



Happy Valley Veterans Memorial Park, Dedicated August 2021

Annual Report

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

November 2021



HAPPY VALLEY, OR
EST. 1965



Veterans Memorial Peace Pole, Dedicated
by the Rotary Club of Clackamas

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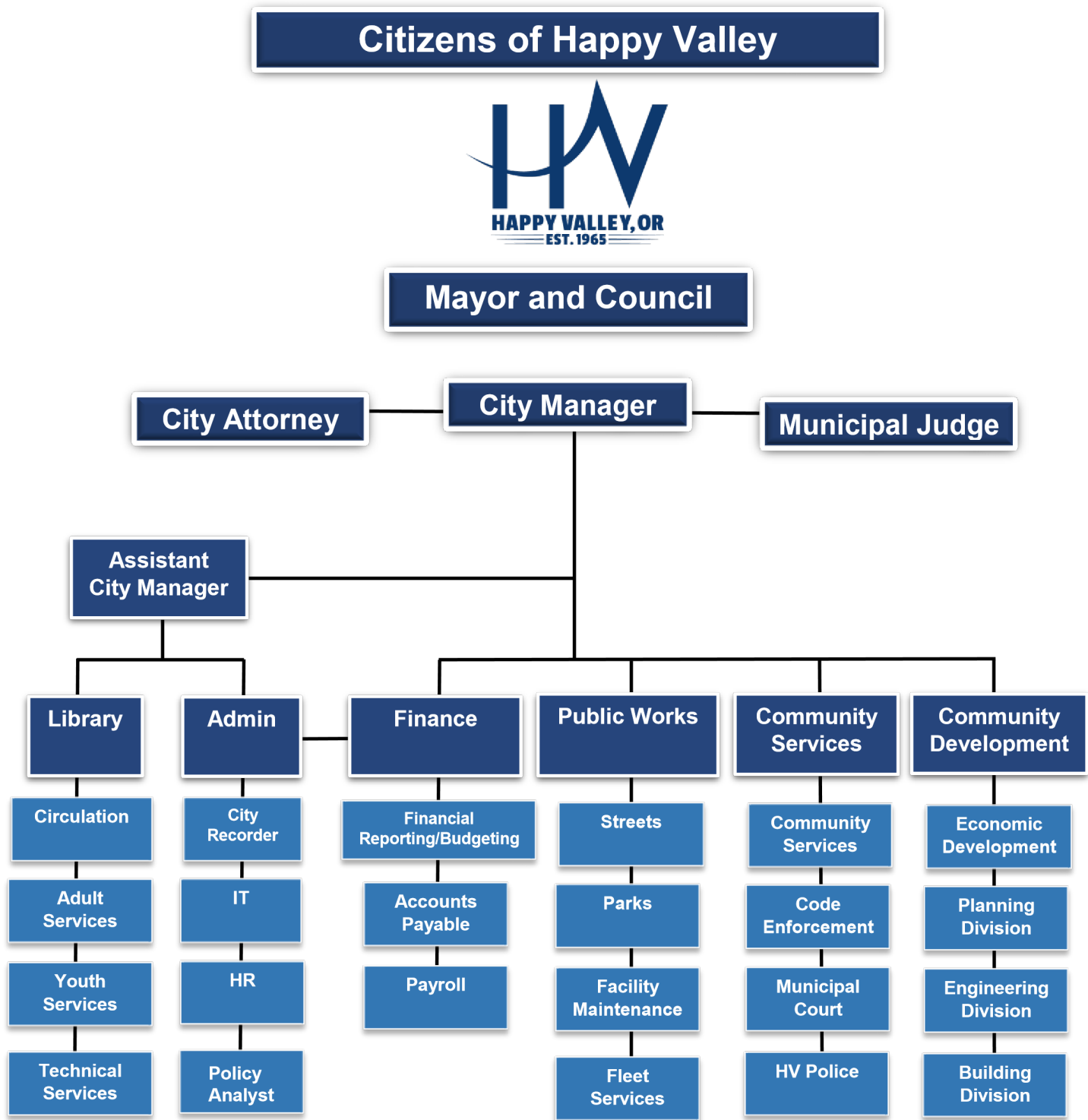
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About Team Happy Valley

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!



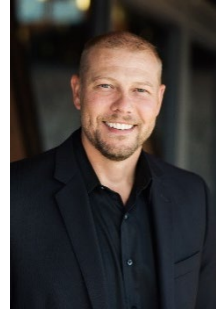
Organizational Chart



Introduction – 2021 Annual Report

Mayor & City Council:

I'm pleased to report the progress the City has made in 2021. An extensive amount of work was accomplished towards the City Council Goals. All the while, the City continues to respond with the highest standards of customer service to record levels of applications, permits, requests, and other daily tasks of running the City. Not to mention, this work has been completed despite the ever-changing work environment during the COVID-19 pandemic. I cannot say enough how impressed I am with how our entire team. Everyone at the City has played a significant role: from the City Council to our staff and volunteers.



Jason Tuck, ICMA-CM
City Manager

This year, the Annual Report is divided into four main sections.

1. Response to COVID-19
2. Overview of Capital Improvement Projects
3. Update on Council Goals
4. Departmental 2021 Accomplishments and 2022 Goals

Once again, I want to thank our team. To the City Council, thank you for your continued support and consistent direction. Most all the Council Goals are multi-year projects. Without your steady direction and sharp focus, we wouldn't be able to keep the projects on track. To our committee volunteers, thank you for providing our staff feedback on progress and giving us a pulse of the community. Finally, to our employees, thank you for your hard work and dedication. Many have worked in-person throughout the pandemic to provide critical services to the community. Others didn't skip a beat while they shifted where and how work gets completed. None of our achievements would be possible without the entire team. I am proud of what we have accomplished and excited for the year ahead.

Respectfully submitted,

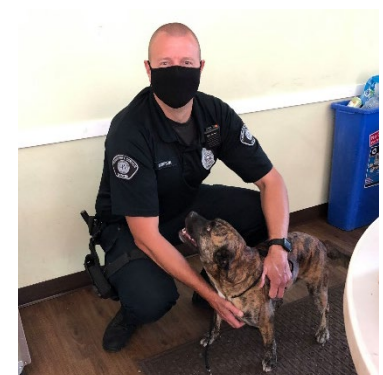
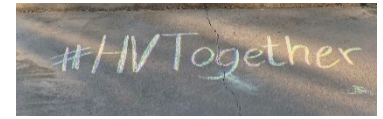
A handwritten signature in blue ink that reads "Jason Tuck".

