



CITY OF CANNON BEACH

AGENDA

Meeting: Parks and Community Services Committee
Date: **Thursday, May 2, 2024**
Time: 9:00 a.m.
Location: City Hall Council Chambers

- 9:00 (1) CALL TO ORDER
- (2) DISCUSSION AND INFORMATIONAL ITEMS
- A. Community Grant Applicant Interviews
 - B. 12 Days of Earth Day Handbook
- (3) GOOD OF THE ORDER
- (4) ADJOURN

Posted: April 25, 2024

Please note that agenda items may not be considered in the exact order listed. For questions about the agenda, please contact the City of Cannon Beach at (503) 436-8048. The meeting is accessible to the disabled. If you need special accommodations to attend or participate in the meeting, per the Americans with Disabilities Act (ADA), please contact the City Manager at (503) 436-8050. TTY (503) 436-8097. This information can be made in alternative format as needed for persons with disabilities

***Note Public Comment:** If you wish to provide public comment virtually via phone, you must submit your request by noon, the day before the meeting, to parks@ci.cannon-beach.or.us. All written comments received by that same deadline will be distributed to the Parks and Community Services Committee and the appropriate staff prior to the start of the meeting. These written comments will be included in the record copy of the meeting.

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Join Zoom Meeting:

To join from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/85061475444?pwd=YUVZdVhYZTNPbHp0WVJtZzJ5WXp5QT09>

Meeting ID: 850 6147 5444

Password: 274617

To join from your phone:

