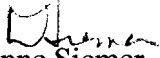


June 30, 1995

Memo for Herman T. Guerrero, President

From: Howard Willens and Deanne Siemer 

Re: Legal Team budget

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This memorandum explains the expenses incurred by the legal team thus far and the changes that have been made in our original plans for providing legal services to the Convention.

Our initial request to the Administrative Subcommittee of the Pre-Convention Committee for \$65,000 covered the operation of the core legal team during the pre-convention and convention periods from April 15, 1995 through August 4, 1995. The core legal team consists of four lawyers (Willens, Siemer, Zimmerman, Kara), two support staff (Andress and Carlson), and legal interns. I have attached a spreadsheet showing the core legal team expenses thus far from the \$65,000 reserved for these functions from the initial \$300,000 appropriation for the Convention. We have completed 6 weeks of pre-convention work and 4 weeks of convention work. As of June 30, 1995, we have committed \$31,331 (48%) of the \$65,000 reserved for the legal team from the initial appropriation. We expect to use all of the allocated \$65,000 by the end of the convention.

In addition to the amount set aside for the core legal team, the Pre-Convention Committee expected that we would have up to four local lawyers, two court reporters, transcribers for audio tapes, and two secretaries borrowed from government agencies. An amount was also allocated to post-convention work. The total estimated by the Administrative Subcommittee for these items, over and above the amount for the core legal team, was \$150,000, and this was to come out of the additional \$300,000 that was requested from the Legislature. After 25 days (42%) of Convention work has been completed, we have committed \$38,704 (26%) of these funds primarily for reporter services, one local lawyer, and computer equipment rental.

After the Convention convened, the Governor vetoed the bill that contained the additional appropriation, and the borrowed secretaries were not available, so we made adjustments.

- (1) We asked Joe Delacruz, who is filling one of the local lawyers slots, to cancel his plans to go to Hawaii during July, and he agreed to cut down his Hawaii trip to one week so he would be available during the other three weeks in July and on

into August as needed. He is serving without compensation although we would compensate him at the rate of \$20,000 for the entire convention period if funds were available.

- (2) We hired John Manglona to fill the second of the four local lawyer slots for \$20,000 contingent upon additional funding becoming available.
- (3) We deleted the remaining two local lawyer slots.
- (4) We arranged for Grace Suarez to come from the U.S. to provide temporary lawyer services for three weeks (for \$1,400 round trip air fare from the U.S) to help cover the heaviest period of committee work. She is serving without compensation.
- (5) We reduced the legal intern staff from 3 to 2 and reduced the pay from \$450/wk to \$350/wk., which Joe DelaCruz approved as a comparable salary.
- (6) We arranged for Sandy Fentress to come from the U.S. to fill one of the secretary slots (for \$6,120 for subsistence, travel, and compensation).
- (7) We are using Lou Maalihan, from Jim Sirok's office on a part-time basis to fill the other secretary slot.
- (8) We arranged with the Archives to have them do the translations of Chamorro statements on the tapes.
- (9) We extended the arrangements with the court reporters so they would cover sessions of the committee of the whole, some public hearings, as well as all plenary sessions. They agreed to take on this additional work for no additional compensation. For this reason (and #8 above) no costs will be incurred for tape transcription.
- (10) We deleted the entire amount for off-island assistance from the Institute for Public Administration.
- (11) We deleted the entire amount for post-convention work.

With these changes, we were able to reduce our expected expenses for these items to not more than \$70,000 instead of the \$150,000 initially planned.

The itemized estimates for the entire amount needed through the end of the convention are as follows:

A.	<u>Core legal team</u>	<u>May 15</u> <u>Estimate</u>	<u>June 30</u> <u>Estimate</u>
(1)	Willens/Siemer subsistence allowance (\$3,000 per month)	\$12,000	\$12,000
(2)	Zimmerman subsistence allowance (\$3,000 per month)	9,000	9,000
(3)	Zimmerman travel (to and from U.S.)	1,500	1,255
(4)	Andress subsistence allowance (\$3,000 per month)	7,500	6,800
(5)	Andress travel (to and from U.S.)	1,500	1,680
(6)	Carlson subsistence allowance (\$3,000 per month)	8,500	7,000
(7)	Carlson travel (to and from U.S.)	1,500	1,880
(8)	Legal intern salaries	12,000	5,950
(9)	Off-island research expenses (arrangements with Professor Desiderio at UNM, Howard Mantel in New York, and computerized research via modem)	7,500	7,500