Jason Tuck, ICMA-CM
City Manager

Response to COVID-19

It's been nearly two years since the global COVID-19 pandemic began. Since that time, the City has had to continually adjust the manner in which services are provided to the community. Workplace and community gathering rules have constantly changed as a result of Governor's Orders, Occupational Safety and Health Administration rules, Centers for Disease Control and/or Oregon Health Authority guidelines. Below are just some of the programs, tasks, and duties that the City completed the last two years in response to the global pandemic.

- Established an Emergency Operations Center.
- Declared and renewed a State of Emergency.
- Created a Business Task Force and Recreation Task Force consisting of business leaders, city councilors, and city staff members.
- Provided five rounds of business assistance grants offering over \$1 million 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.
- 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.
- Re-started community events, such as summer concerts, in compliance with all COVID-19 restrictions.



Overview of Capital Improvement Projects

In more recent years, the City has taken a much more active role in capital improvement projects. Often, these projects take millions of dollars, involve a significant amount of staff time, and span several years to complete. Below is a list of the key capital improvement projects that are underway.

- 129th Avenue Curves – Construction
- 129th Avenue and King Road Round-a-bout – Design and Construction
- 129th Sidewalk and Undergrounding Gap – Design
- Superblock Project – Construction
- 152nd Avenue and Misty Drive Crossing – Design and Construction
- 172nd Avenue North of Sunnyside – Design
- 172nd Avenue Round-a-bout – ROW Acquisition and Construction
- Sunrise Corridor Gateway – Visioning Project with Clackamas County
- Various American Rescue Plan Act (ARPA) Projects
- Scott Creek Trail Renovation – Construction
- HV Park Covered Shelter Replacement – Construction
- Village Green Park Renovation – Design
- Pleasant Valley Villages Neighborhood Park – Design and Construction
- Veterans Memorial Park – Phase 1 Complete
- Various Land Acquisition – 18 Properties Targeted for Consideration
- Public Works Facility – Land Acquisition, Design, Construction
- Library Expansion – Land Acquisition, Design, Construction
- Community Center Feasibility Study



Happy Valley Veterans Memorial Park Dedication Ceremony August 2021

Update on 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. In early 2021, the City Council updated the list of goals to reflect progress from the previous year. The following highlights the status of the priorities identified by the City Council.



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

- *Per City Council direction, staff has initiated planning and design work with our consultant team to create draft zoning amendments to a roughly 30-acre portion of the adopted East Happy Valley Comprehensive Plan in a geographic area located east of the new (currently under construction) roundabout at the intersection of Scouters Mountain Rd./172nd Ave. In addition to future zone changes, the City of Happy Valley is working to craft a Pleasant Valley Downtown District Overlay Zone that will be added to the City's Land Development Code and guide the future implementation of the downtown district, including provisions for a "Main Street".*

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 has entered into a purchase and sale agreement for the vacant property next to the Library and Village Green Park.*
- *City has entered into a purchase and sale agreement for property to locate a future Public Works Facility.*
- *Staff continue to work with property owners and brokers to purchase property for future parks and a downtown.*

Library Space Needs Evaluation

- *The City has hired an architecture and engineering firm to develop 50% level designs for a Library expansion.*

Public Works Facility

- *Staff anticipates procurement of a site for a Public Works Facility this coming year. Once a purchase is confirmed staff will start the design process.*

- The design process will include staff from the engineering division, finance division, planning division, and administration team.
- Design work is anticipated to continue throughout 2022 with a plan to bid the effort next fall/winter.

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



Private Security for Development

- Community Services Officer is coordinating with the Construction Contractors Industry Crime Prevention Organization and contractors/developers on a program.

Traffic and Public Safety Committee Process for Traffic Modification Requests

- Following input from the Traffic and Public Safety Committee, the City Council approved policies regarding stop signs, crosswalks, speed signs, no parking zones, and driver feedback signs.

Alarm Policy

- Competed and approved by the City Council. Set up a system to check non-compliance with permits and notification system for false alarms.

Feasibility Study for Permanent Funding of Police

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

Open Space Fuel Reduction

- The City hired a professional wildland fire expert to conduct fire risk assessments on public lands, HOA open space and newly developed property.

Code Enforcement now Community Service Officer (CSO) Program

- The City rebranded Code Enforcement to Community Service Officers. Added one CSO to the public safety team to dedicate more time to patrol parks and special projects such as resources for people experiencing homelessness.

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

- In July 2020, the City was awarded a \$70,000 DLCD grant to complete an updated HNA/BLI to bring Happy Valley into conformance with state requirements found in HB2003 (Housing Production). The final report was completed and presented to the Planning Commission and City Council in the Spring of 2021. The City must formally adopt the report by June of 2023. In addition to HB2003, the City was awarded \$25,000 from DLCD to amend the Land Development Code to meet the provisions of HB2001 (Middle Housing). The draft code amendments are anticipated to go before the Planning Commission and City Council for adoption in early 2022.

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 in conjunction with the HB 2001 amendments.*

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. In July 22, 2021, the City officially "re-booted" the PV/NC Comp Plan and reconvened the Community Advisory Committee for a meeting, with a final meeting on August 24, 2021 where the CAC voted to recommend the City of Happy Valley Planning Commission consider the Draft PV/NC Comp Plan. Subsequently, an outdoor Open House was held in September 2021 and a Planning Commission Workshop is scheduled for December 14, 2021. The anticipated first evidentiary hearing before the Planning Commission is January 11, 2022.*

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

- *The City Council considered the UGMA East documents and voted to approve RES-21-19 on October 19, 2021.*

Development Standards/Zoning Setbacks

- *Per the direction of City Council, staff has initiated a code audit to investigate methods by which tree preservation requirements, setback criteria, and other development standards vary from multiple jurisdictions (comparative analysis) – as well as integration into the City's Comprehensive Plan and LDC in order to potentially implement said standards. The consultant team has made significant progress on the comparative analysis and is working toward completion of interviews of staff from the other cities selected for said research.*

Climate Action Tool Kit/Scoping Analysis

- *City staff have conducted an in-depth review of climate action plans from other jurisdictions. Staff presented this to the City Council on May 4, 2021. The City Council provided direction for staff to participate in the Clackamas County Climate Action Plan process prior to developing a City specific climate action plan.*

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



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.*
- *Phase 1 of the project was completed in late summer of 2021, with a dedication ceremony held on August 20, 2021.*

Pleasant Valley Villages Neighborhood Park

- *Design work was completed on the Pleasant Valley Villages neighborhood park summer 2021 and permits for construction were issued in September 2021.*
- *Construction of the park is expected to be completed by the summer of 2022.*
- *The final process will include the Development Agreement associated with the eligible Park SDC credits set for this park transfer.*

