



## DEPARTMENTS ANNUAL REPORT - 2013

### General Administration 2.5 FTE



Jason A. Tuck  
City Manager

**Administration** – City Manager is responsible of all aspects of policy development, programs and activities of the City and the staff. The list of Council Priority projects and their status is attached.

### Finance Information Technology 3 FTE



Barbara Muller  
Director

#### **Finance (2 FTE):**

- 1,800 checks written through Accounts Payable
- 700 credit card purchases reviewed and entered into InCode
- 1,000 payroll checks written
- 1,500 payroll related transactions – remittance of employee deductions related to 2 deferred compensation plans and flexible spending, reconciliations and payments to PERS for all members
- 800 Journal entries
- 60 payments, reconciliations, and reports to outside agencies – Metro CET, NCSD CET, Court Assessments to the State and the County, Building State Surcharge to DCBS, Park SDC transfers to NCPRD, and Transportation SDC payments to the County.
- Personnel changes
  - In and out of the payroll system, PERS, desktop computer set up, building access, cell phone, iPads, Office 365 access, server access
- Annual Budget process
- Annual Financial Report and audit
- Annual 5 year projection
- Cost allocation plan – creation using CostTree software

#### **Information Technology (1 FTE):**

- Laserfiche upgrade
  - Server and software upgrade to accommodate scanning in paper copies currently in the storage rooms and allow for compliance with Oregon statutes for records retention.
- IQM2 Agenda SW
  - Automation of Council packet agenda creation
- iPhones/iPads

- Support for all employees and Council, upgrade when available about 8 device upgrades per year.
- Server upgrades
  - New fileserver and Laserfiche server. Current equipment was 4-5 years old and required replacement. We also had the need for increased capacity.
- Council Chamber upgrade
  - The old system was analog based and would not allow for newer digital formats. The new system reduced the complexity and increased the functionality. The new system is fully HD with a brighter and larger projector image, improved sound clarity with upgraded speakers and microphones, and a more functional control system.
- Videos
  - Create event videos for website, create videos to highlight operations of the various departments of the City, beginning with Parks and PW but will create videos for all departments
- Website
  - Current plan is to refresh and redesign our current site. There are no plans to change from Civic plus with this upgrade as it would be more of a refresh.
- Phone system
  - Looking at possible system replacement in 2015 to allow for enhanced VoIP functionality as well as tighter integration with mobile devices.

**Economic and Community Development Department  
16.15 FTE**



Michael D. Walter, AICP  
Director

**Planning & Economic Development Divisions (3.75 FTE):**

- 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.
- Continued work on a \$53,100 Metro Community Development and Planning Grant addressing a Rock Creek Employment Center Infrastructure Financing Program.
- Continued work on a \$94,000 Transportation & Growth Management (TGM) Grant for a Transportation System Plan Update (ongoing).
- Submittal, coordination, production and extensive meeting participation in the City's RFFA grant (129<sup>th</sup> Ave. Project).

- Completion and implementation of the City/County Urban Growth Management Agreement (UGMA) and significant work/coordination on draft versions of the City's various IGA's with key service providers (CCSD#1, DTD, etc.).
- Coordination with DR Horton and ODOT for approval and installation of a traffic signal at Eckert Lane/Hwy. 224 (Windswept Waters).
- Significant completion of a Draft Property Tax Deferral Plan.
- Completion of various Dev. Code Amendments, including 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.
- Coordination with CCSD#5 on future availability of "Dark Skies" friendly street lights.

**Engineering Division (1.9 FTE):**

- Permits (see end of this section).
- Coordination and work tasks with Public Works Department on design and construction project management for:
  - SE Mountain Gate Road Paving Project
- Erosion and Sediment Control inspection for development projects.
- Coordination of City's MS4 reporting to WES/DEQ.
- Provided engineering conditions of approval for Land Use Applications.
- Development Plan Review.
- Coordination with Public Works and Building Division on storm water issues.

