



Parks & Recreation, Pacific Crest Trail Hike, 2022

Annual Report

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

November 2022



HAPPY VALLEY, OR
EST. 1965

Contents

Organizational Chart	2
Introduction – 2022 Annual Report	3
Overview of Capital Improvement Projects	4
Update on Council Goals + Priorities	5
General Administration	12
Library	16
Finance	18
Economic and Community Development Department ..	20
Public Works	255
Community Services and Public Safety	299

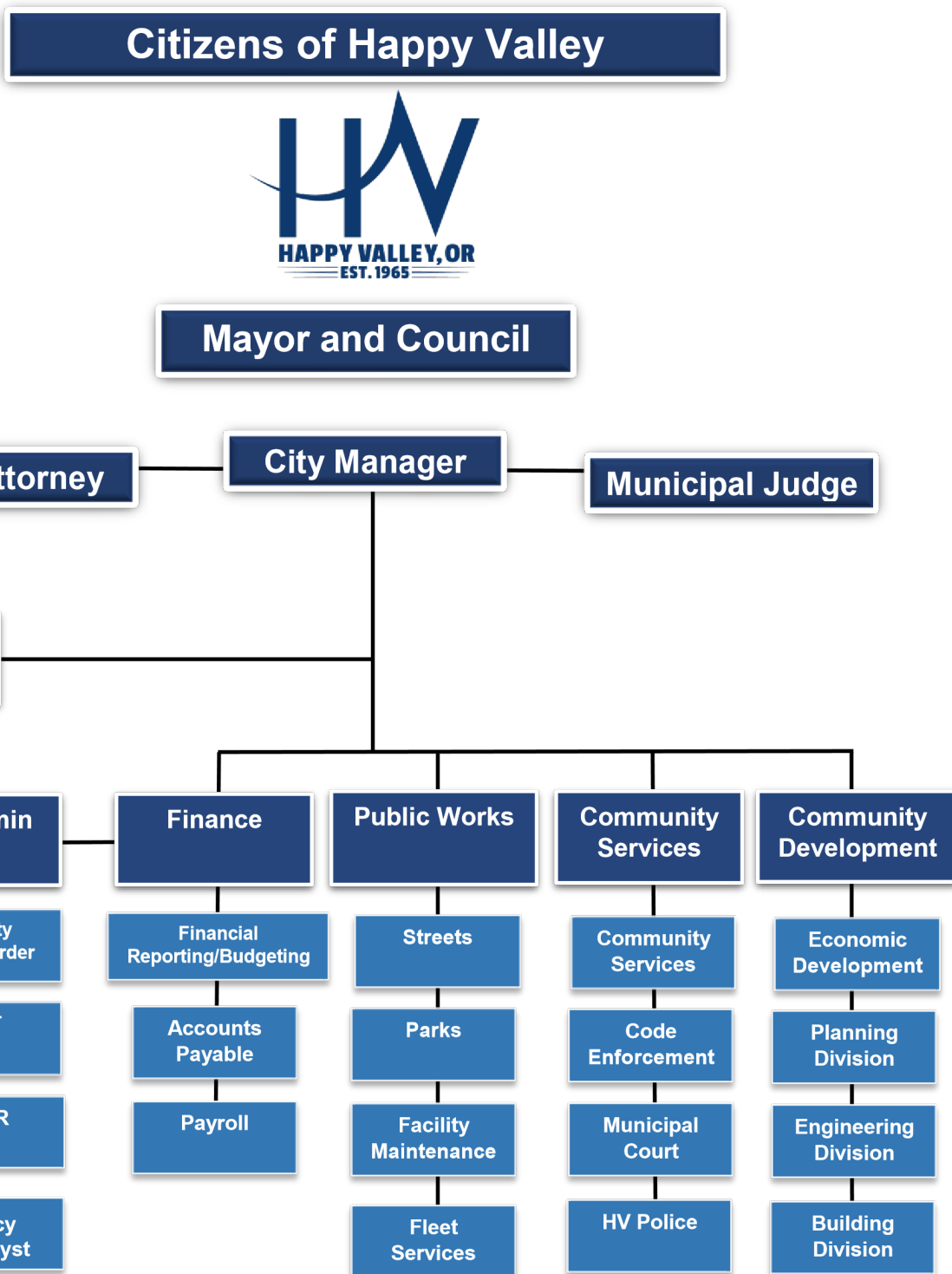
About Team Happy Valley

The City of Happy Valley was incorporated in 1965, growing from a rural area of about 300 people to a thriving community of 25,738 neighbors. Happy Valley is one of the most diverse cities in Oregon with many residents identifying as Asian (25 percent), of two or more races (7.8 percent), and/or Hispanic or Latino (4.3 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!



Speckled Redside Chromie – Rick True

Organizational Chart

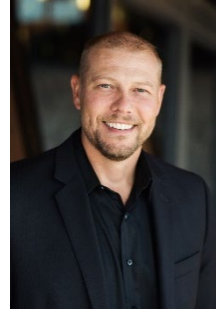


Introduction – 2022 Annual Report

Mayor & City Council:

Once again, I'm pleased to report the progress the City has made in 2022. In addition to providing the day-to-day services of managing one of Oregon's best cities, our team has made significant progress on the City Council Goals. Below are just a few of the many highlights:

- Entered into an agreement to purchase 40 acres for a future community center and park;
- Installed additional all abilities playgrounds throughout the City;
- Received a grant to fund a sculpture at the Veteran's Memorial;
- Passed the parks levy with over 75% approval;
- Identified land and developed plans for a future downtown;
- Completed 50% design for the library expansion, paving the way for construction in 2023;
- Welcomed new businesses; and
- Re-started world class city events following a break due to COVID-19

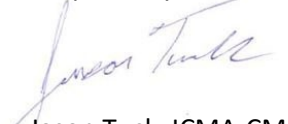


Jason Tuck, ICMA-CM
City Manager

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.

None of this would be possible without the support and direction from the City Council. Likewise, the volunteers on all the city committees served as a sounding board for advice and feedback. Lastly, our employees work tirelessly through challenging times to achieve our shared goals of making Happy Valley a better place. Every accomplishment highlighted in this report took a team effort. I am proud of what we have accomplished and excited for the year ahead.

Respectfully submitted,


Jason Tuck, ICMA-CM
City Manager

Overview of Capital Improvement Projects

The City has taken a 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 have been recently completed or are underway.