(10)	Supplies for Convention (telephone, fax, paper, office supplies and other expenses outside subsistence allowance)	2,500	7,500
		_____	_____
	TOTAL	\$62,500	\$60,565
(11)	Contingency	<u>2,500</u>	<u>4,435</u>
	TOTAL	\$65,000	\$65,000

B.	<u>Local lawyers and support</u>	May 15 <u>Estimate</u>	June 30 <u>Estimate</u>
(1)	Contracts with local lawyers	\$ 80,000	\$ 20,000 1,400
(2)	Contracts with court reporters (\$1,500 per week plus travel for one reporter for 6 weeks and two reporters for final 2 weeks)	25,000	23,200
(3)	Contracts for tape transcription (\$15/hour for 500 hrs. plus expenses)	10,000	0
(4)	Two support secretaries (Sandy Fentress & Lou Maalihan)	0	9,120
(5)	Off-island support from IPA	10,000	0
(6)	Computer equipment and service	9,000	11,000
(7)	Post-convention legal work	<u>20,000</u>	<u>0</u>
	TOTAL	\$145,000	\$ 64,720
(8)	Contingency	<u>5,000</u>	<u>5,280</u>
	TOTAL	\$150,000	\$ 70,000

	<u>Current total as of 6/30</u>	<u>Expected total as of 8/4</u>
A. Core legal team	\$ 31,331	\$ 65,000
B. Local lawyers and support	<u>38,704</u>	<u>70,000</u>
TOTAL	\$ 70,035	\$135,000

We want to reserve funds to pay some modest salary, if possible, to our staff who have volunteered their time. They understand that there are no funds available for this purpose at present, but if we are in the fortunate position of having some funds at the end of the Convention process, we would like to use the funds for this purpose.

We also want to emphasize the importance of having available funds for post-convention legal work. Because of the likely breadth of changes to the Constitution there will be some important questions to resolve about how these changes are put on the ballot.

Team Totals	A	B	C	D	E	F	G	H	I	J	K
1	<b>THIRD NORTHERN MARIANA ISLANDS CONSTITUTIONAL CONVENTION - LEGAL TEAM EXPENSES</b>										
2	<b>Actual Expenses Submitted for Reimbursement Through June 30, 1995</b>										
3											
4	<b>Name</b>	<b>Ending Date</b>	<b>Food</b>	<b>Housing</b>	<b>Auto</b>	<b>Subsistence Sub-Total</b>	<b>Air Fare</b>	<b>Convention Supplies</b>	<b>Other Sub-Total</b>	<b>Services</b>	<b>TOTAL</b>
5											
6	<b>CORE LEGAL TEAM</b>										
7											
8	<b>SUPPORT STAFF</b>										
9											
10	Andress, Mary L.	5/27/95					\$1,601.60		\$1,601.60		\$1,601.60
11	Andress, Mary L.	5/31/95	\$100.00			\$100.00	\$77.00	\$158.60	\$235.60		\$335.60
12	May Total		\$100.00			\$100.00	\$1,678.60	\$158.60	\$1,837.20		\$1,937.20
13											
14	Andress, Mary L.	6/3/95	\$75.00			\$75.00		\$105.78	\$105.78		\$180.78
15	Andress, Mary L.	6/10/95	\$175.00			\$175.00		\$70.05	\$70.05		\$245.05
16	Andress, Mary L.	6/17/95	\$175.00	\$21.43		\$196.43		\$25.66	\$25.66		\$222.09
17	Andress, Mary L.	6/24/95	\$175.00	\$32.50		\$207.50		\$6.75	\$6.75		\$214.25
18	Andress, Mary L.	6/27/95						\$189.04	\$189.04		\$189.04
19	Andress, Mary L.	6/30/95	\$75.00			\$75.00		\$2.60	\$2.60		\$77.60
20	Andress, Mary L.	6/30/95			\$344.03	\$344.03					\$344.03
21	Andress, Mary L.	6/30/95		\$1,900.00		\$1,900.00					\$1,900.00
22	June Total		\$675.00	\$1,953.93	\$344.03	\$2,972.96		\$399.88	\$399.88		\$3,372.84
23											
24	Andress, Mary L.	7/2/95									
25	Andress, Mary L.	7/9/95									
26	Andress, Mary L.	7/16/95									
27	Andress, Mary L.	7/23/95									
28	Andress, Mary L.	7/30/95									
29	Andress, Mary L.	7/31/95									
30	Andress, Mary L.	7/31/95									
31	Andress, Mary L.	7/31/95		\$950.00		\$950.00					\$950.00
32	July Total			\$950.00		\$950.00					\$950.00
33											
34	Andress, Mary L.	8/6/95									
35	Andress, Mary L.	8/6/95									
36	Andress, Mary L.	8/6/95									
37	August Total										
38											
39	Andress To-Date Total		\$775.00	\$2,903.93	\$344.03	\$4,022.96	\$1,678.60	\$558.48	\$2,237.08		\$6,260.04

