

ANNUAL REPORT

1989-90

City of Hillsboro

ADMINISTRATION DEPARTMENT

**123 W. Main Street
Hillsboro, OR 97123
(503) 681-6100**

ORGANIZATION AND STAFF

Mayor:	Shirley Huffman
Councilors:	Al Coussens Gordon Faber Jim Frost Jim Lushina Cheryl Pitman (resigned 5/2/89) Don Suhrbier (appointed to fill Pitman's unexpired term (5/16/90))
City Manager	Eldon S. Mills
Assistant City Manager/ Personnel Director	Timothy J. Erwert
Management Analyst	Cecilia Petrocco
City Recorder	Gail Waibel

CITY MANAGER'S OFFICE

The general functions of the City Manager and staff is the overall coordination of the various City programs, interests and involvements; these 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 sale options for executive considerations.

We are required to meld 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 valuations. All this within the various restraints of federal, state, regional and local laws and regulations.

Many of the things we do are not pre-planned but are in response to the needs of our public but we also have many work agendas and while some seem to progress slowly from time to time, we strive to provide a quality administrative cadre of people to best address the needs and issues of our City.

GENERAL RESPONSIBILITIES

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

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 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 getting salaries; updating personnel policies; Equal Employment Opportunity reporting; job descriptions; and other information sharing with other cities.

Administration serves as coordinator of legislative activities 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 prioritizations 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 regularly each first and third Tuesday of the month. The Administrative Offices, under direction of the Mayor, 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. Ballot titles are prepared by the City Attorney; forwarded to City Council for consideration 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.)
- City/County Insurances Services Trustee

Public-private activities:

**Hillsboro Greater Area Chamber of Commerce
Chamber Foundation
Tualatin Valley Economic Development Committee
Tuality Hospital Strategic Planning Committee
Washington County Visitors Association**

Activities in professional organizations:

**International City Management Association
Oregon Section-International City Management Association
League of Oregon Cities
National League of Cities
Oregon Association of Municipal Recordors
International Inst. of Municipal Clerks**

Institute

APPLICATION PROCESSING

BUSINESS LICENSES

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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. Subsequent to passage of Ordinance No. 3564, as amended, sidewalk vendors/sidewalk cafe licenses have been issued for:

Super Natural Deli, 168 E. Main Street

Main Street Wine & Deli, 250 E Main Street

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 Mens Shop, 277 E. Main Street

K & D Books, Inc., 211 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.

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 parties.

1987-88	1
1988-89	1
1989-90	1

LIQUOR LICENSE ENDORSEMENTS

1988 -

1989 - 82

1990 - 86

ORDINANCES/RESOLUTIONS

	<u>ORDINANCES</u>	<u>RESOLUTIONS</u>
<u>1987-88</u>	<u>62</u>	<u>64</u>
<u>1988-89</u>	<u>79</u>	<u>65</u>
<u>1989-90</u>	<u>78</u>	<u>58</u>

ELECTIONS

1987-88

PASSED/DEFEATED

9/15/87 Five Year Serial Levy for Parks DEFEATED

1988-89

6/29/89 One Year Operating Levy DEFEATED

Ten Year Fire/Police Capital Improvement Serial Levy PASSED

Ten Year Park & Recreation Capital Improvement Serial Levy DEFEATED

9/19/89 Police Three Year Operating Levy PASSED

1989-90

~~Tax Base~~ ~~PASSED~~

5/15/90 Tax Base Passed