Parks and Recreation Programming

- *The City had a successful first year of recreation programming, despite the ongoing restrictions of 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 and offered two days a week at Happy Valley Park and Village Green Park.*
- *Staff are in the process of initiating a new Parks and Recreation software system called ACTIVE Net. Residents will create a profile portal, allowing the ability to register for classes, camps and make park reservations and sports field reservations. "Go-Live" date is set for mid-December 2021.*

Feasibility Study for Parks Permanent Funding

- *City staff engaged a consultant to review options for replacing the police and parks levies that was presented to the City Council in December 2020.*

Community Center Feasibility Study

- *The City hired a consultant team to assist with the evaluation of the scope and scale of a new community center. Throughout the summer, the City hosted several focus groups of HOA leaders, committee volunteers, school district staff, business alliance members, and more. In addition, a community survey was completed.*
- *A resident-led Steering Committee was also formed and met for the first time in October 2021.*

Turf Fields Feasibility Study

- *The City conducted a survey of residents to gauge the interest of installing turf fields at Happy Valley Park and/or in future parks. The results of the survey were shared with Parks Advisory Committee and City Council.*
- *Council directed staff not to pursue turf fields in Happy Valley Park at this time, but to explore turf at future park locations.*

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



Fund Bike and Ped Improvements

- In the current budget year, the City split the revenue generated from the County's new Vehicle Registration Fee (VRF) between the Pedestrian Improvement Plan (PIP) and Street Fund. Expected revenues this year are over \$400,000 in total to be split 50/50 for the two funds.

Pedestrian Master Plan

- The pedestrian Master Plan was updated within the City's Transportation System Plan (TSP). The City Council considered the TSP Update and approved ORD No. 555 on July 6, 2021.

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. 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" began in 2021.
- City staff has made significant progress working with Clackamas County on an IGA to move this project into the design and public right-of-way acquisition stage.

Superblock Project

- The phase II effort received substantial completion on October 3rd. This project phase included curb, sidewalks and half tree improvements on King Rd, Ridgecrest Rd, and 132nd. The improvements will now be transitioned to the required maintenance period starting in November.
- Phase III design is well underway with PGE and the telecommunications providers working on final design plans. Staff is also coordinating stormwater treatment requirements with Water Environment Services and expect to have a biddable design for the entire package shortly after the first of the year.

Residential Paving Maintenance Program

- 2021 marks the third year of our aggressive pavement maintenance program. City Council's goal is to keep our pavement quality index holding at the current 82% rating and staff is working aggressively to deliver on that request.
- This year we provided 125,381 Linal feet of crack seal and 1,112,418 SF of slurry seal materials to area roadways. We're also providing a re-pave solution on five collector roadways to include ADA improvements and upgrades.

129th Avenue Curves Project

- Construction of the project to provide pedestrian and bicycle access along the 129th Avenue curves, as well as undergrounding of overhead utilities along the frontage, began in June 2021. The road is closed to traffic during construction and should be complete in late 2021.

Clackamas to Columbia (C2C) Corridor / Sunrise Phase II

- *Mayor Ellis and Council President Sherman provided testimony in support of the corridors to the Metro T2020 Task Force. Though the Metro Measure failed, the Happy Valley/Clackamas County portion of the C2C Corridor was considered by the City Council as part of the TSP Update discussed above. The City Council approved ORD No. 555 on July 6, 2021.*
- *In partnership with Clackamas County and local legislators, the City secured \$4 million for a visioning exercise of the “Sunrise Gateway.”*

King Road Roundabout

- *30 percent construction plans and more detailed impact plans have been completed by the design engineer (HHPR) and significant public right-of-way and construction easement acquisition efforts have been completed by the right-of-way agent (Epic Land Solutions).*

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



Diversity, Equity, & Inclusion Task Force

- *After a year of meeting with the DEI Task Force, the City Council approved the DEI Strategic Plan on October 19, 2021.*

Redevelop Job Descriptions

- *Human Resources is continually updating job descriptions to assist with Equal Pay Analysis and to reflect DEI work related tasks to support the City’s DEI Strategic Plan.*

Equal Pay Analysis

- *Due to new COVID related employment requirements and newly developed Oregon OSHA standards, the equal pay analysis was temporarily delayed.*
- *Significant progress toward completion took place and will wrap up in early 2022.*

Other Council Priorities on the Horizon



Short-Term Rentals Regulation

Transient Lodging Tax

Transportation Network Company Regulations

Outdoor Burning

Term Limits Evaluation

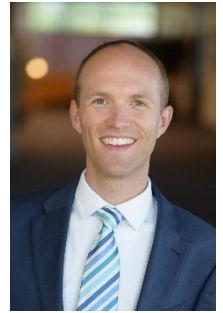
General Administration

8.5 FTE

General Administration (3 FTE):

2021 Highlights:

- Partnered with the City's lobbyist to monitor and comment on legislation impacting the City, including \$4 million for the Sunrise Corridor.
- Invited local legislators to a virtual meeting with the City Council.
- Led the efforts on continued COVID-19 business assistance programs.
- Worked with Tangible Development to facilitate DEI Task Force meetings and develop the DEI Strategic Plan.
- Finalized an Intergovernmental Agreement with Clackamas County to partner together on the Racial Research Justice Project.
- Began coordinating with City Attorney on Municipal Code updates in response to new case law and legislation regarding anti-camping laws.
- Completed a Climate Action Plan scoping analysis in response to Council goals.
- Co-led the Community Center Feasibility Study effort to include focus groups and Steering Committee.
- Assisted the team with property acquisition for new park space near the library and public works facility.
- Initiated efforts to design an expansion at the Library and potential renovation of Village Green Park.
- Worked on building better relationship with utility providers to reduce future delays on public infrastructure projects.
- Provided support and guidance to Administration Team.



Ben Bryant
Assistant City Manager

2022 Goals:

- Continue partnership with the City's lobbyist to monitor upcoming legislative session and engage with local legislators.
- Implement and track progress on the DEI Strategic Plan.
- Finalize Municipal Code updates regarding anti-camping laws.
- Participate on the Cities Workgroup for the Clackamas County Climate Action Plan.
- Complete the Community Center Feasibility Study.
- Continue to pursue land acquisition for Community Center and future downtown.
- Complete the design for the Library expansion and Village Green Park renovation.
- Coordinate with Public Works Department and Metro to finalize transfer of miscellaneous properties at Mt. Talbert.
- Finalize Intergovernmental Agreement with Metro to receive "local share" dollars as part of the Parks and Nature Bond Measure.
- Develop short-term rental regulation options for City Council.

