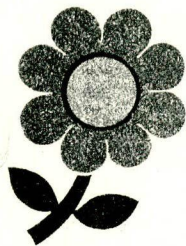


Budget Committee

1040



FROM THE DESK OF

Julie Keller

2/14/78

To: Kay

From: Julie Keller Gottlieb

FYI

Attached is a copy of the rough draft of your letter. It was received by all Commissioners and the Financial office yesterday. The money was approved this morning. The Finance office has told me to hold-off sending them an invoice until they decide how they are going to handle the transfer of funds to us along with withholding problems etc.

In the final draft of the letter attached all references to our group as Commission were changed to Committee.

Thanks for your help. I think the Board of County Commissioners appreciated the narrative explanation.

Hope you are feeling much better.

Julie

February 13, 1978

Board of County Commissioners
Multnomah County
Room 606 County Court House
Portland, Oregon 97204

Dear Commissioners:

The Multnomah County Charter Review Committee is herewith submitting a budget narrative explaining line item expenditures approved by the Commission which we believe necessary to accomplish our functions. As we proceed with our work we may find it necessary to make adjustments from category to category. Our request consists of the following:

I. PERSONNEL

A. Administrative Secretary \$10,000

Because of the temporary nature of the position the Committee felt that a "Contract for Services Agreement" should be negotiated. This would alleviate the necessity of obtaining an employer ID number and the paper work involved in withholding taxes. The person hired for this position will sign a contract reflecting this arrangement. The salary is an outside figure based upon the need for a highly qualified, experienced, independent person willing to work long hours for a temporary period of time.

B. Part-Time Secretary \$ 1,000

The Committee believes that as the hearings progress, the clerical workload may increase to a point where additional part-time temporary help is needed. The \$1,000 figure is based upon an estimated 250 hours at \$4.00 per hour. The consensus was that the Commission would hire a person from an agency such as Manpower or Kelly Girls to fill these needs as they arise.

C. Research \$ 3,000

The Committee anticipates that public testimony will bring to light issues which need to be carefully examined. For the Committee to have as comprehensive a body of knowledge as possible for making its recommendations to the voters, it may need to study current and past trends in county government. This task could involve comprehensive fact-finding, reporting and analysis which might be logistically impossible for the Administrative Secretary to handle.

-continued-

II. LEGAL \$ 2,000

The source for this figure was the Staff Committee. The full Committee consensus was to place a ceiling of \$3,000 based upon an accepted figure of \$50 per hour. Any amount over \$2,000 would of necessity come from unexpended line items in the budget. The Committee felt it imperative to have independent legal counsel in order to present to the voters a legally uncontestable ballot measure.

III. OFFICE no charge

The Multnomah County IED as reported by Staff Committee member Mr. Jay Owens, has offered the Committee free use of its office located at 220 S. E. 102nd Avenue, Portland, Oregon.

IV. COPYING SERVICE \$ 2,000

Based upon a fragile figure of 40,000 copies at 5¢ per copy, and using the IED's copier with a control key, the Committee arrived at this figure.

V. PRINTING AND MAILING \$ 2,500

This figure is based upon an "educated guess". The Chairman of the Budget Committee discussed needs with other members of the Committee and the amount agreed upon would be used for letterhead, envelopes and postage.

VI. TELEPHONE AND MESSAGE RECORDER \$ 500

This is a minimum figure provided to us by Pacific Northwest Bell. It includes installation at the Committee office, a private line with a dial phone and their least expensive message recorder.

VII. OFFICE FURNITURE \$ 500

If the Committee is unable to secure furniture from the County at no charge, Grantree rentals has quoted the above figure which includes a desk, credenza, 1 steno chair, 2 side chairs with arms, and a 4 drawer legal size file cabinet. The figure includes transportation.

-continued-

VIII. OFFICE EQUIPMENT RENTAL \$ 1,000

This figure is based upon a quote from Oregon Typewriter and Recorder and consists of renting an electric typewriter (\$270), a printing calculator (\$150), and a tape recorder (\$300). The extra budget dollars are included for necessary equipment as we may need it.

