



Annual Report

Preserving and enhancing the safety, livability, and character of our community

November 2020



Kelp Totem III: Orca by Lin McJunkin

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About Team Happy Valley

The City of Happy Valley incorporated in 1965, growing from a rural area of about 300 people to a thriving community of 21,700 neighbors. Surprising to some, Happy Valley is one of the most diverse cities in Oregon! Many residents identify as Asian (22.7 percent), of two or more races (5.9 percent), and/or Hispanic or Latino (4.4 percent). Moreover, our beautiful parks and trails, safe neighborhoods, and vibrant business community contribute to making Happy Valley a wonderful place to call home. Together, we celebrate and honor the spirit of unity bringing people together and making our Happy Valley the kind of place where everyone feels valued. Want to learn more? Click the icons below and follow the City of Happy Valley online!



Organizational Chart

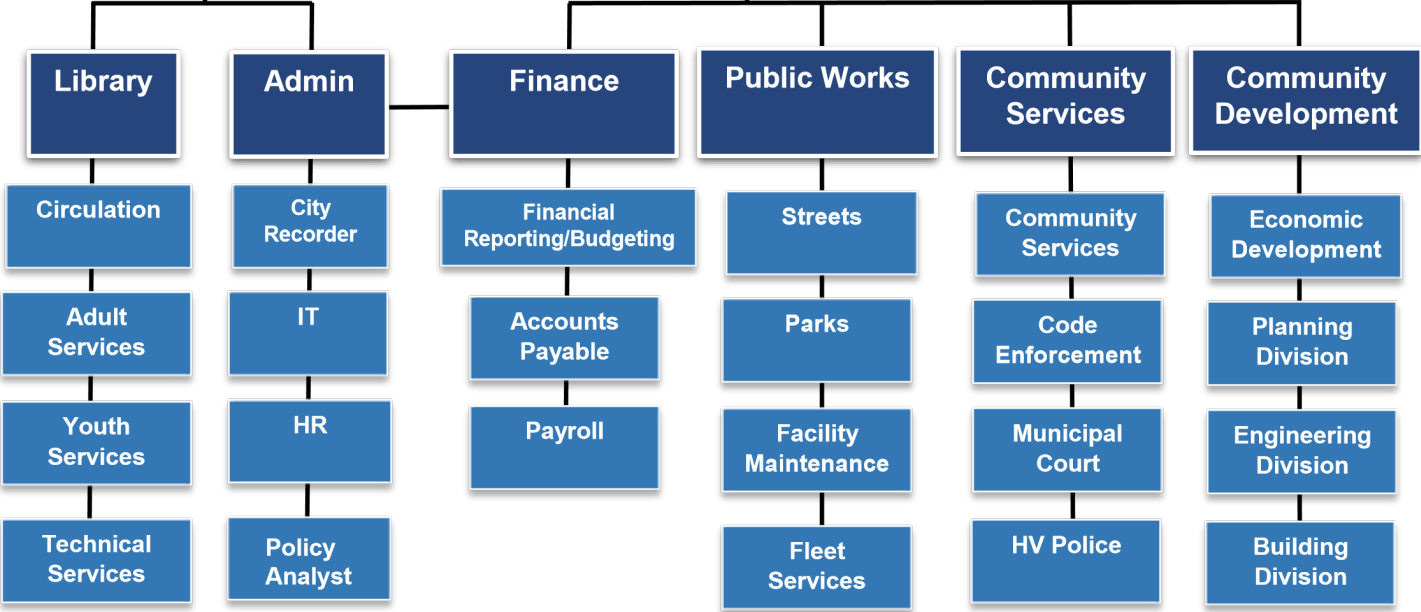
Citizens of Happy Valley



Mayor and Council

City Attorney — **City Manager** — **Municipal Judge**

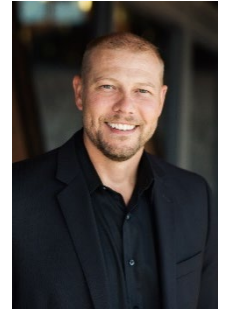
Assistant City Manager



Introduction – 2020 Annual Report

Mayor & City Council:

Every year, I am amazed to see all that we have accomplished as a team. The year 2020 has been unlike any other in my career. A global pandemic, worldwide social justice movements, and regional wildfires consumed much of our time and energy. I cannot say enough how impressed I am with how our entire team addressed these challenging times. Everyone on our team has played a significant role: from the City Council to our staff and volunteers.



Jason Tuck, ICMA-CM
City Manager

In a typical year, the City Council establishes its priorities in January or February and we immediately get to work. Unfortunately, this year, the COVID-19 pandemic shifted our focus weeks after the Council Priority Setting Retreat. I was glad each of you could participate in at least one of our Emergency Operations Team meetings to see the breadth and depth of our response efforts to keep our staff members and community safe.

Shortly thereafter, in response to the killing of George Floyd, our community joined many others around the globe in solidarity with those seeking to bring justice and equality. I am grateful to our Community Services, Public Safety, and Public Works teams who worked with the organizers of the peaceful march in Happy Valley. In addition, I am proud our community showed up in a display of unity.

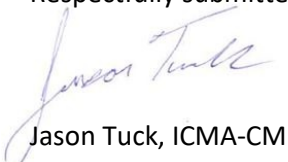
Just when we started to get in a new rhythm, wildfires struck the entire State of Oregon, including several close to Happy Valley. We even had a small fire at Scouters Mountain that could have been catastrophic had it not been for a quick response from our staff members working with Clackamas and Portland Fire Departments. As regional partners, I authorized several members of our staff to assist the emergency operations in addressing the wildfires. We were of great help and learned a lot to better prepare for any future disasters.

While these events and our response took most of our time and energy, we still made significant progress on the City Council goals and priorities. Work has continued to:

- design and plan for a future downtown area,
- evaluate lands to acquire for a new public works facility, community park, and community center,
- improve public safety following the renewal of the public safety levy,
- manage growth in a thoughtful and strategic manner,
- develop new parks and recreation programs following the withdrawal from NCPRD,
- improve the transportation system through the Superblock sidewalk project and design of 172nd Ave, and
- create a Diversity, Equity, and Inclusion Task Force.

None of our achievements would be possible without the continual support we receive from the City Council or the teamwork from our staff members. I am proud of what we have accomplished and excited for the year ahead.

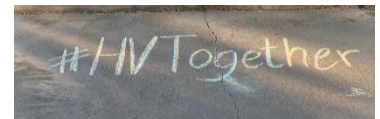
Respectfully submitted,


Jason Tuck, ICMA-CM
City Manager

COVID-19 Response

In March, the entire world was affected by the COVID-19 pandemic. In compliance with Governor's Orders and Centers for Disease Control guidelines, the City closed all city facilities. However, the City's work continued. In many ways, several employees took on additional responsibilities. While the Annual Report typically begins with an overview on the status of City Council goals and priorities, it is important to acknowledge the elephant in the room. For several months, the work of the City was dominated by our response to COVID-19. Below are just some of the programs, tasks, and duties that the City completed in response to the global pandemic.