Policy Analysis (1 FTE):

2021 Highlights:

- Continued to monitor and track policy development at a variety of stakeholder tables. As of October 15, City staff has collaborated to support Council with an estimated 26 prep memos in advance of Councilor engagements and 34 Weekly Updates.
- Coordinated grant proposals in pursuit of supplementary funding for the Veterans Memorial, Scott Creek trail system reconstruction, and wildfire mitigation efforts.

- Assisted in special projects, such as delivery of the Climate Action Plan scoping analysis, 2020 Election Report, review of redistricting boundary changes, and packaging the new DEI Strategic Action Plan.
- 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.
- Continued to provide administrative support to the Happy Valley Public Art Committee. The committee accomplished many things this last year including:
 - selection of the [2021-2023 Sculpture Garden](#) which integrated new engagement methods as part of an [equity strategy](#).
 - collaboration with the Parks Committee on an art plan for Happy Valley Park.
 - providing a [letter of support](#) for a mural series grant proposal.
 - informing a [public engagement campaign](#) that resulted in the production of four [self-guided art tours](#), a [coloring book](#) based on the Happy Valley community, Google-based [art inventory map](#), and new [public art webpage](#).

2022 Goals:

- Provide dynamic support to City Councilors at intergovernmental tables, including pre-meeting briefings, speaking point development and post-meeting summaries.
- Pursue grant writing opportunities as a resource to other City departments.
- Identify opportunities to meet Goal 3.G (Engage historically marginalized groups in public art opportunities and programming) of the 2021-2024 Equity, Diversity, and Inclusion Strategic Action Plan.

Human Resources (1 FTE):

2021 Highlights:

- Onboarded 18 new employees and coordinated hiring several temporary staff for Community Services & Public Safety. Four recruitments are also currently in progress.
- Processed many family and medical related leaves due to COVID-19.
- Managed numerous employee vacation return and illness issues related to COVID- 19 policies and restrictions.
- Facilitated and provided training, developed workplace policies on new OSHA Ambient Heat and Wildfire Smoke rules.
- Completed Leadership and staff DEI training.
- Completed consolidation from three to two 457 retirement accounts.
- Increased diversity in new hire population of City employees.
- Provided staff information and assistance with access to COVID-19 vaccinations and safety related information.
- Provided criteria and developed matrix for employee ARPA premium pay.

2022 Goals:

- Complete consolidation of 457 retirement account options to lower administrative costs to sole provider.
- Complete a full Job Description Review and Equal Pay Analysis.
- Complete adding DEI related job responsibilities to all Job Descriptions.
- Finalize new employee onboarding process, integrate electronic process.
- Finalize programming for regular training programs.
- Move all employee files to Laserfiche.
- Continue to develop and grow diverse and qualified applicant pools for vacant positions.
- Continue to streamline and eliminate duplicate employee paid benefit programs.

City Recorder (1.5 FTE):

2021 Highlights:

- Digitized 44,678 records into the City's records management system between October 1, 2020, to October 1, 2021.
- Automated the processes for requesting security footage, document destruction, reporting safety concerns, vehicle maintenance orders and buying of new chemical products.
- Created workflows for real estate, grant, liability claims and safety records.
- Assisted with the acquisition of property for future parks and Public Works facility.
- Received Certified Municipal Clerk designation and began work towards Master Municipal Clerk.
- Processed 52 public records request in compliance with public records law and the city's expectation of excellent customer service.

2022 Goals:

- Train new Information System Support Specialist in Laserfiche.
- Lead the effort to digitize current and historical records and automate processes using Laserfiche forms.
- Include public records and ethics training as a part of the onboarding process.
- Train committee liaisons in hybrid meeting technology.

Risk Management:

2021 Highlights:

- Created a policy for a voluntary respirator program.
- Organized the effort to catalog and update Safety Data Sheets at each site location.
- Received Certified Risk Manager designation.
- Supplied contracting support to city staff, reviewed over 573 certificates of insurance and advised on approximately 75 contracts.

2022 Goals:

- Complete personally identifiable information inventory of the city's records.
- Create a written hazard communication policy.
- Conduct an audit of all Safety Data Sheets with the Safety Committee.

Information Systems (2 FTE):

2021 Highlights:

- Hired an additional employee to expand support options for staff IT needs and project implementations.
- Successfully transitioned from a work from home setup back to the office for all staff.
- Expanded the use of Microsoft Teams and Zoom for various meetings.
- Upgraded Council Chambers at City Hall for video conference abilities.
- Setup Wi-Fi in the park across from the Happy Valley Library.
- Performed a security audit of all network operations and identified vulnerabilities.
- Expanded security for office staff with Multi-Factor Authentication for all remote functions.
- Started project to transition to Microsoft Teams for all phone services.
- Rolled out new helpdesk system.

2022 Goals:

- Move all city staff to Microsoft Teams Phone and implement new direct dial numbers.
- Work with all departments on roll out of Energov.
- Continue to evaluate security options and upgrades as needed.
- Explore options of using JIRA for project management.
- Transition Incode Finance, HR, and Court to a Tyler hosted solutions.
- Work with finance to create a new budget process for IT going forward.
- Expand use of cloud management tools to help manage IT resources when staff are not in the office.
- Review options for staff news and information using Office 365.
- Replace all city buildings access control and security systems with a new system.



2021-2023 Sculpture Garden at City Hall

Library

19 FTE



Doris Grolbert
Library Director

2021 Highlights:

- Provided service to patrons while the building was closed using no-contact holds pick-ups.
- Reopened the library to the public and received many grateful comments.
- Distributed 200 craft and science kits a week to families.
- Offered an online bilingual Storytime, in partnership with Ready, Set, Go - a free community preschool.
- Filled over 3,000 book bundle requests both before and while the library building was open.
- Created monthly book box subscription for teens and adults with free goodies and books to check out.
- Had over 1,000 Summer Reading program finishers who received a free book.
- Provided baby Storytime kit bags with free books, early literacy props, and a song sheet.
- Developed a Story Walk to be enjoyed outside the library.
- On boarded replacement staff. Prioritized hiring diverse team members and promoting from within our organization.
- Resumed Summer Concerts (4 concerts, 735 total attendance).
- Maintained active social media presences on multiple platforms.