- 129th Avenue Curves – Complete
- 129th Avenue and King Road Round-a-bout – Design and Construction
- 129th Sidewalk and Undergrounding Gap – Design and construction
- Superblock phase I and II – Complete
- Superblock Phase III Project – Design and 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
- 162nd Avenue – 10% construction design
- Rock Creek BLVD – 10% construction design
- Sunrise Corridor Gateway – Visioning Project with Clackamas County
- Scott Creek Trail Renovation – Construction
- Scott Creek Trail Extension – Design and Metro approval
- Clackamas River Trail – Design and construction
- HV Park Covered Shelter Replacement – Complete
- Village Green Park Renovation – Design
- Pleasant Valley Villages Neighborhood Park – Design and Construction
- Scouters Mt. Neighborhood Park – Design and Construction
- Veterans Memorial Park – Phase 1 Complete, Phase 1.5 Artwork Selection Underway
- Various Land Acquisition – 18 Properties Targeted for Consideration
- Public Works Facility – Land Acquisition, Design, Construction
- Library Expansion – 50% Design Complete, Construction in 2023
- Community Center Feasibility Study – Underway
- All Abilities Playground Installations (every City-owned park) – Construction Complete/Underway

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

- *The City Council has identified the location of an approximately 30-acre downtown east of the new roundabout at the intersection of Scouters Mountain Rd./172nd Ave. and is in active discussions with property owners to purchase the land.*
- *The Council has refined the conceptual design of the future downtown at a series of work sessions. The downtown is centered around a "Main Street" and anticipated to include a range of uses including restaurant, shops, housing, and employment opportunities in a safe and comfortable environment which is integrated with the creek and surrounding neighborhoods.*
- *The project team will continue refining the conceptual design and prepare amendments to the City's Land Development Code and zoning to implement the vision.*
- *The project will continue to check in with the City Council for direction throughout the creation of the plan. The plan will be formally reviewed through a community land use process prior to adoption.*

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



Property Acquisition

- *Staff has briefed the City Council during Executive Session on multiple occasions regarding potential properties.*
- *Active projects include: Community and neighborhood park properties, downtown district lands, Public Works Facility property, and Clackamas River frontage property.*
- *Purchase and Sale Agreements were executed in 2022 for 20 acres on the Clackamas River and 40 acres for a future community center and community park.*

Library Space Needs Evaluation

- Utilizing input from the Library Board and City Council, 50% level designs were completed for the library expansion.
- Through a competitive process, the City hired Bremik Construction to serve as the Construction Manager General Contractor with construction expected to begin in 2023.

Public Works Facility

- Staff anticipates procurement of a site for a Public Works Facility this coming year.
- The continued design effort includes 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. The City started a voluntary program and so far, it's been successful.

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. **Completed.**

Alarm Policy

- The City Council approved a system to check non-compliance with permits and notification system for false alarms. **Completed**

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. **Completed**

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. **Completed**

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 houselessness.
Completed

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 and adopted in 2022. The City will need to adopt Housing Production Strategies in the future.*
- *The City was awarded \$25,000 from DLCD to amend the Land Development Code to meet the provisions of HB2001 (Middle Housing). The code was adopted and became effective in June of 2022. The Comprehensive Plan was amended at the same time to implement the policy suggestions for the HNA. The middle housing regulations are currently being refined for design standards, some setbacks, and overall number of cottage clusters allowed.*

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

- *The HB 2001 amendments allowed cottage cluster housing, consisting of a collection of modest sized homes.*
- *Staff has researched regulations related to short-term rentals and will be seeking direction from the City Council in 2023.*

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

- *The Planning Commission recommended conditional approval of the PV/NC Comp. Plan to the City Council in May of 2022. The project team is working on integrating the changes by the Planning Commission and reviewing needed changes to the system development charges required for public improvements within the plan. The City Council is expected to review the plan for final adoption in early 2023.*
- *The City processed a number of annexation requests from properties within the Plan area.*

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

- *The City Council performed an audit of several topics in the Land Development Code at a series of four work sessions. The Council reviewed research and comparative analysis on topics ranging from setbacks, architectural design for residential development, density in environmentally constrained areas, density transfers, and fences along major roadways and provided general direction for code amendments to enhance the livability of the community. The proposed amendments have been reviewed by the Planning Commission and are currently before the City Council. Staff will return in the future with amendments to implement the remaining topic of tree removal.*

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

- *Phase 1 of the project was completed in late summer of 2021, with a dedication ceremony held on August 20, 2021.*
- *In 2022, the City received a \$50,000 grant from Oregon Parks and Recreation to purchase and install a permanent veteran themed sculpture. City staff have convened a Veterans Memorial Task Force to help guide the selection of the sculpture.*

Pleasant Valley Villages Neighborhood Park

- *Design work was completed on the Pleasant Valley Villages neighborhood park summer 2020 and permits for construction were issued in September 2021.*
- *Construction of the park is nearing completion.*
- *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. The City's programming has grown and is more extensive. We amended our fee structure to allow more flexibility for different types of programming. We added new partners, local*

businesses and conduct in house classes such as CPR, babysitting classes and expanded our senior nutrition program.

- *The City implemented a new Parks and Recreation software system called ACTIVE Net allowing residents to create a profile portal and register for classes, camps and make park reservations and sports field reservations.*

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 2021 and 2022, the City completed a community survey, hosted several focus groups of HOA leaders, committee volunteers, school district staff, business alliance members, and more. In addition, a resident-led Steering Committee was formed to provide a deeper level of input.*
- *Based on all the input received by the community, a draft Community Center plan was developed detailing the amenities most important to residents, a phasing strategy, and site renderings.*
- *Most important, the City entered into an agreement to purchase 40 acres of property for a future community center and park.*

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 \$460,000 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. A Request for Proposals (RFP) was issued, a consultant team (HHRP) has been selected as the HHRP Scope of Work has been completed.

Superblock Project

- 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.
- The tentative bid date for this effort is winter/spring of 2023.

Residential Paving Maintenance Program

- 2022 marks the fourth 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 a maintenance program that delivered 1.2 million dollars' worth of improvements to area roadways.

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 and was completed in June, 2022.

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 County 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 (HHRP) and all public right-of-way and construction easement acquisition efforts have been completed by the right-of-way agent (Epic Land Solutions). In addition, undergrounding and utility relocations required to construct the roundabout are complete

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.*
- *City staff continually make progress on the action items identified in the DEI Strategic Plan. Updates on each item are provided multiple times throughout the year to the DEI Task Force.*

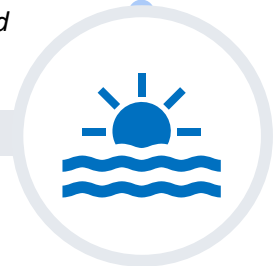
Redevelop Job Descriptions

- *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.*

Other Council Priorities on the Horizon



Short-Term Rentals Regulation

Transient Lodging Tax

Term Limits Evaluation

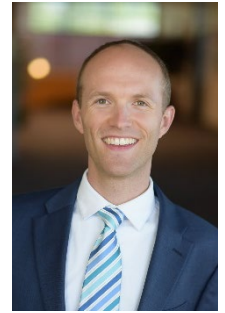
General Administration

9 FTE

General Administration (3 FTE):

2022 Highlights:

- Developed Parks Levy ballot language in partnership with the City Attorney and Core Communications Group.
- Assisted the creation of levy educational materials that were approved by the Secretary of State's Office.
- Led the committee appointment and reappointment application and selection process in partnership with committee staff liaisons, the City Manager, and Mayor.
- Partnered with the City's lobbyist to monitor and comment on legislation impacting the City.
- Continued implementation of the DEI Strategic Plan.
- Participated with Clackamas County on the Racial Research Justice Project.
- Drafted and implemented Municipal Code updates in response to new case law and legislation regarding camping laws.
- 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.
- Led efforts to complete 50% level design of an expansion at the Library.
- Selected a Construction Management General Contractor for the library expansion through a competitive process.
- Worked on building better relationship with utility providers to reduce future delays on public infrastructure projects.
- Provided support and guidance to Administration Team.
- Provided city-wide level perspective to the Core Communications Group, assisting with social media, HV News, and the Happy Valley Magazine.



