

City of Cannon Beach

Monthly Status Report

To: Mayor and City Council
From: Brant Kucera, City Manager
Date: May 5, 2015

Executive Report

- Interviews for the IT Director position were held April 16 & 17. An offer has been made to the successful candidate and the hiring process has begun.
- Congratulations to Susan Glarum who was presented with the 2015 Gaylord Nelson award at the April 17th Earth Day City Potluck.
- Interviews for Finance Director are scheduled for May 1st.
- The Budget Committee has met Wednesday, April 22nd and 29th and are scheduled to meet again on May 6th and possibly May 13th if necessary.
- City staff are attending a records retention training on May 5th given by staff from the Oregon Archives Division.
- City Recorder Colleen Riggs will be attending the Professional Development I course next month, May 31 - June 5 in Tacoma, WA. This is one of 3 professional development trainings required to be eligible to receive her CMC (Certified Municipal Clerk) rating.

City Planner Report

Planning Commission: The Planning Commission met on Thursday, April 23 to consider a request from the City to allow additional free-standing signs at NeCus' Park. The request was approved. The interpretive signs still require approval by the Design Review Board.

Design Review Board: The DRB's April meeting was cancelled.

Other Planning Matters:

- Planning staff attended a Ecola Creek Watershed Council meeting (4/2).
- Planning staff had pre-application discussions with AT&T representatives regarding potential lease and permit concerns for new and/or extended cell tower (4/2).
- Ecola Creek Watershed Council staff and Council members met with Planning staff to discuss potential projects in the ECFR (4/7).
- Planning staff, the building official and fire marshal conducted a joint site visit to inspect possible code violations on a house under construction on Pacific Street (4/7).
- Planning staff completed work on the LUBA records for both the Breakers Point appeal (4/8) and the Nicholson appeal (4/14).
- The project geotechnical consultant and Planning staff inspected the dune grading project west of Ocean Avenue (4/14).
- Planning staff attended the coastal planners meeting in Tillamook (4/17).
- DLCD's climate change adaptation strategy was the subject of a conference call among DLCD staff and coastal planners (4/22).
- Planning staff reviewed updated maps for beachfront protective structure eligibility with DLCD staff (4/22).
- The Columbia River Estuary Study Taskforce (CREST) Council met 4/22; planning staff attended this meeting.

- Discussed possible dune management plan update with Jonathan Allen (DOGAMI) and Laren Wooley (DLCD).
- Worked with CREST staff to complete the draft grant application for the OWEB coastal wetlands acquisition program.

Public Works Director Report

PW Admin:

- City Hall restrooms: Substantially complete - touch up painting, base trim around floor, storage cupboard installation, and grab bars in one stall are the final task list items remaining.
- City Hall kitchen remodel: Waiting for appliances to arrive for next phase. Coffee bar cupboard and shelf waiting to be installed. Coffee machine ready for installation. Base trim around floor, paint or stain of trim, sink install, cabinet hardware and under-counter lights are final task list items. Project completion is still estimated to be mid- late May 2015.
- The new door between the lobby and the administrative support staff work areas has been installed.
- 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-May.
- The repeater project for Police Department is still in planning and development stages. A smaller digital repeater unit is now proposed. Cannon Beach Electric will build the panel and public works staff will assist with the installation at Pacific and Hemlock.
- Public works staff involvement with landscape work at Tolovana Hall is now complete. The contractor will be continuing with placing the landscaping plants over the next month.

Wastewater:

- The sewer cleaning and televising contractor has started their periodic condition assessment of the north end of town sewer lines. Expect to see the vactor and television truck at various manhole locations over the next week.
- Replacement pumps have been ordered for the Main sewage pump station upgrade project. Pumps will be purchased under this year's budget and installed as a project under FY 15-16 budget. 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 continues on the replacement and upgrade of the existing undersized water main in Forest Lawn Road. A new 8 inch main is being 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 have been installed on the main line in Hemlock Street. The project has been slowed by numerous abandoned underground utility lines - both power and communication.
- Rainfall to date through 28 April has been 4.71 inches - 2.58 inches below the monthly average of 7.29 inches. When looking at the 'water year' months of October through May, the total for that period is trending to average levels.
- Was a light month for water leaks. Crews have repaired 3 water service leaks this month - two residential and one break caused by a utility contractor. The contractor line break occurred near the city limits on North Ecola Park Road. Staff was able to shut the line down before the north tank lost significant water.

Streets & Storm:

- Bayview Transit Mix has been awarded the pavement preservation contract for approximately \$75,000. While the contract requires the work to be completed by the end of May the contractor

estimates they will be complete by mid-May. Utility patching and storm drain modifications in advance of the paving projects has been on-going.

- Storm drain separator manhole units for the downtown system upgrade project will be delivered the second week in May. 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. The installation will require large and deep excavations at three locations along Spruce Street between 1st and 2nd Streets - requiring segments of the street to be closed to traffic.
- Crews constructed a stormwater runoff protection berm along the east edge of the Ash Street right-of-way at the intersection with 7th Street to divert overland flows to the existing downstream stormwater catch basin, and to protect the adjacent residential property.
- Various crosswalks have been re-painted to improve visual awareness for drivers and pedestrians.
- A military locator buoy was recovered from the south end of the beach by a team from the Canadian Navy. Apparently it inadvertently came loose from one of their vessels.

