:

ADMINISTRATIVE COSTS

FY 92/93	\$3,499,870
FY 93/94	\$4,638,153
FY 94/95 to date	\$2,126,849

IV. PROGRAM ISSUES: ADMINISTRATION

A. Spending and Funding Issues

- Issue One: Implementation of Audit Recommendations.

The Arthur Andersen audit provided several potential methods of improving productivity. These recommendations also had the potential for cost savings. However, the County and its support services staffs have not supported several District requests to implement some of these recommendations. The District is in a unique situation in that it administratively reports through the County's Chief Administrative Office but it does not "have to" use all County agencies for support. This statutory factor, plus the knowledge that the District operates from its own funding source provides an excellent opportunity to evaluate what may be perceived as radical changes under a relatively controlled/limited environment. For example, in the areas of Finance, Human Resources, and Materials Management, if the District authority was increased to perform major functions on its own, it most likely would improve service to customers and also drive down the cost to the District of those services. The County could use an audit agency, like the one it had, in a more traditional role of ensuring that proper procedures are followed. Basically, decentralized operations with an internal audit agency to validate compliance.

Analysis: There are potentially no negative effects of implementing this concept. Implementation would fully support the goals and objectives of the District. There is an intergovernmental agreement covering this issue but it does not require use of County agencies for support nor does it direct the level of use of those agencies. Implementation of this issue also supports the County Business Plan. The bottom line of the Business Plan is financial recovery and ultimately financial stability. This effort, if successful, could be extended to other departments with staffs similar to the District resulting in a reduction of staff costs and also a reduction in duplication of effort.

- Issue Two: Facility Maintenance - New Work.

Facilities Management, under the latest reorganization effort has changed the method in which it performs maintenance and new work. Originally, when the District requested new work versus repair of an existing item, the work was performed by FMD staff after approval of a cost estimate by the District. Subsequent to the reorganization, new work is being performed through a work order system whereby FMD receives the request, provides an estimate which is subsequently approved by the District and then identifies a vendor to accomplish the work. In most cases thus far, the FMD has provided the District with a purchase request which then has to be coordinated through Materials Management before any work can be initiated. It appears as though some levels of work should be decentralized to the using departments. In these cases, the using department could procure a vendor and then directly coordinate with Materials Management thereby eliminating the Facilities

Management staff as middle men without a significant value added product.

Analysis. The issues raised in the issue analysis above also apply here. However, limitations on what kind of work and other similar parameters would need to be developed. Potentially, the ISF costs for Facilities Management services would decrease for the District.

- Issue Three: Replacement of computer equipment.

Computer technology is changing at a dramatic rate. Most offices now use word processing equipment and operate from a "Windows" type environment. All of these aids to using computers require very specific computer performance standards if the software is to prove effective. This causes the regular replacement of computer hardware so that new software can be used. The issue is how often to replace the equipment, how should the equipment be disposed of, and how much internal hardware modifications (PC rebuilding) should be accomplished within the organization.

Analysis: The District IS staff had established a policy to replace PC hardware every three years. The three year replacement period was based upon experience both in terms of software development making a PC unsatisfactory and also the fact that some components began failing after the third year of office use. This year due to fiscal constraints, the replacement period is being extended to five years. However, as a potential cost saving initiative, the District is evaluating the ability and practicality of rebuilding PCs by using existing systems staff. This initiative has the potential of minimizing or eliminating the requirement to replace approximately 50 PCs per year.

- Issue Four: Sale/Marketing of Information Assets.

The District has been approached to develop partnerships with commercial organizations to sell information assets that are owned by the District. This represents a relatively new issue that holds potential revenue for the District.

Analysis: The sale of this information and the parameters revolving about this issue are currently being addressed both by District staff and by the Arizona legislature. Current statutory guidelines provide a more permissive atmosphere for the District than those aimed at the County government. This initiative would meet the goals and objectives of the District and the general vision of strategic alliances noted in the IS section of the County Business Plan. Currently, there are no intergovernmental agreements that address this issue. However, there is the statutory requirement of obtaining a fair reimbursement for any information/product provided, especially for commercial development.



PROGRAM REVIEW: ADMINISTRATION: Accounting Branch

A. Program History:

When initiated: Budgeting and financial reporting have been part of the District since its inception in 1959.

What caused the program to begin: Statutory requirements regarding budgets and financial reporting, along with the need for financial information to be utilized in making management decisions.

Program funding: Accounting has from the inception of the District been funded from the District's flood control tax revenues.

B. Program goals and objectives:

The goals of the program vary in number, size, and needed staff:

1. Ensuring the District's various programs are fiscally responsible.
2. Ensuring the District meets its statutory requirements for budgeting and financial reporting.
3. Ensuring that the District's financial records present fair and accurate pictures of the current and historical financial status of the District.
4. Ensuring the District payroll is accurate.
5. Ensuring that the District acquires needed supplies and services.
6. Ensuring the accuracy of travel and training costs.

C. Program Description (Three-year history)

1. Major Activities.

- a. **Accounts Payable:** Provides a system where the billings to the District are verified for appropriateness, accuracy and receipt of goods or services. Making payments in a timely manner.
- b. **Accounts Receivable:** Provides a system where District receivables are collected in a timely manner.

- c. Budgeting: Ensures that the District has an approved, balanced and functional budget.
- d. Financial Reporting: Prepares the necessary paperwork to ensure that the financial records of the District present a fair and accurate status of the District's financial condition and a fair and accurate history of the District's financial transactions.
- e. Management Reports: Prepares various financial reports for use by District management and for overview by County staff.
- f. Payroll: Provides a system where District staff is paid for work performed in a timely manner with an accurate recording of the payroll and the proper charging of payroll costs to various cost centers.
- g. Purchasing-Provides District staff with the needed supplies and services, for completion of their assigned duties.
- h. Training and Travel-Provides a system for District staff to utilize the County's training and travel policy.

2. Customers served.

District Divisions, Staff, County Departments, General Public, Vendors, Local Municipalities and Other Government Agencies.

3. Services provided.

- a) Verify the accuracy, appropriateness and legality of all billings received by the District before making payment.
- b) Collect all monies owed the District and ensure proper recording of their receipt.
- c) Prepare the District's budget. Hold monthly budget meetings. Track cash flow.
- d) Review monthly financial reports for accuracy, making necessary corrections, prepare and distribute various management requested financial reports, prepare cost schedules for the District's Annual Report.
- e) Prepare and verify the accuracy of the District's bi-weekly payroll.
- f) Provide purchasing services for the District.

g) Prepare training and travel requests, makes needed reservations, obtains needed travel expense advances, reviews expense reports for accuracy and completeness, and tracks, by employee, training and travel taken.

4. Contracted services.

Other than the costs associated with personal services all monies expended for this program are through purchasing contracts initiated by the Materials Management Department of Maricopa County, the State of Arizona or the District, itself.

5. Mandated services.

Completion of the District's operating and five year capital improvement budget.

6. How and where the services are delivered.

The services are performed at District facilities.

7. Historical and current workload indicators.

Due to the nature of the work the workload indicators for the Accounting portion of the Administration program revolve around the extent of accuracy and the timeliness of the performance, of the various functions.

Performance measures are based on the percent of accuracy and the amount of time needed to perform or accomplish tasks.

8. Cost centers or subdivision.

Accounts Payable/Petty Cash
Accounts Receivable/Payroll
Budgeting/Financial Reporting/Management Reports
Purchasing
Training/Travel

9. Historical and current data on costs.

Costs for the Accounting Branch are only available for FY 93/94. Personal Services \$319,126.00, Supplies and Services (excluding Training and Travel) \$9,475.00, Training and Travel \$4,584.00, and Fixed Assets \$0.00.

10. N/A

11. N/A

12. Issues and challenges facing the program.

The poor operation of the Finance Department of Maricopa County has created the challenge of providing accurate management reports and the issue of slow and inaccurate payments made to vendors.

The failure to gain approval/assistance from other County Departments in implementing the recommendations made by the outside consultant (Arthur Andersen & Co.) hired by the County to review our operations.

D. Staffing issues.

1. Historical and current data on positions and costs.

During the past three years the number of positions and their pay grades have remained the same with two exceptions. A full time Administrative Resident, a temporary position, was changed to a permanent Administrative Assistant 1, during the District's restructuring and an Administrative Assistant 1 position is scheduled to go the Board of Director's, via the personnel agenda, to be upgraded to an Administrative Assistant 3 position, at the recommendation of Human Resources, as a reclassification.

2. Position numbers and classification codes. (See Tab P: Supporting Documents)

3. Job Descriptions. (See Tab P: Supporting Documents)

4. Organizational Chart. (See Tab P: Supporting Documents)



PROGRAM REVIEW: ADMINISTRATION: Administrative Support Services Branch

A. Program History:

The Administration Support Branch began in 1959 with the inception of the Flood Control District. Many organizational changes have occurred over the time period bringing the Branch up to the present. The Branch currently provides these services: stenographer, receptionist services, telephone answering, including call routing, paging and message taking, record keeping, delivery and pick up, copy center and inter office mail pickup, sorting and delivery.

B. Program Goals and Objectives:

1. Provide stenographer services, which includes, typing, editing, set-up, and spelling and grammatical review.
2. Greeting the public, answering their inquiries and directing them to the proper location, offices and/or district staff.
3. Courteously answering the phone, proper handling of public inquiries, and accurately directing the phone calls.
4. Maintenance of the District's official files.
5. Provision of delivery and pick up services.
6. Providing efficient, timely and accurate copy center services.
7. Receiving and directing of inter office mail.

C. Program Description (Three-Year History):

1. Major Activities

- a) Branch provides **Record's Management support** to the District including the development of a comprehensive File Plan, Records Retention Schedule, Disaster Recovery and an Inactive/Archival Storage Program. Staff also provide centralized active records inventory management and retrieval services.
- b) **Incoming and outgoing mail** is logged and tracked in a central database; each piece is opened, date stamped and hand delivered to recipient branch/division. Outgoing mail/packages are delivered and picked up outside the District upon special request for **courier services**. Staff provides this service twice daily in conjunction with scheduled runs to the downtown Drainage Desk and the District's contracted attorney.
- c) A **Central Reprographics Center** is manned during business hours to support employee copying and bindery requests and to service requirements to reproduce District records for the Public. Center is equipped with a Xerox 5388 high volume copier and an Xerox 3080 engineering copier.

d) **Front Office reception and PBX duties** are performed by the Branch. Other Front Office duties include scheduling conference facilities for District and County employees, overseeing the sale and distribution of contract plans/specifications/addendums and preparing and updating Planholder's lists, receiving and sending District faxes and providing current employee information on telephone directories and routing forms. This section also provides centralized clerical support as requested by District staff.

2. Customers Served:

Branch supports **241 District employees** in the areas identified above and provides customer services to the **Public** by assisting and/or accurately routing callers to the source of requested information, reproducing documents requested by the public and notarizing intent of use forms. Branch also services **other County agencies** with conference room scheduling, and supplies bid packages to **contractors**.

3. Opportunities and Challenges Associated with Services:

Records Management: Develop and enforce the use of a standardized method of filing FCD documents and establish a shared database of files at the folder level. Establish barcoding to improve security and retrieval of records. Centralize vital or common use records. Convert current filing systems to new format. The Administration Program requires the support of all Divisions and a mandate by Chief Engineer to be effective. A commitment of staff time and financial resources (\$5,000 for materials) must be approved.

Mail and Courier Services: Service provides staff to circulate mail/information, pick up and deliver supplies, route agenda items and assist with required distributions to allow FCD employees the opportunity to dedicate their work hours to tasks commensurate with their skills and salary. Absences of staff and heavy workload demands impact ability to maintain consistent service levels.

Reprographics Services: Volume and level of service has increased 50-75% over the last three years due to effective replacement equipment and dedicated staff. Challenges consistently occur with unrealistic completion time-frames but communication of procedures and required lead times has improved job scheduling.

Front Office Reception/PBX: Opportunities are available to increase the amount of clerical support offered to the District. Divisions are reluctant to assign work outside their reporting branch.

4. Contracted Services:

Contracts for outside services that are utilized by the Administrative Support branch include:

- a. Express Mail
- b. Courier (emergency runs that cannot be accommodated by staff)
- c. Equipment repair and maintenance
- d. Reprographics Services (oversized maps and plan, reductions and enlargements)
- e. Film development and special photographic requests (reductions, enlargements, color reproductions, slides etc.)

5. Mandated Services:

The only mandated service is the release of public records - A.R.S. Section 39-121.03

6. How and Where Services are Delivered

Administrative support services are centrally located in the FCD Durango administrative facility and support services to delivered to District employees

7. Historical and Current Workload Indicators:

- a. Process incoming telephone calls.
- b. Greet guests and appropriately assist or direct them to the source of required information
- c. Reproduce bid sets.
- d. Monitor and track the sale of bid sets and provide planholder's information upon request.
- e. Schedule and arrange for set up of conference facilities.
- f. Reproduce copying and binding requests.
- g. Receive, log and distribute mail to internal employees.
- h. Perform courier services for District employees.
- i. Provide centralized storage and retrieval of project files, zoning case files, contract files, record drawings/maps, and administrative files.

Historical and Current Performance Measure (Refer to "g" for corresponding indicators)

- a. Answer calls by the 3rd ring. Messages are accurately communicated 95 percent of the time and calls are appropriately routed 98 percent of the time. There are no instances of rudeness or poor customer service observed by Supervisor and no valid instances reported to Supervisor.

- b. Provide all assigned Front Desk responsibilities at a 98 percent accuracy level (i.e. take money and provide receipts for books, manuals and reproduced public records)
 - c. Direct customers to the source of requested information with a 90 percent accuracy rate. No instances of rudeness or poor customer service observed by Supervisor and no valid instance reported to Supervisor.
 - d. Reproduce according to Contracting specifications. Ensures accuracy and copy quality and availability of product.
 - e. Contact all planholders and correct plan assignment tracked based on accurate information available in Bid book.
 - f. Assure that no more than three valid scheduling errors occur per year.
 - g. Meet customer specifications and agreed upon lead times.
 - h. Route mail accurately 90 percent of the time.
 - i. Assure that contracted courier services are not required more than three times a year.
 - j. Update file databases within three days of change, and assure that files retrieved and returned are consistently barcoded. Assure that random audits of files show documents in order and filed in accurate folders.
8. Cost Centers or Subdivision: N/A
9. Historical and current data on costs: Branch was merged with Administrator and Facilities prior to FY 94/95. Projected Branch costs for upcoming fiscal year are \$72,000 excluding salaries and wages.
10. Program income and revenue generated.
- Program (Branch) is a cost center. Some reprographics costs are recovered through charges to the public for the research and reproduction of public records. Charges are based upon actual costs.
11. The extent to which the program is regional or jurisdictional.N/A
12. Issues and Challenges facing the programs.(See C.3, above)

D. Staff Issues

1. Historical and current data on positions and costs. (See Tab P: Supporting Documents)
2. Position numbers and classification codes. (See Tab P: Supporting Documents)
3. Job Descriptions. (See Tab P: Supporting Documents)
4. Organization Chart. (See Tab P: Supporting Documents)



PROGRAM REVIEW: ADMINISTRATION: Computer Information System Branch

A. History:

The Information System (IS) support project began in 1979 with the acquisition of a computer to be used for the county Flood Warning system. The National Weather Service started a program in the late 1970's called ALERT to help communities establish flood warning systems which could be more responsive than the national systems yet have the expert assistance of Weather Service personnel in making predictions. The District program was started with a \$ 50,000 funding from the Maricopa County Board of Supervisors.

The IS program grew out of the Flood Warning System. The systems needed to support the Flood Warning System were idle during dry periods and were utilized to provide office automation functions and a computation and analysis platform for engineering studies. The system was expanded and modified to accommodate changing technology and growth of the District over the intervening years. Funding for the program was provided through the District tax levy.

B. Program goals and objectives:

The goals of the program are various in number, size and needed staff:

1. Effective and efficient applications development
2. Effective and efficient methods and procedures for data development and sharing
3. Quality service and support.
4. Quality work force
5. Responsible fiscal management

These strategic issues and the goals and objectives which are needed to address them are contained in the Information Systems Strategic Plan for the Flood Control District. This plan is presently in final stage where objective dates and objective leaders are being assigned. The plan will be published in final form before the end of FY 94/95.

The strategic issues presented above were identified by a committee of end users who studied the overall District strategic goals and mission. The goals and objective relate directly to the mission of the District in that they address activities and projects needed to provide information technology support to the six programs of the District.

C. Program Description (Three year history)

1. Major Activities:

- a. FY 92/93

Applications and Support (A&S): Install LAN in new facility; provide PC support for 200 PC's; support DG MV40000 mini-computer and 25 UNIX workstations; conduct training in new OA system for users migrating from terminals; port terminal applications to client-server architecture (human resources, flood plain permitting, O&M cost accounting systems).

Geographic Information Systems (GIS): Develop database and delivery standards for consulting community; conduct GIS training seminars for District consultants; develop comprehensive land use coverage with Salt River Project and Maricopa Association of Governments; convert floodplain maps from hardcopy to digital formats.

b. FY 93/94

A&S: Provide PC support for 225 PC's, 35 UNIX stations and DG MV40000, develop and implement outsourced training program; organize strategic plan committee and develop draft strategic plan for IS; develop Ingres databases for client server applications; design and implement physical storage scheme for magneto-optical storage devices used in GIS.

GIS: Circulate land use coverage among MAG agencies, make changes, and finalize; design and develop applications for flood hazard determination using GIS, reporting and recording of flood damage reports and citizen inquiries; develop coverage and databases for NPDES program; convert floodplain maps to digital form; review submittals by consultants for compliance with Scopes of Work and HIS (District database) standards; produce rectified aerial photography at various resolutions for use in floodplain, planning, and public hearings on projects

c. FY 94/95

A&S: Develop application for processing of all landfill transactions (tickets, billing, accounting, auditing) for Solid Waste Management; develop application for cost accounting for all District programs and activities (completion in July 95); develop application for cataloging of all District owned property; convert databases to Sybase; develop libraries of objects to improve productivity of A&S staff; support 225 PC's, 35 UNIX stations, and DG MV40000; update building wiring and server topology to increase LAN performance and provide frame relay connections to landfills; implement bar-coded file tracking system; test and design procedures for distribution of data on CD-ROM to reduce demand on LAN and avoid expensive fiber optics links; implemented system gathering and reporting customer services statistics.

GIS: Develop and publish Revision 2 of HIS database specification; develop and publish digital terrain modelling specifications and delivery standards for floodplain management; complete conversion of floodplain maps; begin producing Flood Insurance Rate Maps (FIRMs - the official floodplain maps of the county) in GIS

system; carried out a joint private/District data conversion project saving nearly \$300,000; GIS data sales began to generate revenue.

2. Customers served: (See #3 below)

3. Services provided:

The IS project provides support to all District employees - engineers and hydrologists involved in the floodplain management program, planners and project managers involved in the CIP, administrative and support staff. In addition, we provide some support to the Infrastructure sector and a wide variety of county departments who have been taking advantage of our map layout and mounting skills.

In FY 94/94, we also began to provide complete IS support for the Department of Solid Waste Management (SWM) as part of our lease agreement with that agency. SWM provides it's own hardware and software assets which we manage for them. In addition, we have written a large application which processes all land fill transactions and we provide wide area networking support to keep the system operational.

Our external customers include those to whom we are selling GIS data and consultants who work with our engineering and regulatory divisions. We are also exploring private/public sector partnerships in the development of digital orthophotographic products (aerial photos which have been corrected for elevation) for use in our floodplain and watershed management efforts and marketing of our internal CD-ROM data and viewer packages.

4. Contracted services:

Other than the costs associated with personal services all monies expended for this program are through purchasing contracts initiated by the Materials Management Department of Maricopa County, the State of Arizona or the District, itself.

5. Mandated services:

The IS project provides support for all District and Solid Waste Management activities, and many of the programs provided by those entities are mandated. Though it would be impossible to accomplish our mission without computer support today, there is no specific mandate for it. A possible exception is the FEMA Community Rating System which requires certain digital products so that citizens' flood insurance costs can be reduced.

6. How and where the services are delivered:

Services are delivered at the offices of the District, at the Department of Planning and Development, and several remote land fill sites around the county. Services are generally

delivered via a personal computer connected via LAN or WAN to computers housed at the District..

7. Historical and current workload indicators

IS is not a District program and therefore has not been required to develop workload indicators. The A&S section has implemented a customer service tracking system. Statistics for two representative quarters one year apart are attached. In February, 1995, a similar system was implemented in GIS branch and statistics will be available once they have been gathered.

The A&S branch is rated on customer response time. The statistics are shown in the documents referenced above. The GIS branch has historically used informal customer surveys to measure performance but as of this month will be shifting to the use of work orders and response factors to measure performance.

8. Cost centers or subdivision:

Through the end of FY 94/95 the IS Branch will have had only one cost center. Starting with FY 95/96 the IS Branch will have three cost centers. Those being: Applications, Geographic Information Systems, and Support.

9. Historical and current data on costs:

FY 92/93: IS was not identified by a separate low org. number in this fiscal year. The costs of District operations attributable to the IS subprogram cannot be determined.

FY 93/94:

Personal Services	\$ 585,638
Supplies/Services	\$ 402,430
Fixed Assets	\$ 491,891

FY 94/95 (7 months):

Personal Services	\$ 372,952
Supplies/Services	\$ 204,207
Fixed Assets	\$ 78,000

10. Program income and revenue generated

The IS project does not directly generate income or revenue. In the past year, we have sold certain data sets on the commercial market - floodplain studies. In addition, we have been approached by developers, real estate firms, and others seeking to purchase GIS data sets for commercial purposes. We are also actively investigating partnerships with private sector firms to market data which we develop in the conduct of our programs for

sale in the private market place. These negotiations are focusing on royalty arrangements which will provide income to the District. At present, the most promising of these is a joint agreement to obtain digital orthophotography critical to our floodplain operations and then, in concert with private firms, make this product available with a portion of each sale going back to the District. There are a number of legal hurdles to jump before we can implement the program.

11. Extent to which project is regional or interjurisdictional

The projects supported, such as floodplain and watershed management are clearly regional and the mission critical application we developed and support for Solid Waste Management is interjurisdictional. We also share data with federal, state, and local agencies, and participate in regional GIS coordinating committees.

12. Issues and challenges

The central issue for the IS project is accommodating rapid technological advances and demands for expanded service and support while keeping the costs from escalating at the rate of technology growth. Workstations considered powerful three years ago today run so poorly because of more demanding software that productivity drops to the point of manual processing. The importance of large, regional data sets like topography, watershed boundaries, and floodplains, and the need to visualize this information in aerial photographs for planning and public input puts tremendous demand on our networking resources and on our data storage systems.

D. Staffing Issues

1. Historical and current data on positions and costs: (See Tab P: Supporting Documents)
2. Position numbers and classification codes please see attached. (See Tab P: Supporting Documents)
3. Organization Chart: (See Tab P: Supporting Documents)



PROGRAM REVIEW: ADMINISTRATION: Contracting Branch

A. Program History:

The Contracting Branch was established in the Fall of 1988, with the Engineering Contract Specialist's position being filled in February 1989. This Branch was established to fulfill the need of the District to have a central contracts procurement that would support the District's CIP. There were many examples from various other agencies from which to pattern the duties and responsibilities for this function, and these functions and responsibilities were formalized in the Administrative Manual of the District, Section 2.5. Funding is from the District's flood control tax revenues.

B. Program goals and objectives:

To efficiently and effectively support the procurement of the required contracted services to enable the District to fulfill its mission in providing flood and stormwater management services for the benefit of the people of Maricopa County.

C. Program description (Three Year History):

1. Major Activities:

a. Fiscal Year 1994-95 (To date)

A/E Contracts Awarded: 10; Value, \$2,093,799.

Construction Contracts Awarded: 7; Value, \$14,585,058.80

Other Professional Services Awarded: \$679,995.

Agenda Items Processed: 111

b. Fiscal Year 1993-94

A/E Contracts Awarded: 19; Value, \$4,284,217.

Construction Contracts Awarded: 4; Value, \$3,361,649.

Other Professional Services Awarded: \$879,994.

Agenda Items Processed: 125

c. Fiscal Year 1992-93

A/E Contracts Awarded: 13; Value, \$2,289,462.

Construction Contracts Awarded: 1; Value, \$163,454.

Other Professional Services Awarded: \$619,496.

Agenda Items Processed: 103

d. Fiscal Year 1991-92

A/E Contracts Awarded: 15; Value, \$4,048,318.

Construction Contracts Awarded: 10; Value, \$20,649,844.

Other Professional Services Awarded: \$1,549,993.

Agenda Items Processed: 128

2. Customers served:

External: Consultants, Contractors, Citizens,
Internal: Other County Departments, District Staff, Project Managers

3. Services provided:

Prepare and administer the professional services and construction contracting activities, including Agenda coordination, for the District. Opportunities presented are for feedback from our customers to improve our services; challenges presented are the timeliness imposed by statute, code, and policy, to perform all the activities efficiently leading to a contract award.

4. Contracted services: None

5. Mandated services: None. We are not required to provide contract services, but if we do, we must comply with Arizona Revised Statutes Title 34, PUBLIC BUILDINGS AND IMPROVEMENTS; 34-101, Architects and Engineers; 34-201, Contractors. Additionally, procurement of services is according to the policy adopted by the Board of Supervisors and as set out in the Maricopa County Procurement Code.

6. How and where services are delivered:

Services are delivered through standard policies and procedures of the Flood Control District Administrative Procedures, in accordance with referenced statutes and codes. The services of the Branch are delivered through the staff at the District.

7. Historical and current workload indicators: Reference C.1.a. above

8. Cost centers or subdivision: Branch costs (low org _____) are directly charged to CIP projects or distributed over other programs.

9. Historical and current data on costs:

Costs for the Contracting Branch are only available for FY 93/94 and FY 95 to date. Personal Services \$101,000.00, Supplies and Services \$1,860.00 (including Training and Travel) and no fixed assets for FY 93/94. Personal Services \$62,000.00, Supplies and Services \$10,094 (including Training, Travel and Legal Advertising for contracts) for FY 95 through January 31, 1995.

10. Not Applicable.

11. Not Applicable.

12. Issues and challenges facing the program:

The greatest issue and challenge is to project contracting services needed for the next fiscal year and for the four out years of any particular five-year capital improvement program due to ever changing funding, from year to year.

D. Staffing issues.

1. Historical and current data on positions and costs

There were three positions established for the Branch at its inception in 1988. Other than on-call, or seasonal help, the number of positions has remained the same. Prior to FY 93-94, the Branch did not have a Low Org. No. separating it from other Admin.Branches.

FY 93-94: Three positions, total salaries/fringes \$101,000.

FY 94-95 Three positions, total salaries/fringes to date: \$62,000.

2. Position numbers and classification codes: (See Tab P: Supporting Documents)

3. Job descriptions: (See Tab P: Supporting Documents)

4. Organizational chart: (See Tab P: Supporting Documents)



PROGRAM REVIEW: ADMINISTRATION: Facility Management

A. History:

The Facility Management Branch was established in January of 1993, with the duties and responsibilities assigned to a newly created position, Facility Manager/Administrative Assistant II. This position reports directly to the Flood Control District Administrator and functions as the Administrator's assistant. Prior to the creation of this position the duties of facility management were the responsibility of the Administrator.

B. Goals and objectives:

To effectively manage the construction, improvement and maintenance of District operational facilities. To provide direct contact for the District with the County's Facility Management and Telecommunications Departments. To act as site coordinator administering and monitoring contract performance regarding janitorial services, office furnishings and other contractual services needed in the day to day operations of District office sites.

C. Program Description (Three-Year History):

1. Major activities:

Developing and monitoring the operating budget for repair, maintenance and improvement costs and charges for all District administrative facilities.

2. Customers served: District staff.

3. Services provided:

- a) Scheduling and coordinating facility construction and modification projects.
- b) Administering and monitoring various service contracts.
- c) Processing telecommunication work and repair orders.
- d) Training District staff in the functions provided by the District's telecommunications systems.
- e) Processing Facility Management repair and work orders.
- f) Managing the space and furnishing of District facilities.
- g) Assisting the Administrator in ensuring ADA program compliance.

4. Contracted services:

Other than the costs associated with personal services all monies expended for this program are through purchasing contracts initiated by the Materials Management Department of Maricopa County.

5. N/A
 6. Services are provided at the locations of the various District buildings.
 7. N/A Performance is based on handling situations in a timely and proper manner.
 8. N/A
 9. Facility Management was not identified by a separate low organization number until January of 1995. Therefore the costs associated with this Branch are not readily available for prior years.
 10. Not Applicable.
 11. Not Applicable.
 12. Coordinating facility construction and/or modification through the Facility's Management Department of Maricopa County. They provide a costly and unnecessary role as a middleman.
- D. 1. Administrative Coordinator II \$29,955.74 per year, with benefits.
2. Class Code 19122 and Position number is 20004. (See Tab P: Supporting Documents)
 3. Job Description: (See Tab P: Supporting Documents)
 4. Organizational chart showing relationship and span of control. (See Tab P: Supporting Documents)



PROGRAM REVIEW: ADMINISTRATION: Public Involvement Branch

A. History:

When initiated: The public involvement activity was initiated as a separate function in 1985. Until this time, the District had no specific policy or program for receiving or soliciting public comment concerning flood control projects or activities. In November of that year, the Flood Control Advisory Board approved of having a Public Involvement Coordinator (PIC) on staff to coordinate public involvement and information activities and to oversee the work of three public relations firms hired to conduct public involvement programs for the East Maricopa County ADMS, the Spook Hill ADMS, the Wittmann ADMS, the East Fork Cave Creek ADMS, the Queen Creek ADMS and the project involving the acquisition of flowage easements along the Agua Fria and New Rivers. The PR contracts totalled \$150,000.

1. Why was the program initiated:

a.) Until this time, most projects involved federal agencies such as the SCS and Corps of Engineers which took care of the public involvement components of the projects. Beginning in the mid-80's, the mainstay of the District's efforts began to involve local projects with cities and towns. In many instances, public involvement became the responsibility of the district as the lead agency involved in the project. Unequipped for the task, the District had to seek out expertise in the private sector (see above) at considerable expense to the District. By funding our own position, we could have the person learn from the PR firms under contract, and in the future perform the function "in-house" at considerable savings.

b.) Prior to hiring a PIC, those public involvement responsibilities which did fall to the District were often performed by technical staff (Project Managers and Engineers) not always trained or equipped to handle the public relations aspects associated with some of the more controversial CIP projects or studies. It was felt that having the public involvement tasks and responsibilities coordinated or handled by a person trained in the field improved consistency of implementation and the effectiveness of public involvement programs. It also allowed the Project Managers to focus their efforts on the important tasks of overseeing the work of contractors and consultants and keeping the project on schedule and on budget.

c.) Having the public relations expertise on staff would result in considerable savings because funds would not have to be expended on expensive PR firms such as those hired in 1985 and 198 (although such expenditures may still be warranted in some instances where specialized services or expertise is required).

