

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Chief Jason Schermerhorn, Interim City Manager
Date: October 3, 2017

Executive Department

- Executive staff has been working with Erik Jensen and Jeff Aprati of Jensen Strategies, LLC on the City Manager Recruitment status. On September 26, 2017 there was an Executive Council Session to discuss the semi-finalists with Jensen Strategies, LLC. Erik Jensen and Jeff Aprati will be in attendance at the October 3rd City Council meeting to discuss/approve the interview panels and dates for the citizen forum and panel interviews. The recruitment process has disrupted the normal first and second Tuesday Council meeting schedule and staff appreciates the flexibility of the Council during this important process.

- We have also been working on the National Citizen Survey questions and format. Informational post cards will be mailed out in early October. We are mailing to residential Post Office boxes in both zip codes within the City of Cannon Beach. The first round of survey packets will be out around mid-October and a reminder survey about a week later. If someone does not receive a paper packet for some reason, the survey can be accessed via a link on the City website directly to the NCS webpage. The survey is available in both English and Spanish on the NCS webpage.

Planning Department Report

Planning Commission: The Planning Commission will meet on September 28 to consider an appeal regarding a tree removal permit for the Gulcana Street right-of-way. The tree is in the right-of-way next to 232 Gulcana Street. The public works department recommends removal of the tree. An adjoining property owner has appealed this to the Planning Commission. Also on the Planning Commission's agenda is a work session about the update of the City's foredune management plan.

Design Review Board: The Design Review Board's September meeting was cancelled due to lack of a quorum.

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

| | Number of permits |
|--|-------------------|
| Vacation home rental | 119 |
| Transient rental | 55 |
| 5-year transient rental | 31 |
| Total permits | 205 |
| New permits approved in September | 5 |
| New permits in process in September | 2 |
| Short-term code enforcement actions in September | 2 |

The total number of permits in force at the end of September 2017 was 205. This is six more than were in effect at the end of September 2016.

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

| August 2017 | | | |
|----------------------|--------------|-------------|------------------|
| Permit Type | # of permits | Permit Fees | Value |
| Building | 10 | \$34,201.51 | \$633,890 |
| Mechanical | 9 | \$730.02 | |
| Plumbing | 5 | \$1,180.76 | |
| Monthly Total | | \$36,112.29 | \$633,890 |

Other Planning Matters:

- Work continued on the 28-acre acquisition to the ECFR. The City has contracted with an appraiser. Work on the appraisal will start in October.
- Work continued on the foredune management plan update. The Planning Commission will conduct a work session on this topic at their September 28 meeting.
- Staff met (9/13) with officials at the City of Manzanita to review the status of our agreement to provide Manzanita with building official services.

Public Works Department Report

PW Administration

- Karen La Bonte was hired as Assistant Public Works Director to replace Cruz Flores, (who is working part time Tuesday-Thursday) reviewing projects and job functions.
- Discussed with both Parks and Public Works Committees upcoming meetings with City Council to discuss committee functions and Council priorities. No dates have been set, but they will be scheduled during Council work sessions.

- Discussed meeting with Public Works Committee (PWC) the Council dates for review of the Water, Sewer Master Plans and rate study. Tentatively they are being scheduled for the Nov 14 work session and Dec 5 regular meeting.

Water/Wastewater

- The PWC continues to work on the Water master plan and will begin work on the wastewater plan in October. Current discussion focus is on system needs and affordability. Rates are also under review.
- The lagoon stabilization project is well underway. More erosion on the north bank of the east lagoon was found than believed to exist, with much of the dike eroded away. The armament of the bank was both timely and necessary.
- Staff replaced (all) three motors driving the blowers on the waste treatment plant. They pump oxygen into the biological process of the treatment of the wastewater. They failed almost simultaneously and required overnight pump delivery from the Midwest for installation on a Saturday.
- Water Division replaced the 8” meter from the creek to the water treatment plant and will be replacing the 8” meter from the springs the week of September 25.
- The City has been able to provide water from the springs only this year (no creek water) and given water usage drop off since Labor Day, it is unlikely necessary that creek water will be needed.

Streets

- Work is beginning to prepare critical storm systems for winter rains.
- Quotes are being sought for road overlays, patches, and paving of gravel roads that are difficult to maintain. Weather permitting, this work will occur this fall. Paving work associated with the Conference Center construction will be delayed until next year to ensure completion of the construction.
- Tracy Sund returned to work on September 18.
- ODOT completed the culvert work on Ecola Park Road and will be paving the crossing this fall.