**Building Division (10.5 FTE):**

- Permits (see end of this section)
- Hiring of Robin Randol and Debbie DeLapp as full time permit technicians (pending retirement of Debbie Bassani). Hiring of Bill Ovchinikov and Bob Monteith as Building Inspectors.
- Building inspection monthly average increased from 947 (FY 2011/2012) to 1870.
- 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 2013/2014)**

**Planning Division:**

Annexation:	4
Accessory Dwelling Unit:	1
Comp Plan/Zoning Map/Code Amendment:	17
Conditional Use Permit Amendment:	1
Design Review:	7
Design Review Amend:	6
Easement Vacation:	1
Environmental Review Permit:	10

Home Occupation Permit:	2
Land Partition:	3
Lot Line Adjustment:	5
Lot Validation:	1
Master Plan:	2
Model Home:	3
Planned Unit Development:	3
Planned Unit Development Amendment:	5
Pre-Application Conferences:	30
Resubmittal:	1
Sign Permit:	14
Subdivision:	2
Subdivision Amend:	2
Temporary Use Permit:	6
Tree Permit (Type B):	28
Variance:	4
<b>Total Applications:</b>	<b>158</b>

**Engineering Division:**

Public ROW Permit:	86
Site Development Permit:	11
<b>Total Permits:</b>	<b>97</b>

**Building Division:**

Single Family Homes (detached & attached):	350
Residential Alteration/Addition:	42
Commercial Tenant Improvement:	5
Commercial Buildings:	2
Manufactured Home:	5
<b>Total Permits:</b>	<b>401</b>

**Total Department Permits/Applications: 656 (533 FY '11/'12)**

**City Recorder  
Human Resources  
Risk Management  
1.5FTE**



Marylee Walden  
Director

**Human Resources:**

- Overall a total of 17 staffing changes have occurred:
  - Eight employees transitioned out of City Employment:
    - Cal Walter
    - Adam Ruggles-Baker

- Edith Foteff
  - Ross Edwards
  - Kenneth Dickens
  - Rich Feucht
  - Becky Micciche
  - Debbie Bassani
- Nine employees have joined us:
  - Jaimie Lorenzini
  - Sally Curran
  - Bill Ovchinikov
  - Bob Monteith
  - Beth Evans
  - Carey Ritmiller (Temp/Seasonal)
  - Robin Randol
  - Kari Baxter
  - Jann Turner
- Four position changes / promotions:
  - Sally Curran (Civil Engineer)
  - Debbie DeLapp (Permit Technician)
  - Beth Evans (Program Technician)
  - Cheryl Whitehead (Administrative Assistant III)

**Other Projects:**

- Implemented the Oregon Savings Growth Plan as a third option for 457 plans.
- Participation in the Library “Super Team” for potential onboarding of Library personnel in 2015.
- Milestone Reward Program – 7 City Staff members reached a Milestone and received recognition and gift cards.
- Implemented a new policy for Telephones and Data Devices to address all situations and create parity based upon job classifications.
- Attended CIS training and implemented CIS Online Learning Center for all employees.
- Created two Retirement Incentive Packages for employees retiring October 31, 2014.

**City Recorder:**

- Implemented LaserFiche document management for all City Financial Guarantees (Bonds) and Certificates of Insurance received from vendors and contractors.
- November 4, 2014 General Election: Facilitated Election Process for 4 City Council Candidates, 1 Mayor Candidate, and Measure 3-462 – Five Year Police Services Local Option Tax.
- City Council Meetings – 20 Ordinances, 35 Resolutions, 20 Agendas and 20 sets of Minutes prepared.
- MinuteTraq – Purchased new software to assist in City Council Meeting Agendas, Minutes, and Packet Preparation. Implementation is occurring.