Ben Bryant
Assistant City Manager

2023 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.
- Participate on the Cities Workgroup for the Clackamas County Climate Action Plan.
- Complete the Community Center Feasibility Study.
- Continue to pursue land acquisition for future parks and 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):

2022 Highlights:

- Continued to monitor and track policy development at a variety of stakeholder tables.
- Coordinated grant proposals for:

- Scott Creek Trail project development
- Clackamas River Trail segment construction
- Letter of intent to construct additional segments of Clackamas River Trail
- Electric vehicle charging infrastructure
- Hazardous fuel reduction at Happy Valley Library
- Hazardous fuel reduction at Hidden Falls Nature Park and Happy Valley Nature Park
- Hazardous fuel reduction at hotspots throughout the local landscape, and capital to launch a community fuel reduction program
- Art and culture night programming/equity in City events
- Assisted in special projects, such as implementation of Veterans Memorial grant award and analysis of short-term rental regulation strategies.
- 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. This year the Committee initiated good work in support of a public art capital improvement program, kicking off the next sculpture garden cycle, etc.

2023 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.
- Continue to 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):

2022 Highlights:

- Onboarded 20 new employees (note: most of these were not new FTEs).
- Completed consolidation of 457 retirement accounts to lower administrative costs and streamline staff efforts to sole provider.
- Removed two duplicative benefit providers for 2023 to lower administrative costs and streamline staff efforts.
- Began staff training for violence in the workplace.
- Processed many medical related leaves and workers compensation claims.
- Increased diversity and bilingual abilities in new hire population of City employees.
- Completed adding DEI related job responsibilities to all Job Descriptions.
- Consolidated online staff training to single provider.
- Prepared for and developed policy for Oregon Paid Sick Leave implementation.
- Updated, managed and monitored City access control.
- Served as the point of contact for employees returning to work following COVID-19, in compliance with federal, state, and local guidance.

2023 Goals:

- Implement City equivalent plan for Oregon Paid Sick Leave.
- Complete a full Job Description Review and Equal Pay Analysis.
- Finalize digitizing new employee pre-boarding and onboarding process.
- Finalize programming for regular training programs to auto deploy.
- Finalize moving remaining electronic employee files to Laserfiche.

- Continue to develop and grow diverse and qualified applicant pools for vacant positions.
- Complete violence in the workplace training for staff, City Councilors and committee members.
- Complete the development of a formalized volunteer program in partnership with Risk Management.

City Recorder (2 FTE):

2022 Highlights:

- Conducted Laserfiche training (the city's records management program) for an IT Support Specialist, and staff in Planning and Engineering.
- Organized the city's first annual "Laserfiche Week", and Laserfiche Fridays to bolster digitization efforts and records management.
- Digitized 45,714 entries from October 1, 2021, to October 1, 2022—with 2,800 of those filed during Laserfiche Week.
- Provided language translation options on public facing Laserfiche forms.
- Automated Vehicle Service Requests, the Candidate Declaration form, and other forms in Laserfiche.
- Trained committee liaisons to manage hybrid meetings in compliance with House Bill 2560.
- Conducted training for Minutetraq (agenda management software), and DocuSign.
- Completed recruitment and onboarding for a full-time Records Specialist.
- Wrote the Candidate Election Packet for the 2022 General Election for the Mayoral seat, and City Council Positions 1 and 3, and completed pre/post-election tasks.
- Fulfilled 78 public records requests from October 1, 2021, to October 1, 2022, in compliance with public records law and the city's expectation of exceptional service.
- Included public records and ethics training as a part of the onboarding process.

2023 Goals:

- Continue to lead the effort to digitize current and historical records with the support of supervisors.
- Plan a successful Laserfiche Week 2023 with 2,300 records or more digitized records during that event.
- Automate processes for Human Resources using Laserfiche, such as pre-boarding and onboarding.
- Digitize all annexation files from the records storage room in partnership with the Records Specialist.

Risk Management:

2022 Highlights:

- Offered consultative services to mitigate risk; the city's overall loss ratio is 14% for fiscal years 2017-18 to 2021-22 (less than 40% is desirable).
- Served on the Safety Committee to support a safe work environment for all employees; the city's workers' compensation experience rating is 0.74 (factors less than 1.00 are desirable, the average is 1.00).
- Reviewed approximately 400 Certificates of Insurance and 147 contracts from all departments.
- Coordinated insurance renewal, appraisal of city facilities, and partnered with those in Information Technology on cyber security measures.
- Sought reimbursement from private insurance companies for damaged city infrastructure.
- Graduated from the City/County Management Association's Northwest Women's Leadership Academy and completed continuing education to keep the Certified Risk Manager designation.

2023 Goals:

- Complete the development of a formalized volunteer program in partnership with Human Resources.

- Partner with the Safety Committee to complete the audit of Safety Data Sheets.
- Implement improved written documentation and tracking for facility safety inspections.
- Coordinate the Best Practices Survey with City County Insurance Services.

Information Systems (2 FTE):

2022 Highlights:

- Implemented new network security monitoring systems to protect data and systems.
- Implemented a new MFA system to secure all admin level access on city servers.
- Completed inventory of IT equipment and updated asset tracking software.
- Hired a new replacement FTP for the previous position.
- Installed new access control and security systems for all city buildings.
- Installed new cameras for the CPC.
- Started using SSO (single sign on) for cloud services.
- Continued upgrades and replacement of PC hardware based on a 4yr rotation.
- Implemented vulnerability scanning with CISA for weekly and monthly reports.

2023 Goals:

- Look into moving the Library to Microsoft Teams Phone later in 2023.
- Start moving fileserver data into various Department Teams locations.
- Transition more software deployment to automated systems when possible.
- Expand the use of our JIRA platform for more options and departments.
- Deployment of new Tyler Enterprise Permitting software for call city services.
- Transition all users to Adobe Acrobat Enterprise from FoxIT.
- Decide best solution for Microsoft licensing renewal.
- Provide new FTP with training options.
- Migrate all city Apple devices to managed solution.
- Continue providing internal customer service on help desk requests.

