

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: City Manager Bruce St. Denis
Date: February 6, 2018

Executive Department

As a result of the City Council Goal Setting Retreat on January 13th, an additional special work session has been added to the schedule for Feb. 20, 2018 to discuss major projects.

Planning Department Report

Planning Commission: The Planning Commission met on January 25 to conduct public hearings on the following items:

- Fore-dune Management Plan update. The hearing was continued to February 22
- Affordable/Workforce Housing amendments. The hearing was continued to February 22.
- Tree Removal ordinance amendments. The Planning Commission recommends that the City Council adopt these amendments.

Design Review Board: The Design Review Board did not meet in January.

Short-term Rentals: Staff continued to process short-term rental permits in January:

14-day rental permits	125
Lifetime unlimited rental permits	55
5-year unlimited rental permits	28
Total permits	208
New permits approved this month	1
New permits in process this month	4
Code enforcement actions initiated this month	2

Staff performed a transient rental lottery on January 17, 2018, in which five 5-year unlimited rental permits were available.

Building Permits: Staff processed the following building permits in December:

Permit Type	# of permits	Permit Fees	Value
Building	4	\$8,149.35	\$2,321,325
Mechanical	14	\$1,452.40	
Plumbing	6	\$962.25	
Monthly Total	24	\$10,564	

Other Planning/Building Matters:

- The Planning Director participated in a conference call with DLCD, DOGAMI, and Oregon Parks staff to discuss foredune management (1/18)
- The Building Official attended a continuing education class on recently adopted building code changes (1/22, 1/23).
- The Planning Director and City Manager participated in a site visit at Breakers Point to observe recent foredune grading and replanting, and erosion on Ecola Creek (1/25).
- The Planning Director attended a CREST Council meeting (1/25).
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Public Works Department Report

Water/Wastewater

- Public meetings were held on January 16 and 22 to gain comments on the proposed utility rate increase to be considered at the Council meeting of February 6. Both meetings were well attended (~25 each meeting). Comments generally acknowledged the need for improvements, but primarily centered on who should pay.
- Upon Council approval of Nehalem contractor Advanced Excavation at their Feb. 6 Council meeting, construction is expected to begin in March and be completed in May.
- Two RFP's were received for the design and document preparation for the Ash Street water line. The contract was awarded to Otak. Selection of the successful contractor is scheduled for May 2, 2018. Construction will begin in late June, with completion estimated by July 31, 2018.
- Preparation of the water and wastewater 5 year CIP's has begun and will be reviewed by the Public Works Committee prior to consideration by City Council.
- The City has completed replacement of a failed ATS (automatic transfer switch) for the emergency generator at the RV Park. In the coming weeks, crews will replace a fire hydrant that was removed in the recently completed RV Park renovation.
- Crews are near completion of exercising water valves and have scheduled repair of approximately 10 valves over the next 3 months. Crews have also "found" manholes identified as lost in the Wastewater Master Plan.

Roads/Parks

- We are planning for the resumption of the paving contract begun last year and discontinued due to weather. Haystack Lane, 600 Hemlock, and 700 Hemlock were completed last year and Spruce, Beech/6th, E. Jackson, Pacific, Evergreen, and Forest Lawn remain for this spring. Associated drainage work is to begin in February in advance of paving.
- Crews have monitored beach cleanup of debris as a result of high tides and winter storms recently experienced. Approximately \$4,000 of storm damage at the beach access stairs at Haystack has been scheduled to be completed in March.
- The Public Works Yard generator has been ordered (8 week arrival time) and the contract to extend the existing generator room has been executed. Current estimate is for completion of the extension and installation of the generator is March 15.

Emergency Management Report

Date Range: January 15-31, 2018

OVERVIEW:

1. Conducted North Presidential Community Forum. Questions the City is following up on:
 - Persons sleeping in vehicles in the area
 - Persons setting up barbeques on the sidewalk for impromptu gatherings
 - No street lights at Hemlock and E. Jefferson
 - Concerns about live electrical wires that will block resident in the homes after the earthquake
2. CBEMT discussed recovery activities for the City.
3. Tsunami kiosk information was updated for all three sites.
4. Winter CERT Academy has 13 students signed up for the class.
5. Published the Cannon Beach 2017 Emergency Management Program Annual Report
6. The City is partnering with the Chamber of Commerce to begin marketing the 2018 Coastal Community Festival.



