

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: January 6, 2015

City Hall will be closed Monday, January 19, 2015 in observance of Martin Luther King, Jr. Day

Executive Report

- The City Manager has now met with all Department Heads, City staff, Council members and attended at least one of each standing City Committee meeting (except those that were cancelled or are seasonal).
- The annual City Council Retreat and 2015 Goal Setting meeting is scheduled for Saturday, January 24, 2015, at Tolovana Inn, 8:30am to approximately 4:00pm.

City Planner Report

Planning Commission: At the Planning Commission's December 22 meeting, the Commission considered:

- (1) A conditional use permit for foredune grading at Breakers Point; the Planning Commission took testimony and continued the hearing to January 22, 2015.
- (2) A variance to the slope/density requirement, and a planned development preliminary approval for property at 532 N Laurel Street, owned by Jeff Nicholson; the Planning Commission took testimony and continued the hearing to January 22, 2015.
- (3) A conditional use permit for a multi-family residence at the Haystack Gardens site, on Gower Street across from City Hall; the Planning Commission approved the request, pending review and approval by the Design Review Board (scheduled for January 15, 2015).

Design Review Board: The Design Review Board's December meeting was cancelled.

Other Planning Matters:

- Sent a letter of interest to the Oregon Watershed Enhancement Board (OWEB) concerning a possible acquisition and restoration project under their coastal wetlands grant program.
- Discussed planning matters with Clatsop County planning staff pertaining to current applications immediately outside of the Cannon Beach City Limits and UGB.
- Reviewed draft materials on Clatsop County's updated Transportation System Plan as it pertains to Cannon Beach.
- Discussed lease and permit issues with counsel as they pertain to co-location of AT&T equipment on Verizon's tower on Spruce Street.

- Met with Melissa Cadwallader and Teri Silva to discuss the work of the City's affordable housing task force.
- Met with Jeff Carlson of the Cannon Beach Christian Conference Center to discuss design review and planning requirements for a proposed expansion.
- The South Wind master plan advisory committee met for the final time and approved a draft plan for City Council consideration.
- Met with Andra and Daniel Georges to discuss possible parking changes and pedestrian improvements at the foot of Second Street.
- Met with the Ecola Creek Watershed Council to discuss the OWEB acquisition grant and other planning matters.
- Met with Dale Barrett of HLB-Otak to discuss updating the City Limits metes-and-bounds description.
- Met with new planning commissioner Charles Bennett to orient him to our procedures and requirements.
- Attended a workshop in Portland sponsored by the American Planning Association addressing current legal issues in land use in Oregon.

Public Works Director Report

- Retrofit of the Tolovana Hall kitchen is nearing completion. New countertop and stove surround has been installed. New flooring has been installed. Next up is the plumbing connection of the new dishwasher, sink and grease trap followed by touch up painting. Project completion is estimated for the end of December.
- City hall restroom odor investigation now moves into the next phase - fixture by fixture vent pipe searching for possible open pipe source. This will require further removal of portions of the interior walls adjacent and behind each fixture as the vent pipes are exposed. This work will be coordinated with the kitchen remodel plumbing contractor.
- City Hall kitchen remodel continues. Interior demolition is complete and a primer coat has been sprayed on the existing structural members to minimize potential odor issues. Contractor is installing furring walls to provide a flush surface for the interior finishes. Electrical rough in is scheduled for after Christmas. Once the electrical is completed the floor leveling will start. Estimate project completion is April 2015.

Wastewater:

- Project to extend waste sludge lines to pond 2 (adjacent to recycle building) has started and will continue through January. The waste lines will be installed on the interior lagoon roads and the interior banks of the lagoon will be upgraded with larger armor rock to help minimize the impacts of wind driven erosion and add approximately 1.5 feet of shoulder width to the roads for safety. Existing invasive vegetation that is migrating into the lagoon interior will be removed as part of this project.
- Preliminary design work continues for pump upgrades at the Main Pump station. Electrical load monitors have been installed to capture several months of power consumption. Project completion is scheduled for May 2015.
- Weekly stormwater testing in the upper Gower drainage basin continues. None of the samples have detected human caused bacterial contamination from the sanitary sewer system. Sample test result values continue to decline to very low levels with the continued wet weather.

