

# City of Cannon Beach Monthly Status Report April 2005

**To** Mayor and City Council  
**From** Peggy Coats, City Manager  
**Date** April 1, 2005

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## Administration/Finance

**Budget Preparation in Progress:** Staff have been busy preparing the requested budget for FY 2005-06. Notices of the public hearing on April 15 are, or have been, sent to the media, and the budget document will be ready for distribution by April 5.

**Auditor selection:** The RFP process for Audit Services culminated on March 22 with the presentation/interviews of the three proposing firms: Merina & Co., Grove, Mueller & Swank, and Isler & Co. The selection committee unanimously agreed on a recommendation to bring to Council at its April 5, 2005 regular meeting.

**Finance News:** There has been a shift in job duties within the division – all payroll processes have been moved to the Finance Manager's desk for the foreseeable future. This will allow more efficient trouble-shooting of payroll software issues and free up the Accounting Assistant's time to assist in the research and preparation of necessary work-papers in the upcoming audit. The voters passed the new Transient Rental Ordinance on March 8<sup>th</sup>, and staff have already received several permit applications. Staff is coming up to speed quickly, and the process is beginning to be more routine.

## HRAP Update

**Staff and Beach Time:** HRAP has hired five seasonal natural resource Interpreters to work the 2005 spring and summer season. Returning staff members are Lisa Habecker, Jennifer Childress and Donna Lenius. New staff members are Kristin Albrecht, Heather Hyde and Evie Alburas. HRAP began interpreting on the beach February 19, 2005 during the busy President's Day/Washington winter break weekend. HRAP will continue to be out for weekends, winter and spring breaks and for school field trips throughout the spring. Great weather has made the spring a busy one so far. To date, HRAP has scheduled a total of 13 school groups in April and May.

**New Curriculum:** Over the winter HRAP has produced an education curriculum for grades 3-5 and a preparation pamphlet to enhance the educational experience and preparedness of groups visiting the rock. The curriculum includes background information for teachers on such topics as sea birds nesting at the rock, marine invertebrate relatives (phyla), plankton, intertidal zonation, and watersheds. The curriculum includes lesson plans for in-class activities to enhance the beach activities that will be conducted by HRAP staff and volunteers. The pamphlet also includes information on tides, safety, how to prepare a group and tidepool etiquette.

**Signs:** Intertidal signs have been revised and updated to include new ideas generated over the winter from the 2004 season.

**Friends of Haystack Rock:** The Board of Directors of the Friends of Haystack Rock recently completed a strategic planning process with the guidance of Scott Derickson, Clatsop County Manager. As part of the process, the board members finalized a mission and value statement and identified major projects for the immediate future and the next few years.



- **Value statement:** “To foster stewardship by opening minds to the magic of Haystack Rock through adventure, exploration and discovery.
- **Mission statement:** “The mission of the Friends of Haystack Rock is to support the Haystack Rock Awareness Program in cooperation with the City of Cannon Beach. Our goal is to encourage the preservation and protection of natural resources and promote living in harmony with the natural world.”
- **Present projects include:** 2005-06 Budget, and fundraising plans (expanding individual contacts, writing grants, sponsoring special events, developing items for sale)
- **Future projects identified** include: developing tools to get feedback from visitors, donors, volunteers and teachers as well as Friends board members; completion of the new Friends of Haystack Rock website; development of new methods for volunteer recruitment; and identifying businesses and foundations interested in supporting the Friends of Haystack Rock and HRAP.
- **Logo** The friends are working on a logo to be used for letterhead, cards etc. to identify the organization and be placed on items for sale.

**Events** HRAP and the Friends will be conducting or participating in several events during the 2005 season.

1. HRAP volunteer training, Saturday, April 2 from 9am-4:30pm at City Hall.
2. Earth Day celebration on Saturday April 23 from 12-4pm. HRAP will have a booth which is tentatively planned to be at the US Bank parking lot.
3. HRAP Potluck, Saturday, April 23 at 6pm with featured speaker, Roy Lowe of the USFWS at 7pm.
4. Puffin Watch during the weekend of July 4<sup>th</sup>. HRAP will have feature speakers at the rock to cover various topics. Bird scopes will be set up at Haystack Rock, Silver Point and Chapman point to view nesting sea birds.

