

CITY RECORDER'S OFFICE ANNUAL REPORT 2011

Records Destruction Log

DEPARTMENT	NUMBER OF BOXES
ADMINISTRATION	34
BUILDING	71
ENGINEERING	8
FINANCE	67
LIBRARY	3
MUNICIPAL COURT	4
POLICE	15
WATER	8
TOTAL	210

Council Items

ORDINANCES ADOPTED: 40
RESOLUTIONS ADOPTED: 41
RETREATS/SPECIAL MEETINGS: 2

Pioneer Cemetery

BURIALS: 0
INQUIRIES: 13

Permits Issued

LIQUOR LICENSES: 202

Miscellaneous

ADMINISTRATION PUBLIC RECORDS REQUESTS: 28
NEW HIRE ORIENTATIONS: 2
EMPLOYEE SERVICE AWARDS: 12

Accomplishments

- FINALIZED THE MUNICIPAL CODE AUDIT PROJECT (ONGOING AMENDMENTS BY DEPARTMENTS)
- COORDINATED CREATION OF FIRST BOARDS/COMMISSIONS BROCHURE
- REVISED BOARDS/COMMISSIONS APPLICATIONS AND CREATED ELECTRONICALLY FILLABLE AND PRINT VERSIONS
- IMPLEMENTED ELECTRONIC CITY COUNCIL/FINANCE COMMITTEE PACKET PROCESS
- BEGAN TRAINING FINANCE DEPARTMENT STAFF TO TAKE OVER FINANCE COMMITTEE AND AUDIT COMMITTEE MEETING COORDINATION
- CREATED PUBLIC COMMENT GUIDELINES TO HAND OUT AT COUNCIL MEETINGS
- WARD BOUNDARY REVISION PROJECT
- CREATED HISTORY TIMELINE FOR BUDGET IN BRIEF
- PERFORMED ORAL HISTORY INTERVIEW WITH FORMER CITY MANAGERS ELDON MILLS AND TIM ERWERT
- RECEIVED STATE OF OREGON GRANT FOR THE PIONEER CEMETERY (ENTRANCE GATE AND MESSAGE CENTER)
- ORGANIZED PIONEER CEMETERY FILES
- VERIFIED ACCURACY OF CEMETERY DATABASE AND POSTED BURIAL RECORDS ONLINE FOR PUBLIC RESEARCH
- COORDINATED CREATION OF ELECTRONIC CEMETERY BURIAL MAPS AND POSTED ONLINE FOR PUBLIC RESEARCH
- ORGANIZED HISTORICAL MAPS AND PLANS IN THE FILE ROOM AND FILED IN NEW FLAT FILE CABINET
- COMPLETED ORDINANCE/RESOLUTION SCANNING PROJECT AUDIT TO ENSURE QUALITY SCANS AND PROVIDED COPY TO WASHINGTON COUNTY MUSEUM
- RECEIVED COUNCIL APPROVAL OF ELECTRONIC RECORDS MANAGEMENT SYSTEM CONTRACT
- HELD RECORDS MANAGEMENT TRAINING MEETINGS WITH PUBLIC WORKS AND CULTURAL ARTS CENTER STAFF
- CREATED CITY RECORDER'S HANDBOOK TO CAPTURE ALL PROCEDURES
- ASSISTED IN COORDINATION OF FIRST ANNUAL MAYOR'S CHOICE ART COMPETITION FOR HILLSBORO GIFTS
- ASSISTED IN COORDINATION OF NEW CITY MANAGER ORIENTATION
- PARTICIPATED IN THE ADMINISTRATIVE ASSISTANT II RECRUITMENT PROCESS: DEBBIE REVIEWED APPLICATIONS AND AMBER SAT ON THE INTERVIEW PANEL
- EDUCATION: OREGON ASSOCIATION OF MUNICIPAL RECORDERS MID-YEAR ACADEMY AND ANNUAL CONFERENCE IN PORTLAND, WASHINGTON MUNICIPAL CLERKS ASSOCIATION ANNUAL CONFERENCE ACADEMY SESSION IN VANCOUVER, INDESIGN LEVEL ONE COURSE, LEAGUE OF OREGON CITIES PLANNING TRAINING, COUNCIL OF STATE ARCHIVISTS ESSENTIAL RECORDS AND RECORDS EMERGENCY PLANNING AND RESPONSE WEBINARS, INTERNATIONAL INSTITUTE OF MUNICIPAL CLERKS TECHNICAL WRITING COURSE (DEBBIE)
- LEADERSHIP OPPORTUNITIES: AMBER CHAIRED THE OAMR BYLAWS COMMITTEE AND DEBBIE CHAIRED THE OAMR SCHOLARSHIP COMMITTEE