2. How is the program funded?

Costs for public information and public involvement efforts are seen as administrative support costs and are tracked by CIP project when possible, but not specifically accounted for in the CIP Budget. Part of the reason for this is because PIC's are also involved in various public education and public relations efforts not specifically attributable to a CIP project, but still important to the furtherance of the District's mission. It is also very difficult at the outset of a project to predict the extent of public involvement which may be required. Some projects thought to be non-controversial turn out to be very volatile and time-consuming. To have to continually revise the public involvement budgets for each individual CIP project to respond to the fluctuation in public opposition or support would be very problematic.

B. Program Goals and Objectives:

For many years the District was able to perform its mission in the public's best interest and the public rarely questioned the need for a particular flood control project, policy or study. This no longer holds true. Because of shifts in social values, heightened neighborhood activism and awareness, and increased expectations of tax-supported services, the District finds itself questioned, challenged and sometimes criticized. By striving to better involve the public in our decision-making process (through a pro-active public involvement program) we improve our public credibility and our chances for accomplishing our mission of protecting people from flooding. The goals of the District's Public Involvement Program include:

- 1.) To demonstrate the necessity of a project. Through open communication with the public we are able to establish the need for a project. Not only do we display our concern for the community, but also our responsibility to protect that community from flooding.
- 2.) To identify alternatives. Through public involvement we are able to increase two-way communication to better understand mutual concerns and needs. This leads to finding alternatives that are more likely to be acceptable to the community.
- 3.) To build consensus. A consensus must be formed on each issue as it develops. There is rarely just one right action. Public involvement provides a process where divergent viewpoints can be molded into a single action that will be accepted by the majority, although begrudgingly sometimes.
- 4.) To improve agency credibility. Asking the public for input shows our concern for the community. We are displaying our desire to be a "good neighbor", which in turn makes us more credible in the eyes of the public.
- 5.) To reduce litigation. This goal is less overt and explicit than the others and may

simply be a fortuitous by-product of effective public involvement. Identifying problems before they erupt or reducing combative emotions during a conflict greatly reduces the likelihood of a law suit. This results in more time spent serving the public and less time fighting them.

C. Program Description (Three Year History):

1. Major activities

a. FY 91-92:

- Coordinated public involvement for the White Tank-Agua Fria ADMS, the Gilbert Detention Basin, ACDC Reach 3, the Upper East Fork Cave Creek Basin 4 project, the landscaping of the East Maricopa Floodway Reach 6, and the expansion of the Sun Circle Trail onto District right-of-way.
- Developed and implemented a public information campaign publicizing the District's Map Determination Service by making presentations to groups representing, homebuilders, realtors, appraisers, lenders, insurance agents and multiple listing services.
- Coordinated placement of flood protection information in local libraries as part of the Community Rating System.
- Implemented marketing campaign to obtain support from MAG and local cities for adoption of Drainage Design Manual. Coordinated presentations to all professional engineering societies with local chapters, as well as presentations to MAG and various municipalities. Also coordinated scheduling of training sessions to familiarize outside agencies and communities with the Hydrologic Design Manual.
- Lobbied successfully local environmental and special interest groups to participate on the District's Flood Control Advisory Group. Obtained representatives from the Sierra Club, Arizona Wildlife Federation, the Arizona Riparian Council, the Arizona Cattlefeeder's Association and the Maricopa County Farm Bureau.
- Developed displays and coordinated participation in State and County Fair, Sunnyslope Village Alliance Fair, Earthfest '92, State Legislature Day, District 3 Health Fair at Westridge Mall, and the dedication of the new Flood Control and MCDOT administration buildings.
- Obtained a producer and worked with the Arizona Floodplain Manager's Association to produce a 15-minute Driver's Education Video about the dangers of driving through flooded washes. The video received a Rocky Mountain Emmy Award for locally-produced educational films and was part of a presentation at a

NATO summit on natural disasters convened in April 1994 in Switzerland.

- Facilitated two Quality Action Teams; one involving development of an agency handbook and the other concerning the development of an agency newsletter.
- Wrote, edited and published monthly employee newsletter and Annual Report. Drafted monthly Management News Reports for submittal to Associate County Administrator and County Administrative Officer.

b. FY 92-93

- Coordinated public involvement for the Wickenburg ADMS and for floodplain delineations in Gila Bend, Buckeye, Fountain Hills, Laveen, Apache Wash, and the Morristown area. Managed public involvement programs for University Drive Drainage Improvement Project, Rittenhouse Channel, ACDC Reach 4, Holly acres levee Extension, New River Channelization, and initial meetings regarding Cassandro Wash Dam.
- Coordinated public involvement efforts with District consultant hired to perform a Scoping Study of the Salt-Gila Watercourse Master Plan.
- Managed public information tasks associated with the July 1992 and January 1993 flood events and published extensive After Action Flood Reports documenting them.
- Coordinate District's response to the emergencies and damages sustained by District facilities. Much of the information from the 1993 report was incorporated into an Army Corps of Engineers report published later that year.
- Researched and developed narratives about innovative District programs for submittal to the National Association of Counties Awards (NACo) Program. Four of the five submittal received awards.
- Managed the production of a 17-minute video which explains the District and its mission to the public.
- Co-chaired County-wide Savings Bond Campaign.
- Developed displays or coordinated participation in the State and County Fair and Earthfest '93.
- Wrote, edited and published monthly employee newsletter and Annual Report.

- Drafted monthly Management News Reports for submittal to Associate County Administrator and County Administrative Officer.
- c. FY 93-94
- Developed and managed an extensive public involvement campaign associated with the 10th Street Wash Feasibility Study. Also managed public involvement for the Bullard Wash Outfall Study, Dysart Drain Improvement Project, Sossaman Channel Improvements, Doubletree Ranch Road Improvement Project and Tatum/Shea Drainage Improvements. Held public meeting for the Rio Verde Floodplain Delineation Study.
 - Planned and coordinated the dedication ceremony for the \$250 million Arizona Canal Diversion Channel.
 - Prepared the narrative applications for the APWA Contractor of the Year Award, Innovations in Local Government Award and the National Association of Counties Awards, all of which resulted in District recognition. Participated in the planning of the APWA Contractor of the Year Award ceremony attended by the Governor.
 - Coordinated the District's participation in the dedication of the University Drive Drainage Improvement Project and the Colter Channel, and displays for the Governor's Flood Symposium, State and County Fair, and Sunnyslope Village Fair. Researched and prepared written text for Chief Engineer's presentation about flood control to a Joint Legislative Subcommittee and to the APWA International Congress. The APWA text was later published.
 - Wrote, edited, and published monthly employee newsletter and Annual Report.
 - Drafted monthly Management News Reports for submittal to Associate County Administrator and County Administrative Officer.
 - Chaired County-wide Savings Bond Campaign and served on adhoc committee appointed by county Manager to develop recommendations for consolidating county PIO functions.
2. Customers Served:
- a. District divisions and staff
 - b. General public (including subsets of this group, ie., homeowner's groups, etc)
 - c. Local municipalities
 - d. Other government agencies
 - e. Media

3. Services provided:

- a. Advise District management on public relations issues.
- b. Organize and facilitate public meetings and citizen's committees to obtain input and assess public reaction to proposed flood control projects or studies.
- c. Advertise and facilitate public meetings and arrange for logistical support.
- d. Maintain records of public meetings and assure follow-up on issues of public concern.
- e. Write annual reports, project brochures, newsletters, fact sheets, speeches and press releases.
- f. Respond to inquiries from the media, the public or other agencies.
- g. Speak to civic organizations, schools and others about agency mission and activities.
- h. Plan and coordinate special events such as tours, groundbreakings, dedications and participation in State and County Fairs and other community activities.
- i. Coordinate award submittal and letters of recognition.
- j. Develop presentation materials such as handouts, slides, transparencies and scripts.
- k. Videotape important meetings and training workshops and coordinate the production of videos about the District.
- l. Prepare special reports such as flood reports, annual reports, management news reports.
- m. Search newspapers daily for relevant articles about the District and archive them.

4. Contracted Services: N/A

5. Mandated Services: N/A

6. How and where the services are delivered:

The services are performed at District facilities, County departments, other governmental agencies, various locations of public meetings and various other sites located within Maricopa County.

7. Historical and current workload indicators: N/A - Performance revolves around quality as opposed to quantity.

8. Cost Centers or Subdivisions: N/A

9. Historical and current data on costs:

10. Not applicable.

11. Not applicable

12. Not applicable.

D. Staffing Issues:

1. Historical and current data on positions and costs: (See Tab P: Supporting Documents)
2. Position numbers and classification codes: (See Tab P: Supporting Documents)
3. Job Descriptions: (See Tab P: Supporting Documents)
4. Organization Chart: (See Tab P: Supporting Documents)



TAB P

PROGRAM REVIEW: Supporting Documents

PROGRAM REVIEW: Supporting Documents

The following documents support section D, Staffing Issues, of the various program reviews:

1. Current Organization Chart
2. FY 95/96 Personnel Costs by Program
3. FY 95/96 Low Org Allocation by Program
4. Organizational Listing After Restructuring
5. Position Number and Classification Code Report
6. Job Descriptions (By Division)

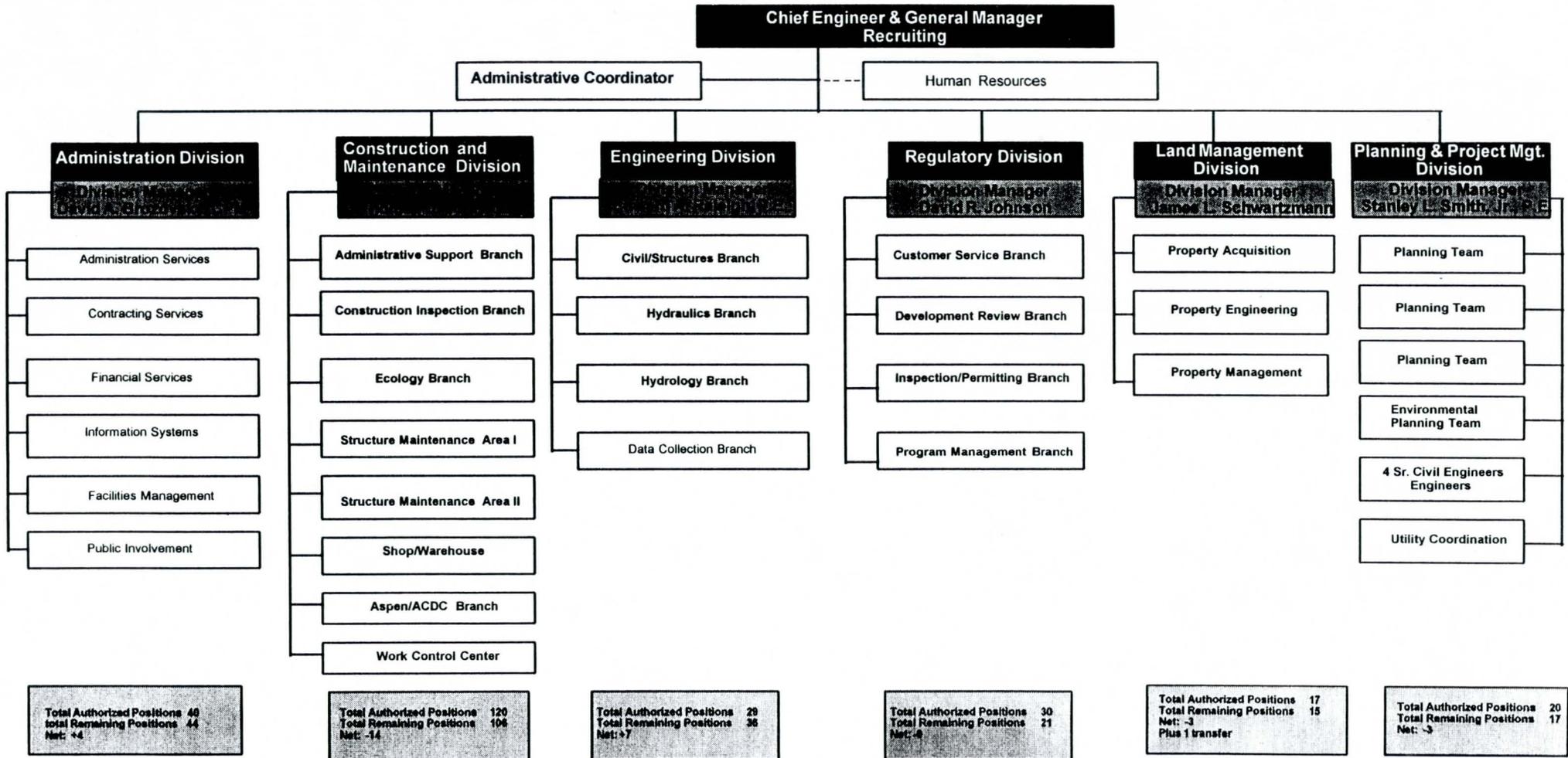
This information is consolidated at this point in the report because the District is organized functionally, but managed using a matrix approach. Over the years, the District has determined that although there are eight clearly identifiable programs, managing each program as an entity of its own would require an increase in staff. The District, therefore, has organized based upon functions and each program draws man hours from these functional organizations as needed to complete program tasking. For budgeting purposes, the information contained in the Low Org Allocation By Program chart is used to estimate program personnel costs for any particular fiscal year. The allocation table changes in direct relation to anticipated tasking and the approved CIP. In addition, a quick review of the allocation information reveals that the table uses partial FTEs and is, therefore, generally not logical to indicate an organization chart based upon program manning.

Attachments

Total Authorized Positions: 241

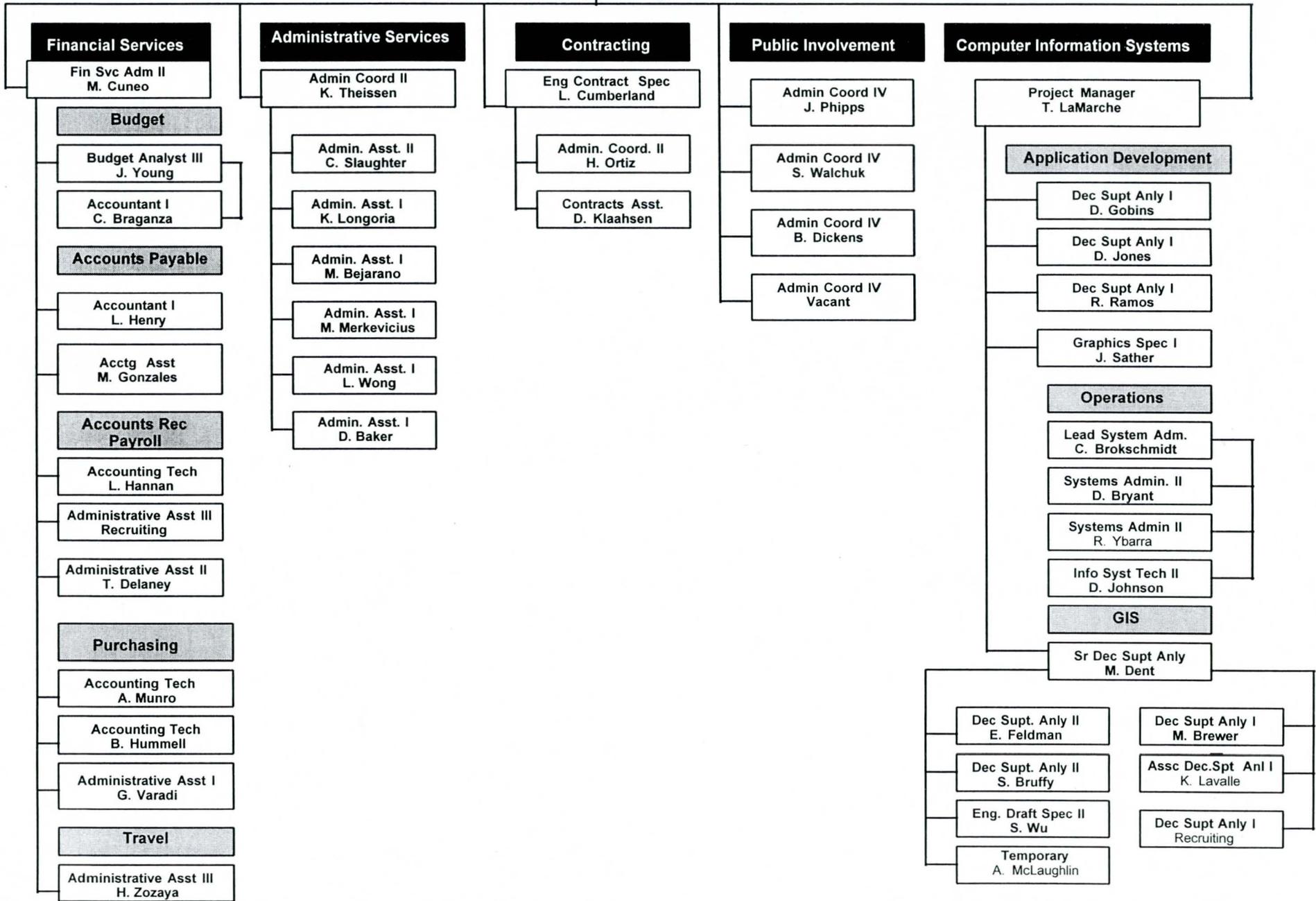
Flood Control District of Maricopa County

January 1995



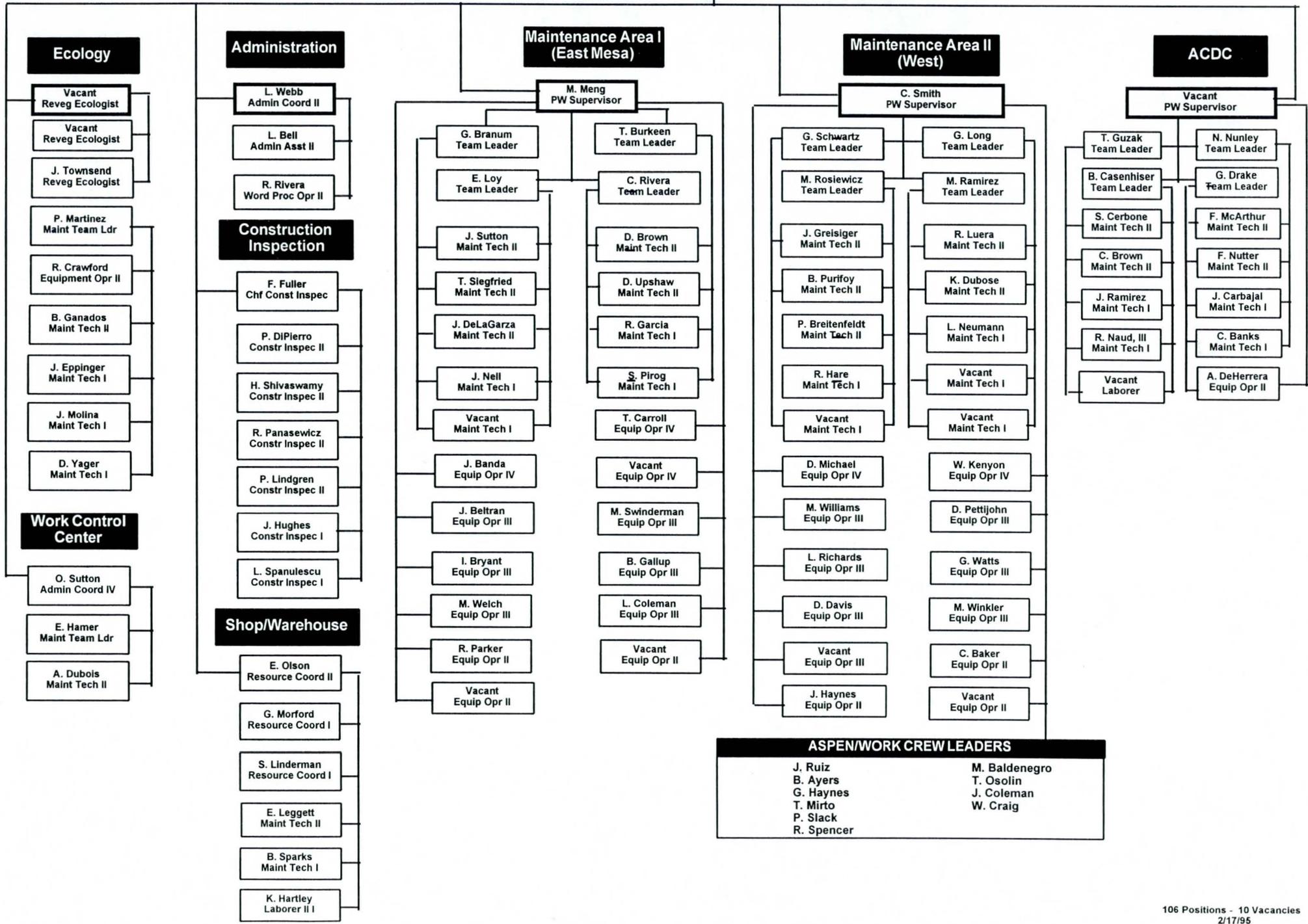
ADMINISTRATIVE DIVISION
David A. Brozovsky, CPM
Administrator

Facilities Management
 Administrative Coord II
 K. Holappa



Construction and Maintenance Division
Thomas D. Johnson
Division Manager

January 1995



Total Positions: 36

ENGINEERING DIVISION
Edward A. Raleigh, P.E.
Division Manager

December 22, 1994

Administrative Coord II
R. Combs

Hydrology Branch

Hydrologist III
A. Motamedi

Hydrologist II
A. Ahouraiyan

Hydrologist II
M. Devera

Hydrologist II
V. Swick

Hydrologist II
J. Farmer

Hydrologist I
H. Mushtaq

Hydrologist I
L. Becher

Civil/Structures Branch

Sr. Civil Engineer
M. Lopez

Civil Engineer II
C. Wainwright

Engineering Assoc
K. Larosa

Civil Engineer II
W. Rosebraugh

Civil Engineer Tech I
G. Shapiro

Civil Engineer II
K. Hanumaiah

Eng Draft Spec II
S. Nelson

Eng Draft Spec II
F. Crosby

Hydraulics Branch

Hydrologist III
P. Calza

Civil Engineer II
K. Awumah

Hydrologist II
C. Regester

Civil Engineer II
R. Shah

Hydrologist I
N. Mao

Hydrologist II
T. Murphy

Data Collections Branch

Hydrologist III
J. Tram

Alert System

Program Coord
S. Waters

Hydrologist II
T. Lehman

Hydromet Syst Spec
R. Naud, Jr.

Hydraulic Data

Hydrologist II
T. Donaldson

Civil Eng Tech I
D. Gardner

Instrumentation/Data Collection

Hydromet Systems Spec
C. Klenner

Hydromet Tech II
T. Kiefer

Civil Engineer Tech I
R. Miller

Hydromet Tech II
R. Elson

Hydromet Tech II
R. Church

Hydromet Tech I
A. Buruato

Hydromet Tech II
A. Ontiveros

LAND MANAGEMENT DIVISION
James L. Schwartzmann
Division Manager

Administrative Coord II
L. LaMarche

Word Proc Opr II
C. Yanez

**Property Acquisition
Branch**

Chief Review Appraiser
D. McNamara

Review Appraiser
J. Palmieri

Review Appraiser
R. Warriner

Land Mngt Spec
C. Franklin

Land Mngt Spec
K. Johnson

R/W Agent III
D. McLaughlin

**Property Management
Branch**

Property Manager
H. Hall (Interim)

Admin Coord III
G. Adams

Admin Coord II
S. Brown

**Property Engineering
Branch**

Decision Support Alyst
K. Green

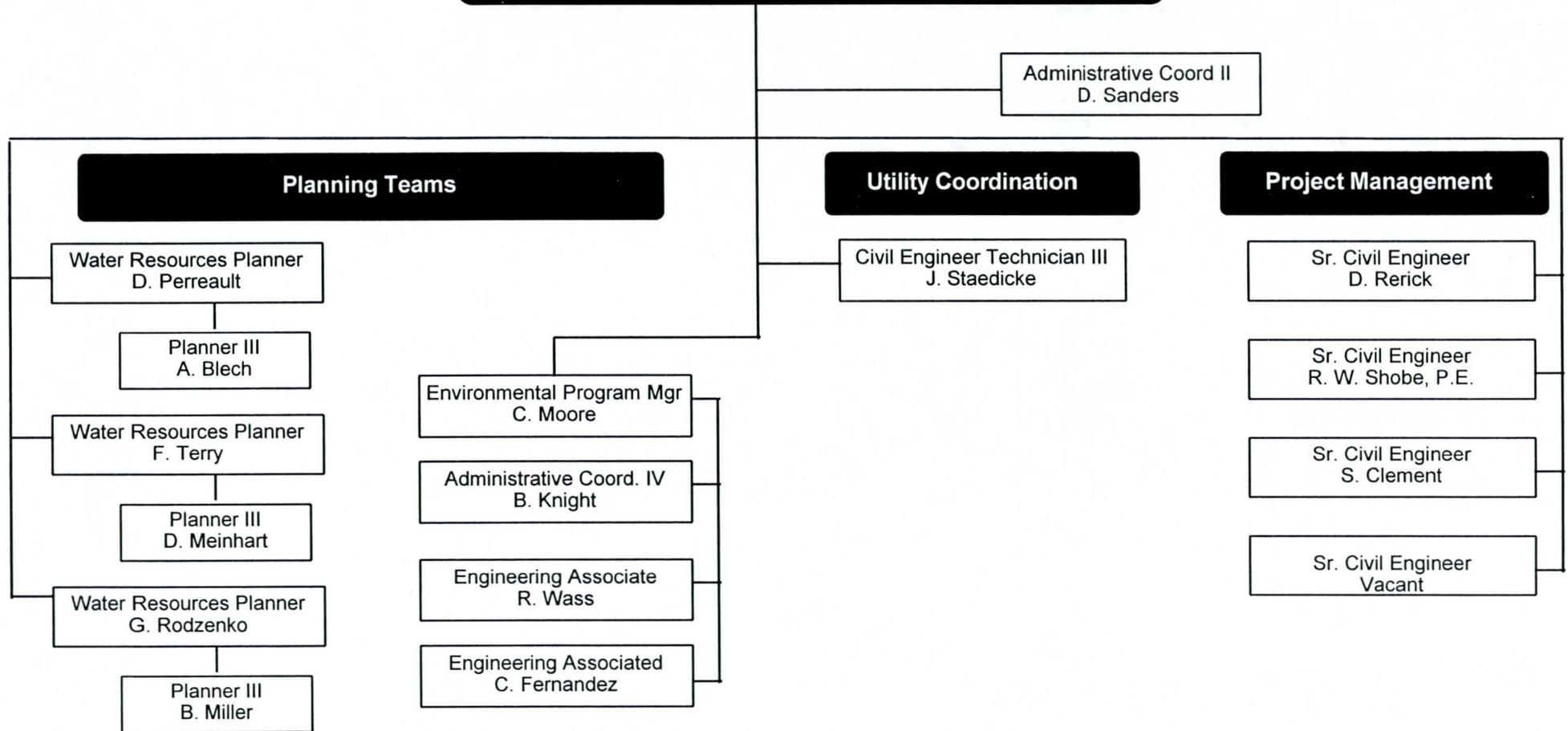
Assoc Dec Spt Anly
M. Snyder

Assoc Dec Spt Anly
J. Sanchez

Total Positions: 17

PLANNING AND PROJECT MANAGEMENT DIVISION
Stanley L. Smith, Jr., P.E.
Division Manager

January 1995

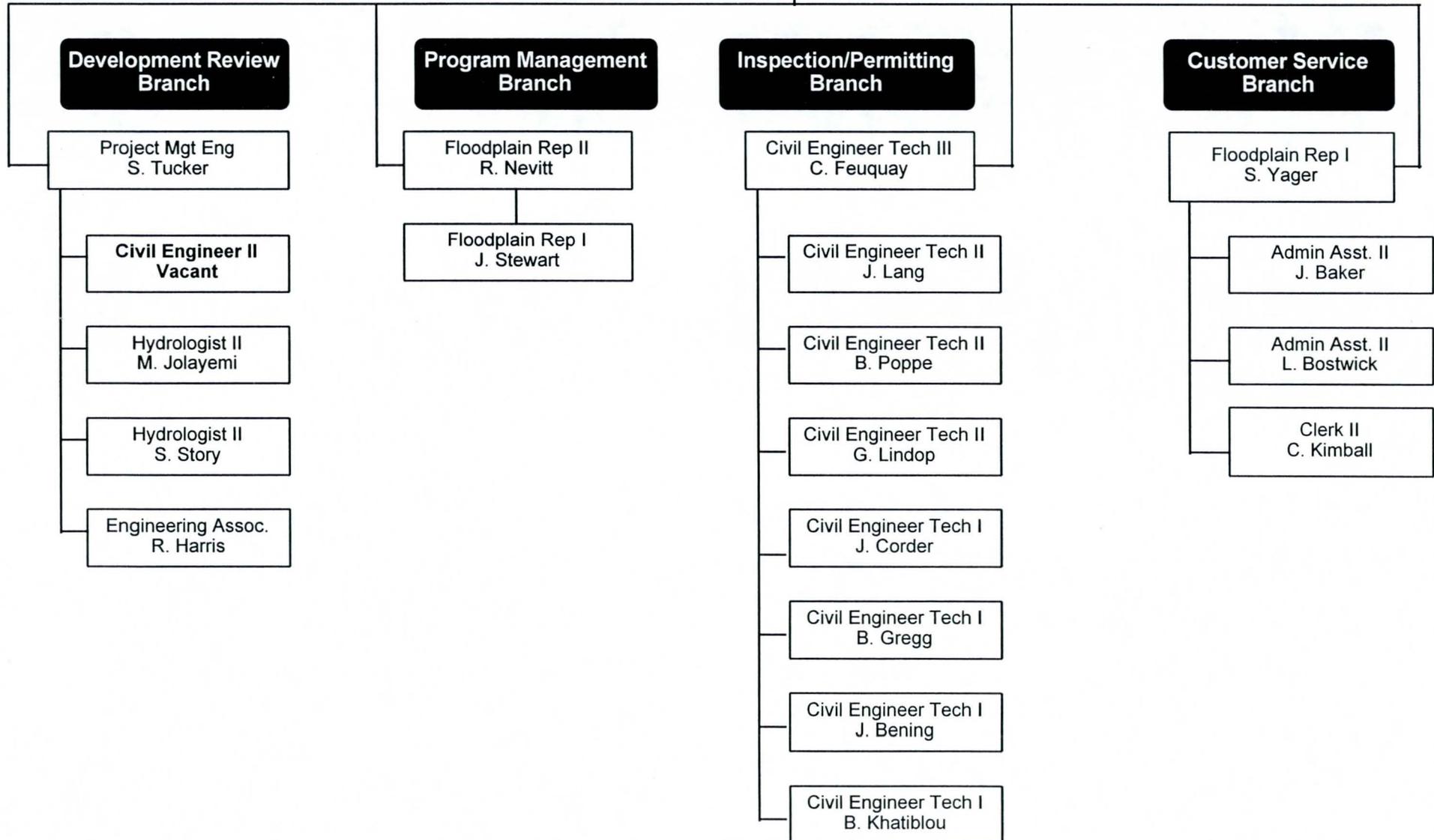


Total Positions: 21

REGULATORY DIVISION
David R. Johnson, Division Manager

January 1995

Administrative Coordinator II
A. Gorbenko



FY 95/96 PERSONNEL COSTS BY PROGRAM

PROGRAM NAME	FTEs	SALARIES/WAGE
Maintenance	114	\$3,860,664
Environmental	11	465,533
Floodplain Management	15	633,643
Drainage Administration	22	982,013
Property Management	8	314,773
Flood Detection/Data Collection	15	597,526
Planning	16	758,496
Capital Improvement Projects	40	1,759,631
PROGRAM TOTAL	241	\$9,372,279

