



*The Veteran's Memorial | A Soldier's Journey*  
*Installed May 2024*

# Annual Report

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2023-2024 Fiscal Year



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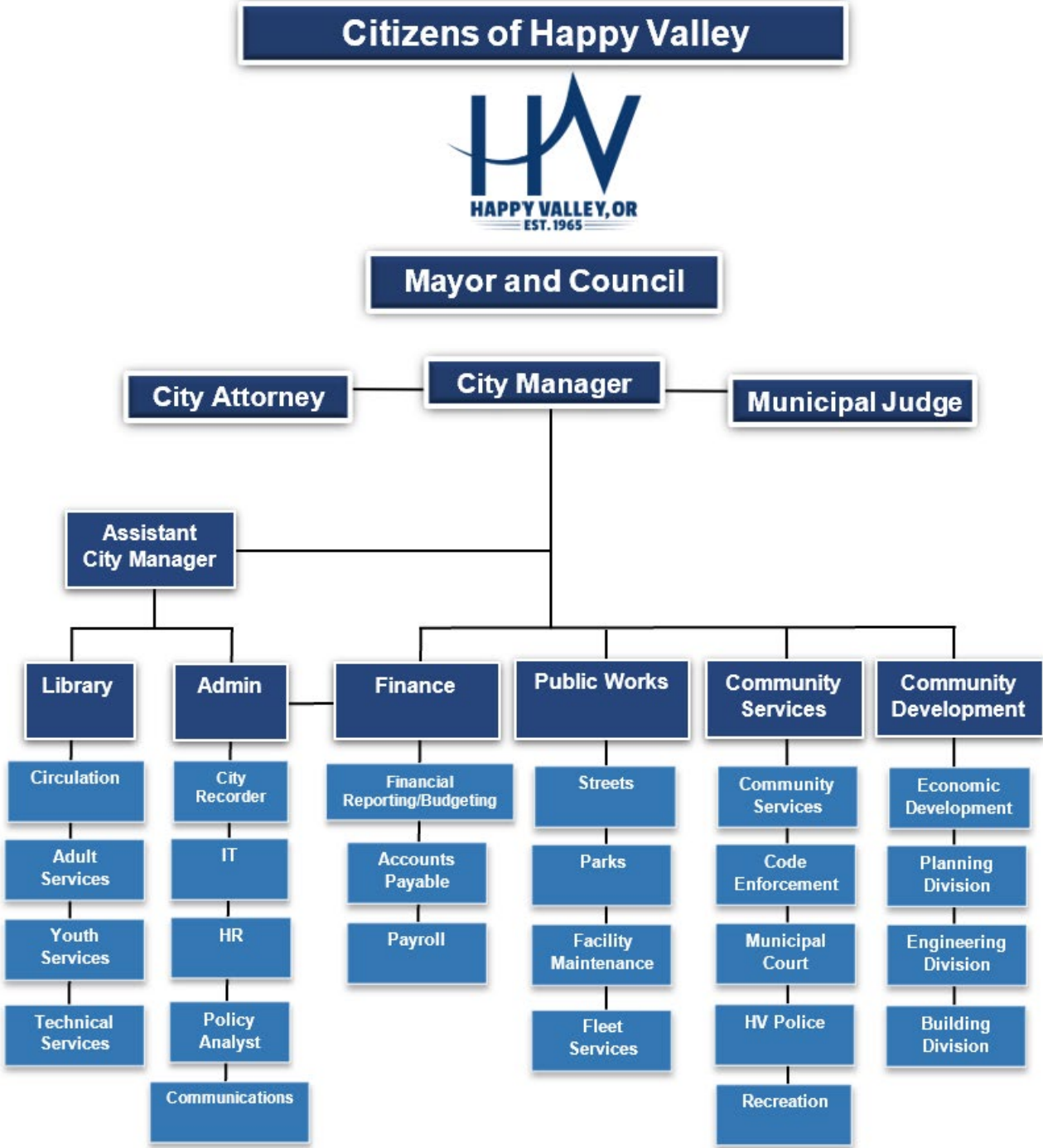
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# About Team Happy Valley

*The City of Happy Valley was incorporated in 1965, growing from a rural area of about 300 people to a thriving community of 26,799 neighbors. Happy Valley is one of the most diverse cities in Oregon with many residents identifying as Asian (24.1 percent), of two or more races (10.5 percent), and/or Hispanic or Latino (6.1 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

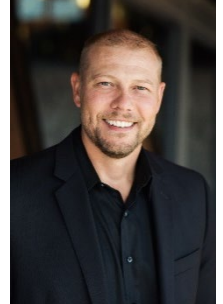


# Introduction – Fiscal Year 2023/24 Annual Report

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Mayor & City Council:

I'm pleased to report the progress the City has made during the 2023-24 fiscal year. Daily, our team delivers quality customer and public service. Happy Valley roads are kept at one of the highest pavement quality indexes in the State. Our City-owned parks and trails are well maintained. City staff members organize and run some of the best community events in the region. The list goes on.



Jason Tuck, ICMA-CM  
City Manager

It's not just our day-to-day activities that get noticed. Our team has made significant progress to deliver on the City Council Goals. Below are just a few of the many highlights:

- Expanded the Library by 10,000 square feet;
- Purchased land for a future downtown, community center, and public works facility;
- Continued work on the Superblock sidewalk project;
- Installed new artwork at Veteran's Memorial Park;
- Built all-abilities playgrounds at every City-owned park;
- Improved sports fields at Happy Valley Park; and
- Made progress developing plans for the Community Center and Downtown.

I cannot say enough how impressed I am with 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 have been 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

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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 recently completed or underway.

## Completed

- 129<sup>th</sup> Avenue Curves
- Superblock phase I and II
- 152<sup>nd</sup> Avenue and Misty Drive Crossing
- HV Park Covered Shelter Replacement
- Pleasant Valley Villages Neighborhood Park
- All Abilities Playground Installations (every City-owned park)
- Veterans Memorial Park Phases 1 and 1.5

## Construction Underway

- Library Expansion
- 129<sup>th</sup> Avenue and King Road Roundabout
- 129<sup>th</sup> Avenue Sidewalk and Undergrounding Gap
- Superblock Phase III Project
- Scott Creek Trail Renovation
- HV Park Sports Field Improvement

## Pre-Construction Underway

- 147<sup>th</sup> Avenue Half Street Improvement – Design and property acquisition underway
- 172<sup>nd</sup> Avenue North of Sunnyside Road – Design
- 172<sup>nd</sup> Avenue Round-a-bout – ROW Acquisition and Construction
- 162<sup>nd</sup> Avenue – 10% construction design
- Rock Creek BLVD – 10% construction design
- Sunrise Corridor Gateway – Visioning Project with Clackamas County
- Scott Creek Trail Extension – Design and Metro approval
- Clackamas River Trail – IGA approval in process
- Village Green Park Renovation – Design
- Veterans Memorial Park Phase 2 – Grant Submitted
- Scouters Mt. Neighborhood Park – Design and Construction
- Various Land Acquisition – 18 Properties Targeted for Consideration
- Public Works Facility – Design, Construction
- Community Center Feasibility Study – Design and Construction
- Scouters Mt Road East – Design options underway

# Update on Council Goals + Priorities

## Short-Term Council Priorities

Over the years, the Happy Valley City Council has developed specific priorities. These provide City staff with direction regarding the Council's goals and priorities for the coming years. The following highlights the status of the priorities identified by the City Council.



