

DEPARTMENT ANNUAL REPORT

2015



City of Happy Valley Organization Chart

Citizens of Happy Valley



Mayor and Council

Deputy City Manager

City Manager

City Attorney

HR / City Recorder

Finance / IT

Library

Economic & Community Development

Public Works

Community Services

Human Resources

Finance

City Recorder

Information Technology

Planning Division

Engineering Division

Building Division

Street Maintenance

Park Maintenance

Facilities

Code Enforcement

Police Services

Municipal Court

Animal Control

Community Events

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DEPARTMENTS ANNUAL REPORT - 2015

General Administration

Jason Tuck
City Manager

4 FTE

Administration – City Manager is responsible of all aspects of policy development, budget, programs and activities of the City and the staff.

Programs & Projects:

- Launched the HV Solar Program through educational marketing efforts.
- Hosted two HV Solar citizen workshops attracting over 60 participants.
- Organized a solar home tour throughout Happy Valley.
- Producing a solar educational promotional video and other educational materials.
- Preparing for an HV Solar educational workshop for home buildings/developers.
- Convened a work group to explore establishment permanent art committee to guide art programming.
- Facilitated new art in Happy Valley sculpture garden.
- Participated in a county committee to select rotating art exhibitions for the library.
- Submitting formal recommendations to the City Council regarding establishment of an ongoing Public Art Committee.
- Sculpture currently in the HV Sculpture Garden are aggregately valued at approximately \$54,500.
- De-installation of old sculptures from the last art cycle cost \$8,625.00.
- Library Transition occurred July 2015
- 50th Anniversary Celebration throughout the year
- NCPRD evaluation
- Sewer evaluation
- PGE Franchise Agreement approval
- Successful Public Safety Levy
- Proclamations: Child Abuse Prevention, Be College Ready, US Industry Safety Week, Play Ball, Constitution Week, Fire Prevention Month
- Various code amendments to address current issues



Ben Bryant
Deputy City Manager

Governance and Legislative Tracking:

- Followed and reported on all major state, regional, and local committees to pursue:
 - The establishment of the new ODOT Region 1 Area Commission on Transportation.
 - Changes to the allocation of funding options for transportation projects in the region.
- Critique of the 2014 Urban Growth Report.

- Time, place, and manner restrictions on recreational marijuana.
- Changes to the governance of the North Clackamas Sewer District #1.
- Actively tracked over 40 bills during the legislative session and provided testimony on the record as needed. Testimony by the City was given on several pieces of legislation including:
 - Legislation to mitigate the effects of compression.
 - Legislation which could have prohibited the City from compelling annexation of a property in exchange for sewer services.
- Seek and support funding for transportations projects in and around Happy Valley.
- Continue to support Mayor DeRemer and City Council on regional committees.
- Support efforts to securing a federal transportation funding package.

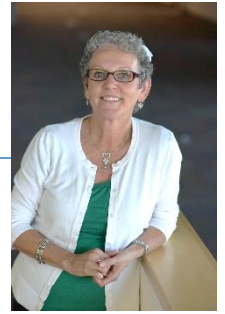
Policy Development:

- Adopted new fraud policy
- Adopted Social Media Policy
- Adopted Library Operations Policies and Exclusion Policy

Administration Goals for 2016:
<ul style="list-style-type: none"> • Explore a Right-of-Way Ordinance to streamline the management of the program • Renew Franchise Agreement with Comcast • Implement and collect the fuels tax at the new Fred Meyer Fueling Station • Begin development of an Economic Development Strategic Plan • Coordinate with the North Clackamas County Chamber, Greater Portland Inc., C-4, HVBA, Clackamas County, Metro and various other jurisdictional partners and agencies • Engage the City of Portland on the de-annexation of Alta Vista neighborhood into Happy Valley • Damascus De-annexations/Disincorporation – Develop an annexation plan and comprehensive plan approach • Transportation Maintenance Fee • Marijuana Regulations • NCPRD Evaluation • Sewer Evaluation • Evaluate PEG collections and broadcast options • Evaluate legislative approach for permanent police funding • Social Media Policy implementation and revision • Annexation Policy/Approach • Travel Policy

Finance and Information Technology

4 FTE



Barbara Muller
Finance Director

Finance (2 FTE):

- 1,700 checks written through Accounts Payable.
- 700 credit card purchases reviewed and entered into InCode.
- 1,100 payroll checks written.
- 1,500 payroll related transactions.
- Remittance of employee deductions related to 3 deferred compensation plans (Oregon Savings Growth Plan added during 2014-15) and flexible spending, reconciliations and payments to PERS for all members.
- 740 Journal entries.
- 60 payments, reconciliations, and reports to outside agencies
 - Metro CET, NCSO 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.
- Payroll system, PERS, desktop computer set up, building access, cell phone, iPads, Office 365 access, server access.
- Annual Budget process.
- Updated document to move us toward submitting our document to the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program.
- Annual Financial Report and audit process.
- Annual 5 year projection.
- First projection to incorporate Library financial information.
- Wells Fargo Purchase Cards:
 - Switched to purchase cards for managers and designated individuals who use City provided credit cards. Wells Fargo provides online access for transaction review, accounting, and approval. Provides greater accountability, control, and allowed us to move to an entirely electronic process. Able to download transaction data to be uploaded into InCode to save time and reduce errors.
- InCode:
 - Upgraded all Finance modules to Version 10.
 - Added capability for reviewing and reporting for better transparency and accountability.
 - Entire upgrade done remotely with no onsite training or implementation. This saved over 75% of the original estimated cost.
- Cost Allocation Plan:
 - Updated the plan to incorporate most recent actual amounts and used the new calculated amounts for the 2016 budget.
- Library:
 - Incorporated Library personnel and information into the City's financial systems including payroll, accounts payable, budgeting, and InCode.