	Oct. 2018-Sept. 2019	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021
Circulation of books, DVDs, audiobooks and other materials	827,937	503,927	488,260
New library cards issued	3,746	2,150	1,969
New items added to the collection	19,218	14,227	14,710
Number of Internet uses	20,130	7,992	1,295
Number of reference questions & inquiries	33,845	18,388	16,065
Storytimes offered / attendance	330 / 10,530	149 / 4,999	79/2203
Teen & Juvenile programs offered / attendance	188 / 8,307	125 / 4,011	26/130
Children's Summer Reading program sign-ups / finishers	4,298 / 2,407	X / 649 Sign-ups not collected for modified program	934
Adult Programs offered / attendance	226 / 4,789	181 / 2,074	103/1,563
Off-site visits / attendance	177 / 6,474		12/288
On-site visits / attendance	31 / 764	30 / 1,017	0/0
Visits to the Library	388,464	171,870	Not counted
Volunteer Hours	2,655.46	1,401.65	781

2019-2021 statistics are drastically reduced due to COVID and Fire closures.

2022 Goals:

- Balance public and staff safety while maintaining a high level of customer service and a cautious return to in-person programming.
- Work with Parks and Recreation on space planning Village Green Park and a Library expansion.
- Continue to develop partnership with Parks & Recreation for collaboration on programs and services.
- Continue our commitment to equity, diversity and inclusion in our programs, services, and collection.



You place holds at lincc.org and we pull them! Every day (sometimes more than once) we print out a list of hundreds of items to search for, check in, and then hold for you. It's like a scavenger hunt for books!

Finance

3.5 FTE

2021 Highlights:

Budget

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the 2020-21 Budget: This was the fifth 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 2021-22 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. (Awaiting results for 2020)
- 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 21-22 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.

Other

- Switched willing vendors to ACH payments to speed up payment turnaround and reduce processing costs.
- Started Energov software implementation project which will enable online payments and optimize processes for Community Services, Code Enforcement, Planning, Engineering and Finance.
- Completed new PCI (payment card industry) compliance policy that will guide our internal policies as it relates to collecting credit card payments.
- Tracked guidance and set up systems for reporting of CARES Act and American Rescue Plan expenditures

Urban Renewal Agency

- Created second annual UR Budget document.
- Completed UR annual report for year 2 of the new District.



Travis Warneke, CPA
Finance Director

2022 Goals:

- 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.
- Complete software implementation projects for Energov and Activenet (Parks and Rec programming software).



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Happy Valley
Oregon**

For the Fiscal Year Beginning

July 01, 2020

Christopher P. Morill

Executive Director

In September 2020, Happy Valley submitted its 2020-21 Adopted Budget to the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award program. This was the fourth time the city submitted its budget to the program. The Happy Valley budget was awarded the Distinguished Budget Presentation Award by the GFOA of the United States and Canada. Out of 241 Cities in Oregon, only 39 others received the award this year.

Economic and Community Development Department

22 FTE



Michael D. Walter, AICP
Economic & Community
Development Director

Planning & Economic Development Divisions (6 FTE):

2021 Highlights:

- Completed a city-wide Housing Needs Assessment (HNA) and Buildable Lands Inventory (BLI) in accordance with HB2003 (Housing Needs and Production). The analysis was fully funded using grant monies that were applied for by planning staff.
- Applied for and received grant monies for a code audit and draft amendment writing in accordance with HB2001 (Middle Housing). Draft amendments are complete, and hearings will take place in early 2022.
- Worked with the City Council to prioritize a new downtown area and commenced the planning efforts to amend the East Happy Valley Comprehensive Plan and develop an overlay district to ensure its success.
- Updated the Pleasant Valley / North Carver Comprehensive Plan to reflect the downtown district changes initiated by City Council and rebooted the overall public outreach and planning efforts with public hearings anticipated to begin in early 2022.
- Continued normal business operations and met state land use laws/public hearing requirements despite a year of historic disruption (i.e. global pandemic, dispersed staff, heat dome, and ice storm).
- 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. 2018-Sept. 2019	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021
Annexations (ANN)	2	0	6
Accessory Dwelling Units (ADU)	4	3	3
Appeals (APP)	0	0	0
Comprehensive Plan Amendments (CPA)	4	3	3
Comprehensive Plan Amendment Amendment (CPAA)	0	0	0
Conditional Use (CUP)	1	1	1
Design Review (DR)	17	24	26
Design Review Amend (DRA)	3	5	1
Environmental Review (ERP)	9	5	2
Environmental Review Amend (ERPA)	2	0	0
Extension (EXT)	5	4	7
Master Plan (MP)	1	3	1
Model Home (MH)	11	3	1

Home Occupation Permit (HOP)	0	0	0
Land Partition (LP)	6	4	4
Lot Line Adjustment (LLA)	16	5	3
Land Development Code (LDC)	7	5	4
Pre-Applications	27	24	26
Residential Density Transfer (RDT)	0	0	0
Sign Permits (SP)	25	16	24
Tree Permits (TC)	32	19	30
Planned Unit Development (PUD)	1	0	1
Planned Unit Development Amend (PUDA)	0	0	1
Subdivisions (SUB)	2	2	2
Subdivisions Amend (SUBA)	3	1	0
Street Vacation (SV)	1	1	0
Temporary Use (TUP)	16	17	11
Variance (VAR)	9	13	7
Variance Amendment (VARA)	0	0	0
Totals	204	158	164

2022 Goals:

- Adopt the Pleasant Valley / North Carver Comprehensive Plan
- Adopt the Land Development Code amendments in conformance with HB2001 (Middle Housing)
- Create and adopt a downtown district overlay for the East Happy Valley Comprehensive Plan and Land Development Code.
- Complete the City Council directed Land Development Code audit for development standards and tree preservation.
- 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):

2021 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 projects, including the annual paving and street maintenance projects, the 129th Ave curves project, and provided engineering support for the Superblock project.
- Worked to provide engineering support to the Public Works Director and the Community and Economic Development Director on future projects including the 129th Ave./King Rd. compact roundabout, the future public works facility, and the 172nd Avenue Capital Improvement Project.
- Provided engineering conditions of approval and plat reviews for Land Use Applications.

Engineering Permits/Inspections

	Oct. 2018-Sept. 2019	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021
Public ROW Permit	109	113	134

Site Development Permit	8	14	18
Erosion Control Permits	14	13	18
Minor Grading Permits	3	3	4
Totals	134	143	174
Inspections			
Erosion Control Inspections	556	228	308

2022 Goals:

- Continue to provide excellent customer service levels and quality of work on development related projects by working with internal staff, including Planning and Building, to utilize new technologies for electronic plan submittals, improve on efficiencies in review and inspections, and continually provide communication and feedback throughout the project.
- Continue work on Transportation and Parks SDC credit applications, Reimbursement Districts and extensive construction plan review and inspections.
- Continue to plan and manage the design and construction of the CIP paving and maintenance projects.
- Continue to work with Clackamas County on the future 172nd Avenue Capital Improvement Project and provide engineering support to other capital projects including the 129th Ave./King Rd. compact roundabout and the future public works facility.