## **Risk Management:**

- Researched other jurisdictions and assisted in negotiation of Personal Service Contracts to mitigate risk and liability for the City.
- Attendance of all Safety Committee Meetings which also included addition of Water Filtration Systems as this year's addition to every employee's Emergency Preparedness Kit.
- Coordination and assistance in Insurance Claims and Litigation against the City:
  - Ilse Herrington Suit – Settled
  - Laurie Grooman Suit – Settled
  - David John Reis Suit – Closed
  - Michael Brennan Suit – Referred to Clackamas County Sheriff's Department and County Counsel
  - Rolling Acres Estates HOA – Closed
  - Carron Estates (Hurse Lane) – Closed
  - Kyle Bigbee – Closed
  - Automobile Liability/Physical Damage Claims – 2
- Property, Casualty, and Workers' Compensation Insurance Renewal negotiated for the 7/1/14 – 15 Policy Year.
- Monitoring of potential bond claims.
- Open and Review all Financial Institution documents as an Internal Control in cooperation with Finance Department.
- Attendance at annual CIS Convention for updates, best practices, and networking opportunities to maintain the excellent relationships that we have with our insurance provider.

## **Other:**

- District Advisory Board Member for the North Clackamas Parks and Recreation District

## **Public Works 8.25 FTE**

### **Parks (2 FTE):**

- Satellite parks
  - 28 service checks
  - 5 calls for service
- Splash pad maintenance
  - 360 chemical tests
  - 105 gallons of chorine used
  - 45 gallons of muriatic acid used
- Park restroom maintenance



Chris Randall  
Director

- Provided 7 days a week staffing from April to October
- 320 rolls of toilet tissue used
- 360 cases of hand towels used
- 16 gallons of hand soap used
- Park garbage maintenance
- 10k garbage bags used
- Dog park maintenance
  - 28 service checks
  - 36,000 dog bags used
  - 40 yards of chips added to off-leash dog area
- Community Garden
  - 29 gardens reserved
  - 7 wait list applications
  - 2 community work days
  - 4 Guest speakers
- Park reservations
  - 200 reservations coordinated
  - 8,218 people served
- Boardwalk maintenance
  - 20 calls for service
  - 240 deck boards replaced
  - 7 support posts replaced
- Playground maintenance
  - 100 yards of playground chips added to play areas
  - 12 inspections performed
  - 3 equipment repairs made
- Irrigation repairs/maintenance
  - 25 new sprinkler heads installed
  - 4 new control valves installed
  - 23,375 gallons of irrigation water provided from City well
- Turf maintenance
  - 240 lbs. of grass seed applied to sports fields
  - 1 ton of fertilizer applied
  - 11 tons of lime applied
  - 2 turf aerations performed

**Public Works (2.75 FTE):**

- Tree maintenance
  - 4 trees removed
  - 3,150 trees planted

- Damascus Public Works calls for service
  - 19 service calls preformed
- Community Event set-up
  - Event set-up for 10 community events and 7 concerts
- Vehicles maintenance
  - Services performed on 146 fleet vehicles
  - Coordinated 12 recalls
  - Surplused 6 fleet vehicles
- Facility maintenance
  - Performed 153 calls for service
  - Installed 7 sit stand work stations
- MS4 reporting
  - Tracked reportable goals for the 14-15 season
  - Coordinated with WES staff on annual reporting requirements per the joint permit

**Streets (3.5 FTE):**

- Crack Seal
  - Applied 13,200 lbs. of liquid crack seal material to local roadways
- Stop Bars/Thermo-plastic applied
- Installed 2 cross walks
- Installed 15 stop bars
- Installed 2 stop ahead letterings
- Traffic Control Changes
  - Coordinated 4 traffic control changes (stop /no parking /crosswalks)
- Winter Storm/De-icing
  - Applied 78 yards of de-icing sand
  - Applied 7500 gallons of de-icing chemicals
  - Re-claimed 50 yards of de-icing sand
- ROW trees
  - 52 street trees installed
- Pothole patching/drain berms installed
  - 36.33 tons of asphalt used
- Shoulder repairs
  - 20 yards of shoulder rock applied to area streets
- Manholes/Catch basin adjusted
  - 2 catch basins adjusted
  - 14 manholes adjusted
- Roadway/parking lot striping
  - 215 gallons of yellow traffic paint applied to area roadways



