

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to Financial Planning Division. Retain copy.)

1. Name of Initiator Terri Williams		2. Telephone No. 5-2469	3. Bureau/Office/Dept. Revenue
4a. To be filed (date): 9/15/2011 Council date requested: 9/21/11	4b. Calendar (Check One) <div style="display: flex; justify-content: space-around;"> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/> </div>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: 9/8/2011
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed	

1) Legislation Title:

Authorize a Memorandum of Understanding between the Revenue Bureau and Worksystems, Inc. to implement the Youth Employment Credits authorized under PCC 7.02.880 (Ordinance)

2) Purpose of the Proposed Legislation:

To authorize Worksystems, Inc. to be the certifying agency for both youth employment credits authorized under PCC 7.02.880 for the 2011 and 2012 tax years. A certifying agency is required by code for one of the Career Readiness Credit, and would allow Worksystems, Inc. to act as the certifying agency for the Foster Care Youth Credit instead of the Revenue Bureau.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |
| <input type="checkbox"/> Internal City Government Services | | | |

FINANCIAL IMPACT**4) Revenue:** Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.

Ordinance No. 184716 passed by City Council on July 6, 2011, created the credits and the financial impacts were reviewed at that time. This legislation has no independent impact on City revenues.

5) Expense: What are the costs to the City related to this legislation? What is the source of funding for the expense? *(Please include costs in the current fiscal year as well as costs in*

*future years. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the **level of confidence**.)*

Worksystems, Inc. is not being compensated for their work as the certifying agency, so there are no costs to the City as a result.

6) Staffing Requirements:

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*

No

- **Will positions be created or eliminated in future years as a result of this legislation?**

No

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

- ☐ **YES:** Please proceed to Question #9.
☒ **NO:** Please, explain why below; and proceed to Question #10.

Ordinance No. 184716 passed by City Council on July 6, 2011, created the youth employment credits. This Council item designates Worksystems, Inc. as the certifying agency by authorizing a Memorandum of Understanding. This memorandum will clarify responsibilities related to the new credits to help ensure successful implementation.

9) If "YES," please answer the following questions:

- a) What impacts are anticipated in the community from this proposed Council item?**
- b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?**
- c) How did public involvement shape the outcome of this Council item?**
- d) Who designed and implemented the public involvement related to this Council item?**
- e) Primary contact for more information on this public involvement process (name, title, phone, email):**

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

Minimal future public involvement related to this Council item as it only relates to clarification of the administration of the previously enacted youth employment credits.

Thomas W. Lannom



BUREAU DIRECTOR (Typed name and signature)



CITY OF PORTLAND
OFFICE OF MANAGEMENT AND FINANCE
Sam Adams, Mayor
Jack D. Graham, Chief Administrative Officer

184890

Revenue Bureau
Thomas W. Lannom, Director
111 SW Columbia St., Room 600
Portland, Oregon 97201
(503) 823-5154
FAX (503) 279-2669
TTY (503) 823-6868

DATE: September 6, 2011

TO: Mayor Sam Adams

FROM: Thomas Lannom, Revenue Bureau Director

A handwritten signature in black ink, appearing to read "Tom Lannom".

**FOR MAYOR'S OFFICE
USE ONLY**

RE: Authorize a Memorandum of Understanding between the Revenue Bureau and Worksystems, Inc. to implement the Youth Employment Credits authorized under PCC 7.02.880 (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** September 15, 2011
2. **REQUESTED COUNCIL AGENDA DATE:** September 21, 2011
3. **CONTACT NAME & NUMBER:** Terri Williams, 5-2469
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **Y** ☐ **N** ☐ **N/A**
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☐ **Yes** ☐ **No** ☒ **N/A**

7. BACKGROUND/ANALYSIS

This Council item authorizes Worksystems, Inc. to be the certifying agency for both youth employment credits authorized under PCC 7.02.880 for the 2011 and 2012 tax years. A certifying agency is required by code for one of the Career Readiness Credit, and would allow Worksystems, Inc. to act as the certifying agency for the Foster Care Youth Credit instead of the Revenue Bureau.

8. FINANCIAL IMPACT

None.

9. RECOMMENDATION/ACTION REQUESTED

The Revenue Bureau is requesting that the Council authorize the proposed Memorandum of Understanding.

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To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

www.portlandonline.com/omf/revenue