Library

19 FTE



Doris Grolbert
Library Director

2022 Highlights:

- Provided online, hybrid, and in-person programming for all ages
- Reopened the Community Room for public use
- Brought summer reading programs for kids and teens to area parks
- Expanded outreach to include regular visits to preschools, elementary schools, and retirement facilities
- Collaborated with Parks and Recreation on program and services
- Participated in 4th of July and Oktoberfest events
- Expanded summer concerts to include family concert series
- Continued book box subscription for teens and adults, weekly craft kits for families
- Added Ukrainian books to collection; continued to expand offerings in other languages

	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021	Oct. 2021-Sept. 2022
Circulation of books, DVDs, audiobooks and other materials	503,927	488,260	705,537
New library cards issued	2,150	1,969	3,686
New items added to the collection	14,227	14,710	15,578
Number of Internet uses	7,992	1,295	6,353
Number of reference questions & inquiries	18,388	16,065	23,828
Storytimes offered / attendance	149 / 4,999	79/2203	46/1,609
Teen & Juvenile programs offered / attendance	125 / 4,011	26/130	59/2,837
Summer Reading program finishers	X / 649 Sign-ups not collected for modified program	934	Adults 172 Youth 1325
Adult Programs offered / attendance	181 / 2,074	103/1,563	108/1,765
Off-site visits / attendance		12/288	166/5,565
On-site visits / attendance	30 / 1,017	0/0	11/165
Visits to the Library	171,870	Not counted	Not counted
Volunteer Hours	1,401.65	781	1,634.7

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

2023 Goals:

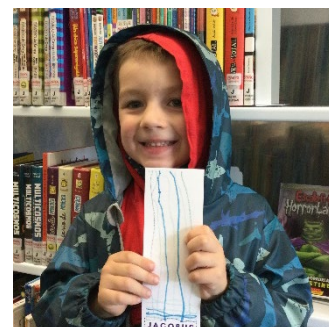
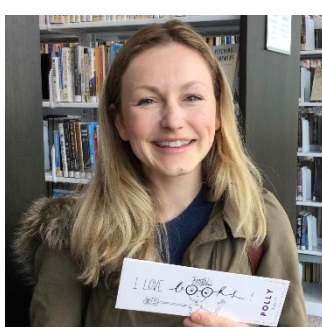
- Increase our programming to meet the needs of our community and demonstrate the need for more community meeting space
- Work with the City, architects, and contractors to plan, design, and begin construction on a new program and community room space.
- Work with Parks and Recreation on planning Village Green Park.
- Evaluate our capacity to grow our outreach to other senior living facilities.
- Continue to provide outreach to low-income preschools.
- Continue to partner with schools to encourage library use by both students and teachers.
- 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.
- Continue to manage our collection so the items provided are relevant and meet the needs of our community.



Happy Birthday, Happy Valley Library!

We love being part of the Happy Valley community. This year, the Library celebrated its 10th birthday in the existing building! Readers helped us to celebrate this milestone by designing many colorful bookmarks. Congratulations on your winning designs Desarea, Emma, Aylee, Linda, Tiel, Violet, Aiden and Adalynn, Adriana, Polly, and Jacobus!



Finance

3.5 FTE

2022 Highlights:

Budget

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the 2021-22 Budget: This was the sixth 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.



Travis Warneke, CPA
Finance Director

Comprehensive Annual Financial Report

- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 2020 ACFR: This is the fourth year in a row the City received this award. (Awaiting results for 2021)
- Awarded for “Financial Reporting Achievement.”
- Incorporated GFOA recommendations into the 2021 ACFR 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 22-23 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

- Updated the City’s investment policy and began purchasing investments outside of the LGIP.
- Continuing with Energov software implementation for Community Services, Code Enforcement, Planning, Engineering and Finance with a go live date of Spring 2023. This software will optimize processes amongst departments as well as create efficiencies and allow more flexibility for citizens to conduct City business.
- Conducted an audit of the City’s Right of Way program to ensure all operators are within compliance. Set up a tracking system to record payments and annual renewals.
- Tracked guidance and completed American Rescue Plan reporting.

Urban Renewal Agency

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

2023 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 software implementation projects for Energov.
- Complete debt issuance and disclosures for the purchase of property.



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

Happy Valley has received four consecutive awards for Distinguished Budget Presentation, the highest form of recognition in governmental budgeting. Staff are submitting the 2022 – 2023 to GFOA to determine its eligibility for another award. In addition to the budget award, the City received awards for its Comprehensive Annual Financial Reports (CAFR) in each of the previous three fiscal years.

Economic and Community Development Department

24 FTE



Michael D. Walter, AICP
Economic & Community
Development Director

Planning & Economic Development Divisions (6 FTE):

2022 Highlights:

- Adopted a city-wide Housing Needs Assessment (HNA) and Buildable Lands Inventory (BLI). The analysis was fully funded using grant monies.
- Adopted Land Development Code amendments and updated Comprehensive Plan policies to implement HB 2001 (Middle Housing) and SB 458 (middle housing land divisions). The project was partially funded using grant monies.
- Worked with the City Council to identify the location and general direction of a new downtown.
- Completed the Pleasant Valley / North Carver Comprehensive Plan and received conditional approval from the Planning Commission.
- Supported the City Council with a series of work sessions and LDC amendments to further enhance the livability of the community, including amendments to setbacks, architectural design, density transfers, etc.
- Implemented Council direction to refine where cottage clusters can be constructed.
- Followed along the Climate Friendly and Equitable Communities (CFEC) Rulemaking process and kept the Council updated while preparing for implementation.
- Created seven new application forms to improve clarity and efficiency.
- Created a user-friendly guide for the construction of a shed, detached garage/office, or treehouse.
- Created a summary form for Planning Division requirements for land divisions to communicate the dimensional standards and conditions of approval to developers and builders.
- Continued normal business operations and met state land use laws/public hearing requirements despite the ongoing pandemic. Transitioned to a hybrid approach for all public hearings with both in-person and virtual attendance.
- Provided excellent customer service to a wide variety of community members, developers and representatives (consultants and sub-consultants), property owners, appraisers, real estate agents.
- Track regional and state policies, coordinate with other jurisdictions, and participate on the Metro Technical Advisory Committee representing numerous cities in Clackamas County.
- Continued our designation as Tree City USA.
- Participated in MS4 reporting.
- Initiated establishment of a Vertical Housing Development Zone (VHDZ).
- Continued professional development.
- Audited the City's GIS (Geographic Information Systems) framework and goals.
- Improved the City's online GIS map with more information and an enhanced format.
- Began the transition to upgraded GIS software and engaged with a consultant to support the transition and associated training.
- Continued to support the City with various mapping needs and supported implementation of a new GIS-based permitting system.
- Continued collaboration and support of other Divisions through building permit review, site development permit review, etc.
- Continued to process a high number of Applications/Permits (see below).

Planning Permit/Applications

	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021	Oct. 2021-Sept. 2022
Annexations (ANN)	0	6	3
Accessory Dwelling Units (ADU)	3	3	1
Appeals (APP)	0	0	0
Comprehensive Plan Amendments (CPA)	3	3	5
Comprehensive Plan Amendment-Amendment (CPAA)	0	0	1
Conditional Use (CUP)	1	1	0
Conditional Use Amend			1
Design Review (DR)	24	26	29
Design Review Amend (DRA)	5	1	3
Environmental Review (ERP)	5	2	6
Environmental Review Amend (ERPA)	0	0	0
Extension (EXT)	4	7	4
LUCS			17
Master Plan (MP)	3	1	0
Master Plan Amend (MPA)			1
Model Home (MH)	3	1	1
Home Occupation Permit (HOP)	0	0	1
Land Partition (LP)	4	4	2
Lot Line Adjustment (LLA)	5	3	6
Land Development Code (LDC)	5	4	6
Pre-Applications	24	26	21
Residential Density Transfer (RDT)	0	0	0
Temp Sign Permits (SPT)	16	24	7
Tree Permits (TC)	19	30	32
Planned Unit Development (PUD)	0	1	2
Planned Unit Development Amend (PUDA)	0	1	1
Subdivisions (SUB)	2	2	1
Subdivisions Amend (SUBA)	1	0	0
Street Vacation (SV)	1	0	0
Temporary Use (TUP)	17	11	10
Variance (VAR)	13	7	2
Variance Amendment (VARA)	0	0	0
Totals	158	164	163

2023 Goals:

- Adopt the Pleasant Valley / North Carver Comprehensive Plan.
- Update the East Happy Valley Comprehensive Plan (Comprehensive Plan/Zoning Map amendments) in the planned Happy Valley Downtown District (HVDD) area and create a specific HVDD Overlay Zone.