1-669-900-6833 or

1-253-215-8782

Meeting ID: 850 6147 5444

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ORGANIZATION	FY 23-24	FY 22-23	FY 21-22	FY 20-21	FY 19-20	FY 18-19	FY 17-18	FY 16-17	FY 15-16	FY 14-15	FY 13-14	FY 12-13	FY 11-12	FY10-11	FY09-10	FY08-09	FY07--08	FY06-07	FY05-06	FY04-05
American Legion Post 168									\$2,800.00											
Camp Kiwanilong				\$1,092.00	\$1,175.00				\$770.00	\$541.50	\$1,425.00	\$1,608.33								
Cannon Beach Academy		\$11,610.00	\$11,410.00	\$9,400.00	\$7,959.75	\$9,146.68														
Cannon Beach Arts Association	\$12,730.00	\$11,691.52	\$7,223.50	\$6,900.00	\$11,714.25	\$3,880.83	\$8,226.67	\$10,033.33	\$8,658.40	\$9,983.79	\$9,612.50	\$8,635.67	\$8,333.33		\$7,121	\$7,240	\$6,900	\$3,000	\$10,000	
Cannon Beach Arts Association						\$7,679.50														
Cannon Beach Arts Association: Artist Grants																		\$1,000		0
Cannon Beach Arts Association: Concerts														\$5,800.00				\$600		\$1,000
Cannon Beach Arts Association Summer Camp																		\$1,000		
Cannon Beach Children's Center													\$58,291.00	\$63,500.00	\$49,786	\$49,955	\$50,600	\$45,000	\$45,000	
Cannon Beach Chorus	\$1,400.00	\$1,201.25	\$2,083.00	\$1,882.40	\$1,236.00	\$1,538.83	\$1,064.50	\$1,083.33		\$875.00	\$1,068.33			\$1,488.83	\$1,466.67	\$1,243	\$1,440	\$1,200	\$1,450	\$500
Cannon Beach Community Food Systems											\$4,165.00	\$5,826.67	\$6,208.33	\$5,872.23	\$8,843					
Cannon Beach Food Pantry			\$5,116.67	\$7,708.00																
Cannon Beach Elementary School (Outdoor)											\$1,325.00	\$1,425.00	\$1,083.33	\$1,143.33		\$1,052	\$1,200	\$1,300	\$1,000	\$800
Cannon Beach Elementary School PTO											\$1,616.67	\$2,281.67	\$1,820.83	\$1,653.67						
Cannon Beach History Center	\$5,000.00	\$1,154.00	\$883.33		\$875.00		\$974.17	\$833.33	\$720.00	\$654.17	\$1,558.33	\$674.17	\$672.67	\$476.00	\$379	\$265	\$0	\$1,000	\$2,500	\$0
Cannon Beach Library										\$12,193.17	\$9,391.67	\$10,425.00	\$10,011.67	\$10,166.67	\$9,614	\$10,000	\$9,000	\$9,000	\$8,000	
Clatsop CASA Program	\$4,000.00	\$3,630.00	\$3,666.67	\$3,300.00	\$2,950.00	\$2,766.67	\$3,016.67	\$3,550.00	\$2,970.00	\$3,050.00	\$3,716.67	\$4,350.00	\$2,241.67	\$1,100.00	\$1,204	\$1,220	\$1,500	\$1,000	\$1,000	\$800
Clatsop Community Action	\$11,250.00	\$8,476.20	\$10,533.33	\$9,300.00	\$6,750.00	\$7,165.00	\$5,950.00	\$6,350.00	\$7,184.00	\$7,666.67	\$7,240.83	\$9,133.33	\$8,166.67	\$12,066.67	\$8,000	\$6,780	\$5,500	\$5,000	\$4,000	\$2,350
Clatsop Community College Foundation						\$2,695.68	\$1,638.33	\$1,772.50												
Clatsop Community College, Volunteer Literacy Prog.														\$406.09						
Clatsop County Women’s Resource Center											\$4,765.00		\$2,833.34	\$4,716.67	\$2,500	\$2,360	\$2,100	\$2,500	\$2,500	\$600
Coaster Theatre Playhouse	\$4,700.00		\$4,243.33	\$4,440.00	\$5,475.00	\$4,836.00	\$3,708.33	\$3,083.33	\$3,360.00						\$763				\$1,470	\$500
Ecola Creek Watershed Council													\$916.67							
El Centro NW	\$2,900.00																			
Fire Mountain School																				\$1,000
The Healing Circle							\$1,050.00	\$1,131.67	\$1,260.00	\$1,280.00	\$1,803.33		\$1,333.33	\$1,500.00	\$1,533	\$1,740	\$1,500		\$800	\$0
Helping Hands	\$8,180.00	\$7,782.60	\$10,366.67	\$11,300.00	\$10,500.00		\$8,400.00	\$8,625.00	\$7,200.00	\$7,109.83	\$4,875.00	\$3,833.33								
The Lighthouse																\$2,900	\$3,200	\$4,600		\$1,200
Lower Columbia Hispanic Council					\$1,550.00	\$1,695.83			\$1,240.00		\$1,025.00		\$1,317.50	\$266.67						
North Coast Food Web	\$3,470.00	\$2,435.00	\$2,266.67	\$2,100.00	\$1,925.00	\$1,635.00	\$1,339.00	\$1,483.33												
North Coast Land Conservancy							\$6,510.83		\$5,300.00											
North Coast Symphonic Band									\$860.00											
Partners for Seniors											\$1,058.33	\$1,866.67	\$1,766.67		\$895	\$1,280				\$1,500
Pioneer House Homeless Shelter															\$2,195	\$2,140	\$1,700	\$2,000	\$ 1,500	\$500
Restoration House	\$8,580.00	\$6,678.70	\$6,383.33	\$4,960.00			\$3,798.33	\$3,933.33	\$4,820.00	\$4,616.67	\$4,483.33	\$4,333.33	\$4,000.00	\$4,433.33	\$3,432	\$3,340	\$3,500	\$3,600	\$3,000	
River Song Foundation												\$893.33		\$833.32						
Sea Turtles Forever				\$1,220.00	\$2,144.25		\$2,107.33		\$1,600.00		\$1,028.33									
Seaside Hall (Little Yellow House)	\$1,460.00	\$1,369.73	\$1,566.67	\$1,340.00	\$1,175.00	\$1,250.83	\$970.00	\$863.33	\$830.00		\$980.00	\$960.00	\$875.00	\$800.00	\$538					\$0
Seaside High School - ASPIRE													\$450.00							
Seaside High School - Robotics Team								\$883.33	\$556.00	\$538.17	\$541.67	\$594.17	\$247.50							
South County Community Food Bank		\$3,060.00	\$3,050.00	\$3,100.00	\$2,150.00	\$2,626.67	\$2,300.00	\$2,050.00												
Sunset Empire Parks & Rec	\$2,380.00	\$2,535.00	\$1,766.67	\$1,900.00	\$1,181.25		\$750.00													
Sunset Empire Parks & Rec (OST)								\$1,716.67	\$1,420.00	\$1,008.33										
Sunset Empire Parks & Rec (Scholarships)											\$668.33	\$700.00	\$750.00	\$700.00	\$764	\$580		\$300		
Sunset Empire Parks & Rec (Youth center drop in)											\$366.67	\$409.17	\$283.33	\$379.17	\$293	\$280	\$300			\$250
Surfrider															\$671					
The Harbor (formerly CC Women’s Resource Center		\$7,750.00	\$7,716.67	\$9,060.00	\$8,800.00	\$8,250.33	\$7,016.67	\$8,107.50	\$7,271.60	\$7,633.33										
Tillicum Foundation/Coast Com Radio					\$3,800.00															
Thugz Off Drugz																		\$2,500	\$3,000	
Tolovana Arts Colony	\$13,950.00	\$12,376.00	\$6,390.17	\$6,388.00	\$12,389.50	\$15,607.14	\$12,095.83	\$14,983.33	\$12,080.00	\$13,760.21	\$7,773.33	\$9,893.50	\$8,225.00	\$6,866.67	\$5,693	\$5,480	\$5,160	\$3,280		
Wildlife Center of the North Coast	\$10,000.00	\$8,250.00	\$5,333.33	\$4,609.60	\$6,250.00	\$4,225.00	\$4,083.33	\$4,516.67	\$4,100.00	\$4,018.17	\$3,361.67	\$4,066.67	\$3,683.33	\$3,852.83	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$1,500
TOTALS	\$90,000.00	\$90,000.00	\$90,000.01	\$90,000.00	\$90,000.00	\$74,999.99	\$74,999.99	\$74,999.98	\$75,000.00	\$74,929.00	\$73,849.99	\$71,910.01	\$125,000.00	\$127,999.99	\$108,467	\$101,052	\$96,360	\$91,130	\$87,970	\$12,500