Team Totals	A	B	C	D	E	F	G	H	I	J	K
1	THIRD NORTHERN MARIANA ISLANDS CONSTITUTIONAL CONVENTION - LEGAL TEAM EXPENSES										
2	Actual Expenses Submitted for Reimbursement Through June 30, 1995										
3											
4	<b>Name</b>	<b>Ending Date</b>	<b>Food</b>	<b>Housing</b>	<b>Auto</b>	<b>Subsistence Sub-Total</b>	<b>Air Fare</b>	<b>Convention Supplies</b>	<b>Other Sub-Total</b>	<b>Services</b>	<b>TOTAL</b>
41											
42	Carlson, Pamela J.	5/27/95					\$1,705.57		\$1,705.57		\$1,705.57
43	Carlson, Pamela J.	5/31/95	\$75.00	\$32.36		\$107.36	\$169.07	\$331.10	\$500.17		\$607.53
44	May Total		\$75.00	\$32.36		\$107.36	\$1,874.64	\$331.10	\$2,205.74		\$2,313.10
45											
46	Carlson, Pamela J.	6/4/95	\$100.00	\$6.93	\$6.50	\$113.43		\$148.00	\$148.00		\$261.43
47	Carlson, Pamela J.	6/11/95	\$175.00	\$1.95	\$6.39	\$183.34		\$87.23	\$87.23		\$270.57
48	Carlson, Pamela J.	6/18/95	\$175.00	\$61.70	\$320.65	\$557.35		\$138.76	\$138.76		\$696.11
49	Carlson, Pamela J.	6/25/95	\$175.00	\$32.70	\$10.50	\$218.20					\$218.20
50	Carlson, Pamela J.	6/30/95	\$27.68			\$27.68		\$26.00	\$26.00		\$53.68
51	Carlson, Pamela J.	6/30/95		\$1,900.00		\$1,900.00					\$1,900.00
52	June Total		\$652.68	\$2,003.28	\$344.04	\$3,000.00		\$399.99	\$399.99		\$3,399.99
53											
54	Carlson, Pamela J.	7/2/95									
55	Carlson, Pamela J.	7/9/95									
56	Carlson, Pamela J.	7/16/95									
57	Carlson, Pamela J.	7/23/95									
58	Carlson, Pamela J.	7/30/95									
59	Carlson, Pamela J.	7/31/95									
60	Carlson, Pamela J.	7/31/95		\$950.00		\$950.00					\$950.00
61	July Total			\$950.00		\$950.00					\$950.00
62											
63	Carlson, Pamela J.	8/6/95									
64	Carlson, Pamela J.	8/13/95									
65	Carlson, Pamela J.	8/13/95									
66	Carlson, Pamela J.	8/13/95									
67	August Total										
68											
69	Carlson To-Date Total		\$727.68	\$2,985.64	\$344.04	\$4,057.36	\$1,874.64	\$731.09	\$2,605.73		\$6,663.09
70											
71	TOTAL SUPPORT STAFF		\$1,502.68	\$5,889.57	\$688.07	\$8,080.32	\$3,553.24	\$1,289.57	\$4,842.81		\$12,923.13