Flood Control District of Maricopa County
 Organization Listing After Restructuring
 FY 94/95

FUND	AGCY	DIVISION ROLL UP	ORGN UNIT	DEF ACTV	Description	PREVIOUS ORG
991	690	6910			General Manager/Human Resources	
991	690		6919	FC09	General Manager/Human Resources	6984
991	690	6980			Administration Division	
991	690		6989	FC09	Administration Manager	6984
991	690		6981	FC09	Financial Services	6981
991	690		6982	FC09	Contracting	6982
991	690		6983	FC09	Computer Information Systems	6983
991	690		6984	FC09	Administrative Services	6984
991	690		6985	FC09	Public Involvement	6961
991	690		6986	FC09	Facilities Management	6984
991	690	6950			Construction and Maintenance Division	
991	690		6959	FC01	Construction and Maintenance- Administration	6911
991	690		6952	FC08	Construction Inspection Branch	6973
991	690		6953	FC01	Work Control Center	6911
991	690		6954	FC01	Ecology Branch	6913
991	690		6955	FC01	Shop/Warehouse	6911
991	690	36	6956	FC01	Structure Maintenance Area I (East)	6911
991	690	37	6957	FC01	Structure Maintenance Area II and Aspen (West)	6911
991	690	38	6958	FC01	ACDC	6911
991	690	6920			Engineering Division	
991	690		6929	FC03	Engineering- Administration	6931
991	690		6924	FC03	Hydrology Branch	6922
991	690		6925	FC08	Civil/Structures Branch	6932
991	690		6926	FC03	Hydraulics Branch	6921
991	690		6927	FC06	Data Collection Branch	6951
991	690		6928	FC06	Instrumentation Branch	6951
991	690	6930			Regulatory Division	
991	690		6939	FC04	Regulatory- Administration	6921
991	690		6933	FC04	Development Review Branch	6932
991	690		6934	FC03	Program Management Branch	6923
991	690		6935	FC04	Inspection/Permitting	6931
991	690		6936	FC04	Customer Service	6931/6923
991	690	6940			Land Management Division	
991	690		6949	FC05	Land Management- Administration	6941
991	690		6941	FC05	Property Management	6941
991	690		6942	FC05	Property Engineering	6942
991	690		6943	FC08	Property Acquisition	6972
991	690	6960			Planning and Project Management	
991	690		6969	FC07	Planning and Project Management- Administration	6961
991	690		6961	FC07	Planning Team I	6961
991	690		6962	FC02	Planning Team II	6912
991	690		6963	FC08	Project Management	6971
991	690		6964	FC08	Utility Coordination	6971

Flood Control District of Maricopa County

Position Number and Classification Code Report

<u>Employee Name</u>	<u>Division</u>	<u>Position Title</u>	<u>Position #</u>	<u>Class Code</u>
BAKER, DANNY	ADM	ADMINISTRATIVE ASSISTANT I	20168	19121
BEJARANO, N	ADM	RECORDS CLERK II	20257	11402
BRAGANZA, CELESTE	ADM	ACCOUNTANT I	20091	59128
BREWER, MARK	ADM	DECISION SUPPORT ANALYST I	20197	58621
BROKSCHMIDT, CHARLES	ADM	LEAD SYSTEMS ADMINISTRATOR	20258	58462
BROZOVSKY, DAVID	ADM	FLOOD CONTROL ADMINISTRATOR	20103	54445
BRUFFY, STEVEN	ADM	DECISION SUPPORT ANALYST II	20120	58623
BRYANT, DAVID	ADM	SYSTEMS ADMINISTRATOR II	20190	58458
CUMBERLAND, LEANNA	ADM	ENGINEERING CONTRACTS SPECIALIST	20188	54450
CUNEO, MICHAEL	ADM	FINANCIAL SERVICES ADMINISTRATOR II	20055	59161
DELANEY, TERREL	ADM	ADMINISTRATIVE ASSISTANT II	20297	19121
DENT, MARTA	ADM	SENIOR DECISION SUPPORT ANALYST	20196	58624
FELDMAN, ERIC	ADM	DECISION SUPPORT ANALYST II	20260	58623
GOBINS, DEBORAH	ADM	INTEGRATED SYS DESIGN ANALYST II	20135	58641
GONZALES, DONNA	ADM	ACCOUNTING ASSISTANT	20065	19071
HANNAN, LINDA	ADM	ACCOUNTING TECHNICIAN	20255	19075
HENRY, LOVETTA	ADM	ACCOUNTANT I	20116	59128
HOLAPPA, KATHRYN	ADM	ADMINISTRATIVE COORDINATOR II	20004	55141
HUMMELL, BARBARA	ADM	ACCOUNTING TECHNICIAN	20002	19075
JOHNSON, DIANE	ADM	INFORMATION SYSTEMS TECHNICIAN II	20160	58536
JONES, DAVID	ADM	DECISION SUPPORT ANALYST I	20023	58621
KLAAHSEN, DORTHA	ADM	CONTRACTS ASSISTANT	20102	19147
LA MARCHE, THOMAS	ADM	PROJECT MANAGER	20136	58726
LAVALLEE, KEVIN	ADM	ASSOCIATE DECISION SUPPORT ANALYST	20291	58620
LONGORIA, KATHY	ADM	WORD PROCESSING OPERATOR II	20101	19203
LOVING, GWENDA	ADM	ADMINISTRATIVE COORDINATOR II	20005	55141
MERKEVICIUS, M	ADM	ADMINISTRATIVE ASSISTANT I	20001	19121
ORTIZ-SILVA, HELEN	ADM	ADMINISTRATIVE COORDINATOR II	20187	55141
PHIPPS, JAMES	ADM	ADMINISTRATIVE COORDINATOR IV	20106	55143
RAMOS, RODOLFO	ADM	SENIOR INFORMATION SYSTEMS ANALYST	20159	58538
SAGRAMOSO, DANIEL	ADM	FLOOD CONTROL CHIEF ENGINEER & GEN MGR	20007	24401
SATHER, JASON	ADM	GRAPHICS SPECIALIST I	20083	59301
SLAUGHTER, CYNTHIA	ADM	ADMINISTRATIVE ASSISTANT II	20006	19122
THIESSEN, KATHY	ADM	ADMINISTRATIVE COORDINATOR II	20161	55141
VARADI, GABRIELA	ADM	ADMINISTRATIVE ASSISTANT I	20162	19121
WALCHUK, SANDRA	ADM	ADMINISTRATIVE COORDINATOR IV	20232	55143
WONG, LAWRENCE	ADM	ENGINEERING DRAFTING SPECIALIST III	20011	54049
WU, SHON	ADM	ENGINEERING DRAFTING SPECIALIST II	20012	54048
YBARRA, RAY	ADM	SYSTEMS ADMINISTRATOR II	20290	58458
YOUNG, JOSEPH	ADM	BUDGET ANALYST III	20115	53004
ZOZAYA, KYLENE	ADM	ADMINISTRATIVE ASSISTANT III	20203	19123
AYERS, BRENT	CAM	WORK CREW LEADER	20108	36525
BAKER, CHARLES	CAM	EQUIPMENT OPERATOR II	20276	34021
BALDENEGRO, MICHAEL	CAM	WORK CREW LEADER	20210	36525
BANDA, JOSE	CAM	EQUIPMENT OPERATOR IV	20273	34023
BANKS, CHRISTOPHER	CAM	MAINTENANCE TECHNICIAN I	20287	36521
BELL, LENI	CAM	ADMINISTRATIVE ASSISTANT II	20169	19122
BELTRAN, JAMES	CAM	EQUIPMENT OPERATOR III	20153	34022
BRANUM, GARY	CAM	MAINTENANCE TEAM LEADER	20049	36527
BREITENFELDT, PAUL	CAM	MAINTENANCE TECHNICIAN II	20046	36522
BROWN, CHARLES	CAM	MAINTENANCE TECHNICIAN II	20045	36522
BROWN, DARRY	CAM	MAINTENANCE TECHNICIAN II	20215	36522
BRYANT, IVAN	CAM	EQUIPMENT OPERATOR III	20206	34022
BURKEEN, TIMOTHY	CAM	MAINTENANCE TEAM LEADER	20050	36527
CARBAJAL, JERRY	CAM	MAINTENANCE TECHNICIAN I	20238	36521
CARROLL, THOMAS	CAM	EQUIPMENT OPERATOR IV	20057	34023
CASENHISER, WILLIAM	CAM	MAINTENANCE TEAM LEADER	20245	36527
CERBONE, SALVATORE	CAM	MAINTENANCE TECHNICIAN II	20043	36522
COLEMAN, JOHN	CAM	WORK CREW LEADER	20254	36525
COLEMAN, LEONARD	CAM	EQUIPMENT OPERATOR III	20009	34022

Flood Control District of Maricopa County

Position Number and Classification Code Report

<u>Employee Name</u>	<u>Division</u>	<u>Position Title</u>	<u>Position #</u>	<u>Class Code</u>
CRAIG, JR., WILLIAM	CAM	WORK CREW LEADER	20184	36525
CRAWFORD, ROBERT	CAM	EQUIPMENT OPERATOR II	20111	34021
DAVIS, DANNY	CAM	EQUIPMENT OPERATOR II	20155	34021
DE LA GARZA, JUAN	CAM	MAINTENANCE TECHNICIAN II	20284	36522
DEHERRERA, ANTONIO	CAM	EQUIPMENT OPERATOR II	20112	34021
DICKENS, BETTY	CAM	REVEGETATION ECOLOGIST	20157	54435
DIPIERRO, PAUL	CAM	CONSTRUCTION INSPECTOR II	20084	54422
DRAKE, GARY	CAM	MAINTENANCE TEAM LEADER	20138	36527
DUBOIS, ARTHUR	CAM	MAINTENANCE TECHNICIAN II	20142	36522
DUBOSE, KEVIN	CAM	MAINTENANCE TECHNICIAN II	20097	36525
EPPINGER, JOSEPH	CAM	MAINTENANCE TECHNICIAN I	20149	36521
FULLER, FRED	CAM	CONSTRUCTION INSPECTOR CHIEF	20038	54423
GALLUP, ROBERT	CAM	EQUIPMENT OPERATOR II	20109	34021
GANADOS, BENITO	CAM	MAINTENANCE TECHNICIAN II	20145	36522
GARCIA, JR., RICHARD	CAM	MAINTENANCE TECHNICIAN I	20040	36521
GREISIGER, JOHN	CAM	MAINTENANCE TECHNICIAN II	20143	36522
GUZAK, JR., ANTHONY	CAM	MAINTENANCE TEAM LEADER	20048	36527
HAMER, JR., ERNEST	CAM	MAINTENANCE TEAM LEADER	20047	36527
HARE, ROBERT	CAM	MAINTENANCE TECHNICIAN I	20247	36521
HAYNES, GUS	CAM	WORK CREW LEADER	20211	36525
HAYNES, JERRY	CAM	EQUIPMENT OPERATOR II	3262	34021
HUGHES, JONATHAN	CAM	CONSTRUCTION INSPECTOR I	20037	54421
KENYON, WILLIAM	CAM	EQUIPMENT OPERATOR IV	20152	34023
LEGGETT, EDWARD	CAM	MAINTENANCE TECHNICIAN II	20041	36522
LINDERMAN, STEVEN	CAM	O&M RESOURCES COORDINATOR I	20252	34684
LINDGREN, PAUL	CAM	OPERATIONS AND MAINTENANCE SUPERVISOR	20194	54429
LONG, GREGORY	CAM	MAINTENANCE TEAM LEADER	20140	36527
LOY, EDWARD	CAM	MAINTENANCE TEAM LEADER	20139	36527
LUERA, ROBERT	CAM	MAINTENANCE TECHNICIAN II	20242	36522
MARTINEZ, JOSE	CAM	MAINTENANCE TEAM LEADER	20073	36527
MCARTHUR, FREDERICK	CAM	MAINTENANCE TECHNICIAN II	20090	36522
MENG, MICHAEL	CAM	OPERATIONS AND MAINTENANCE SUPERVISOR	20053	54429
MICHAEL, DANIEL	CAM	EQUIPMENT OPERATOR IV	20272	34023
MIRTO, THOMAS	CAM	WORK CREW LEADER	20221	36525
MOLINA, JOSE	CAM	MAINTENANCE TECHNICIAN I	20146	36521
MORFORD, GLENN	CAM	O&M RESOURCES COORDINATOR I	20189	34684
NAUD, III, ROBERT	CAM	MAINTENANCE TECHNICIAN I	20039	36521
NELL, JACK	CAM	MAINTENANCE TECHNICIAN I	20148	36521
NEUMANN, LAWRENCE	CAM	MAINTENANCE TECHNICIAN I	20282	36521
NUNLEY, NOEL	CAM	MAINTENANCE TEAM LEADER	20253	36527
NUTTER, FRANK	CAM	MAINTENANCE TECHNICIAN II	20089	36522
OLSON, ERIC	CAM	O&M RESOURCES COORDINATOR II	20137	34685
OSOLIN, TIMOTHY	CAM	WORK CREW LEADER	20212	36525
PANASEWICZ, ROBERT	CAM	OPERATIONS AND MAINTENANCE MANAGER	20054	54430
PARKER, RONALD	CAM	EQUIPMENT OPERATOR II	20154	34021
PETTIJOHN, DAVID	CAM	EQUIPMENT OPERATOR III	20207	34022
PIROG, STANLEY	CAM	MAINTENANCE TECHNICIAN I	20286	36521
PURIFOY, BRIT	CAM	MAINTENANCE TECHNICIAN II	20250	36522
RAMIREZ, JOSEPH	CAM	MAINTENANCE TECHNICIAN I	20223	36521
RAMIREZ, MIKE	CAM	MAINTENANCE TEAM LEADER	20131	36527
RICHARDS, LEOBORN	CAM	EQUIPMENT OPERATOR III	20185	34022
RIVERA, CARLOS	CAM	MAINTENANCE TEAM LEADER	20213	36527
RIVERA, ROSALIE	CAM	WORD PROCESSING OPERATOR II	20195	19203
ROSIEWICZ, MICHAEL	CAM	MAINTENANCE TEAM LEADER	20093	36527
RUIZ, JOHN	CAM	WORK CREW LEADER	20150	36525
SCHWARTZ, GARY	CAM	MAINTENANCE TEAM LEADER	20141	36527
SHIVASWAMY, HOSAKOTE	CAM	CONSTRUCTION INSPECTOR II	20156	54422
SIEGFRIED, TOM	CAM	MAINTENANCE TECHNICIAN II	20209	36522
SLACK, PETER	CAM	WORK CREW LEADER	20151	36525
SMITH, CHARLES	CAM	PUBLIC WORKS SUPERVISOR	20092	34065
SPANULESCU, LAURENCE	CAM	CONSTRUCTION INSPECTOR I	20086	54421

Flood Control District of Maricopa County

Position Number and Classification Code Report

<u>Employee Name</u>	<u>Division</u>	<u>Position Title</u>	<u>Position #</u>	<u>Class Code</u>
SPARKS, ROBERT	CAM	MAINTENANCE TECHNICIAN I	20248	36521
SPENCER, JR, RALPH	CAM	WORK CREW LEADER	20096	36525
SUTTON, JAMES	CAM	MAINTENANCE TECHNICIAN II	20144	36522
SUTTON, JR., OLIN	CAM	ADMINISTRATIVE COORDINATOR IV	20261	55143
SWINDERMAN, MARK	CAM	EQUIPMENT OPERATOR III	20233	34022
TOWNSEND, JOHN	CAM	REVEGETATION ECOLOGIST	20123	54435
UPSHAW, DANNY	CAM	MAINTENANCE TECHNICIAN II	20283	36522
WATTS, GREG	CAM	EQUIPMENT OPERATOR III	20234	34022
WEBB, LENORA	CAM	ADMINISTRATIVE COORDINATOR II	20251	55141
WELCH, MICHAEL	CAM	EQUIPMENT OPERATOR III	20235	34022
WILLIAMS, MARK	CAM	EQUIPMENT OPERATOR III	20236	34022
WINKLER, MIKE	CAM	EQUIPMENT OPERATOR II	20204	34021
YAGER, LOUIS	CAM	MAINTENANCE TECHNICIAN I	20208	36521
AHOURAIYAN, AFSHIN	ENG	HYDROLOGIST II	20088	54406
AWUMAH, KOFI	ENG	CIVIL ENGINEER II	20032	54039
BECHER, LISA	ENG	HYDROLOGIST I	20175	54405
BURUATO, ALBERT	ENG	HYDROMETEOROLOGIC TECH I	20193	36502
CALZA, PEDRO	ENG	HYDROLOGIST III	20015	54407
CHURCH, RICKY	ENG	HYDROMETEOROLOGIC TECH II	20166	36503
COMBS, ROBERTA	ENG	ADMINISTRATIVE COORDINATOR II	20064	55141
CROSBY, FRANCIS	ENG	ENGINEERING DRAFTING SPECIALIST I	20056	54047
DE VERA, MAXIMO	ENG	HYDROLOGIST II	20072	54406
DONALDSON, THOMAS	ENG	HYDROLOGIST II	20028	54406
ELSON, RANDY	ENG	HYDROMETEOROLOGIC TECH II	20192	36503
FARMER, JAN	ENG	HYDROLOGIST II	20129	54406
GARDNER, DAVID	ENG	CIVIL ENGINEERING TECHNICIAN I	20263	54042
HANUMAIAH, KUMAR	ENG	CIVIL ENGINEER II	20180	54039
KIEFER, JR., THOMAS	ENG	HYDROMETEOROLOGIC TECH II	20068	36503
KLENNER, CHARLES	ENG	HYDROMETEOROLOGIC TECHNICIAN	20266	36505
LAROSA, KRISTINA	ENG	ENGINEERING ASSOCIATE	20119	54037
LEHMAN, TED	ENG	HYDROLOGIST I	20121	54405
LOPEZ, MICHAEL	ENG	SENIOR CIVIL ENGINEER	20026	54041
MAO, NING	ENG	HYDROLOGIST I	20071	54405
MILLER, ROGER	ENG	CIVIL ENGINEERING TECHNICIAN I	20262	54042
MORENO, EDGAR	ENG	CIVIL ENGINEER I	20100	54038
MOTAMEDI, AMIR	ENG	HYDROLOGIST III	20016	54407
MURPHY, TIMOTHY	ENG	HYDROLOGIST II	20225	54406
MUSHTAQ, HASAN	ENG	HYDROLOGIST I	20176	54405
NAUD, JR., ROBERT	ENG	HYDROMETERLGC SYST SPCLST	20013	36505
NELSON, SYLVIA	ENG	ENGINEERING DRAFTING SPECIALIST II	20259	54048
ONTIVEROS, ARNOLD	ENG	HYDROMETEOROLOGIC TECH II	20179	36503
OPSTEIN, JAN	ENG	HYDROLOGIST II	20129	54406
RALEIGH, EDWARD	ENG	ENGINEERING DIVISION MANAGER	20024	54413
REGESTER, CATHERINE	ENG	HYDROLOGIST II	20128	54406
ROSEBRAUGH, WARREN	ENG	CIVIL ENGINEER II	20033	54039
SHAH, RAJU	ENG	CIVIL ENGINEER I	20127	54038
SHAPIRO, GARY	ENG	CIVIL ENGINEERING TECHNICIAN I	20125	54042
SWICK, VALERIE	ENG	HYDROLOGIST II	20177	54406
TRAM, JOE	ENG	HYDROLOGIST III	20164	54407
WAINWRIGHT, CHARLES	ENG	CIVIL ENGINEER II	20117	54039
WATERS, STEPHEN	ENG	PROGRAM COORDINATOR	20165	55210
ADAMS, GLORIA	LND	ADMINISTRATIVE COORDINATOR III	20058	55142
BROWN, SHELBY	LND	ADMINISTRATIVE COORDINATOR II	20228	55141
FRANKLIN, CAROLYN	LND	LAND MANAGEMENT SPECIALIST	20022	54412
GREEN, KENNETH	LND	DECISION SUPPORT ANALYST I	20036	58621
HALL, HEDWIG	LND	LAND MANAGEMENT SPECIALIST	20114	54412
JOHNSON, KENNETH	LND	LAND MANAGEMENT SPECIALIST	20114	54412
LA MARCHE, ELIZABETH	LND	ADMINISTRATIVE COORDINATOR II	20171	55141
MCLAUGHLIN, DOUGLAS	LND	RIGHT OF WAY AGENT III	20280	54009

Flood Control District of Maricopa County

Position Number and Classification Code Report

<u>Employee Name</u>	<u>Division</u>	<u>Position Title</u>	<u>Position #</u>	<u>Class Code</u>
PALMIERI, JOHN	LND	REVIEW APPRAISER	20019	54003
SANCHEZ, JOHN	LND	ASSOCIATE DECISION SUPPORT ANALYST	20214	58620
SCHNYDER, MARY	LND	ASSOCIATE DECISION SUP ANALYST	20167	58620
SCHWARTZMANN, JAMES	LND	LAND MANAGEMENT MANAGER	20018	54410
WARRINER, RAYMOND	LND	REVIEW APPRAISER	20113	54003
YANEZ, CONNIE	LND	WORK PROCESSING OPERATOR II	20293	19203
BLECH, ANNE	PPM	PLANNER III	20268	51427
CLEMENT, H	PPM	SENIOR CIVIL ENGINEER	20122	54041
FERNANDEZ, CORAZON	PPM	ENGINEERING ASSOCIATE	20226	54037
KNIGHT, WILLIAM	PPM	ADMINISTRATIVE COORDINATOR IV	20051	55143
MEINHART, DAVID	PPM	PLANNER III	20267	51427
MOORE, CATESBY	PPM	ENVIRONMENTAL PROGRAM MANAGER	20227	54438
PERREAULT, RICHARD	PPM	WATER RESOURCES PLANNER	20191	51442
RERICK, DONALD	PPM	SENIOR CIVIL ENGINEER	20027	54041
RODZENKO, GREG	PPM	WATER RESOURCES PLANNER	20105	51442
SANDERS, DONNA	PPM	ADMINISTRATIVE COORDINATOR II	20182	55141
SHOBE, R	PPM	SENIOR CIVIL ENGINEER	20029	54041
SMITH, JR., STANLEY	PPM	FC DEPUTY CHIEF ENGINEER/PPM MANAGER	20008	24402
STAEDICKE, JAN	PPM	CIVIL ENGINEERING TECHNICIAN III	20270	54044
TERRY, FELICIA	PPM	WATER RESOURCES PLANNER	20269	51442
WASS, ROLAND	PPM	ENGINEERING ASSOCIATE	20174	54037
BAKER, JOE	REG	ADMINISTRATIVE ASSISTANT II	20003	19122
BENING, JAMES	REG	CIVIL ENGINEERING TECHNICIAN I	20124	54042
BOSTWICK, LORI	REG	ADMINISTRATIVE ASSISTANT II	20199	19122
CORDER, JERRY	REG	CIVIL ENGINEERING TECHNICIAN I	20132	54042
FEUQUAY, CHARLES	REG	CIVIL ENGINEERING TECHNICIAN III	20126	54044
GORBENKO, ANA	REG	ADMINISTRATIVE COORDINATOR II	20134	55141
HARRIS, RICHARD	REG	CIVIL ENGINEERING TECHNICIAN I	20198	54042
JOHNSON, DAVID	REG	ENGINEERING ASSOCIATE	20216	54037
JOLAYEMI, MAGNUS	REG	HYDROLOGY MANAGER	20017	54408
KHATIBLOU, BESIAN	REG	HYDROLOGIST II	20173	54406
KIMBELL, CLARICE	REG	CIVIL ENGINEERING TECHNICIAN I	20085	54042
LANG, SR., JOHN	REG	CLERK IV	20095	19040
LINDOP, GEORGE	REG	CIVIL ENGINEERING TECHNICIAN II	20170	54043
NEVITT, RONALD	REG	CIVIL ENGINEERING TECH II	20224	54043
POPPE, WILLIAM	REG	FLOODPLAIN REPRESENTATIVE II	20060	51502
STEWART, JAMES	REG	CIVIL ENGINEERING TECHNICIAN II	20069	54043
STORY, SANDRA	REG	FLOODPLAIN REPRESENTATIVE I	20130	51501
TUCKER, STEVEN	REG	HYDROLOGIST II	20063	54406
YAGER, SHANNA	REG	SENIOR CIVIL ENGINEER	20014	54041
	REG	FLOODPLAIN REPRESENTATIVE I	20178	51501



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Michael Cuneo

JOB TITLE: Controller

POSITION RANGE: II

CLASS#: 59161, Financial Svcs Administrator II

DIVISION: Administration

JOB PURPOSE

Manages or directs all Flood Control District financial management functions and activities. Performs duties under the general direction of the Flood Control Administrator. Services as the primary District liaison to the County's Financial Department. Supervises the District Controller staff in the performance of all financial management tasks.

JOB END RESULTS

- Manages accounts receivable/payable, payroll, travel, and fixed asset functions.
- Manages procurement of goods and services.
- Manages the preparation of periodic and annual financial statements.
- Prepares and reports compliance with the District's annual budget.
- Ensures County budgetary policies are followed.
- Prepares cash flow projections for planning activities.
- Develops District program's financial controls and procedures
- Takes part in the design and maintenance of reporting systems.
- Monitors general service, construction, and professional service contracts to ensure contract and budget financial adherence.
- Reviews and approves financial agenda items. Reviews District agenda items and reviews and signs financial work sheets.
- Assigns, monitors and reviews work given to subordinates.
- Interviews, trains, counsels and evaluates subordinates.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred: Knowledge of Word Perfect for Windows, Excel, Windows and other related software.

EMPLOYEE SIGNATURE/DATE:

Michael J. Cuneo 6/17/94

SUPERVISOR SIGNATURE/DATE:

David R. Beggs 6/17/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Joseph G. Young

JOB TITLE: Budget Analyst III

POSITION RANGE: EE

CLASS#: 53004, Budget Analyst III

DIVISION: 6981

JOB PURPOSE

Researches and analyzes complex factors impacting the Flood Control District budget. Performs duties under the general supervision of the Financial Services Administrator.

JOB END RESULTS

- . Helps to prepare and administer the District budget.
- . Gives direction and assistance to subordinate personnel and District staff on financial and budgeting matters.
- . Assists division heads with budget preparation activities.
- . Prepares administrative inquiries, surveys and reports.
- . Organizes and conducts management budgetary training seminars.
- . Prepare various and sundry presentations and reports.
- . Conduct year end closing activities.
- . Preparation of financial reports for the District's Annual Report.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Knowledge of computers and ability with spreadsheets.

EMPLOYEE SIGNATURE/DATE:

Joseph G. Young

9/2/94

SUPERVISOR SIGNATURE/DATE:

Michael J. Lunde

9/2/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Celeste D. Braganza

JOB TITLE: Accountant I

POSITION RANGE: AA

CLASS#: 59128

DIVISION: Administration

JOB PURPOSE

Researches and analyzes complex factors impacting the Flood Control District budget. Performs duties under the general supervision of the Budget Analyst.

JOB END RESULTS

- . Assists program managers with budget preparation activities.
- . Helps to prepare and administer the District budget.
- . Gives assistance to District staff on financial and budgeting matters.
- . Prepares numerous budget reports and presentations.
- . Assists in conducting year end closing activities.
- . Assists in preparation of financial reports for the Annual Report.

EDUCATION, KNOWLEDGE & SKILL

Bachelor's Degree in Accounting, Business Administration or Public Administration with one year of accounting experience is preferred. Ample knowledge of: accounting principles, practices and methods, budgetary practices, office practices and procedures, accounting record electronic data processing, and supervision is sought. Ability to analyze and interpret fiscal and accounting records; prepare accurate and complete financial statements and reports. Knowledge of computers and ability with spread sheets.

EMPLOYEE SIGNATURE/DATE: Celeste D. Braganza 8/31/94

SUPERVISOR SIGNATURE/DATE: Joseph M. Young 8/31/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Lovetta R. Henry

JOB TITLE: Accountant I

POSITION RANGE: AA

CLASS#: 59128, Accountant I

DIVISION: 6981

JOB PURPOSE

Takes part in a variety of accounting functions, primarily responsible for the Accounts Payable section of the Flood Control District. Performs duties under the general supervision of the Financial Services Administrator.

JOB END RESULTS

- . Reviews invoices and prepares payment vouchers for contracts, intergovernmental agreements (IGA'S) and miscellaneous payments
- . Maintains Contract and IGA files
- . Maintains Petty Cash Fund
- . Reviews work of accounting assistant
- . Interacts with other Flood Control District employees as well as other county employees, ensuring payments are made correctly and timely.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Experience with Excel and Word Perfect software programs.

EMPLOYEE SIGNATURE/DATE: Lovetta R Henry 9-6-94

SUPERVISOR SIGNATURE/DATE: Michael J. Ames 9-8-94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Donna M Gonzales

JOB TITLE: Accounting Assistant

POSITION RANGE: K

CLASS#: 19071, Accounting Assistant

DIVISION: Administration

JOB PURPOSE

Performs a variety of highly skilled accounting support functions in the Accounts Payable Department of the Flood Control District. Accomplishes duties under the general supervision of the Flood Control Financial Services Administrator II or Accountant I.

JOB END RESULTS

- * Processes payment vouchers for purchase order and CAPA purchases.
- * Audits invoices for accuracy, content, authorization.
- * Maintains payment logs for Open Purchase Orders.
- * Prepare monthly Purchase Order/Expenditure Report
- * Coordinates the delivery of payment vouchers to Finance Department and the receipt of warrants and warrant registers.
- * Interacts with other Flood Control District employees as well as other county employees, ensuring payments are made correctly and timely.
- * Maintains voucher pending files.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

High School Diploma or GED Certificate with five years of increasingly responsible experience in accounting is preferred. Knowledge of: principles and practices of accounting support functions; County financial laws, policies and procedures; and relevant information available from the MAGIC system is sought. Ability to: maintain financial records and prepare reports and statements; work independently with minimal supervision; operate office calculation equipment and personal computer; establish and maintain effective working relationships; and effectively communicate in clear, concise, and courteous manner is desired.

Employee/Date: Donna M Gonzales 8-30-94

Supervisor/Date: Doretta R Henry 8-31-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Linda R. Hannan

JOB TITLE: Accounting Technician

POSITION RANGE: L

CLASS#: 19075, Accounting Technician

DIVISION: 6981

JOB PURPOSE

Administers aspects of the payroll and accounts receivable programs for the Flood Control District. Performs duties under the general supervision of the Financial Services Administrator.