- Initiate direction from the City Council on short-term rentals and amend the Land Development Code as needed.
- Begin development of a Housing Production Strategy.
- Initiate the City Council directed Land Development Code amendments for tree preservation.
- Implement the initial Climate Friendly and Equitable Communities (CFEC) Land Development Code requirements and initiate the final associated LDC amendments.
- Complete implementation of a new permitting and application submittal system.
- Continue learning and applying ArcPro GIS system to improve transparency and information sharing.
- Continue to improve the GIS structure and policies.

Engineering Division (7 FTE):

2022 Highlights:

- Provided development construction plan review, construction project management, and construction and erosion control inspections for new development projects.
- Reviewed, issued, and inspected right of way permits for work in the public right of way, and performed right of way inspections for the Building Division for all single-family homes.
- Managed and inspected CIP projects, including the annual paving and street maintenance projects, and the 129th Ave. curves project and provided engineering support for the Superblock project.
- Managed consultants and led project progression for several CIP projects including the 129th Ave. and King Rd. compact roundabout; Phase 3 of the Superblock project; the undergrounding of the ‘gap’ between the 129th Ave. curves and the 129th Ave./King Rd. Intersection; and managed several smaller stormwater and intersection projects.
- Worked to provide engineering support to the Public Works Director and the Economic & Community Development Director on projects including the future public works facility; the 172nd Ave. Capital Improvement Project; ten percent design of the 162nd Ave. design (south of Sunnyside); and ten percent design of the Rock Creek Blvd. Extension east of 172nd Ave.
- Provided engineering conditions of approval and plat reviews for Land Use Applications.

Engineering Permits/Inspections

	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021	Oct. 2021-Sept. 2022
Public ROW Permit	113	134	126
Site Development Permit	14	18	20
Erosion Control Permits	13	18	19
Minor Grading Permits	3	4	5
Totals	143	174	170
Inspections			
Erosion Control Inspections	228	308	184

2023 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; Superblock Phase 3; the future public works facility; and preliminary designs for several important collector road extensions.
- Publish an update to the Engineering Design and Standards Manual including a major update to standard design drawings.
- Update the Land Development Code Section 16.50 (Public Facilities), to provide clear and objective standards for frontage improvements to single-family and middle housing developments.

Building Division (11 FTE):

2022 Highlights:

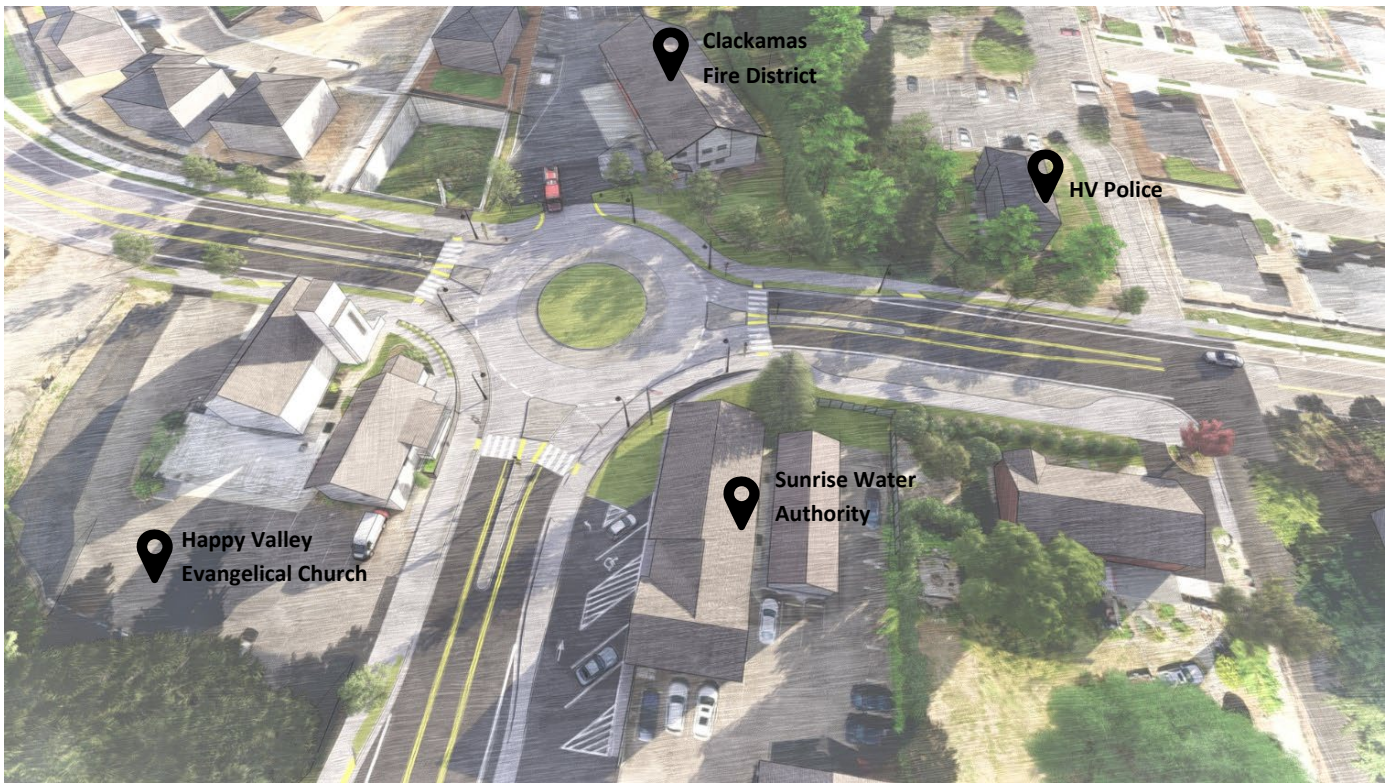
- We significantly increased the number of records digitally archived and reached a goal of adding ZERO paper files to the storage room this year.
- It was a busy year of commercial inspections with the construction of the Crossroads East retail which included approximately 25 new businesses and The Springs Living care facility.
- With 15 apartment buildings and 11 townhome buildings coming out of the ground in four different locations, inspection volume has been robust.
- Issued certificates of occupancy for 338 homes.
- Plans examiners worked hard to keep review times for single family homes down to 2-3 weeks.

Building Permit/Applications

	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021	Oct. 2021-Sept. 2022
Single Family Homes (detached & attached)	415	416	339
Residential Alteration/Addition	69	74	61
Multi-family Buildings	3 (216 apt units)	0	15 (542 units)
Commercial Tenant Improvement	8	11	33
Commercial Buildings	7	11	10
Miscellaneous Permits	789	949	1217
Totals	1,291	1,461	1675
Inspection Count	21,079	19,908	21,178

2023 Goals:

- Continue to archive all new house permits as they are completed and begin archiving ALL projects large and small when they are complete.
- Provide training for builders on using new Enterprise/EnerGov permitting system launching in Spring 2023.
- Provide additional training for staff and builders for the adopted 2021 Residential Building Code.
- Continue to move “all things digital” in our permitting, plan review, and inspection processes.