- Established an Emergency Operations Center.
- Declared a State of Emergency.
- Created a Business Task Force and Recreation Task Force consisting of business leaders, city councilors, and city staff members.
- Provided three rounds of business assistance grants offering over \$600,000 in funding.
- Established a list of businesses that remained open during the pandemic and maintained status on the City's website.
- Conducted business and construction site checks related to COVID-19 compliance.
- Developed a list of recreation activities for residents to keep them engaged in the community.
- Closed, modified, and re-opened park facilities in compliance with guidance from the Oregon Health Authority.
- Created a park ambassador position to seek compliance with guidelines from the Oregon Health Authority.
- Communicated extensively with the public to provide update on city facilities, activities, programs available, etc.
- Provided resources to the public on ways to protect themselves.
- Transitioned library services to virtual programs and curbside pickups.
- Established a Wi-Fi network at Village Green Park so that community members still had public internet access while the library is closed.
- Established new workplace policies in compliance with new federal leave laws regarding COVID-19.
- Processed numerous leave requests for employees to care for children while schools were/are closed.
- Supported IT needs for a newly remote workforce, including virtual City Council and advisory committee meetings.
- Tracked expenses related to COVID resulting in over \$1M in reimbursement.
- Developed a Re-Entry Plan for the various stages of opening city facilities.
- Implemented Phase I of the Re-Entry Plan within each building occupied by staff on staggered schedules.
- Provided permanent cubicle modifications within Happy Valley City Hall that will be used as a long-range approach for better health and safety.
- Developed workplace safety protocols in compliance with new OR-OSHA rules.
- Tracked over 30 League of Oregon Cities disaster conference calls, 19 Metro Economic Response Team calls, 10 Clackamas County Listening Sessions, and 2 Business Oregon Emergency Business Relief Grants.



2020-2021 Council Goals + Priorities

Short-Term Council Priorities

In February 2020, the Happy Valley City Council and Management Team conducted a half-day retreat to review goals, discuss current community projects and issues, and provide City staff with direction regarding the Council's goals and priorities for the coming years. The following highlights the status of the priorities identified by the City Council. Please note that progress on many items was delayed due to the time and resources that were necessary in responding to the COVID-19 pandemic.



Downtown: Plan for a downtown core that will provide the future Happy Valley community with opportunities to gather, recreate, and support local business.



Future Downtown Development

- *The Draft Pleasant Valley/North Carver Comprehensive Plan has conceptualized design approaches, employment/residential density, and a combination of mixed-uses both horizontal and vertical for a Pleasant Valley Downtown District. The City Council is currently analyzing alternative approaches to the Draft Pleasant Valley Downtown District in a potential future "feasibility analysis".*

City Facilities: Evaluate and plan for future city facilities to meet growing service demands.



Property Acquisition

- *Staff have briefed the City Council during Executive Session on multiple occasions regarding potential properties.*
- *City purchased a property on King Road to preserve headwaters of Mt. Scott Creek and provide future options for park expansion.*
- *Staff continue to work with property owners and brokers.*

Library Space Needs Evaluation

- *Library staff will continue to work with the Library Board and patrons in 2020 to fine tune the future space needs.*

Public Works Facility

- *Staff presented a public work feasibility study in early 2018 that set the goal of the size and type of land needed to house a new Public Works Facility.*
- *City Council has discussed potential purchase of a few properties in Executive Sessions.*
- *Staff members and a consultant team continue reviewing eligible lands for consideration.*
- *Formal design work will start once an individual property is chosen/purchased.*

Public Safety: Collaborate with community and regional partners to ensure a safe community.



Private Security for Development

- *Staff members are working with contractors/developers on a program.*

Traffic & Public Safety Committee Process for Traffic Modification Requests

- *The review process is now streamlined.*

Alarm Policy

- *Most of the information is pulled together and ready for work session*

School Resource Officer

- *The IGA is ready and the City has received a commitment from the school district to pay for the position.*

Discharge of Firearms

- *Working on draft language for Council consideration.*

Feasibility Study for Permanent Funding of Police

- *City staff engaged a consultant to review options for replacing the police and parks levies that will be presented to the City Council in December.*

Red Light Cameras/Speed Cameras

- *On hold until direction to move forward.*

Open Space Fuel Reduction

- *Ongoing work to encourage Fire Wise Communities. Staff expect this work to intensify in 2021 following the devastating wildfires in 2020.*

Code Enforcement

- *Staff members have completed crime prevention programs for neighborhood watch.*

Smart Growth: Be forward-thinking in how we manage and plan for growth and ensure our policies and plans align with our community's needs and values.



Affordable Housing – HB2001/2003

- *Staff notes that upcoming affordable housing discussions may center on the results of two State-directed programs or processes – the City's under construction Housing Needs Analysis (HNA)/Buildable Lands Inventory (BLI) and any affordable housing program/policy changes that study may lead to, and legislative changes via HB 2001/2003 .In July 2020, the City was awarded a \$70,000 DLCD grant to complete an updated HNA/BLI in order to bring us into conformance with state requirements found in HB2003. It is anticipated that the project and final report will be completed by the Spring of 2021. The Planning Commission and City Council will be included as part of this process as it unfolds.*

Impervious Service Options

- *Land Development Code (LDC) amendments saw review by the Planning Commission and City Council and led to the development of subsequent Engineering Design Standards Manual updates. The basic change was clarification of what materials equate to “impervious surface” and how stormwater requirements are applied to said surfaces. The LDC amendments were adopted as part of Ordinance No. 550 on March 3, 2020.*

ADU’s / Next Gen Homes / Tiny Homes / Guest Homes

- *Staff is working with state laws and ongoing efforts in the greater Portland Metropolitan region governing these housing products, with the goal of providing a comprehensive set of future LDC amendments for consideration by the Planning Commission and City Council.*

“Dark Skies” Ordinance

- *Staff had a Work Session with the Design Review Board and gathered a comparative analysis of other jurisdictions dark skies ordinances with the goal of producing a comprehensive set of future LDC amendments for review and approval by the Planning Commission and City Council. The LDC amendments were adopted as part of Ordinance No. 550 on March 3, 2020.*

Pleasant Valley/North Carver Comprehensive Plan (PV/NC Comp Plan)