JOB END RESULTS

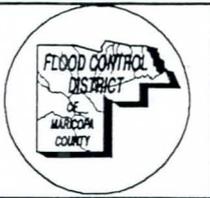
- . Ensures accurate and timely payroll submittals and resolves payroll inquiries.
- . Submits monies received for deposit in an accurate and timely manner.
- . Gives an accurate and timely response to mortgage company verification requests.
- . Ensures confidentiality of personnel information.
- . Reconciles County and Department payroll reports then disburses payroll warrants.
- . Posts and updates journals
- . Prepares or reviews transmittals for distribution to County Treasurer.
- . Establishes and maintains files.
- . Follows up on bad check or charges received for District services.
- . Responds to inquires from District staff, other County agencies and the public.
- . Prepares warrant requests.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Experience with Excel and Word Perfect software programs. Knowledge of County Payroll policies and the Fair Labor Standards Act.

EMPLOYEE SIGNATURE/DATE: Linda R. Hannan 9/2/94

SUPERVISOR SIGNATURE/DATE: Michael J. Linceo 9/2/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Terrel D. Delaney

JOB TITLE: Administrative Resident

POSITION RANGE: E

CLASS#: 00525

DIVISION: Administration

JOB PURPOSE

Performs a wide variety of administrative support functions as an Administrative Resident to the Flood Control District Accounting Branch. Performs with general supervision of the Accounting Technician or the Financial Services Administrator.

JOB END RESULTS

- . Performs various administrative support duties for the branch.
- . Compiles, organizes and formats reports from collected data.
- . Assists with budget preparation.
- . Assists with branch special projects.
- . Distributes payroll timecards and timesheets
- . Writes receipts for monies received by mail
- . Performs posting and filing duties for the Accounts Payable section.
- . Provides new and current employees with office nameplates as needed

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Experience with Word Perfect and Excel software programs is desired.

EMPLOYEE SIGNATURE/DATE: Terrel Delaney 8-31-94

SUPERVISOR SIGNATURE/DATE: Rinda R. Lannon 8-31-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Alex E. Munro

JOB TITLE: Accounting Technician

POSITION RANGE: L

CLASS#: 19075

DIVISION: 6981

JOB PURPOSE

Administers aspects of the purchasing program for the Flood Control District. Performs duties under the general supervision of the Financial Services Administrator

JOB END RESULTS

- . Generate requisitions and CAPA purchase orders to acquire requested goods and services for low org's 6911, 6912, 6913, and 6951.
- . Process, track and modify purchase orders.
- . Receive, log and distribute certain deliveries made to the District.
- . Establish and maintain contract files.
- . Establish and maintain safety glasses log.
- . Serve as liaison between requestors and Materials Management, Equipment Services, Facilities Management, Finance and vendors when needed.
- . Respond to inquiries by District staff, vendors and the public.
- . Other duties as assigned

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Experience with Excel and Word Perfect software programs and knowledge of the Maricopa County Procurement Code.

EMPLOYEE SIGNATURE/DATE: Alex E. Munro 9/2/94

SUPERVISOR SIGNATURE/DATE: Michael J. Cane 9-2-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Barbara C. Hummell

JOB TITLE: Accounting Technician

POSITION RANGE: L

CLASS#: 19075

DIVISION: 6981

JOB PURPOSE

Administers aspects of the purchasing program for the Flood Control District. Performs duties under the general supervision of the Financial Services Administrator

JOB END RESULTS

- . Receive, log and distribute all requests received for commodities and/or services from District staff
- . Prepares some and submits and logs all CAPA purchase orders, logs all non-CAPA purchase orders
- . Prepares some and submits and logs all requisitions for Materials Management generated purchase orders to Materials Management.
- . Sends all CAPA purchase orders to the vendors
- . Requests Materials Management to modify purchase orders
- . Forward all backup paperwork for purchase orders to Accounts Payable Section
- . Serves as liaison between requestors, County Departments, and vendors
- . Respond to inquiries by District staff, vendors and the public.
- . Other duties as assigned

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Experience with Excel and Word Perfect software programs and knowledge of the Maricopa County Procurement Code.

EMPLOYEE SIGNATURE/DATE: Barbara C Hummell 9/6/94

SUPERVISOR SIGNATURE/DATE: Michael J. Jones 9-8-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: GABRIELA VARADI

JOB TITLE: ADMIN ASST I

POSITION RANGE: J

CLASS#: 19121, ADMIN ASST I

DIVISION: Administration

JOB PURPOSE

Performs duties under the general supervision of the Flood Control Controller or a designated agent in support of the purchasing program.

JOB END RESULTS

Operates an office supply room.

Monitors, inventories, and orders administrative supplies and equipment.

Receive and distribute all office supply deliveries made to the District.

Reconciles invoices from contracted office supply vendor to receiving documents.

Place orders for subscriptions.

Place orders for graphic requests.

Prepares CAPA purchase orders.

Helps coordinate branch activities with other branches, divisions, departments, agencies, and organizations.

Performs various administrative support duties for the District.

Helps to coordinate and implement branch programs.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Knowledge of the Maricopa County Procurement Code.

Should be a Certified Agency Procurement Aide (CAPA).

EMPLOYEE SIGNATURE/DATE:

Gabriela Varadi

09-14-94

SUPERVISOR SIGNATURE/DATE:

My 37M

9/14/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: K. Heather Zozaya

JOB TITLE: Administrative Assistant III

POSITION RANGE: L

CLASS#: 19123, Administrative Assistant III

DIVISION: 6981

JOB PURPOSE

Administers aspects of the travel and training programs for the Flood Control District. Performs duties under the general supervision of the Financial Services Administrator.

JOB END RESULTS

- . Receives, processes, tracks and finalizes travel/training requests for District staff.
- . Makes necessary reservations (registration, air lines, hotels, etc.) for approved travel/training.
- . Keeps individual logs of travel and training taken by District staff.
- . Acts as liaison with the Accounts Payable-Travel staff of the Department of Finance and with the contracted travel agent.
- . Prepares voucher requests for all utility billings received by the District.
- . Prepares voucher requests for all memberships in professional societies held by District staff and keeps a log on staff memberships.
- . Enters all financial expenditures into the Q & A software program set up to log expenditures.
- . Other duties as assigned.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Experience with Excel and Word Perfect software programs. Knowledge of the Maricopa County and Flood Control District Travel and Training policies.

EMPLOYEE SIGNATURE/DATE:

Kylee Heather Zozaya 9/2/94

SUPERVISOR SIGNATURE/DATE:

Michael J. Linceo 9-2-94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Kathy Thiessen

JOB TITLE: Support Services Manager

POSITION RANGE: AA

CLASS#: 55141, Administrative Coordinator II

DIVISION: Administration

JOB PURPOSE

Manages the District Support Services Branch which consists of the reception area; mail and courier services; reproduction services; and the organization and maintenance of the central filing and records retention programs. Performs duties under the general direction of the Flood Control Administrator.

JOB END RESULTS

- Provides routing information and guidance to staff such that phone calls are properly directed. Ensures visitors are properly greeted and directed to the correct individual, office, and/or conference room.
- Maintains an awareness of current methods and procedures used to file, retrieve and maintain public records.
- Ensures adherence to all applicable records management statutes and regulations.
- Ensures documents are filed in compliance with the file plan and in a manner that allows rapid retrieval.
- Monitors the processing of documents for permanent retention, transfer, or inclusion in the District's reconstitution file.
- Manages the conference room and audio/visual reservation system.
- Orders all branch supplies.
- Manages the reproduction and binding of multipage documents.
- Ensures that Flood Control District mail is sorted and distributed in a timely manner.
- Optimizes administrative support equipment performance through equipment checks, service and use of records.
- Recommends equipment replacement by conferring with users and vendors.
- Prepares periodic project reports and the annual budget for the Support Services Branch.
- Accomplishes assigned special projects within established time frames.
- Assigns, monitors and reviews work given to subordinates.
- Interviews, trains, counsels and evaluates subordinates.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Knowledge of Word Perfect, Excel, Windows and other software is preferred. Three to five years supervisory experience in a busy, customer service/support environment, one to three years managing records policies and procedures as related to managing central filing, retention scheduling and inactive records storage. Knowledge of mail and reprographics equipment and services.

Employee/Date: Kathy Thiessen

Supervisor/Date: Daniel W. Brandy 7/26/04



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Cynthia R. Slaughter

JOB TITLE: Administrative Assistant II

POSITION RANGE:

CLASS#: 19122, Administrative Assistant II

DIVISION: Administration

JOB PURPOSE

Performs a wide variety of administrative duties in support of FCD centralized services, Branch Supervisor and Administration Division Chief. Functions as team leader of Front Office Staff and supervises Central Word Processing workflow.

JOB END RESULTS

- . Provides full clerical support to Administration Branch and Division Chief to include compiling data, developing reports and preparing sensitive/restricted access information.
- . Creates, inputs data and updates complex records and file plan information.
- . Assists in coordinating and implementing various projects for Branch Supervisor.
- . Assures accuracy, timeliness and requestor satisfaction of all completed central word processing assignments.
- . Performs duties of Reprographics, Mail and Records function during absence of primary staff or as required to accommodate Branch workload.
- . Provides Front Office coverage as required to assure optimum customer service provided for telephone/visitor reception.
- . Prepares and updates procedures for all functional responsibilities of branch.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification ((MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred: proficient with Word Perfect, Excel, Windows and other software, minimum one year experience in a busy, customer service environment, general knowledge of standard records management practices.

EMPLOYEE SIGNATURE/DATE: Cynthia Slaughter

7-18-94

SUPERVISOR SIGNATURE/DATE: Kathy Thissen

7-18-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Kathy Longoria

JOB TITLE: Word Processor II

POSITION RANGE:

CLASS#: 19203

DIVISION: Administration

JOB PURPOSE

Represents the District by professionally and courteously greeting and assisting FCD customers and employees at the Reception Desk and by personally assisting or routing incoming telephone callers to the source of requested information. Provides central word processing and clerical support to District employees. Performs a variety of services assigned to the Front Desk.

JOB END RESULTS

- . Personally assists or accurately and efficiently routes incoming telephone callers.
- . Presents a professional, courteous and helpful attitude to visitors and district employees. Effectively directs customers to source of requested information.
- . Forwards accurate and complete caller information to appropriate personnel via electronic mail.
- . Provides word processing and a variety of clerical support to District employees as requested or assigned.
- . Updates District employee information to maintain and publish current telephone/branch directories, "days off" schedules and routing slips. Compiles and publishes daily schedule of FCD employee meetings and appointments.
- . Provides services for District customers and employees to include:
 - . Tracks, sells and distributes bid sets. Inventories and sells District manuals. Receipts collected funds.
 - . Maintains sign-in logs for District pool vehicles, building maintenance, pick up and deliveries and copier repairs.
 - . Transmits and receives faxes for District employees. Ensures expedient processing and delivery.
 - . Assists incoming callers on TT machine. Ensures TT etiquette is observed and obtains requested information for callers.
- . Schedules conference facilities for District employees and other County agencies. Communicates procedures, arranges for set up and schedules AV equipment.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred: Excellent organizational and communication skills, office experience with Word Perfect for Windows, Excel and Telephone/Visitor reception in a customer service environment.

EMPLOYEE SIGNATURE/DATE:

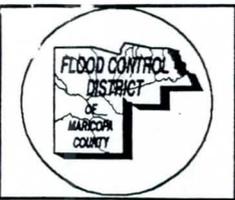
Kathy Longoria

7-25-94

SUPERVISOR SIGNATURE/DATE:

Kathy Shesser

7-25-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Position unassigned

JOB TITLE: Office Services Coordinator

POSITION RANGE: J

CLASS#: 19121/Administrative Assistant I

DIVISION: Administration

JOB PURPOSE

Provides a wide variety of office services in support of the following: front office reception and switchboard, mail distribution, courier, reprographics, audio visual equipment, and records management and word processing.

JOB END RESULTS

- Files retrieves and ensures security of documents filed in Central Records and offsite storage. Maintains computer inventory. Ensures adherence to records management policies.
- Orders and inventories Administrative Support Service forms and supplies.
- Provides Courier Service to District as assigned.
- Receives, logs and distributes District mail in compliance with Section procedures.
- Operates Reprographics equipment to service District copying and binding requests.
- Performs tasks assigned by Supervisor in support of special projects required to meet District objectives.
- Personally assists or accurately directs incoming telephone callers, visitors and FCD employees to the source of requested information
- Assists public with requests for District files and drawings. Researches, reproduces and arranges for notarized legal waivers.
- Tracks routing and approval of agenda items, including the number assignment and recording of IGA's and Resolutions.
- Schedules conference facilities and requested AV equipment. Administers District Audio/Visual equipment loan program. Provides daily listing of Division meetings/appointments.
- Provides word processing and clerical support to District employees as assigned.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following computer skills are preferred: experience working with Word Perfect, Windows, Excel and other software.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Leanna Cumberland

JOB TITLE: Contract Branch Manager

POSITION RANGE: GG

CLASS#: 54450 Engr Contracts Specialist

DIVISION: Administration

JOB PURPOSE

Prepares and administers the professional services and construction contracting activities for the Flood Control District. Supervises a staff in support of contracting functions and the County's formal board agenda approval process. Performs duties under the general direction of the Flood Control Administrator.

JOB END RESULTS

- Establishes standard policies, procedures and formats for contractual documents.
- Develops centralized contract administration policies and procedures for the District.
- Advises other staff personnel about policies, procedures and activities as outlined in the Maricopa County Procurement Code and the District's procurement guidance.
- Prepares or drafts architectural/engineering, construction, professional, and specified contractual service contracts and associated documents. Manages the procurement schedule for professional services contracts.
- Promotes optimum M/WBE use.
- Reviews contracts for compliance with procurement code.
- Reviews contract payment requests for proper documentation.
- Reviews contract claims and participates in claim resolution.
- Analyzes requests for service and recommends the correct procurement process.
- Ensures District interests are protected by performing as an active member of professional services selection, negotiation, and contract performance evaluation committees and pre-bid or pre-construction conferences.
- Presides over bid openings, ensuring District and bidder interests are protected.
- Reviews and processes change orders and work assignments in a thorough and timely manner.
- Modifies or revises contractual language to incorporate new regulations or requirements established by county, state or federal entities.
- Ensures Board of Director's agenda items contain pertinent information, receive required signatures and are submitted on time.
- Assigns, monitors and reviews work given to subordinates.
- Interviews, trains, counsels and evaluates subordinates.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred: Knowledge of State Statutes that govern procurement in the District, proficiency in Work Perfect for Windows.

Employee/Date:

Leanna Cumberland 5/16/94

Supervisor/Date:

David A. Brzozowski 6/6/94

POSITION DESCRIPTION I RM

NAME OF EMPLOYEE: Helen Ortiz

JOB TITLE: FCD Contracts Coordinator

POSITION RANGE: AA

CLASS#: 55141 Administration Coordinator II

DIVISION: Administration

JOB PURPOSE

Prepares, reports, schedules, processes, and maintains various contracts and related documentation for the District. Prepares, schedules, and processes District agenda items for acceptance and approval of the Board of Directors. Prepares correspondence and compiles contract statistical data for District staff and other governmental agencies.

JOB END RESULTS

- Prepare various contracts, complete documents to ensure compliance with the Procurement Code.
- Ascertain all legal documents have been properly coordinated with appropriate parties.
- Prepare, coordinate, and complete the scheduling and processing of construction contracts and associated documents.
- Review, finalize, schedule, and coordinate agenda items for approval of the Board of Directors.
- Maintain liaison with all points of contact during agenda routing until item is placed on the appropriate Board Agenda to ensure that District business is conducted timely and legally.
- Assist in developing, preparing and implementing administrative procedures as they relate to Contracting Branch responsibilities, such as District agenda items.
- Prepare correspondence and statistical reports relating to all contract modifications.
- Audit contracts for Minority Women-Owned Business Enterprise compliance, and prepare reports for the Minority Business Office as appropriate.
- Perform administrative duties related to the function of the assigned department.
- Establish and maintain effective working relationships with other County entities and consulting and contracting communities.
- Attend meetings and report results.
- Provide technical assistance as needed and fill-in as key staff person in the absence of Contracts Administrator.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education is requested: proficiency in Wordperfect and Excel (or comparable spreadsheet program), ability to edit, transfer and print from a diskette or floppy, and exercise proper administrative format. Communicate effectively both orally and in writing.

EMPLOYEE SIGNATURE/DATE:

Helen Ortiz

8/31/94

SUPERVISOR SIGNATURE/DATE:

Jenna Campbell

8/31/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Dortha L. Klaahsen

JOB TITLE: FCD Contracts Assistant

POSITION RANGE: K

CLASS#: 19147, Contracts Assistant

DIVISION: Administration

JOB PURPOSE

Prepares, schedules, processes and maintains various contracts and related documentation for the Flood Control District. Prepares correspondence and compiles contract statistical data for district staff and other governmental agencies. Performs duties under the general supervision and direction of the Contracts Administrator.

JOB END RESULTS

- Compile information for, and prepare various contract documents for A/E, construction, and general services contracts.
- Monitor processing activities of procurement documents to assure timely review and movement through the system.
- Coordinate scheduling of shortlist meetings, technical interviews and fee negotiations with selected A/E firms.
- Perform initial review and coordination of contract payment requests. Monitor retention amounts in accordance with contract and statutory provisions.
- Assemble information re insurance coverage requirements and request documentation from consultants.
- Compile information for and maintain various reports; i.e. Contract Payment Status, Contract Document Report, Insurance Compliance Report, Weekly Contract Status Report
- Maintain and update the official legal register.
- Draft correspondence and design computer-generated forms.
- Review Department contract files at least annually for completeness per Administration standards and procedures.
- Attend Weekly Staff Meeting, then update and distribute Contract Status Report.
- Maintain internal and external customer service by correctly and expeditiously responding to their inquiries.
- Perform special assignments as required.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skill are preferred. Proficiency in Word Perfect with Windows and Excel (or comparable spreadsheet program).

EMPLOYEE SIGNATURE/DATE:

Dortha L. Klaahsen 8/25/94

SUPERVISOR SIGNATURE/DATE:

Anna Cumberland 8/25/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Thomas LaMarche

JOB TITLE: Information Systems Manager

POSITION RANGE: JJ

CLASS#: 58726, Project Manager

DIVISION: Information Systems

JOB PURPOSE

Plans, organizes, develops, coordinates and directs the implementation of information systems strategies for the Flood Control District. Consults and coordinates information systems planning with other County and regional entities. Performs duties under general direction of the Flood Control Administrator.

JOB END RESULTS

- Manages and provides technical guidance on the development and implementation of District information systems (IS) and geographic information system (GIS) requirements.
- Identifies new technology useable by the District. Provides analysis and direction for data processing technologies and services that impact multiple areas of concern.
- Ensures District strategic issues and long range plans are fully backed by cost effective information technology support systems. Develops a three year plan for information systems improvements.
- Performs as mentor, trainer, and source of technical information for the IS staff and others, as needed
- Identifies customer needs, recommends viable solutions, and ensures technical, operational and training support is provided to customers.
- Draws information from and coordinates with the Office of the Information Systems Coordinator and other information systems managers.
- Responds through supervisory channels to inquiries on IS and GIS issues.
- Coordinates, prepares and executes an annual (fiscal year) IS budget.
- Develops and implements IS and GIS policies, standards and procedures for the District.
- Establishes and maintains workload indicators and performance measures to achieve strategic objectives.
- Assigns, monitors and reviews work given to subordinates.
- Interviews, trains, counsels and evaluates subordinates.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: Thomas LaMarche / 7/30/94

Supervisor/Date: Daniel A. Bryson



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: R. Ramos, D. Jones, D. Gobins

JOB TITLE: Decision Support Analyst I

POSITION RANGE: BB-EE

CLASS#:

DIVISION: Administration

JOB PURPOSE

Define specific information requirements, design complex scientific, technical or other specialized discipline applications, integrate several applications, potentially, interface with functional production systems and identify opportunities for improvement and creative applications. Work with Flood Control personnel and work under minimal supervision from the Information Systems Branch Chief.

JOB END RESULTS

- * Meet with clients to define appropriate hardware/software to meet information needs
- * Analyze business objective to come up with a solution to the requested needs
- * Design database applications using programming tools and 4GL
- * Test new designed database applications for a specific client or clients
- * Debug and implement designed database applications for client
- * Document new database applications
- * Conduct one-on-one or formal end user training in the use of applications and/or various software
- * Prepare estimates of time and equipment required for requested applications
- * Integrate any software, hardware, tools, applications to Unix databases

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Bachelor's Degree in Computer Science or other closely related field and two years of experience in the field of information systems is preferred. Demonstrated proficiency in more than one complex software tool is desired, knowledge of Novell, Windows, Dos, Unix, Paradox, Visual Basic, Multilink, or any 4GL, in a Windows environment. Knowledge of available analytical and modeling tools, Skill in oral and written communication, Demonstrated ability to effectively work jointly with clients and technical staff to design an optimal decision support application is preferred.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Eric Feldman, Steve Bruffy, Mark Brewer, Kevin LaValle, Shon Wu

JOB TITLE: ENG DRAFT SPEC II, DSA, DSA I, DSA II, SDSA **POSITION RANGE:** M-HH

CLASS#: **DIVISION:** Administration

JOB PURPOSE

The positions in this job family range from the production, mounting and lamination of maps to the design and implementation of highly specialized geographic information applications that provide analytical tools to resolve scientific, technical and hydrological issues for Flood Control personnel. Also this branch is responsible for the database design, support and maintenance for all geographically related information.
Levels of supervision vary depending on the level of the position.

JOB END RESULTS

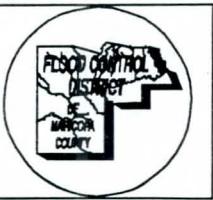
- Prepare by digitizing or scanning graphic and cartographic products such as maps, sketches, engineering drawings, and aerial photographs.
- Mount and Laminate the exhibits produced by the department.
- Work with clients to define the nature of the problem and the analytical processes that are required in the decision making.
- Design and Implement applications within the GIS environment by using programing languages such as AML's and AVENUE.
- Generate program interfaces to tie and exchange data with external software packages with the GIS software environment.
- Train clients in the use of new applications.
- Analyze geographic data performing spatial overlays. Generate reports and cartographic display showing the results of the analysis.
- Manage the HIS database by updating, deleting and adding information to it.
- Review and approve submittals of data from consultants for all contracted studies to make sure that they are done according to the FCD Database Specs and finally stored and made accesible to all fcd personnel.
- Generate digital terrain models and derive data and reports from them for the regulatory and engineering division.
- Be a liason to other government agencies for data exchange and standards.
- Manage the inventory of graphic and drafting supplies for the FCD.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Bachelor's degree in Geography, Computer Science or other closely related field. Arc/Info knowledge and hands on experience with this software package. Demonstrated proficiency in AML's Avenue or any 4GL. Experience with relational databases, CAD Packages such as Autocad or Microstation, Scanning devices and processing software is preferable.
The number of years of experience varies depending on the individual positions.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Information Systems Operations/Support Section - GENERALIZED

JOB TITLE:

POSITION RANGE: M-FF

CLASS#:

DIVISION: Administration

JOB PURPOSE

Operations and technical support of the computerized information systems installed at the District. This includes multi-user mini-computer systems, UNIX workstations, Personal Computers, software, and data communications. Also provides end-user training in both formal and informal atmosphere. To provide technological support to District staff to insure that they have the computerized tools they need, when they need them, to provide the best service possible to the customers of the Flood Control District.

JOB END RESULTS

1. Performs system management functions for multi-user mini-computer systems and Novell Netware networks. Including operating system installation and upgrade, memory management, storage management, performance monitoring and tuning, resource allocation, print queue support, applications software installation, upgrade, and support, utility programming, system backup and recovery, disaster recovery planning, hardware maintenance.
2. Provides end-user hardware and software support. Including PC hardware installation, maintenance, troubleshooting, repair, upgrades, data communications installation and troubleshooting, and system and applications software installation, upgrade, and support, as well as software training programs which are presented in a formal classroom environment.
3. Manages supply of computer hardware, including surplus, to make the best use of this equipment and obtain as much useful life as possible from it. Rotates hardware components in and out of installations as needed, and sends unusable materials to county salvage for disposal.
4. Produces quarterly reports of section productivity and activity. Collects statistics from staff in automated tracking system for production of these reports.
5. Implements and supports network plans and goals. Including future direction, protocol implementation, operating system selection, topology, upgrades.
6. Supports the Infrastructure Operations Center. Is responsible for the implementation of computer resources in the IOC and user and system support during IOC operation.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County class code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred: Bachelor's Degree in Computer Science or other closely related field and from one to four years of experience in the field of information systems technology, depending upon the position. For the Lead Systems Administrator, six years of experience in the field of computer systems administration, two of which included supervisory and management related duties, is preferred. Depending on the position, some or all of the following: Demonstrated proficiency in DOS microcomputer operating system, Microsoft Windows, Novell networks, and personal computer hardware and software installation, troubleshooting and repair, UNIX operating system and data communications support. For all positions, demonstrated skills in oral and written communications, good organization and time management. Demonstrated ability to work effectively with end users and technical staff is preferred.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Construction & Operations Manager

POSITION RANGE: LL

CLASS#: 54417, Construction & Operations Manager

DIVISION: Const & Operations

JOB PURPOSE

Head of the Construction & Operations Division: Plans, organizes and directs engineering and engineering related administrative functions for the Flood Control District. Performs duties under general direction of the Flood Control District Chief Engineer and General Manager.

JOB END RESULTS

- Provides general supervision/management to the Division.
- Render technical guidance to the Division.
- Responds to Board of Supervisor's inquiries on issues relating to Division Areas of Responsibility.
- Develops long range plans to ensure flood control and drainage construction administration and maintenance are programmed to meet the County's needs.
- Coordinates Intergovernmental Agreements and other areas of mutual interests with Municipalities, other counties, state and federal agencies.
- Plans and administers Divisional participation in County programs such as Strategic Planning, Total Quality Management, Partnering, restructuring and performance management system.
- Reviews, approves and forwards consolidated division budget.
- Establishes and maintains workload indicators and performance measures to achieve division strategic objectives.
- Initiates and approves the development of divisional policies and procedures.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Sound abilities to organize and direct complex engineering functions, programs and services is sought. Extensive managerial and administrative abilities are preferred. Confirmed capacity to speak and write productively. Personal demeanor conducive to working well with others is essential.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Admin Asst II

POSITION RANGE: K

CLASS#: 19122, Admin Asst II

DIVISION: Const and Operations

JOB PURPOSE

Performs essential administrative, records management and inventory control functions for the Flood Control District, Construction and Operations Division. Performs duties under the general supervision and direction of the Administrative Coordinator II.

JOB END RESULTS

- Performs clerical support duties for Construction and Operations management staff.
- Enters work order time, materials and equipment information into the Division database.
- Runs computation of work hours for Operations and Maintenance payroll.
- Alternate focal point for section computer related problems and question resolution.
- Attends various in-house meetings, as an alternate, representing Section interests and collecting information to relay to other section members.
- Responds to or refers incoming telephone calls in a courteous and timely manner.
- Assists with or performs the duties of the Division Head's Administrative Coordinator II during her absence.
- Maintains contact with District personnel through the District base radio station.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

High School Diploma or GED Certificate is preferred. Five years of responsible clerical experience to include two years of administrative experience is desired. Ample knowledge of office practices, procedures, and clerical processes relating to the support of construction activities is sought. Experience in operating and using WordPerfect and Excel for Windows is preferred. Aptitude for planning, organizing and maintaining work flow is desired. Personal demeanor conducive to working well with others is sought. Effective oral and written communications skills is highly desired.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: WP OPR II

POSITION RANGE: J

CLASS#: 19203, WP OPR II

DIVISION: Const & Operations

JOB PURPOSE

Prepares final copy documents from rough draft or dictation using word processing applications for the Flood Control District, Construction and Operations Branch. Performs duties under the general supervision of the Branch Administrative Coordinator II.

JOB END RESULTS

- Generates correspondence, manuals, reports, forms, statistical data in various required formats.
- Edits and reviews copy for proper grammar, sentence structure, spelling, punctuation and format.
- Responds to or refers incoming telephone calls in a courteous and timely manner.
- Performs the duties of the Administrative Assistant III when absent.
- Maintains the inventory of Division administrative supplies.
- Distributes Division correspondence.
- Maintains contact with District personnel through the District base radio station.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Four years of increasingly responsible clerical experience, of which two years are in using advanced word processing software is preferred. Comprehensive knowledge of the practices and principles relating to large scale word processing is desired. Thorough knowledge of business english and spelling in conjunction with county policies, procedures and organization is sought. Comprehensive knowledge of general office and clerical practices and procedures is preferred. Demonstrated ability to plan, organize and direct varied management and administrative services with initiative and dependability. Demonstrates the ability to effectively work well with others. Adept at oral and in written communication.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Const Inspct Chief

POSITION RANGE: GG

CLASS#: 54423, Const Inspct Chief

DIVISION: Const & Operations

JOB PURPOSE

Plans, organizes and directs field inspection program of the Flood Control District, Construction Inspection Branch. Performs duties of considerable difficulty under the direction of the Construction and Operations Division Manager.

JOB END RESULTS

- Plan, assigns and evaluates the work of construction inspectors.
- Administers construction management contracts.
- Manages construction administration of Capital Improvement Program projects utilizing in-house construction inspectors.
- Conducts surveillance inspections of contract construction projects.
- Reviews and analyzes all construction plans and specifications.
- Prepares reports and recommendations relating to construction design, progress and deficiencies.
- Prepares pay estimates for construction contractors.
- Reviews test data on construction materials.
- Attends construction coordination meetings.
- Helps with contract negotiations.
- Provides construction engineering technical expertise on maintenance activities.
- Ensure effective execution of required safety programs.
- Helps with the construction engineering aspects of special analyses and studies.
- Coordinates with other departments and governmental agencies.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's Degree in Civil Engineering or a closely related field is required. Five years of progressively responsible field engineering, construction management or inspection experience, two years of which were in a supervisory capacity is prescribed. Registration in the state of Arizona as a professional engineer is highly desirable. Comprehensive knowledge in the use of procedures and/or equipment associated with laboratory functions, surveying activities and testing equipment is sought. Considerable knowledge of materials testing and control is preferred. Ample knowledge of the principles and practices of civil engineering is desired. Significant knowledge of construction contract administration is sought. Ability to function effectively in an office or field environment is preferred. Demonstrated ability to apply analytical and mathematical methods to branch functions is desired.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Const Inspct II

POSITION RANGE: DD

CLASS#: 54422, Const Inspct II

DIVISION: Const & Operations

JOB PURPOSE

Provides Capital Improvement Program construction, floodplain and license inspections for the Flood Control District, Construction Branch. Performs duties under the direction of the Construction Inspector Chief.

