

CITY OF HILLSBORO

ADMINISTRATION DEPARTMENT

ANNUAL REPORT

1992-93

November 16, 1993

**The Honorable Mayor Gordon Faber
and Members of the Hillsboro City Council:**

The Administration Department is pleased to submit the following annual report for the 1992-93 Fiscal Year. The Administration Department includes the offices of the City Manager, Assistant City Manager, City Recorder, Human Resources, Economic Development and Special Projects. The Management Team works closely together to administer the policies and directives of the City Council and the laws of the City of Hillsboro. We have the responsibility, in coordination with the Finance Department, for the overall budget for the City. We coordinate the resources available to the City into programs which will provide the best possible services for the least dollars with the goal to preserve and enhance the "quality of life" in our City. Various factors are included in the review of the budget including population and area growth, industrial development, job opportunities, expanded tax bases and property valuations. All of these factors must be considered along with federal, state, regional and local laws and regulations.

During this past year many changes have occurred within the Administration Department including the change in Mayor and City Council. A new staff position of Project Manager was created to develop specific projects such as the business license review process. Ongoing projects such as urban renewal for the Ronler Acres property, the Westside Light Rail Project, water issues such as the expansion of the Barney Reservoir and the Joint Water Commission have required numerous staff hours. The Administration Department also serves as coordinator of legislative activities when the State Legislature is in session.

We would like to express our appreciation to the Mayor and City Council for your support and direction. We believe we have one of the best team-oriented cities in the State of Oregon. We look forward to continuing this relationship to provide quality government for the City of Hillsboro.

Respectfully submitted,

**Tim Erwert
City Manager**

**David Lawrence
Assistant City Manager**

**Cecilia Petrocco
Human Resources Director**

**Gail Waibel
City Recorder**

**Charlene Robertson
Development Department
Assistant**

**Marion Hemphill
Project Manager**

**Janet Van Dyke
Administrative Secretary**

ORGANIZATION AND STAFF

MAYOR AND CITY COUNCIL

Shirley Huffman, Mayor (July 1992-December 1992)
Gordon Faber, Mayor (January 1993-June 1993)

Councilor Jim Frost (July 1992-December 1992)
Councilor Gordon Faber (July 1992-December 1992)
Councilor John Godsey (July 1992-June 1993)
Councilor Karen McKinney (July 1992-June 1993)
Councilor Al Judah (July 1992-June 1993)
Councilor Al Coussens (July 1992-June 1993)
Councilor Jerry Willey - (January 1993-June 1993)
Councilor Darlene Greene - (January 1993-June 1993)

