

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: April 7, 2015

Executive Report

- Phone interviews for the positions of Finance Director and IT Director will be held the week of April 6.
- The Budget Committee meetings are scheduled for April 22, April 29 and May 6, 2015 with a 4th meeting on May 13th if necessary. The meetings start at 5:30 pm and will be held in the Council Chambers.
- The City Manager, City Planner, Chief of Police, Public Works Director, City Recorder and Cannon Beach Rural Fire District Captain have begun monthly Executive Disaster Operations (EDO) work sessions with the Emergency Management Consultant, Stacy M. Burr. Some of the topics worked on have been building Cannon Beach volunteer cadre (by department), response hazard (by department), and disaster stakeholder: issues and concerns.

City Planner Report

Planning Commission: The Planning Commission met on Thursday, February 26, and took the following actions: (1) approved a conditional use permit for shoreline stabilization to repair stormwater-related erosion at the Hallmark Resort; (2) continued the hearing on a residential front yard setback reduction at 656 Ecola Park Road; and (3) partially approved an off-street parking variance and setback reduction at 231 West Siuslaw Street.

At the March 26, 2015, Planning Commission hearing, the Commission approved a setback reduction request for property at 656 Ecola Park Road, continued from the February meeting.

Design Review Board: At the DRB's March 19 meeting, the Board (1) approved exterior modification proposed by The Wine Shack; (2) continued review of the proposed relocation of the Sroufe Memorial Water Fountain to the April meeting, pending additional landscape information; (3) approved a bus shelter to be located at the corner of Yukon/Chilkoot Trail and South Hemlock; (4) continued review of interpretative signs for the NeCus' Park until May, pending Planning Commission review of the proposal; and (5) approved installation of an interpretive sign at the foot of West Second Street.

Other Planning Matters:

- Planning staff attended pre-application conferences with Cannon Beach Academy volunteers to discuss planning/zoning requirements for a potential temporary site for the school; with grocery store owners and their architect concerning a site in Tolovana Park; with representative from Cannon Beach Christian Conference Center concerning a proposal for a new dining hall/kitchen; and with representatives of a brewpub and their architect concerning a mid-town site.
- Planning staff and the EPREP Committee hosted a presentation (3/12) by the Oregon Department of Land Conservation and Development concerning community resilience planning.
- Planning staff met with OWEB and USFWS staff to discuss an acquisition grant for expansion of the Ecola Creek Forest Reserve.

- Planning staff provided comments on a draft document from the Oregon Department of Land Conservation and Development concerning planning and financing of tsunami evacuation infrastructure.
- Began work on preparation of the record for the Breakers Point LUBA appeal.

Public Works Director Report

PW Admin:

- City Hall restrooms: Floor coverings have been installed. Women's room partitions are installed. Countertop bases are in place waiting for laminate. Sinks and faucets have arrived. Waiting for toilets from plumber and final finishes plus touch up - and transition pieces for the flooring at the doorways. Estimated completion 3 weeks.
- City Hall kitchen remodel: Floor covering installed - waiting for final cabinet installation to finish transition piece at doorway. Cabinets have been installed - door and drawer handles are waiting for installation. Countertop bases have been installed waiting for laminate. Sinks and faucets waiting for installation. Obtaining quotes for appliance package. Project completion is still estimated to be May 2015.
- To enhance building security and facilitate movement of visitors to City Hall, a new door will be installed at the hallway between the front lobby area and the administrative support work areas. Estimated schedule for installation is April 2015. Door has been delivered and is waiting for contractor's schedule to open for installation.
- Staff is working on a draft request for proposals for architecture planning services to develop a master plan for City Hall. Draft RFP is currently being developed - will go out for proposals mid-April.
- Staff is working with PP&L to install a small omni-directional repeater antenna on an existing power pole on the west side of Hemlock at Pacific Street. This will provide a signal boost for communications on the beach from Silver Point to Chapman Point. Cannon Beach Electric will be working on the installation of the antenna and repeater equipment.
- Landscape work is on-going at Tolovana Hall. The contractor is working with the City's construction contractor to reshape and re-profile the existing site to accommodate the planned improvements between the building and Hemlock Street. Project completion is expected by mid-May.

