

ANNUAL REPORT

1986-87

City of Hillsboro

ADMINISTRATION DEPARTMENT

**205 S. E. Second Avenue
Hillsboro, Oregon 97123
(503)681-6100**

ORGANIZATION AND STAFF

1986-87

Mayor: Shirley Huffman

Councilors: Al Coussens
Gordon Faber
Jim Frost
Patricia Graham
Jim Lushina
Cheryl Pitman

City Manager: Eldon S. Mills
Assistant City Manager/Personnel Director: Timothy J. Erwert
Executive Secretary/Deputy City Recorder: Gail Waibel
Communications Secretary: Rosa McRobert
Clerical Assistant (1/3 time): Jody Davis
Administrative Interns: Cecilia Petrocco
Mary Schenk

GENERAL RESPONSIBILITIES

General responsibilities of the Administrative Offices include a wide variety of activities from Council staff support to Personnel. Below is description of some of the major functions with statistics on the following pages.

The City Administrative Offices serve as the Public Information Center to the citizens of the City of Hillsboro. Through the central switchboard and at the front counter of the City Hall Complex, we attempt to provide prompt, accurate responses to a wide variety of questions posed by the public including directing inquiries to the appropriate department or person able to respond to the inquiry or complaint.

All departmental incoming and outgoing mail is processed through the Administrative Offices. Monthly reports are compiled and forwarded to the Finance Department for charging postage to the appropriate department.

All incoming and outgoing phone calls are recorded on computer equipment located in the Administrative Offices. Daily phone log printout reports show all long distance calls. All calls are checked and verified, by the Communications Secretary and forward to the Finance Department for charging to the appropriate department.

The City Administrative Offices receive and process various applications. Processing includes receiving the initial application, reviewing the application, routing to the appropriate department for further review, staff approval/denial of the application and, when applicable, forwarding the application to City Council for final approval or denial.

The City's Personnel Department is also a part of Administration. All applications for City employment are received and processed through Administration. The Personnel Director serves as the City's negotiator with the Police and Fire Unions. Yearly projects of the Personnel Department include: Information for setting salaries; updating Personnel Policies; E.E.O. Reporting; job descriptions; and other similar information sharing with other cities.

Administration serves as coordinator of legislative action when the state legislature is in session. All proposed bills and amendments are reviewed by Administration and those bills determined to have possible affect on the City are routed to the appropriate parties for prioritization and comments. Appropriate bills are then forwarded to City Council.

The Administrative Staff provides support directly to the Mayor and City Council.

The Hillsboro City Council meets every first and third Tuesday of each month. The Administrative Offices prepare and distribute all City Council agendas. Packets are assembled for each of the Council members prior to each meeting. City Council minutes are a permanent City record.

Ordinances and Resolutions passed by the City Council are processed by the Administrative Office. The City Ordinance book is updated monthly. Copies of monthly ordinance revisions are distributed to various individuals and departments.

The Administration Office (City Recorder's Office) processes all City Elections. Draft ballot titles are prepared; forwarded to City Attorney for review/revision; forwarded to City Council for passage of resolution calling election; filed with Washington County Election's Division; advertised in Hillsboro Argus; and posted in each of the three City Wards. Campaign Committees file appropriate forms with the City Recorder's Office. These forms are reviewed for timeliness and accuracy.

Administration personnel have primary responsibility for many intergovernmental functions including:

- City of Hillsboro Utilities Commission Management
- Hillsboro-Forest Grove-Beaverton Joint Utilities Commission Management
- Metropolitan Area Cable Communications Commission (M.A.C.C.) (Cable Television)
- Washington County Cooperative Library Services (W.C.C.L.S.)
- Washington County Community Development Block Grant Policy Advisory Board (P.A.B.)