### **Planning/Building**

**Planning Commission Update:** At their March 24, 2005, meeting, the Planning Commission took the following actions: a) Recommended approval to Council of ZO 05-01, Vonada/Clark & Elliot Request for an Amendment to the Municipal Code, Section 17.24.020, General Commercial (C2) Zone, Uses Permitted Outright, to Permit a Residential Use in Conjunction with a Permitted Use Where the Residential Use Does Not Exceed Fifty Percent of the Building’s Floor Area; b) Denied an application for a Setback Reduction to Permit a 1.66 Foot Front Yard Setback in Conjunction with the Construction of a Single Family Dwelling; c) Adopted final findings of fact denying an application for SR 05-02, Bruton Request for a Setback Reduction to Permit the Placement of an Accessory Structure, with a Rear Yard Setback of Two Feet and a Side Yard Setback of Two Feet, in Conjunction with an Existing Single-Family Dwelling.

**Design Review Board Update:** At their March 17, 2005, meeting the Design Review Board took the following actions: a) approved an application, subject to conditions for DRB 05-05, Raskin/Krupa application for modifications to an approved plan for a commercial building at 232 N. Spruce Street; and b) approved the sign, subject to conditions for FS05-01, Cannon Beach Thai Restaurant.

**Short Term Rentals:** Staff finalized the process for processing applications for transient rental permits and vacation home rental permits. Application packets were mailed to all existing transient rental license holders, and letters were mailed to all residential property owners informing them of their vacation home rental and transient rental lottery options.

**Les Shirley Park Wetland Restoration.** The contract with Henderson Land Services was closed out.

**Little Pompey Wetland Restoration.** Staff met with the engineering consultant to discuss project design issues. A fish survey of the area has been scheduled.

**Urban Growth Boundary Review.** The consultant has begun work on the feasibility of extending public facilities to identified areas outside the existing urban growth boundary.

**Ecola Creek Forest Reserve.** Staff met with representative of The Nature Conservancy to discuss their interest in preparing the management plan.

**City Co-sponsors Plumbing Code Classes.** The City's building department, along with Clatsop County and the cities of Seaside, Gearhart, Astoria, and Warrenton, co-sponsored a class on the recent plumbing code changes. The classes were held March 3 and 10, 2005, at the Seaside Community Center, and were offered free of charge to plumbers throughout the county.

This month's **Building Permits Issued** report is attached.

**Public Safety**

<b>Staffing:</b>	Authorized	Assigned	
Sworn	8	8	
Admin/Support	2	2	
Parking/Information Officers	4	4**	
Lifeguards	9	9**	
Reserve Officers	N/A	2	**Seasonal

**Service Delivery Data**

Directed through CBPD:	92
Directed through SPD:	<u>141</u>
Total	233

Call Source:	
Non-emergency Telephone:	80
Officer Initiated	117
Station Walk-In	12
911 Telephone	<u>24</u>
Total	233

Crime Reports:	19
Other Reports:	<u>25</u>
Total	44

Total Arrests: 4

**Code Enforcement Activities:** During this reporting period, 42 Municipal Code violations were addressed and resolved or pending resolution.

**Crime Statistics:** CBPD experienced 2 UCR Part I crimes during the month of February 2005 (2 Sex Crimes) versus 1 during the month of February 2004 (Auto Theft). CPBD experienced 9 Part II crimes during the month of February 2005 (3 Criminal Mischiefs, 1 Identity Theft, 4 Larcenies, 1 Unlawful Entry of a Motor Vehicle) versus 11 UCR Part II Crimes during the month of February 2004 (1 Criminal Mischief, 1 Fraud, 7 Larcenies, 2 Unlawful

Entries of a Motor Vehicle). The cumulative statistical comparisons for the calendar years 2005 and 2004 are as follows:

	<b>Jan-Feb 2005</b>	<b>Jan-Feb 2004</b>
UCR PART I	2	1
UCR PART II	<u>9</u>	<u>11</u>
Total	11	12

***Emergency Preparedness Committee Update*** : The E-Prep Committee met on March 11, 2005, and the following topics were addressed:

- Plans for the emergency preparedness “Awareness Fair” were discussed. The fair is scheduled for April 21 from 4:00 p.m. to 8:00 p.m. and will be held at the Cannon Beach Elementary School gymnasium. Planning will continue.
- Future committee goals, to include a work plan, were discussed. The work plan and goals are expected to be ready for presentation at the Council session scheduled for May 3 Action pending.
- Grant writing training opportunities and the possibility of sending a committee member to a one day workshop sponsored by the League of Oregon Cities was discussed. Action pending.
- Chief Rooper advised the committee that the City’s “tsunami prepared” 3-year certification through the National Weather Service will be subject to review for renewal this summer.