- *The PV/NC Comp Plan made significant progress on draft materials and completed the Community Advisory Committee (CAC) and Technical Advisory Committee (TAC) phases of review. The PV/NC Comp Plan was poised to begin extensive public involvement programming that would likely have resulted in large crowds in the City Council chambers and has been restricted due to City Hall closure and Covid-19 limitations on public gatherings from the Governor’s Office. The ability of the PV/NC Comp Plan to progress “virtually” has been discussed, but there are serious disadvantages to such an approach. To date, the City’s approach has been to delay further work on the PV/NC Comp Plan until the Governor’s Orders allow for larger public involvement opportunities and the City Council has more thoroughly vetted the draft approach to the Pleasant Valley Downtown District.*

Small Cell Wireless Standards

- *City staff have had several meetings with the wireless industry. Earlier this year, the League of Oregon Cities developed a model ordinance/code language. Using this model, City staff have drafted small cell wireless facilities regulations. They have been reviewed and approved by the City’s Planning Commission with a scheduled hearing date before City Council on November 17, 2020.*

Rock Creek Employment Center Infrastructure Assessment and Funding Plan (RCEC Report)

- *The RCEC Report, funded by a Metro Community Planning & Development Grant, saw development by the consultant team and staff as well as peer review within a Technical Advisory Committee. The Final RCEC Plan was presented to the City Council on July 21, 2020.*

Urban Growth Management Area (UGMA) East

- Various drafts of the document have gone back and forth between City and Clackamas County staff. Currently, the “final draft” is being reviewed by County staff.

Development Standards/Zoning Setbacks

- City staff continue to investigate methods by which development and setback standards vary from multiple jurisdictions (comparative analysis) and master-planned communities (case studies) – as well as integration into the City’s Comprehensive Plan and LDC in order to implement said standards.

Climate Action Tool Kit/Scoping Analysis

- City staff have conducted an in-depth review of climate action plans from other jurisdictions. Staff is preparing to present this to the City Council in December.

Park System Development and Programming: Provide excellent park and recreation facilities and programs for the Happy Valley community.



Implement Parks Settlement Agreement

- The City successfully lobbied the state legislature to withdraw Happy Valley from the North Clackamas Parks and Recreation District. The City’s bill was only one of three to pass in the entire session. All other follow up items detailed in the settlement agreement have been completed.

Veterans Memorial

- In May 2019, the City was awarded approximately \$75,000 from the Oregon Parks and Recreation Commission to support this project. The concept plans were completed and approved by the ad-hoc Veterans Memorial Committee.
- Project design has surpassed the 99% threshold and is on track to bid in October of 2020
- Anticipated bid opening is scheduled for November 12th with a construction kickoff starting January 2021.

Pleasant Valley Villages Neighborhood Park

- In 2019 staff worked through the process of gaining approval on the pleasant valley villages neighborhood park. Overall approval was obtained by the Parks Advisory Committee, Planning Commission and ultimately City Council.
- Design work is nearing the 100% mark with planning/engineering currently reviewing draft documents.
- The final process will include the negotiation associated with the eligible SDC credits set for this park transfer.

Sponsor Policy

- Continuing to develop a Sponsor Selection process. Staff worked on fee increase from \$2,500 to \$3,500 this year for both Business Sponsors and Concert Sponsors.

Parks and Recreation Programming

- The City had a successful first year of recreation programming, despite restrictions due to COVID-19. The City Council adopted a fee schedule that allowed staff to implement

youth and senior activities. Staff members also developed a rec-mobile program but it's on hold due to COVID. Moving forward, the team is developing teen and adult programs.

Feasibility Study for Parks Permanent Funding

- City staff engaged a consultant to review options for replacing the police and parks levies that will be presented to the City Council in December.

Transportation: Plan and provide varying modes of transportation to keep Happy Valley moving as we continue to grow.



Fund Bike and Ped Improvements

- With the County's new Vehicle Registration Fee (VRF), all revenues that come to the City are dedicated to the Pedestrian Improvement Plan (PIP). Expected revenues this year are over \$400,000 and were allocated to the PIP during the budget approval process.

Pedestrian Master Plan

- The pedestrian Master Plan is well underway. This updated tool will allow City Council to make an informed decision on how to prioritize additional transportation funding received through Clackamas County's newly adopted vehicle registration fee.
- Currently the project is getting integrated into the next round of Transportation System Plan (TSP) updated.
- The overall project draft will be available for review by mid-November.

172nd Avenue (Urban Renewal)

- City staff created a Request for Proposals (RFP) for engineering firms that seek to address larger sized capital improvement projects, including, potentially, 172nd Ave. In addition, discussions have begun with Clackamas County on the role, responsibilities, and potential funding mechanisms beyond Urban Renewal/TSDC funds to finance all or a portion of the 172nd Ave. "north" (north of Sunnyside Road) project. However, as the number one priority of the Urban Renewal District/Agency (for roadways) and as a key portion of the C2C Corridor (see below), the engineering design phase and cost estimates of 172nd Ave. North are anticipated to begin in 2021.

Superblock Project

- As one of the top priorities of projects that were already underway, staff have been hard at work to deliver this project as soon as possible. Since Council direction was given on this project in March, of 2019 staff have been working with consultants to develop design plans for sidewalk infill.
- The phase I effort was bid late September 2019 and is now complete.
- The phase II effort was bid in September of 2020 with an expected bid opening on October 22nd.
- Phase III (the final phase) is waiting PGE undergrounding design from PGE.

Residential Paving Maintenance Program

- 2019 was the first slurry seal project for the City of Happy Valley. Overall, 54 roadways received an application of slurry seal that season.
- Move forward to 2020 and similar results can be found. The City provided slurry seal application to 67 roadways.

- *Continuing into 2021, the City will again need to provide approximately 1.1 million in transportation maintenance in order to maintain the current pavement quality index of 82. This rating is the 3rd highest in Oregon.*

129th Avenue Curves Project

- *The design and Right-of-way Acquisition for this project will wrap in in the winter of 2020 and the project is scheduled to go to bid in the Spring of 2021. The road will be closed to traffic during construction and will be complete in late 2021.*

Clackamas to Columbia (C2C) Corridor / Sunrise Phase II

- *Mayor Ellis and Council President Sherman have provided testimony in support of the corridors to the Metro T2020 Task Force. Should the Metro Measure fail, the Happy Valley/Clackamas County portion of the C2C Corridor will continue to be implemented (over the very long run) via the 172nd Ave. Project (discussed above) and the City's Transportation System Plan. In addition, the City of Happy Valley will need to continue to advocate with Clackamas County at the regional/state/federal levels for Sunrise Phase II funding sources.*

King Road Roundabout

- *30 percent construction plans have been completed by the design engineer (HHPR) and public right-of-way and construction easement acquisition efforts are underway.*

Diversity, Equity, and Inclusion (DEI): Support and foster a community and organizational culture that embraces and supports DEI.



