

## DEPARTMENTS ANNUAL REPORT - 2013

**General Administration**  
**2 FTE - Current**  
**(Some staff transfers occurred after this period.)**



**Administration – City Manager is responsible of all aspects of policy development, programs and activities of the City and the staff. A list of a few of the higher profile activities are listed below.**

- Negotiation, Coordination, Development of – UGMA, PGE Franchise Agreement, Comcast Franchise Agreement, NCPRD Annexation Agreement, Sunrise Water IGA, Clackamas River Water IGA, WES and DTD IGA's
- Coordination of Council activities and Meetings
- Evaluation of broadcasting of Council meetings with Sabin-Schellenberg and Willamette Falls TV
- Evaluation/Coordination on various preliminary significant development proposals
- Involvement in Clackamas Regional Center Urban Renewal project prioritization process
- North Clackamas Chamber Public Policy Team participation
- Rotary Involvement as a Corporate Member
- Clackamas County Coordinating Committee (C-4) transportation funding analysis project
- Greater Portland Inc. – Involvement with small cities consortium
- Clackamas County Business Alliance – Involvement with the development of their priorities and action plan
- Managed the City Hall Art Program
- Annexation outreach to industrial properties
- I-205 Signage
- Street of Dreams 2014 Coordination
- 122<sup>nd</sup>/Sunnyside – property purchase, monument design process
- 129<sup>th</sup> Ave. Bicycle and Pedestrian Improvement Project – Significant involvement with grant project including video development, Clackamas technical committee, C-4, Metro JPACT, Metro Council, media relations
- Coordinated and developed materials for elected officials meetings
- Created HV policy document for use in meetings with state and federal elected officials
- Management of Council Priority Projects – Updated list to be discussed after annual department reports
- Created Council Policy process and forms for Budget Reserves, Park Reservations and Fundraiser Runs
- Relationship development with Federal, State, Metro, Clackamas County, local cities, special district officials

- Professional Development – Attended a number of training sessions toward the League of Oregon Cities Local Government Management Certificate, LOC Conference and NLC Conference
- Kick off plan for the cities 50<sup>th</sup> anniversary
- Obtained new membership with the National League of Cities
- Managed memberships with OMA, LOC, OCCMA, Rotary, NCCC
- Facilitate travel itineraries for out of town conferences
- Organize cities dinner events hosted by Happy Valley
- City Branding – Purchased city apparel to improve branding/recognition
- Receive/Organize Council mail watching for time sensitive items
- Facilitate citizen concerns assuring they are resolved in a timely manner
- Host Interagency Committee meetings with CCFD1
- Continue to produce and encourage the use of electronic fillable forms as requested
- Facilitate “All Staff” meetings to keep communications open between all departments

## Finance / Information Technology 3 FTE



### Finance

#### Payroll

- Switched payroll provider from Wells Fargo to ADP Workforce Now
  - This solution provides a paperless electronic system for time and attendance as well as integration with electronic Human Resources employee information
    - Employees input time and attendance information online
    - Supervisors and managers approve time off and timesheets online
    - All reports are electronic
    - Provides electronic version of journal entry to enter payroll information into InCode and replaces manual entry we were doing with Wells Fargo
    - Provides electronic version of PERS report required each pay period and eliminates manual entry of data on PERS website
    - Creates one repository of employee information for use by both Payroll and HR
    - Portal provides electronic distribution of payroll and HR information with the ability to track electronic acknowledgement by employees
  - 2 month implementation period for payroll change
    - Switched to ADP with 1<sup>st</sup> pay period in July to allow for full fiscal year reporting with new system

#### 5-Yr plan updated

- This is the 4<sup>th</sup> year of this process and it serves well as an integral part of long term planning
  - Entire plan is reviewed to determine validity of assumptions for continued applicability.
  - Process is completed in January/February to allow transition from long term planning to the annual budget process.

#### Prepared and adopted FY Budget

- Continued funding of General Operations, PERS, and Reserve for Replacement Funds with the 2013-14 budget.
  - Policies were written to define the level of funding for Reserve Funds along with definition of triggers for expending from these funds.
- Making adjustments to content of budget to move toward GFOA standard for budgeting. Goal in 2–3 years is to apply for GFOA Distinguished Budget Award.