**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 future downtown district east of the existing roundabout at the intersection of Scouters Mountain Rd./172<sup>nd</sup> Ave. and the City has purchased many of the properties located in the area.*
- *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 is anticipated to include a range of uses including restaurants, shops, housing, and employment opportunities in a combination of vertical mixed-use and stand-alone developments that are 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 HVDD.*
- *The project will continue to check in with the City Council for direction throughout the plan's creation. 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

- *The City has been successful at purchasing land for the future community center, public works facility, downtown, and Clackamas River frontage.*

### Library Space Needs Evaluation

- *Construction is completed.*

### Public Works Facility

- *Property was acquired in 2024.*

- *Architectural design and civil work are anticipated to start in 2024 and continue through 2025.*

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



### **Action Items Completed**

- *Staff created a voluntary private development security program. The City continues to work with the HBA and Construction Theft Association assisting contractors in crime prevention methods.*
- *The City Council approved updated policies regarding stop signs, crosswalks, speed signs, no parking zones, and driver feedback signs. In process and working well.*
- *The City Council approved a system to check non-compliance with permits and notification system for false alarms. This new program has cut down on false alarms and improved overall compliance. The City has significantly increased the number of new permits/renewals and has improved on the collection of false alarm fees.*
- *City staff engaged a consultant to review options for replacing the police and parks levies presented to the City Council.*
- *The City hired a professional wildland fire expert to conduct fire risk assessments on public lands, HOA open space and newly developed property. This person is now a CSO with the skill set to conduct vegetation management markers and wildfire reduction work.*
- *The City Council adopted ordinances to update municipal code language regarding chronic nuisance property, lighting, noise, and business licenses.*
- *The Youth Council drafted a resolution that the City Council approved calling for a statewide ban on flavored tobacco.*
- *City Council has also discussed and provided direction on additional outdoor burning requirements and gates on public roads.*

### **Expand Community Service Officer (CSO) Program**

- *The City successfully received a grant from Clackamas County to fund a Community Service Officer for 3-years to work on special projects such as resources for people experiencing houselessness and keeping individuals housed.*

### **2024 Public Safety Levy**

- *City Staff have geared up for the November 2024 Public Safety Levy Renewal by putting together flyers, videos, and other materials about police services in Happy Valley. Staff, along with City Council members have been and will continue to do outreach in the community.*
- *Staffing study conducted January 2024 to June 2024. With TPSC and City Council.*

**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 to seek to implement performance-metric analysis allowed under HB 2001. This work is anticipated to result in a proposed cottage cluster overlay that will limit the number of cottage clusters allowed in certain geographic areas of the city limits.*

**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.*

**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 City Council approved the PV/NC Comp. Plan in March 2023 and the Plan was not appealed.*
- *The City processed several annexation requests from properties in 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 were recommended for approval by the City's Planning Commission in October 2022 and subsequently approved by the City Council in November 2022.

#### **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, the City unveiled the new eagle sculpture, titled "The Veterans Memorial | A Soldier's Journey" and the new retaining wall emblems.*
- *City Staff submitted a grant application to complete all remaining aspects of the Veterans Memorial Park.*

#### **Pleasant Valley Villages Neighborhood Park**

- *Construction is completed. Currently, the City is operating the hardscape and the contractor is processing the softscape landscaping. Full acceptance is anticipated in the fall of 2024.*
- *The final process will include the Development Agreement associated with the eligible Park SDC credits set for this park transfer.*

#### **Scouters Mt. Neighborhood Park**

- *Design is underway with construction anticipated to begin summer of 2024. This project will be processed through 2024-25 and 26.*

#### **Parks and Recreation Programming**

- *The City's programming has grown and is more extensive than ever. The Recreation Team has organized field trips, open gym nights, camps, senior nutrition, and countless other recreation programs.*
- *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 presented to the City Council in December 2020.*

#### **Community Center Feasibility Study**

- *The City purchased 40 acres of property for a future community center and park.*
- *The City completed a statistically valid survey of likely voters which showed 70% approval for a \$40 million bond measure.*
- *Staff and Council have visited a few neighboring community centers.*
- *Staff are moving forward with contracting the design and construction team.*

**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 \$520,000 in total to be split 50/50 for the two funds.*

**Pedestrian Master Plan**

- *The City Council approved updates to the Transportation System Plan to incorporate more bicycle/pedestrian options in 2021. Another update was approved in 2023 to incorporate PVNC.*

**172<sup>nd</sup> Avenue (Urban Renewal)**

- *An IGA was signed with Clackamas County to complete the design work for “Phase 1” of the 172<sup>nd</sup> Ave. improvements north of Sunnyside Rd. This includes the portion of 172<sup>nd</sup> Ave. from Misty Drive/Vogel Road to just north of the Scouters Mountain Road roundabout. HHPR has been contracted through the County to complete the design. A public open house was held at the City where input from the public was gathered and helped determine the design of the Troge Road and 172<sup>nd</sup> Ave. intersection. The 30% design for the project has just recently been completed. Construction is estimated to begin in 2027-2028.*

**Superblock Project**

- *Phase III Construction is well underway. This final phase effort will complete the remaining sidewalk gaps and correct any half-street improvement deficiencies.*
- *Construction will continue through 2024-25.*

**Residential Paving Maintenance Program**

- *2024 marks the 6<sup>th</sup> 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.*
- *In 2024, the City provided a maintenance program that delivered 1.6 million dollars' worth of improvements to area roadways.*

**129<sup>th</sup> Avenue Curves Project**



- Construction was completed in 2022.

#### **Clackamas to Columbia (C2C) Corridor / Sunrise Phase II**

- In partnership with Clackamas County and local legislators, the County secured \$4 million for a visioning exercise of the Sunrise Corridor Community Visioning Project. Staff and Councilor Sherman have participated in an affiliated Technical Advisory Committee, Project Management Team and Steering Committee.

#### **King Road Roundabout**

- This project is under construction with work extending through November 2024. Traffic disruptions and delays may be observed throughout this timeline. Before the roundabout construction, overhead utilities in the area, including a portion of 129th Avenue, were placed underground. This will allow the roundabout construction to be completed in a shorter time and will help prevent future power outages during winter storms.

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

#### **Diversity, Equity, & Inclusion Task Force**

- Task Force work is completed. 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**

- City staff completed the equal pay analysis.

### **Other Council Priorities on the Horizon**

#### **Short-Term Rentals Regulation**

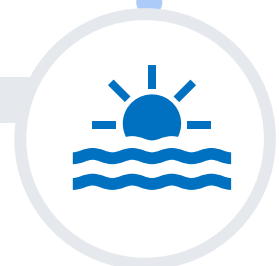
- City Council adopted short-term rental regulations after reviewing several different strategies.

#### **Transient Lodging Tax**

- City Council adopted an 7% local Transient Lodging Tax and entered into an Intergovernmental Agreement with the Department of Revenue to begin collections.

#### **Term Limits Evaluation**

- City Council developed ballot language and referred this issue to the voters for the November 2024 ballot.