Information Technology (1 FTE):

- Library:
 - Connected new Happy Valley Library to City Hall via county fiber network.
 - Setup new guest wireless network with increased capacity, coverage, and speed for library users.
 - Expanded City's access control system, Brivo, to the Library. This reduced the number of physical keys and made access easier.
- Laserfiche:
 - Continue effort to move more processes to paperless by establishing workflows. Where possible requesting electronic versions from outside sources in order to reduce paper.
- iPhones/iPads:
 - Added a second plan with Verizon for iPhones.
 - Pilot program to test switching from iPads to Windows based tablets. The tablet would replace the user's desktop computer as well as their iPad. This reduces cost, allows users full access to work related items even when out of the office, and reduces the amount of IT support required.
 - Support for all employees and Council, upgrade about 8 devices 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:
 - Active recording of Council meetings. Videos are posted on Vimeo for public record. Also static recording of Planning Commission and Design Review Board meetings.
- Videos:
 - Created several event videos for the website to highlight operations of the various departments of the City, including a State of the City video by the Mayor, a Park video for a grant application, and a Police video. Will create videos for all departments.
- Website:
 - In the process of changing providers and redesigning our current site. The new website will be operational by December. Also updated publicity photos of the Council and Mayor for use in public relations.
- Phone system:
 - Upgraded phone system and phones to VoIP functionality. This allows for enhanced capability for individual phones and significantly upgrades the versatility of the front desk reception function. Allows voicemail messages to be routed to mobile phones for better access while out of the office.

Finance & Information Technology Goals for 2016:

- Azure Active Directory: Plan to implement Azure AD for better control of future Windows based devices including computers, tablets, and phones.
- Windows 10: As computers are replaced new systems will have Windows 10 installed. Current systems will be upgraded once Windows 10 has been sufficiently tested. Some devices have Windows 10 so there are a few systems being used as the pilot program to ensure compatibility with other software applications.
- Website: Phase 2 includes additional functionality not currently available on our site. We believe there is the potential for integration with Laserfiche in the future to allow for the public to easily search publicly accessible documents.
- Laserfiche: Upgrading to new version 10 once it is released. Attending Laserfiche conference in January to better understand capability of new version. Both Will and Mike (new accountant) will attend conference as part of overall plan to have Mike eventually take over some IT duties.

- InCode: Upgrade Court modules to Version 10. Although this will mostly involve Court staff time Finance and IT will need to coordinate on items related to our respective areas.
- Payroll: Researching alternative to using ADP for payroll providers. Reviewing InCode option for payroll. This would bring payroll in house and allow more flexibility, better customer support, and continue web access for employees.
- CAFR: Will produce a Comprehensive Annual Financial Report (CAFR) for the first time in the City's history. Plan to submit to GFOA for the Certificate of Achievement for Excellence in Financial Reporting Program. Annual Budget Document. Finalize additional items required to submit to GFOA for the Distinguished Budget Presentation Award.
- Laserfiche: Plan to move daily cash receipting process to paperless. This is the last process in Finance that is still paper. Will create electronic process for individuals daily batch processing. Will also create electronic process for monthly reconciliation process.

Economic and Community Development Department

17.775 FTE



Michael Walter
Director

Planning & Economic Development Divisions (4.875 FTE):

- Frequent customer service to a wide variety of developers and their representatives (consultants and sub-consultants), property owners, appraisers, real estate agents, etc. at the front counter, via e-mail and by telephone contact.
- Extensive Land Development Code Amendments research envisioning inclusion of a Hearings Office in the City's land use decision-making process.
- Vacation of a significant number of unused public right-of-ways.
- 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.
- Promoted Steve Koper, AICP from Senior Planner to Planning Services Manager, hired Keith Leonard, AICP as an Associate Planner and hired Michael Cynkar as an Assistant Planner.