IX. FIDELITY BONDING \$ 500

The Fred S. James Company quoted this figure based upon the need to bond three check signers and the Administrative Secretary.

X. CONTINGENCY FUND \$ 2,000

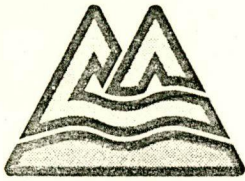
We have allotted ourselves this amount to cover administrative costs such as hearing room rental, office supplies, administrative travel expense, and unexpected office expenditures including postage, paper, tapes etc.

The above figures are based upon Subcommittee research and estimates of potential need. Since the Committee has no experience upon which to base certain items such as postage, printing, and mailing, we ask the Commission's permission to make adjustments within the budget line items without exceeding our \$25,000 budget request.

Sincerely,

Kay Pankrast
Secretary-Treasurer,
Multnomah County Charter
Review Committee

KP:jkg



MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS
ROOM 606 COUNTY COURTHOUSE
PORTLAND, OREGON 97204
(503) 248-3308

COUNTY COMMISSIONERS
DON CLARK, Chairman
DAN MOSEE
ALICE CORBETT
DENNIS BUCHANAN
MEL GORDON

February 14, 1978

Mr. John Faust
Attorney at Law
1408 Standard Plaza Bldg.
Portland, Oregon 97204

Mr. Bruce Harder, Director
Budget & Management Analysis
426 SW Stark Street
Portland, Oregon

Mrs. Kay Pankratz
5946 NE 29th Avenue
Portland, Oregon 97211

Finance Division
426 SW Stark Street
Portland, Oregon

Dear Madam & Sir:

Be it remembered, that at a meeting of the Board of County Commissioners held February 14, 1978, the following action was taken:

Request that an additional appropriation be)
made from General Fund Contingency in the)
amount of \$25,000 to Nondepartmental, Special)
Appropriations, Professional Services, for)
purposes of providing the Multnomah County)
Home Rule Charter Commission with funds for)
clerical support and supplies, and such other)
items as set forth in its initial budget)

Upon motion of Commissioner Mosee, duly seconded by Commissioner Buchanan, it is unanimously

ORDERED that said request be approved and transfer made.

Yours very truly,

BOARD OF COUNTY COMMISSIONERS

By *Diane Trudo*
Clerk of Board

lv
cc: Julie Gottlieb
Ed Capen

January 30, 1978

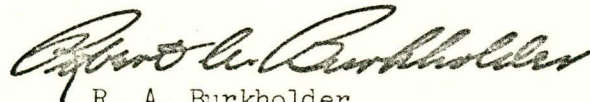
To: Multnomah County Home Rule Charter Review Committee
From: Budget Committee
Subject: Proposed Budget

Our understanding of the sequence of events is:

1. The Charter Review Committee submits its budget and request for allocation of funds to the Board of Commissioners. This should be done promptly to obtain a place on the Board's agenda for February 9.
2. The Board approves and allocates.
3. The Charter Review Committee submits an invoice to the County Budget Office, requesting that the total allocated be turned over to our secretary-treasurer.

Attached is the proposed budget.

The Budget Committee recommends adoption.



R. A. Burkholder
Chairman, Budget Committee

lm

Attachment: Budget

R. A. Burkholder
January 30, 1978

MULTNOMAH COUNTY HOME RULE CHARTER REVIEW COMMITTEE

INITIAL BUDGET

\$10,000	-	1 full-time secretary
1,000	-	part-time secretary
3,000	-	research personnel
2,000	-	legal fees
-	-	office rental (donated by Multnomah Co. I.E.D.)
2,000	-	copying service
2,500	-	printing and mailing
500	-	telephone and message recorder rental
500	-	office furniture rental
1,000	-	office machines rental
500	-	fidelity bond for \$25,000
2,000	-	contingencies
<hr/>		
\$25,000	-	total