Public-private activities:

- Hillsboro Area Chamber of Commerce
- Chamber Foundation
- Tualatin Valley Economic Development Committee
- Tuality Hospital Board of Directors

Activities in professional organizations:

- International City Management Association
- Oregon Section-International City Management
- League of Oregon Cities
- National League of Cities
- Oregon Association of Municipal Recordors

APPLICATION PROCESSING

BUSINESS LICENSES

SIDEWALK VENDORS/SIDEWALK CAFE LICENSE

Ordinance No. 3564 was passed on October 1, 1985 providing for and regulating sidewalk vendors, sidewalk cafes, and planting structures in certain commercial areas of the City. Since the passage of that ordinance, we have processed one sidewalk vendor/sidewalk cafe permit: Super Natural Deli located at 168 E. Main.

BENCHES/PLANTINGS ON SIDEWALKS

Ordinance No. 3641 was passed on July 1, 1986 designating certain areas within the public rights-of-way within the Central Business District of the City as areas where private property owners may place benches for public use.

Subsequent to passage of Ordinance No. 3641, placement of benches were approved for:

LaHaie's Man's Shop, 277 E. Main Street
Country Mercantile, 235 E. Main Street
Fashion Crossroads, 229 E. Main Street
Book Case, 276 E. Main Street

The Downtown Business Association instituted a program of placing planters along the sidewalks of the Central Business District as part of the City Beautification Program.

BINGO/LOTTO LICENSES

Ordinance No. 3501, prohibiting social games, bingo, and lotto within the City of Hillsboro, except for charitable, fraternal and religious organizations, passed on December 4, 1984.

Subsequent to passage of Ordinance No. 3501, the following non-profit organizations were licensed to conduct bingo games:

Glencoe Community Football, Inc.
St. Matthew's Parents Club
Community Senior Center

BLOCK PARTIES

On September 4, 1984, an Administrative policy regarding block parties was approved by the City Council allowing staff to process requests for neighborhood block parties. We have processed several requests after this policy was formulated.

LIQUOR LICENSE ENDORSEMENTS

	Applications Processed
<u>1984-85</u>	69
<u>1985-86</u>	71
<u>1986-87</u>	63

ORDINANCES/RESOLUTIONS

	ORDINANCES	RESOLUTIONS
<u>1984-85</u>	76	47
<u>1985-86</u>	91	49
<u>1986-87</u>	78	55

ELECTIONS

PASSED/DEFEATED

1984-85

11/6/84 Bond Issue for Public Safety Building DEFEATED

Mayor: Shirley Huffman
Councilors: Jim Frost
Patricia Graham
Jim Lushina

Amendment to City Charter, Section 65
(Vote on water, light, power franchises) DEFEATED

03/26/85 Budget Levy DEFEATED

05/21/85 Budget Levy PASSED

Amendment to City Charter, Section 74
(Special use of sidewalks) DEFEATED

1985-86

05/20/86 Tax Base PASSED

1986-87

11/04/86 Ten Year Serial Levy for Parks DEFEATED

Amendment to City Charter, Section 1
(Use of gender in Charter language) PASSED

Amendment to City Charter, Section 4
(Mayor's term of office - 4 years) PASSED

Amendment to City Charter, Section 35
(Reading of Ordinances) PASSED

Amendment to City Charter, Section 65
(Vote on water, light, power franchises) DEFEATED

Mayor: Shirley Huffman
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Gordon Faber
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The general function of the C.M. and staff is the overall coordination of the various city programs, interests and measurements, those as may have been addressed to policy by the Mayor and City Council. We have a broad and varied responsibility to the Council; we serve as agents, brokers, consultants, defenders, always as supporters of the Council and may be called upon to develop various proposals for executive consideration.

We are required to mold the resources into the programs which will provide the best possible services for the least dollars, preserve the "quality of life", even enhance it, while providing the environment for quality growth, enhanced job opportunities, expanded tax bases and growing property evaluations, all this within the various restraints of Federal, State, regional and local laws and regulations.

Many of the things we do are not preplanned but are in response to the needs of our public but we ^{do} have many work agendas and while some ^{progress} slowly from time to time we strive to provide a quality ~~and~~ administrative cadre of people and procedures to best address the ^{needs and} issues of our city.

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