Water:

- The last segment of asbestos cement pipe in the source line to the springs has been replaced with PVC pipe. The final connections and line activation will wait until a couple successive days of dry weather. A side note: while crews were on site excavating the trench, one member took a very nice video from his phone of the salmon migrating and spawning in Ecola Creek adjacent to the large cedar just above the second gate leading up to the springs - in large numbers - reinforces the vital role the creek plays as part of the overall habitat as well as the health of the watershed.
- Staff is still planning a waterline replacement project for Forest Lawn Rd - upgrade from 4 to 6 inch and install 2 new fire hydrants. Project will address a long-standing emergency response issue from lack of hydrants to serve the residential neighborhood. Estimated completion is May 2015.
- Rainfall totals for December - through Tuesday 23 December has been 10.3 inches - still a bit under the annual monthly average of 13 inches. The total for the year will be slightly under the average.

- Crews have repaired 3 water service leaks this month - none were major leaks.

•Streets & Storm:

- Pavement preservation construction schedule is slated for late April 2015.
- Staff are still designing an ADA compliant ramp and sidewalk modification for the north east corner of the downtown restroom sidewalk - where the parking lot exit meets 2nd Street. Complexities of the project include the traffic and pedestrian conflicts where traffic exits the parking lot north onto 2nd Street. Project will be completed by late Spring 2015.
- Gravel street erosion from several intense rain events continues to create additional maintenance for public works crews. Crews will be working on repairs and rehabilitation to those streets as weather permits.
- Gravel street renovation policy will come back to the Council for the January work session with recommended revisions from the December work session. Briefly the program would provide a simplified method for local residents to pave the segment of street adjacent to their properties and for Public Works to propose steep street segments or intersections for paving.
- OTAK Engineering is completing the downtown stormwater system upgrade design work. This project will install 4 stormwater sediment and contaminant separators along Spruce Street between 1st and 2nd Streets to trap contaminants before discharging to Little Pompey drainage ditch on the east side of Spruce Street. The project also includes construction of a sidewalk along the east side of Spruce and installation of a new wood rail fence on the drainage ditch side of the sidewalk.

Parks:

- The Sroufe memorial fountain in the main park will be removed for repairs later this winter. The entire unit with its concrete pad will be removed and delivered to the shops for repair of the internal plumbing. A site plan will be developed for the new proposed location at the downtown library and will be presented to DRB in February. Crews have determined that water and sewer service can be installed to that location and the site can be accessible directly from the existing sidewalk.
- The protective bollards at the base of the Gogona beach access stairs will be presented to the January DRB for approval. The recent storms have piled sand and driftwood a foot above the top of the lower landing.
- An inspection of the stairs leading to Haystack Rock off of Hemlock Street has identified numerous structural concerns. Temporary repairs have been made and staff is working with a contractor to design a replacement project. This will be an out-of-cycle replacement project and will require a supplemental budget amendment for Parks capital projects.

Emergency Preparedness:

- Pacific Alarms has submitted a proposal for battery powered motion detection systems for the north and south cache sites. The PRECON committee will consider the proposal in January with installation to follow.
- Once the motion detect systems are installed at the Tolovana (Tango) cache site, staff will proceed with interior improvements to the building to enhance its storage and functionality.
- Staff is pursuing a natural gas connection to the North cache site (Oscar) to provide capability for interior heat and humidity control.

Building Department Report

November 2014 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	6	\$2,373.82	\$4,292.77	\$640.45		\$7,307.04
Mechanical	6	\$396.30				\$396.30
Plumbing	3	\$123.00				\$123.00
Vacation Home Rental	3				\$100.00	\$100.00
Monthly Total						\$7,926.34
					Seaside 75% of Total	\$5,944.76
					Cannon Beach 25% of Total	\$1,981.58

Haystack Rock Awareness Program

The Haystack Rock Awareness Program has begun searching for qualified applicants to serve on the 2015 beach team. This year we will be hiring:

- 1 Education Coordinator; responsible for scheduling and coordinating school field trips and other groups.
- 1 Volunteer Coordinator; responsible for recruiting, training, and scheduling volunteers.
- 2 Lead Interpreters; responsible for leading staff and volunteers during beach programs.
- 4 to 6 Staff Interpreters; will serve as rocky shore interpreters.