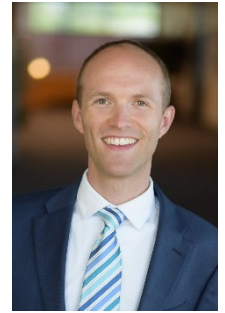
# General Administration

10 FTE

## General Administration (3 FTE):

### 2023/24 Highlights:

- Led the library expansion project in partnership with Public Works Director and Library Director.
- Successfully advocated for \$2 million in funding for the library expansion.
- Led the committee appointment and reappointment application and selection process in partnership with committee staff liaisons, the City Manager, and Mayor.
- Developed ballot language for the Public Safety Levy.
- Developed ballot language for Term Limits.
- Partnered with the City's lobbyist to monitor and comment on legislation impacting the City.
- Drafted and implemented Municipal Code updates in response to recreational immunity case law to protect the City from liability from use of trails in public easements or unimproved right-of-way.
- Continued efforts to advance the Community Center by working with DHM Research to conduct a statistically valid survey and organize tours of similar community centers in the region.
- Assisted the team with property acquisition for the future Community Center, Public Works Facility, and downtown.
- Provided city-wide perspective to communications, assisting with social media, HV News, and the Happy Valley Magazine.
- Developed short-term rental regulations in partnership with Community Services and the City Attorney.
- Implemented a Transient Lodging Tax to support tourism related activities such as public art.
- Updated the City's Purchasing Policy to provide greater flexibility and consistency with new state law contracting thresholds.



Ben Bryant  
Assistant City Manager

### 2024/25 Goals:

- Continue partnership with the City's lobbyist to monitor upcoming legislative session and engage with local legislators.
- Execute contracts to begin the design of the Community Center.
- Continue to pursue land acquisition for a future downtown.
- Complete the library expansion project.
- Update the City's Facility Use Policy with the addition of the library community room.
- Finalize Intergovernmental Agreement with Metro to receive "local share" dollars as part of the Parks and Nature Bond Measure.

## Communications (1 FTE):

### 2023/24 Highlights:

- Established an emergency communication plan for inclement weather events to quickly relay consistent information on social media and City website.
- Continued partnership with Pamplin Media to write and edit monthly news publication and seasonal Parks & Recreation insert.
- Prepared and produced annual Happy Valley Magazine with content focusing on the business community and the Public Safety Levy.
- Continued support of the Core Communication Group to review City-wide communications.

- Led efforts to create several videos focusing on police and code enforcement services, and the Public Safety Levy.
- Established a consistent meeting plan to exchange information and connect with each City Department to ensure projects are routinely discussed and communication is provided to the community, when needed.
- Supported the initiation and launch of Workvivo, the City's intranet platform.

## 2024/25 Goals:

- Continue to support the integration of Workvivo amongst internal staff.
- Create and execute communications that successfully convey the Public Safety Levy core concepts leading up to the November election.
- Continue to broaden the City's reach in communicating information on a variety of topics.
- Continue to contribute to website updates and information online regarding City programs, events, and news.

## Policy Analysis (1 FTE):

### 2023/24 Highlights:

- Continued to track policy development at local, regional, and state tables.
- Represented Happy Valley and Clackamas Cities at several regional tables focused on transportation, including: the Metro Transportation Policy Alternatives Committee, Regional Emergency Transportation Routes, the Clackamas Technical Advisory Committee, the 2023 Regional Transportation Plan update, and the 2028-2023 Regional Flexible Fund Allocation.
- Facilitated the completion of Veterans Memorial Phase 1.5.
- Prepared grant applications for various City projects, including the Community Center and the remaining Veterans Memorial Park buildout.
- Continued to provide staff support to the Public Art Committee. Over the last two years, the Public Art Committee has:
  - Explored public art as a nexus for economic development and tourism.
  - Developed art acquisition guidance.
  - Developed a draft capital improvement program.
  - Initiated a refresh of the Happy Valley Public Art Plan.
  - Initiated discussion on a City flag at City Council's request.
  - Facilitated the 2023-2025 Sculpture Garden Exhibition, including a robust public engagement strategy, data tracking, and new online submission platform. In total, the program received 41 applications from 27 artists.
  - Facilitated expansion of Happy Valley Sculpture Garden Program to Happy Valley Library.
  - Participated in City events, distributing public art information and resources.

## 2024/25 Goals:

- Achieve certification as Project Management Professional (PMP).
- Provide dynamic support to City Councilors at intergovernmental tables, including pre-meeting briefings, speaking point development and post-meeting summaries.
- Increase coordination between grant projects and develop delivery resources for staff administrators.

- Launch national art solicitation for the 129th Avenue and King Road Roundabout, with artwork installation targeted for fall, 2025.
- 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):

### 2023/24 Highlights:

- Onboarded 13 new employees (note: most of these were not new FTEs).
- Completed staff training in preventing 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 and established online access to Job Descriptions and salary ranges.
- Updated, managed and monitored City access control.
- Developed a bilingual pay program for staff who assist with City business in languages in addition to English.
- Completed a City wide salary survey.
- Completed the City's Equal Pay Analysis.
- Digitized new employee pre-boarding and onboarding process.
- Implemented City equivalent plan for Oregon Paid Sick Leave.

### 2024/25 Goals:

- Complete a full Job Description review.
- 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 City Councilors and committee members.
- Complete the development of a formalized volunteer program in partnership with Risk Management.

## City Recorder (2 FTE):

### 2023/24 Highlights:

- Collaborated with staff to digitize 40,610 entries into Laserfiche, the City of Happy Valley's electronic records management system. Over 3,000 of those entries were filed during a successful "Laserfiche Week", the City's annual event to bolster digitization efforts and improve records management.
- All annexation records were digitized from the storage room.
- Obtained Laserfiche Gold Certification and secured free credits for other staff members to complete the same training.
- Created Laserfiche forms for employee medical leave requests, public meeting speaker registration, missing receipts, etc. and implemented a DocuSign/Laserfiche integration for a pending volunteer process.
- Served as the city election official; prepared the Candidate Election Packet for the 2024 General Election and provided administration for city measures.
- Fulfilled 91 public records requests in fiscal year 2023-24 (which is a 32% increase over the prior fiscal year) in compliance with public records law and the city's expectation of exceptional service.
- Awarded Master Municipal Clerk designation by the Institute of Municipal Clerks.

## 2024/25 Goals:

- Continue leading the effort to digitize current and historical records with the support of managers and supervisors in the organization.
- Digitize remaining planning record boxes from the downstairs storage room.
- Plan a successful Laserfiche Week 2024 with a goal of 2,000 or more records digitized or disposed of if beyond retention guidelines.
- Select a new agenda management software program and develop an implementation plan.
- Create a policy for role-based retention for communications and update the Public Records Request Policy.

## Risk Management:

### 2023/24 Highlights:

- Oversaw the City's insurance programs, including the purchase of Builder's Risk which saved up to \$37,448 for the City on the Library Expansion Project.
- Offered consultative services to mitigate risk, the overall loss ratio for general liability, property, and auto liability and physical damage remained exceptionally low.
- Collaborated with Public Works to receive a \$5,000 wildfire grant from City County Insurance Services.
- Acted as a point of contact for general liability, property, and auto liability and physical damage claims, and collaborated with Human Resources on workers compensation.
- Sought reimbursement from third parties for damaged public infrastructure.
- Served on the Safety Committee to support a safe work environment for all employees.
- Coordinated regular, automated training for cyber security.
- Reviewed, consulted or advised on at least 312 Certificates of Insurance and 131 contracts.
- Served on the Board for the Oregon Public Risk Manager Association, collaborating with risk management professionals from around the state at all levels of government.

## 2024/25 Goals:

- Complete the development of a formalized volunteer program in partnership with Human Resources.
- Implement leadership supported suggestions from the Best Practices Survey with City County Insurance Services.
- Organize a cleanup of storage rooms in collaboration with the Safety Committee.