Wastewater:

- Crews worked with the heavy construction contractor to replace 9 service lateral connections on Madison Street between Spruce and Hemlock in advance of street paving project. The connections were identified several years ago during televised inspection and condition assessment. The cast iron fittings had rusted through allowing groundwater to enter the sewer lines. Cast iron fittings and lines were replaced with PVC up to the property line.
- Staff is evaluating the pump vendor submittals for the Main sewage pump station upgrade and rehabilitation project. Current plans are to complete the equipment acquisition in this fiscal year and do the installation phase in the next fiscal year - likely in the fall. The project includes installation of a bypass valve on the exterior of the building. This will require excavation of a portion of the sidewalk adjacent to structure at the intersection of Spruce and Second Streets. The goal is to have the work completed before the Spruce Street overlay paving project is completed in the spring of 2016.

Water:

- Work has started on the preliminary tasks for replacement and upgrade of the existing undersized water main in Forest Lawn Road. A new 8 inch main will be installed along with the addition of 2 fire hydrants - no hydrants currently exist creating challenges for a fire emergency response in the neighborhood. New valves will be installed on the main line in Hemlock Street. Those locations at the Hemlock intersections will have gravel patches for several weeks until the street paving project is scheduled.
- Rainfall to date through 30 March has been 8.5 inches - 2 inches below the monthly average of 10.5 inches. A majority of that arrived in the event between 11-15 March.
- Was a light month for water leaks. Crews have repaired 2 water service leaks this month - neither leak was significant in terms of water loss.
- The Sunset water pump station controller is waiting for a replacement circuit board that interprets pump feedback signals. The electrical contractor is working with the controller vendor to enhance the pump station operations.

Streets & Storm:

- Pavement preservation Request for Quotes are due back from contractors the first week in April. Construction will be completed by mid-June. Actual work will likely take two days once the work starts. Crews are completing pre-work tasks ahead of the project including storm drain cleaning, repairs and installation of additional catch basins in low-lying areas, as well as minor base failure repairs.
- Storm drain separator manhole units have been ordered for the downtown system upgrade project. These three units will be installed along the east side of Spruce between 1st and 2nd streets and will capture solids and other contaminants from the stormwater before discharging to Little Pompey drainage ditch. Work is tentatively scheduled for the 2nd week in May and will require various segments of Spruce street to be closed to through traffic. Advance work to locate underground utilities will take place in early April.
- 3 additional stormwater catch basins were installed in Madison Street to accommodate existing ponding issues. Work is being done in advance of upcoming street paving project.

Parks:

- The Sroufe memorial fountain relocation is pending approval from DRB - the project is on hold pending coordination with the Library remodel and landscaping project. Those design plans should be ready for DRB either in April or May. Staff has worked out the water service to the fountain with the Library Board.
- Work continues on the upper section of the Haystack beach access stairs. The wooden stairs will be widened slightly to accommodate the flow of users in two directions. The footings and supports have been installed. Project completion is waiting for contractor availability.

Emergency Preparedness:

- Staff continues to meet with the emergency preparedness consultant, Stacy Burr to discuss elements of the City emergency response plan.
- Staff is deploying additional evacuation route signs in the south end of town - most of the initial deployment will be the Tsunami evacuation route signs along Hemlock Street at significant intersections.