12 Days of Earth Day Handbook

Parks and Community Services Committee

March 3, 2020

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MISSION, GOALS AND MANAGEMENT

MISSION

To educate the Community and visitors about the unique, complex coastal environment and ecosystem of the area, and to celebrate Earth Day through a 12 day program of educational and community activities.

GOALS

- Increasing awareness
- Promoting conservation
- Celebrating the work of those engaged in environmental protection and restoration.

EVENTS

The 12 Days of Earth Day event primarily consists of activities such as: a street fair, a speaker series, a small parade, tree planting, Puffin Welcome, shred event, Hands Across the Sand and city potluck. Participants for each activity are invited by the City of Cannon Beach Parks and Community Service Committee to assist the City in upholding its mission and achieving its goals.

LOCATION, DATES, TIMES

The 12 -Days of Earth Day event will generally be held over a 12 day consecutive period which includes Earth Day. The location of the parade will be determined each year. The Street Fair will take place on City property at a location to be agreed upon by the City. The speaker series will be held at various locations.

VOLUNTEERS

Community volunteers play key roles in performing the tasks of 12 Days of Earth Day, including advertising, publicity, setup and cleanup. **To become a volunteer, please contact a Parks and Community Service Committee member.** All community member volunteers and partner organizations must sign a City of Cannon Beach waiver.

For a list of current Parks & Community Service Committee members and staff contracts please view the City website at <https://www.ci.cannon-beach.or.us/parkscommservices/page/parks-community-services-committee-members>

STREET FAIR BOOTHS SELECTION

Each year the Parks and Community Services Committee shall designate a committee member to be the Street Fair Liaison. The Street Fair Liaison will recommend community partners to participate in the street fair to the Staff Liaison for final selection. Once

selected for invitation, the Street Fair Liaison will invite each community partner to participate. If the community partner accepts the invitation, the Street Fair Liaison will work with the community partner to ensure they are consistently upholding the City's mission statement.

The Street Fair Liaison will recommend community partner invitees based on the following criteria:

- Adherence to the City's mission;
- Variety of participants and topics;
- Previous participants in this event;
- Innovation and creativity;
- Connection to the Community.

INVITATION PROCESS

Once the Staff Liaison and the Street Fair Liaison select community partners to invite, the City will send out an invitation to the community partner inviting them to participate in the event. If the community partner wishes to participate, the community partner shall submit the event invitation and the required signed waiver. The Street Fair Liaison will then work with the community partner to ensure they adhere to the terms of the invitation and the City's mission.