## Information Systems (2 FTE):

### 2023/24 Highlights:

- Started working with OSU and their cyber security program to provide real word data to students.
- Worked with multiple departments on a new Workvivo intranet communications platform.
- Installed a Starlink satellite dish at city call to provide backup internet services.
- Developed an AI policy to help with adoption and guidance on the use of AI solutions by City employees.
- Implemented new security policies to around local admin access and password credentials.
- Started the process of upgrading the City's website with new backend software and module updates.
- Rolled out a new Global Protect VPN system for staff to connect to local office resources.

- Migrated all Apple mobile devices to JAMF for centralized management.
- Continued upgrades and replacement of PC hardware based on a four-year rotation.
- Implemented vulnerability scanning with CISA for weekly and monthly reports.

## 2024/25 Goals:

- Migrate City server and data storage to new Nutanix hardware.
- Deploy the Canon Uniflow solution for centralized printing and scanning to cloud options.
- Continue working with OSU on cyber security solutions and training for students.
- Deploy new network hardware for the HV Library for increased capacity and speeds.
- Deploy a new monitored EDR solution for all computers and servers.
- Upgrade perimeter firewall with newer hardware and security solutions.
- Continue to expand the use of Workvivo and Zoom when possible.
- Take over management and support of 20 HV Library network computers.
- Look at options to centralize and consolidate security solutions when possible.



# Library

17 FTE

## 2023/24 Highlights:

- Increased our programming to meet the needs of our community.
- Worked with the architects and contractors to finish the library expansion.
- Increased outreach to senior living facilities to four facilities.
- Continued to provide outreach to low-income preschools.
- Encouraged library use by both students and teachers.
- Partnered with Parks and Recreation to offer Rec mobile and Library field day park events in the summer
- Offered equitable, diverse, and inclusive programs, services and collection throughout the year.



Sarah Roller  
Library Director

	FY 2023/24 ACTUALS	FY 2024/25 PROJECTION
Circulation of all library materials	769,949	780,000
New library cards issued	4,155	4,300
New items added to collection	14,979	15,000
Internet & Wi-Fi users	33,742	36,000
Number of reference questions & inquiries	48,953	50,000
Storytimes offered / attendance	122 / 4,992	120 / 5,000
Teen & Juvenile programs offered / attendance	150 / 5,512	150 / 5,700
All ages programs offered / attendance	15 / 1,215	18 / 1,500
Summer Reading program finishers	1,678	1,500
Adult Programs offered / attendance	148 / 3,189	150 / 3,300
Off-site visits / attendance	278 / 7,544	270 / 7,300
On-site visits / attendance	2 / 67	5 / 200
Volunteer hours	1,635	1,700

## 2024/25 Goals:

- Open the library expansion on schedule and under budget.
- Develop study and community rooms policy, procedures and reservation system.
- Collaborate with Parks and Recreation to offer programs and services at the library.
- Explore additional partnerships and locations to serve unincorporated residents that live in our service area.
- Partner with NCSD to offer one or more resource fairs to target populations.
- Begin public reservations of the expansion community rooms.
- Update library IT systems for improved security and workflows.
- Implement occupancy sensors and analyze data for potential staffing and schedule improvements.
- Increase the e-book collection size.



Library expansion rendering. Expected opening fall 2024.

# Finance

4 FTE

## 2023/24 Highlights:

### Budget

- Received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the 2022-23 Budget: This was the seventh 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 2023-24 Budget 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 2022 ACFR: This is the fifth year in a row the City received this award. (Awaiting results for 2023)
- Awarded for “Financial Reporting Achievement.”
- Incorporated GFOA recommendations into the 2023 ACFR which will be submitted to GFOA for award consideration.
- Received a successful annual independent audit of financial information and processes.

### Annual 5-year Projection

- Updated the 5-year projection and presented it to the City Council.
- Utilized the first year of projection as the basis for the 23-24 Proposed Budget.

### Cost Allocation Plan

- Provided two updates to the cost allocation plan – one using next year's budget amounts and another using the 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

- Completed implementation of Enterprise Permitting and Licensing (formerly Energov). This software will optimize processes amongst departments, create efficiencies and allow more flexibility for citizens to conduct City business.
- Implemented a new city-wide purchasing card program. The new software creates efficiencies for purchasers submitting monthly reports, reviewers/approvers, and the finance department posting the transactions to the general ledger.
- Implemented positive pay through our banking partner Umpqua Bank. This greatly reduces the Cities exposure to check and ach fraud. The finance department uploads a weekly file with authorized payments and the bank will block any payments not included in those uploads.

### Urban Renewal Agency

- Created fourth annual UR Budget document.
- Completed UR annual report for year 3 of the new District.

## 2024/25 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.
- Begin process for the next Urban Renewal debt issuance. Debt proceeds will be primarily used for the 172<sup>nd</sup> widening project.
- Update Urban Renewal revenue projections with updated data from the building department, planning department and the tax assessor's office.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

# *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Happy Valley  
Oregon**

For the Fiscal Year Beginning

**July 01, 2023**

*Christopher P. Morrill*

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 2024 – 2025 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 four fiscal years.*

# Economic and Community Development Department

20 FTE



Michael D. Walter, AICP  
Economic & Community  
Development Director

## Planning & Economic Development Divisions (4 FTE):

### 2023/24 Highlights:

- Supported the City Council in adopting code amendments to further enhance the livability of the community, identify opportunities to refine where cottage clusters can be constructed, support the development of a downtown plan, and support annexation.
- Began work on Housing Production Strategies to remove and reduce barriers to housing.
- Tracked regional and state policies, coordinate with other jurisdictions including participation on the Metro Technical Advisory Committee and the Land Use Technical Advisory Committee to inform Metro Council on the urban growth boundary, and direct coordination to advise the Governor’s Office on housing legislation.
- Implemented the required portion of the Climate Friendly and Equitable Communities and approval of an extension for remaining requirements.
- Amended Title 4 of the Metro Urban Growth Management Functional Plan for consistency with the Pleasant Valley/North Carver Comprehensive Plan and consistency with industrial/employment and residential zoning.
- Continued to increase efficiency and transparency with implementation of a new permitting system, new application forms, website improvements, guides for development, and improved processes.
- Continued the City’s designation as Tree City USA.
- Established a Vertical Housing Development Zone including local criteria, cost recovery, and application within a portion of the Eagle Landing Master Plan area.
- Improved the City’s GIS program with continued improvement of data governance, training, implementation of a winter weather application, mapping support for the new permitting system, and initiating improvements to the online map including an internal map incorporating utility information.
- Continued collaboration and support of other Divisions through building permit review, site development permit review, etc.
- Provided excellent customer service to a wide variety of community members and customers while processing a variety of requests and land use applications such as the Pickathon Conditional Use Permit.