#### Financial reporting

- Implemented new GASB pronouncements regarding fund type and fund balance definitions, implemented changes to Balance Sheet account reconciliations.

- Making adjustments to content of Annual Financial Report with goal in 2 -3 years to create a CAFR and apply for GFOA Award for Excellence in Financial Reporting.
- Continue to train Senior Accountant to allow for segregation of duties and implementation of controls.
  - Documentation of internal controls and other financial policies and procedures

### **Coordination with departments**

- Reconciliation and remittance of payments received by the City on behalf of other agencies:
  - Metro Construction Excise Tax
  - North Clackamas School District (NCSD) Construction Excise Tax
  - Park System Development Charges (SDCs) to North Clackamas Parks and Recreation District (NCPRD)
  - Joint Transportation District SDCs to Clackamas County
- Invoicing and receipting of payments for services provided by other agencies:
  - NCPRD Parking Lot Striping
  - Water Environment Services (WES) Street Sweeping
  - WES 147<sup>th</sup> Manhole Adjustment project
  - Damascus Public Works Intergovernmental Agreements

### **Information Technology**

#### **Server and Network**

- Hired IT Administrator
- Worked with Clackamas County to install dark fiber to Public Works building. That system is complete as of mid-September 2013.
  - This upgrades network service as well as provides a more secure data connection to the PW Building
- Moved data backup of all City servers to in-house solution.
  - Backup system is installed in the server rack at the PW building now that fiber is installed and operational
- Switched to Office 365 cloud solution for email and Microsoft Office licensing
  - Provides online anywhere access of email for all users
  - All email accounts archived using a cloud approach
    - This satisfies the ORS requirement for public records retention as well as offsite storage of data
  - Provides standardization of all Office products for all employees
    - All users are on the same version with no compatibility issues
    - More efficient upgrade implementation across entire network of computers
    - All future upgrades are included with subscription to service
- Network computer upgrades
  - This allows for standardization with Windows 7 and Office365
- Copiers and desktop printers
  - Copiers
    - Reviewed financial information regarding leasing copiers

- Determined over the life of the copier this is a less expensive solution and provides standardization for ease of use by all employees
        - Purchased new copier when lease of old copier expired
        - Scheduled to purchase second copier October 2013 when next lease expires
        - Plan to have all copiers purchased and in place by Spring 2015
    - Desktop printers
      - Switching from desktop printers to network laser printer solution
        - This solution provides fewer, faster, more standardized network printers for workgroups
        - Eliminated need for printer maintenance contract
  - Continue to research PEG opportunities for broadcasting information and events
    - Upgraded Council Chamber equipment to allow better integration with provider facilities

### **Mobile Electronic Devices**

- Provided mobile credit card payment solution for selling merchandise offsite at City events
  - Implemented Square using the iPad and iPhone to receive payments.
    - Setup Square account with merchandise prices and options
    - Community Services employees log into Square App to process payments during events
    - Purchased swipers through Square to plug into iPads and iPhones to swipe credit cards
    - Also set up Square to process cash payments so all merchandise is accounted for when selling offsite
- Exploring electronic signature using DocuSign
  - Plan to use this technology for secure electronic document signatures for Council and the City Manager
- Continue to use iPads for Council, committees, and all departments

### **Document management**

- Continue to integrate LaserFiche into current processes
  - Storing in LaserFiche the following:
    - All Payroll reports on LaserFiche instead of the server
    - Electronic invoices with PDF stamp approvals via email and stored in LaserFiche
      - Trained on setting up A/P process for routing and approval invoices and will change current process when LaserFiche solution fully implemented
    - Journal entries and associated documentation using the 'print to' LaserFiche option instead of printing to paper
  - Successfully upgraded to version 9 which enables web access to the application
    - Installed LaserFiche iPad App to allow anywhere online document access

**Economic and Community Development Department  
11.75 FTE**



**Planning & Economic Development Divisions:**

- Applications/Permits (see end of this section).
- Continued progress on the City's Construction Excise Tax (CET) grant program working toward "development ready" status for properties in the Rock Creek Employment Center area.
- Submittal and receipt of a \$53,100 Metro Community Development and Planning Grant addressing a Rock Creek Employment Center Infrastructure Financing Program.
- Submittal, coordination, production and extensive meeting participation in the City's RFFA grant (129<sup>th</sup> Ave. Project).
- Significant work/coordination on draft versions of the City's Urban Growth Management Agreement (UGMA) and various IGA's.
- Coordination with DR Horton and ODOT for approval and installation (under construction) of traffic signal at Eckert Lane/Hwy. 224 (Windswept Waters).
- Significant completion of a Draft Property Tax Deferral Plan.
- Completion of Dev. Code Amendments addressing Design Review standards and the "Happy Valley Style".
- Coordination and participation in Metro's Mt. Scott/Scouter's Mtn. Loop Trail Project.
- Annual participation in the Tree City USA/Arbor Day Program.