CITY MANAGER

Tim Erwert

ASSISTANT CITY MANAGER

David Lawrence

HUMAN RESOURCES DIRECTOR

Cecilia Petrocco

PROJECT MANAGER

Marion Hemphill

DEVELOPMENT DEPARTMENT ASSISTANT

Charlene Robertson

CITY RECORDER

Gail Waibel

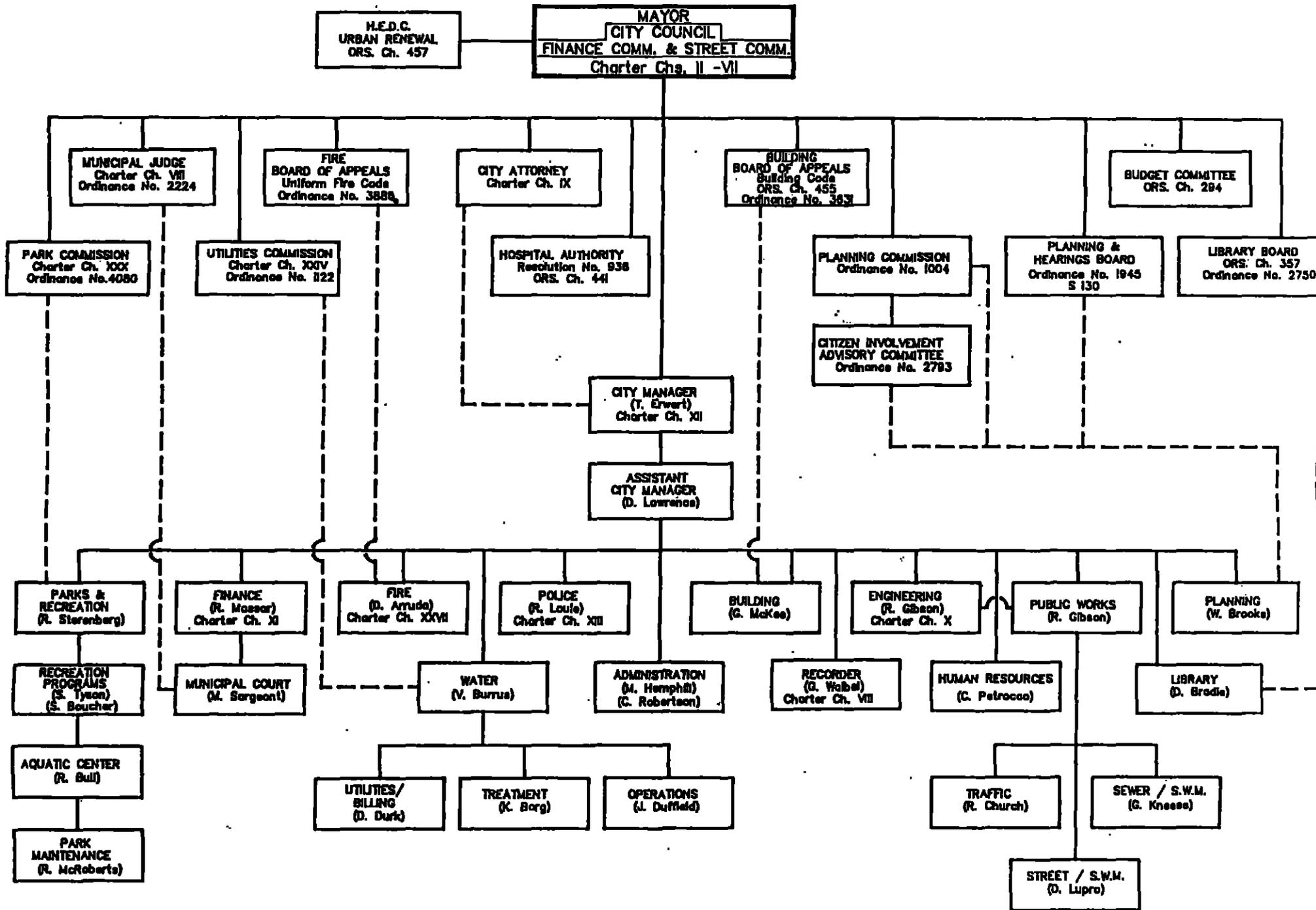
ADMINISTRATIVE SECRETARY

Janet Van Dyke

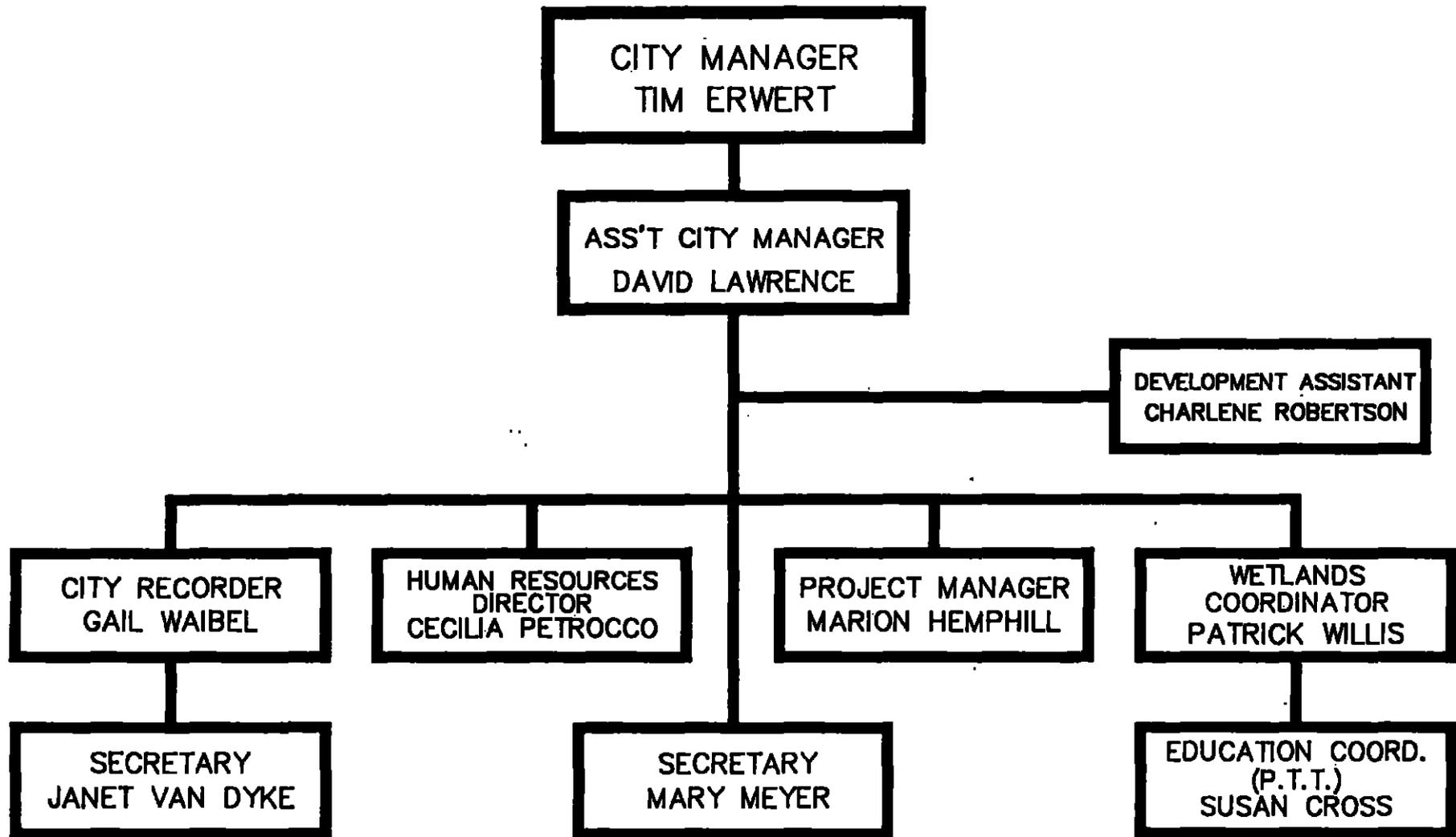
SUPPORT SECRETARY - Part Time

Mary Meyer

CITY OF HILLSBORO ORGANIZATIONAL CHART



1992-93 ADMINISTRATION DEPARTMENT



HUMAN RESOURCES

One component of the City's Administration Department is Human Resources. Traditionally called "personnel," Human Resources is primarily concerned with such activities as recruitment, selection, classification, compensation, employee relations, recordkeeping, and personnel policy development and implementation.

During fiscal year 1992-93, the City initiated 33 hiring processes, received 1,395 employment applications from the public, and hired 15 new full-time regular employees. As the following table indicates, these activity levels have fallen over the past three years. On the other hand, the number of full-time regular employees climbed to 231 and the number of part-time and temporary employees to 117 as of June 30, 1993. The number of job classifications reached 120.

Human Resources Activity Level: Comparison of Years 1992-93, 1991-92, and 1990-91

Activity	Fiscal Year 1992-93	Fiscal Year 1991-92	Fiscal Year 1990-91
Total Full-time Regular Employees	231	223	222
Total Part-time and Temporary Employees	117	116	105
Number of New Hires of Full-time Regular Employees	15	19	37
Number of Hiring Process Initiated	33	35	59
Number of Employment Applications received from the Public	1,395	1,553	1,580
Number of Job Classifications (Positions)	122	118	114

Other Human Resources activities during fiscal year 1992-93 included collective bargaining for the police labor agreement, employee health promotion benefits, safety and loss prevention programs, and general training. Special projects included coordination of the new safety requirements on bloodborne pathogens, a classification and compensation study for several positions, and continuation of the City's Americans With Disabilities Act compliance efforts.

**The Ronler Acres Project
ANNUAL REPORT
July '92 - June '93**

HISTORY

In 1959, the Ronler Acres Subdivision was platted into over 800, 15,000 square foot lots and sold to individuals. Facilities were never installed and private efforts to redevelop Ronler Acres had been largely unsuccessful, except along Cornell Road. In 1988, the Council began a process to study the Ronler Acres problem. The process resulted in an April 4, 1989 Ordinance which created the Hillsboro Economic Development Council (HEDC) to resolve the problems in Ronler Acres. An Urban Renewal District was formed to implement the goals of the Ronler Acres Project.