Diversity, Equity, & Inclusion Task Force

- *The City advertised a Request for Proposals (RFP) to solicit interest from consulting firms that will help facilitate the Task Force and develop a Strategic Plan. Tangible Development was selected, and staff members have been working closely with them to start the Task Force. The City received over 30 applications to serve on the Task Force. They will be expected to convene starting in December.*

Redevelop Job Descriptions

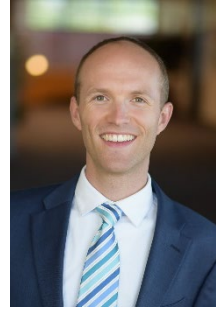
- *Human Resources is continually updating job descriptions to assist with the Equal Pay Analysis.*

Equal Pay Analysis

- *Due to new COVID related employment laws and new federal leave provisions, the equal pay analysis was temporarily put on hold.*
- *Work will resume in 2021.*

General Administration

7 FTE



Ben Bryant
Assistant City Manager

General Administration (3 FTE):

2020 Highlights:

- Partnered with the City's lobbyist to successfully pass legislation withdrawing Happy Valley from the North Clackamas Parks and Recreation District (bill passed unanimously in both chambers and was one of three pieces of legislation to be approved all session).
- Finalized the implementation steps of the park's settlement agreement.
- Organized the City Council Priority Setting Retreat.
- Led the efforts on COVID-19 business assistance programs.
- Hired Tangible Development to assist the City in developing a Diversity, Equity, Inclusion Task Force and Strategic Plan.
- Engaged a consultant to review long term funding options for replacing the police and parks levies.

2021 Goals:

- Lead the efforts on Diversity, Equity, and Inclusion.
- Complete the Climate Action Plan Toolkit/Scoping.
- Support ongoing response to COVID-19 pandemic.
- Pursue land acquisition for Public Works, Parks and Community Center

Policy Analysis (1 FTE):

2020 Highlights:

- Continued to monitor and track policy development at a variety of stakeholder tables. As of October 19, City staff has collaborated to support Council with an estimated 35 Weekly Updates, 18 Councilor prep memos, and miscellaneous letters/comments of testimony.
- Supported grant applications to request supplementary funding for the Veterans Memorial project and dollars to rehabilitate two picnic shelters at Happy Valley Park.
- Continued to provide support to the Art Advisory Committee, which is anticipated to convene 5 times in 2020.
- Continued to serve as the Clackamas Cities Alternate to the Metro Transportation Policy Alternatives Committee and the City's representative to the Clackamas Technical Advisory Committee.
- Tracked over 30 LOC disaster conference calls, 19 Metro Economic Response Team calls, 10 Clackamas County Listening Sessions, and 2 Business Oregon Emergency Business Relief Grants. Participated in, and learned from, Clackamas County Wildfire Emergency Operation Center.

2021 Goals:

- Provide dynamic and tailored support to City Councilors at intergovernmental tables, including pre-meeting briefings, speaking point development and post-meeting summaries.
- Continue to pursue grant writing opportunities as a resource to Departments.

Human Resources (1 FTE):

2020 Highlights:

- Onboarded 6 new employees and coordinated hiring temporary staff for Building, Code Enforcement and Public Works.
- Completed transitioning employee files to electronic format.
- Processed many family and medical related leaves due to COVID-19.

- Processed employee furloughs and recalls due to COVID-19.
- Rolled out online employee training.
- Hired a Diversity, Equity, and Inclusion (DEI) employee training facilitator. Conducted Leadership DEI training and Library staff DEI training.

2021 Goals:

- Complete consolidation of 457 retirement account options to lower administrative costs.
- Complete a full Job Description Review and Equal Pay Analysis.
- Finalize new employee onboarding process.
- Finalize programing for regular training programs.
- Complete staff training for DEI.

City Recorder (1 FTE):

2020 Highlights:

- Digitized 42,596 records into our records management system between October 1, 2019 to October 1, 2020
- Provided public records training for all staff.
- Submitted application to receive the Certified Municipal Clerk national designation.
- Processed 40 (and counting) public records request in compliance with public records law and the city's expectation of providing excellent customer service.

2021 Goals:

- Continue to work with staff to digitize current and historical records and automate processes.
- Establish public records training as a part of the onboarding process.
- Begin coursework towards Master Municipal Clerk designation.

Risk Management:

2020 Highlights:

- Implemented an administrative drone policy and purchased insurance to cover liability associated with its use.
- Implemented an administrative policy to create written standards and guidelines for youth safety.
- Approved an administrative cyber security policy and purchased additional insurance coverage for cyber incidents.
- Switched volunteer coverage from Worker's Compensation to a specific volunteer accident policy.
- Received \$9,700 in grant funding from SAIF for coronavirus response.

2021 Goals:

- Implement a voluntary respirator program.
- Review and update Material Safety Data Sheets for each site location.
- Complete coursework for Certified Risk Manager designation.

Information Technology (1 FTE):

2020 Highlights:

- Successfully transitioned to a work from home setup for all staff as needed.
- Implemented remote meeting abilities with Microsoft Teams and Zoom.
- Upgraded conference rooms at city hall for video conference abilities.
- Setup Wi-Fi in the park across from the Happy Valley Library.
- Setup a disaster recovery solutions for all files, servers, and programs.

- Began installation of cameras for public buildings.
- Rolled out new email security systems with Office 365.
- Adopted a Cyber Security Policy and Implementation Strategy.
- Implemented multi factor logins for Office 365 and city staff.

2021 Goals:

- Exploring new phone systems that better accommodate remote workers.
- Begin annual cyber security training for city staff.
- Upgrade council room AV to allow for remote joining of members.
- Work with finance to create a new budget process for IT going forward.
- Evaluate virtual desktop options vs traditional desktops for some workers.
- Implement a solution for staff news and information using Office 365.
- Look into a token-based login for access to local computers (multi factor).
- Continue to evaluate solutions with Teams for departments and divisions.