JOB END RESULTS

- Manages plan and specification compliance on Capital Improvement Program projects.
- Aids in the supervision of Construction Inspectors I.
- Conducts surveillance inspections of contract construction projects.
- Prepares pay estimates for construction contracts.
- Advises Chief Construction Inspector on complaint and problem investigations.
- Reviews and analyzes construction plans and specifications.
- Prepares reports and recommendations relating to design, construction progress and deficiencies.
- Reviews construction material engineering test data.
- Ensures drainage and floodplain regulation compliance through filed inspection.
- Attends construction coordination meetings.
- Ensures effective execution of required safety programs.
- Maintains construction project files.
- Performs the duties of the Construction Inspection Chief in his absence.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's Degree in Civil Engineering or a closely related field with two years of construction engineering experience is required. Considerable knowledge in the use of procedures and/or equipment associated with laboratory functions, surveying activities and testing equipment is sought. Substantial knowledge of materials testing and control is preferred. Abundant knowledge of the principles and practices of civil engineering is desired. Considerable knowledge of construction contract administration is sought. Capacity to read and interpret construction plans and specifications is preferred. Ability to function effectively in an office and field environment is desired. Demonstrated ability to apply analytical and mathematical methods to branch functions is sought. Demonstrates the ability to effectively work well with others. Adept at oral and written communications.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Const Inspct I

POSITION RANGE: BB

CLASS#: 54421, Const Inspct I

DIVISION: Const & Operations

JOB PURPOSE

Provides Capital Improvement Program construction, floodplain and license inspections for the Flood Control District, Construction Branch. Performs duties under the general supervision of the Construction Inspector Chief.

JOB END RESULTS

- Manages plan and specification compliance on Capital Improvement Program projects.
- Conducts surveillance inspections of contract construction projects.
- Prepares pay estimates for construction contracts.
- Advises Chief Construction Inspector on complaint and problem investigations.
- Reviews and analyzes construction plans and specifications.
- Prepares reports and recommendations relating to design, construction progress and deficiencies.
- Reviews construction material engineering test data.
- Ensures drainage and floodplain regulation compliance through filed inspection.
- Attends construction coordination meetings.
- Ensures effective execution of required safety programs.
- Maintains construction project files.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's Degree in Civil Engineering or a closely related field is required. Ample knowledge in the use of procedures and/or equipment associated with laboratory functions, surveying activities and testing equipment is sought. Sufficient knowledge of materials testing and control is preferred. Ample knowledge of the principles and practices of civil engineering is desired. Capacity to read and interpret construction plans and specifications is sought. Ability to function effectively in an office and field environment is preferred. Demonstrated ability to apply analytical and mathematical methods to branch functions is desired. Demonstrates the ability to effectively work well with others. Adept at oral and written communications.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Revegetation Ecologist

POSITION RANGE: DD

CLASS#: 54435, Revegetation Ecologist

DIVISION: Const & Operations

JOB PURPOSE

Helps design implement and evaluate programs to establish and maintain protective a aesthetic vegetative cover for Flood Control District structures and other property. Performs assigned duties under direction of the Ecology Branch Manager.

JOB END RESULTS

- Manages the integrated pesticide management program aspect of the integrated vegetation management plan.
- Assists with annual budget preparation and pesticide projections and costs.
- Trains personnel in the correct usage of pesticides for state certification.
- Coordinates continuing education credits for county employees that are state certified applicators.
- Conducts field surveys of vegetation and percent cover, to assess the effectiveness in controlling erosion and establishing a self-sustaining vegetative cover.
- Helps to conduct follow-up studies.
- Provides field crews technical assistance and planning for fall seeding projects.
- Prepares Notice of Intent and Notice of Termination for all seeding projects.
- Assists in technical reviews of landscape and irrigation plans.
- Inspects plants and assists construction inspectors on district revegetation and landscaping projects.
- Manages the New River mitigation site through: the coordination of annual vegetative inventories; processing of data; monitoring of watering program; and preparing and submitting annual ground water and 404 compliance reports.
- Prepares reports and interoffice memos using Wordperfect or Excel programs.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Thorough knowledge of ornamental and native plants and also weed identification. Two to three years of experience working with pesticides. Familiarization with WordPerfect and Excel for Windows computer software applications capabilities for use in report generation.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Equip Opr IV

POSITION RANGE: M

CLASS#: 34023, Equip Opr IV

DIVISION: Const & Operations

JOB PURPOSE

Operates various heavy equipment involved in the construction, maintenance, repair or cleaning of Flood Control District properties and structures. Performs with general supervision of supervisor.

JOB END RESULTS

- Operates 140g grader, 613 scraper, backhoe, D7 dozer, front end loader, 815 sheep foot, 698 street sweeper, bob cat, and various mowers/farm tractors.
- Operates 10-wheel dump with trailer, 10-wheel water truck, ASPEN dump trucks, and other rental equipment as need and availability of equipment dictates.
- Maintains certification on at least five pieces of off road equipment.
- Trains other equipment operators in the operation of heavy equipment.
- Prepares Job Assignment Worksheets and coordinates operator personnel and equipment allocations with location and submits daily maintenance reports to supervisor.
- Monitors the work of equipment operator II/III's assigned to work site and fills in for the O&M Supervisor or Maintenance Team Leader during his absence.
- Prechecks, services, and performs minor repairs to assigned equipment.
- Attends and presents topics at section safety meetings and promptly reports safety hazards to supervisor.
- Performs manual labor when needed.
- Notifies supervisory personnel immediately when unable to report to work on time.
- Performs tasks in the interest of public safety and property protection during flood emergencies.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, an Arizona commercial driver's license (CDL) is required and Arizona Structural Pesticide Certification is preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM



NAME OF EMPLOYEE:

JOB TITLE: Equipment Operator III

POSITION RANGE: K

CLASS#: 34022, Equipment Operator III

DIVISION: Const & Operations

JOB PURPOSE

Operates various heavy equipment involved in the construction, maintenance, repair or cleaning of Flood Control District properties and structures. Performs with general supervision of leadman or supervisor.

JOB END RESULTS

- Operates 4 to 5 pieces of the following equipment: 140g grader, 613 scraper, backhoe, D7 dozer, front end loader, 815 sheep foot, 698 street sweeper, bob cat, and various mowers/farm tractors.
- Operates 10-wheel dump with trailer, 10-wheel water truck, ASPEN dump trucks, and other rental equipment as need and availability of equipment dictates.
- May operate other advanced vehicular equipment for upgrade training as desired and documented on an on-the-job training card.
- Maintains certification on at least three pieces of off road equipment.
- Trains other equipment operators in the operation of heavy equipment.
- Prechecks, services, and performs minor repairs to assigned equipment.
- Submits daily maintenance reports to supervisor.
- Promptly reports safety hazards to supervisor.
- Utilizes roadway courtesies in the performance of assigned duties.
- Performs manual labor in support of assigned projects.
- Notifies supervisory personnel immediately when unable to report to work on time.
- Performs tasks in the interest of public safety and property protection during flood emergencies.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, an Arizona commercial driver's license (CDL) is required and Arizona Structural Pesticide Certification is preferred.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Equip Opr II

POSITION RANGE: J

CLASS#: 34021, Equip Opr II

DIVISION: Const & Operations

JOB PURPOSE

Operates various heavy equipment involved in the construction, maintenance, repair or cleaning of Flood Control District properties and structures. Performs with general supervision of leadman or supervisor.

JOB END RESULTS

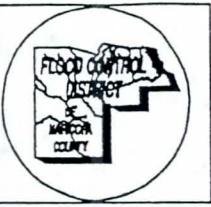
- Operates 10-wheel dump with trailer, 10-wheel water truck, ASPEN dump trucks.
- Operates other rental equipment as need and availability of equipment dictates.
- May operate other advanced vehicular equipment for upgrade training as desired and documented on an on-the-job training card.
- Prechecks, services, and performs minor repairs to assigned equipment.
- Submits daily maintenance reports to supervisor.
- Utilizes roadway courtesies in the performance of assigned duties.
- Promptly reports safety hazards to supervisor.
- Performs manual labor in support of assigned projects.
- Notifies supervisory personnel immediately when unable to report to work on time.
- Performs tasks in the interest of public safety and property protection during flood emergencies.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, an Arizona commercial driver's license (CDL) is required and Arizona Structural Pesticide Certification is preferred.

Employee/Date: _____

Supervisor/Date: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: O&M Resource Coordinator II

POSITION RANGE: AA

CLASS#: 34685, O&M Resource Coordinator II

DIVISION: Const & Operations

JOB PURPOSE

Procures and inventories tools, equipment and materials and fabricates tools for the Flood Control District, Operations and Maintenance Branch. Performs duties under the general supervision of the Operations and Maintenance Manager

JOB END RESULTS

- Coordinates the purchase or procurement of supplies, tools and materials.
- Maintains supply, tool and material records.
- Maintains inventory levels and issues supplies.
- Fabricates tools for use in the field.
- Coordinates District vehicle preventative maintenance program.
- Monitors equipment readiness status.
- Helps prepare and process work order cost and material estimates.
- Helps supervise trustees used in the general maintenance areas.
- Evaluates personnel under his supervision.
- Administers and logs personnel and equipment safety programs.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Three years of supervisory experience is preferred.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: O & M Resource Coord I POSITION RANGE: M
CLASS#: 34684, O &M Resource Coord I DIVISION: Const & Operations

JOB PURPOSE

Procures and inventories tools, equipment and materials and fabricates tools for the Flood Control District, Operations and Maintenance Branch. Performs duties under the general supervision of the Operations and Maintenance Manager.

JOB END RESULTS

- Helps purchase or procure supplies, tools and materials.
- Aids in the maintenance of supplies, tools and materials records.
- Assists in the fabrication of materials for use in the field.
- Facilitates District vehicle preventative maintenance program.
- Monitors equipment readiness status.
- Helps supervise trustees used in the general maintenance areas.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

High School Diploma or GED Certificate with two years experience in purchasing, welding and general construction and maintenance support is preferred. Ample knowledge of the County buying policies and procedures is desired. Ample knowledge of construction and maintenance techniques is sought. Skill in the use of welding equipment is preferred. Ability to maintain records is desired. Demonstrates the ability to effectively work well with others is sought. Current Arizona driver's license is necessary.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Maint Team Ldr

POSITION RANGE: BB

CLASS#: 36527, Maint Team Ldr

DIVISION: Const & Operations

JOB PURPOSE

Supervises Flood Control District and Department of Corrects field teams in the maintenance of District properties, facilities and right-of-way. Performs duties under the general supervision of the Public Works Supervisor.

JOB END RESULTS

- Supervises and helps with the repair of fences, facility maintenance, repair and installation of sprinkler and bubbler systems, welding of main outlet gates, and the repair of various concrete structures.
- Attends Weekly Team Leader meeting.
- Informs supervisor of inability to report to work on time.
- Inspects channels, levees, spillways, underground storm drains and basins.
- Coordinates engineering survey work.
- Prepares daily activity and material/equipment usage reports.
- Directs weed abatement, landscaping, constriction and maintenance programs for District facilities.
- Monitors and promotes section tailgate safety meetings.
- Maintains operations and maintenance manuals and project agreements.
- Operates the MIR 5000 computer for irrigation applications.
- Trains Maintenance Technicians Is/IIs and Laborer IIs/IIIs on the MIR 5000 computer.

EDUCATION, KNOWLEDGE, & SKILLS

High School Diploma or GED Certificate with five years of experience in general construction and maintenance, drafting, surveying, or construction inspection of which one year was in a supervisory capacity is required. Valid Arizona class "A" or "B" driver's license, Department of Corrects Certificate and Arizona Pesticides license are prescribed. Considerable knowledge of: the construction, building maintenance and survey techniques; hazards and safety precautions, policies and procedures; Department of Corrections policies and procedures; and construction contracting procedures is desired. Ability to: plan and supervise the work of construction workers and Department of Corrections crews in accordance with established policies and procedures; estimate and review completed and proposed project costs; establish and maintain effective working relationships; and communicate effectively both orally and in writing is sought.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Maint Tech I

POSITION RANGE: J

CLASS#: 36521, Maint Tech I

DIVISION: Const & Operations

JOB PURPOSE

Maintains, constructs, and surveys all flood control structures operated and maintained by the Flood Control District. Performs duties under the general supervision of the Public Works Supervisor or designated agent.

JOB END RESULTS

- Maintains dams, canals, right-of-ways and other flood control structures.
- Serves as chair or rod person on field survey crews.
- Records damage to flood control structures.
- Performs: screeding, tamping, floating, edging and finishing work; weed abatement and landscaping tasks; and fencing, welding, concrete and carpentry work.
- Helps inspect dams, channels, drains, box culverts, inlet, outlet and various other flood control structures.
- Renders assistance during emergency situations.
- Informs supervisor of inability to report to work on time.
- Timely notification of requests for vacation and sick leave.
- Promotes section safety meetings.
- Maintains irrigation systems.
- Operates the MIR 5000 computer.

EDUCATION, KNOWLEDGE, & SKILLS

High School Diploma or GED Certificate with two years of general construction experience is required. Valid Arizona class "4" driver's license, capability to lift 100 pounds and current Arizona Pesticides license are prescribed. Ample knowledge of: general construction, building maintenance and survey techniques; methods and procedures used in carpentry, welding, fencing, landscaping and concrete work; and the operation of hand and small power tools is desired. Ability to: work outside under various conditions; apply skills safely; establish and maintain effective working relationships is sought.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Laborer II

POSITION RANGE: G

CLASS#: 39236, Laborer II

DIVISION: Const & Operat

JOB PURPOSE

Performs basic construction, maintenance, repair and c activities for the Flood Control District. Works under supervision of the Public Works Supervisor.

JOB END RESULTS

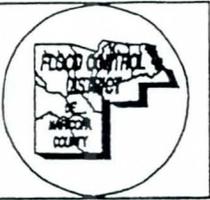
- Performs general labor in support of District construction maintenance activities.
- Erects scaffolding.
- Lays cement blocks and forms for concrete projects.
- Paints and finishes structures.
- Installs signs and places barricades.
- Maintains tools and equipment.
- Maintains Irrigation systems.

EDUCATION, KNOWLEDGE, & SKILLS

High School Diploma or GED Certificate with one year's experier care, maintenance or repair of structures or facilities is req valid Arizona driver's license is desired. Demonstrated ski knowledge of standard practices, methods, various hand and pc and equipment, and material usage to include possible hazards a precautions is sought. Ability to: make simple estimates of materials required; work from sketches or blueprints; under follow oral or written instructions; lift and move heavy obj work under varying weather conditions is sought.

Employee/Date: _____

Supervisor/Date: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Public Works Supervisor

POSITION RANGE: CC

CLASS#: 34065, Public Works Supervisor

DIVISION: Const & Operations

JOB PURPOSE

Supervises and organizes crews performing varied construction, maintenance, repair and operations activities for the Flood Control District. Works under general supervision of the Operations and Maintenance Manager.

JOB END RESULTS

- Completes time sheets, instructs, counsels and evaluates support crews in the maintenance and repair of Flood Control structures and associated facilities.
- Assists in the preparation of construction and maintenance schedules.
- Inspects construction work to ensure compliance with approved plans and specifications and implements changes as needed.
- Plans, assigns and evaluates the work of crews.
- Supervises assigned personnel and ensures all vehicles are maintained in proper working order.
- Evaluates employees under his supervision.
- Reviews progress of work projects.
- Administers and logs crew and equipment safety programs.
- Reviews reports submitted by subordinates.
- Maintains records of work performed by crews.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Cite additional preferences, such as software used, training received, courses taken, certifications received, special skills sought or any other educational effort, knowledge acquired or skill exhibited that you feel would enhance an individual's efficiency or effectiveness in this position for the County.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Wk Crew Ldr

POSITION RANGE: M

CLASS#: 36525, Wk Crew Ldr

DIVISION: Const & Operations

JOB PURPOSE

Supervises Flood Control District and Department of Corrects work crews in the maintenance of District properties, facilities and right-of-way. Performs duties under the general supervision of the Public Works Supervisor.

JOB END RESULTS

- Supervises and helps with the repair of fences, facility maintenance, repair and installation of sprinkler and bubbler systems, welding of main outlet gates, and the repair of various concrete structures.
- Completes work orders to meet District standards.
- Ensures the removal of vegetation and debris from structures and properties.
- Inspects channels, levees, spillways, underground storm drains and basins.
- Prepares daily activity and material/equipment usage reports.
- Accurately completes and documents assigned special projects.
- Monitors and promotes section safety meetings.
- Instructs crews in the proper use and maintenance of equipment.
- Serves as on-site FCD liaison on joint governmental projects.
- Notifies supervisor of requests for vacation and sick leave in a timely manner.

EDUCATION, KNOWLEDGE, & SKILLS-PREFERRED

High School Diploma or GED Certificate with four years of experience in general construction and maintenance of which one year was in a supervisory capacity is preferred. Valid Arizona class "A" or "B" driver's license, Department of Corrects Certificate and Arizona Pesticides license are prescribed. Considerable knowledge of: the methods and procedures of weed abatement, construction, maintenance and repair of buildings and facilities; safety policies and procedures; Department of Corrections policies and procedures; and the proper use and maintenance of various tools and equipment is desired. Ability to: supervise Department of Corrections crews in accordance with established policies and procedures; establish and maintain effective working relationships; and communicate effectively both orally and in writing is sought.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Maint Tech II

POSITION RANGE: L

CLASS#: 36522, maint Tech II

DIVISION: Const & Operations

JOB PURPOSE

Maintains, constructs and surveys all flood control structures operated and maintained by the Flood Control District. Performs duties under the general supervision of the Public Works Supervisor or designated agent.

JOB END RESULTS

- Inspects flood control structures.
- Prepares written condition reports on earthen embankments, excavations, slopes, inlets and outlet structures, fences, gates, buildings, access roads and dams.
- Maintains District structures by clearing vegetation, repairing fences, gates, slopes and riprap.
- Builds forms and finishes concrete structures.
- Places riprap and concrete grout.
- Welds or cuts steel.
- Operates construction equipment.
- Supervises maintenance crews in the absence of the Maintenance Team Leader.
- Assists Maintenance Team Leader to prepare daily activity, material/equipment usage and personnel reports.
- Promotes section safety meetings.
- Informs supervisor of inability to report to work on time.
- Notifies supervisor of requests for vacation and sick leave in a timely manner.
- Operates MIR 5000 computer and associated applications software.

EDUCATION, KNOWLEDGE, & SKILLS

High School Diploma or GED Certificate with four years of general construction experience, to include some supervisory experience is required. Valid Arizona class "4" driver's license, capability to lift 100 pounds and current Arizona Pesticides license are prescribed. Sufficient knowledge of: general construction, building maintenance and survey techniques; methods and procedures used in carpentry, welding, fencing, landscaping and concrete work; and the operation of hand and small power tools is desired. Ability to: work outside under various conditions; apply skills safely; establish and maintain effective working relationships; and supervise the work of others is sought.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE:

JOB TITLE: Laborer III

POSITION RANGE: H

CLASS#: 39237, Laborer III

DIVISION: Const & Operations

JOB PURPOSE

Performs basic construction, maintenance, repair and operations activities for the Flood Control District. Works under general supervision of the Public Works Supervisor.

JOB END RESULTS

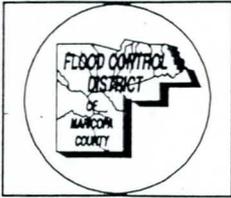
- Performs general labor in support of District construction, maintenance and repair activities on District structures and properties.
- Operates structure and maintenance equipment to include one ton trucks.
- Operates hand held mechanical equipment used in irrigation, road, parking lot, sidewalk, curbing and gutter projects.
- Constructs and repairs fences and gates, facilities, slopes and riprap.
- Performs carpentry work.
- Welds and cuts steel.
- Maintains tools and equipment.
- Sustains irrigation systems.

EDUCATION, KNOWLEDGE, & SKILLS

High School Diploma or GED Certificate with two years experience in the care, maintenance or repair of structures or facilities is required. A valid Arizona driver's license is highly desirable. Demonstrated skill in and knowledge of standard practices, methods, various hand and power tools and equipment, construction equipment, and material usage to include possible hazards and safety precautions is sought. Ability to: make simple estimates of time and materials required; work from sketches or blueprints; understand and follow oral or written instructions; establish and maintain effective working relationships; lift and move heavy objects; and work under varying weather conditions is desired.

Employee/Date: _____

Supervisor/Date: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Michael A. Lopez

JOB TITLE: Project Management Engineer **POSITION RANGE:** HH

CLASS#: 54041, Project Management Engineer **DIVISION:** Planning & Project Mgt, 6971

JOB PURPOSE

Plans, implements and manages various flood control projects for the Flood Control District. Performs duties under the direction of the Planning & Project Manager.

JOB END RESULTS

- Plans, implements, manages and budgets for approved projects.
- Coordinates the location, design and construction of flood control projects with technical representatives of utilities; federal, state and municipal governments; and other County agencies or departments.
- Represents the District or County at planning meetings and conferences.
- Helps to procure cost sharing funding for District projects.
- Takes part in establishing design criteria, specifications and engineering standards for flood control or drainage projects.
- Monitors assigned projects' progress and time schedules.
- Drafts, and negotiates intergovernmental agreements and reviews project plans.
- Prepares and reviews scopes of work for engineering contracts.
- Participates in the selection of consultants to develop projects, analyze problems and develop solutions.
- Develops and manages public involvement for assigned projects and responds to inquiries from the public, management, peers and the A/E.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's Degree in Civil Engineering or closely related field with seven years of progressively responsible engineering experience, three years of which is as a supervisor is preferred. Registration as a Professional Engineer in Arizona and a valid Arizona driver's license are crucial. Considerable knowledge of the principles and practices of project management and civil engineering is desired. Significant knowledge of engineering design, contract negotiations, and contract administration is sought. Insight into computer software and its applications to engineering and project management is preferred. Ability to: organize, plan and direct complex technical projects; prepare comprehensive plans and technical reports; establish and maintain effective working relationships; and make presentations to large groups is sought.

Employee/Date:

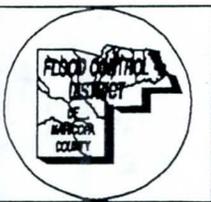
Michael A. Lopez

7/25/94

Supervisor/Date:

Stanley L. Smith

7-25-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Amir Motamedi

JOB TITLE: Watershed Management Branch Manager

POSITION RANGE: HH

CLASS#: 54407, Hydrologist III

DIVISION: Hydrology

JOB PURPOSE

Manages the Watershed Management Branch for the Flood Control District's Hydrology Division. Performs duties under the general direction of the Hydrology Division Manager.

JOB END RESULTS

- Responsible for the management and supervision of the technical and administrative duties within the Watershed Management Branch of the Hydrology Division.
- Coordinates, plans, supervises, and evaluates the work of subordinates.
- Develops and implements a procedure for maintaining the hydrologic and hydraulic model of each watershed within the District's areas of concern current, to reflect changes in methodology, development, and natural conditions.
- Ensures that the hydrologic integrity of the District's projects are maintained.
- Develops quality hydrologic reports to be used for project planning and flood delineation studies.
- Assists other District divisions and branches in the review of hydrologic reports.
- Represents the District at public meetings and hearings.
- Coordinates with architects, planners, engineers, and hydrologists on surface water analysis for proposed development sites.
- Analyzes hydrologic data with computer models to delineate floodplains and design watershed management plans.
- Develops and maintains an electronic geographic database of drainage characteristics and drainage facilities for all watersheds within and contributing to Maricopa County.
- Develops and maintains a good working relationship with other Federal, State, and local agencies concerned with flood control related efforts.
- Prepares, manages, and reviews District A&E contracts.
- Participates in emergency response drills, flood emergencies, and inspection of possible flood hazards.

EDUCATION, KNOWLEDGE & SKILL

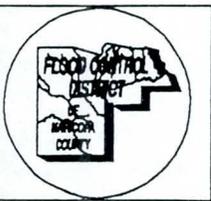
Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: knowledge of WordPerfect, Excel, Windows, and surface water related software. Management skills including continuous quality improvement, empowerment, and coaching are also preferred.

EMPLOYEE SIGNATURE/DATE:

Amir Motamedi 8/30/94

SUPERVISOR SIGNATURE/DATE:

David N. Johnson 8/30/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Afshin Houraiyan

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Hydrology

JOB PURPOSE

Performs and reviews hydrologic analyses for floodplain management, drainage administration, planning purposes, and project design. Ensures that hydrologic integrity of District structures is maintained. Performs duties under the general supervision of the Watershed Management Branch Manager.

JOB END RESULTS

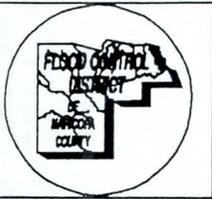
- Reviews hydrology studies and analyses that are submitted to the District for floodplain delineation studies, design of flood control and drainage facilities, and general planning purposes.
- Participates in the model update program ensuring that new developments are not adversely impacting District structures.
- Provides information to the public and other staff by utilizing existing studies or developing new ones.
- Stays current on all the aspects of the project, including other conflicting projects. Ensures that MCDOT or other jurisdictional projects assigned to them are properly routed within the District.
- Improves the Branch's knowledge and analytical tools. Also helps with improving the Drainage Design Manual, Volume I, Hydrology.
- Participates in the peer review program.
- Represents the District in various governmental, public, and educational meetings.
- Participates in flood emergency drills and events.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: applicable surface water related software.

EMPLOYEE SIGNATURE/DATE: A. Houraiyan 08-25-94

SUPERVISOR SIGNATURE/DATE: Tom Mitchell 8-25-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Maximo De Vera

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Hydrology

JOB PURPOSE

Performs and reviews hydrologic analyses for floodplain management, drainage administration, planning purposes, and project design. Ensures that hydrologic integrity of District structures is maintained. Performs duties under the general supervision of the Watershed Management Branch Manager.

JOB END RESULTS

- Reviews hydrology studies and analyses that are submitted to the District for floodplain delineation studies, design of flood control and drainage facilities, and general planning purposes.
- Participates in the model update program ensuring that new developments are not adversely impacting District structures.
- Provides information to the public and other staff by utilizing existing studies or developing new ones.
- Stays current on all the aspects of the project, including other conflicting projects. Ensures that MCDOT or other jurisdictional projects assigned to them are properly routed within the District.
- Improves the Branch's knowledge and analytical tools. Also helps with improving the Drainage Design Manual, Volume I, Hydrology.
- Participates in the peer review program.
- Represents the District in various governmental, public, and educational meetings.
- Participates in flood emergency drills and events.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: applicable surface water related software.

EMPLOYEE SIGNATURE/DATE:

Maximo De Vera

Aug. 29, 1994

SUPERVISOR SIGNATURE/DATE:

Doni Math

8, 29, 94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Valerie Swick

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Const & Operations

JOB PURPOSE

Accomplishes floodplain management analyses and studies of the hydrologic cycle and develops watershed management policies and programs for the Flood Control District, Environmental Branch. Performs duties under the general supervision of the Environmental Program Manager.

JOB END RESULTS

- Coordinates development of water quality database.
- Correlates the activities for the development of industrial facilities database in association with Graphic Information Systems (GIS).
- Assists with the development of an industrial Best Management Practices (BMP) manual.
- Helps publish the Stormwater Monitor periodical.
- Solicits and records public input for updates to the Erosion Control Manual.
- Promotes Stormwater Quality Program through agency and task force involvement.
- Coordinates efforts towards Stormwater Pollution Prevention campaigns to educate the public.
- Gathers and distributes training course and conference information to section staff.
- Collects and distributes information relating to current publications applicable to section functions, then orders publications requested by section staff.
- Maintains section training, travel and publications budget information.
- Represents the branch at committee meetings and hearings.
- Responds to public inquiries regarding Environmental Branch programs, especially National Pollutant Discharge Elimination System (NPDES).

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Cite additional preferences, such as software used, training received, courses taken, certifications received, special skills sought or any other educational effort, knowledge acquired or skill exhibited that you feel would enhance an individual's efficiency or effectiveness in this position for the County.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Jan M. Opstein

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Hydrology

JOB PURPOSE

Performs and reviews hydrologic analyses for floodplain management, drainage administration, planning purposes, and project design. Ensures that hydrologic integrity of District structures is maintained. Performs duties under the general supervision of the Watershed Management Branch Manager.

JOB END RESULTS

- Reviews hydrology studies and analyses that are submitted to the District for floodplain delineation studies, design of flood control and drainage facilities, and general planning purposes.
- Participates in the model update program ensuring that new developments are not adversely impacting District structures.
- Provides information to the public and other staff by utilizing existing studies or developing new ones.
- Stays current on all the aspects of the project, including other conflicting projects. Ensures that MCDOT or other jurisdictional projects assigned to them are properly routed within the District.
- Improves the Branch's knowledge and analytical tools. Also helps with improving the Drainage Design Manual, Volume I, Hydrology.
- Participates in the peer review program.
- Represents the District in various governmental, public, and educational meetings.
- Participates in flood emergency drills and events.

EDUCATION, KNOWLEDGE & SKILL

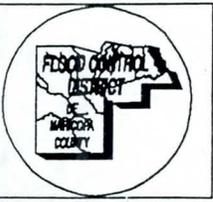
Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: applicable water related software.

EMPLOYEE SIGNATURE/DATE:

Jan M. Opstein 8/29/94

SUPERVISOR SIGNATURE/DATE:

Doni Mott 8/29/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Hasan Mushtaq

JOB TITLE: Hydrologist I

POSITION RANGE: CC

CLASS#: 54405, Hydrologist I

DIVISION: Hydrology

JOB PURPOSE

Performs and reviews hydrologic analyses for floodplain management, drainage administration, planning purposes, and project design. Ensures that hydrologic integrity of District structures is maintained. Performs duties under the direct supervision of the Watershed Management Branch Manager.

JOB END RESULTS

- Reviews hydrology studies and analyses that are submitted to the District for floodplain delineation studies, design of flood control and drainage facilities, and general planning purposes.
- Participates in the model update program ensuring that new developments are not adversely impacting District structures.
- Provides information to the public and other staff by utilizing existing studies or developing new ones.
- Stays current on all the aspects of the project, including other conflicting projects. Ensures that MCDOT or other jurisdictional projects assigned to them are properly routed within the District.
- Improves the Branch's knowledge and analytical tools. Also helps with improving the Drainage Design Manual, Volume I, Hydrology.
- Participates in the peer review program.
- Represents the District in various governmental, public, and educational meetings.
- Participates in flood emergency drills and events.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: applicable water related software.

EMPLOYEE SIGNATURE/DATE:

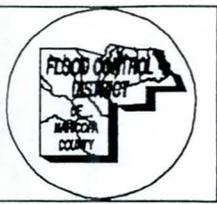
Hasan Mushtaq

8/30/94

SUPERVISOR SIGNATURE/DATE:

Gene Mat...

8/29, 94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Lisa C. Becher

JOB TITLE: Hydrologist I

POSITION RANGE: CC

CLASS#: 54405, Hydrologist I

DIVISION: Hydrology

JOB PURPOSE

Performs and reviews hydrologic analyses for floodplain management, drainage administration, planning purposes, and project design. Ensures that hydrologic integrity of District structures is maintained. Performs duties under the direct supervision of the Watershed Management Branch Manager.

JOB END RESULTS

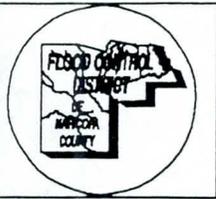
- Reviews hydrology studies and analyses that are submitted to the District for floodplain delineation studies, design of flood control and drainage facilities, and general planning purposes.
- Participates in the model update program ensuring that new developments are not adversely impacting District structures.
- Provides information to the public and other staff by utilizing existing studies or developing new ones.
- Stays current on all the aspects of the project, including other conflicting projects. Ensures that MCDOT or other jurisdictional projects assigned to them are properly routed within the District.
- Improves the Branch's knowledge and analytical tools. Also helps with improving the Drainage Design Manual, Volume I, Hydrology.
- Participates in the peer review program.
- Represents the District in various governmental, public, and educational meetings.
- Participates in flood emergency drills and events.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: applicable water related software.