The goals of the Ronler Acres Project are to:

- o Acquire the land (698 lots)
- o Vacate the plat
- o Implement the designated public projects:
 - Fire Substation Neighborhood Park
 - Cornell Road Evergreen Road
 - Butler Road Shute Road Intersection
 - Cornelius Pass Road 229th Avenue
- o Sell the remaining land for development

STATUS

Acquisition

The HEDC has acquired 57% of the ownerships to date and is continuing the acquisition process through negotiation and condemnation. The HEDC has filed in court on 143 of the ownerships.

Public Projects

The Cornelius Pass Road Project and the Shute Road Intersection improvements are completed. In addition, preliminary work is being done on most of the other projects.

Financial

On the following two pages is the Ronler Acres Financial Report which contains information regarding the resources and expenditures for 1992-93, as well as estimates for 1993- 94.

**THE HILLSBORO ECONOMIC DEVELOPMENT COUNCIL
FINANCIAL STATEMENT
for
THE RONLER ACRES URBAN RENEWAL PROJECT**

Statement of the Hillsboro Economic Development Council for the Ronler Acres Urban Renewal Project. This report was prepared pursuant to ORS 457.460; and is the notice of availability of the Council's statement of resources and expenditures for 1992-93 and of estimations for the year 1993-94. This statement is on file with the City Recorder, City of Hillsboro (123 West Main Street, Room 150, Hillsboro, Oregon 97123) and is available for all interested persons.

A. During the 1992-93 fiscal year, the Ronler Acres Project received tax increment revenues totaling \$1,082,015. The majority of expenditures were for acquisition of Ronler Acres property, repayment of bonded indebtedness and road improvements. Fiscal Year expenditures are summarized as follows:

Personal Services	105,274
Materials & Services	76,433
Capital Outlay	118,947
Debt Service	1,036,807
Special Expenditures	12,000
TOTAL	1,349,361

B. In Fiscal Year 1993-94, the HEDC estimates that the Ronler Acres Project will receive \$901,565 in tax increment revenues. Expenditures in this year are expected to be similar to 1992-93 except more money is anticipated to be expended on road improvements and other stipulated Ronler Acres projects. The F.Y. 1993-94 budget is summarized as follows:

Personal Services	215,780
Materials & Services	469,651
Capital Outlay	5,154,444
Transfers	12,004
Contingency	605,531
TOTAL	6,457,410
Unappropriated Ending Fund Balance	64,300
TOTAL	6,521,710

HEDC FINANCIAL STATEMENT
 1993
 PAGE 2

C. An analysis of the impact, if any, of carrying out the Urban Renewal Plan on the tax rate for the preceding year (1992-93) for all taxing bodies included under ORS 457.430.

RONLER ACRES PROJECT*

DISTRICT	SHARED VALUE	RATE	TAX PRODUCED
WASHINGTON COUNTY	1,779,100,493	0.0395	70,274.47
CO-OP LIBRARY	1,779,100,493	0.0124	22,060.85
ROAD IMPROVEMENTS	1,779,100,493	0.0175	31,134.26
911 EMERGENCY	1,779,100,493	0.0097	17,257.27
UNIFIED SEWERAGE AGENCY	1,779,100,493	0.0050	8,895.50
WOLF CREEK WATER DISTRICT	146,754,886	0.0114	1,673.01
PORT OF PORTLAND	1,779,100,493	0.0055	9,785.05
METRO SERVICE DISTRICT	1,767,096,681	0.0063	11,132.71
TUALATIN HILLS PARK & REC	1,810,420	0.2154	389.96
CITY OF HILLSBORO	1,779,100,493	0.1174	208,866.40
WASHINGTON COUNTY ESD	1,779,100,493	0.0059	10,496.69
PORTLAND COMM. COLLEGE	1,779,100,493	0.0251	44,655.42
S D #1 - WEST UNION	136,513,477	0.5679	77,526.00
S D #7 - HILLSBORO	1,305,986,606	0.0074	9,664.30
S D #48 - BEAVERTON	165,614,055	3.3474	554,376.49
U H #3 - HILLSBORO	1,613,486,438	0.0550	88,741.75
TRI-MET	1,779,100,493	0.0065	11,564.15
TOTAL TAX INCREMENT			1,178,494.28