**Engineering Division:**

- Permits (see end of this section).
- Coordination and work tasks with Public Works Department on design and construction project management for:
  - Skate Park
  - 2013 Thin Lift Overlay
  - 2013 Storm Sewer Project & Shoulder Widening on SE 147<sup>th</sup> Avenue
  - Monument Sign
  - Studebaker Trail Development plan review and inspection
- Erosion and Sediment Control inspection for development projects.
- Coordination of City's MS4 reporting to WES/DEQ.
- Completion of the Safe Routes to School project on SE 145<sup>th</sup> Avenue.
- Submittal, coordination, production and extensive meeting participation in the City's RFFA grant (129<sup>th</sup> Ave. Project).
- Coordination with Public Works and Building Division on storm water issues.
- Coordination and participation in Metro's Mt. Scott/Scouter's Mtn. Loop Trail Project.

**Building Division:**

- Permits (see end of this section)

- Hiring of Cristie Myron as full time permit technician.
- Building inspection monthly average increased from 575 (FY 2011/2012) to 947.
- Completed IGA with City of Oregon City for plan review and inspection services.
- Completed IGA with State of Oregon to implement new online ePermitting system, allowing contractors to purchase permits online and enable the city to use digital plan review.

Economic & Community Development Department Permit Totals  
FY 2012/2013

**Planning Division:**

Annexations (ANN):	5
Accessory Dwelling Units (ADU)	2
Comp Plan/Zoning Map Amendment (CPA/LDC):	10
Design Review (DR):	8
Design Review Amend (DRA):	3
Environmental Review Permit (ERP):	3
Home Occupation Permit (HOP):	
Class A:	4
Class B:	1
Land Partition (LP):	5
Lot Line Adjustment (LLA):	4
Land Development Code Text Amendments (LDC):	3
Pre-Application Conferences:	25
Sign Permits (SP):	12
Tree Permits (Type B):	31
Model Home (MH):	1
Planned Unit Development Amendments (PUDA):	3
Extensions (EX):	1
Street Vacation (VAC):	1
Subdivisions (SUB):	1
Subdivisions Amend (SUBA):	3
Temporary Use Permits (TUP):	4
<b>Total Applications:</b>	<b>130</b>

**Engineering Division:**

Public ROW Permits:	62
Site Development Permits	6
<b>Total Permits:</b>	<b>68</b>

**Building Division:**

Single Family Homes (detached & attached):	276
Residential Alteration/Addition:	46
Commercial Tenant Improvement:	10
Commercial Buildings:	2
Manufactured Home:	1
<b>Total Permits:</b>	<b>335</b>

**Total Department Permits/Applications: 533**

**City Recorder and Human Resources  
Department Consists of 1.0 FTE**



**City Recorder - Stewardship of City's Most Important Documents:**

Ordinances, Resolutions, IGAs, Franchise Agreements, Personal Service Contracts, Insurance Certificates, Memorandums of Understanding, Recorded Documents and Proclamations continue to be scanned, made into PDF files, and available for all staff to access. Dates are monitored to assure that agreements are renewed as necessary. Added this year are City Council Policies. Coordinate all interaction with Quality Code, the City's publisher of its Municipal Code. This year "CodeAlert" was added which provides immediate notification through the City website of any Municipal Code changes. Additionally, a system called Conduits has been implemented to allow title insurance companies to conduct online lien searches for all properties in the City.

**Risk Management:**

Oversight of the City's insurance program has resulted in an excellent loss ratio for Property or Casualty insurance. As our City grows and has more activities, we have experienced an increase in General Liability claims. In the area of Workers' Compensation, the City has seen claim increases which are commensurate with our growth. The City's Experience Modification factor, which is a final multiplier for all rates, reached a high of 1.20 three years ago. Through diligence in managing Workers' Compensation claims, that factor has dropped to .88 – an all-time low. Additionally, Certificates of Insurance are required for many vendors and users of City properties. All Certificates are checked and monitored for compliance.