Parks:

- The Sroufe memorial fountain relocation is pending approval from DRB in May - the project is now includes coordination with the Library landscaping project. Staff has worked out the water service to the fountain with the Library Board.
- Work is complete on the upper section of the Haystack beach access stairs. The wooden stairs have been widened slightly to accommodate the flow of users in two directions. The entire structure has been replaced and enhanced.
- Crews are cleaning brush and vegetation at Elk Run Park to improve parking and access to the facilities.

Emergency Preparedness:

- Staff is continuing with deploying evacuation route signs in the south end of town - this includes be the Tsunami evacuation route signs along Hemlock Street at significant intersections and at key beach access locations.

Building Department Report

March 2015 Building Department						
Permit Type	# of Permits	Permit Fee	Plan Review	FLS	Inspections	Total
Building	6	\$3,557.08	\$4,832.50			\$8,389.58
Mechanical	9	\$1,048.00				\$1,048.00
Plumbing	6	\$436.50				\$436.50
Vacation Home Rental	10				\$1,000.00	\$1,000.00
						\$0.00
						\$0.00
Monthly Total						\$10,874.08
				Seaside	75% of Total	\$8,155.56
				Cannon Beach	25% of Total	\$2,718.52

Haystack Rock Awareness Program

The Haystack Rock Awareness Program has received a small implementation grant from YLACES (Youth Learning As Citizen Environmental Scientists)! To see the full details of this project you can visit ylaces.org. These funds will help us incorporate citizen science into our education programs, and funded Seaside High School's participation in our April 20th sea star survey. I visited Seaside High's Marine Biology class Friday before their survey to teach them about the sea star wasting, the implication of the sea star die-off, and MARINE's monitoring protocol. I will be visiting other high schools who have field trip programs scheduled in the upcoming month.

On April 7th I attended "Oregon Marine Reserve Rocky Intertidal Monitoring Workshop" put on by The Nature Conservancy. Other attendees included representatives from PISCO, OSU, ODFW, and MARINE. Some goals of this workshop were to describe intertidal ecological monitoring interests in Oregon's marine reserves and protected areas for incorporation into area management plans, and to address key prioritized gaps in intertidal monitoring. This was a great way for us to network with the scientific community in hopes of increasing our monitoring efforts, and to incorporate current scientific research into our beach programs. HRAP hosted their Spring Volunteer Training on Saturday, April 25th. We had 16 participants, 3 of which are new to the program! The week previous we successfully kicked off our history center exhibit on Saturday, April 18th. A special thanks to Craig Davidson, Marc Bates, Alix Lee, Neal Maine, and Stacy Benefield for volunteering their time to help with the display.

I have re-posted the job opening for Rocky Shore Interpreters since my other candidates declined positions due to other opportunities. Ideally, I will need two additional staff members to start in May. We are hosting over 20 school groups in May, so we need both volunteer and staff support!

Parks and Community Services Committee NeCus' Report

BEGIN DRAFT MINUTES

April 16, 2015

NECUS'

Knop submitted the draft of the Vision Plan from GENA. Dick Basch had some minor revisions which have been sent to GENA, and not included in the version the Committee received. A discussion ensued regarding the plan and ground penetrating radar. There will be an update on the plan after the next GENA meeting. A discussion was held regarding the status of the old school gym. Knop noted the amount of people using the site. Barbara Linnett suggested adding a mural regarding NeCus' at the site and a discussion ensued.

END DRAFT MINUTES

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

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

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

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.

Community Grants

21 Community Grants Applications were received at City Hall for the upcoming Fiscal Year 2015-16. Applications will be reviewed by the Parks and Community Services Committee, recommended awards will be presented to Council at their July 14th work session and actioned by Council at their August 4th regular Council meeting.

Tourism & Arts Fund Grants

Tourism and Arts Fund Grant Applications were due Friday May 1st, and will be the subject of two Tourism & Arts Commission (TAC) interview meetings May 19th and 20th. The TAC will meet on June 2nd with the City Attorney present to decide their recommended TAF award amounts. These recommendations will be presented to Council at their June 9th work session and will be actioned by Council at their July 7th regular Council meeting.

Public Safety Report - March 1, through March 31, 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	61
CBPD Incoming Phone	247
SPD Dispatched Calls	98

Overnight Camping Warnings	31
Local Security Checks	2965
Traffic Warnings	101
Traffic Citations	6
DUII Arrests	0
Alarm Responses	6
Other Agency Assists	39
Citizen Assists	63

Total Case File Reports 179

Cases of Significance: Fugitive Arrest x 1, Hit & Run Vehicle Damage with No Suspect(s) x 1, Unlawful Entry into Motor Vehicles x 2, Theft I x 1, Theft II x 5, Theft III x 3, Fraudulent Use of a Credit Card x 2, Burg I x 5, Rape I x 1, Sodomy I x 1, Sex Abuse III x 1,

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