## Planning Permit/Applications

	FY 2023/24 ACTUALS	FY 2024/25 PROJECTION
Athletic Court	0	1
Accessory Dwelling Units	2	2
Annexations	2	0
Appeals	0	0
Comprehensive Plan Amendments	4	2

Comprehensive Plan Amendment Amend.	0	0
Conditional Use	1	1
Conditional Use Amend.	0	0
Cottage Cluster	1	0
Cottage Cluster Amend.	1	0
Design Review	10	14
Design Review Amend.	1	1
Environmental Review	6	8
Environmental Review Amend.	0	0
Extension	4	2
Home Occupation Permit	0	0
Land Development Code	4	3
Land Use	2	2
Lot Line Adjustment	7	7
Land Partition	0	1
LUCS	5	6
Master Plan	0	0
Master Plan Amend	1	1
Model Home	1	1
Pre-Applications	32	40
Planned Unit Development	0	1
Planned Unit Development Amend.	1	1
Sign Permits	5	5
Subdivisions	1	2
Subdivisions Amend.	1	1
Temporary Sign Permits	3	3
Tree Permits (Type B)	29	30
Temporary Use	9	9
Variance	4	2
Variance Amend.	0	0
<b>Totals</b>	<b>137</b>	<b>146</b>

## 2024/25 Goals:

- Implement the Happy Valley Downtown District with adoption of Comprehensive Plan/Zoning Map amendments, conceptual development plan, and overlay zone.
- Adopt Housing Production Strategies.
- Implement final state legislation/court rulings regarding housing, affordable housing, homelessness, and Climate Friendly and Equitable Communities.
- Comprehensive review and update of Planning fees.
- Initiate background data collection for a Comprehensive Plan Update.
- Continue to improve the GIS structure and policies.

## Engineering Division (5 FTE):

### 2023/24 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.
- Implemented the City’s new online permitting system for applications, plan review, fees, permitting, and inspections.
- Managed and inspected CIP projects, including the annual paving and street maintenance projects, the King Road/129<sup>th</sup> Avenue undergrounding project, and Phase 3 of Superblock project.
- Managed consultants and led project progression for several CIP projects including the 129<sup>th</sup> Ave. and King Road compact roundabout and managed several smaller projects such as the Veteran’s Memorial, Street Tree replacement and Signing and Striping.
- 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 172<sup>nd</sup> Ave. Capital Improvement Project; ten percent design of the 162<sup>nd</sup> Ave. design (south of Sunnyside Road); and the 147<sup>th</sup> Avenue sidewalk design.
- Continued consultant support for updating our methodologies for transportation and parks system development charges including Master Plan updates.
- Provided engineering conditions of approval and plat reviews for Land Use Applications.

### Engineering Permits/Inspections

	FY 2023/24 ACTUALS	FY 2024/25 PROJECTION
Public ROW Permit	154	155
Site Development Permit	17	18
Erosion Control Permits	19	20
Minor Grading Permits	2	2
<b>Totals</b>	<b>192</b>	<b>195</b>
<b>Inspections</b>		
Erosion Control Inspections	220	250

### 2024/25 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 to 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 172<sup>nd</sup> Avenue Capital Improvement Project and provide engineering support to other capital projects including the 129<sup>th</sup> Ave./King Road 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.

- Produce a draft ADA Transition plan identifying necessary improvements to our public facilities to provide adequate accessibility to all.

## Building Division (10 FTE):

### 2023/24 Highlights:

- Tripled the amount of the previous year’s digitally archived records.
- Maintained the goal of adding zero paper files to the storage room this year.
- Completed one of the Building Division’s busiest years for inspections with two large apartment complex projects.
- Issued certificates of occupancy for 248 homes.
- Maintained review times for single family homes at 2-3 weeks.

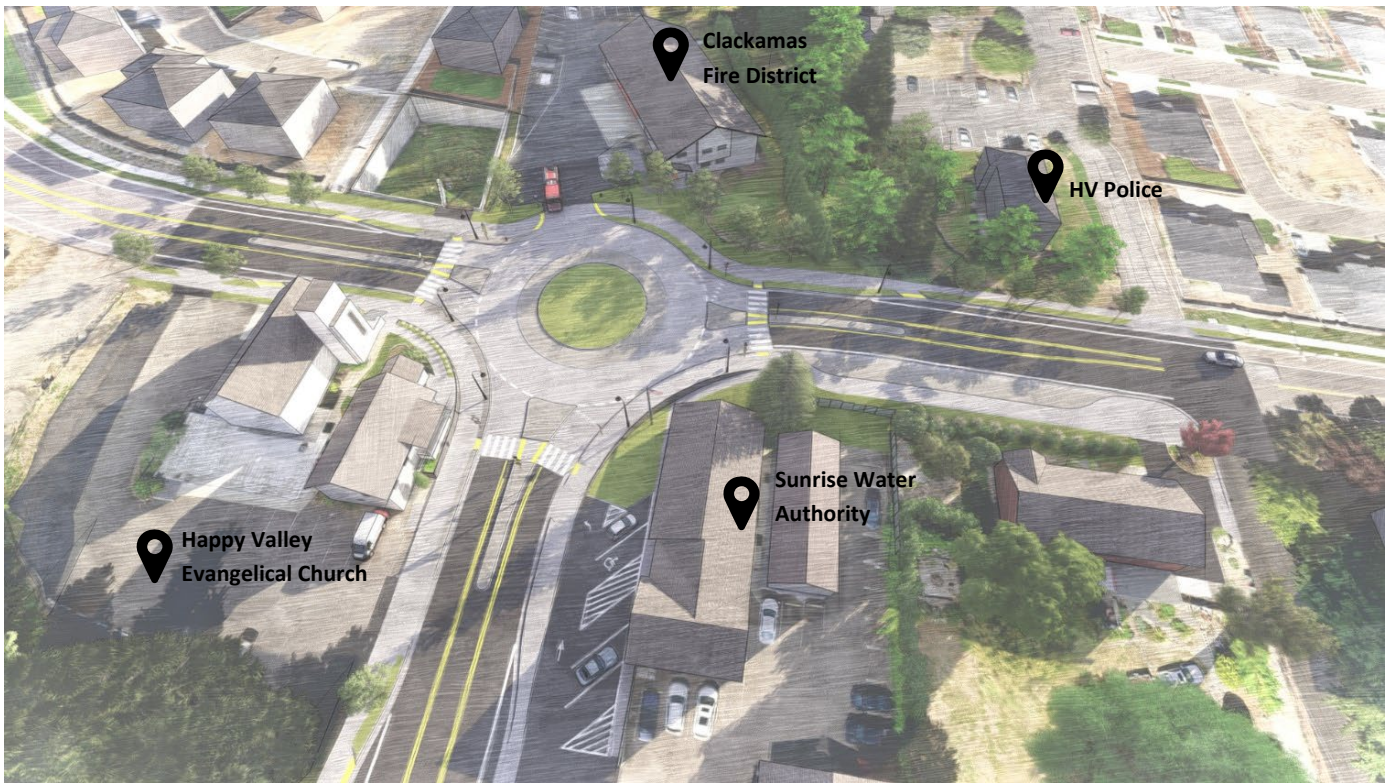
### Building Permit/Applications

	<b>FY 2023/24 ACTUALS</b>	<b>FY 2024/25 PROJECTION</b>
Single Family Homes (detached & attached)	174	120
Residential Alteration/Addition	38	40
Multi-family Buildings	0	9-10
Commercial Tenant Improvement	11	5
Commercial Buildings	2	3
Miscellaneous Permits	737	700
<b>Totals</b>	<b>962</b>	<b>870</b>
<b>Inspection Count</b>	<b>11,420</b>	<b>12,000</b>

### 2024/25 Goals:

- Continue to archive all new house permits as they are completed and increase archival of remaining permit types.
- Provide exceptional customer service to online users as they learn to navigate HVworks.
- Provide training and ongoing support for our staff to become proficient in using the EPL permitting system.
- 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

12 FTE

## General Public Works (4 FTE):

### 2023/24 Highlights:

- Teamed up with the Library Department and Construction Manager to self-perform work at the library expansion, including the completion of:
  - Domestic Water Line Addition
  - Furnishing ordering/sourcing
  - Insulation (domestic water line)
  - Staging area yard graveling
  - Bicycle rack instillation
  - Natural resource area mitigation
- With the robust acquisition process unfolding in the downtown district area, staff have been actively working to process the houses acquired to determine rentability. Currently three houses have been processed with an additional home currently being evaluated.
- Managed the City’s vehicles with eight recalls processed last year. Vehicle maintenance staff also process a large-scale manifold removal and re-installation on one of our F150 pickups.



