

Portland, Oregon  
**FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT**  
**For Council Action Items**

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

1. Name of Initiator Scott Karter		2. Telephone No. 503-865-2470	3. Bureau/Office/Dept. Revenue/Operations
4a. To be filed (hearing date): August 7, 2013 (August 14, 2013)	4b. Calendar (Check One) Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> 4/5ths <input type="checkbox"/>		5. Date Submitted to Commissioner's office and FPD Budget Analyst: July 30, 2013
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:**

Appoint Harriet Strothers to the Business License Appeals Board (Report)

**2) Purpose of the Proposed Legislation:**

Harriet Strothers three-year term on the Business License Appeals Board will be effective from January 1, 2013. Harriet Strothers has agreed to be appointed to the Board.

The Board position, formerly held by Joe Markunas, is appointed by Multnomah County. Her appointment has already been approved by Multnomah County. If appointed, Harriet Strothers' term would expire on December 31, 2015 (3 years).

Portland City Code section 7.02.295 D requires that appointments to the Business License Appeals Board be made to provide an appropriate level of expertise in accounting methods and tax regulations. The potential appointee meets the qualifications required by the code and should serve both the public and the City of Portland well in any matters coming before the Board.

**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                  |                                    |                                    |                                |

**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.**

None. This only relates to the filling of volunteer board positions.

**5) Expense:** What are the costs to the City as a result of 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**.)*

None. This only relates to the filling of volunteer board positions.

**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.

The members of this Board have very unique qualifications and the appeal decisions they make only apply to the specific facts and circumstances of the single taxpayer.

**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?**

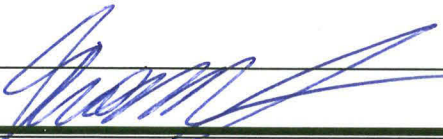
**c) How did public involvement shape the outcome of this Council item?**

**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.**

No. Same as above.

 30 July 2013

Thomas Lannom, Revenue Bureau Director



**CITY OF PORTLAND**  
OFFICE OF MANAGEMENT AND FINANCE  
Charlie Hales, Mayor  
Jack D. Graham, Chief Administrative Officer

**Revenue Bureau**  
**Thomas Lannom, Director**  
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Portland, Oregon 97201  
(503) 823-6881  
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**DATE:** July 29, 2013

**TO:** Mayor Charlie Hales

**FROM:** Thomas Lannom, Revenue Bureau Director

**FOR MAYOR'S OFFICE  
USE ONLY**

**RE:** Appoint Harriet Strothers to the Business License Appeals Board (Report)

1. **INTENDED FILING DATE:** August 7, 2013  
2. **REQUESTED COUNCIL AGENDA DATE:** August 14, 2013  
3. **CONTACT NAME & NUMBER:** Scott Karter (503) 865-2470  
4. **PLACE ON:** ☒ **CONSENT** ☐ **REGULAR**  
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ **X** ☐ **Y** ☐ **N** ☐ **N/A**  
6. **(3) ORIGINAL COPIES OF CONTRACTS APPROVED AS TO FORM BY CITY ATTORNEY ATTACHED:** ☐ **Yes** ☐ **No** ☒ **X** ☐ **N/A**

**7. BACKGROUND/ANALYSIS**

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**8. FINANCIAL IMPACT**

None. This only relates to the filling of volunteer board positions.

**9. RECOMMENDATION/ACTION REQUESTED**

The Revenue Bureau is recommending the appointment of Harriet Strothers

*An Equal Opportunity Employer*

*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.*

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