AT THE STREET FAIR

WHAT TO BRING

1. Promotional materials and business cards
2. Canopy
3. Canopy weights sufficient to hold your canopy in place—Cannon Beach can be windy.
4. Tables, tablecloths, racks and/or shelves and other display equipment
5. Broom and dustpan for clean-up
6. Trash bags or cans (you must take your garbage with you at the end of the day)
7. Personal comfort items such as hats, scarves and drinking water—for those of you who don't live on the North Coast, bring extra fleeces, rain jackets, shoes for the possible inclement weather.
8. Smiles and a good attitude!

BOOTHS

General Rules of Booth Operations

- All booths receive the same amount of space, approximately 10 feet x 10 feet.
- Booths shall support the mission and goals of the 12 Days of Earth Day event.
- Selling of goods and services shall follow the current municipal code.
- Booth participants will not have tables, product, boxes, signs or any part of their booths outside their space boundaries as designated.

- All booth signage must be approved by the liaison and align with the City's mission statement
- Booths and/or tables must be supplied by the participant and must be erected with concern for the safety of the public and other participants.
- Each leg of a booth's canopy must be secured at all times with enough weight to keep it anchored to the ground, no matter the weather (Cannon Beach is known for a strong north wind in the spring, and the occasional rain storm).
- Participants are responsible for keeping their spaces attractive during the street fair, and for cleaning them up thoroughly after the event. ***Before leaving, all litter and product debris in the Participant's booth must be collected and the ground swept clean. PACK IT IN—PACK IT OUT.***
- **Participants are responsible for removing their own refuse and materials from the event premise.**
- Playing radios or CDs inside the event hours is prohibited.

SPEAKER/EVENT SELECTION

Each year the Parks and Community Services Committee shall designate a committee member to be the Event Liaison. The Event Liaison will recommend community partners to participate as speakers to the Staff Liaison for final selection. Once selected for invitation, the Event Liaison will invite each community partner to participate. The Event Liaison will work with the community partners to ensure they are consistently upholding the City's mission statement.

The Speaker Liaison will recommend community partner invitees based on the following criteria:

- Connection between the topic and the City's mission;
- Variety of participants and topics;
- Previous participants in this event;
- Innovation and creativity;
- Connection to the Community
-

INVITATION PROCESS

Once the Staff Liaison and the Speaker Liaison select community partners to invite, the City will send out an invitation to the community partner inviting them to participate in the event. If the community partner wishes to participate, the community partner shall submit the event invitation and the required signed waiver. The Speaker Liaison will then work with the community partner to ensure they adhere to the terms of the invitation and the City's mission, which will include the speaker submitting an outline or program of his or her planned program substantially ahead of the event.

PARADE PARTICIPANTS

Each year the Parks and Community Services Committee shall designate a committee member to be the Parade Liaison. The Parade Liaison will coordinate the parade, in conjunction with the Staff Liaison.

The parade is walking only, no non-ADA motorized vehicles are allowed. Parade participants must receive permission from the Parade Liaison for any signage, messages on shirts, etc.

ENFORCEMENT

The applicable liaison, who has the ultimate on-site authority and is responsible for their event and the City of Cannon Beach, will enforce all rules of the event, including the Cannon Beach Municipal Code Relating to Outdoor Vending.

PARKING

Parking is available in City parking lots on a first come first service basis.

LOADING/UNLOADING/SETUP & TEAR-DOWN

- Vehicle unloading will not be permitted before -designated times without the approval of the liaison.
- Setup time can be very congested. A lot of vehicles need to move in and out of the area in a short time. Booths participants need to arrive and quickly unload the parts and contents of their booth, move their vehicle to the designated parking area.
- Booth participants are not to disassemble or unman their booths before closing time without the liaison's approval.

RULES OF CONDUCT

- Participants shall be honest and conduct themselves at all times in a courteous and businesslike manner. Rude, abusive, offensive or other disruptive conduct will not be permitted.
- To maintain a positive atmosphere, participants should bring concerns about the event to the liaison or to the Parks Committee, not to attendees or other operators.
- Participants who wish to smoke must leave the event area to do so and comply with current public smoking regulations.
- No loud hawking, shouting or barking is allowed.
- participants are responsible for their own actions and the actions of their employees, if necessary.