Chris Randall  
Public Works Director

	FY 2023/24 ACTUALS	FY 2024/25 PROJECTION
<b>Vehicles Maintenance</b>		
· Services calls	206	300
· Number of recalls	8	10
· Number of surplus vehicles	2	5
<b>Facility Maintenance</b>		
· Calls for service at City Hall	185	200
· Calls for service at CPC	61	60
· Calls for service at Library	210	260
· Calls for service at Public Works	72	70
· Calls for service at HV Park	153	200
· Number of workstation changes	6	2
<b>General Operations</b>		
· Restoration projects completed	4	7

## Parks Division (4 FTE):

### 2023/24 Highlights:

- Completed Phase 1.5 of the Veterans Memorial Park, including adding a new ADA sidewalk connection between the 162<sup>nd</sup> Avenue and the new sculpture and removing hazardous vegetation as part of a fire mitigation project.

- Continued the Community Center Feasibility Study, with a focus on the statistically valid survey, funding strategy, and tours of neighboring community centers.
- Finalized design for the Scott Creek Trail restoration project. It's expected to go to bid in August 2024. This effort will re-pair/restore the trail system from Scott Creek Ln to Southern Lites Park.
- Evaluating approaches to the future maintenance of the new Pleasant Valley Villages Park. Efforts to date include daily restroom cleaning along with garbage pickup and hard scape maintenance.
- Completed the Happy Valley Park Sports Fields Improvement Project. Sports teams will have access to play and practice starting September 15<sup>th</sup>.
- Started the pollinator garden project at Village Green Park in partnership with Friends of Trees. This project will continue to come together for the next several years with signage and additional plantings presented this coming year.

	FY 2023/24 ACTUALS	FY 2024/25 PROJECTION
Splash Pad Maintenance		
· Chemical tests	378	375
· Gallons of chorine used	120	120
· Gallons of muriatic acid used	45	45
Dog Park Maintenance		
· Service checks	350	350
· Cases of dog bags used	52	55
Community Garden		
• Gardens reserved	29	29
• Wait list applications	6	8
• Community work days	2	2
Park Reservations		
· Reservations coordinated	252	275
· Sports Field Reservations	0	500
· People served (Park)	9,176	10,000
· People served (Sports Fields)	0	20,000
Playground Maintenance		
· Inspections performed	52	52
· Equipment repairs made	15	20
Trail System Maintenance		
· Trail system service calls	35	35
· Yards of bark dust applied to park	90	90
· Yards of chips applied to park trails, off-leash dog area, playground and trails within the system	164	100

## Streets Division (4 FTE):

## 2023/24 Highlights:

- Delivered 1.3M in pavement restoration this past year. All work was completed by September 2024. This effort ensures that our pavement quality is maintained. Last season, we processed 1.3m worth of improvements. The common goal is to keep our pavement quality steady or increase its condition over time. Efforts such as crack sealing, slurry sealing, and re-paving provide the mechanisms for keeping us on target.
- Continued an environmentally defendable street sweeping program. Meeting our DEQ and Municipal Separate Storm System permit (MS4) requirements is a priority for our Public Works staff.
- Processed the City’s annual street striping effort. Per the industry standards, the City’s painted sections are re-placed annually with our thermoplastic sections replaced every 5-7 years. In 2022 a large-scale restoration was completed that included both painted and thermoplastic sections. For the next several years, the City will only be inspecting thermoplastic and updating as needed to maintain roadway reflectivity.
- Continued maintaining street signs. Staff works hard to keep our signs straight, visible and processed per the standards outlined in the manual on uniformed traffic control devices. As presented, we replaced 176 signs to assure safety within our community.

	FY 2023/24 ACTUALS	FY 2024/25 PROJECTION
<b>Stop Bars/Thermo-plastic Applied</b>		
· LF of thermos-plastic installed	875 LF 4” wide 2,168 LF 4” wide double 2,380 LF 8” wide	1000 LF 4” wide 3,000 LF 4” wide double 2,500 LF 8” wide
<b>Traffic Control Changes</b>	12	10
<b>Winter Storm/De-icing</b>		
· Yards of de-icing sand applied	281	250
· Gallons of de-icing chemicals applied	5600	5000
· Yards of de-icing sand re-claimed	150	150
<b>ROW Trees</b>		
· Street trees installed	352	10
<b>Pothole Patching/Pavement Maintenance Program</b>		
· Tons of asphalt used for pothole patching	280	70
· Linear feet of pavement improvement	871	7,023
· Square yards of slurry seal applied	118,000	28,000
· Linear feet of crack seal installed for pavement maintenance	185,000	450,000
<b>Roadway/Parking Lot Striping</b>		
· Gallons of yellow traffic paint applied to area roadways	169.5	170

· Gallons of white traffic paint applied to area roadways/parking lots	106	115
Street Sweeping		
· Lane miles of streets swept	1576.25	1600
· Yards of material collected	1455	1500
Sign Maintenance		
· New signs installed	176	175
· Sign service checks	202	200

## 2024/25 Goals:

- Coordinate the next steps associated with downtown district properties. Staff will be working closely with the City's contract property manager over the next year to evaluate rentability and process month-to-month rentals as we're able.
- Finalize design for the future Public Works Yard. This coming year we will be providing a construction plan set for consideration and review.
- Support the Community Center design, and coordinate with WES (Water Environment Services) on the construction of the Rock Creek Interceptor Sewer Project to ensure the City stays on schedule.
- Deliver the 129<sup>th</sup> roundabout project this coming year. A construction window from August through November 1<sup>st</sup> is anticipated.
- Coordinate with the developer on the construction of Scouters Mountain Park. Staff are currently reviewing plans and are anxious to see this new park being developed.
- Finish the Super Block Project (Phase III). Once this final phase is complete, the City will have continued sidewalks on the interior sections of 132<sup>nd</sup> Avenue, 145<sup>th</sup> Avenue, SE King Rd and SE Ridgecrest Rd.
- Process multiple fire reduction projects within several open space areas. Specifically, staff will be working in the Hidden Falls Nature Park, Happy Valley Nature Trail and within our Library open space. These projects are intended to reduce ladder fuels and provide a buffer next to neighboring properties.
- Continue to improve Happy Valley Park. Staff plan to upgrade bleachers, trash receptacles, and soccer goals. These upgrades are coming through funding from our reserve for replacement funds along with grant dollars.



*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). 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

13 FTE

## Community Services and Recreation (7 FTE):



Steve Campbell  
Director of Community  
Services & Public Safety

### 2023/24 Highlights:

#### Business Support

- Ribbon Cuttings:
  - Happy Valley Modern Dentistry
  - Good Sheperd Village
  - Chase Bank
  - Windermere
  - State Farm
  - Play Street Museum
- Provided Support to the Happy Valley Business Alliance (HVBA)
  - Assisted with Facebook posts.
  - Hosted and facilitated all HVBA meetings in person.
  - Completed the HVBA Community and Business Magazine.