Building Department Report

February 2015 Building Department						
Permit Type	# of Permits	Permit Fees	Plan Review	FLS	Inspections	Total
Building	3	\$2,128.35	\$5,251.11	\$0.00		\$7,379.46
Mechanical	6	\$540.60				\$540.60
Plumbing	4	\$883.25				\$883.25
Vacation Home Rental	5				\$500.00	\$500.00
						\$0.00
						\$0.00
Monthly Total						\$9,303.31
				Seaside	75% of Total	\$6,977.48
				Cannon Beach	25% of Total	\$2,325.83

Haystack Rock Awareness Program

The Haystack Rock Awareness Program’s 30th season is in full swing. We have our new truck and beach programs everyday! I have hired one additional staff member; Kelsey Brown has a degree in Environmental Science from Pacific University. She has worked as an education intern and as a summer counselor where she led groups through science based classes. My search for one more interpreter continues. I will be reposting the Rocky Shore Interpreter position with the goal of having additional staff support for May school groups and the summer season. If you know of any who may be interested please direct them to the City’s website for more details.

Coming up in April, HRAP will be participating in many of the 12 Days of Earth Day activities. See us in the parade, and come learn about sea life and sustainable seafood at the street fair on Saturday, April 18th. Also that evening we will be opening our Photo Exhibit at the Cannon Beach History Center. Join us for refreshments and appetizers at 6pm. If you can not make it that night, do not worry, the exhibit will be open until the end of June! On Earth Day we welcome back the puffins at Haystack Rock with Fire Mountain School, Seaside Heights Elementary, and the Cannon Beach Children’s Center from 9:30am to 10:30am. Before their visit on the beach our new Education Coordinator, Melissa Keyser, will be visiting the classrooms to teach the students about our amazing tufted puffins, black oystercatchers and one of their predators, the Bald Eagle. To go along with our Puffin Song, sang by the students to welcome back the puffins, Melissa has created a coloring book. A great way for these young students to practice basic skills like reading while teaching them about wildlife!

Hope to see you all on the beach! Samantha Ferber

Cannon Beach Farmers Market

Preparation for the CBFM 2015 season is in full swing. The musicians are all scheduled and we have some new talent this year, as well as returning artists! New and returning vendor are applying. We will have a Children’s Program this season led by our own Jason Schemerhorn and other volunteers!

Entertainment sponsorships are coming in. It won't be long and the market will be open!



Parks and Community Services Committee NeCus' Report

***BEGIN DRAFT MINUTES
March 19, 2015***

NECUS'

NeCus' Visioning Process

Dick Basch asked Scott Tucker and Doug Deur to attend the meeting. Basch reported that GENA met Tuesday and came up with a draft mission/visioning statement which will be presented to the City once completed. Tucker, Superintendent of Lewis & Clark National Historical Park, introduced himself, and offered technical assistance for the park, noting it is outside of the park boundary which limits assistance financially, but not technically such as helping to tell the stories of Lewis and Clark. Doug Deur introduced himself and noted his involvement in Cannon Beach, and is the main person to provide academic research for public education from Portland State University. Basch noted Deur did a paper on the oral history of Clatsop Nehalem tribe as a result of interviews with tribal elders. Deur gave an overview of the agreement between National Parks and Portland State University, giving details about the agreement and ground penetrating radar. Deur noted they will be providing restoration concepts and will develop story lines for the interpretive signs which will give the content needed. The agreement does the research and development of the content for brochures or signs. Basch noted the ground penetrating radar will help see the lay of the land to recreate the site. Deur noted that from the fragments recovered from the surrounding area they have been able to piece together how the village lived. A discussion was held regarding the area where ground penetrating radar will take place. Basch noted once finalized the mission/visioning statement GENA is working on will go to the City and partnering organizations. Deur noted if they are unable to reach an agreement with Grand Ronde for use of the ground penetrating radar there are other options, however they are more expensive. A discussion was held regarding the timeframe for GPR and storylines for the interpretive portion. Barb Linnett reported they the Palette Group will meet in May regarding the interpretive signs, the first one being what is NeCus' and the other about the estuary. A discussion was held in response to Linnett's question of if they should start, Deur offered to work on the sign content regarding the name and the importance of that spot with the tribe, University and Parks Service. Once a draft has been polished he will present to the group.

END DRAFT MINUTES

**NOTICE OF VACANCIES
CITY COMMISSIONS, BOARDS & COMMITTEES**

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

BUDGET COMMITTEE: ONE (1) vacancy to fill a three-year term.