Team Totals	A	B	C	D	E	F	G	H	I	J	K	
1	THIRD NORTHERN MARIANA ISLANDS CONSTITUTIONAL CONVENTION - LEGAL TEAM EXPENSES											
2	Actual Expenses Submitted for Reimbursement Through June 30, 1995											
3												
4	<b>Name</b>	<b>Ending Date</b>	<b>Food</b>	<b>Housing</b>	<b>Auto</b>	<b>Subsistence Sub-Total</b>	<b>Air Fare</b>	<b>Convention Supplies</b>	<b>Other Sub-Total</b>	<b>Services</b>	<b>TOTAL</b>	
73												
74	<b>LAW CLERKS</b>											
75												
76	Buffington, Landon	6/28/95								\$350.00	\$350.00	
77	Kaipat, Cinta M.	6/25/95								\$700.00	\$700.00	
78	Kaipat, Cinta M.	7/9/95										
79	Kaipat, Cinta M.	7/23/95										
80	Kaipat, Cinta M.	8/4/95										
81	Manglona, Ramona V.	6/25/95								\$700.00	\$700.00	
82	Manglona, Ramona V.	7/9/95										
83	Manglona, Ramona V.	7/23/95										
84	Manglona, Ramona V.	8/4/95										
85	<b>TOTAL LAW CLERKS</b>										\$1,750.00	\$1,750.00
86												
87	<b>ATTORNEYS</b>											
88												
89	Willens/Siemer	4/30/95	\$800.00	\$873.33	\$524.90	\$2,198.23	\$171.00	\$57.50	\$228.50		\$2,426.73	
90	Willens/Siemer	5/31/95	\$1,000.00	\$1,197.89	\$795.85	\$2,993.74		\$1,238.81	\$1,238.81		\$4,232.55	
91	Willens/Siemer	6/30/95	\$1,400.00	\$1,143.55	\$456.45	\$3,000.00		\$744.02	\$744.02		\$3,744.02	
92	Willens/Siemer T-D Total		\$3,200.00	\$3,214.77	\$1,777.20	\$8,191.97	\$171.00	\$2,040.33	\$2,211.33		\$10,403.30	
93												
94	Zimmerman, Bernard	5/9/95		\$1,900.00		\$1,900.00	\$1,254.95	\$100.00	\$1,354.95		\$3,254.95	
95	Zimmerman, Bernard	6/7/95								\$3,000.00	\$3,000.00	
96	Zimmerman, Bernard	7/7/95										
97	Zimmerman, Bernard	8/7/95										
98	Zimmerman To-Date Total			\$1,900.00		\$1,900.00	\$1,254.95	\$100.00	\$1,354.95	\$3,000.00	\$6,254.95	
99												
100	<b>TOTAL ATTORNEYS</b>		\$3,200.00	\$5,114.77	\$1,777.20	\$10,091.97	\$1,425.95	\$2,140.33	\$3,566.28	\$3,000.00	\$16,658.25	
101												
102												
103	<b>TOTAL LEGAL TEAM</b>		\$4,702.68	\$11,004.34	\$2,465.27	\$18,172.29	\$4,979.19	\$3,429.90	\$8,409.09	\$4,750.00	\$31,331.38	



Team Totals	A	B	C	D	E	F	G	H	I	J	K
1	THIRD NORTHERN MARIANA ISLANDS CONSTITUTIONAL CONVENTION - LEGAL TEAM EXPENSES										
2	Actual Expenses Submitted for Reimbursement Through June 30, 1995										
3											
4	<b>Name</b>	<b>Ending Date</b>	<b>Food</b>	<b>Housing</b>	<b>Auto</b>	<b>Subsistence Sub-Total</b>	<b>Air Fare</b>	<b>Convention Supplies</b>	<b>Other Sub-Total</b>	<b>Services</b>	<b>TOTAL</b>
105	<b>LOCAL SUPPORT</b>										
106											
107	<b>ATTORNEYS</b>										
108											
109	Manglona, John	6/25/95									
110	Manglona, John	7/9/95								\$10,000.00	\$10,000.00
111	Manglona, John	7/16/95									
112	Manglona, John	7/23/95									
113	Manglona To-Date Total									\$10,000.00	\$10,000.00
114											
115	Suarez, Grace	6/25/95					\$1,392.95		\$1,392.95		\$1,392.95
116	Suarez To-Date Total									\$1,392.95	\$1,392.95
117											
118	<b>TOTAL ATTORNEYS</b>						\$1,392.95		\$1,392.95	\$10,000.00	\$11,392.95
119											
120	<b>COURT REPORTERS</b>										
121											
122	Blake, Sonia	6/27/95								\$150.00	\$150.00
123	Martin, Les	6/4/95						\$14.37	\$14.37		\$14.37
124	Martin, Les	6/9/95								\$1,500.00	\$1,500.00
125	Martin, Les	7/17/95		\$1,800.00		\$1,800.00					\$1,800.00
126	Martin, Les	6/2/95					\$1,499.95		\$1,499.95		\$1,499.95
127	Martin, Les	Est.		\$375.00		\$375.00					\$375.00
128	Martin, Les	6/17/95						\$25.00	\$25.00	\$1,500.00	\$1,525.00
129	Martin, Les	6/25/95								\$1,500.00	\$1,500.00
130	Martin, Les	6/26/95			\$29.35	\$29.35					\$29.35
131	Martin, Les	6/29/95						\$5.00	\$5.00	\$1,500.00	\$1,505.00
132	Trahan, Michele										
133	Trahan, Michele										
134	<b>TOTAL COURT REPORTS</b>			\$2,175.00	\$29.35	\$2,204.35	\$1,499.95	\$44.37	\$1,544.32	\$6,150.00	\$9,898.67