Library

19 FTE



Doris Grolbert
Library Director

2020 Highlights:

- Adjusted the way the library provides materials, programs, assistance, and services to our patrons in compliance with COVID-19 protocols.
- Implemented a no contact holds pickup service, providing materials all the hours that the library was formally open to the public.
- Developed online programming and expanded our presence on social media.
- Created a successful Summer Reading program for both adults and children while the building is closed to the public.
- Circulated more materials from the world language collections than any other public library in the County.
- Added Wi-Fi access in Village Green Park for those in our community who need it.
- Reclassified Graphic Novels in both the Children’s and Adult areas for easier access.

| | Oct. 2017-Sept. 2018 | Oct. 2018-Sept. 2019 | Oct. 2019-Sept. 2020 |
|--|----------------------|----------------------|--|
| Circulation of books, DVDs, audiobooks and other materials | 828,272 | 827,937 | 503,927 |
| New library cards issued | 3,581 | 3,746 | 2,150 |
| New items added to the collection | 17,565 | 19,218 | 14,227 |
| Number of Internet uses | 20,102 | 20,130 | 7,992 |
| Number of reference questions & inquiries | 31,463 | 33,845 | 18,388 |
| Storytimes offered / attendance | 283 / 11,524 | 330 / 10,530 | 149 / 4,999 |
| Teen & Juvenile programs offered / attendance | 168 / 6,697 | 188 / 8,307 | 125 / 4,011 |
| Children’s Summer Reading program sign-ups / finishers | 3,983 / 2,411 | 4,298 / 2,407 | X / 649 Sign-ups not collected for modified program |
| Adult Programs offered / attendance | 188 / 3,627 | 226 / 4,789 | 181 / 2,074 |
| Off-site visits / attendance | 144 / 5,693 | 177 / 6,474 | 18 / 2,048 |
| On-site visits / attendance | 33 / 902 | 31 / 764 | 30 / 1,017 |
| Visits to the Library | 360,624 | 388,464 | 171,870 |
| Volunteer Hours | 3,148.98 | 2,655.46 | 1,401.65 |

2019-2020 statistics are drastically reduced due to COVID and Fire closures.

2021 Goals:

- Open the library building to the public and provide in person service in a safe and secure manner and in compliance with Oregon Health Authority guidelines.
- Explore and implement alternative service provisions during this time.
- Continue to analyze, investigate, and implement objectives on the Library’s Strategic Plan.
- Improve outreach, scope of programs and services to diverse and underserved segments of our community.

- Work on the Library District Task Force and significant work on the strategic plan has been delayed because of the current events. Once we are able, the library will resume the work on these projects.
- Work with consortium partners to advocate for centralized Homebound service to address the needs of that underserved segment of our population.
- Promote and increase awareness of the library's services to residents and groups who do not currently use the library.
- Continue strengthening school partnerships.

Finance

4 FTE



Travis Warneke, CPA
Finance Director

2020 Highlights:

Budget

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the 2019-20 Budget: This was the fourth time the City submitted its budget to the GFOA for award consideration.
- Received the Certificate of Recognition for Budget presentation.
- Incorporated suggestions from the GFOA into the 2020-21 Budget which was submitted for award consideration.

Comprehensive Annual Financial Report

- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2019 CAFR: This is the fourth year in a row the City received this award.
- Awarded for “Financial Reporting Achievement.”
- Incorporated GFOA recommendations into the 2020 CAFR which will be submitted to GFOA for award consideration.
- Given a successful annual independent audit of financial information and processes.

Annual 5-year Projection

- Updated the 5-year projection and presented to the City Council.
- Utilized the first year of projection as the basis for the 20-21 Proposed Budget.

Cost Allocation Plan

- Provided two updates to the cost allocation plan – one using next year budget amounts and another using most recent actual amounts.
- Utilized the cost allocation plan in the 5-year projection and budget processes to allocate administrative costs to other funds and departments.

Accounts Payable

- Attended Incode training to learn more how to utilize InCode to its fullest potential.
- Conducted preliminary research into the Energov software which could potentially replace two of our current software programs: While this project would be a large undertaking, it would allow all of the EcoDevo divisions to be on the same platform, reduce the number of programs that need to be managed, and allow for greater utilization of online payments for the Community Services department. Contracted with software project management consultants to assist staff.
- Processed over 1,400 accounts payable checks.
- Coded and posted over 2,700 purchase card payments.

Urban Renewal Agency

- Created first annual UR Budget document.
- Set up bank accounts and fund structure within our current accounting software.

2021 Goals:

- Complete new PCI (payment card industry) compliance policy that will guide our internal policies as it relates to collecting credit card payments.
- Create comprehensive internal control document and review all financial policies and compare to GFOA best practices.
- Create a Capital Improvement Plan (CIP) as it relates to each Reserve for Replacement Fund to become part of the budget document.
- Complete an annual SDC report to illustrate SDC balances and current project expenditures on an annual basis that doesn't get buried in the vast CAFR.
- Transition accounts payable vendors to ACH electronic payments cut down on checks and paper processes. This allows for quicker payments to vendors.

- Get the Energov project started and potentially completed depending on timeline provided by Tyler Technologies.

Economic and Community Development Department

21 FTE



Michael D. Walter, AICP
Economic & Community
Development Director

Planning & Economic Development Divisions (6 FTE):

2020 Highlights:

- Continued reasonably normal business operations despite a global pandemic, dispersed staff, and wildfires.
- Completed all Community Advisory Committee (CAC)/Technical Advisory Committee (TAC) meetings for the Pleasant Valley/North Carver (PV/NC) Comprehensive Plan, which culminated in a draft plan.
- Completed work with Metro, Greater Portland Inc. and the Port of Portland to use the Rock Creek Employment Center (One of only 3 sites selected out of 57 that competitively applied from the Metro area) as part of a pilot project for creating an “Employment Lands Toolkit” that could be used to spur economic development in Happy Valley.
- Provided excellent customer service to a wide variety of developers and representatives (consultants and sub-consultants), property owners, appraisers, real estate agents, and residents, as well as continued to process a high number of Applications/Permits (see below).

Planning Permit/Applications

| | Oct. 2017-Sept. 2018 | Oct. 2018-Sept. 2019 | Oct. 2019-Sept. 2020 |
|---|----------------------|----------------------|----------------------|
| Annexations (ANN) | 1 | 2 | 0 |
| Accessory Dwelling Units (ADU) | 2 | 4 | 3 |
| Appeals (APP) | 0 | 0 | 0 |
| Comprehensive Plan Amendments (CPA) | 8 | 4 | 3 |
| Comprehensive Plan Amendment Amendment (CPAA) | 0 | 0 | 0 |
| Conditional Use (CUP) | 1 | 1 | 1 |
| Design Review (DR) | 21 | 17 | 24 |
| Design Review Amend (DRA) | 0 | 3 | 5 |
| Environmental Review (ERP) | 12 | 9 | 5 |
| Environmental Review Amend (ERPA) | 2 | 2 | 0 |
| Extension (EXT) | 4 | 5 | 4 |
| Master Plan (MP) | 1 | 1 | 3 |
| Model Home (MH) | 3 | 11 | 3 |
| Home Occupation Permit (HOP) | 0 | 0 | 0 |
| Land Partition (LP) | 6 | 6 | 4 |
| Lot Line Adjustment (LLA) | 9 | 16 | 5 |
| Land Development Code (LDC) | 7 | 7 | 5 |
| Pre-Applications | 28 | 27 | 24 |
| Residential Density Transfer (RDT) | 0 | 0 | 0 |
| Sign Permits (SP) | 39 | 25 | 16 |

| | | | |
|---------------------------------------|------------|------------|------------|
| Tree Permits (TC) | 38 | 32 | 19 |
| Planned Unit Development (PUD) | 2 | 1 | 0 |
| Planned Unit Development Amend (PUDA) | 2 | 0 | 0 |
| Subdivisions (SUB) | 2 | 2 | 2 |
| Subdivisions Amend (SUBA) | 0 | 3 | 1 |
| Street Vacation (SV) | 0 | 1 | 1 |
| Temporary Use (TUP) | 3 | 16 | 17 |
| Variance (VAR) | 8 | 9 | 13 |
| Variance Amendment (VARA) | 0 | 0 | 0 |
| Totals | 199 | 204 | 158 |

2021 Goals:

- Complete the Pleasant Valley North Carver Comprehensive Plan and receive Planning Commission and City Council approval.
- Become more proficient with web-based tools to improve development tracking and enhance coordination and communication between divisions/departments.
- Utilize new technologies that help disseminate information to the public and allows for a more efficient electronic submittal process that makes it easier to coordinate with applicants.