Engineering Division (2.9 FTE):

- Frequent customer service to a wide variety of developers/contractors/sub-contractors and their representatives, property owners, etc. at the front counter, via e-mail and by telephone contact.
- Coordinated with the Public Works Department regarding design and construction management for the following projects:
 - Jackson Hills Traffic Calming Study
 - 129th/King Road Turn Lane
 - 152nd/Misty Traffic Pattern Modifications
 - Storm Water Master Plan
- Coordinated with internal staff on the following:
 - Various storm water issues (*Public Works and Building Division*)

- Performance/maintenance bonds and insurance certificates (*Planning and the City Recorder*)
- Study of the Transportation Maintenance Fee (*Public Works*)
- Gathered MS4 reporting data from various departments
- Coordinated with external entities to develop standards for:
 - Striping Standards (*DKS*)
 - Storm Water Master Plan (*Firwood Design*)
 - Right of Way Tree Code/Detail revisions (*Teragan & Associates*)
 - TSP Update (*DKS*)
- Coordinate with external entities on the following projects:
 - 129th bike lane/sidewalk grant project (*ODOT, Metro, and various consultants*)
 - Scott Creek Restoration Project (*WES*)
 - Mount Scott Creek Restoration Project at Happy Valley Park (*WES*)
- Coordinated consultant inspection and design services with Curran McLeod.
- Provided MS4 data to WES for DEQ reporting.
- Provided inspection of right of way permit sites and smaller construction projects.
- Provided erosion and sediment control inspections for development projects.
- Served as representative at monthly WES Surface Water meetings.
- Served as representative at the Clackamas Regional Center Connections Project TAC meetings.
- Assisted the Planning GIS representative with GIS functions.
- Hired Karleen Aichele as Engineering Technician 2.
- Provided engineering conditions of approval and plat review for Land Use Applications.
- Tracked maintenance and performance bonds.
- Performed the annual update to the Engineering Design and Standards Manual.
- Processed 21 pre-applications.
- Approved 18 development projects and held pre-construction meetings.

Building Division (10.0 FTE):

- Frequent customer service to a wide variety of builders/contractors/sub-contractors and their representatives, property owners, real estate agents, etc. at the front counter, via e-mail and by telephone contact.
- Kelly Peterson, Bill Ovchinikov and Bob Monteith have all completed their residential certifications for Structural, Mechanical and plumbing. In addition, Mr. Peterson completed a state certification for specialized plumbing inspector.
- An average of 1,364 building inspections per month.
- Implemented electronic submittal and plan review for new single family homes on the state ePermitting system.
- Held erosion control certification class for inspectors.
- Completed Building Inspection/Plan Review IGA's with the cities of Gresham and Milwaukie.

Economic & Community Development Department Permit/Application Totals (Nov. 2014-Oct. 2015)

Planning Division:

Annexations (ANN):	8
Accessory Dwelling Units (ADU):	2
Appeals (APP)	1

Comprehensive Plan Amendment (CPA):	16
Design Review (DR):	15
Design Review Amend (DRA):	6
Environmental Review (ERP):	18
Extension (EXT):	1
Master Plan (MP):	1
Home Occupation Permit (HOP):	1
Land Partition (LP):	6
Lot Line Adjustment (LLA):	8
Land Development Code (LDC):	19
Pre-Applications:	35
Sign Permits (SP):	27
Tree Permits (TC): Type B	30
Model Home (MH):	5
Planned Unit Development (PUD):	3
Planned Unit Development Amend (PUDA):	3
Subdivisions (SUB):	6
Subdivisions Amend (SUBA):	1
Street Vacation (SV):	1
Temporary Use (TUP):	7
Variance (VAR):	6
Total Applications:	226

Engineering Division:

Public ROW Permit:	66
Site Development Permit:	18
Erosion Control Permits:	19
Minor Grading Permits:	5
Total Permits:	105

Building Division:

Single Family Homes (detached & attached):	332
Residential Alteration/Addition:	58
Commercial Tenant Improvement:	9
Commercial Buildings:	5
Total Permits:	404

Total Department Permits/Applications: 735 (533 FY '13-'14, 656 FY '14-'15)

Economic & Community Development Goals for 2016:

- Evaluate terminating Joint TSDC program with Clackamas County
- Continued training of new staff members and retention of excellent customer services levels and quality of work given increasing permit/application levels.
- Continued coordination with Code Enforcement, Public Works and Clackamas County in regard to large amounts of ongoing construction projects.
- Ongoing coordination with Clackamas County Dept. of Transportation and Development (DTD) and Water Environment Services (WES) on updated Intergovernmental Agreements (IGA's).

- Ongoing coordination with DTD in regard to the potential formation of a Multi-Modal Mixed Use Area (MMA) in the Clackamas Regional Center, revised Transportation SDC's and Capital Improvement Plan affecting the Joint District.
- 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.
- Continue work on a \$53,100 Metro Community Development and Planning Grant addressing a Rock Creek Employment Center Infrastructure Financing Program.
- Continue work on a \$94,000 Transportation & Growth Management (TGM) Grant for a Transportation System Plan Update.
- Continue work on the 172nd Avenue/190th Drive Corridor Management Plan Update (50/50 funding split with Clackamas County DTD).
- Damascus De-Annexations / Disincorporation – Annexation and Comprehensive Plan approach and potential Community Planning & Development Grant.
- Economic Development Strategic Plan and Implementation of Tax Abatement Program.
- Eagle Landing Master Plan and Development Application Processes.
- Implementation of Marijuana Regulations within the Land Dev. Code.
- Electronic scanning/retention of Planning/Building/Engineering "paper files" and subsequent recycling of many boxes of records.
- Continued training of staff on Accela (Building Division); MinuteTraq (Planning Division); and GIS/AutoCADD (Planning/Engineering Division), including further development of the level of work that can be accomplished on the City's GIS System.
- Development of a web-based map that illustrates proposed/under construction developments, including their location, size and staff report details.
- Continued progress on an updated Comprehensive Plan.
- Implementation of Dev. Code Amendments initiating a Hearings Officer for certain levels of quasi-judicial decisions.
- Continued implementation of the City's annexation program for industrial, commercial and residential lands within the Urban Planning Area as outlined in the Urban Growth Management Agreement (UGMA).