Haystack Rock Awareness Program Report

General:

- Eric Owen is officially the new HRAP Citizen Science Coordinator
- King Tide Celebration Event: January 15th, 5pm @ Public Coast Brewery
 - Good turnout and participation!
- 2018 Staff Training will take place February 6-8th
 - 5 returning seasonal staff
 - Hiring 5 new seasonal staff (3 of which have volunteered for the program in the past)
- First day of 2018 season: February 9th
- New 'Do Not Enter' replacement sign will go up before beginning of season with the help of Public Works
- HRAP staff has finished 2018 season planning and sent out corresponding press materials
- Staff and volunteers attended one outreach event in January
- Staff organized the HRAP office, giving it a much needed face-lift

- Melissa has officially been accepted as a committee member with OPAC, on the Rocky Shores Working Group, updating the Oregon Rocky Shore Territorial Plan

Education & Volunteers:

- Education:
 - Booking for school field trips.
 - Working on implementing “We Speak Puffin” to our local business and hotels so that they may be experts about HRAP.
 - Pooka and Lisa will be participating in an Oregon STEM class for Marine Debris in Astoria.
 - Assisting with staff training February 6th-8th.
- Volunteer:
 - Goal of adding 50 new volunteers to our family for this year with 2 new volunteers signed up one local and one from out of state.
 - New this year – we have partnered with Clatsop Community College to add Continuing Education Credits for our training in April and September hoping to attract new volunteers!

Outreach & Communication:

- Registered for OCWE (Oregon Coast Women’s Expo) in Seaside. We will be tabling this event in conjunction with CBAA. HRAP/FOHR will be tabling 4 new large events in the Portland metro area in partnership with CBAA.
- Working to finalize class offerings in partnership with CBAA. Currently have 8 classes we are working to schedule.
- Meeting with SOLVE to discuss logistics of potential partnership and pitching Trash-a-Thon fundraiser idea.
- Creating factoid to help volunteers collect beach debris in a meaningful way, separating out trash, recycling and the plastics by size and color for donation to the HRAP Trash Talk Project.
- Now can offer CEUs/PDUs for volunteer training through Clatsop Community College.
- Provided 50 marine debris Trash Talk jewelry turtles to Marc Ward in support of Sea Turtles Forever.
- Working with USFW to obtain partner membership for Hands on the Land. This will open numerous opportunities for both HRAP and USFW.
- Working on creating “jar fundraiser” flyer to take to area business.
- Posted KGW interview to website.
- Green Neighbors program of Clark County, Washington is preparing for their WasteBusters Challenge, which is a 21-day event for Clark County residents. They have asked us to come and present on our Trash Talk Project.

Citizen Science:

- Volunteers & staff continue to conduct monthly citizen science surveys:
 - CoastWatch: small, blue snails, *Janthella Janthella*, who feast on *Verellas* have been seen on the beach
 - COASST dead bird survey: 3 dead birds found this month in the ½ mile in front of Haystack Rock including a rhinoceros auklet and a marbled murrelet (which we have never previously found in our ½ mile)
 - Marine Debris Survey: cancelled due to high seas

Monthly Counts:

- November:
 - Direct visitor contacts: 50+
 - ‘Thank you’s’: 40
 - Donations: \$20, ~\$200 in online sales
 - School Groups: 0



Public Safety Report – December 2017

Staffing:	Authorized	Assigned
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	0
Lifeguards	10	09
Reserve Officers		

	December 2017	December 2016
<u>Station Activity:</u>		
CBPD Walk-in	159	118
CBPD Incoming Phone	234	257
SPD Dispatched Calls	38	32
Overnight Camping Warnings	20	16
Local Security Checks	2244	2105
Traffic Warnings	169	203
Traffic Citations	28	10
DUII Arrests	2	0
Alarm Responses	12	11
Other Agency Assists	33	46
Citizen Assists	24	17
<u>Total Case File Reports</u>	155	136

Cases of Significance:

Warrant Service/ Fugitive Arrest: 5 Arrests
 PCS – Methamphetamine: 1 Arrest
 Identity Theft: 1 Case
 Fail to Register as a Sex Offender: 1 Arrest
 Interfering with a Peace Officer: 1 Case Referred
 Fraudulent Use of a Credit Card: 2 Cases
 Forgery I: 1 Case

Driving with a Suspended License: 6 Citations, 1 Felony Arrest
 No Operators License: 1 Citation
 Driving Uninsured: 1 Citation
 Fail to Carry Proof of Insurance: 4 Citations
 Blood Alcohol Content of DUII Arrests: 2 Arrests - BAC .17, BAC .08

Violation of Basic Rule: 6 Citations – 71/55, 75/55, 74/55, 73/55, 60/45, 82/55

Code Enforcement Activities: During this period, 8 alleged municipal code violations were addressed and resolved or pending resolution.