

To: Board of County Commissioners
From: Office of the Chief Operating Officer
Re: Budget update: Program Offer 72067
Date: October 24, 2024

Background:

During the FY 2025 budget process, the following budget note was introduced by District 3 regarding [Program Offer 72067, Public Campaign Finance](#):

“This budget note requests the County Chair to direct County Staff to provide a detailed program budget to the Board of County Commissioners for the Public Campaign Finance program. This note can be achieved by written notice to the Board prior to any execution of funds for staff.”

The memo below is provided to satisfy the requirements of that budget note. To date, \$1,690.20 has been expended under this program offer to pay for the translation of Implementation Advisory Committee application materials. Prior to the authorization of that expenditure, staff confirmed with District 3 that the intent of the budget note was that this update be provided before the expenditure of any funds for personnel.

Personnel: \$213,298

The Public Campaign Finance program has budgeted \$213,298 for personnel costs, representing a 1.00 FTE Management Analyst position, titled *Public Campaign Finance Program Manager*. This position will be embedded in the Office of the Chief Operating Officer and will report to the Director of Strategic Initiatives. The Department of County Management has posted this job listing and received six qualified applicants. Five of those applicants moved forward to a first round of interviews, and a final round of interviews with three finalists took place in mid October, with an expected hiring decision and offer extended in the next couple weeks.

Contractual Services, Materials and Supplies: \$286,702

The program has budgeted \$286,702, which are the remaining funds allocated by the Board outside of contingency, for the budget categories of Contractual Services and Materials and Supplies. These funds will primarily be used to facilitate the work of the Implementation Advisory Committee, which began recruitment in early October and expects to convene in mid-November.

Spending under Contractual Services may include:

- External facilitation for Implementation Advisory Committee work: **up to \$25,000**
- External support for community and stakeholder engagement: **up to \$25,000**
- External legal analysis and support: **up to \$25,000**
- Reimbursement to the City of Portland or internal County partners for work required to support Implementation Advisory Committee efforts: **TBD based on need**

Spending under Materials and Supplies may include:

- Stipends for Implementation Advisory Committee members: budgeted at \$140 per month per participant, **estimated: \$7,000**
- Costs for translation of Implementation Advisory Committee application and work materials: **up to \$25,000, \$1,690.20 expended to-date.**
- Costs to rent space for community engagement sessions or Implementation Advisory Committee meetings: **up to \$25,000**

Technology

In order to align the anticipated time necessary to understand and develop the software necessary to successfully operate a program with the timeline for the Advisory Committee process, staff will engage in conversations with existing software vendors, County IT, and the City of Portland over the coming months in a process parallel to the Advisory Committee process, and the results of those discussions will be reported to the Advisory Committee and incorporated into the Committee's final report to the Board. The program will not execute any contracts or expend any funds to procure technology before the Board has approved the implementation of a public campaign finance program after receiving the Advisory Committee's report; however it is possible that funds may need to be expended if independent expertise or consultant support are required to scope the technology needs of a future program. **Those costs would be limited to \$25,000.**

Initial estimates by staff in FY 2024 found that total costs for technology could range from \$250,000 - \$500,000, depending on a variety of factors that will be explored by the Implementation Advisory Committee.

Summary

In total, **\$443,702** of the \$500,000 in general fund resources allocated to the program offer has been budgeted at a line-item level as of October, 2024. This program will continue to develop a stronger understanding of its needs as relevant staff are hired and the Implementation Advisory Committee is seated. The line items noted above are estimates based on the best information available today and additional expenses may arise which would fall outside of the line-items presented above. As a reminder, the Board voted to allocate seed funding for this program using ongoing funds as opposed to One-Time-Only funds.

Following the transmission of the Implementation Advisory Committee's report to the Board in Spring 2025, the Board will have the opportunity to vote on whether or not to advance to the implementation stage, which would then require additional resources, estimated at this time to be up to \$500,000, currently held in contingency. Those additional expenses will be explored and explained in the Implementation Advisory Committee's report to the Board. At this time, these funds are held in a sub-fund of the General Fund and should the Board approve advancing to the implementation stage, any unspent funds would be budgeted through the FY 26 budget process.