Building Division (11 FTE):

2021 Highlights:

- Busy year for plan review and construction of Crossroads East Development consisting of the Springs Living Facility and six new retail shell buildings.
- Completed inspections and issued Certificates of Occupancies for several new buildings including Elwood Apartments, Heather Lodge Apartments, Misty Ridge Apartments, Christilla Commons mixed use Building and Miracle Heights Memory Care.
- Continued to keep turnaround times on single family permits to around three weeks (goal is to be at 2-3 weeks).
- Completed the plan review for a new large mixed-use building in the Eagle's Landing complex.
- Continued archiving and moving to "all things digital" in Building Division.

Building Permit/Applications

	Oct. 2018-Sept. 2019	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021
Single Family Homes (detached & attached)	200	415	416
Residential Alteration/Addition	70	69	74
Multi-family Buildings	4 (164 apt. units)	3 (216 apt units)	0
Commercial Tenant Improvement	14	8	11
Commercial Buildings	7	7	11
Miscellaneous Permits	649	789	949
Totals	944	1,291	1,461
Inspection Count	9,689	21,079	19,908

2022 Goals:

- Continue to move “all things digital” in our permitting, plan review and inspection processes.
- Provide training for builders to better understand and use the ePermitting system.
- Develop online training tools explaining the residential building process for builders. Basically, “how to get from house plan submittals to final occupancy.”
- Provide additional training for our staff and builders for the newly adopted 2021 Residential Building Code



129th Ave Project Progress

Public Works

10 FTE

General Public Works

2021 Highlights:

- Working to update and modernize the City's fleet. Staff has observed substantial delays in our procurement process for fleet vehicles and equipment. Currently, we have one motor pool vehicle, one large fleet vehicle, and a forklift on order. These items have been expected for the last three months with a new delivery date established for after the first of the year. If these delays continue, we may have to consider accelerated purchasing dates.
- Provided accelerated cleaning in both our major facilities and our parks system associated with Covid-19. As a result, calls for service are up in all areas to include a big jump in Park service requests. Staff continue to go above and beyond as it relates to recovery efforts and will continue to provide the highest level of service available within the industry.



Chris Randall
Public Works Director

Statistics:

	Oct. 2018-Sept. 2019	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021
Vehicles Maintenance			
· Services calls	280	240	300
· Number of recalls	15	10	0
· Number of surplus vehicles	6	1	0
Facility Maintenance			
· Calls for service at City Hall	102	173	178
· Calls for service at CPC	50	54	57
· Calls for service at Library	160	181	228
· Calls for service at Public Works	23	72	79
· Calls for service at HV Park	87	63	99
· Number of workstation changes	7	8	10
General Operations			
· Restoration projects completed	2	4	7

Parks Division

2021 Highlights:

- Completed the turf field feasibility study. This project included a coordinated effort between our Parks Advisory Committee and City Council. A survey was deployed to gauge community interest and gain a better understanding of overall desire. The Parks Advisory Committee and City Council ultimately decided to explore turf options as we purchase and develop new parks within our community. Happy Valley Park fields will remain as currently established.
- Started the Community Center feasibility study. Efforts to date include a community survey focus group discussions and the establishment of a steering committee. This effort will continue into the 21-22 business year with a report provided to the Parks Advisory Committee and City Council.

- Completed the Veterans Memorial Park with a groundbreaking to signify this development. Over the next year staff will explore options to fund future phases of this effort as identified during the design process.

Statistics:

	Oct. 2018-Sept. 2019	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021
Splash Pad Maintenance			
· Chemical tests	360	0	324
· Gallons of chorine used	90	0	75
· Gallons of muriatic acid used	60	0	45
Dog Park Maintenance			
· Service checks	350	350	350
· Cases of dog bags used	51	64	58
Community Garden			
· Gardens reserved	29	29	29
· Wait list applications	8	4	11
· Community work days	2	2	2
Park Reservations			
· Reservations coordinated	228	3	244
· Sports Field Reservations	591	325	648
· People served (Park)	9,400	235	8,237
· People served (Sports Fields)	17,000	8,125	19,500
Playground Maintenance			
· Inspections performed	12	9	52
· Equipment repairs made	20	5	8
Trail System Maintenance			
· Trail system service calls	20	25	30
· Yards of bark dust applied to park	135	50	30
· Yards of chips applied to park trails, off-leash dog area, playground and trails within the system	100	60	225

Streets Division

2021 Highlights:

- Navigated a major ice storm in February of 2021. This extreme event toppled over 500 street trees within our community and included countless power outages. Staff attacked the storm with over 110 yards of roadway sand and managed to keep major area roadways open to travel. Staff's de-icing/sanding efforts maintained an open transportation network and allowed our community to stay connected throughout the event.
- Kept City streets clean. Street sweeping continues to be a key activity provided for our community and assures that we meet the requirement established by DEQ through our Municipal Separate Storm System permit (MS4). This activity is tracked each year through an annual report sent to DEQ. Water Environment Services continues to provide a quarterly sweep for our entire community with rate payer funds providing sweeping efforts for the remainder of the year.

Statistics:

	Oct. 2018-Sept. 2019	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021
Stop Bars/Thermo-plastic Applied			
· Stop bars installed	56	100	12
Traffic Control Changes	2	2	0
Winter Storm/De-icing			
· Yards of de-icing sand applied	80	0	125
· Gallons of de-icing chemicals applied	9,937.03	2,500	2,000
· Yards of de-icing sand re-claimed	29	0	111
ROW Trees			
· Street trees installed	45	25	23
Pothole Patching/Pavement Maintenance Program			
· Tons of asphalt used for pothole patching	27	24.5	15.62
· Linear ft of asphalt installed for pavement maintenance		158,974	125,381
Roadway/Parking Lot Striping			
· Gallons of yellow traffic paint applied to area roadways	340	30	100
· Gallons of white traffic paint applied to area roadways/parking lots	35	25	20
Street Sweeping			
· Lane miles of streets swept	1698	1430.72	1,412
· Yards of material collected	774	663	989
Sign Maintenance			
· New signs installed	155	65	169
· Sign service checks	200	912	566

2022 Goals:

- Provide a biddable design and specification for the superblock phase III effort. This work will include curb, sidewalks, and half street improvements along the north side of King Rd while also providing an underground solution for overhead utilities.
- Work over the next year on the public works facility design. This effort will identify overall construction costs and provide the documents needed to bid and construct the project.
- Finalize design plans for a redeveloped Village Green Park. Staff will be working with the Parks Advisory Committee and City Council on updating the park in conjunction with the Happy Valley Library improvements.
- Continue working on acquisitions associated with the established downtown district. This effort will include offer letters, environmental reviews, and final acquisitions.