EMPLOYEE SIGNATURE/DATE: Lisa C. Becher 29 Aug 1994

SUPERVISOR SIGNATURE/DATE: Jim Mott 8, 29, 94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Pedro A. Calza

JOB TITLE: Floodplain Management Branch Manager

POSITION RANGE: HH

CLASS#: 54407, Hydrologist III

DIVISION: Hydrology

JOB PURPOSE

Manages the Floodplain Management Branch for the Flood Control District's Hydrology Division. Performs duties under the general direction of the Hydrology Division Manager.

JOB END RESULTS

- Responsible for the management and supervision of the technical and administrative duties of the Floodplain Management Branch of the Hydrology Division.
- Coordinates, plans, supervises, and evaluates the work of subordinates.
- Ensures that the technical and administrative requirements of the State Statutes and the national Flood Insurance Program are met.
- Responsible for generating goals and objectives for the Branch as well as planning the annual and five-year Floodplain Delineation Program.
- Maintains good public relations and works to improve customer service. Represents the District at various governmental and public meetings.
- Assists in determining State and local policies with respect to floodplain regulations and technical design standards.
- Assists other District divisions and other County and State agencies with matters pertaining to floodplain management.
- Participates in emergency response drills, flood emergencies, and inspection of possible flood hazards.
- Supports the strategic planning effort and works to implement the strategic plan.
- Reviews subdivision plats, building permit requests, and zoning requests for compliance with floodplain regulations, drainage requirements, and impact on District projects.
- Coordinates with architects, planners, engineers, and hydrologists on floodplain analysis for proposed development sites.
- Analyzes hydrologic data with computer models to delineate floodplains.
- Prepares, manages, and reviews District A&E contracts.

EDUCATION, KNOWLEDGE & SKILL

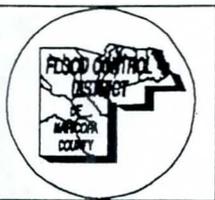
Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: knowledge of WordPerfect, Excel, Windows, and surface water related software. Management skills including continuous quality improvement, empowerment, and coaching are also preferred.

EMPLOYEE SIGNATURE/DATE:

Pedro Calza 8-30-94

SUPERVISOR SIGNATURE/DATE:

David A. Johnson 8/30/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Catherine W. Register

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Hydrology

JOB PURPOSE

Analyzes and identifies floodplain areas and evaluates development within those areas for compliance with floodplain regulations and programs for the Flood Control District. Performs duties under direction of the Floodplain Management Branch Manager.

JOB END RESULTS

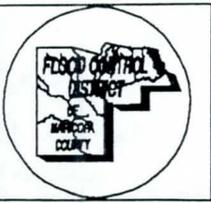
- Conducts hydraulic studies and prepares reports.
- Reviews subdivision plats, building permit requests, and zoning requests for compliance with floodplain regulations or conflicts with District projects.
- Coordinates with architects, planners, engineers, and hydrologists on floodplain problem analysis of proposed developments.
- Helps to update and develop floodplain regulations.
- Reviews and helps to revise current floodplain delineations.
- Uses computer models to analyze hydraulic data to delineate floodplains and aid in the design of watershed management plans.
- Represents the District at various governmental, public, and educational meetings.
- Responds to inquiries from the public on floodplain delineations and regulations.
- Reviews floodplain delineations, which have been done by contractors either under contract to the District, one of the municipalities, or a private developer to ensure that they are technically correct and meet required floodplain management and FEMA criteria.
- Identifies study areas, selects consultants, and negotiates fees for floodplain studies.
- Liaison between the District and local municipalities for flood insurance studies.
- Manages contracts with private consultants performing floodplain delineation studies for the District. Assures quality control of technical information and maintains scheduled deadlines.
- Reviews and processes technical information for LOMRs, LOMAs, and other material for submittal to FEMA.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: applicable surface water related software.

EMPLOYEE SIGNATURE/DATE: Catherine W. Register 8/25/94

SUPERVISOR SIGNATURE/DATE: Tedro Calja 8-25-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Ning Mao

JOB TITLE: Hydrologist I

POSITION RANGE: CC

CLASS#: 54405, Hydrologist I

DIVISION: Hydrology

JOB PURPOSE

Analyzes and identifies floodplain areas and evaluates development within those areas for compliance with floodplain regulations and programs for the Flood Control District. Performs duties under direction of the Floodplain Management Branch Manager.

JOB END RESULTS

- Conducts hydraulic studies and prepares reports.
- Reviews subdivision plats, building permit requests, and zoning requests for compliance with floodplain regulations or conflicts with District projects.
- Coordinates with architects, planners, engineers, and hydrologists on floodplain problem analysis of proposed developments.
- Helps to update and develop floodplain regulations.
- Reviews and helps to revise current floodplain delineations.
- Uses computer models to analyze hydraulic data to delineate floodplains and aid in the design of watershed management plans.
- Represents the District at various governmental, public, and educational meetings.
- Responds to inquiries from the public on floodplain delineations and regulations.
- Under direction reviews floodplain delineations, which have been done by contractors either under contract to the District, one of the municipalities, or a private developer to ensure that they are technically correct and meet required floodplain management and FEMA criteria.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: general scientific computer knowledge.

EMPLOYEE SIGNATURE/DATE:

Ning Mao 8-25-94

SUPERVISOR SIGNATURE/DATE:

Edo Caya 8-25-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Timothy M. Murphy

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Hydrology

JOB PURPOSE

Analyzes and identifies floodplain areas and evaluates development within those areas for compliance with floodplain regulations and programs for the Flood Control District. Performs duties under direction of the Floodplain Management Branch Manager.

JOB END RESULTS

- Conducts hydraulic studies and prepares reports.
- Reviews subdivision plats, building permit requests, and zoning requests for compliance with floodplain regulations or conflicts with District projects.
- Coordinates with architects, planners, engineers, and hydrologists on floodplain problem analysis of proposed developments.
- Helps to update and develop floodplain regulations.
- Reviews and helps to revise current floodplain delineations.
- Uses computer models to analyze hydraulic data to delineate floodplains and aid in the design of watershed management plans.
- Represents the District at various governmental, public, and educational meetings.
- Responds to inquiries from the public on floodplain delineations and regulations.
- Reviews floodplain delineations, which have been done by contractors either under contract to the District, one of the municipalities, or a private developer to ensure that they are technically correct and meet required floodplain management and FEMA criteria.
- Identifies study areas, selects consultants, and negotiates fees for floodplain studies.
- Liaison between the District and local municipalities for flood insurance studies.
- Manages contracts with private consultants performing floodplain delineation studies for the District. Assures quality control of technical information and maintains scheduled deadlines.
- Reviews and processes technical information for LOMRs, LOMAs, and other material for submittal to FEMA.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: applicable surface water related software.

EMPLOYEE SIGNATURE/DATE:

Timothy M. Murphy 8-25-94

SUPERVISOR SIGNATURE/DATE:

Teddy Calje 8-25-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Joseph J. Tram

JOB TITLE: Special Projects Branch Manager

POSITION RANGE: HH

CLASS#: 54407, Hydrologist III

DIVISION: Hydrology

JOB PURPOSE

Manages the Special Projects Branch for the Flood Control District's Hydrology Division. Performs duties under the general direction of the Hydrology Division Manager.

JOB END RESULTS

- Responsible for the management and supervision of the technical and administrative duties within the Special Projects Branch of the Hydrology Division.
- Ensures that the technical and administrative requirements of the District's Strategic Plan are met, including supporting, maintaining, and operation of the Flood Warning System.
- Generates long and short-term goals and objectives for the Branch as well as planning the annual and five-year programs.
- Maintains good public relations and represents the District at various governmental, public, and educational meetings. Partakes in the public meetings to discuss flooding problems, remedial measures, and potential projects. Generates information for lawsuits and addresses comments from public and private sectors with respect to flooding, problems encountered with bureaucracy, and means to satisfy the necessary requirements for obtaining Federal, State, and local permits.
- Actively participates in flood emergencies and coordinates with the Department of Emergency Management and District personnel during emergencies.
- Coordinates, plans, supervises, and evaluates the work of subordinates.
- Conducts hydrologic studies then prepares associated technical reports.
- Prepares, manages, and reviews District A&E contracts.
- Provides input to the District's CIP and yearly budgeting process.
- Maintains the District's Flood Warning and Data Collection Programs.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: knowledge of WordPerfect, Excel, Windows, and surface water related software. Management skills including continuous quality improvement, empowerment, and coaching are also preferred.

EMPLOYEE SIGNATURE/DATE:

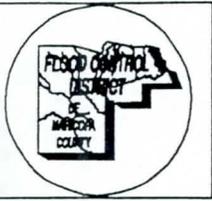
Joseph J. Tram

8-30-94

SUPERVISOR SIGNATURE/DATE:

David A. Johnson

8/30/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Stephen D. Waters

JOB TITLE: Program Coordinator

POSITION RANGE: GG

CLASS#: 55210, Program Coordinator

DIVISION: Hydrology

JOB PURPOSE

Performs administrative, technical, and professional work coordinating and administering the activities of the ALERT program. Performs duties under the direction of the Special Projects Branch Manager.

JOB END RESULTS

- Develop, test, and maintain ALERT system base-station hardware and software.
- Respond to internal and external requests for hydrologic and meteorologic data collected by the ALERT system.
- Compile, analyze, and report ALERT data by electronic and printed means.
- Manage the use of the ALERT system by remote parties, evaluate and where practical, satisfy their data and forecast requirements.
- Represent the District at various meetings with consultants and the public.
- Serve as a member of the Drainage Design Manual, Volume I, Hydrology committee in the review and revision of technical and administrative matters relating to the manual.
- Manage study contracts and special projects, and supervise two employees.
- Maintain working knowledge of the QNX, DOS, and OS/2 operating systems and their associated application packages. Provide technical assistance to the Hydrology Division in these areas as requested.
- Participate in emergency response drills and actual emergencies with the Department of Emergency Management and C&O observation teams. Monitor the ALERT system during business hours and in an on-call capacity.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: in-depth knowledge of computer networks, remote communications and operating systems; hydrometeorologic data analysis; real-time hydrologic modeling; ALERT software and hardware; and county-specific geography, geomorphology, and meteorology.

EMPLOYEE SIGNATURE/DATE:

Stephen D Waters 8/30/94

SUPERVISOR SIGNATURE/DATE:

Joseph J. Team 8-30-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: David Gardner

JOB TITLE: Civil Engineering Technician I

POSITION RANGE: BB

CLASS#: 54042, Civil Engineering Technician I

DIVISION: Const & Operations

JOB PURPOSE

Helps with engineering aspects of Flood Control District environmental projects. Performs duties under the general supervision of the Environmental Program Manager.

JOB END RESULTS

- Helps in the development, design, construction and maintenance of District Best Management Practices (BMPs) projects.
- ^{services as} Project Manager for the City of Phoenix Stormwater Monitoring System.
- Procures scientific equipment for BMPs and Monitoring Stations--to include design specifications.
- Responds to questions from the public, other departments and agencies by telephone or in the field.
- Performs environmental field inspections and investigations then recommends remedial action(s).
- Provides technical expertise on environmental remediation and legislative provisions relating to environmental hazards.
- Manages laboratory contracts in support of environmental branch programs--stormwater analysis or general laboratory requirements.
- Administers real property site assessment and hazardous materials remediation contracts.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Cite additional preferences, such as software used, training received, courses taken, certifications received, special skills sought or any other educational effort, knowledge acquired or skill exhibited that you feel would enhance an individual's efficiency or effectiveness in this position for the County.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Robert W. Naud, Jr.

JOB TITLE: Hydrometeorologic System Specialist

POSITION RANGE: DD

CLASS#: 36505, Hydrometeorologic System Specialist

DIVISION: Hydrology

JOB PURPOSE

Provides support to the District's Flood Warning and Hydrologic Data Collection efforts. Performs duties under the direction of the ALERT Program Coordinator and the Special Projects Branch Manager.

JOB END RESULTS

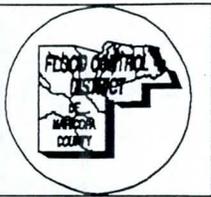
- Maintain the Observer Network computerized records, and prepare observer data for distribution and reports.
- Originate, track, and complete ALERT station permits and FCC licenses.
- Maintain ALERT daily rainfall totals in spreadsheet format.
- Prepare and distribute ALERT data to customers.
- Assist the Watershed Management Branch in establishing and maintaining crest-stage gauges.
- Identify, test, and design gauge sites.
- Operate data collection and flood warning computerized systems.
- Relay hydrologic and meteorologic conditions during flood emergencies.
- Display and explain hydrometeorologic equipment to the public.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: working knowledge of (a) ALERT systems, software, and sensors, (b) MS-DOS, Windows, word processing, and spreadsheet software, and (c) county geography, hydrology, and meteorology.

EMPLOYEE SIGNATURE/DATE: Robert W. Naud Jr 8/30/94

SUPERVISOR SIGNATURE/DATE: Stephen D. Waters 8/30/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Ted W. Lehman

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Hydrology

JOB PURPOSE

Analyzes and studies hydrologic and hydraulic properties of watersheds and projects in the Flood Control District. Performs data collection for those analyses and develops explanation for the results of these studies. Performs duties under the direction of the ALERT Program Coordinator and the Special Projects Branch Manager.

JOB END RESULTS

- Conduct in-depth hydrologic studies by compiling, analyzing, and summarizing data using hand and computer methodologies. Calibrate and maintain hydrologic and hydraulic models for real-time use during flooding events.
- Investigate, compile data, and prepare reports for flood forecasting models for the purposes of flood forecasting.
- Respond to internal and external requests for hydrologic and meteorologic data collected by the ALERT system.
- Represent the Flood Control District at various meetings with consultants and the public.
- Serve as a member of the Drainage Design Manual, Volume I, Hydrology committee in the review and revision of technical and administrative matters relating to the manual.
- Provide technical assistance regarding the use of GIS to the Special Projects Branch and the Hydrology Division.
- Assist in the development and maintenance of stream gauge rating curves for the ALERT system.
- Maintain and monitor the flood alert system. Maintain working knowledge of the QNX operating system, system networking, and sensor operation. Provide technical assistance to the Hydrometeorologic Technicians as necessary.
- Participate in emergency response drills and actual emergencies with the Department of Emergency Management and C&O observation teams.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: in-depth knowledge of hydrometeorologic data analysis, real-time hydrologic modeling, and ALERT software and hardware.

EMPLOYEE SIGNATURE/DATE:

 8/30/94

SUPERVISOR SIGNATURE/DATE:

 8/30/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Thomas M. Donaldson

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Hydrology

JOB PURPOSE

Analyzes and studies hydrologic and hydraulic properties of watersheds and projects in the Flood Control District. Performs data collection for those analyses and develops explanation for the results of these studies. Performs under the direction of the Special Projects Branch Manager.

JOB END RESULTS

- Conduct in-depth hydrologic studies and projects by compiling, analyzing, and summarizing data using hand and computer methodologies. Calibrate and maintain hydrologic and hydraulic models for real-time use during flooding events.
- Represent the District at various governmental, public, and educational meetings.
- Install, maintain, and monitor the flood alert system on a 24-hour basis. Maintain working knowledge of the QNX operating system, system networking, and sensor operation. Archive, compile, and distribute data to public and private sectors as assigned. Provide technical assistance to Hydrometeorologic Technicians as necessary.
- Investigate, compile data, and prepare reports for flooding problems on or caused by District projects. Investigate other flooding problems as potential sources of model calibration data. Represent the District on technical legal matters.
- Manage special projects conducted by the private sector, including coordination with consultants and other governmental agencies, and perform technical reviews.
- Validate all capacity curves at District structures.
- Update and maintain rating curves at District stream gauge sites.
- Obtain new topographic mapping for District structures where either the capacity curves are not available or in question. Use new mapping to establish capacity curves, assess structural subsidence, and develop dambreak, routing, and spillway analysis.
- Where feasible, coordinate and implement ALERT needs for EMTA and cooperating cities.
- Participate in emergency response drills and actual emergencies with the Department of Emergency Management and C&O observation teams.
- Coordinate USGS cooperative surface water data collection program.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: in-depth knowledge of hydrometeorologic data analysis, real-time hydrologic modeling, ALERT software and hardware, and water surface related software.

EMPLOYEE SIGNATURE/DATE:

Thomas M. Donaldson 8-30-94

SUPERVISOR SIGNATURE/DATE:

[Signature] 8-30-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Charles F. Klenner

JOB TITLE: Hydrometeorologic System Specialist

POSITION RANGE: DD

CLASS#: 36505, Hydrometeorologic System Specialist

DIVISION: Hydrology

JOB PURPOSE

Installs, maintains, and operates equipment used in an automated hydrometeorologic data collection system by the Special Projects Branch. Performs duties under the direction of the Special Projects Branch Manager.

JOB END RESULTS

- Installs, maintains, and operates a variety of complex data collection equipment.
- Supports and maintains radio telemetry systems and microwave relay equipment.
- Identifies, tests, and designs gauge sites.
- Operates data collection and flood warning computerized systems.
- Relays hydrometeorologic conditions during flood emergencies.
- Supervises and schedules the work of the hydrometeorologic staff.
- Coordinates data collection activities with other agencies.
- Represents the District at interagency meetings.
- Displays and explains hydrometeorologic equipment to the public.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: ability to operate electronic equipment, such as multimeters, oscilloscopes, and radio service monitors, and have the ability to use a personal computer along with communication software.

EMPLOYEE SIGNATURE/DATE:

Charles F. Klenner 8/25/94

SUPERVISOR SIGNATURE/DATE:

Joe Tran 8-25-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Thomas J. Kiefer, Jr.

JOB TITLE: Hydrometeorologic Technician II

POSITION RANGE: BB

CLASS#: 36503, Hydrometeorologic Technician II

DIVISION: Hydrology

JOB PURPOSE

Installs, maintains, and operates equipment used in an automated hydrometeorologic data collection system by the Special Projects Branch. Performs duties under the general supervision of the Hydrometeorologic System Specialist and the Special Projects Branch Manager.

JOB END RESULTS

- Installs, maintains, and operates a variety of complex data collection equipment.
- Supports and maintains radio telemetry systems and microwave relay equipment.
- Operates data collection and flood warning computerized systems.
- Maintains files and records for radio frequency equipment to ensure compliance with FCC rules and regulations.
- Designs and constructs gauge sites.
- Supervises work of other technicians.
- Displays and explains hydrometeorologic equipment to the public.
- Maintains computer peripheral equipment for ALERT base station.
- Works with other agencies in a team effort towards a statewide data collection system.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: ability to operate electronic equipment, such as multimeters, oscilloscopes, and radio service monitors, and have the ability to use a personal computer.

EMPLOYEE SIGNATURE/DATE: Thomas J. Kiefer, Jr. 8/25/94

SUPERVISOR SIGNATURE/DATE: Charles G. Klenne 8/25/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Roger Miller

JOB TITLE: Civil Engineering Technician I

POSITION RANGE: BB

CLASS#: 54042, Civil Engineering Technician I

DIVISION: Const & Operations

JOB PURPOSE

Helps with engineering aspects of Flood Control District environmental projects. Performs duties under the general supervision of the Environmental Program Manager.

JOB END RESULTS

- Helps in the development, design, construction and maintenance of District Stormwater Monitoring and Best Management Practice~~X~~ (BMP) projects.
- Prepares construction estimates for BMPs and Stormwater Monitoring Stations.
- Assists with construction surveys for BMP projects.
- Procures safety equipment.
- Responds to questions from the public, other departments and agencies by telephone or in the field.
- Performs field inspections and investigations of suspected illicit connections to storm drain facilities and potential hazardous material violations, then recommends remedial action(s).
- Prepares Standard Operating Procedures (SOPs) for spill response, keeps SOPs current with regulatory requirements.
- Serves as the Hazardous Material Coordinator for the Right-to-Know training.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Cite additional preferences, such as software used, training received, courses taken, certifications received, special skills sought or any other educational effort, knowledge acquired or skill exhibited that you feel would enhance an individual's efficiency or effectiveness in this position for the County.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Randy D. Elson

JOB TITLE: Hydrometeorologic Technician II

POSITION RANGE: BB

CLASS#: 36503, Hydrometeorologic Technician II

DIVISION: Hydrology

JOB PURPOSE

Installs, maintains, and operates equipment used in an automated hydrometeorologic data collection system by the Special Projects Branch. Performs duties under the general supervision of the Hydrometeorologic System Specialist and the Special Projects Branch Manager.

JOB END RESULTS

- Installs, maintains, and operates a variety of complex data collection equipment.
- Operates data collection and flood warning computerized systems.
- Designs and constructs gauge sites.
- Maintains radio telemetry systems.
- Displays and explains hydrometeorologic equipment to the public.
- Works with other agencies in a team effort towards a statewide data collection system.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: ability to operate electronic test equipment, such as multimeters, oscilloscopes, and radio service monitors, and have the ability to use a personal computer.

EMPLOYEE SIGNATURE/DATE:

Randy D. Elson 8/25/94

SUPERVISOR SIGNATURE/DATE:

Chris G. Klime 8/25/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Ricky D. Church

JOB TITLE: Hydrometeorologic Technician II

POSITION RANGE: BB

CLASS#: 36503, Hydrometeorologic Technician II

DIVISION: Hydrology

JOB PURPOSE

Installs, maintains, and operates equipment used in an automated hydrometeorologic data collection system by the Special Projects Branch. Performs duties under the general supervision of the Hydrometeorologic System Specialist and the Special Projects Branch Manager.

JOB END RESULTS

- Installs, maintains, and operates a variety of complex data collection equipment.
- Operates data collection and flood warning computerized systems.
- Designs and constructs gauge sites.
- Maintains radio telemetry systems.
- Displays and explains hydrometeorologic equipment to the public.
- Works with other agencies in a team effort towards a statewide data collection system.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: ability to operate electronic test equipment, such as multimeters, oscilloscopes, and radio service monitors, and have the ability to use a personal computer.

EMPLOYEE SIGNATURE/DATE: Ricky D. Church 8/25/94

SUPERVISOR SIGNATURE/DATE: Charles G. Klemmer 8/25/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Albert N. Buruato

JOB TITLE: Hydrometeorologic Technician I

POSITION RANGE: L

CLASS#: 36502, Hydrometeorologic Technician I

DIVISION: Hydrology

JOB PURPOSE

Installs, maintains, and operates equipment used in an automated hydrometeorologic data collection system by the Special Projects Branch. Performs duties under the general supervision of the Hydrometeorologic System Specialist and the Special Projects Branch Manager.

JOB END RESULTS

- Installs, maintains, and operates a variety of complex data collection equipment.
- Maintains station maintenance logs.
- Participates in the design and construction of gauge sites.
- Maintains radio telemetry systems.
- Displays and explains hydrometeorologic equipment to the public.
- Works with other agencies in a team effort towards a statewide data collection system.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: general computer knowledge.

EMPLOYEE SIGNATURE/DATE: Albert N. Buruato 8-25-94

SUPERVISOR SIGNATURE/DATE: Charles G. Renner 8/25/94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Arnold J. Ontiveros

JOB TITLE: Hydrometeorologic Technician II

POSITION RANGE: BB

CLASS#: 36503, Hydrometeorologic Technician II

DIVISION: Hydrology

JOB PURPOSE

Installs, maintains, and operates equipment used in the automated hydrometeorologic data collection system by the Special Projects Branch. Performs duties under the general supervision of the Hydrometeorologic System Specialist and the Special Projects Branch Manager.

JOB END RESULTS

- Installs, maintains, and operates a variety of complex data collection equipment.
- Operates data collection and flood warning computerized systems.
- Designs and constructs gauge sites.
- Maintains radio telemetry systems.
- Displays and explains hydrometeorologic equipment to the public.
- Works with other agencies in a team effort towards a statewide data collection system.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: ability to operate electronic equipment, such as multimeters, oscilloscopes, and radio service monitors, and have the ability to use a personal computer.

EMPLOYEE SIGNATURE/DATE: Arnold J. Ontiveros 8-25-94

SUPERVISOR SIGNATURE/DATE: Charles G. Kerner 8/25/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Elizabeth LaMarche

JOB TITLE: Administrative Coordinator II

POSITION RANGE: AA

CLASS: 55141, Administrative Coordinator II

DIVISION: Land Management

JOB PURPOSE

Plans, coordinates, organizes, and directs administrative services for the Flood Control District, Land Management Division including the budgetary and contracting processes. Supervises the Word Processor Operator I.

JOB END RESULTS

- Assists in the preparation and submittal of the Division fiscal budget through data collection, organizing meetings and preparing fiscal budget and expenditure reports on a monthly basis.
- Plans, coordinates, organizes, performs, and directs a variety of administrative services and researches and interprets rules and procedures relating to administrative functions.
- Assists in the development, maintenance, and implementation of Division administrative procedures, manuals, and participates in the coordination of Division's administrative services.
- Conducts administrative studies, surveys, reports, and researches projects to resolve or improve administrative problems.
- Coordinates and initiates the implementation and completion of contract services under the Procurement Code for appraisal, legal, title, and relocation services and other contractors as needed, including preparing and maintaining contract files, documents, forms, and correspondence.
- Supervises the preparation and submittal of various reports for the Division.
- Supervises the Word Processor Operator I in the Land Management Division.
- Ensures evaluations and time sheets for Land Management are performed and submitted in a timely manner.
- Assists in the preparation of agenda items for the Division and ensures that they are done timely and efficiently.
- Acts as liason for the Division with other Divisions of the District and represents the Division in various meetings and/or committees.
- Performs other related administrative duties as assigned.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred: Word Perfect 5.1, Excel, and/or other computer operations.

Employee/Date: Elizabeth LaMarche 8-31-94

Supervisor/Date: [Signature] 8/31/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Connie Yanez

JOB TITLE: Administrative Assistant III

POSITION RANGE: L

CLASS: 19123, Admin. Asst III

DIVISION: Land Management

JOB PURPOSE

Performs a wide variety of administrative support functions, performing technical and complex clerical work of considerable difficulty relating to the real property acquisition and land management programs in the Land Management Division of the Flood Control District. Performs with general supervision of the Property Acquisition Manager.

JOB END RESULTS

- Receives, reviews, and logs all incoming acquisition correspondence, reports, invoices, and payments, and routes them to the appropriate personnel.
- Reviews, logs, and monitors the ordering, receipt, and status of title and appraisal reports, maps, legals, deeds, and other real estate documentation and material.
- Prepares and reviews the accuracy of right-of-way documents for Board of Directors' Agenda and processes authorized documentation.
- Requests, processes, and coordinates acquisition fees and various payments for services through the District's Accounting Department.
- Researches and prepares correspondence, statistical data, formats, and reports relating to real estate acquisition.
- Participates in the coordination and implementation of special projects or programs for the Acquisition Branch or Land Management Division.
- Coordinates and plans Division activities with other District divisions, departments, agencies, and organizations.
- Provides budgetary data for acquisition reports and related inquiries.
- Prepares and submits litigation reports for legal expense tracking, savings, and condemnation status.
- Routes legal correspondence and maintains legal records, actions, and court dates.
- Prepares and inputs data and obtains information from a computerized system.
- Maintains records and files of the right-of-way acquisition program.
- Answers and responds to complex questions from employees, public, and outside agencies related to property acquisition, management, and other technical and administrative issues.
- Provides support to Property Management Branch functions and Administrative Coordinator duties when staff is unavailable or understaffed.
- Trains Word Processor in Administrative Assistant III duties.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred: two years of college and three years of increasingly responsible clerical and/or administrative experience, two years of which were in a real estate environment; additional related experience may substitute for the education requirement; additional education may substitute for up to two years of the general clerical or administrative experience; aptitude for planning, organizing and preparing detailed statistical reports and maintaining work flow is desired.

Employee/Date:

Connie Yanez 8-30-94

Supervisor/Date:

Richard J. W. Hawan 8/31/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Richard McNamara

JOB TITLE: Chief Real Property Appraiser

POSITION RANGE: HH

CLASS: 20021, Chief Real Property Appraiser

DIVISION: Land Management

JOB PURPOSE

Plans, organizes, and manages the personnel and real property acquisition program for the District, including supervising of Acquisition staff and outside consultants (appraisers, attorneys, title company, relocation agents, and negotiators). Serves as Chief Appraiser for the District.

JOB END RESULTS

- Assigns, reviews (both field and in-house), and approves all appraisals for the District.
- Determines right-of-way needs for District Projects.
- Plans, assigns, supervises, and evaluates the work of staff involved in the acquisition of land for the District.
- Formulates and monitors the acquisition budget of between \$8,000,000 and \$25,000,000 per year.
- Supervises and assists in selecting relocation agents, attorneys, appraisers and title companies.
- Selects all fee appraisers for District work, discusses requirements, negotiates fees, and approves all finished appraisals.
- Negotiates and closes complex transactions. When an impasse is reached initiates action to proceed with eminent domain. Consults and coordinates all cases with attorneys to ensure their timely process and must serve as an expert witness in a court of law when called upon.
- Supervises the preparation of privately-owned property acquisition packages for forwarding to our contracted right-of-way negotiators.
- Directs right-of-way negotiations with governmental and utility agencies.
- Ensures relocation process is accomplished in accordance with applicable federal guidelines, rules, and regulations.
- Attends meetings and conferences and makes recommendations regarding impact on the Land Management program.
- Supervises the preparation of a Bi-weekly Report which summarizes the property activity of the Acquisition Branch.
- Supervises the preparation of items for the Board of Directors Agenda, assists in the selection of staff, and acts as the Chief of Land Management Division when authorized.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred: an Arizona Certified General Real Estate Appraisers License, eight years in the general real estate, and six years experience in right-of-way acquisition and appraisals; a designation in an appraisal or right-of-way group and an Arizona Brokers License would be preferred.

Employee/Date: Richard McNamara 8/31/94

Supervisor/Date: [Signature] 8/31/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: John Palmieri

JOB TITLE: Review Appraiser

POSITION RANGE: EE

CLASS: 20019, Review Appraiser

DIVISION: Land Management

JOB PURPOSE

Performs a wide variety of property acquisition related functions to include: In-house appraisals and appraisal reviews for the Flood Control District, Property Acquisition Branch. Duties are performed under the limited supervision of the Land Management Senior Specialist.