Coming soon! King Road and 129th Avenue meet to create a three-way intersection controlled by stop signs in all directions. To facilitate current and future traffic, the City is preparing to install a single-lane mini-roundabout. The roundabout will replace the existing three-way stop signs. The design of the roundabout is based on a 40' internal radius. Images courtesy of HHPR, with additional labeling by City staff.

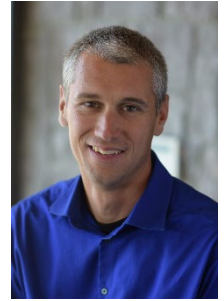
Public Works

11 FTE

General Public Works (4 FTE):

2022 Highlights:

- This budget year has been a catch-up year for our fleet maintenance team. Vehicle delivery delays are still being observed but we have been successful procuring the following vehicles: Kenworth 10-yard dump truck, Ravo street sweeper, Gravley UTV, two Hustler zero turn mowers and two new F150 pickup trucks. These larger-scale vehicles support our operations for an extended period of time and typically last for up to 30 years.
- Our facilities maintenance team added four cubical additions to our City Hall building this past year. These cubical modifications are intended to house our engineering and planning groups. Given current procurement constraints, alterations of this type require a 6-8 week procurement period and a 2-3 week install timeline. Advanced vendor coordination is a top priority when navigating these infill projects.



Chris Randall
Public Works Director

Statistics:

	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021	Oct. 2021-Sept. 2022
Vehicles Maintenance			
· Services calls	240	300	542
· Number of recalls	10	0	3
· Number of surplus vehicles	1	0	0
Facility Maintenance			
· Calls for service at City Hall	173	178	196
· Calls for service at CPC	54	57	53
· Calls for service at Library	181	228	191
· Calls for service at Public Works	72	79	81
· Calls for service at HV Park	63	99	103
· Number of workstation changes	8	10	12
General Operations			
· Restoration projects completed	4	7	5

Parks Division (3 FTE):

2022 Highlights:

- This year the Parks Advisory Committee (with support from City Council) completed playground replacements at the following parks: Happy Valley Park (three playgrounds) Village Green Park (two playgrounds). As this playground replacement effort continues, staff anticipates replacing two additional playgrounds within our system. Both Ashley Meadows Park and Southern Lites Park will be receiving new equipment in 2022.
- The community center feasibility study continues to come together with a milestone of providing a conceptual drawing and layout in 2022. This coming year we can expect to deliver a detailed financial analysis that will include a funding opinion.

- The City successfully procured property adjacent to Village Green Park (and Happy Valley Library) that will expand on street parking and the park system. Although we are not able to complete all the projects identified, staff is still moving forward with a phased approach.
- The Pleasant Valley Villages Neighborhood Park has been an exciting project for 2022. This effort was procured through a development agreement with SDC's paying for 100% of this build. Reviewed and approved by the Parks Advisory and City Council this project is anticipated to come online by the first of the year.
- Staff was able to work with our design engineers and a contractor to deliver new covered shelters within Happy Valley Park. Both covered shelter "A" and "B" have now been upgraded. Overall, the project was a success with funding coming from park reserve accounts and a grant award.

Statistics:

	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021	Oct. 2021-Sept. 2022
Splash Pad Maintenance			
· Chemical tests	0	324	342
· Gallons of chorine used	0	75	120
· Gallons of muriatic acid used	0	45	34
Dog Park Maintenance			
· Service checks	350	350	350
· Cases of dog bags used	64	58	54
Community Garden			
• Gardens reserved	29	29	29
• Wait list applications	4	11	12
• Community work days	2	2	1
Park Reservations			
· Reservations coordinated	3	244	296
· Sports Field Reservations	325	648	490
· People served (Park)	235	8,237	11,444
· People served (Sports Fields)	8,125	19,500	18,000
Playground Maintenance			
· Inspections performed	9	52	52
· Equipment repairs made	5	8	10
Trail System Maintenance			
· Trail system service calls	25	30	30
· Yards of bark dust applied to park	50	30	116
· Yards of chips applied to park trails, off-leash dog area, playground and trails within the system	60	225	65

Streets Division (4 FTE):

2022 Highlights:

- Our pavement maintenance program delivered 1.2M in maintenance this past year. All work was completed by September 2022. With increases in asphalt prices anticipated this coming year the requirement could indeed jump 10-20%. These increases are a result of increased energy costs.
- The City has continued to deliver an environmentally defendable street sweeping program. Meeting our DEQ and Municipal Separate Storm System permit (MS4) requirements continues to be a priority for our Public Works staff. This effort comes funded through street operations and an intergovernmental agreement with Water Environment Services.
- This year the City delivered a complete re-striping of our community to include the established thermo-plastic striping. Given that thermo-plastic has a life cycle that ranges from 5-7 years this coming season will be a reduction to the striping costs observed in 2022. This will allow us to save and plan for additional striping expenses in future years.

Statistics:

	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021	Oct. 2021-Sept. 2022
Stop Bars/Thermo-plastic Applied			
· LF of stop bars installed	100	12	335
Traffic Control Changes	2	0	15
Winter Storm/De-icing			
· Yards of de-icing sand applied	0	125	182
· Gallons of de-icing chemicals applied	2,500	2,000	6,155
· Yards of de-icing sand re-claimed	0	111	144
ROW Trees			
· Street trees installed	25	23	0
Pothole Patching/Pavement Maintenance Program			
· Tons of asphalt used for pothole patching	24.5	15.62	1
· Linear ft of asphalt installed for pavement maintenance	158,974	125,381	123,391
Roadway/Parking Lot Striping			
· Gallons of yellow traffic paint applied to area roadways	30	100	90
· Gallons of white traffic paint applied to area roadways/parking lots	25	20	55
Street Sweeping			
· Lane miles of streets swept	1430.72	1,412	1,494.44
· Yards of material collected	663	989	1,096
Sign Maintenance			
· New signs installed	65	169	97
· Sign service checks	912	566	127

2023 Goals:

- In 2023, staff would like to provide a biddable design and specification for the superbloc phase III effort. This work will include curbs, 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 (and associated phasing). Staff will be working with the Parks Advisory Committee and City Council on updating the park in conjunction with the Happy Valley Library improvements.
- 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.
- Complete sports field upgrades for Happy Valley. This effort will include new irrigation, turf surfacing, drainage and top dressing. Based on the Parks Advisory's recommendation this project will be moving forward following 4th of July 2023. The sports field reconstruction effort will then conclude in October of 2024.
- In an effort to complete all of the playground replacements staff will be coordinating both Ashley Meadows and Southern Lites Parks spring of 2023. This final effort will secure the replacement of 100% of the playgrounds within our entire park system.
- Street maintenance continues to be a priority for our department. Maintaining our current pavement quality index while delivering approximately 1.3m in annual street maintenance will again be a major effort for both Engineering and Public Works in 2023.
- The Metro trail grant was awarded in 2022 with an official intergovernmental agreement anticipated in 2023. Staff estimates moving forward with the Scott Creek Trail planning grant effort within this budget year. The Clackamas River Trail will follow once development options for the Clackamas River property (Grabhorn) are developed.