Full job descriptions are available on the City's website, and the deadline to apply is January 5th (EXCEPT staff interpreter positions. They are open until all positions are filled). If you or anyone else has questions about these positions, please feel free to call (503-436-8060) or email (hrap@ci.cannon-beach.or.us).

Parks and Community Services Committee NeCus' Report

BEGIN DRAFT MINUTES

December 18, 2014

NECUS'

NeCus' Visioning Process, Public Education Regarding Site Protection Options for Off-Reservation Resources, Park Sign

Knop report that at the Tribe's salmon celebration ECAP gave \$1,000 for interpretive signs for the NeCus' site. A discussion was held regarding steps to move forward on the signage. Linnett suggested having the Palette group working on the visioning process to bring ideas to the Parks Committee, starting with the signs. Linnett added the possibility of having a Parks work session. Jan Siebert-Wahrmund suggested calling Dick Basch to discuss his schedule to include him in meetings, Grassick will call. A discussion was held regarding monetary resources available and the signage content.

END DRAFT MINUTES

Emergency Management Consultant

At this time twelve proposals have been received for the Emergency Management Consultant position. Proposals were due by Monday, December 29. The EPREP Committee will be conducting interviews of qualified applicants the week of January 12-16. The goal is to have the consultant on board for the January EPREP Committee meeting. This position will assist the EPREP committee with their continued efforts to develop an Incident Action Plan for each cache location as well as an overall action plan for the Emergency Operations Center. The plans can be tailored for any natural disaster/emergency event from a level 9 earthquake and tsunami to a wind storm with power outage.

NOTICE OF VACANCIES CITY COMMISSIONS, BOARDS & COMMITTEES

The City of Cannon Beach is seeking applications for the following vacancies:

DESIGN REVIEW BOARD: ONE (1) vacancy to fill a four-year term.

The primary responsibility of the Design Review Board is to review the site, landscape, and architectural design plans for duplexes and commercial projects. The Design Review Board holds its regular meetings on the third Thursday of each month at 6:00 p.m. and may also schedule work sessions as needed.

EMERGENCY PREPAREDNESS COMMITTEE: ONE (1) vacancy to fill a four-year term.

The primary responsibility of the Emergency Preparedness Committee is to plan emergency response on a city-wide basis and make recommendations to the City Council. The Emergency Preparedness Committee holds its regular meetings on the last Friday of each month at 10:00 a.m. and may schedule work sessions as needed.

To be eligible to serve on a City committee, applicants must have resided within the city or its urban growth boundary during the one year immediately preceding appointment; or at the time of appointment, shall have owned real property located within the city or its urban growth boundary for at least one year immediately preceding appointment. Applications are available at City Hall, 163 E. Gower Street, Cannon Beach, by email addressed to riggs@ci.cannon-beach.or.us, or on-line at www.ci.cannon-beach.or.us. Applications should be returned to Colleen Riggs, City Recorder, Cannon Beach City Hall, and P.O. Box 368, Cannon Beach, OR 97110. For more information, please contact Colleen Riggs by email or phone at (503) 436-8052.

Public Safety Report - November 1, November 30, 2014

Staffing:	Authorized	Assigned
Sworn	8	8
Admin/Support	2	1
Parking/Information	5	1
Lifeguards	10	0
Reserve Officers		1

Station Activity:

CBPD Walk-in	34
CBPD Incoming Phone	203
SPD Dispatched Calls	59

Overnight Camping Warnings	16
Local Security Checks	2182
Traffic Warnings	109
Traffic Citations	10
DUII Arrests	1
Alarm Responses	7
Other Agency Assists	30
Citizen Assists	81

Total Case File Reports **118**

Cases of Significance: Theft II x 1, DUII x 1, Reckless Driving x 1, DWS Felony x 1, Criminal Mischief II x 1

Code Enforcement Activities: During this period, 4 alleged municipal code violations were addressed and resolved or pending resolution.