Team Totals	A	B	C	D	E	F	G	H	I	J	K
1	<b>THIRD NORTHERN MARIANA ISLANDS CONSTITUTIONAL CONVENTION - LEGAL TEAM EXPENSES</b>										
2	<b>Actual Expenses Submitted for Reimbursement Through June 30, 1995</b>										
3											
4	<b>Name</b>	<b>Ending Date</b>	<b>Food</b>	<b>Housing</b>	<b>Auto</b>	<b>Subsistence Sub-Total</b>	<b>Air Fare</b>	<b>Convention Supplies</b>	<b>Other Sub-Total</b>	<b>Services</b>	<b>TOTAL</b>
136	<b>SECRETARIES</b>										
137											
138	Fentress, Sandra S.	6/16/95					\$1,698.95	\$100.00	\$1,798.95		\$1,798.95
139	Fentress, Sandra S.	6/25/95	\$175.00	\$30.00		\$205.00		\$54.72	\$54.72		\$259.72
140	Fentress, Sandra S.	6/30/95	\$50.00			\$50.00					\$50.00
141	June Total		\$225.00	\$30.00		\$255.00	\$1,698.95	\$154.72	\$1,853.67		\$2,108.67
142											
143	Fentress, Sandra S.	7/2/95									
144	Fentress, Sandra S.	7/9/95									
145	Fentress, Sandra S.	7/15/95								\$1,700.00	\$1,700.00
146	Fentress, Sandra S.	7/15/95									
147	Fentress, Sandra S.	7/19/95		\$1,800.00		\$1,800.00					\$1,800.00
148	July Total			\$1,800.00		\$1,800.00				\$1,700.00	\$3,500.00
149											
150	<b>TOTAL SECRETARIES</b>		\$225.00	\$1,830.00		\$2,055.00	\$1,698.95	\$154.72	\$1,853.67	\$1,700.00	\$5,608.67
151											
152	<b>COMPUTERS</b>										
153											
154	White Coconut Computers	Inv. 6237								\$3,700.00	\$3,700.00
155	White Coconut Computers	Inv. 6495								\$2,500.00	\$2,500.00
156	White Coconut Computers	Inv. 6496								\$2,500.00	\$2,500.00
157	White Coconut Computers	Inv. 6497								\$325.00	\$325.00
158	White Coconut Computers	Inv. 6592								\$1,200.00	\$1,200.00
159	White Coconut Computers	Inv. 6597								\$150.00	\$150.00
160	White Coconut Computers	Inv. 6604								\$289.00	\$289.00
161	White Coconut Computers	Inv. 6627								\$60.00	\$60.00
162	White Coconut Computers	Inv. 6649								\$120.00	\$120.00
163	White Coconut Computers	Inv. 6668								\$780.00	\$780.00
164	White Coconut Computers	Inv. 6671								\$120.00	\$120.00
165	White Coconut Computers	Inv. 6696								\$60.00	\$60.00
166	<b>TOTAL COMPUTERS</b>									\$11,744.00	\$11,804.00
167											
168											
169	<b>TOTAL LOCAL SUPPORT</b>		\$225.00	\$4,005.00	\$29.35	\$4,259.35	\$4,591.85	\$199.09	\$4,790.94	\$29,594.00	\$38,704.29
170											
171											
172											
173											
174	<b>TEAM + LOCAL TOTAL</b>		\$4,927.68	\$15,009.34	\$2,494.62	\$22,431.64	\$9,571.04	\$3,628.99	\$13,200.03	\$34,344.00	\$70,035.67