JOB END RESULTS

- Conducts intensive research of real estate & economic data in conjunction with preparing appraisal reports and reviews.
- Recommends acceptance or rejection of appraisal reports to the District's chief appraiser.
- Confers with District's Planning and Project Management Branch on right-of-way needs, submits technical recommendations relating to real property acquisition, and helps plan and organize the real property acquisition program for assigned projects.
- Continually interacts with District's Planners, Project Managers, Engineers, Hydrologists, Negotiators, Special Counsel, Appraisers, property owners and other governmental agencies regarding assigned project status.
- Tracks active Project's parcel inventory and status of parcel acquisitions, supervises a weekly real property acquisition status report, and ensures right-of-way acquisition occurs to meet construction schedules and funds availability.
- Initiates Eminent Domain actions and provides litigation support to acquire property when necessary.
- Prepares, administers, and monitors land acquisition budgets to include relocation payments for assigned Projects.
- Helps select contract fee appraisers, relocation agents and title insurance/escrow companies for the District.
- Analyzes title reports to determine ownership, lienholder interest, leasehold estate, easement rights, water rights, tax liens, and other encumbrances for assigned projects.
- Monitors relocation efforts and processes relocation payments for displaced property owners on all assigned projects.
- Maintains right-of-way interest liaisons and directly negotiates the acquisition of rights-of-way with all governmental and utility agencies on assigned Projects.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. An Arizona Certified General Real Estate Appraisers License. A designation from a professional appraisal or right-of-way organization is preferred.

Employee/Date:

J. J. Jee 08-31-94

Supervisor/Date:

Richard J. M. Chumara 8/31/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Raymond Warriner

JOB TITLE: Review Appraiser

POSITION RANGE: EE

CLASS: 20113, Review Appraiser

DIVISION: Land Management

JOB PURPOSE

Performs a wide variety of property acquisition related functions to include: In-house appraisals and appraisal reviews for the Flood Control District, Property Acquisition Branch. Duties are performed under the limited supervision of the Land Management Senior Specialist.

JOB END RESULTS

- Conducts intensive research of real estate & economic data in conjunction with preparing appraisal reports and reviews.
- Recommends acceptance or rejection of appraisal reports to the District's chief appraiser.
- Confers with District's Planning and Project Management Branch on right-of-way needs, submits technical recommendations relating to real property acquisition, and helps plan and organize the real property acquisition program for assigned projects.
- Continually interacts with District's Planners, Project Managers, Engineers, Hydrologists, Negotiators, Special Counsel, Appraisers, property owners and other governmental agencies regarding assigned project status.
- Tracks active Project's parcel inventory and status of parcel acquisitions, supervises a weekly real property acquisition status report, and ensures right-of-way acquisition occurs to meet construction schedules and funds availability.
- Initiates Eminent Domain actions and provides litigation support to acquire property when necessary.
- Prepares, administers, and monitors land acquisition budgets to include relocation payments for assigned Projects.
- Helps select contract fee appraisers, relocation agents and title insurance/escrow companies for the District.
- Analyzes title reports to determine ownership, lienholder interest, leasehold estate, easement rights, water rights, tax liens, and other encumbrances for assigned projects.
- Monitors relocation efforts and processes relocation payments for displaced property owners on all assigned projects.
- Maintains right-of-way interest liaisons and directly negotiates the acquisition of rights-of-way with all governmental and utility agencies on assigned Projects.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. An Arizona Certified General Real Estate Appraisers License. A designation from a professional appraisal or right-of-way organization is preferred.

Employee/Date: Raymond Warriner 8/31/94

Supervisor/Date: Richard H. Lewis 8/31/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Carolyn D. Franklin

JOB TITLE: Land Management Specialist

POSITION RANGE: BB

CLASS: 54412, Land Management Specialist

DIVISION: Land Management

JOB PURPOSE

Reviews right-of-way documents, researches right-of-way records, compiles reports and prepares documentation in support of Flood Control District, Property Acquisition projects. Performs duties under the general supervision of the Land Management Senior Specialist.

JOB END RESULTS

- Reviews legal descriptions and acquisition maps of parcels needed for assigned District projects.
- Reviews preliminary title reports to determine proper owners, effects of easements, liens, encumbrances, and defects in title on proposed right-of-way for assigned projects.
- Reviews title policies, for assigned projects, to ensure District compliance with all title requirements.
- Researches and compiles property acquisition cost data for District budget projections.
- Monitors for potential conflicts with right-of-way acquisitions in assigned projects.
- Notarizes documents and instruments.
- Researches and compiles data on negotiated settlements and condemnation actions.
- Prepares weekly real property acquisition status report for all assigned projects.
- Reviews appraisals of real property to determine compliance with District contract standards and Uniform Standards of Professional Appraisal Practices (USPAP).
- Drafts right-of-way documents, governmental applications, and correspondence to property owners and government agencies for assigned projects.
- Conducts intensive research of public records and maps to identify parcels impacted by potential District projects.
- Upon request prepares Eminent Domain package for District Special Counsel.
- Maintains acquisition, condemnation, and relocation files for all assigned projects.
- Prepares documentation to ensure upon closure of negotiations for right-of-way acquisitions, that all requirements have been fulfilled for property rights for approval and certification by General Counsel.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description.

Employee/Date: Carolyn Franklin 7-18-94

Supervisor/Date: W. L. Lamm 7/18/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Hedwig Hall

JOB TITLE: Land Management Specialist

POSITION RANGE: BB

CLASS: 54412, Land Management Specialist

DIVISION: Land Management

JOB PURPOSE

Reviews right-of-way documents, researches right-of-way records, compiles reports and prepares documentation in support of Flood Control District, Property Acquisition Branch projects. Performs duties under the general supervision of the Land Management Senior Specialist.

JOB END RESULTS

- Reviews legal descriptions and acquisition maps of parcels needed for assigned District projects.
- Reviews preliminary title reports to determine proper owners, effects of easements, liens, encumbrances, and defects in title on proposed right-of-way for assigned projects.
- Reviews title policies, for assigned projects, to ensure District compliance with all title requirements.
- Researches and compiles property acquisition cost data for District budget projections.
- Monitors for potential conflicts with right-of-way acquisitions in assigned projects.
- Notarizes documents and instruments.
- Researches and compiles data on negotiated settlements and condemnation actions.
- Prepares weekly real property acquisition status report for all assigned projects.
- Reviews appraisals of real property to determine compliance with District contract standards and Uniform Standards of Professional Appraisal Practices (USPAP).
- Drafts right-of-way documents, governmental applications, and correspondence to property owners and government agencies for assigned projects.
- Conducts intensive research of public records and maps to identify parcels impacted by potential District projects.
- Upon request prepares Eminent Domain package for District Special Counsel.
- Maintains acquisition, condemnation, and relocation files for all assigned projects.
- Prepares documentation to ensure upon closure of negotiations for right-of-way acquisitions, that all requirements have been fulfilled for property rights for approval and certification by General Counsel.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description.

Employee/Date: Hedwig Hall 7-14-94

Supervisor/Date: W. L. ... 7/18/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Kenneth Green

JOB TITLE: Real Property Dec Spt Analyst POSITION RANGE: EE

CLASS#: 58621, Decision Support Analyst I DIVISION: Land Management

JOB PURPOSE

Directs, plans, coordinates, supervises and implements geographic information system (GIS) support and prepares right-of-way requirements, legal descriptions, land acquisition mapping functions for the Flood Control District, and other special projects for Maricopa County entities. Performs duties under the general supervision of the Real Property Engineering Branch Chief and GIS Section Head.

JOB END RESULTS

- Prepares, reviews and approves eminent domain land acquisition real property maps and legal descriptions.
- Determines project right-of-way requirements and property boundaries.
- Develops, coordinates, reviews and approves consultant property surveys and survey contracts.
- Creates exhibits and displays for project proposals and court proceedings.
- Helps to develop and evaluate real property acquisition program policies and procedures.
- Performs field evaluations and conducts special studies, reports and recommendations.
- Creates GIS mapping data bases.
- Manipulates, extracts and displays GIS data.
- Tracks, schedules, assigns and distributes Division GIS mapping production.
- Develops special applications and menus for software utilized.
- Administers GIS/ArcInfo applications and identifies, researches and resolves problems for division users.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Three years of progressively responsible experience in real estate, right-of-way, surveying, engineering, technical drafting and title work is required. Two years of experience in GIS, CADD, or other Graphics Arts field is prescribed. Registration as an Arizona Land Surveyor is mandated. A valid Arizona driver's license is crucial. Considerable knowledge of: programmable calculators and personal computer software such as: MicroStation, COGO, Word for Windows, Excel, etc.; real property principles, practices, methods and techniques, and real property administration's relevant laws, rules and regulations is sought. Ability to: formulate and implement plans, programs and policies; evaluate and give subordinates technical advice; and effectively communicate orally and in writing to a variety people is desired.

Employee/Date: Kenneth Green 8/31/94

Supervisor/Date: [Signature] 9/6/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: John Sanchez

JOB TITLE: Right-of-Way Assoc Dec Spt Anal POSITION RANGE: DD

CLASS#: 58620, Assoc Dec Spt Anal

DIVISION: Land Management

JOB PURPOSE

Prepares real property legal descriptions, creates and updates geographic information system (GIS) maps and data bases for the Flood Control District, and other special projects for Maricopa County entities. Performs duties under the general supervision of the Decision Support Analyst I.

JOB END RESULTS

- Provides right-of-way/engineering support to real property acquisition.
- Renders right-of-way property acquisition GIS and cartographic support.
- Prepares eminent domain land acquisition exhibits for court proceedings and real property boundary requirements.
- Updates GIS maps and data bases.
- Writes real property acquisition technical documents, reports, legal descriptions, summaries and memorandums.
- Helps identify spatial data creation and maintenance problems and develop their solutions.
- Develops methods and procedures to convert, maintain and manipulate data within the real property acquisition GIS data base.
- Examines land title reports for accuracy, completeness and information necessary for legal descriptions, ownership determination, and encumbrances.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Three years experience in writing and illustrating real property legal descriptions is required. Two years of experience in GIS, CADD, or other Graphics Arts field is prescribed. A valid Arizona driver's license is crucial. Ample knowledge of: real property principles, practices, methods and techniques; real property administration laws, rules and regulations; and engineering property boundary determination principles and practices is sought. Ability to: establish and maintain effective working relationships and effectively communicate orally and in writing is desired.

Employee/Date:

John Sanchez 8-31-94

Supervisor/Date:

Annith Lee 8/31/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Mary Schnyder

JOB TITLE: Right-of-Way Assoc Dec Spt Anal POSITION RANGE: DD

CLASS#: 58620, Assoc Dec Spt Anal DIVISION: Land Management

JOB PURPOSE

Prepares real property legal descriptions, creates and updates geographic information system (GIS) maps and data bases for the Flood Control District, and other special projects for Maricopa County entities. Performs duties under the general supervision of the Decision Support Analyst I.

JOB END RESULTS

- Provides right-of-way/engineering support to real property acquisition.
- Renders right-of-way property acquisition GIS and cartographic support.
- Prepares eminent domain land acquisition exhibits for court proceedings and real property boundary requirements.
- Updates GIS maps and data bases.
- Writes real property acquisition technical documents, reports, legal descriptions, summaries and memorandums.
- Helps identify spatial data creation and maintenance problems and develop their solutions.
- Develops methods and procedures to convert, maintain and manipulate data within the real property acquisition GIS data base.
- Examines land title reports for accuracy, completeness and information necessary for legal descriptions, ownership determination, and encumbrances.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Three years experience in writing and illustrating real property legal descriptions is required. Two years of experience in GIS, CADD, or other Graphics Arts field is prescribed. A valid Arizona driver's license is crucial. Ample knowledge of: real property principles, practices, methods and techniques; real property administration laws, rules and regulations; and engineering property boundary determination principles and practices is sought. Ability to: establish and maintain effective working relationships and effectively communicate orally and in writing is desired.

Employee/Date:

[Signature] 8/31/94

Supervisor/Date:

[Signature] 8/31/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Kenneth Johnson

JOB TITLE: Prpty Mgt Splt

POSITION RANGE: FF

CLASS#: 54432, Prpty Mgt Splt

DIVISION: Land Management

JOB PURPOSE

Plans, organizes and directs real property management functions for the Flood Control District. Performs duties under the direction of the Land Management Manager.

JOB END RESULTS

- Disposes of excess real and personal property.
- Monitors the maintenance of acquired property.
- Manages the rental, leasing and licensing of properties.
- Prepares and executes documents used to initiate rental/lease agreements, right-of-way leases, licenses, and right-of-way use.
- Guides the work of subordinate personnel and contractors.
- Ensures rental or leased properties maximize their return on investment.
- Helps to develop policies and procedures that impact the management of excess land, personal property, improvements and property management.
- Provides inputs to budget and long range flood control construction program activities.
- Ensures District acquired property is free of public abuse and unusual risk.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Bachelor's Degree in Business or Public Administration or closely related field with five years of progressively responsible public administration or property management experience is preferred. A valid Arizona driver's license is crucial. Thorough knowledge of: real estate land management principles and practices; real estate management and disposal techniques, laws and codes; and real estate acquisition and business administration procedures is sought. Ability to: effectively handle sensitive legal and financial matters; establish and maintain effective working relationships; effectively communicate orally and in writing; and effectively work with the public is preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Gloria Adams

JOB TITLE: Land Mgt Asst

POSITION RANGE: K

CLASS#: 19501, Land Mgt asst

DIVISION: Land Management

JOB PURPOSE

Provides administrative assistance to the Property Management Branch of the Flood Control District. Performs duties under the general supervision of the Property Management Specialist.

JOB END RESULTS

- Determines real property actions required through analysis of records.
- Processes warrant requests.
- Pays homeowner fees.
- Verifies or requests contractor, licensees and tenants liability insurance.
- Prepares and coordinates right-of-entry, licensing and easement for District property.
- Monitors income flow related to licensing, easements and excess land sales.
- Prepares correspondence and reports.
- Develops public notices for disposal of excess land.
- prepares Board of Supervisor's Agenda items relating to easements and excess land disposal.
- Responds to public inquiries relating to right-of-way issues.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Two years of college and three years of increasingly responsible clerical or administrative experience with two years in real estate environment is preferred. A valid Arizona driver's license ia crucial. Knowledge of real estate principles and practices is desired. Ability to: make simple sketches and diagrams of real property improvements and fixtures; establish and maintain effective working relationships; and effectively communicate orally and in writing; and effectively respond to the public.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Shelby Brown

JOB TITLE: Administrative Coordinator II

POSITION RANGE: AA

CLASS: 55141, Administrative Coordinator II

DIVISION: Land Management

JOB PURPOSE

Provides administrative support functions for the Land Management Division, Property Acquisition and Property Management Branches under the general supervision of the Land Management Senior Specialist. These duties include coordination and processing of Board items dealing with property management issues, licenses for rights-of-way use, and bid packages; preparation of status reports; organization and maintenance of market data books; filing, and other related duties.

JOB END RESULTS

- Organizes, directs or coordinates administrative support functions for the Branch.
- Conducts administrative surveys, studies and research projects, identify and resolve problems or improve support.
- Helps prepare division budget.
- Facilitates implementation of new administrative procedures.
- Attends meeting, conferences or workshops to collect or distribute information.
- Supervises the preparation of special reports.
- Interprets or explains District or County rules, regulations, policies or procedure pertaining to administrative functions.
- Organizes and maintains all market data books for Property Acquisition Branch.
- Assists Property Management Branch in the preparation of board items, bid packets, legals and deeds.
- Assists Property Management Branch in research, creation and organization of files, and updating the monthly activity report.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following educations, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Vacant

JOB TITLE: Admin Coord III

POSITION RANGE: BB

CLASS#: 55142, Admin Coord III

DIVISION: Land Management

JOB PURPOSE

Plans, organizes and direct administrative services for the Flood Control Property Management Branch. Performs duties under the general supervision of the Property Management Specialist.

JOB END RESULTS

- Develops, organizes, directs or coordinates administrative support functions for the Branch.
- Helps evaluate program services and functions.
- Helps prepare division budget.
- Initiates, develops and implements new administrative procedures and operations.
- Attends meetings, conferences or workshops to collect or distribute information.
- Assists in the development of branch or division policies and programs.
- Supervises the preparation of special reports.
- Interprets or explains District or County rules, regulations, polices or procedures pertaining to administrative functions.
- Prepares property management reports.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Bachelor's Degree in Business or Public Administration or a closely related field with two year of administrative experience is preferred. Considerable knowledge of: the principles and practices of management, administration, budgeting, personnel, supervision, training and staff development; office procedures, equipment and clerical processes; and data processing applications is desired. Ability to: Plan, organize and direct a variety of administrative and management functions; analyze administrative problems or data and draw valid conclusions; present ideas clearly and effectively both orally or in writing; establish and maintain effective working relationships is sought.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Hedwig Hall

JOB TITLE: Land Management Specialist

POSITION RANGE: BB

CLASS: 54412, Land Management Specialist

DIVISION: Land Management

JOB PURPOSE

Reviews right-of-way documents, researches right-of-way records, compiles reports and prepares documentation in support of Flood Control District, Property Acquisition Branch projects. Performs duties under the general supervision of the Land Management Senior Specialist.

JOB END RESULTS

- Reviews legal descriptions and acquisition maps of parcels needed for assigned District projects.
- Reviews preliminary title reports to determine proper owners, effects of easements, liens, encumbrances, and defects in title on proposed right-of-way for assigned projects.
- Reviews title policies, for assigned projects, to ensure District compliance with all title requirements.
- Researches and compiles property acquisition cost data for District budget projections.
- Monitors for potential conflicts with right-of-way acquisitions in assigned projects.
- Notarizes documents and instruments.
- Researches and compiles data on negotiated settlements and condemnation actions.
- Prepares weekly real property acquisition status report for all assigned projects.
- Reviews appraisals of real property to determine compliance with District contract standards and Uniform Standards of Professional Appraisal Practices (USPAP).
- Drafts right-of-way documents, governmental applications, and correspondence to property owners and government agencies for assigned projects.
- Conducts intensive research of public records and maps to identify parcels impacted by potential District projects.
- Upon request prepares Eminent Domain package for District Special Counsel.
- Maintains acquisition, condemnation, and relocation files for all assigned projects.
- Prepares documentation to ensure upon closure of negotiations for right-of-way acquisitions, that all requirements have been fulfilled for property rights for approval and certification by General Counsel.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description.

Employee/Date:

Hedwig Hall 7-14-94

Supervisor/Date:

W. L. ... 7/18/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Richard G. Perreault

JOB TITLE: Water Resource Planner

POSITION RANGE: II

CLASS#: 51442, Water Resource Planner

DIVISION: Planning & Project Mgt,
6961

JOB PURPOSE

Identifies, develops, evaluates and coordinates planning for potential flood control projects and programs using established Flood Control District guidelines and policies. Develops and coordinates new policies and procedures to support the District's mission. Performs under the direction of the Planning & Project Management Division Manager.

JOB END RESULTS

- Determines potential and economic feasibility of flood control projects by monitoring population growth and development patterns, and the activities of public and private agencies and their impacts on existing flood control and drainage systems and the need for future facilities.
- Develops, prepares, and updates the Comprehensive Flood Control Program and Report to document the status of completed and on-going projects and detail the scope of District activities for the next five year period.
- Develops, coordinates and negotiates scope of work for assigned projects with professional consultants. Develops, coordinates, and manages and prepares budget estimates and schedules and monthly updates on the status of assigned projects.
- Prepares, coordinates, negotiates and manages the implementation of intergovernmental agreements for cost sharing, design, construction, and operations and maintenance of regional flood control and drainage facilities.
- Monitors environmental and water quality issues and identifies potential impacts on flood control planning and existing programs.
- Develops, coordinates, reviews, and implements District policy, guidelines, and criteria for the management, planning, and implementation of flood control projects and programs.
- Prepares and delivers presentations to boards, commissions, and public groups. Organizes, and participates or conducts formal and informal public meetings.
- Coordinates, manages, and directs the efforts of District personnel and coordinates District efforts, programs and polices with other departments, agencies, organizations and municipalities to accomplished assigned projects.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's Degree in Civil Engineering, Water Resources Management, Hydrology or a closely related field with six years of progressively responsible experience in engineering, public administration or water resources management is preferred. Registration as a Professional Engineer in the State of Arizona is desired; a valid Arizona Driver's License is required. Comprehensive knowledge of flood water and drainage principles and practices of civil engineering and water resources planning; and public sector engineering administration and finance is desired. Ability to analyze complex situations; develop and implement flood control measures; coordinate and direct the work of others; communicate effectively orally and in writing; and make presentations to large groups is sought.

Employee/Date:

Richard G. Perreault

8/22/94

Supervisor/Date:

Stanley G. Smith

8-22-94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Anne J. Blech

JOB TITLE: Planner III

POSITION RANGE: GG

CLASS#: 51427, Planner III

DIVISION: Planning & Project Mgt Division
6961

JOB PURPOSE

Identifies, plans, and prepares procedures for the implementation of Flood Control District programs, and policies in support of flood control and drainage projects. Performs duties under general supervision of Planning & Project Management Division Manager.

JOB END RESULTS

- Develops and prepares policies and procedures to implement programs or accomplish goals identified in the District's Strategic Plan.
- Provides support and expertise to Project Management Engineers and Planners on environmental issues impacting flood control projects.
- Provides computer support and expertise for mapping and development of the District and the County Comprehensive Plans.
- Researches and develops comprehensive land ownership maps and mailing lists in support of project public involvement plans.
- Prepares and formats information and data in support of the development of the 5-year Capital Improvement Program (CIP) and Division budget.
- Provides computer support and expertise in graphic information systems (GIS) usage for planning and project management, and in the development of database systems for the management of the CIP and administrative programs.
- Coordinates Division activities with other divisions, county, state (ADEQ), and federal jurisdictions.
- Attends, prepares, and makes presentations at public meetings and conferences, and to public boards and commissions.
- Meets with the public, agencies, and other parties to discuss planning issues.
- Helps to develop special and work projects.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's degree in Urban Planning, Environmental Planning, Civil Engineering or a closely related field is preferred. Four years planning experience is wanted. Considerable knowledge of the principles and practices of flood control and stormwater management planning is preferred. Substantial knowledge of economics, public finance, sociology, and environmental impacts as relates to flood control planning is sought. Ample knowledge of the principles and practice of civil engineering and design for flood control is wanted. Ability to plan, assign, direct and work in close association with others is preferred. Demonstrated ability to make independent investigations, analysis, and research of technical and statistical data on social, economic, and environmental problems for technical reports is sought. Capacity to speak and write clearly and concisely when relaying information, conclusions and recommendations on flood control planning issues is highly desired.

Employee/Date: Anne J. Blech / 8/23/94

Supervisor/Date: Harvey L. Smith / 8-23-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: David W. Meinhart

JOB TITLE: Planner III

POSITION RANGE: GG

CLASS#: 51427, Planner III

DIVISION: Planning & Project Management

JOB PURPOSE

Identifies, plans, and prepares for the implementation of flood control projects by directing data compilation and analysis and by maximizing intergovernmental cooperation. Performs duties under the general supervision of the Planning and Project Management Division Manager.

JOB END RESULTS

- . Plans, reviews and prepares budgets for flood control and stormwater management projects for the District.
- . Supervises the research and development of the comprehensive flood control plan.
- . Helps evaluate draft reports and draft legislation or regulations.
- . Coordinates division activities with other divisions, agencies, local, state, and federal jurisdictions.
- . Attends and takes part in public meetings and conferences.
- . Meets with the public and other parties to discuss planning issues.
- . Helps to develop special work products.
- . Prepares Intergovernmental Agreements (IGAs).
- . Assists in the preparation and implementation of policies and procedures.
- . Assists in the preparation and updating of the strategic plan.
- . Prepares and presents reports and recommendations to public boards.
- . Participates in assessment of environmental and cultural resource impacts and acquires permits for flood control and stormwater management projects.

EDUCATION, KNOWLEDGE & SKILL

Bachelor's degree in Urban Planning, Environmental Planning, Civil Engineering or a closely related field is preferred. Four years planning experience is wanted. Considerable knowledge of the principles and practices of flood control and stormwater management planning is preferred. Substantial knowledge of economics, public finance, sociology, and environmental impacts as relates to flood control planning is sought. Ample knowledge of the principles and practice of civil engineering and design for flood control is wanted. Ability to plan, assign, direct and work in close association with others is preferred. Demonstrated ability to make independent investigations, analysis, and research of technical and statistical data on social, economic, and environmental problems for technical reports is sought. Capacity to speak and write clearly and concisely when relaying information, conclusions and recommendations on flood control planning issues is highly desired.

EMPLOYEE SIGNATURE/DATE:

David W. Meinhart 7/31/94

SUPERVISOR SIGNATURE/DATE:

Stanley L. Smith 7-21-94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Greg Rodzenko

JOB TITLE: Water Resource Planner

POSITION RANGE: II

CLASS#: 51442, Water Resource Planner

DIVISION: Planning & Project Mgt,
6961

JOB PURPOSE

Identifies, develops, evaluates and coordinates planning for potential flood control projects and programs using established Flood Control District guidelines and policies. Performs under the direction of the Planning & Project Management Division Manager.

JOB END RESULTS

- Determines potential and economic feasibility of flood control projects by monitoring population growth and development patterns, and the activities of public and private agencies and their impacts on existing flood control and drainage systems and the need for future facilities.
- Develops, prepares updates for the Comprehensive Flood Control Program and Report to document the status of completed and on-going projects and detail the scope of District activities for the next five year period.
- Develops, coordinates and negotiates scope of work for assigned projects with professional consultants. Develops, coordinates, and manages and prepares budget estimates and schedules and monthly updates on the status of assigned projects.
- Prepares, coordinates, negotiates and manages the implementation of intergovernmental agreements for cost sharing, design, construction, and operations and maintenance of regional flood control and drainage facilities.
- Determines the necessity for utility relocations; coordinates mapping and drafting requirements.
- Monitors environmental and water quality issues and identifies potential impacts on flood control planning and existing programs.
- Prepares and delivers presentations to boards, commissions, and public groups; organizes, and participates or conducts formal and informal public meetings.
- Coordinates, the efforts of other District personnel, and divisions, departments, agencies, organizations and municipalities to accomplished assigned projects.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's Degree in Civil Engineering, Water Resources Management, Hydrology or a closely related field with six years of progressively responsible experience in engineering, public administration or water resources management is preferred. Registration as a Professional Engineer in the State of Arizona is desired; a valid Arizona Driver's License is required. Comprehensive knowledge of flood water and drainage principles and practices of civil engineering and water resources planning; and public sector engineering administration and finance is desired. Ability to analyze complex situations; develop and implement flood control measures; coordinate and direct the work of others; communicate effectively orally and in writing; and make presentations to large groups is sought.

Employee/Date: Greg Rodzenko 8/18/94

Supervisor/Date: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Catesby Moore

JOB TITLE: Environmental Program Manager

POSITION RANGE: GG

CLASS#: 54438, Environmental Program Manager

DIVISION: Const & Operations

JOB PURPOSE

Plans, organizes and directs environmental programs and activities for the Flood Control District. Performs duties under the direction of the Construction and Operations Manager.

JOB END RESULTS

- Supervises personnel.
- Ensure work of subordinates complies with laws and scientific methodology.
- Manages the environmental review and analysis of plans and specifications for sound practices.
- Prepares reports and recommendations.
- Prepares position papers on environmental activities.
- Evaluates environmental ~~and revegetation~~ programs.
- Helps with special environmental engineering analyses and studies.
- Oversees the preparation of the branch budget.
- Provides guidance to the District's stormwater pollutant monitoring and control programs.
- Manages the District's Hazardous Material Communication Program.
- Project manager for environmental quality programs.
- Coordinates activities with District divisions and other agencies.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Cite additional preferences, such as software used, training received, courses taken, certifications received, special skills sought or any other educational effort, knowledge acquired or skill exhibited that you feel would enhance an individual's efficiency or effectiveness in this position for the County.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Roland Wass

JOB TITLE: Engineering Associate

POSITION RANGE: DD

CLASS#: 54037, Engineering Associate

DIVISION: Const & Operations

JOB PURPOSE

Helps with environmental field and office work for the Flood Control, Environmental Branch. Performs duties under the direction of the Environmental Program Manager.

JOB END RESULTS

- Helps with or supervises environmental engineering activities.
- Facilitates the design and study of the environmental aspects of Flood Control Projects.
- Reviews project plans for environmental impact.
- Advises District personnel on technical environmental problems.
- Drafts construction plans and writes special provisions for contractor specification books.
- Aids in the collection and analysis of data and in the preparation of plans, charts, layouts and models.
- Facilitates hydrologic analyses and studies.
- Inspects projects for conformance to plans.
- Helps develop design standards and regulation policies.
- Responds to inquiries from the public.
- Coordinates and directs the District's Stormwater Monitoring Program.
- Researches and designs Best Management Practices (BMP) for improving Stormwater Quality.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred. Cite additional preferences, such as software used, training received, courses taken, certifications received, special skills sought or any other educational effort, knowledge acquired or skill exhibited that you feel would enhance an individual's efficiency or effectiveness in this position for the County.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Donald J. Rerick

JOB TITLE: Project Management Engineer **POSITION RANGE:** HH

CLASS#: 54041, Project Management Engineer **DIVISION:** Planning & Project Mgt, 6971

JOB PURPOSE

Plans, implements and manages various flood control projects for the Flood Control District. Performs duties under the direction of the Planning & Project Manager.

JOB END RESULTS

- Plans, implements, manages and budgets for approved projects.
- Coordinates the location, design and construction of flood control projects with technical representatives of utilities; federal, state and municipal governments; and other County agencies or departments.
- Represents the District or County at planning meetings and conferences.
- Helps to procure cost sharing funding for District projects.
- Takes part in establishing design criteria, specifications and engineering standards for flood control or drainage projects.
- Monitors assigned projects' progress and time schedules.
- Drafts, and negotiates intergovernmental agreements and reviews project plans.
- Prepares and reviews scopes of work for engineering contracts.
- Participates in the selection of consultants to develop projects, analyze problems and develop solutions.
- Develops and manages public involvement for assigned projects and responds to inquiries from the public, management, peers and the A/E.

EDUCATION, KNOWLEDGE, & SKILLS

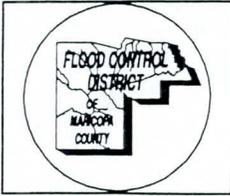
Bachelor's Degree in Civil Engineering or closely related field with seven years of progressively responsible engineering experience, three years of which is as a supervisor is preferred. Registration as a Professional Engineer in Arizona is desired; and a valid Arizona driver's license is crucial. Considerable knowledge of the principles and practices of project management and civil engineering is desired. Significant knowledge of engineering design, contract negotiations, and contract administration is sought. Insight into computer software and its applications to engineering and project management is preferred. Ability to: organize, plan and direct complex technical projects; prepare comprehensive plans and technical reports; establish and maintain effective working relationships; and make presentations to large groups is sought.

Employee/Date:

Donald J. Rerick / *July 25, 1994*

Supervisor/Date:

Stanley G. Smith / *7-25-94*



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: R. W. Shobe

JOB TITLE: Project Management Engineer **POSITION RANGE:** HH

CLASS#: 54041, Project Management Engineer **DIVISION:** Planning & Project Mgt, 6971

JOB PURPOSE

Plans, implements and manages various flood control projects for the Flood Control District. Performs duties under the direction of the Planning & Project Manager.