**Bonds:**

The City continues to hold millions of dollars in financial guarantees. Worked closely and collaboratively with Engineering, Planning, and developers to closely monitor timelines and work progress in order to be in a position to make claims on bonds or financial guarantees if necessary; however, no bond claims were necessary this year.

**Management of Council Agendas and Packets:**

We continue to manage all Council data by way of electronic technology. This year we were asked by another jurisdiction to demonstrate how iPad technology worked for us, and attended a City of North Plains council meeting.

**Elections:**

Happy Valley City Hall continues to be an official Ballot Box Drop Site for all elections.

**Human Resources:**

Recreated the Retirement Incentive Offer program which was successful in assisting employees reaching a certain age in their retirement decision. Coordinated program details with City Attorney and City County Insurance Services. Two more employees retired through this incentive program.

**Employee Appreciation:**

Upon working for the City for either 5, 10 or 15 years, employees receive a gift certificate voucher purchased through the North Clackamas School District Script program. Employees receive \$100, \$200, or \$300 respectively. Four more employees reached milestones this year.

**Wellness Program:**

Created a Wellness Committee for the purpose of attending CIS training. As a result of our training and further collaboration, the City will be rolling out a new 5-2-1-0 program in October, 2013. Obtained a Risk Management grant from CIS in the amount of \$6,160 which was used to install three ergonomic sit/stand workstations. The City also purchased three bicycles that can be used at the sit/stand workstations. A portion of the grant was used for a Lift Gate which will mitigate loss associated with heavy lifting in and out of a truck.

**Benefits:**

Continue to closely monitor changes in medical and dental plans and rates. The Affordable Care Act continues to change, requiring frequent monitoring and staying informed and up to date. Completed two open enrollment processes as the City's benefit year has changed to 1/1 of each year. A comparative benefit analysis prepared that shows the City continues to provide an outstanding benefit package for its employees. This year the City implemented an option through CIS to offer any qualifying employee who opts out of the CIS health care plans a \$600 annual stipend.

**Job Descriptions:**

Updated and standardized all job descriptions.

**Salary Study:**

The 2013 Salary Study was completed. This study is an in-depth analysis of our positions and how our compensation package compares to other jurisdictions. The City utilized the 2012 Oregon Public Employers Salary Survey prepared by Milliman, as well as the current salary schedules for Oregon City, Damascus, Fairview, Sherwood, Tualatin, Wilsonville, Milwaukie and Canby. All salary ranges were adjusted to reflect the new average.

**Staffing Changes:**

There were 15 overall staffing changes for employees this year. This includes 6 resignations or retirements, and 8 new hires.

**Employee Handbooks:**

Continual updating and refinement of the Employee Handbook is done to assure that what we do and what we say we do is the same. Change is essential in any organization and this creates the need to be sure that our Employee Handbook is reflective of the City's current employment provisions and expectations.

**ADP:**

Worked collaboratively with the Finance Department to migrate to a new Payroll and Employee Performance Management system. Performance reviews and the City's recruitment process will see more change going forward as we implement this electronic system.

**Other involvement:**

Coordinated with the League of Oregon Cities on educational events to be held in the Council Chambers. Employees from other jurisdictions have enjoyed attending class in our beautiful building, and the City has received several "scholarships" as a thank you for hosting the classes.

Serve on NCPRD District Advisory Board including acting as co-presenter to the Clackamas County Board of County Commissioners for direction on the Parks Master Plan.