#### Happy Valley Youth Council

- Attended NLC Conference in Washington DC.
- Hosted 2<sup>nd</sup> Annual Teen Car Care Clinic. Partnered with Les Schwab, NCSO Owen Sabin-Ben Schellenberg Professional Technical Center, AAA, and Happy Valley Police.
- Organized annual Rx Drug Turn-in event - Helped over 100 cars drive through, drop off, and collected over 200 lbs. of unwanted drugs.
- Facilitated Youth Council retreat.
- Organized the Oregon Youth Summit which brought in over 100 youth council members from around the state to discuss mental health and youth wellbeing.
- Working with the LOC to expand their Annual Conference to include programs about Youth Councils. The fall conference will be informational and intended to attract cities without youth councils to start them. Happy Valley and Lake Oswego Youth Advisors will attend and run a session on building a “Youth Council 101.”
- Coordinating with LOC to make “City Day” also part of the Youth Annual Summit. We will work with the LOC to create programming for youth councils at the City Day held in Salem.
- Working with LOC on a subcommittee to design programming for DC that better suits the Oregon youth delegation.
- Adopted a Resolution to Support Youth against Flavored Tobacco.

#### Local School Participation

- Participated in the “If I were Mayor, I would” contest. Outreach efforts were done via social media, the City’s community newspaper, and in-person presentations to elementary classes and local principals. Local winners were celebrated in person at a City Council meeting.
- Continued meeting quarterly with North Clackamas School District (NCSO) school principals. Every HV area school had representation at these City meetings at least once during the school year.
- Continued to add to the official educational outreach webpage on the City website that outlines and promotes every component of partnership between North Clackamas School District and Community Services.
- A formal request process for in-kind donations to schools and PTO/PTA organizations was utilized this year to streamline in-kind requests.

- Coordinated kindergarten classroom visits with the Happy Valley Police to support Happy Valley Elementary’s “Community Helper” curriculum.
- Met with leadership members and school staff liaisons with NCS D’s affinity groups to continue discussions about potential ways to join efforts on DEI initiatives and community events.
- Organized and led the 2<sup>nd</sup> grade tours for all our local 2<sup>nd</sup> graders from HV schools.
- Worked with Clackamas County and NCS D on safe route to school issues at Scouters Mountain Elementary.
- Working with NCS D on redesigning the layout at Cannady Elementary School to ease traffic flow at drop off and pick up.

### **Recreation Services / Facility Rentals**

- Processed sports field reservations for four different youth and adult sports organizations (Clackamas/Nelson Jr. Baseball, Clackamas United Soccer, Eastside Timbers, Frost Elite Softball).
- Processed 63 sports field reservations, estimating 3,070 people attending (Note: fields closed for renovation from July 1<sup>st</sup> 2023 – July 1<sup>st</sup> 2024).
- Processed 252 park reservations with 9,176 users.
- Promoted, registered, and facilitated the following activities:
  - Hiking trip on Mt. Hood on the Pacific Crest Trail –40 participants
  - Hiking trip at Silver Falls State Park – 21 participants
  - Snowshoe + Wine Tasting Trip at Cooper Spur Resort –19 participants
  - Field Trip Friday to Willamette Valley Vineyards –10 participants
  - Field trip Friday to hike the Labyrinth to Coyote Wall Trail in Carson, WA –10 participants
  - Field trip Friday trip to Portland’s Haunted Ghost Tour –11 participants
  - Field trip Friday to Carson Hot Springs and lunch in Carson, WA –11 participants
  - Field trip Friday trip to Oregon Coast Aquarium and lunch in Newport –11 participants
  - Field trip Friday trip to hike the Wahkeena Waterfall Loop Trail –8 participants
  - Field trip Friday trip to Oregon Gardens and lunch in Silverton –11 participants
  - Field Trip Friday wildflower hike to Tom McCall Point along the Columbia Gorge -11 participants
  - Field trip Friday to Kings Raven Winery and Pete’s Mountain Vineyard –10 participants
  - Adult & Pediatric First Aid/CPR/AED Certification Course –10 students and 28 city staff
  - Babysitter Training –certified 40 students
  - Bird Walks –30 participants on two guided bird walks at Scouter’s Mtn Nature Park and Mt. Talbert
  - Birdie Bungalow Build –16 participants
  - Owl Prowl –15 participants
  - Cooking In a DASH –8 participants
- Partnered with Natural Grocers for three free educational presentations to the community on how to incorporate nutrition to improve health.
- Organized open gym nights for youth basketball at Scouter’s Mt. Elementary.
- Continued partnerships with local businesses to provide a plethora of programming:
  - Skyhawks Sports Academy
  - Soccer Shots
  - 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
- Tippi Toes Dance
- Journey To Steam
- The YMCA
- Backyard Birdshop
- Kidokinetics
- HealthyU Nutrition
- Sweet Lomy Art
- 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 called Pints with Purpose partnering with Valley Public House, Happy Valley Station, Stickmen Brewing, and Happy Hollow. \$1 from every featured pint was donated back to the program. Over \$1,000 was raised.
- Facilitated three separate days of activities to celebrate **International Day of Happiness** at local parks.
- Organized extra activities during Spring Break week for families who stayed in town.
- 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

- 4<sup>th</sup> of July – A Day-long annual festival widely. Main Business Sponsors- Fiscal Year-long Sponsors at \$3,500 each = \$38,500
  - Clackamas Water Environment Services
  - Umpqua Bank
  - Tree City Real Estate
  - Mt. Scott Family Dental
  - Sun Glow Heating & Air
  - Kona
  - HVBA
  - Valley Public House
  - Root Mortgage
  - Papa Murphy's
  - iQ Credit Union
- Tree Lighting was held outside in City Hall parking lot. The City had live music, cocoa, coffee, kettle corn, and crafts for kids. The Library and Public Art Committee had craft tables in the Council Chambers. We had live performances by Happy Valley Elementary and Middle School bands and choirs.
- 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
  - GoodWill: filled (2) 26' box trailer with donatable items
  - Les Schwab: 250 tires/wheels
- Summer Concerts – Seven weeks, every Thursday from 6:30-8:30pm. Secured six sponsors who donated \$3,500 each = totaling \$21,000.00.
  - iQ Credit Union
  - Favor Realty
  - 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 three-day City Challenge Blood Drive at City Hall. Additional Blood Drive at Community Policing Center. Total = Over 200 donors fulfilling over 150 units collected.

### **Community Service Administration**

- Established a new Community Outreach Position to support all community services/Parks and Recreation events and programs. This position also works closely with the business community and outside organizations.
- Supported City-wide effort to implement a new online permit software allowing customers to apply/renew dog licenses, alarm permits, business licenses and tree permits on the City's website.
- Implemented new alarm program aimed at reducing false alarms and increasing compliance. This program led to a record number of new alarm permits. The main accomplishment was allowing police to be more proactive with patrols rather than responding to false alarms, thus enhancing community safety and embodying community policing principles. Our numbers reflect the decrease in false alarms while showing an increase in revenue pertaining to false alarm penalties and compliance.

### **Passport Services**

- All six passport agents passed annual training for re-certification. Being a passport agent is an ancillary position to their full-time positions working within the Community Services Department.
- Processed 2,163 passport applications and collected \$96,311.25 in passport fees.
- Continue passport services by appointment only.