- 125 gallons of white traffic paint applied to area roadways/parking lots
- 2014-15 annual center line painting (contracted with Clackamas County)
- Street Sweeping
  - 4000 lane miles of streets swept
  - 757 yards of material collected
  - 1172 lane miles of streets swept per WES contract
  - 368 yards of material collected per WES contract
- Sidewalk repairs
  - 5 sidewalk repairs performed on city owned properties
- Sign maintenance
  - 100 new signs installed
  - 869 signs cleaned and adjusted

**Projects:**

- Mt Gate Rd Paving
- Tennis Court
- Basketball Court
- Tot lot
- Walking Paths
- Labyrinth
- Monument Sign
- Fuel tank install

**Community Services and Public Safety  
8.875 FTE**



Steve Campbell  
Director

**Community Services (4.875 FTE + open position):**

- HVBA/Ribbon Cuttings
  - Monthly HVBA meetings
  - Happy Valley Magazine Publication
  - Monthly HVBA Marketing Committee – Happy Valley Commercial
  - Valley Growlers Ribbon Cutting
  - Happy Hollow Ribbon Cutting
  - Collaborative Care Ribbon Cutting
- Sports Field Reservations
  - Sports Field Reservations for Spring, Summer and Fall (10 organizations)
  - March 3<sup>rd</sup> – November 8<sup>th</sup> Weekly Reservations
  - Eastside Soccer Tournament
  - Hat in Hand Frisbee Golf Tournament

- Kickball for Arthritis Tournament
- NCPRD Tennis Camps (3 weeks)
- Youth Lacrosse Camp (1 week)
- Parks Reservations
  - Reservations - 214
  - Number of Users - 10,047
  - Phone inquiries - 566
- Youth Council
  - 4<sup>th</sup> Annual Town Hall 11/6/2013
  - Sponsored 2 DEA-sponsored Rx Drug Turn-In Events at City Hall (10/26/13 & 4/26/14 )
  - “Be Seen, Be Safe” Tri-met campaign. Participated at Clackamas Town Center
  - National Night Out Participants
  - HVYC Teen Safety Event at Training Center 2/23/14
  - Youth Council Retreat at 8/17/2014
  - Youth Council Washington DC trip
- School & Government Awareness Program
  - Junior Achievement 2 & 3 grade, Happy Valley Elementary
  - Junior Achievement 2<sup>nd</sup> grade, Scouters Mountain Elementary
  - 2<sup>nd</sup> Grade Happy Valley City Hall Tours (3)
  - 2<sup>nd</sup> Grade Lewelling Elementary Tours (3)
  - 2<sup>nd</sup> Grade Scouter’s Mountain Tour (3)
  - Junior Achievement Kindergarten HVES (2)
  - JA Biztown
- Community Blood Drives and Projects
  - Community Blood Drive Meeting at City Hall (3)
  - Blood Drive Encompass Urgent Care
  - Blood Drive at Columbia Bank
  - Blood Drive City of Happy Valley
  - Bloodmobile CPC Annex
  - Blood Drive City Hall
  - Blood Drive Abundant Life Church
  - Blood Drive HV Elementary
  - Blood Drive 4 Square Church
  - Blood Drive LDS
  - City-Wide Challenge 2 day Blood Drive
- Community Events
  - Secured 12 Corporate Sponsors
  - Dumpster Day
  - 4<sup>th</sup> of July Family Festival

- Summer Concerts in the Park
- Volunteer Appreciation BBQ
- National Night Out
- Harvest Fest
- Tree Lighting
- Special Events/Community Partner Events
  - Relay for Life
  - Building Blocks Preschool with the COPS
  - Happy Valley Farmers Market (22 weeks)
  - Happy Valley Fun Run
  - Military Family Appreciation Day at Happy Valley Park
  - Scouters Mountain Nature Park Grand Opening
  - Pickathon
  - Street of Dreams
  - Attended Monthly planning meetings (1/14 - 8/14)
  - Provided booth and golf carts
  - Block Party Event
  - Ribbon Cutting/Media Day with Chamber
  - Veterans Day
  - City VIP night
- Projects and Products
  - Newsletter partnership with Pamplin Media Group. Larger paper, ability to advertise, more community news, increased (doubled) distribution and saved money.
  - METRO grant 1100 feet
  - Happy Valley Magazine 2014
  - Street of Dreams
  - Passport Production to Date: 1,577 applications processed; Fee collection from 1/1/14 to date: \$51,277.86.
  - A Regional Training Workshop was hosted at the City of HV in May, 2014.