**Public Works**  
**8.75 FTE**



**Parks:**

- **IGA update North Clackamas Parks and Recreation District (NCPRD)**
  - One year extension granted in September 2012
  - Draft IGA re-submitted July 2013
  - Document Currently under review by NCPRD
- **Raised seating**
  - Project identified by the Parks Advisory Committee
  - Project design and construction using our contract engineering services
  - Work coordinated through the Happy Valley Engineering Division
- **NCPRD Parking Lot Striping**
  - Provided parking lot striping services to NCPRD
  - Striping performed on 9 parking lot sites
  - Coordinated work crews to assure level of service
  - Bill project through the Finance Department
- **Swing set replacement**
  - Identified replacement need using monthly playground inspections
  - Purchase equipment
  - Site prep
  - Work completed July 1<sup>st</sup>
- **Studebaker Trail**
  - Project funded through a grant from the Oregon Parks and Recreation Department
  - Design and bid documents completed by the Happy Valley Engineering Division
  - Project bid using three quote system
  - Project billing and grant funding coordination done by the Happy Valley Finance Department
- **Satellite park maintenance**
  - Provide park maintenance for all publicly owned open-spaces
  - Weekly service calls starting March 1<sup>st</sup>
  - Total landscape services performed (321)
- **Park Gate Install**
  - Bid project using three quote system
  - Removal of old equipment
  - Project completed August 2013
- **A/C Walking Path Replacement Happy Valley Park (Skate Park Area)**
  - Project layout and design
  - Equipment identification
  - Construction and final clean-up
- **Dog Park Entrance (Vestibule)**
  - Bid project using a three quote system
  - Project support included (grading/surfacing)

- **Skate Park**
  - Project identified by the Parks Advisory Committee
  - Coordinate design review, project scoping and construction
  - Project bid documents by a contract engineering firm
  - Project inspection by the Happy Valley Engineering Division
  - Grand opening July 4th
- **Vehicle Maintenance**
  - Performed 80 vehicle services
  - Purchased 3 new city fleet vehicles
  - Purchased 2 new zero turn mowers
  - DMV and Insurance coordinated by the City Recorder/Risk Manager
- **Community Event Staffing coordinated with Community Services**
  - 4th of July
  - Harvest Fest
  - Relay for Life
  - Dumpster day
  - Leaf Drop
  - Friends of Trees (park wetland planting)
  - Fun Runs
  - Military Day
  - National Night Out
  - Tree lighting
  - Volunteer Appreciation
  - Summer Concerts
- **Park Reservation**
  - Prepared 150 reservations
- **Parks Advisory Committee**
  - Attend Meetings
  - Assemble Packets
  - Set Agendas

**Public Works/Admin:**

- **WES Street Sweeping IGA**
  - Provided street sweeping services for Clackamas County Service District from July 2012-July 2013
  - Removed a total of 339.25 yards of debris from district roadways
  - Total contract amount was 97k
  - Billed project through the Happy Valley Finance Department
- **Damascus Public Works Assistance IGA**
  - Provided public works assistance for the fiscal year of 2012-13
  - Responded to six calls for service and 40 radar sign moves
  - Billed project through the Happy Valley Finance Department
- **Storm Drainage Improvement (Scott Creek Trail)**
  - Retrofitted down spout drains causing flooding concern with path surface
  - Installed 1000 LF of 4 inch ADS piping
- **Storm Drainage Improvement (Sunburst Ln)**
  - Constructed 1500 LF of open diversion trench
  - Lined with concrete and tied into existing drainage system

- **Cedar Ln Stream Restoration**
  - Project funded through a partnership with Water Environment Services
  - Restoration work completed by Public Works and North Clackamas Urban Watershed Council
  - Project monitoring/maintenance next 5 years
- **Scott Creek Restoration –**
  - Project funded by Water Environment Services
  - Restoration work done by Happy Valley Public Works and SOLVE
  - Project ongoing through the 2013-14 fiscal year
- **147<sup>th</sup> Storm Drain installation**
  - Project bid using a three quote system
  - Design and construction documents by Happy Valley Engineering Division
  - Project completed in August
- **City Hall Maintenance**
  - Carpet cleaning
  - City Hall artwork bases
  - A/C repair (IT and Chamber Mechanical Rooms)
  - City Hall air handler two repair
  - Sit stand work stations
- **CPC Maintenance**
  - Carpet cleaning
  - Gutter cleaning
  - Medical drop box station install
  - Landscape maintenance
- **Annex Maintenance**
  - Carpet cleaning
  - Gutter cleaning
  - HVAC maintenance
- **Public Works**
  - Vinyl flooring cleaning
  - Gutter cleaning
  - ADT locking system update
  - Landscape maintenance