Engineering Division (5 FTE):

2020 Highlights:

- Provided development construction plan review, construction project management, construction inspection erosion control inspections for new development projects, right-of-way permits.
- Managed and inspected CIP paving and maintenance projects.
- Provided engineering conditions of approval and plat reviews for Land Use Applications.

Engineering Permits/Inspections

| | Oct. 2017-Sept. 2018 | Oct. 2018-Sept. 2019 | Oct. 2019-Sept. 2020 |
|-----------------------------|----------------------|----------------------|----------------------|
| Public ROW Permit | 140 | 109 | 113 |
| Site Development Permit | 24 | 8 | 14 |
| Erosion Control Permits | 30 | 14 | 13 |
| Minor Grading Permits | 5 | 3 | 3 |
| Totals | 199 | 134 | 143 |
| Inspections | | | |
| Erosion Control Inspections | 487 | 556 | 228 |

2021 Goals:

- Continue to provide excellent customer service levels and quality of work on development related projects.
- Continue to plan and manage the design and construction of the CIP paving and maintenance projects and begin early work on future Urban Renewal Plan projects.
- Construct the 129th Avenue sidewalk and bike lanes.

Building Division (10 FTE):

2020 Highlights:

- Transitioned to new protocols for plans reviews and inspections as a result of COVID-19.
- Received 100 percent of permit submittals electronically, saving paper and improving efficiency.
- Improved turnaround time on single family permits. Goal is to be at 2-3 weeks.
- Completed plan reviews for Crossroads East which includes retail buildings and a senior living facility.
- Started reviewing more plans on iPads, similar to inspections.

Building Permit/Applications

| | Oct. 2017-Sept. 2018 | Oct. 2018-Sept. 2019 | Oct. 2019-Sept. 2020 |
|---|-------------------------|-------------------------|-------------------------|
| Single Family Homes (detached & attached) | 162 | 200 | 415 |
| Residential Alteration/Addition | 113 | 70 | 69 |
| Multi-family Buildings | 0 | 4 (164 apt. units) | 3 (216 apt units) |
| Commercial Tenant Improvement | 15 | 14 | 8 |
| Commercial Buildings | 8 | 7 | 7 |
| Miscellaneous Permits | 678 | 649 | 789 |
| Totals | 976 | 944 | 1,291 |
| Inspection Count | 9,975 | 9,689 | 21,079 |

2021 Goals:

- Continue to streamline our permitting process which will improve our efficiency and turn-a-round times.
- Provide training for builders to better understand and use the ePermitting system we use.
- Develop a handout explaining the residential building process for builders. Basically, “how to get from house plans to final occupancy.”

Public Works

9 FTE

General Public Works

2020 Highlights:

- Vehicle maintenance continues to be a leading area for our department. The number of service calls is a good overall indicator of City activity and shows that our teams are constantly out providing service to our residents.
- Calls for service related to our facility is up based on modifications needed at City Facilities related to the Covid-19 Pandemic. Many of the modifications will remain in place moving forward and are a positive for workplace health and safety.



Chris Randall
Public Works Director

Statistics:

| | Oct. 2017-Sept. 2018 | Oct. 2018-Sept. 2019 | Oct. 2019-Sept. 2020 |
|-------------------------------------|----------------------|----------------------|----------------------|
| Vehicles Maintenance | | | |
| · Services calls | 250 | 280 | 240 |
| · Number of recalls | 25 | 15 | 10 |
| · Number of surplus vehicles | 11 | 6 | 1 |
| Facility Maintenance | | | |
| · Calls for service at City Hall | 147 | 102 | 173 |
| · Calls for service at CPC | 45 | 50 | 54 |
| · Calls for service at Library | 231 | 160 | 181 |
| · Calls for service at Public Works | 27 | 23 | 72 |
| · Calls for service at HV Park | 102 | 87 | 63 |
| · Number of workstation changes | 8 | 7 | 8 |
| General Operations | | | |
| · Restoration projects completed | 2 | 2 | 4 |

Parks Division

2020 Highlights:

- This year was a challenging year for our park systems. Most of our time was spent navigating the various Covid-19 changes while trying to maintain some type of standard park operations for our community. Many items this year received less total quantity of resource as a result. Dog bag totals is the real only stand out. This year saw an increase that was higher than most operating years.
- The splash pad was not operated during the normal summer season due to covid-19 restrictions. Staff did however, prep the system and was ready to open the facility if state restrictions were relaxed.
- Trail systems received more use this season than ever before. This activity required additional maintenance inspections and repairs.

Statistics:

| | Oct. 2017-Sept. 2018 | Oct. 2018-Sept. 2019 | Oct. 2019-Sept. 2020 |
|--|----------------------|----------------------|----------------------|
| Splash Pad Maintenance | | | |
| · Chemical tests | 360 | 360 | 0 |
| · Gallons of chorine used | 105 | 90 | 0 |
| · Gallons of muriatic acid used | 60 | 60 | 0 |
| Dog Park Maintenance | | | |
| · Service checks | 350 | 350 | 350 |
| · Cases of dog bags used | 45 | 51 | 64 |
| Community Garden | | | |
| · Gardens reserved | 29 | 29 | 29 |
| · Wait list applications | 1 | 8 | 4 |
| · Community work days | 3 | 2 | 2 |
| · Guest speakers | 1 | 0 | 0 |
| Park Reservations | | | |
| · Reservations coordinated | 208 | 228 | 3 |
| · Sports Field Reservations | 431 | 591 | 325 |
| · People served (Park) | 8,544 | 9,400 | 235 |
| · People served (Sports Fields) | 16,120 | 17,000 | 8,125 |
| Playground Maintenance | | | |
| · Inspections performed | 12 | 12 | 9 |
| · Equipment repairs made | 6 | 20 | 5 |
| Trail System Maintenance | | | |
| · Trail system service calls | 12 | 20 | 25 |
| · Yards of bark dust applied to park | 131 | 135 | 50 |
| · Yards of chips applied to park trails, off-leash dog area, playground and trails within the system | 70 | 100 | 60 |

Streets Division

2020 Highlights:

- This year was our first year being removed from the County umbrella as it relates to roadway striping and markings. Working with an engineering team and a striping contractor we were able to deliver our striping package earlier than ever before. This maintenance model and timeline will be considered our new standard moving forward.
- Staff brought forward a comprehensive pavement maintenance repair program again in 2020. This continued effort will assure that we maintain existing pavement quality into the next decade.

