



MEMORANDUM

Date: February 18, 2009

To: Tom Burke, Director
Finance and Risk Management

From: C.H. Huckelberry
County Administrator

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

Re: **Review of Administrative Overhead Charges**

Please review the administrative overhead charges charged to all special revenue, enterprise, and special district budgets.

I am also interested in a comparison of the administrative overhead charges made by the City of Tucson against its water utility versus the administrative overhead charges made by Pima County against our wastewater utility. Are the amounts similar? Are they computed using standard methodologies? Is there any significant difference in the charges based on overall utility operational costs, i.e. total budget? What percent of the overall utility budget is made up of administrative and/or overhead charges to each respective utility by the City or County?

CHH/jj

c: Martin Willett, Chief Deputy County Administrator
Thomas House, Budget Manager, Finance and Risk Management