This year the Parks Advisory Committee (with support from City Council) completed playground replacements at the following parks: Happy Valley Park (three playgrounds) Village Green Park (two playgrounds). As this playground replacement effort continues, staff anticipates replacing two additional playgrounds within our system. Both Ashley Meadows Park and Southern Lites Park will be receiving new equipment in 2022.

Community Services and Public Safety

31 FTE

Community Services and Recreation (7.5 FTE):



Steve Campbell
Director of Community
Services & Public Safety

2022 Highlights:

Business Support

- Ribbon Cuttings:
 - AG Specialty Foods
 - Benny's Donuts
 - Barre 3
 - Restore Hyper Wellness
 - Stickmen Brewing
 - Pho Bar Vietnamese Kitchen
 - Yolotl Traditional Mexican Cuisine
 - Backyard Bird Shop
- Provided Support to HVBA
 - Assisted with Facebook posts.
 - Hosted and Facilitated all HVBA meetings in person.
 - Completed the HVBA Community and Business Magazine.

Happy Valley Youth Council

- Attend NLC Conference in WA DC.
- 1st Annual Teen Car Care Clinic. Partnered with Les Schwab, NCSO Owen Sabin-Ben Schellenberg Professional Technical Center, AAA, and Happy Valley Police.
- Annual Rx Drug Turn-in event - Helped over 100 cars drive through, drop off, and collected over 200 lbs. of unwanted drugs.
- Youth Council retreat – planning new goals, projects and bonding for new members.
- Planning stage of the first town hall focused on school safety.

Local School Participation

- Participated in the “If I were Mayor, I would” contest once again, however schools were unable to accept external in-person presentations at the time of the activity. Outreach efforts were done via social media, community newspaper, and engagement with local principals. Local winners were able to be celebrated in person at a City Council meeting.
- Continued meeting quarterly with school principals. Emergency responders, City representatives and special guests continued to attend. In-person gathering was able to return for the Spring meeting.
- Created an official educational outreach webpage on the City website that outlines and promotes every component of partnership between North Clackamas School District and the City.

Recreation Services / Facility Rentals

- Processed sports field reservations for 9 different youth and adult sports organizations (Clackamas/Nelson Jr. Baseball, Clackamas United Soccer, Clackamas Youth Football, Clackamas Youth Lacrosse, Eastside Timbers, Frost Elite Softball, Clackamas CAVS Baseball, NW Naturals Baseball & Thunder Elite Cheer).
- Processed 490 sports field reservations, estimating 18,000 people attending.
- Processed 296 park reservations with 11,444 users.
- Successfully added two new park rules regarding the use of personal BBQ's & a mandatory permit process for groups over 25.

- Snowshoe Trip in Govt. Camp on Crosstown Trail – Promoted, registered, and facilitated 16 participants on a successful day hike.
- Hiking trip on Mt. Hood on the Pacific Crest Trail – Promoted, registered, and facilitated 32 participants on a successful day hike.
- Hiking trip at Silver Falls State Park – Promoted, registered, and facilitated 22 participants on a successful day hike.
- Field trip Friday to the Evergreen Space & Air Museum – Promoted, registered, and facilitated 11 local veteran participants on a successful day trip to the museum.
- Field trip Friday to Willamette Valley Vineyards – Promoted, registered, and facilitated 7 participants on a successful wine tasting.
- Field trip Friday hike to Angels Rest – Promoted, registered, and facilitated 6 participants on a successful day hike.
- Field trip Friday to Sternwheeler Sightseeing Cruise – Promoted, registered, and facilitated 13 participants on a successful day trip on the Columbia River Gorge at Cascade Locks.
- Youth Open Gym Basketball Nights – coordinated facility use at Scouter’s Mt. Elementary to offer Monday night basketball open gym for youth ages 10-17yrs.
- Adult Open Gym Basketball Nights – coordinated facility use at Camp Withycombe to offer Monday night basketball open gym for adults ages 18+.
- Adult & Pediatric First Aid/CPR/AED Certification Course – Promoted, registered, facilitated and certified 11 students
- Babysitter Training – Promoted, registered, facilitated and certified 36 students
- Hiking trip on Mt. Hood on the Pacific Crest Trail – Promoted, registered, and facilitated 32 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
 - Jordan Kent Just Kid Sports Camps
 - RECS
- Continued contract with **Meals on Wheels People** to provide senior nutrition for homebound seniors. Delivery of weekly meals to 4-5 clients each week. Initiated Meals on Wheel fundraising Campaign partnering with Valley Public House. Cocktails for a Cause ran for the month of November. \$1 from every featured pint was donated back to the program.
- Facilitated three separate days of activities to celebrate **International Day of Happiness** at local parks.
- Deployed **Rec Mobile** 2 days a week. Programing includes crafts, sporting activities and opportunities for residents. Developed a parks rotation, schedule, and operated during the summer months.

Community Events

- **4th of July** – A Day-long annual festival widely attended after a two-year hiatus, due to the cancellation of all outdoor gatherings. Main Business Sponsors- Fiscal Year-long Sponsors at \$3,500 each = \$38,500
 - Clackamas Water Environment Services
 - Columbia Bank
 - John L Scott
 - Mt. Scott Family Dental
 - Sun Glow Heating & Air
 - Kona
 - Rivermark Credit Union
 - Valley Growlers
 - Root Mortgage
 - Papa Murphy's
 - PCC Structural
- Tree Lighting was held outside in City Hall parking lot. - We had live music, cocoa, coffee, kettle corn and crafts for kids. Santa Packs were available for pickup. Families registered for the ever-popular Santa Packs to pick up at the event. Over 150 packs filled with craft makings and donated items from local businesses. Parks and Rec provided hand sanitizer, candy, and a blank Santa letter in each pack. Some goodies donated in the packs were: Fat Cupcake –a free cupcake, Providence – Band-Aid kits, Oregon Pediatrics - water bottle. After all packs were picked up, Santa letters rolled in, and staff responded (aka Santa) to 192 children in the Valley.
- Les Schwab Tire Check 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. Total collected:
 - Waste: 52,020 lbs. (26 tons)
 - Shredding: 1200 Gallons = 1.92 tons
 - Scrap Metal: 2.99 tons
 - College HUNKS: filled (1) 26' box trailer with donatable items
 - Les Schwab: 232 tires/wheels
- Summer Concerts – 6 weeks, every Thursday from 6:30-8:30pm. Secured six sponsors who donated \$3,500 each = totaling \$21,000.00.
 - IQ Credit Union
 - Premier Property Group
 - Kona Shave Ice
 - Sun Glow Heating & Air Conditioning
 - Sunnyside Dentistry
 - PCC Structural
 - Happy Zone – Activities for kids during the concert series. Games and activities in the tennis courts, keeping kids entertained while attendees enjoyed the concerts. My Gym, Venvino Art Studios and Skyhawks partnered to also provide activities alongside Parks and Rec. 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.
- The National Night Out event was held at Happy Valley Park. Sponsorship from Emmert International. 20 interactive safety booths and food vendors were present. Hit Machine performed and new addition of a Lazer Light Show.
- 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 2,000 followers (up nearly 500 from previous year). The Parks and Recreation Facebook account has also grown with over 1,500 followers.
- Created real-time social media messaging by posting updates during and immediately following events.
- Continued partnership with Pamplin Media to write and edit monthly news publication.
- Continued the seasonal Parks and Recreation guide in HV News, allowing for at-a-glance viewing of programming and events to be held each quarter. With it being a levy year, the team was able to create monthly Parks and Recreation inserts from July through November as well.
- Prepared and produced annual Happy Valley Magazine with content focusing on the strengths of Happy Valley.
- Continued support of the Core Communication Group to review City-wide communications.
- Launched several promotional videos during the summer to highlight the return of every City event.
- Made concentrated efforts to create signage, messaging, and other materials that highlighted the importance of Parks and Recreation and associated Parks Levy education.