*Page 40, Washington County 1992-93 Assessment and Tax Roll Summary

CITY RECORDER

CITY COUNCIL

The Hillsboro City Council meets regularly each first and third Tuesday of the month. The City Recorder prepares and distributes agendas, meeting packets, and prepares minutes. In addition to City Council, the City Recorder keeps the records for the following:

- Finance Committee - meets monthly
- Economic Development Council - meets as needed
- Budget Committee - meets January - May on yearly basis
- Charter Review Commission - meets as needed

MUNICIPAL CODE

In 1992, the City received its new Hillsboro Municipal Code, a codification of ordinances by Book Publishing Company, Seattle, WA. The City Recorder coordinates the updating of the code book on a semi-yearly basis as ordinances are adopted by the City Council. Assistance in use of the Code is provided through the City Recorder's Office.

- First Supplement - May 1992
- Second Supplement - September 1992
- Third Supplement - April 1993

ELECTIONS

The City Recorder is Elections Officer for the City (ORS 254.005). Duties include:

- Election calendars
- Resolutions calling elections
- Filing forms
- Advertisements
- Posting notices
- Campaign filing forms
- Initiative and Referendum Petitions

RECORDS MANAGEMENT

The City Records Retention Manual and Retention Schedules, developed by the Oregon State Archives, were completed in May of 1992. A Records Management Program began in January 1993, including:

Re-organization of the City's entire records filing system
Maintenance of records
Retrieval and destruction of records
Microfilming

Ongoing implementation of the program will be done as time and funding is available. Storage space is a prime concern for those records of permanent retention. The City has records storage in three locations: National Storage Rental, Public Works Department and Public Safety Building. The City Recorder assists City departments in implementing the retention schedules including inventory, destruction and storage of records.

APPLICATIONS PROCESSED

Applications processed through the City Recorder's Office include:

Business licenses
Special events
Liquor license endorsements
Aircraft landings
Benches/planters on sidewalks
Block Parties

Applications are reviewed and routed to applicable departments with final approval or denial by the City Manager or the City Recorder. Some applications, are routed to the City Council for action.

Other items processed through the City Recorder's Office include

Call for bid documents
Complaints
Torte claims notices
City vehicle accidents
Intergovernmental agreements

PUBLIC SERVICES BUILDING

The City Recorder and the Assistant City Manager are the designated liaisons for the Public Services Building Condominium Association agreements. Ongoing projects include:

Interactive Video Information Sytem
PSB Budget
Building Maintenance/Repairs

MUNICIPAL MUSINGS

A City employee newsletter, *Municipal Musings*, began in January of 1993 with help of a volunteer. The newsletter's goal is to provide communication between employees for sharing departmental news and achievements. Four issues have been printed and enthusiasm for the newsletter is gaining momentum throughout the City departments.

STATISTICAL DATA

APPLICATIONS PROCESSED	1992-93	1991-92	1990-91
Business Licenses			
Approved	243	247	308
Changes	37	34	54
Denied	2	0	0
Inside City	1,325	1,774	1,658
Outside City	Unavailable	335	300
Sidewalk Vendors/Cafe License	1	2	2
Benches/Plantings on Sidewalks	2	2	2
Block Parties	3	1	1
Liquor License Endorsements	97	92	91
Special Events	16	15	10
CITY COUNCIL ACTION			
Passage of Ordinances	88	79	72
Adoption of Resolutions	58	57	48
ELECTIONS			
1990-91	11/6/90	City Council - Three Councilors	
1991-92	5/19/92	Police Three Year Operating Levy - Passed	
1992-93	11/3/92	City Council - Mayor and Three Councilors	

LEGISLATIVE BILLS

Table 1. Number of items which were **NOT APPLICABLE**.

Item	HOUSE			SENATE			RESOLUTIONS			TOTAL		
	'87	'89	'91	'87	'89	'91	'87	'89	'91	'87	'89	'91
Bills	803	588	1045	710	463	840	89	88	73	1602	1139	1958
Engrossed Bills	264	352	549	432	354	575	22	17	15	718	723	1139
Other	46	9	23	17	22	30	2	1	25	65	32	78
Totals	1212	969	1617	1168	841	1445	118	106	113	2498	1916	3175

Table 2. Number of items which were **DISTRIBUTED**.