**Streets:**

- **147<sup>th</sup> thin lift overlay**
  - Work identified using our Pavement Quality Index tool
  - Thin lift overlay construction and bid documents done by the Happy Valley Engineering Division
  - Project completed August 14<sup>th</sup>
- **King Rd/145<sup>th</sup> thin lift overlay**
  - Project identified using our Pavement Quality Index tool
  - Thin lift overlay construction and bid documents done by the Happy Valley Engineering Division
  - Project completed August 14<sup>th</sup>
- **147<sup>th</sup> Shoulder Widening**
  - Project bid using three quote system
  - Design and Engineering by Happy Valley Engineering Division

- Project completed August 14<sup>th</sup>
- **Parking lot Striping (City Hall-CPC-Public Works)**
  - Work completed July 2013
- **Crosswalk install Ridgecrest Rd and Tarnahan**
  - Project proposed by area residents
  - Traffic and Public Safety Committee confirmed request
  - Happy Valley Public Works Installed September 2013
- **Center line/fog line striping**
  - Works coordinated with Clackamas County Transportation
  - Work completed August 2013
- **147<sup>th</sup>/152<sup>nd</sup> manhole adjustments**
  - Work coordinated with Water Environment Services
  - Adjustments made to 14 manholes along 147<sup>th</sup>/152<sup>nd</sup>
  - Project completed August 2013
  - Project billed through the Happy Valley Finance Department
- **Crack sealing/Preventative Maintenance**
  - Identify focus area using Pavement Quality Index and field assessments
  - Apply emulsion materials as specified by manufacture
  - Polyflex emulsion material used in the 2012-13 season (4500lbs)
- **Happy Valley Street Sweeping**
  - Provide once a month street sweeping during the months of May-September and provide twice a month street sweeping during the months of October-April
  - Materials collected during the street sweeping season (379 cubic yards)
- **Winter weather operations**
  - Identify material/equipment needs using short and long range weather forecast data
  - Magnesium Chloride applied during the 2012/2013 season 4500 gallons
- **Street tree replacements (Vehicle accidents/winter storms)**
  - Winter tree damage (35)
  - Vehicle accidents (10)
  - Missing trees (65)

## **Community Services and Public Safety**

9 FTE

2 Part-time FTE

12 FTE Police

**July 1, 2012 – July 30, 2013**



### **Community Events**

- Dumpster Day
- 4<sup>th</sup> of July Family Festival
- Summer Concerts in the Park
- Volunteer Appreciation Barbeque
- National Night Out
- Harvest Fest
- Tree Lighting

### **Community Partnership Events**

- Clackamas Town Center Road and Safety Fair
- Military Appreciation Day
- Happy Valley Fun Run
- 5/10K Quest Run for Autism
- Clackamas High School Fun Run
- Happy Valley Farmers Market
- "Pink Heals Tour" Fire Trucks
- Stafford Smiles Contest
- NCPRD Movie in the Park – 2 Days

### **Special Events (Permits)**

- Eastside Soccer Tournament – 4 Days
- Pickathon – 4 Days
- Frisbee Golf Tournament – 4 Days
- New Hope Church *Youth Wednesdays* – 4 Days
- Tennis Camp through NCPRD – 2 weeks
- Eastside Soccer Dribbling Contest – 1 Day

### **Park and Sports Field Reservations**

- Sports Field Reservations for Spring, Summer and Fall (10 organizations)
- Park Reservations (150 Reservations) (Users 2,010)

### **School & Government Awareness Program**

- Junior Achievement- Happy Valley Elementary
- Junior Achievement- Scouters Mountain Elementary
- 2<sup>nd</sup> Grade Happy Valley Elementary City Hall Tours
- 2<sup>nd</sup> Grade Scouters Mountain City Hall Tour
- 2<sup>nd</sup> Grade Spring Mountain City Hall Tour

## **Community Blood Drives and Projects**

- Community Blood Drive Meetings:  
Eastridge Church; City Hall; Foursquare Church
- Blood Drive- Encompass Urgent Care
- Blood Drive- Albertsons
- Blood Drive- Happy Valley Evangelical
- Blood Drive- City Hall
- Blood Drive- West Coast Bank
- Blood Drive - Abundant Life Church
- Blood Drive - HV Elementary
- Blood Drive - Foursquare Church
- Blood Drive – LDS Church