## **Public Works**

***Japanese Knotweed***: On March 16, staff met with Jerome Arnold and the Clatsop County Soil and Water Conservation District to discuss plans on Japanese Knotweed abatement. On March 17, City staff met with ECAP to discuss potential modifications to the Japanese Knotweed abatement program.

The ***Parks Committee*** met on March 17, 2005 to discuss the following: skateboard park project, Earth Day events, bike month, the community grants process, five-year parks planning, a whale proposal by Mike Stanley, and an update on the status of the Memorial Policy.

The ***Public Works Committee*** met on March 3, 2005 to discuss the following: utility relief requests, review of the project calendar, update on the solid waste/recycling ordinance, the wastewater treatment facility upgrade, national public works week, and street name signs recommendations.

The ***Skatepark Ad Hoc Committee*** met on March 16, 2005 to discuss the following: approaching various non-profits to serve as an umbrella organization for fundraising activities and future community events.

***Water Rights***: City Staff did extensive research in order to be able to complete a request for clarification from Oregon State Water Resources Department for the City’s pending application for extension of time for water right application #S-55694 that was originally applied for in 1977. Clarification questions asked for details beginning in the mid-1970’s to 2002. While Staff was able to find many dusty records, we would like to once again thank Don Howell for having a memory like a steel trap and assisting in filling in some blanks.

***Spring Water Line***: The Water division successfully completed repairs to the Spring water line. The City used a trenchless pipe rehabilitation technology called sliplining. All repairs to the water line were completed in

approximately three hours, the ground surface remained generally undisturbed and the City did not need to address potential ground stability issues like we would normally encounter with traditional cut and cover methods. The water department did an excellent job in developing an innovative solution that would not have been possible all that many years ago and they completed the work for approximately \$2500. The liner is structurally sound, it solved the problem leak and has provided structural stability to the water line.

***Parks Preparation:*** The Parks Division has worked very hard at making Elk Run Park a more functional and more attractive park. Their efforts are very noticeable and Elk Run Park has greatly improved. The Parks Division has also been working at improving the Main City Parking Lot and making great improvements.

***Standard Contracts:*** Staff has been putting together a standard contract and specification which includes the required language associated with the new public purchasing laws for review by the City Attorney. These documents will allow the City to comply with state purchasing laws.

***Beach Water Quality Monitoring:***The Oregon Department of Health and Human Services Oregon Beach Monitoring Program (OBMP) has published its list of proposed testing locations. The OBMP is prioritizing beaches which have had historically higher bacteria levels and/or higher ocean water recreational uses. The OBMP will be accepting comments on the proposed list of beaches until Tuesday, April 12. The proposed beach monitoring list and selection methodology is available at City Hall for review.

***2005 Pavement Preservation Project:*** The 2005 Pavement Preservation which covers from approximately the crosswalk by the Children's Center to just south of Watts Way will be advertised for bid on April 4.

The ***Tolovana Improvement Project*** which includes the Haystack Heights drainage project and the Warren Way sidewalk is out for advertisement currently. Bids will be opened on April 12.

***Sunset Pump Station and Waterline Upgrade Phase I Project:*** The Sunset Pump Station Upgrade is on the Design Review Board Agenda for April. Staff anticipates letting the project for bid in the beginning of May.

***WWTP Improvements & Matanuska Pump Station:*** Staff met with Steve Martin Management and the design engineers to discuss the Matanuska Pump Station Upgrade. The City owns the lot that the Matanuska Pump Station and a portion of the Stephanie Inn's parking lot sits on. The City entered into a long-term lease for the parking lot portion and the City cannot complete the Matanuska Pump Station upgrade within the envelope of property that was not leased out. The anticipated length of the pump station portion of the project is approximately sixty days and the level of disturbance in the area is expected to be significant. Steve Martin Management has agreed to work with the City in successfully completing the project. Steve Martin Management's actions have saved the City additional expenses and allows us to complete the project in a shorter timeline.

### **Kudos and Staff News**

Officer ***Joseph Bowman*** attended the multi-jurisdictional Counter Drug Course (16 hour training block) sponsored by the Department of Public Safety Standards and Training.

Officer ***Lorna Brandt*** attended an advanced Crime Scene Investigator Course (40 hour training block) conducted by Forensic Training Services, Inc.

Lieutenant ***Rob Schulz*** attended the first phase (40 hour training block) of the Department of Public Safety Standards and Training Middle Management Course.