Item	HOUSE			SENATE			RESOLUTIONS			TOTAL		
	'87	'89	'91	'87	'89	'91	'87	'89	'91	'87	'89	'91
Bills	666	552	655	396	414	440	51	52	23	1113	1018	1118
Engrossed Bills	252	279	270	249	256	186	16	16	2	517	551	458
Other	42	7	2	15	18	12	1	6	3	58	31	17
Totals	1028	847	927	664	691	638	71	74	28	1763	1612	1593

Table 3. Number of items which were **DISTRIBUTED** to the Department.

Department	HOUSE			SENATE			RESOLUTIONS			TOTAL		
	'87	'89	'91	'87	'89	'91	'87	'89	'91	'87	'89	'91
City Manager	153	128	73	115	103	49	35	28	21	303	259	143
Assistant Manager	118	72	115	49	45	107	1	11	4	168	128	226
Other Departments	434	460	536	254	366	179	13	25	65	701	851	780
Totals	705	660	724	418	514	335	49	64	90	1172	1238	1149

Table 4. Number of bills assigned a **PRIORITY**.

	HOUSE			SENATE			RESOLUTIONS			TOTAL		
	'87	'89	'91	'87	'89	'91	'87	'89	'91	'87	'89	'91
Priority 1	7	13	10	3	5	15	0	3	2	10	21	27
Priority 2	18	25	5	17	14	6	2	3	3	37	42	14
Priority 3	109	139	49	60	114	51	15	24	7	184	277	107
Priority 4	217	113	126	162	78	112	19	6	8	398	197	246
Priority 5	239	187	218	136	174	140	11	14	10	386	375	368
No Priority Given	60	127	79	39	54	27	2	4	5	101	185	111

Project Manager ANNUAL REPORT

July 1, 1992 - June 30, 1993

During the period July 1, 1992 through June 30, 1993 the Project Manager was responsible for projects and tasks in the following areas:

- Business License Administration
- Economic Development Support Franchising
- Green Spaces Metro Plan
- Solid Waste Administration
- Transit & Transportation Policy Analysis and Program Development
- Cable Regulation and Administration
- Emergency Medical Service
- Light Rail Transit Planning
- Telephone Administration
- Utility Franchising and Administration

- **Light Rail Transit Planning**

After three years of detailed study, the Draft Environmental Impact Statement (DEIS) and the Locally Preferred Alternative" for the Hillsboro Extension of the Westside Light Rail Project was completed. Staff commented on over 6,000 pages of technical data and analysis which went to make up the final 438 pages of the DEIS. The City's active participation in the study required being engaged in four technical and policy level meetings weekly with representatives of all seven governments involved with the project, participating in monthly meetings of both the Westside Citizens Advisory Committee and the Westside Steering Committee, and holding over 20 public meetings and formal hearings to solicit the opinions and concerns about the proposed project from Hillsboro residents. The achievements of this phase sets the stage for completion of the Final Environmental Impact Statement and Preliminary Engineering (and if all goes well, the initiation of Final Engineering) in FY '94.

Other important tasks carried out this year related to Light Rail Transit Planning included: HLRT Grant Management, Design of Interim Landuse Protections, and Station Area Planning.

- **Business License Administration**

This year saw two major changes in the administration of the City's Business License process: a revamping of fees to more closely match the cost of providing city services, and an updated licensing procedure to gain more accurate information about the firms doing business in Hillsboro.

Fees were adjusted in two areas. An application fee was established in October to offset the cost of providing the building and fire & life safety inspections conducted in every establishment going into business in the City and to cover the record-keeping costs associated with the business licensing process. The second area of interest saw a Hillsboro Chamber of Commerce Task Force examine the basic business license fee. This fee had not been adjusted since 1957 and had long ago been outstripped by the cost of the services it was originally been designed to support. Based on the Chamber's recommendation the business license fee was increased from a flat fee of \$15 to a fee which is based on the size of the business.

Administrative tasks associated with these efforts included a cost of service study, in-house review of licensing procedures and work flow, revision of all licensing application forms, ordinance revision, reprogramming the city's mainframe computer to accommodate the new fee structure and enhanced information, and day-to-day citizen/business liaison answering questions and addressing concerns related to this topic.

- **Transportation Policy Analysis and Program Development**

This position is responsible for providing staff support the City's Management Team in the areas of transportation and transit policy and program analysis. In addition to organizing and staffing weekly meetings of the City Staff Transportation Management Group, significant tasks accomplished this year included an in-depth study and negotiation process regarding the development and refinement of TRI-MET's Strategic Plan.