Statistics:

| | Oct. 2017-Sept. 2018 | Oct. 2018-Sept. 2019 | Oct. 2019-Sept. 2020 |
|----------------------------------|----------------------|----------------------|----------------------|
| Stop Bars/Thermo-plastic Applied | | | |
| · Stop bars installed | 43 | 56 | 100 |
| Traffic Control Changes | 5 | 2 | 2 |
| Winter Storm/De-icing | | | |

| | | | |
|--|-------|----------|---------|
| · Yards of de-icing sand applied | 66 | 80 | 0 |
| · Gallons of de-icing chemicals applied | 5,575 | 9,937.03 | 2,500 |
| · Yards of de-icing sand re-claimed | 35 | 29 | 0 |
| ROW Trees | | | |
| · Street trees installed | 94 | 45 | 25 |
| Pothole Patching/Pavement Maintenance Program | | | |
| · Tons of asphalt used for pothole patching | 27.52 | 27 | 24.5 |
| · Linear ft of asphalt installed for pavement maintenance | | | 158,974 |
| Roadway/Parking Lot Striping | | | |
| · Gallons of yellow traffic paint applied to area roadways | 385 | 340 | 30 |
| · Gallons of white traffic paint applied to area roadways/parking lots | 50 | 35 | 25 |
| Street Sweeping | | | |
| · Lane miles of streets swept | 1,493 | 1698 | 1430.72 |
| · Yards of material collected | 649 | 774 | 663 |
| Sign Maintenance | | | |
| · New signs installed | 23 | 155 | 65 |
| · Sign service checks | 1,507 | 200 | 912 |

2021 Goals:

- Bring forward a final draft of the Happy Valley Park Feasibility Study to include costs, concept designs and public outreach.
- Present a draft of the Community Center feasibility study to be used as a phase I approach to understanding what options exist for moving this project forward (cost recovery/operation/size/price/layout/public engagement).
- Identify and purchase a property for a Public Works Yard setting a formal design in motion for consideration.
- Continue to maintain current pavement maintenance funding given impacts to estimated losses in gas tax revenue associated with Covid-19 restrictions on travel.
- Work with fleet to replace our existing 5-yard dump truck with a much needed 10-yard capacity vehicle.
- Continue to provide staff support for the Parks Advisory Committee in all aspects of park and recreation planning, design, construction, and operation.

Community Services and Public Safety

12 FTE



Steve Campbell
Director of Community
Services & Public Safety

Community Services:

2020 Highlights:

Business Support

- Facilitated New Business Ribbon Cuttings:
 - Metropolitan Pediatrics, Beatrice Morrow Cannady Elementary, Morningstar Assisted Living & Memory Care of Happy Valley, and Les Schwab.
- Provided Support to HVBA
 - Assisted with Facebook posts.
 - Created posters, flyers, and invitations to businesses to attend monthly HVBA meeting.
 - Organized new business welcome letters and packets.
 - Completed the HVBA Community and Business Magazine.
- Online process for new/renewal/temporary OLCC applications has been finalized and working within Laserfiche.

Happy Valley Youth Council

- Attended NLC City Summit with Youth Delegates and chaperoned at Advocacy Workshops.
- Organized the 3rd Annual Oregon Youth Summit.
- Partnered with StarCycle and HVBA to raise approx. \$5,000 from Cycle Under the Stars.
- Organized the 10th Annual Youth Town Hall with 75 participants.

Local School Participation

- Participated in 10 Junior Achievement activities at local elementary schools.
- Conducted 3 tours of City Hall to local 2nd grade students.
- Continued Principal Forum, a quarterly meeting consisting of local school principals, emergency responders and City representatives.
- Continued outreach for participation in the “If I were Mayor, I would” contest. Met with 4th and 5th grade teachers and students to encourage participation, utilized Happy Valley Library as a partner and provided supplies to children. Received over 100 Posters, 5 Essays.
- Engaged local school principals twice during the academic year via meeting at City Hall for purposes of exchanging general information and sharing updates related to community happenings and safety concerns.

Recreation Services / Facility Rentals

- Processed sports field reservations for 10 different youth and adult sports organizations (Clackamas Jr. Baseball, Clackamas United Soccer, Clackamas Youth Football, Clackamas Youth Lacrosse, Eastside Timbers, i9 Sports, RBI Baseball, Senior Baseball, Clackamas CAVS Baseball, Precision Elite Gymnastics.
- Processed 325 sports field reservations, estimating 8,125 people attending.
- Processed 3 park reservations with 235 users, while responding to 450 phone inquiries.
- Partnered with 5 local businesses to provide programming (Skyhawks Sports Academy, Mad Science, Aspire Total Fitness, Venvino Art Studios, & My Gym Happy Valley) to offer 16 summer camps and 9 fall classes with 170 participants.
- Processed 26 facility reservations. (City Hall and Annex).
- Established a partnership/contract with Meals on Wheels People to provide senior nutrition for homebound seniors.
- Established a mobile recreation program which includes crafts, sporting activities and opportunities for residents. Developed a parks rotation, schedule, and registration process.

Communications

- Continued to grow presence on Instagram with over 1,000 followers.
- Continued efforts to increase City's social media presence on Facebook, Nextdoor, and Twitter with even more posts and timely responses to user inquiries. In 2020, the City's Facebook account became officially verified (giving more credence to the City via this platform) and presence on Nextdoor became more regular.
- Continued partnership with Pamplin Media to write and edit monthly news publication.
- Launched a Parks and Recreation section in the HV News, allowing for specific acknowledgement and promotion of City recreational events.
- Prepared and produced annual Happy Valley Magazine with content focusing exclusively on residents, HV locations, inspiring community members, and businesses.
- Continued support of the Core Communication Group to review City-wide communications.
- Created special messaging and activities that corresponded to National Public Works Week, including a special contest that offered residents the chance to name the City streetsweeper.
- Created and disseminated an online survey during COVID-19 which inquired as to the needs and concerns of residents. Using feedback from over 600 residents, City shaped ongoing communications related to this topic based on resident interests and informational needs.
- Created a variety of public signs and messages related to COVID-19 safety updates for Happy Valley Park and website.
- Created a City mascot program to extend branding opportunities and increase public outreach. Program includes safety planning as it relates to utilizing volunteers and extent to which mascot would be exercised throughout the year at various City events and functions.
- Helped create additional marketing material that outlines revised levels of sponsorships related to City events. Incorporated statistics and data highlighting a potential sponsor's benefits to partnering with the City.