## **Projects and Products**

- Lobby Kiosk - iPad Information
- Tourism Conference & Trade Show Competition (took first place)
- “If I Were Mayor” Contest
- Post Project Competition - National Night Out Book
- LOC Entry for 2012 Cities’ Competition - “Government Awareness Program”  
(won 2012 ‘Good Governance Award’)
- New Businesses: Framed & Presented Ribbon Cutting Commemoratives to Owners
- Tourism Banners – City Buildings and Public Spaces; Sunnyside Rd placement  
scheduled for late 2013
- Inception and Structuring of “New” Happy Valley Logo and Merchandise –  
Launch 7/4/13
- Eagle Scout Projects (kiosks boards at City Hall and 145<sup>th</sup> Pk lot)
- 31 presentations, ordinance adoptions and resolutions to City Council

## **Communications**

- Happy Valley Today - Monthly City Newsletter
- Press Releases / Media Flash
- Website/ Events, News & Announcements
- Social Media/ City of HV Facebook page
- Happy Valley Radio Station – Tower & Equipment installation; Broadcast  
partnerships established and begin on-air transmission.

## **Ribbon Cuttings**

- Akkolade Ribbon Cutting
- Petite Patisserie Ribbon Cutting
- Happy Valley Veterinary Hospital Ribbon Cutting
- Power Chiropractic Ribbon Cutting
- N. Clackamas Relay for Life Ribbon Cutting/Kick-off
- Creative Minds Learning Center Ribbon Cutting
- Sports Cave Barbers Ribbon Cutting
- Farmer’s Market Ribbon Cutting

## **HVBA**

- Attend monthly HVBA meetings
- Corporate Sponsorship program
- Community Marketing Strategy/Implementation

- Business & Community Directories (production for 2012-13 and structuring the 2013-14 edition)

## **Code Enforcement**

### **Complaints/Investigations/Violations**

- Animal Investigations - 250
- Vegetation Complaints- 114
- Construction Violations- 127
- Park Patrols - 171
- Illegal Dumping Cases - 23

### **Crime Prevention Cases**

- Vulnerability Business Surveys – 51
- Crime Prevention / Graffiti - 21

### **Notable Code/Crime Prevention Projects**

- Presented Crime Prevention program to several HOA organizations
- Coordinated with utility providers to cover utility boxes that had been vandalized (graffiti) around town
- Mt. Talbert Safety Project with Metro and NCPRD
- Park Patrols: Mt. Talbert, Hoodview Park, HV Park and Southern Lites Park
- Worked with Oregon Humane Society on 3 major animal abuse/neglect cases
- Began Vacation House checks for residents
- Two high-profile dog bite cases
- Distributed over 500 Crime Prevention/Safety fliers to holiday shoppers at New Seasons, Albertsons, Sunnyside Library and the Providence Health complex

### **Licenses and Permits Issued**

- Dog Licenses - 611 (147 new / 403 renewal)
- Tree Permits - 108
- Business Licenses - 177 (100 new / 77 renewal)
- Alarm Permits - 550 (147 new / 403 renewal)
- Special Event Permits/Park Groups
- Noise/Construction Variances
- Burn Permits - 21

### **Passport Services**

- Applications Processed: 1,569
- Facility Audit Preparation (Passed)

### **Municipal Court**

- For the fiscal year 7-01-2012 through 6-30-2013 ,citations were issued by police, code and weighmaster as follows:
  - A total of 2,342 tickets containing 2,982 violations were written
  - A total of 689 violations for parking ordinances
  - A total of 1129 warning violations were issued
- Online Bill Pay Program: 819 electronic payments were made collecting fines of over \$90,000
- Community Service Hours: 648 services hours completed by youth offenders
- HV Traffic Safety Class: 281 defendants attended HV's diversion/education class

### **Public Safety and Police Services**

- 2012 Annual Safety Report
- HVPD participation in National Night Out
- Participation with Clackamas Fire for juvenile offender work service
- Illegal Fireworks Task Force
- Crime Prevention

### **Youth Council**

- Held 3<sup>rd</sup> annual Youth Town Hall
- Organized and conducted two DEA-sponsored Rx Drug Turn-In events at City Hall
- Participants in National Night Out
- Held Youth Council Retreat at Cannon Beach
- Presented Photo Voice project to the Traffic & Public Safety Committee and City Council
- Held elections for open seats on Youth Council

### **Juvenile Diversion Panel**

- Total number of youth referred: 48
- Total number of community service hours served: 159