City Recorder * Human Resources * Risk Management

1.0 FTE

Human Resources:

- Overall a total of 50 staffing changes have occurred:
 - **Four employees transitioned out of City Employment:**
 - Kari Baxter, Jann Turner, Rylee Croce (summer intern), Justin Popilek
 - **Eight employees have joined the City:**
 - Chelsea Radich, Kelsi Niece, Jill Mick, Michael Cynkar, Keith Leonard, Karleen Aichele, Ben Bryant, Michael Chen
 - **Library Personnel:** A total of 38 employees were added as a result of assuming operations of the Happy Valley Library on July 1, 2015. This change represented a significant investment in time and effort to assure a smooth transition and seamless benefit restructuring for the following added personnel:



Marylee Walden
Director

- Doris Grolbert, Charleene Wood, Debbie Smith, Douglas Jones, Isaac Fellows, Anna Bruce, Dana Arnold, Christine Troetschel, Pamella Lynn, Tamara Dougherty, Phyllis Oviatt, Walter Guenther, Dorothy Woods, Renee Orr, David Lyle, Christina Hanson, Ashlee Stewart, Jennifer Davis, Evangelina Khemchan, Lianne Bailey, Thomas Richards, Rafael Perez, Shana Loven, Pamela Hubbard, Deborah Gitlitz, Jude Ferrara Rush, Bridget Cain, Michael Walker, Christina Voiculescu, Kristine Simpson, Michelle Richardson, Debra Hayes, Eileen Geiter, Lisa Buchholz, Janet Yu, Jill Olson, Terri Croak, Dawn Cadwell

- **Promotion:**

- Steve Koper (Planning Services Manager)

Other Projects:

- Overhaul of the Employee Handbook Policies which will result in a completely new series of documents and an electronic signature and acknowledgement system.
- Milestone Reward Program – 4 City Staff members reached a Milestone and received recognition and gift cards.
- Implemented a new policy for Remote Work Options which benefits both the City and the employee for productive work at remote locations.
- Attended CIS training and implemented CIS Online Learning Center for all employees.

City Recorder:

- May 19, 2015 Special Election: Facilitated Election Process for Measure 3-467 – Approval of Happy Valley Police Services Levy for Five Years.
- City Council Meetings – Preparation of numerous Ordinances, Resolutions, Meeting Minutes and attendance at all meetings.
- MinuteTraq – Purchased new software to assist in City Council Meeting Agendas, Minutes, and Packet Preparation. Implementation has occurred. Perfecting the process continues.

Risk Management:

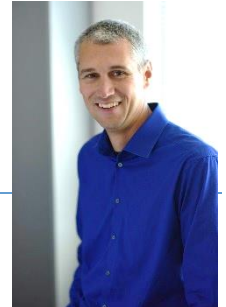
- Attendance of all Safety Committee Meetings with emphasis on a continued awareness of Emergency Preparedness for City staff. Purchase of additional 72-hour buckets, radios and water filtration systems for all new employees.
- Coordination and assistance in Insurance Claims – Property, Casualty and Workers’ Compensation for the City.
- Selected the team of Amy Waltz, Alycia Johnson and Lynn Omev from WSC Insurance as the new agent of record for the City’s insurance program. Meet with the team monthly to incorporate best practices in all areas of risk management.
- Property, Casualty, and Workers’ Compensation Insurance Renewal negotiated for the 7/1/15 – 16 Policy Year including evaluation of exposures for the addition of the Happy Valley Library.
- 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.

<p>Human Resources & City Recorder Goals for 2016:</p> <ul style="list-style-type: none"> • Post, hire and train for new position – Deputy City Recorder / HR Assistant • Salary Study for the 2016 – 2019 period – this will be the City’s third comprehensive Salary Study • Incorporate the E-Verify System for tracking employment eligibility for new hires • Finalize electronic Employee Handbook system
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- Make all Ordinances and Resolutions available to the public via City's new website
- Create a new process for Public Records Requests spanning all City departments
- Implement LaserFiche document management system for Intergovernmental Agreements, Personal Service Contracts, Franchise Agreements, UGMA Agreements
- Create a new process for Developer Deposits and Contractor Deposits to assure a smoother workflow across departments
- Implement more Wellness Program ideas and strategies throughout the City
- Modify annual performance review system for Staff and Managers

Public Works

8.425 FTE



Chris Randall
Director

Parks:

- Satellite Parks
 - 28 service checks
 - 4 calls for service
- Splash Pad Maintenance
 - 360 chemical tests
 - 105 gallons of chlorine used
 - 75 gallons of muriatic acid used
- Park Restroom Maintenance
 - Provided 7 days a week staffing from November to October
 - 30 cases of toilet tissue used
 - 30 cases of hand towels used
 - 12 gallons of hand soap used
- Park Garbage Maintenance
 - 40 cases garbage bags used
- Dog Park Maintenance
 - 192 service checks
 - 25 cases of dog bags used
 - 70 yards of chips added to off-leash dog area
- Community Garden
 - 29 gardens reserved
 - 3 wait list applications
 - 3 community work days
 - 3 guest speakers
- Park Reservations
 - 207 reservations coordinated
 - 9,207 people served
- Boardwalk Maintenance

- 20 calls for service
- 540 deck boards replaced
- 37 support posts replaced
- Playground Maintenance
 - 200 yards of playground chips added to play areas
 - 12 inspections performed
 - 4 equipment repairs made
- Irrigation Repairs/Maintenance
 - 20 new sprinkler heads installed
 - 4 new control valves installed
 - 26,555 gallons of irrigation water provided from City well
- Turf Maintenance
 - 500 lbs. of grass seed applied to sports fields
 - 2 tons of fertilizer applied
 - 11 tons of lime applied
 - 2 turf aerations performed
- General Park Maintenance
 - 43 garbage can holders constructed
 - 8 concrete garbage can rings installed
 - 2 concrete cole bins installed
 - Baseball field maintenance (installed 100 yards of field turf)
 - Installed 18 new QR trail signs

Public Works:

- Tree Maintenance
 - 22 maintenance service calls
 - 925 trees planted
- Damascus Public Works Service Calls
 - 4 service calls preformed
- Community Event Set-Up
 - Event set-up for 10 community events and 6 concerts
- Vehicles Maintenance
 - Services performed on 170 fleet vehicles
 - Coordinated 6 recalls
 - Surplused vehicles 1 fleet
- Facility Maintenance
 - Performed 85 calls for service
 - Installed 5 sit stand work stations
- MS4 Reporting
 - Tracked reportable goals for the 15-16 season
 - Coordinated with WES staff on annual reporting requirements per the joint permit
 - EPA Audit

Streets:

- Crack Seal
 - Applied 45 tons of liquid crack seal material to local roadways

- Stop Bars/Thermo-plastic Applied
 - Installed 60 stop bars
 - Installed 28 speed bump thermo plastic symbols
- Control Changes
 - Coordinated 1 traffic control change
- Winter Storm/De-icing
 - Applied 8 yards of de-icing sand
 - Applied 900 gallons of de-icing chemicals
 - Re-claimed 4 yards of de-icing sand
- ROW Trees
 - 74 street trees installed
- Pothole Patching/Drain Berms Installed
 - 7 tons of asphalt used
- Shoulder Repairs
 - 5 yards of shoulder rock applied to area streets
- Manholes/Catch Basin Adjusted
 - 1 catch basin adjusted
- Roadway/Parking Lot Striping
 - 60 gallons of yellow traffic paint applied to area roadways
 - 125 gallons of white traffic paint applied to area roadways/parking lots
 - 2015-16 annual center line painting (contracted with Clackamas County)
- Street Sweeping
 - 2000 lane miles of streets swept
 - 900 yards of material collected
 - 1135 lane miles of streets swept per WES contract
 - 460 yards of material collected per WES contract
- Sidewalk Repairs
 - 4 sidewalk repairs performed on city owned properties
- Sign Maintenance
 - 96 new signs installed
 - 920 signs cleaned and adjusted

Projects Completed:

- Mt Gate Rd Paving
- Tennis Court
- Basketball Court
- Tot lot
- Walking Paths
- Labyrinth
- Monument Sign
- Fuel tank install
- Cedar Way Restoration
- Mini Whirl
- Drinking fountain
- Happy Valley Fuel System upgrade

Public Works Goals for 2016:

- HV Park culvert removal/Mt Scott Creek restoration
- Ridgecrest Rd paving
- Spring Mountain Rd paving
- 3rd Dog park area (Happy Valley Park)
- Happy Valley Park parking lot gate
- Board walk reconstruction feasibility study
- Sewer/storm feasibility study
- Transportation Maintenance Fee study
- Public Works Facilities Evaluation

Community Services and Public Safety

10.875 FTE

Community Services:

Police Levy 2015:

- Successful Passage of the Police Levy
- Communications Strategy - public education and engagement
- HOA meetings
- HVBA and Chamber of Commerce
- Written publications
- Media coverage

City Council Presentations, policy and ordinance adoption:

- Police Levy (6)
- Speed Bump Policy
- Crosswalk Policy
- Youth Council Projects 2015
- 50th Celebration
- NNO Award
- Park Security Plan
- Us Industry Safety Week
- Police Commendation Millett and Christenson
- Panhandlers Ord
- Police activity report
- If I were Mayor Contest
- IGA Juvenile
- IGA Mediation Services
- Youth Council Introduction New Members



Steve Campbell
Director

- Recognition Amber Harvey
- Library Exclusion
- Foreclosure registration
- Exclusionary Zones in the City
- Blood Drive Award Cities Challenge
- Volunteer of the Year Award

HVBA/Ribbon Cuttings:

- Monthly HVBA meetings
- Happy Valley Magazine Publication
- Ace Hardware Ribbon Cutting
- Snap Fitness Ribbon Cutting
- Walgreens Ribbon Cutting
- Chick-Fil-A site Ground Breaking
- Happy Valley Station Ribbon Cutting– Food Carts

Sports Field Reservations:

- Sports Field Reservations for Spring, Summer and Fall (10 organizations)
- March 3rd – November 8th Weekly Reservations
- NCPRD Tennis Camps (4 weeks)
- Youth Lacrosse Camp (1 week)

Parks Reservations:

Reservations - 210

- Number of Users - 8,807
- Phone inquiries - 671

Youth Council:

- 6th Annual Town Hall 11/4/2015
- Sponsored 1 DEA-sponsored Rx Drug Turn-In Events at City Hall 4/25/15
- National Night Out Participants
- HVYC Teen Safety Event at Training Center 2/22/15
- Youth Council Retreat at 8/14/15-8/15/15
- Youth Council Washington DC trip 3/7/15-3/11/15

School & Government Awareness Program:

- Junior Achievement 2 grade, Happy Valley Elementary (3)
- Junior Achievement 3 grade, Happy Valley Elementary (3)
- Junior Achievement 2nd grade, Scouters Mountain Elementary (3)
- Junior Achievement 3rd grade, Scouters Mountain Elementary (3)
- Junior Achievement 2nd grade, Spring Mountain Elementary (1)
- 2nd Grade City Hall Tours, Happy Valley Elementary (3)
- 2nd Grade City Hall Tours, Scouter's Mountain Elementary (3)

- 2nd Grade City Hall Tours, Spring Mountain Elementary (3)

Community Blood Drives and Projects:

- Community Blood Drive Meeting at City Hall (3)
- Blood Drive at Columbia Bank
- Bloodmobile CPC Annex
- Blood Drive City Hall, City Challenge (3)
- Blood Drive Abundant Life Church
- Blood Drive HV Elementary
- Blood Drive LDS

Community Events:

- Secured 12 Corporate Sponsors
- Dumpster Day
- 4th of July Family Festival
- Summer Concerts in the Park (6)
- Movie in the Park
- Volunteer Appreciation BBQ
- National Night Out
- Harvest Fest
- Tree Lighting

Special Events/Community Partner Events:

- 50th Anniversary/Birthday Yearlong Events Planning Meetings
- Relay for Life
- Happy Valley Farmers Market (22 weeks)
- Farmers Winter Market
- Happy Valley Fun Run
- Military Family Appreciation Day at Happy Valley Park
- Pickathon
- Get Ready Happy Valley (9/12/15)

Projects and Products:

- Monthly Pamplin meetings – HV Monthly
- Happy Valley Magazine 2016 – prep and production
- Passport Production: 2,280 applications processed; Fee collection from 11.01.14 to 10.23.15: \$75,428.07.
- A Regional Training Workshop was hosted at the City of HV in December 2014.
- Passport Saturday, 03.07.15 – processed 72 passport applications and distributed 30 renewal envelopes
- Passport Audit 05.07.15 (The AFO Analyst Mr. Kimich, indicated that he has been an auditor for the Department of State for nearly 20 years and he audits about 100 facilities a year. He said our facility, our process, and our program was the finest he had audited.)
- City Council Timeline Project
- Power Point Presentations on lobby screen

Public Education:

- Police Levy Education

- HOA meetings Police Levy
- Social Media Involvement
 - Twitter account established
 - Facebook engagement and posts:
 - 2,396 total page likes (up from 1,709)
 - 1,500 average reach on posts both status and photos
 - 12,603 average of one week post clicks
- Happy Valley Monthly
- Happy Valley Magazine Annual Publication
- Clackamas Review Media Releases
- Answer Guide
- Clackamas Tourism Guide
- Police Video Production
- 4th of July Family Festival Video
- Illegal Fireworks Media PBS – Local Media Stations

Code Enforcement (3 FTE):

- Code Enforcement went to 7-day a week coverage
- Neighborhood Watch was established in 3 more areas to include Monner Road
- Attending HOA meetings to address neighborhood concerns
- 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
- Dispute Resolution/Mediation Training – All Code Staff now certified
- Coordinated Community Watch Patrols - Total Volunteer Hours: **473.75**
- Radar Trailer placed in neighborhoods & around parks
- Oregon Code Enforcement Association Training – 2 Staff level 3 certified
- Transient Camp Removal's at Mt. Talbert
- Certified Staff Member in National Animal Cruelty Investigation
- Assisted Spring Mountain Elementary w/Traffic Control
- Code Cases for this time period – **2,026**
- Animal Cases-including dog bite & abuse investigations – **218**
- Construction Site Violations/inspections - **121**
- Noxious Vegetation Complaints and enforcement - **114**

Licenses and Permits:

- Dog License **NEW:** 184 **RENEW:** 510
- Tree Permits - 134
- Business Licenses **NEW:** 89 **RENEW:** 88
- Alarm Permits **NEW:** 161 **RENEW:** 464
- Special Event Permits/Park Groups - 6
- Noise/Construction Variances - 10
- Burn Permits - 11