- Replace both covered shelters within Happy Valley Park with grant funds already awarded. This replacement project will include ADA upgrades and charging stations for both covered shelter “A” and “B”.
- Upgrade Scott Creek Trail through a grant received from ODOT. This reconstruction will happen over the next three years and will include a completely new paved trail system from SE Cedar Way to Southern Lites Park.



Despite the pandemic, the City’s Public Works crew has remained hard at work to make sure daily tasks are completed and projects remain on course. Even the poor air quality from Fall’s wildfires and Winter’s snow and ice storm didn’t keep this team from showing up and getting work completed.

Community Services and Public Safety

14 FTE

Community Services (8 FTE):

2021 Highlights:

Business Support

- Assisted in SNAP Fitness new location Ribbon Cutting and Grand Opening.
- Provided Support to HVBA
 - Assisted with Facebook posts.
 - Facilitated all HVBA Zoom meetings.
 - Completed the HVBA Community and Business Magazine.



Steve Campbell
Director of Community
Services & Public Safety

Happy Valley Youth Council

- Organized the 4th Annual Oregon Youth Summit and Youth Town Hall. This year's event was virtual with two main presenters from Oregon Youth Line and Next Up.
- Annual Rx Drug Turn-in event - Helped over 100 cars drive through, drop off, and collected over 360 lbs. of unwanted drugs.
- Youth Council retreat – planning new goals, projects and bonding for new members.

Local School Participation

- Continued virtual Principal Forum, a quarterly meeting consisting of local school principals, emergency responders and City representatives.
- Participated in the "If I were Mayor, I would" contest once again, receiving more entries compared to 2020, despite the continued pandemic and schools being closed for any direct marketing. Outreach efforts were done via social media and the community newspaper. Local winners were submitted to the Oregon Mayor Association statewide competition where the City's essay winner took 3rd place.

Recreation Services / Facility Rentals

- Processed sports field reservations for 9 different youth and adult sports organizations (Clackamas Jr. Baseball, Clackamas United Soccer, Clackamas Youth Football, Clackamas Youth Lacrosse, Eastside Timbers, i9 Sports, NW Nations Baseball, RBI Baseball, Clackamas CAVS Baseball).
- Processed 648 sports field reservations, estimating 19,500 people attending.
- Processed 244 park reservations with 8,237 users, while responding to 570 phone inquiries.
- Increased park facility rental fees through City Council resolution.
- Snowshoe Trip to Trillium Lake – Promoted, registered, and facilitated 21 participants on a successful day hike.
- Continue partnerships with local businesses to provide a plethora of programming.
 - Skyhawks Sports Academy
 - Soccer Shots
 - Mad Science
 - Venvino Art Studios
 - My Gym Happy Valley
 - Skate Like a Girl
 - Coyle Outside
 - Code to the Future
 - Adventure Without Limits

- Next Adventure
- Engineering For Kids
- Barre3
- Anna Rillahan Yoga Instructor
- Surfs Pup Doggie Lounge
- Established a partnership/contract with Meals on Wheels People to provide senior nutrition for homebound seniors. Delivery of weekly meals to 3-4 clients each week.
- Deployed Rec Mobile program which includes crafts, sporting activities and opportunities for residents. Developed a parks rotation, schedule, and operated during the summer months.

Community Events

- Santa Packs – In lieu of the Tree Lighting event cancellation, staff worked to develop a no-contact Santa Pack delivery program for resident children. Families registered and staff delivered to each doorstep over 150 packs filled with craft makings and donated items from local businesses. After all packs were delivered, Santa letters rolled in, and staff responded (aka Santa) to 192 children in the Valley. Some goodies donated in the pack were:
 - Fat Cupcake –free cupcake
 - Providence – bandaid kits
 - Oregon Pediatrics - water bottle
 - Hand sanitizer, candy, and blank Santa letter.
- Les Schwab Tire and Chain Clinic - facilitated through registrations and promotions.
- Dumpster Day - Over 65 volunteers helped from the National Charity League, Boys Team Charity, Youth Council, and Parks Foundation. Collected over \$2,000 in donations for the Parks Foundation.
- Summer Concerts – 8 weeks, every Thursday from 6:30-8:30pm. Introduced new “Happy Valley’s Got Talent” contest during the intermission at each concert. Secured seven sponsors who donated cash and prizes \$3,500 each = totaling \$24,500.00.
 - Valley Public House
 - Papa Murphy’s
 - Kona Shave Ice
 - Sun Glow Heating & Air Conditioning
 - Mt. Scott Family Dental
 - Water Environment Services
- Happy Zone – Parks and rec crew organized a Happy Zone for kids during the concert series. Games and activities were stationed in the tennis courts, keeping kids entertained while attendees enjoyed the concerts. My Gym and Venvino Art Studios partnered to also provide activities alongside Parks and Rec., as well as a local non-profit organization, Building Blocks for Kids, who handed out free, donated books to Happy Zone participants. An average of 300 kids & parents filtered through the Happy Zone each concert night. Members of the Happy Valley Youth Council assisted Parks and Rec. staff as volunteers.
- Street of Dreams – Assisted with street prep and monthly meetings. Secured additional off-site parking for attendees. Permitted show and event with all necessary contracts and provided proper signage. Provided traffic control and security for special events.
- National Night Out Event was held at a new central location, Happy Valley Park. Sponsorship from Emmert International. 20 interactive safety booths and food vendors were present. 10% of all vendors’ proceeds were donated to Clackamas Emergency Services Foundation.
- American Red Cross 3-day City Challenge Blood Drive at City Hall. Additional Blood Drive at Community Policing Center. Total = Over 200 donors fulfilling over 150 units collected.

Communications

- Continued to grow presence on Instagram with over 1,750 followers (up nearly 700 from previous year).

