



MEMORANDUM

Date: July 16, 2018

To: The Honorable Bill Staples
Pima County Assessor

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Your July 12, 2018 Memorandum Regarding Submittal of Decrement Budget Amounts in Accordance with Supervisor Ally Miller's Alternative Budget Proposal**

I appreciate your offer to absorb an additional \$400,000 in budget reductions for Fiscal Year (FY) 2018/19.

Please be advised there will be no hiring freeze imposed as suggested by Supervisor Miller.

In addition, I do not want you to postpone any of your statutorily required mailings, as such is a slippery slope and one that should not be ventured upon. I have asked our Budget staff to examine your budget position at Period 10 of the FY 2018/19 Budget to determine the feasibility of the \$400,000 allocations suggested.

I recognize that valuing the tax base is one of the more important fiscal responsibilities of your office and such has a direct relationship with the County budget and corresponding tax rates. Hence, I would not suggest, nor take any action that would diminish your ability to fairly, completely and timely value the tax base and complete the tax roll.

CHH/anc

Attachment

c: The Honorable Chairman and Members, Pima County Board of Supervisors
Tom Burke, Deputy County Administrator for Administration
Robert Johnson, Deputy Director, Finance and Risk Management
Patrick Magee, Budget Manager, Finance and Risk Management



Office of the Pima County Assessor
240 N Stone Avenue
Tucson, AZ 85701

Bill Staples
Assessor

Lon Berg
Chief Deputy Assessor

Date: July 12th, 2018

To: C. H. Huckelberry
County Administrator

From: Bill Staples 
County Assessor

Re: Your Memorandum dated 6/21/18

Staff has estimated our current budget balance as of June 30th, 2018 at approximately \$800,000. Please feel free to reappropriate these funds as directed by the Board of Supervisors. Attached is your 3/8/18 Memorandum to the Board of Supervisors titled Assessor Budget Surpluses.

Your 6/21/18 Memorandum requests an additional \$400,000 +/- 2018/2019 FY Budget Reduction. For the purposes of this Memorandum, I will assume this offices 2018/2019 FY Budget will receive an upward adjustment to reflect the Board of Supervisor Employee Compensation package. If this assumption is incorrect, drastic measures will need to be taken to remain at or under budget.

The Assessor's office current payroll includes 104 out of 131.5 Budgeted Positions. Several employee retirement dates are known however, recruitment is not underway. The suggested hiring freeze would greatly impact our ability to serve the public.

However, our ability to absorb approximately \$400,000 in budgeted reductions for the 2018/2019 FY only, is possible. Several statutorily required mailings could be postponed for one year.

Attachment



MEMORANDUM

Date: March 8, 2018

To: The Honorable Chairman and Members
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator *CHH*

Re: **Assessor Budget Surpluses**

A member of the Board of Supervisors recently asked for the amount of money returned by the County Assessor, Bill Staples, to the General Fund over the last five fiscal years. The table below shows the amount of funds remaining in the Assessor's budget at the end of each fiscal year. These excess funds reverted to the County General Fund to be re-appropriated for the following fiscal year.

FY	Budget	Actual	Variance
2017	\$ 8,651,426	\$ 7,593,033	\$ 1,058,393
2016	\$ 8,492,999	\$ 7,678,291	\$ 814,708
2015	\$ 8,987,373	\$ 8,126,782	\$ 860,591
2014	\$ 8,996,549	\$ 8,377,760	\$ 618,789
2013	\$ 8,635,053	\$ 7,914,276	\$ 720,777

The major area where surplus funds were generated within the budget is in personnel services, which was \$963,193 under budget in Fiscal Year (FY) 2016/17 and \$1,150,420 under budget in FY 2015/16.

CHH/anc

c: Tom Burke, Deputy County Administrator for Administration
Keith Dommer, Director, Finance and Risk Management
Robert Johnson, Budget Manager, Finance and Risk Management