The primary responsibility of the Budget Committee is to review and recommend the proposed annual budget for the City. The Budget Committee meets on several occasions between the end of April and the end of June. Meeting times vary.

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 schedules work

sessions as needed; usually twice per month.

PARKS & COMMUNITY SERVICES: ONE (1) vacancy to fill a four-year term.

The primary responsibility of the Parks & Community Services Committee is to review and evaluate existing programs, identify needs, and develop plans for and recommend programs related to the City's parks and community services. The Parks & Community Services Committee holds its regular meeting on the third Thursday of each month at 9:00 a.m. and may schedule work sessions as needed.

TOURISM AND ARTS COMMISSION (TAC): TWO (2) vacancies to fill four-year terms.

The seven-member Tourism and Arts Commission develops grant guidelines and procedures and distributes and accounts for the monies in the "Tourism and Arts Fund" which are to be used by local non-profit groups to promote tourism and the arts in Cannon Beach. Each member shall have experience in one or more of the following areas: public relations, marketing, advertising, tourism, lodging, promotions, events promotion, art, and/or publicity. The Tourism and Arts Commission holds its meetings as needed.

At the time of this writing, staff has received 5 applications for the 2 Tourism and Arts Commission vacancies and one application for the Budget Committee vacancy. These will be considered at the April 7, 2015 Council meeting.

South County Citizen's Police Academy

Cannon Beach Police Department has joined up with Clatsop County Sheriff's Office, Gearhart Police Department, and Seaside Police Department to start its 9th Annual South County Citizen's Police Academy. Classes will be held every Monday evening from 7:00pm to 10:00pm. The classes will start April 13, 2015 and end June 22, 2015. There may also be an optional Saturday class as well. This academy is open to community members who have an interest in Law Enforcement and want to learn more about their Police agencies in the South end of the County.

Our goal is to educate citizens about the different aspects of Law Enforcement and strengthen our community ties. Participants will have an opportunity to learn about each department, tour the facilities, learn about crime scenes, criminal investigations, learn about the Taser, shoot different weapons, tour the jail and participate in confrontational simulations that Officers deal with. Participants must be 18 years of age or older. All applicants are subject to a criminal background investigation. **Applications are due by April 10, 2015.**

Applications can be found at www.ci.cannon-beach.or.us, or for additional information, please contact Chief Jason Schermerhorn at (503) 436-2811 or email: schermerhorn@ci.cannonbeach.or.us

Community Grants

Community Grants Applications are available at Cannon Beach City Hall or online at www.ci.cannon-beach.or.us. Community Grants are available for Non-profit organizations providing programs/projects in arts, educational, recreational, environmental, community, or social services in Cannon Beach. **All applications must be received at City Hall by 2:00 pm, Wednesday April 22, 2015.**

Tourism & Arts Fund Grants

Tourism and Arts Fund Grant Applications are available at Cannon Beach City Hall or online at www.ci.cannon-beach.or.us. Non-profit organizations providing programs/projects that further tourism and the arts in Cannon Beach are invited to apply. **All applications must be received at City Hall by 2:00 pm, Friday, May 1, 2015.**

Public Safety Report - February 1, through February 28, 2015

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

Station Activity:

CBPD Walk-in	57
CBPD Incoming Phone	206
SPD Dispatched Calls	76

Overnight Camping Warnings	14
Local Security Checks	2727
Traffic Warnings	113
Traffic Citations	15
DUII Arrests	0
Alarm Responses	6
Other Agency Assists	37
Citizen Assists	80

Total Case File Reports **130**

Cases of Significance: Fugitive Arrest x 1, Parole & Probation Detainer Arrest x 1, Hit & Run Vehicle Damage with No Suspect(s) x 5, Theft from Unlocked Motor Vehicles x 2

Code Enforcement Activities: During this period, 1 alleged municipal code violation was addressed and resolved or pending resolution.