## **2024/25 Goals:**

- 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 utilize best practices for online dog/business/alarm licensing and permitting functionality with EPL.
- Increase knowledge of EPL through training and collaboration meetings with city staff.
- Continue to assist applicants with online EPL portal. This will be a continued process due to the varied expiration dates of dog licenses and alarm permits.
- 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 a.m.-2:30 p.m. – no passport services on Wednesday. Add in applicants when staff time allows.
- Train additional passport agents to offer walk in services and possible Passport Saturday's.

## Public Safety (24.5 FTE for all public safety)

### Emergency Management:

#### 2023/24 Highlights:

- Developed the 5-year Hazard Mitigation review team. Implemented the plan and adoption from City Council.
- Conducted wildfire risk assessments and continuing to work with agencies and private landowners on vegetation management.
- Developed tabletop exercise with NCSO on roles and responsibilities for major school incidents.
- Attended the Emergency Management Conference.

#### 2024/25 Goals:

- Develop tabletop exercises to increase EOC staff participation.
- Develop a tabletop exercise with NCSO focused 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 (5FTE):

#### 2023/24 Highlights:

- Responded to more code enforcement cases and animal control reports than ever before.
- Obtained current information on HOA's and boards. Created and kept a database with updated information bi-annually.
- Work with HOA's on re-establishing their associations. Focusing on HOA's with open space concerns.
- Created a partnership with local veterinarians and Clackamas County Dog Services to increase dog licenses within the city. Flyers, posters, pamphlets and the link to HVWORKS new portal were provided to the veterinarians to educate residents on licensing their dog/s. This resulted in the highest number of dog licenses issued in a single year since the program's inception.
- Reactivated the dog shelter billing project to collect shelter fees when dogs are brought to Clackamas County dog shelter.
- Renewed contract with Ray's Towing (for inclement weather and slurry seal project) that was created June of 2023.
- Initiated and gained approval from City Council to start the Apartment Safe Neighborhood Initiative Program. This effort is designed to reduce police calls for service to apartment complexes. It empowers apartment managers and owners to conduct preferred tenant screening, deploy crime prevention methods, conduct swift evictions, and work closely with the city to address community livability issues. This program is self-sustaining through a small per-unit fee to offset operating costs.
- Continued coordination with Clackamas County on issues around homelessness.

- Applied for and awarded a grant through the Metro Affordable Housing program to create a Community Service Officer (CSO) position that acts as liaison for homeless issues and concerns.
- Hired two new CSO's and trained in all aspects of the CSO duties and Responsibilities.
- Added a temporary Park Ranger position for the summer months.
- Developed and implemented municipal code language regarding chronic nuisance property, lighting, noise, and business licenses.

	FY 2023/24 ACTUALS	FY 2024/25 PROJECTION
Community Watch Patrols - Total Volunteer Hours	600	600
Code Cases for this time period	2092	2592
Animal Cases-including dog bite, abuse investigations, Rabies project and exp DL	420	570
Construction Site Violations/inspections	1751	1901
Noxious Vegetation Complaints and enforcement	129	204
Dog Licenses		
· NEW	783	750
· RENEW	470	480
Tree Permits – Type A	150	140
Business Licenses		
· NEW	129 **	160
· RENEW	642 **	800
Alarm Permits		
• NEW	107	200
• RENEW	565	650
Special Event Permits/Block Parties	26	
Park Patrols	1941	2091
Noise/Construction Variances	41	61
Burn Permits	3	5

Statistics Notes:

- Substantial increase in new dog licenses is due to dog license process with acquiring rabies vaccination notices from county and eternal process with code enforcement admin staff.
- Through the Apartment Safe Neighborhood Initiative, we create an opportunity for licensing requirements to all tenants prior to move in.
- Rabies project statistics – Beginning February 2023, 715 letters were sent notifying residents to license their dog/s. Of the 715 letters sent, 225 were assigned to Code. Of the 225 assigned to Code, there are 55 currently out of compliance.
- Implemented EPL for the field computers allowing CSO's to access all information from the field allowing them to stay active in the community for longer periods of time.
- \*\* Business License FY 2023/24 actuals are from Incode only. Because we implemented EPL mid-year of the business license period, EPL reports aren't consistent to the same data report from Incode. FY 2024/25 data will all be from EPL.

- City staff will continue to monitor the false alarm penalties. We have seen an increase in revenue however since the program is in its first year, the revenue will continue to climb then eventually plateau and level out. Ultimately, the goal is for false alarms to go down, penalties to go down and compliance with alarm permits to increase. We are heading in the right direction.

## 2024/25 Goals:

- Work with a stakeholder's group to further develop the ASNI program and determine a suitable fee for proving added security measures.
- Develop a training program for landlords and apartment managers that involved screening, eviction and crime prevention and reporting.
- Continue working with local veterinarians in educating residents about licensing their dog/s.
- Continue developing and working with Clackamas County and Metro regarding homelessness concerns.
- Work on creating a shelter fee collection process with Clackamas County dog shelter. The purpose of this would be to collect payment at the time the owner is reunited with their dog.
- Work on developing a GIS program to help City employees identify HOA locations and information.
- To minimize signs in right of way by quickly addressing and educating those who are in violation.

## Municipal Court (2 FTE):

### 2023/24 Highlights:

- Issued the following citations for the period from July 1, 2023 through June 30, 2024. These figures reflect citations issued through Police, Code Enforcement, and the Weighmaster:
  - Citations 2,267
  - Total Violations 3,203
  - Parking 678
  - Warnings 1,245
- Collected \$345,417.41 in outstanding debt through The Western Agency.
- Added 6 new properties to the Lien Docket.
- Added \$146,770.00 in fines to our Lien Docket.
- Brionna achieved Oregon Court Administration Certification Level 1
- Kim achieved Oregon Court Administration Certification Levels 2

### 2024/25 Goals:

- Implement speed/red light camera program, if approved by City Council.
- Research offsite Web-based system through Tyler Incode Cloud.
- Research Tyler Case Management System - (TCM) electronic storage of case files
- Re-visit Parking E-cites.
- Oregon Court Administration Certification Level 2 and 3 – Brionna
- Oregon Court Administration Certification Level 3 - Kim

## Juvenile Diversion

### 2023/24 Highlights:

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

## 2024/25 Goals:

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

## Police Services (17 FTE):

### 2023/24 Highlights:

- Assessed streets experiencing high volumes of traffic and speeding, along with installing 3 LED driver feedback signs to those streets.
- Completed a 5-year study for police staffing and services as part of the analysis to determine the public safety levy rate. Through diligent management of funds and partnership with the Clackamas County's Sherrif's Office (CCSO), the City has maintained the same levy amount of 1.38 since 2002.
- Completed the online reporting program allowing residents to get real time crime data through a link to our police webpage.
- Completed online criminal complaint reporting system, enabling 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.

### 2024/25 Goals:

- Police Oversight Committee for Contract Cities will be finalizing the new IGA. This includes working with CCSO and 3 contract police cities to review the IGA and Cost Book. It's been more than 10 years since the last contact review and IGA agreement.
- Continue to work with apartment managers to develop the landlord tenant training.
- Enhance community outreach with police and residents.
- 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.
- Explore adding additional Detective to ensure manageable caseload and reduce diversion of patrol resources toward more complex investigations.
- 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 meaningful relationships in the community with the goal of promoting diversity, equity, inclusion.
- Add 15 new driver feedback signs in high speed and traffic areas, based on input from the Traffic & Public Safety Committee. These new interactive speed signs provide real-time data every 15 minutes to the speed cloud. This information is accessible to any law enforcement officer working in the city, allowing them to monitor speeding issues in real time. The speed program will be deployed beginning this August/September.