Passport Services

- All 6 passport agents passed annual training for re-certification.
- Processed 4,157 passport applications and collected \$201,429.90 in passport fees.
- Continued passport services by appointment only. Begin walk-in services 09.06.22
- Processed 86 passport applications in a single day – record in a single day since beginning passports services began in 2011.

2023 Goals:

- Continue to increase communication efforts through real time messaging on social media.
- Participate in social media training focusing on industry standards for government messaging
- Continue to 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. Scheduled to switch over in May 2023.
- ACTIVE Net software implemented and running smoothly. Continuing to discover other aspects and functions of ACTIVE Net, allowing staff to efficiently meet the needs of residents.
- Enhance recreation programming and continue building programming for youth, adults, and seniors in the City.
- Build Meals on Wheels fundraising opportunities through success of Pints with Purpose. Search for other ways to help with funding of the growing service in Happy Valley.
- Continue to accept passport applications by walk-in Monday, Tuesday, Thursday, Friday 9:00-2:30 – no passport services on Wednesday (pre-covid hours).

Public Safety (23.5 FTE for all public safety)

Emergency Management:

2022 Highlights:

- Facilitated cross departmental participation in updating our COOP plan.
- CERT coordination and participation at events for emergency preparedness.
- Participating in the County's Hazard Mitigation review team.

- Finalized the wildfire risk assessment.
- Started conversations with NCSO on roles and responsibilities for major school incidents.

2023 Goals:

- Develop tabletop exercises to increase EOC staff participation.
- Develop a tabletop exercise with NCSO on response to school emergencies.
- Engage management and encourage ICS classes for EOC roles.
- 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):

2022 Highlights:

- Created a homeless liaison position assigned to a Community Service Officer. The liaison works closely with Clackamas County and Metro on homelessness concerns. The officer takes part in the following groups:
 - Clackamas County Continuum of Care (CoC) Committee
 - Neighborhood Livability Project Committee
 - Clackamas Outreach Connections Team
 - Homeless Solutions Coalition of Clackamas County Advisory Team
- Developed a resource guide to aid folks experiencing homelessness.
- Developed a park patrol program to increase visibility, contact reservation holders and enforce park rules. See the increased number of patrols below.
- Worked with business owners and developed a resource guide on exclusion orders and coordinating police response to trespassers.
- Created a liaison position within Code Enforcement to coordinate all cross departmental enforcement issues. This is assigned to a CSO as added duties. Keeps the code enforcement process consistent and more efficient.
- Implemented an alarm system management program for alerting residents on false alarms and no permit. The program has reduced the number of false alarms, freeing up police patrols. This program has also increased compliance with permits providing added revenue for cost recovery.
- Implemented a new business license program. Increased follow up with renewal's, eliminated dual licensing with Metro licensed sub-contractors.
- CSO Thompson certified CPR and AED instructor. Is able to teach and certify staff and residents.
- CSO Coan became FAA Licensed to operate a drone.

Statistics:

	Oct. 2019-Sept. 2020	Oct. 2020-Sept. 2021	Oct. 2021-Sept. 2022
Community Watch Patrols - Total Volunteer Hours	619.50		407.00
Code Cases for this time period	2,578	2185	3068
Animal Cases-including dog bite & abuse investigations	152	76	162
Construction Site Violations/inspections	799	746	1808
Noxious Vegetation Complaints and enforcement	63	53	79
COVID Compliance Checks Business & Construction	1,906	1404	N/A

Dog Licenses			
· NEW	212	260	231
· RENEW	383	360	352
Tree Permits	149	169	164
Business Licenses			
· NEW	230	186	257
· RENEW	827	901	918
Alarm Permits			
• NEW	123	103	167
• RENEW	440	651	440
Special Event Permits/Park Groups	3	8	41
Park Patrols	466	407	1739
Noise/Construction Variances	40	106	81
Burn Permits	8	18	9

2023 Goals:

- Create the tree trimming program to help residents with proper time to trim trees in violation of the city code and provides disposal services at leaf drop off and guidance with the City arborist.
- Staff certification for mediation services.
- 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 a park/business watch program.
- Create a partnership with local veterinarians and Clackamas County Dog Services to increase dog licenses within the city.

Municipal Court (2 FTE):

2022 Highlights:

- Issued the following citations for the period from October 01, 2021, through September 30, 2022. These figures reflect citations issued through Police, Code Enforcement, and the Weighmaster:
 - Citations 1,934
 - Total Violations 2,648
 - Parking 745
 - Warnings 1,128
- Collected \$305,513.77 in outstanding debt through The Western Agency.
- Added 4 properties and \$106,000.00 in fines to our Lien Docket.
- Liens: Recovered \$65,000.00 in court fines.

2023 Goals:

- Research Tyler Incode Notify
- Re-visit Parking E-cites
- Implement updated credit card processing procedure
- Oregon Court Administration Certification Level 1 – Brionna
- Oregon Court Administration Certification Level 2/3 - Kim

Juvenile Diversion

2022 Highlights:

- Built a collaborative working relationship with Clackamas County Juvenile staff. Receiving quarterly reports and coordinating volunteer opportunities for juveniles for project payback.

2023 Goals:

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

Police Services (17 FTE):

2022 Highlights:

- Assessed streets experiencing high volumes of traffic and speeding, along with installing 3 LED driver feedback signs to those streets.
- Completed the online reporting program allows residents to get real time crime data through a link to our police webpage.
- Completed online criminal complaint reporting system. Allows residents to report low level crimes with no suspect information.
- Added a motor unit to help address traffic safety concerns.
- Worked in collaboration with NCSO to add a School Resource Office in Happy Valley Schools.
- Improved CCSO's webpage on contract cities, highlighting the mutual benefits.
- Implemented monthly joint agency traffic crash reduction operations on Sunnyside Road.

2023 Goals:

- Police Oversight Committee for Contract Cities will be conducting a contract review in the year 2023. This includes working with CCSO and 3 contract police cities to review the IGA and Cost Book. Its been more than 10 years since the last contact review and IGA agreement.
- Work with apartment managers to develop a landlord – tenant program.
- Conduct a study to determine the best approach for police staffing. Finding the best methodology to apply based on our demographic, response times, contract police services, geographic boundaries, crime rate and assigned time verses unassigned time.
- 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.
- 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.



Happy Valley Parks and Rec helps put on several community events throughout the year. Check them out!