JOB END RESULTS

- Plans, implements, manages and budgets for approved projects.
- Coordinates the location, design and construction of flood control projects with technical representatives of utilities; federal, state and municipal governments; and other County agencies or departments.
- Represents the District or County at planning meetings and conferences.
- Helps to procure cost sharing funding for District projects.
- Takes part in establishing design criteria, specifications and engineering standards for flood control or drainage projects.
- Monitors assigned projects' progress and time schedules.
- Drafts, and negotiates intergovernmental agreements and reviews project plans.
- Prepares and reviews scopes of work for engineering contracts.
- Participates in the selection of consultants to develop projects, analyze problems and develop solutions.
- Develops and manages public involvement for assigned projects and responds to inquiries from the public, management, peers and the A/E.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's Degree in Civil Engineering or closely related field with seven years of progressively responsible engineering experience, three years of which is as a supervisor is preferred. Registration as a Professional Engineer in Arizona and a valid Arizona driver's license are crucial. Considerable knowledge of the principles and practices of project management and civil engineering is desired. Significant knowledge of engineering design, contract negotiations, and contract administration is sought. Insight into computer software and its applications to engineering and project management is preferred. Ability to: organize, plan and direct complex technical projects; prepare comprehensive plans and technical reports; establish and maintain effective working relationships; and make presentations to large groups is sought.

Employee/Date: RW Shobe 7-26-94

Supervisor/Date: Stanley L. [Signature] 7-26-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: H. Scott Clement

JOB TITLE: Project Management Engineer **POSITION RANGE:** HH

CLASS#: 54041, Project Management Engineer **DIVISION:** Planning & Project Mgt, 6971

JOB PURPOSE

Plans, implements and manages various flood control projects for the Flood Control District. Performs duties under the direction of the Planning & Project Manager.

JOB END RESULTS

- Plans, implements, manages and budgets for approved projects.
- Coordinates the location, design and construction of flood control projects with technical representatives of utilities; federal, state and municipal governments; and other County agencies or departments.
- Represents the District or County at planning meetings and conferences.
- Helps to procure cost sharing funding for District projects.
- Takes part in establishing design criteria, specifications and engineering standards for flood control or drainage projects.
- Monitors assigned projects' progress and time schedules.
- Drafts, and negotiates intergovernmental agreements and reviews project plans.
- Prepares and reviews scopes of work for engineering contracts.
- Participates in the selection of consultants to develop projects, analyze problems and develop solutions.
- Develops and manages public involvement for assigned projects and responds to inquiries from the public, management, peers and the A/E.

EDUCATION, KNOWLEDGE, & SKILLS

Bachelor's Degree in Civil Engineering or closely related field with seven years of progressively responsible engineering experience, three years of which is as a supervisor is preferred. Registration as a Professional Engineer in Arizona is desired; and a valid Arizona driver's license is crucial. Considerable knowledge of the principles and practices of project management and civil engineering is desired. Significant knowledge of engineering design, contract negotiations, and contract administration is sought. Insight into computer software and its applications to engineering and project management is preferred. Ability to: organize, plan and direct complex technical projects; prepare comprehensive plans and technical reports; establish and maintain effective working relationships; and make presentations to large groups is sought.

Employee/Date: *H. Scott Clement* 7/24/94

Supervisor/Date: *Stanley L. J...* 7-26-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Ana Gorbenko

JOB TITLE: Administrative Coordinator II

POSITION RANGE: AA

CLASS#: 55141, Administrative Coordinator II

DIVISION: Hydrology

JOB PURPOSE

Plans, organizes, and directs administrative services for the Flood Control District's Hydrology Division. Performs duties under the general supervision of the Hydrology Division Manager.

JOB END RESULTS

- Organizes, directs, or coordinates administrative support functions for the Division including word processing tasks, payroll, training seminars, performance plans and appraisals, and filing.
- Coordinates and interacts with other agencies, consulting firms, attorneys, engineers, new media, and the general public pertaining to various work efforts of the Division.
- Assists in the development and maintenance of Division administrative procedures and participates in the coordination of Division's administrative services.
- Conducts administrative surveys, studies, and research projects to identify and resolve problems or improve support to the Division.
- Maintains Division's library by incorporating new books into the system and keeping an accurate and active file.
- Helps prepare the Division budget and coordinates input with staff.
- Attends meetings, conferences, or workshops to collect or distribute information for Division staff.
- Supervises the preparation of special technical and summary reports including storm reports, hydrologic studies, and annual hydrologic data reports.
- Interprets or explains District or County rules, regulations, policies, or procedures pertaining to administrative functions.
- Coordinates with Human Resources the scheduling of interviews for prospective employees for the Division.
- Acts as point of contact for the Division when administrative and management requests are made from outside customers.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: knowledge of WordPerfect, Excel, Windows, and experience in compiling and editing scientific and technical reports and documents.

EMPLOYEE SIGNATURE/DATE: Ana Gorbenko 8-30-94

SUPERVISOR SIGNATURE/DATE: David H. Johnson 8/30/94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Steven L. Tucker

JOB TITLE: Project Management Engineer

POSITION RANGE: HH

CLASS: 54041, Project Management Engineer

DIVISION: Regulatory

JOB PURPOSE

Plans, implements and manages various flood control projects for the Flood Control District, Regulatory Division, Development Review Branch. Performs duties under direction of the Regulatory Division Manager.

JOB END RESULTS

- Supervises the following positions: Civil Engineer II, Engineering Associate II, and Hydrologist II (2).
- For the general public, insures that new development is reasonably floodproofed and that it does not worsen existing drainage conditions; and responds to reports of flooding and of drainage violations quickly and effectively.
- For developers and homebuilders, provides prompt reviews and inspections, and aids them in finding reasonable, affordable solutions to their drainage problems.
- For engineers, provides professional reviews that are thorough, consistent, technically sound, and flexible enough to allow for engineering judgment.
- For the Maricopa County Planning and Development, replies to submittals within the allotted time frames; attends TAC, BA, P&Z, and other meetings necessary to coordinate review; provides prompt site, finished floor, and final inspections for all building sites.
- For Risk management and the County Attorney, conducts drainage investigations in flood damage claims involving the County.
- For MCDOT, coordinates review, drainage requirements, citizens' inquiries.
- For Project Planning and Management, Floodplain, and Lands, insures that all cases of possible interest to other Divisions of Flood Control are distributed to proper parties and that their comments are incorporated into the overall review.
- For staff, handles administrative assignments of the Development Review Branch such as distribution of work assignments; approval and management of leave, overtime, supply acquisition, travel, and training; personnel matters such as hiring, job appraisals, and grievances.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, preference will be given in Hydraulics and Hydrology, as well as stormwater drainage regulations and development plans.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Vacant

JOB TITLE: Civil Engineer II

POSITION RANGE: GG

CLASS: 54039, Civil Engineer II

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of design and technical review engineering activities for the Flood Control District, Regulatory Division. Accomplishes assigned work under the general direction of the Development Review Branch Manager.

JOB END RESULTS

- Reviews and approves proposed subdivisions and improvement plans for compliance with County and engineering design standards.
- Review drainage plans for zoning and subdivision cases.
- Handles special complex projects, including drainage studies for the County Attorney, analysis of citizen's inquiries involving litigation, and the design of development-related projects.
- Respond to drainage complaints and inquiries.
- Prepare memos which address drainage review concerns.
- Meet with developers, engineers, homeowners, etc., to address review comments or drainage design.
- Represents the District at public hearings, meetings with consultants and contractors, and with other governmental entities.
- Attend Technical Advisory Committee, Planning & Zoning Commission and Board of Adjustment meetings.
- Coordinate with other Divisions of FCD and other agencies of Maricopa County involved in drainage review cases.
- Oversees the development of Drainage Regulations, standards, criteria and policies.
- Performs engineering feasibility studies.
- Perform other duties as required.

EDUCATION, KNOWLEDGE, & SKILLS

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, preference will be given to, a) knowledge in Hydraulics and Hydrology, and b) experience with developmental plans and Stormwater Drainage Regulation.

Employee/Date: _____

Supervisor/Date: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Magnus R. Jolayemi

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of design and technical review engineering activities for the Flood Control District's Regulatory Division. Accomplishes assigned work under the supervision of the Development Review Branch Manager.

JOB END RESULTS

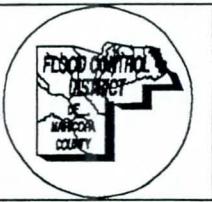
- Reviews and approves proposed subdivisions and development plans for compliance with County and engineering design standards. Reviews drainage reports and floodplain analyses, hydrologic and hydraulic computations, and performs independent analyses to ensure design adequacy.
- Responds to drainage complaints and inquiries. Performs drainage studies, floodplain analyses, and analyses of citizen and/or interdepartmental inquiries.
- Prepares memorandums which address drainage review concerns.
- Meets and clearly communicates with developers, engineers, homeowners, etc., to address review comments or drainage design.
- Represents the District at public hearings, meetings with consultants and contractors, and with other governmental entities.
- Attends Technical Advisory Committee, Planning & Zoning Commission, and Board of Adjustment meetings.
- Coordinates with other Divisions of the District and other agencies of Maricopa County involved in drainage review cases.
- Assists in the development of Drainage Regulations, standards, criteria, and policies.
- Performs other duties as required.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, preference will be given to knowledge in Hydraulics and Hydrology, as well as stormwater drainage regulations and development plans.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Sandra L. Story

JOB TITLE: Hydrologist II

POSITION RANGE: EE

CLASS#: 54406, Hydrologist II

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of design and technical review engineering activities for the Flood Control District's Regulatory Division. Accomplishes assigned work under the supervision of the Development Review Branch Manager.

JOB END RESULTS

- Reviews and approves proposed subdivisions and development plans for compliance with County and engineering design standards. Reviews drainage reports and floodplain analyses, hydrologic and hydraulic computations, and performs independent analyses to ensure design adequacy.
- Responds to drainage complaints and inquiries. Performs drainage studies, floodplain analyses, and analyses of citizen and/or interdepartmental inquiries.
- Prepares memorandums which address drainage review concerns.
- Meets and clearly communicates with developers, engineers, homeowners, etc., to address review comments or drainage design.
- Represents the District at public hearings, meetings with consultants and contractors, and with other governmental entities.
- Attends Technical Advisory Committee, Planning & Zoning Commission, and Board of Adjustment meetings.
- Coordinates with other Divisions of the District and other agencies of Maricopa County involved in drainage review cases.
- Assists in the development of Drainage Regulations, standards, criteria, and policies.
- Performs other duties as required.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, preference will be given to knowledge in Hydraulics and Hydrology, as well as stormwater drainage regulations and development plans.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Richard P. Harris

JOB TITLE: Engineering Associate

POSITION RANGE: DD

CLASS#: 54037, Engineering Associate

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of design and technical review engineering activities for the Flood Control District's Regulatory Division. Accomplishes assigned work under the supervision of the Development Review Branch Manager.

JOB END RESULTS

- Reviews and approves proposed subdivisions and development plans for compliance with County and engineering design standards. Reviews drainage reports and floodplain analyses, hydrologic and hydraulic computations, and performs independent analyses to ensure design adequacy.
- Responds to drainage complaints and inquiries. Performs drainage studies, floodplain analyses, and analyses of citizen and/or interdepartmental inquiries.
- Prepares memorandums which address drainage review concerns.
- Meets and clearly communicates with developers, engineers, homeowners, etc., to address review comments or drainage design.
- Represents the District at public hearings, meetings with consultants and contractors, and with other governmental entities.
- Attends Technical Advisory Committee, Planning & Zoning Commission, and Board of Adjustment meetings.
- Coordinates with other Divisions of the District and other agencies of Maricopa County involved in drainage review cases.
- Assists in the development of Drainage Regulations, standards, criteria, and policies.
- Performs other duties as required.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, preference will be given to knowledge in Hydraulics and Hydrology, as well as stormwater drainage regulations and development plans.

EMPLOYEE SIGNATURE/DATE: _____

SUPERVISOR SIGNATURE/DATE: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Ronald G. Nevitt

JOB TITLE: Floodplain Representative II

POSITION RANGE: CC

CLASS#: 51502, Floodplain Representative II

DIVISION: Hydrology

JOB PURPOSE

Administers and enforces floodplain regulations for the Floodplain Management Branch of the Flood Control District. Performs duties under the direction of the Floodplain Management Branch Manager.

JOB END RESULTS

- Supervises, assigns, reviews, and evaluates the work of subordinates.
- Helps to develop Division policies and procedures.
- Reviews applications for permits and variances.
- Examines plans and forms for completeness.
- Inspects floodplain use permits and variances for conformance to plans and regulations and conducts follow-up site inspections.
- Reviews and updates District flood hazard maps.
- Interprets District, County, State, and Federal floodplain regulations.
- Gathers evidence and initiates legal proceedings when violations occur and appears as expert witness on floodplain matters.
- Coordinates with Federal, State, and local agencies concerning floodplain management and flood insurance issues.
- Represents the District at meetings and hearings, including the Flood Control Advisory Board and Board of Supervisors.
- Coordinates the Community Rating System for Maricopa County.
- Updates and revises floodplain regulations in accordance with Federal and State legislation.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: WordPerfect, Excel, Windows, and other software.

EMPLOYEE SIGNATURE/DATE: Ronald G. Nevitt 8-25-94

SUPERVISOR SIGNATURE/DATE: Edw. C. C. 8-25-94



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: James D. Stewart

JOB TITLE: Floodplain Representative I

POSITION RANGE: AA

CLASS#: 51501, Floodplain Representative I

DIVISION: Hydrology

JOB PURPOSE

Helps to administer and enforce floodplain regulations for the Floodplain Management Branch of the Flood Control District. Performs duties under the direction of the Floodplain Representative II and the Floodplain Management Branch Manager.

JOB END RESULTS

- Processes and issues floodplain use permits and coordinates permit activities with other agencies and jurisdictions.
- Inspects sites of floodplain permit/variance requests for conformance to plans and suitability, historical data, and land ownership documents relating to permit/variance requests.
- Issues notices of violation and performs violation and compliance inspections, preparing reports on findings. Explains regulatory requirements and assists violators on procedures and means to correct violations. Initiates legal proceedings when regulatory violations are not corrected.
- Assists the public in obtaining floodplain management and flood insurance information. Interprets Federal, State, and local rules and regulations.
- Updates and maintains the flood management maps. Reviews and coordinates flood hazard study data input with GIS.
- Develops and maintains a sand and gravel operations inspection and review program.
- Participates in public meetings and hearings. Appears as an expert witness on floodplain matters.
- Provides input into revisions to the floodplain regulations, the procedures manual, and forms used by the Floodplain Management Branch.
- Develops and maintains a record keeping system and computer programs for permits, statistical data, certifications, legal recordation, and documentation for floodplain management and the Community Rating System.
- Prepares and presents periodic staff reports.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: WordPerfect, Excel, Windows, and other software.

EMPLOYEE SIGNATURE/DATE: James D. Stewart 8-25-94

SUPERVISOR SIGNATURE/DATE: Rae Hewitt 8-25-94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Charles W. Feuquay

JOB TITLE: Civil Eng Tech III

POSITION RANGE: EE

CLASS: 54044, Civil Eng Tech III

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of stormwater drainage functions for the Flood Control District, Regulatory Division. Accomplishes duties with minimum supervision under general direction of the Regulatory Division Manager.

JOB END RESULTS

- Supervises the following positions: Civil Engineering Tech II (3) and Civil Engineering Tech I (4).
- For the Public, insures that development is reasonably floodproofed and does not worsen existing drainage conditions; responds to reports of flooding and drainage violation.
- For Developers and Homebuilders, provides prompt reviews and inspections; aids in finding reasonable, affordable solutions to drainage problems.
- For Engineers, provides professional reviews that are thorough, consistent, technically sound, and allow for engineering judgement.
- For Planning & Development, responds to submittals within the allotted time frame; attends Board of Adjustment and other meetings to coordinate review; provides prompt site, finished floor and final inspections for building sites.
- For Risk Management and the County Attorney, conducts drainage investigations in flood damage claims involving the county and coordinates with the County Attorney in Drainage Violation case.
- For MCDOT, coordinates review, drainage requirements and citizen inquiries.
- For Staff, handles administrative assignments of the Inspection Section and the Satellite Drainage offices, such as work assignments and personnel matters.
- Assists in determining County Drainage Policies, and provides input to Drainage Regulation and Procedures.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: John W. Lang

JOB TITLE: Civil Engineering Tech II

POSITION RANGE: CC

CLASS: 54043, Civil Engineering Tech II

DIVISION: Regulatory

JOB PURPOSE

Perform a variety of stormwater drainage functions for the Flood Control District, Regulatory Division. Accomplishes assigned work with minimal supervision and direction from the Inspection Branch Supervisor.

JOB END RESULTS

- For the Public, performs cursory plan review for development, answers general and specific questions relating to drainage Regulations, Drainage Clearance and plan review requirements.
- Manages and supervises the Downtown Drainage desk at Building Safety. Collects and calculates drainage review fees, issues drainage clearances, acts as liaison with Planning, Zoning and Building Safety.
- For Homebuilders and Developers, provides prompt review; aids in finding reasonable, affordable solutions to drainage problems.

For Engineers, aids in expediting their plans through the permitting system, provides professional review of plan.
- Attends and represents the District at interdepartmental meetings.
- For Planning & Development, works with Planning & Development, Zoning and Building Safety to ensure that simultaneous review of plans and submittals is coordinated.
- For Staff, responds to inquiries or requests for information and assistance.
- Maintains good public relations with respect to Flood Control District projects, local flood problems and solving of drainage issues.
- Assists in determining County drainage policies and Drainage Branch policies. Coordinates and has input into drainage regulations and procedures.
- Performs other related duties as required.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: William L. Poppe

JOB TITLE: Civil Engineering Tech II

POSITION RANGE: CC

CLASS: 54043, Civil Engineering Tech II

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of stormwater drainage functions for the Flood Control District, Regulatory Division. Accomplishes assigned work with minimal supervision and direction from the Inspection Branch Supervisor.

JOB END RESULTS

- For the Public, performs cursory plan review for development, answers general and specific questions relating to drainage Regulations, Drainage Clearance and plan review requirements.
- Manages and supervises the Downtown Drainage desk at Building Safety. Collects and calculates drainage review fees, issues drainage clearances, acts as liaison with Planning, Zoning and Building Safety.
- For Homebuilders and Developers, provides prompt review; aids in finding reasonable, affordable solutions to drainage problems.

For Engineers, aids in expediting their plans through the permitting system, provides professional review of plan.
- Attends and represents the District at interdepartmental meetings.
- For Planning & Development, works with Planning & Development, Zoning and Building Safety to ensure that simultaneous review of plans and submittals is coordinated.
- For Staff, responds to inquiries or requests for information and assistance.
- Maintains good public relations with respect to Flood Control District projects, local flood problems and solving of drainage issues.
- Assists in determining County drainage policies and Drainage Branch policies. Coordinates and has input into drainage regulations and procedures.
- Performs other related duties as required.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: George D. Lindop

JOB TITLE: Civil Engineering Tech II

POSITION RANGE: CC

CLASS: 54043, Civil Engineering Tech II

DIVISION: Regulatory

JOB PURPOSE

Perform a variety of stormwater drainage functions for the Flood Control District, Regulatory Division. Accomplishes assigned work with minimal supervision and direction from the Inspection Branch Supervisor.

JOB END RESULTS

- For the Public, performs cursory plan review for development, answers general and specific questions relating to drainage Regulations, Drainage Clearance and plan review requirements.
- Manages and supervises the Downtown Drainage desk at Building Safety. Collects and calculates drainage review fees, issues drainage clearances, acts as liaison with Planning, Zoning and Building Safety. Supervises the Drainage Administrative Assistant II.
- For Homebuilders and Developers, provides prompt review; aids in finding reasonable, affordable solutions to drainage problems.
- For Engineers, aids in expediting their plans through the permitting system, provides professional review of plan.
- Attends and represents the District at interdepartmental meetings.
- For Planning & Development, works with Planning & Development, Zoning and Building Safety to ensure that simultaneous review of plans and submittals is coordinated.
- For Staff, responds to inquiries or requests for information and assistance.
- Maintains good public relations with respect to Flood Control District projects, local flood problems and solving of drainage issues.
- Assists in determining County drainage policies and Drainage Branch policies. Coordinates and has input into drainage regulations and procedures.
- Performs other related duties as required.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Jerry A. Corder

JOB TITLE: Civil Engineering Tech I

POSITION RANGE: BB

CLASS: 54042, Civil Engineering Tech I

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of stormwater drainage functions for the Flood Control District, Regulatory Division. Accomplishes assigned work the minimal supervision and direction from the Inspection Branch Supervisor.

JOB END RESULTS

- Performs duties as assigned under the general supervision of the Inspection/Permitting Branch Manager and under close supervision of the Civil Engineering Technician II.
- For the General Public, insures by field inspection that new development is built in accordance to approved plans, in conformance with the Drainage Regulation, and that it does not worsen existing drainage conditions;
- Answers inquiries into drainage problems and complaints and resolves the issues;
- Participates in flood emergencies and inspection of possible flood hazards.
- For Developers and Homebuilders, provides cursory review of development within all zoning districts prior to issuance of Drainage Clearances; uses thorough knowledge of the Drainage Regulation to facilitate reasonable, affordable solutions to their drainage problems.
- For incorporated municipalities with IGA's within Maricopa County, reviews proposals of development at their request.
- For the Maricopa County Planning & Development, closely coordinates with Building Safety on permits, inspections, and status updates; responds by memo to Board of Adjustment, Review of Compliance, Manufactured Home Overlays, and other zoning requests as assigned.
- Performs other related duties as required.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Ben Gregg

JOB TITLE: Civil Engineering Tech I

POSITION RANGE: BB

CLASS: 54042, Civil Engineering Tech I

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of stormwater drainage functions for the Flood Control District, Regulatory Division. Accomplishes assigned work with minimal supervision and direction from the Inspection Branch Supervisor.

JOB END RESULTS

- Performs duties as assigned under the general supervision of the Civil Engineering Technician III, and under close supervision of the Civil Engineering Technician II.
- For the General Public, insures by field inspection that new development is built in accordance to approved plans, in conformance with the Drainage Regulation, and that it does not worsen existing drainage conditions;
- Answers inquiries into drainage problems and complaints and resolves the issues;
- Participates in flood emergencies and inspection of possible flood hazards.
- For Developers and Homebuilders, provides cursory review of development within all zoning districts prior to issuance of Drainage Clearances; uses thorough knowledge of the Drainage Regulation to facilitate reasonable, affordable solutions to their drainage problems.
- For incorporated municipalities with IGA's within Maricopa County, reviews proposals of development at their request.
- For the Maricopa County Planning & Development, closely coordinates with Building Safety on permits, inspections, and status updates; responds by memo to Board of Adjustment, Review of Compliance, Manufactured Home Overlays, and other zoning requests as assigned.
- Performs other related duties as required.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: James R. Bening

JOB TITLE: Civil Engineering Tech I

POSITION RANGE: BB

CLASS: 54042, Civil Engineering Tech I

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of stormwater drainage functions for the Flood Control District, Regulatory Division. Accomplishes assigned work with minimal supervision and direction from the Inspection Branch Supervisor.

JOB END RESULTS

- Performs duties as assigned under the general supervision of the Civil Engineering Technician III, and under close supervision of the Civil Engineering Technician II.
- For the General Public, insures by field inspection that new development is built in accordance to approved plans, in conformance with the Drainage Regulation, and that it does not worsen existing drainage conditions;
- Answers inquiries into drainage problems and complaints and resolves the issues;
- Participates in flood emergencies and inspection of possible flood hazards.
- For Developers and Homebuilders, provides cursory review of development within all zoning districts prior to issuance of Drainage Clearances; uses thorough knowledge of the Drainage Regulation to facilitate reasonable, affordable solutions to their drainage problems.
- For incorporated municipalities with IGA's within Maricopa County, reviews proposals of development at their request.
- For the Maricopa County Planning & Development, closely coordinates with Building Safety on permits, inspections, and status updates; responds by memo to Board of Adjustment, Review of Compliance, Manufactured Home Overlays, and other zoning requests as assigned.
- Performs other related duties as required.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Geave (Besian) Khatiblou

JOB TITLE: Civil Engineering Tech I

POSITION RANGE: BB

CLASS: 54042, Civil Engineering Tech I

DIVISION: Regulatory

JOB PURPOSE

Performs a variety of stormwater drainage functions for the Flood Control District, Regulatory Division. Accomplishes assigned work with minimal supervision and direction from the Inspection Branch Supervisor.

JOB END RESULTS

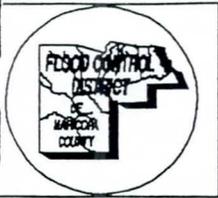
- Performs duties as assigned under the general supervision of the Inspection Branch Manager under close supervision of the Civil Engineering Technician II.
- For the General Public, insures by field inspection that new development is built in accordance to approved plans, in conformance with the Drainage Regulation, and that it does not worsen existing drainage conditions;
- Answers inquiries into drainage problems and complaints and resolves the issues;
- Participates in flood emergencies and inspection of possible flood hazards.
- For Developers and Homebuilders, provides cursory review of development within all zoning districts prior to issuance of Drainage Clearances; uses thorough knowledge of the Drainage Regulation to facilitate reasonable, affordable solutions to their drainage problems.
- For incorporated municipalities with IGA's within Maricopa County, reviews proposals of development at their request.
- For the Maricopa County Planning & Development, closely coordinates with Building Safety on permits, inspections, and status updates; responds by memo to Board of Adjustment, Review of Compliance, Manufactured Home Overlays, and other zoning requests as assigned.
- Performs other related duties as required.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Shanna R. Yager

JOB TITLE: Floodplain Representative I

POSITION RANGE: AA

CLASS#: 51501, Floodplain Representative I

DIVISION: Hydrology

JOB PURPOSE

Helps to administer and enforce floodplain regulations for the Floodplain Management Branch of the Flood Control District. Performs duties under the direction of the Floodplain Representative II and the Floodplain Management Branch Manager.

JOB END RESULTS

- Processes and issues floodplain use permits and coordinates permit activities with other agencies and jurisdictions.
- Inspects sites of floodplain permit/variance requests for conformance to plans and suitability, historical data, and land ownership documents relating to permit/variance requests.
- Issues notices of violation and performs violation and compliance inspections, preparing reports on findings. Explains regulatory requirements and assists violators on procedures and means to correct violations. Initiates legal proceedings when regulatory violations are not corrected.
- Assists the public in obtaining floodplain management and flood insurance information. Interprets Federal, State, and local rules and regulations.
- Updates and maintains the flood management maps. Reviews and coordinates flood hazard study data input with GIS.
- Develops and maintains a sand and gravel operations inspection and review program.
- Participates in public meetings and hearings. Appears as an expert witness on floodplain matters.
- Provides input into revisions to the floodplain regulations, the procedures manual, and forms used by the Floodplain Management Branch.
- Develops and maintains a record keeping system and computer programs for permits, statistical data, certifications, legal recordation, and documentation for floodplain management and the Community Rating System.
- Prepares and presents periodic staff reports.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: WordPerfect, Excel, Windows, and other software.

EMPLOYEE SIGNATURE/DATE: Shanna Yager 8-25-94

SUPERVISOR SIGNATURE/DATE: Rm. [Signature] 8-25-94

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Joe A. Baker

JOB TITLE: Administrative Assistant II

POSITION RANGE: K

CLASS: 19122, Administrative Assistant II

DIVISION: Regulatory

JOB PURPOSE

The administration of all files and paperwork generated at the downtown desk or transferred from the Durango office will be the primary responsibility of the Administrative Assistant II. Performs with the general supervision of the Customer Service Branch Manager.

JOB END RESULTS

- Performs various administrative support duties for the branch.
- Provides general information on drainage clearance applications; reviews, types and prints applications on the impact printer.
- Performs computer functions for new or updated entries; provides information for monthly and yearly reports to the Durango office.
- Creates, processes and maintains all Issued and Non-Issued files.
- Assists the Building Safety cashier with fee schedules or payments and records any receipts issued
- Handles all correspondence and mail to or from the Durango office.
- Handles citizen reports of drainage problems when necessary and records the information on Citizen's Inquiry form.
- Responds to telephone inquiries of a general or routine nature.
- Composes or edits letters and memos in response to Drainage reviews.
- Aids in the development and implementation of Drainage administrative procedures.
- Maintains and orders supplies, applications and forms.
- Helps coordinate branch activities with other branches, divisions, departments, agencies and organizations.
- Provides back-up for Drainage Branch (Durango) Administrative Assistant.
- Performs additional duties as assigned.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____

POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Lori A. Bostwick

JOB TITLE: Administrative Assistant II

POSITION RANGE: K

CLASS: 19122, Administrative Assistant II

DIVISION: Regulatory

JOB PURPOSE

Performs a wide variety of administrative support functions as an administrative assistant to the Flood Control District Development Review Branch. Performs with general supervision of the Customer Service Branch Manager.

JOB END RESULTS

- Performs various administrative support duties for the branch.
- Coordinates and tracks Planning and Development reviews.
- Handles citizen reports of drainage problems when necessary and records the information on Citizen's Inquiry form.
- Maintains Drainage review files and computer logs. Maintains and tracks drainage inspection files and computer logs.
- Compiles, organizes and formats Drainage workload indicators and distributes monthly report.
- Monitors, inventories and orders administrative supplies & equipment.
- Responds to telephone inquiries of a general or routine nature.
- Composes or edits letters and memos in response to Drainage reviews.
- Aids in the development and implementation of Drainage administrative procedures.
- Takes inspection requests from the recording machine and distributes to inspectors.
- Monitors radio communications.
- Helps coordinate branch activities with other branches, divisions, departments, agencies and organizations.
- Provides back-up for Division Administrative Coordinator and Downtown Administrative Assistant.
- Performs other duties as required.

EDUCATION, KNOWLEDGE, & SKILLS PREFERRED

Maricopa County Class Code Specification (MCCCS) minimum requirements and stipulated knowledge, skills and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge and skills are preferred.

Employee/Date: _____

Supervisor/Date: _____



POSITION DESCRIPTION FORM

NAME OF EMPLOYEE: Clarice A. Kimbell

JOB TITLE: Floodplain Aide

POSITION RANGE: H

CLASS#: 19040, Clerk II

DIVISION: Hydrology

JOB PURPOSE

Provides floodplain determination information as a public service. Performs general office and clerical work in support of the Floodplain Management Branch of the Flood Control District. Duties are accomplished under the general supervision of the Floodplain Representative II.

JOB END RESULTS

- Provides floodplain determinations and Flood Insurance Rate Map information as a public service.
- Maintains accurate records of map determination activity.
- Provides flood insurance and property identification support functions to other branches, divisions, and departments.
- Works under general supervision on branch's clerical and office support functions.
- Controls and maintains a filing system.
- Compiles pertinent floodplain related data for the preparation of statistical and narrative reports.
- Responds to or refers questions relating to floodplains and departmental procedures and policies.
- Types documents, forms, labels, or envelopes to support branch projects.
- Performs reviews, proofreading, and coding of correspondence and other documents.

EDUCATION, KNOWLEDGE & SKILL

Maricopa County Class Code Specifications (MCCCS) minimum requirements and stipulated knowledge, skills, and abilities are part of this position description. In addition to the stated MCCCS, the following education, knowledge, and skills are preferred: WordPerfect, Excel, Windows, and other software.

EMPLOYEE SIGNATURE/DATE: Clarice Kimbell 8-25-94

SUPERVISOR SIGNATURE/DATE: Rm Newitt 8-25-94