Municipal Court (2 FTE):

- For the fiscal year from 07-01-14 through 06-30-15, the citation figures reflect police, code and weigh master tickets
 - CITATIONS - 2,062 tickets
 - VIOLATIONS - 2,593
 - PARKING - 285
 - WARNINGS - 624
- Our wage garnishment program through Western Collection Bureau collected \$30,444.74 from past due judgments.
- The online bill pay program has continued to be an added tool for the collection of court fines. For the fiscal year 07-01-14 through 06-30-15, we had 707 electronic payments made with fines collected of \$86,114.
- 177 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 07-01-14 through 06-30-15, a total of \$175,611.01 was collected.
- In a joint effort with Public Works, the Municipal Court collected a total of \$1,060.00 for restitution payments.
- U-TURN 180 TRAFFIC SAFETY CLASS – A total of 119 students have completed this class designed for our violators over the age of 25.
- TRAUMA NURSES TALK TOUGH –A total of 79 students have completed this class which is ordered for violators under the age of 25 as well as our more serious offenders.

Public Safety and Police Services:

- Reconciliation total for 2014/2015 \$86,000 in saving for Overtime and Salaries.
- Traffic and Public Safety Committee Motorist Projects:
 - 152nd and Misty
 - Crosswalk installation 145th and Ridgecrest
- Community involvement:
 - HVPD participation in National Night Out
 - Happy Valley annual fun run
 - Happy Valley farmers market
 - Illegal Fireworks Task Force, Fourth of July events, Fireworks amnesty program
 - National Night Out Award
 - Teen Driver Safety Event
 - K-9 demonstrations at schools
 - Attendance at neighborhood block gatherings
- Participation with Juvenile in Restorative Justice Program.
- Construction Industry Crime Prevention Program, Partnership Award, awarded to Sgt. Christensen, Detective Millett and Deputy Ben Toops for their efforts in bringing a case against a prolific construction thief.
- In an analysis of monthly reports, YTD 2015 January-August, we are averaging at an increase of 7% on dispatched calls for service. Previous year increases tracked at 2014 3% increase, 2013 5% increase, and 2012 3% increase.
 - In an analysis of the city growth, by population, these dispatched calls for service increases mirror the rate of growth in the city annually. Which, also includes increased patrol area, added roads, and properties
- Significant arrest and prosecutions
 - Burglary suspect arrested 10/13/15

- Two burglary suspect arrest on 10/07/15
- Prolific Car Prowler arrested on 09/18/15
- Construction thief arrested on 09/03/15
- Attempted Invasion of Privacy cases indicted and suspect booked at Clackamas County jail on 05/20/15.
- Multiple suspects arrested for numerous thefts occurring in Happy Valley, Oregon City, Canby and unincorporated Clackamas County on 03/05/15.
- (37) Charges of felony theft, charity frauds and unlawfully obtaining public assistance brought against two suspects on 01/15/15.
- Two suspects arrested for multiple burglaries occurring in the Monner Road neighborhood, 01/07/15
- Traffic:
 - Cell phone enforcement
 - Pedestrian crossing detail
 - Traffic Officer increased involvement with Traffic and Public Safety Committee

Emergency Management:

- Training in Maryland Emergency Management EOC
- Participant in Cascadia 2016 – Attending monthly planning meetings
- Coordination CERT team

Juvenile Diversion:

- Total number of youth referred 42
- Total number enrolled 36
- Total number of community services hours 233
- Juvenile Restorative Justice Pilot Program

Recycling/Sustainability Activities:

- The creation of a monthly e-newsletter for the City of Happy Valley Staff, which started in August 2015.
- Established recycling stations in both break rooms and in the City Council chamber in summer 2015.
- A recycling/ sustainability section was added to the Happy Valley monthly Newspaper in October 2015.
- We were awarded the Gold Certification of Leaders in Sustainability from the Clackamas County Sustainability Analyst. To achieve it we had to go through an application that focused on our economic management, materials & waste, water use, energy use, transportation systems, and our community engagement.
- In the making to create a goal to implement a Paper Reduction Policy by next fall 2016.

Community Service & Public Safety Goals for 2016:

- Pedestrian Safety Policies
- Evaluate legislative approach for police funding
- Community Policing center evaluation
- School Resource Officer evaluation
- Solid Waste Franchise Program evaluation
- Skate Park Safety Plan
- Develop Public Service Announcements (PSA's) on select services provided in an attempt to accomplish education, awareness and compliance. The PSA's will include: Passport Services, Dog Licensing, Alarm Permits, Park Reservations and City Store.