- **Telephone Administration/Franchise Negotiation**

The year began by inventorying all city-owned telephone and switching equipment. This information provided a basis for developing a competitive selection process to choose a new telephone maintenance vendor. Seven proposals were evaluated. Routine trouble calls, changes in service level and vendor (long distance, equipment and maintenance) relations added to the work under this element.

A second major task was the writing and negotiation of a new telephone utility franchise for Electric Lightwave, Incorporated (ELI). ELI is a "Competitive Access Provider" of telecommunication services via a state-of-the-art fiberoptic network.

- **Economic Development**

Work in this area focused on development and negotiation of a new program designed attract and retain small and medium-sized business. The "Hillsboro Economic Development Partnership" is being administered under contract by The Greater Hillsboro Chamber of Commerce. Work commenced after the end of this fiscal year.

- **Cable Franchise Regulation and Administration**

The Project Manager is responsible for providing staff support to the City Council representative on the Metropolitan Area Cable Commission and serves on the MACC Technology Committee. Regular meetings of both bodies were attended throughout the year. In addition, several special sessions were held in order to develop new Goals and Objectives which, in turn, lead to Commission adoption of a Strategic Plan for the organization.

- **Green Spaces**

The Project Manager provided policy guidance for City staff participation in this Metro-sponsored initiative and staff support to the Mayor's participation on the Green Spaces Management Committee. A key element of the Project Manager's participation was the authorship and negotiation of a provision that formed the basis for local government participation in and funding for the operation and maintenance of Regional Greenspaces within each local jurisdiction. The voters rejected a bond measure that would have funded the program.

- **Emergency Medical Service Franchising**

Staff support was provided to the Mayor as work continued throughout the year on developing a Washington County Request for Proposal designed to solicit and select one or more ambulance services to provide emergency response throughout the County. Work was not yet complete at year's end.

- **Solid Waste Franchising and Program Administration**

Activities in this area continued work on the Annual Waste Reduction Program as this multi-agency effort. Key elements in Year Three of the program included: Promotion of recycling and hauler programs for multi-family residential complexes; development of a yard debris recycling program for implementation in Year Four; continuation and expansion of the in-house recycling program; development of a program and procedure to ensure that the building design review process incorporates designated recycling areas into the construction of all new multi-family, commercial, institutional and industrial developments; implementation of a new construction/demolition debris recycling program; promotion of home composting opportunities; educational efforts to minimize and properly dispose of household hazardous waste; continued

feasibility study of adding additional materials to the curbside recycling program for residential customers; continued participation in the school recycling and educational programs; and continued promotion of the commercial waste audit program.

In addition to these service delivery programs, the Project Manager holds continuing responsibility for citizen garbage complaints (avg. 12-15 per week, with a substantial increase [upwards of 20 calls per day] for the first five weeks after implementation of the Automated Collection System by Hillsboro Garbage), and hauler relations (3-4 calls per week).

STAFF APPOINTMENTS

City Manager

Westside Bypass Study Committee
WCCCA (Washington County Consolidated Communications Agency) - Primary Representative
Westside Light Rail Project Management Group - Primary Representative
CLAB (Citizens Library Association Board)
FOCUS (Forum on Cooperative Urban Services)
Hillsboro-Forest Grove-Beaverton Joint Water Commission - General Manager
RPAG (Regional Water Supply Plan - Phase 2) Participants Committee
Steering Committee
LOC (League of Oregon Cities) Legal Advisory Standing Committee

Assistant City Manager

WCCCA - Alternate Representative
Westside Light Rail Project Management Group - Alternate Representative
Light Rail Planning Management Group
LOC (League of Oregon Cities) Community Development Legislation Committee
TVEDC (Tualatin Valley Economic Development Commission) Board of Directors
Washington County Land Regional Economic Development Groups
Affordable Housing Task Force
Oregon Emissions Trading Advisory Group
Association of Oregon Redevelopment Agencies Group
TMAC (Transportation Managers Advisory Committee)

Project Manager

MACC (Metropolitan Area Communications Commission) Alternate Representative
Hillsboro Alternative Analysis Technical Advisory Committee
Hillsboro Alternative Analysis Planning Management Group
Westside Light Rail Citizens Advisory Committee