**Code Enforcement (2 FTE + open position):**

- Assisted 4 HOA's in setting up Neighborhood Watch Programs
- Foreclosed Property Inspections: Follow up, Clean up, Coordinated patrols with Police
- Patrols of Mt. Talbert Nature Park, Hood View Park, Scouters Mountain Park, Happy Valley Park, Village Green Park & Ella V. Osterman Park
- Illegal Fireworks Detail
- Training New Code Enforcement Officers
- Coordinated Community Watch Patrols - Total Volunteer Hours: 158
- Clackamas Community College Criminal Justice Intern Program Supervision
- Search Warrant for Building Codes, Animal & Debris
- Transient Camp Removal's at Mt. Talbert
- National Animal Cruelty Investigation School Training

- Assisted Spring Mountain Elementary w/Traffic Control
- Code Cases for this time period – 2,845
- Animal Cases - 274
- Construction Site Violations/inspections - 164
- Noxious Vegetation Complaints and enforcement - 96
- Licenses and Permits
  - Dog License **NEW:** 337 **RENEW:** 379
  - Tree Permits - 114
  - Business Licenses **NEW:** 144 **RENEW:** 295
  - Alarm Permits **NEW:** 173 **RENEW:** 322
  - Special Event Permits/Park Groups - 8
  - Noise/Construction Variances - 10
  - Burn Permits - 7

### **Municipal Court (2 FTE)**

- For the fiscal year from 07-01-13 through 06-30-14, the citation figures reflect police, code and weigh master tickets
  - CITATIONS - 2,283 tickets
  - VIOLATIONS - 2,904
  - PARKING - 523
  - WARNINGS - 911
- Successful implementation of a wage garnishment program through Western Collection Bureau.
- The online bill pay program has continued to be an added tool for the collection of court fines. For the fiscal year 07-01-13 through 06-30-14, we had 644 electronic payments made with fines collected of \$73,627.
- 559 Hours of Community Service to The City of Happy Valley were completed by youth offenders.
- The Municipal Court continues our collection efforts with regard to past due judgments in a combined effort with Western Collection Bureau. For the fiscal year 07-01-13 through 06-30-14, a total of \$145,481.81 was collected.
- In a joint effort with Public Works, the Municipal Court collected a total of \$1,981.11 for restitution payments.
- HAPPY VALLEY TRAFFIC SAFETY CLASS – 44 successfully completed (July-August)
- U-TURN 180 TRAFFIC SAFETY CLASS – 116 completed YTD (Sept 2013-June 2014)
- TRAUMA NURSES TALK TOUGH -124 attended

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

- HVPD participation in National Night Out
- Participation with Clackamas Fire for juvenile offender work service
- Illegal Fireworks Task Force
- National Night Out Award

- One of the big priorities I have had for a performance measure to all officers and the detective is holding Part1 crime offenders accountable, “clearance rate”. Establishing suspect information and sending a case to the DA for prosecution. Part1 crimes including arson, felony and domestic violence assaults, burglary, murder, rape, robbery, felony theft and stolen vehicles are of the highest priority for investigation and resolution. Some of these case can take over a year to send out for prosecution and take substantial resources to complete. The clearance rate in 2013 went to 20.10%, the previous year 2012 was at 16.10%, and 2011 was at 11.80%.
- Police Committee Task Force 2013-2014
- Police Town Hall Open Houses May and June 2013

**Juvenile Diversion:**

- Total number of youth referred 37
- Total number enrolled 21
- Total number of community services hours 266