- Continued efforts to increase City's social media presence on Facebook and Nextdoor with more posts and timely responses to user inquiries.
- Continued partnership with Pamplin Media to write and edit monthly news publication.
- Launched a Parks and Recreation seasonal guide in HV News, allowing for at-a-glance viewing of programming and events to be held each quarter.
- Prepared and produced annual Happy Valley Magazine with content focusing on the support of businesses and community amid the pandemic.
- Continued support of the Core Communication Group to review City-wide communications.
- Supported the dissemination of online surveys through messaging, which inquired as to the needs and preferences of residents as they pertained to a Community Center and Turf Fields.
- Created a variety of public signs and messages related to COVID-19 safety updates for Happy Valley Park and website as needed.
- Prepared messaging, gathered film footage materials, and other promotional items (i.e. safety lights) to be used in future Parks Levy and Public Safety Levy communications.

Passport Services

- All 6 passport agents passed annual training for re-certification.
- Processed 2,664 passport applications and collected \$123,757.56 in passport fees.
- Re-opened passport services March 1st by appointment only.

2022 Goals:

- Continue to increase communication efforts through use of video on social media and City website.
- Participate in social media training focusing on industry standards for government messaging.
- Research and develop prospective programs that may be utilized in Happy Valley to bolster Community Safety (Lock Box program) and Parks and Recreation marketing (Marketing Brand Representatives).
- Continue working with finance to initiate online dog/business/alarm licensing and permitting with Energov.
- Implement the new Parks and Recreation software system called ACTIVE Net allowing residents to create a profile portal, register for classes, camps and make park reservations and sports field reservations.
- Enhance recreation programming and continue building programming for youth, adults, and seniors in the City.
- Build Meals on Wheels fundraising opportunities and increase brand recognition through communication.
- Continue accepting passport applications by appointment only.

Emergency Management:

2021 Highlights:

- Facilitated cross departmental participation in updating our COOP plan.
- Hazard Mitigation plan submitted and approved by FEMA and adopted by City Council.
- Participating on the County's Hazard Mitigation and EOP for stakeholders' meetings.
- Met with PGE on vegetation management plan for public utility property.
- Hired a wildland fire professional to conduct risk assessments on public lands, HOA lands, and newly developed property.

2022 Goals:

- Develop tabletop exercises to increase EOC staff participation.
- Engage management and encourage ICS classes for EOC roles.
- Work with DEQ on adjusting the burn ban geographic area.
- Establish a fire prevention plan and mitigation strategy to address open space lands that were assessed with a high or moderate fire risk.
- Budget and partner with CCFD on funding projects related to hazard fuel removal and mitigation.

Code Enforcement (4 FTE):

2021 Highlights:

- Re-branded code enforcement officers to community service officers. Added CSO to concentrate on patrolling parks in the city.
- Assisted North Clackamas School District with traffic assessment for impacts related to school drop of and pick up.
- Working with private and publicly owned property owners/agencies on camping.
- Managed Traffic Radar Data Program (Signs & Trailer) to address Traffic Speed Concerns.
- Trained officers in Pet/Animal First Aid.

Statistics:

	Oct. 2018-Sept. 2019	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021
Community Watch Patrols - Total Volunteer Hours	498.65	619.50	
Code Cases for this time period	2,388	2,578	2185
Animal Cases-including dog bite & abuse investigations	169	152	76
Construction Site Violations/inspections	399	799	746
Noxious Vegetation Complaints and enforcement	77	63	53
COVID Compliance Checks Business & Construction		1,906	1404
Dog Licenses			
· NEW	253	212	260
· RENEW	445	383	360
Tree Permits	148	149	169
Business Licenses			
· NEW	216	230	186
· RENEW	803	827	901
Alarm Permits			
· NEW	185	123	103
· RENEW	641	440	651
Special Event Permits/Park Groups		3	8
Park Patrols	457	466	407

Noise/Construction Variances	26	40	106
Burn Permits	6	8	18

2022 Goals:

- Conduct a park safety audit for all parks in the city.
- Obtain Animal Abuse Investigator Certification for Staff.
- Obtain current information on HOA's and boards. Create and keep a database with updated information bi-annually.
- Establish an alarm system management program for alerting residents on false alarms and no permit. The program will reduce the number of false alarms freeing up police patrols.
- Establish a park patrol plan using information from the park safety audit.
- Establish a park/neighborhood watch program.
- Work as a liaison between property owners, police and social services to provide resources for people experiencing houselessness.
- Create partnership with local veterinarians to provide dog licenses to residents.

Municipal Court (2 FTE):

2021 Highlights:

- Issued the following citations for the period from October 01, 2020, through September 30, 2021. These figures reflect citations issued through Police, Code Enforcement, and the Weighmaster
 - Citations 2,394
 - Total Violations 3,090
 - Parking 581
 - Warnings 1,243
- Collected \$288,404.28 in outstanding debt through Western Collection Bureau.
- Added 1 property and \$3,000.00 in fines to our Lien Docket.
- Successful transition with COVID-19 processes and procedures.
- LEDS 2020 upgrade implemented.
- Continued training new staff members.

2022 Goals:

- Research and possibly implement Tyler Incode Virtual Court.
- Finalize E-Conviction project.
- Re-visit electronic parking solution.
- Look into digitizing historical court files.

Juvenile Diversion

2021 Highlights:

- Built a collaborative working relationship with the new provider Latino Network. Now attending quarterly coordination meetings with other cities.

2022 Goals:

- Look for more opportunities for community service projects for youth offenders.

Public Safety and Police Services (17 FTE):

2021 Highlights:

- Assessed streets experiencing high volumes of traffic and speeding, along with installing 3 LED driver feedback signs to those streets.
- Added an afternoon traffic car to focus on evening commutes and DUII enforcement.
- Worked in collaboration with NCSD to add a School Resource Office in Happy Valley Schools.
- Improved CCSO's webpage on contract cities, highlighting the mutual benefits.
- Adapted to executive orders related to COVID-19.
- Created staffing plans and contingency plans for policing during COVID-19.
- 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.
- Implemented monthly joint agency traffic crash reduction operations on Sunnyside Road.

2022 Goals:

- Create an alarm system management program to reduce false alarms.
- Work with apartment managers to develop a landlord – tenant program.
- Conduct a study to determine the best approach for police staffing.
- Review data to create boundaries for two patrol districts.
- Explore adding an additional Sergeant to allow better direct supervision throughout the continuous operation work week.
- Continue to review crime and safety data and analyze growth to maintain effective staffing levels, consistent with the 5-year staffing plan.
- Provide workplace violence training for city staff.
- Build on the relationships developed during the social injustice protests to create a meaningful relationships in the community with the goal of promoting diversity, equity, inclusion.
- Continue to help citizens navigate executive orders related to COVID and prepare for a return to “normal”.



Happy Valley Rec Mobile