- Youth Council Projects: Teen Safe Driver Event, Develop an anti-Bullying campaign, Teens and Marijuana campaign and establish a Youth Council Conglomerate with Youth Councils in the Metro area.
- Establish a Communications group to meet quarterly made up of PIO's and Communications staff with other local cities
- Hold quarterly meetings with principals, school administrators and city staff to collaborate on school issues, safety, and communications.
- Implement the Business License Program and Landlord Training Program.
- Implement the Foreclosure Registration Program.
- Study/re-visit the probability of establishing a Misdemeanor Court.
- Implement the Restorative Justice Program in cooperation with the Clackamas County Juvenile Department.
- Establish and implement the Veterinarian Licensing assistance co-op program.
- Develop strategies and work with local alarm companies to increase awareness and alarm licensing.
- Dual Marking campaign with the Sheriff's Office – Asking CCSO to participate in making an informational video (CCSO) describing contract services and the benefits.
- Develop and implement Patrol with a Cop program for our residents to give them a stronger understanding about what our police do on a daily basis.
- Marketing and Public Relations: city mascot? Coloring book? Interactive programs? Community Pride?
- Website enhancement: on-line registration for dog licenses, business licenses, alarm permits, park reservations, special events and sports field reservations.
- Develop a media kit: Video library, accolades, awards, accomplishments, newsletter links, annual HV Magazine.
- Emergency Management: revitalize the EOC team, offer training programs, and conduct at least 1 emergency drill per quarter.
- Participation in Cascadia Rising: Monthly meetings, establish 100 injects/scenarios, training staff for their function, implement emergency EOC June 8, 2016.
- Work with HVBA to establish a membership recruitment, bigger quarterly meetings/with speakers and use of City Hall.
- Corporate Sponsorship Program: re-evaluate sponsors, buy in, advertising, etc.
- Sustainability and Recycling: Continue to enhance the program and expand the program to community.

Library

14.725 FTE



Doris Grolbert
Director

Library Transition:

The most significant accomplishment of the last year was becoming the Happy Valley Library on July 1, 2015.

Process included:

- Dividing a single library program with two service outlets into two stand-alone library programs.
- Additional staffing.
- Two budget processes.
- Intergovernmental agreements.
- Facility ownership change.
- Financial year-end reports.
 - Staff orientations / benefits / payroll.

General:

- Finance Department training included: Budget / Expenditure and revenue processes / New integrated library software credit card system.
- Information Technology connected the Library to the City via computers, telephones and WiFi access.
- Public's Works Department took over the maintenance of the Library building and property developing a method of tracking requests for service.
- Community Services provided the Library with new informational handouts, news articles, and program assistance.
- Reviewed new State Library Standards to identify opportunities for improved services.
- Youth Services Librarians presented "Process Not Product: Unstructured Activities for All Ages" at the Oregon Library Association 2015 Conference in Eugene, April 2015.
- Youth Services Librarian presented "Weeding by the Numbers" at the Oregon Association for School Librarians 2015 Conference in Coos Bay, October 2015.
- Implemented Early Literacy grant, administered by the Clackamas County Early Learning Hub, through local and countywide presentations to families on developing early literacy skills in young children.
- Conducted outreach to local business organizations in conjunction with countywide effort to explore improving library services to small businesses.
- Developed improved library card application, establishing countywide standardization.
- Coordinated with staff at North Clackamas School District to promote library services to Spanish, Russian and Vietnamese-speaking families.
- Expanded collection of foreign language juvenile materials to include Russian and Vietnamese titles.
- Implemented new cash management system to improve handling and reporting of revenue.
- Planned and offered summer concert series in Village Green Park.
- Increased publicity of library programs and services through expanded email newsletter, Facebook, and Happy Valley Monthly.

Library Statistics:

- Circulation of books, DVDs, audiobooks and other materials: 797,000
- New library cards issued: 3,409
- New items added to the collection: 15,654
- Number of Internet uses: 19,672
- Number of Reference questions & inquiries: 23,827
- Storytimes offered: 253 Total attendance: 10,386
- Teen & Juvenile programs offered: 91 Total attendance: 5,172
- Summer Reading program sign-ups: 2,938 Total finishers: 1,722
- Adult Programs offered: 219 Total attendance: 2,828
- Off-site Visits: 83 Total attendance: 5,113
- On-site Visits: 9 Total attendance: 212
- Volunteer Hours: 3,034.5

Library Goals for 2016:

- Continue the process of transitioning into a department of the City of Happy Valley, with emphasis on both personnel and financial procedures.
- Replace the self-check machines with newer models and updated software to improve usability and reduce errors.
- Continue to explore and enhance adult programming to meet the interests of various segments of our community.
- Over the next year, the Happy Valley Library will be participating in a County-wide effort to implement RFID (Radio Frequency Identification) technology in all LINCC libraries. By affixing small RFID labels to all materials, and employing different types of scanning equipment, libraries can make their materials handling processes more efficient, streamline inventory processes, and improve the overall library patron experience."
- Identify outreach opportunities to better serve our community outside of the library building, such as schools, retirement communities, and local organizations.
- Collaborate with libraries throughout the county to develop improved policies and practices in order to provide more consistent quality service to our patrons.
- Replace and update public computers for accessing the internet and searching the library catalog.
- Continuing to develop and expand our collection of library materials to reflect the needs and interests of the community.
- Evaluate and address staffing needs to maintain and/or expand library services where fiscally feasible.
- Establish "Lucky Day" collection to meet demand for more copies of new books.
- Increase number of performances offered for Summer Reading Program.
- Continue to review State Library Standards to ensure adequate services and identify areas for improvement.