Community Events

- Added a new Oktoberfest element to the Harvest Fest.
- Annual Tree Lighting Event.
- Facilitated and recruited volunteers for the American Red Cross 3-day City Challenge Blood Drive at City Hall. Helped recruit and organize 2 Blood Drives at the Happy Valley Library.

Passport Services

- All 6 passport agents passed annual training for re-certification.
- Processed 1,767 passport applications and collected \$75,797.70 in passport fees.
- By appointment only Passport Wednesday's began October 16th, 2019 and processed 181 passport applications.
- Held two Saturday Passport Fairs and processed 86 passport applications.
- Suspended passport services during COVID-19 pandemic.

Awards

- Recognized by the Oregon Air National Guard as a "City of Honor".
- National Night Out.
- Cities Blood Drive 1st place.
- If I were Mayor contest winner state-wide.

2021 Goals:

- Continue to increase communication efforts through use of video on platforms including social media and City website.
- Participate in social media training focusing on industry standards for government messaging.

- Work with Public Safety Director to utilize City’s local radio station as a more regular communication platform.
- Continue working with finance to initiate online dog/business/alarm licensing and permitting.
- Further develop and administer recreation software for resident portal.
- Enhance recreation programming and continue building programming for youth, adults, and seniors in the City.
- Work in partnership with the HBA to present/host the 2021 Street of Dreams.

Emergency Management:

2020 Highlights:

- Facilitated cross departmental participation in developing a Hazard Mitigation Plan.
- Hazard Mitigation plan submitted and approved by FEMA and adopted by City Council.
- Updated the City’s Emergency Operations Plan.
- Developed a response plan for flooding concerns along the Clackamas River (Carver).
- Assisted Clackamas County with EOC operations for the Clackamas Wildfires.
- Supported CCSO in evacuating and securing large parts of the county during the Clackamas wildfires.

2021 Goals:

- Develop tabletop exercises to increase EOC staff participation.
- Engage management and encourage ICS classes for EOC roles.
- Conduct a hazard community assessment on wildfire risk on public lands, HOA and newly developed property.

Code Enforcement (3 FTE):

2020 Highlights:

- First in Oregon to conduct daily Business & Construction site compliance checks related to COVID-19.
- Managed Traffic Radar Data Program (Signs & Trailer) to address Traffic Speed Concerns.
- Assisted Partner Agencies related to COVID-19 & Wildfire Responses.

Statistics:

| | Oct. 2017-Sept. 2018 | Oct. 2018-Sept. 2019 | Oct. 2019-Sept. 2020 |
|--|----------------------|----------------------|----------------------|
| Community Watch Patrols - Total Volunteer Hours | 487 | 498.65 | 619.50 |
| Code Cases for this time period | 2,222 | 2,388 | 2,578 |
| Animal Cases-including dog bite & abuse investigations | 160 | 169 | 152 |
| Construction Site Violations/inspections | 276 | 399 | 799 |
| Noxious Vegetation Complaints and enforcement | 119 | 77 | 63 |
| COVID Compliance Checks Business & Construction | | | 1,906 |
| Dog Licenses | | | |
| · NEW | 277 | 253 | 212 |
| · RENEW | 452 | 445 | 383 |
| Tree Permits | 128 | 148 | 149 |

| | | | |
|-----------------------------------|-----|-----|-----|
| Business Licenses | | | |
| · NEW | 244 | 216 | 230 |
| · RENEW | 684 | 803 | 827 |
| Alarm Permits | | | |
| · NEW | 161 | 185 | 123 |
| · RENEW | 486 | 641 | 440 |
| Special Event Permits/Park Groups | | | 3 |
| Park Patrols | 404 | 457 | 466 |
| Noise/Construction Variances | 10 | 26 | 40 |
| Burn Permits | 18 | 6 | 8 |

2021 Goals:

- Increase Crime Prevention through Neighborhood Watch Programs.
- CERT Training & Planning for Online Certification.
- Obtain Animal Abuse Investigator Certification for Staff.

Municipal Court (2 FTE):

2020 Highlights:

- Issued the following citations for the period from October 01, 2019 through September 30, 2020. These figures reflect citations issued through Police, Code Enforcement, and the Weighmaster
 - Citations 1,816
 - Total Violations 2,370
 - Parking 691
 - Warnings 526
- Collected \$201,261.84 in outstanding debt through Western Collection Bureau.
- Added 2 properties and \$1,135.00 in fines to our Lien Docket.
- Rescheduled cases and set up successful transition on cases and process due to COVID-19.
- Worked through Legislative changes affecting court as it relates to license suspensions.
- Implemented Early Reinstatement Program with Western Collection Bureau.
- Transition and training of Brionna Neeley to Court.

2021 Goals:

- Research and possibly implement Tyler Incode Virtual Court.
- Finalize E-Conviction project.
- Re-visit electronic parking solution.

Juvenile Diversion

2020 Highlights:

- Worked with Clackamas County Juvenile on establishing a new partnership with Latino Network.

2021 Goals:

- Establish a reporting protocol and increased involvement in the diversion program.

Public Safety and Police Services (14 FTE):

2020 Highlights:

- Continued to fulfill the 5-year staffing plan.
- Added an afternoon traffic car to focus on evening commutes and DUII enforcement.
- Added a graveyard deputy to advance our goal of providing 2 deputies on duty at all times.
- Improved CCSO's webpage on contract cities, highlighting the mutual benefits.
- Successfully supervised and managed 2 large citizen demonstrations in the city, during a time of considerable social unrest.
- Adapted to executive orders related to COVID-19.
- Created staffing plans and contingency plans for policing during COVID-19.
- Supported fire crews and CCSO in evacuating and securing large parts of the county during historic fires.
- Worked in the Emergency Operations Center to manage the regional response to historic fires.
- Planned for and managed the safe election process and the post-election civil unrest.

2021 Goals:

- Revamp the alarm response protocols and revise the alarm ordinance.
- Review data to create boundaries for two patrol districts.
- Continue to review crime and safety data and analyze growth to maintain effective staffing levels, consistent with the 5-year staffing plan.
- Add a School Resource Officer to provide service to Adrienne C Nelson HS.
- Provide workplace violence training for city staff.
- Build on the relationships developed during the social injustice protests to create a meaningful community relations and promote diversity, equity, inclusion.
- Continue to help citizens navigate executive orders related to COVID and prepare for a return to "normal".