Parks

- Parks is working on criteria to evaluate beach access stairways in order to improve stairs, railings etc for users. Criteria will be discussed with Parks Committee.
 - Parks will be continuing fall maintenance activities forward word document

Emergency Management Report

Date Range: September 1, 2017 – September 30, 2017

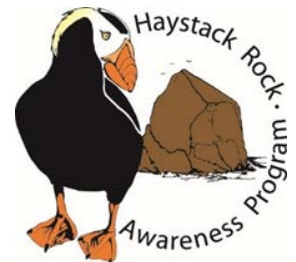
- Met with Clatsop County at the County Emergency Operations Center:
 - The County agreed to allow City Executives a workstation at the County EOC to ensure the Executive has a place to work if infrastructure is damaged and they cannot travel to Cannon Beach. They can work without interruption.
- Developed information packets for the City Website for September Preparedness Month.
- Tsunami kiosk maps are finished and placed in all of the kiosks. All panels of kiosks are finished.

- CERT Academy started with 14 students – the highest number since its inception.
- The Field Operating Guides are in the process of being printed and will be handed out to the staff and volunteers in the month of October.
 - Work session meeting with ODOT, Oregon Department of Land Conservation & Development (DLCD), McEwan Construction, Public Works Director, Interim City Manager, and Planning Director. Meeting was facilitated and developed by the Emergency Management Consultant.
 - Developed list of action items
 - Discussed issues and concerns and solutions
- DLCD wants to advocate that the South Wind Mass Care Site Project is added to the State work committee.
- Met with the Tillamook County Emergency Manager regarding signing a Memorandum of Understanding (MOU) to utilize Nehalem Bay CERT and MRC personnel. The County Emergency Manager is not willing to insure their volunteers for liability at this time. The City is still discussing options.
- Stacy Burr and city staff will present a PowerPoint presentation regarding the South Wind Mass Care Site to the City Council at their October 3rd meeting.

Haystack Rock Awareness Program Report

General:

- Beach wheelchairs are coming soon!
 - A group initiating the launch (including Interim City Manager, Chamber Director, HRAP Director and Outreach Coordinator, and various community members) met on September 6th and finalized plans to purchase and implement policy to lend the chairs in Cannon Beach
- HRAP is partnering with NAME to host the annual conference in 2018 in Portland, OR
- HRAP will be partnering with Oregon’s Costal Management Program, Oregon Shores, and Surfrider for the annual King Tides project aimed to show costal changes in net high tides and the impacts of climate change
 - HRAP will be focusing on and promoting the initiative on the North Coast
- Private Tours will continue through the winter with “night-pooling” events to be scheduled
- Ecotourism plans are on track as funds have been secured through Travel Oregon’s Rural Tourism Studio, a workshop focused on regional ecotourism with grant funding available to ensure that a plan of action is carried out
 - The first steering committee meeting is scheduled for October 2nd
- Staff is working with PD to finalize a new Volunteer Background Check Policy, to go into effect in November
 - No new volunteers can be processed until then
- The HRAP beach season officially concludes on October 25th
 - Our end of Season Celebration will take place at City Hall on October 28th



Education & Volunteers:

- Education Notes: School has begun!

- New campaign flyers have gone out to area school for pre-field trip education and offering in-class support for special needs students – thanks Pooka and Kari – and garnering support from PTO's
- Volunteer Notes: Preparation is under way for Volunteer Appreciation Party on October 28th
 - Entailing data collection, contacting volunteers individually for invite and help on the beach
 - Have several tabling events for our Jr. Volunteers to “woman” and bring in additional new volunteers
 - In discussion with Lisa Nyberg and Mary Kemhus at Clatsop Community College to develop the ability to provide:
 - PDU (Professional Development Units), Continuing Education Credit, Internships, Work Study, Delivered Flyers, volunteer packets, business cards etc to Lisa Nyberg to aid in the process.
 - Kari created amazing flyers to promote our Volunteer opportunities and Pooka delivered them in person to (With more to follow):
 - Lewis and Clark Elementary, Fresh Foods, Clatsop Community College, Columbia Memorial Hospital, Wauna- Astoria and Seaside locations, GoodWill-Job Centers, Astoria Parents Group, The Harbor
 - Healthy Homes –Taking a Stand Against Domestic Violence 5K Fun-Run - FOHR/HRAP will be tabling a Community Resources event in support of the Harbor on October 7th at the Barbary Maritime Center to raise awareness of the benefits of volunteering with HRAP
 - The PTA Flyer, Volunteer Flyer and the new flyer Kari created directed at teachers informing them of new programs we have available to them was sent out to every school in the County via e-mail.

Communication:

- Created some new beach signs, such as, “No Collecting,” “Incoming Tides,” and “Please, don’t feed gulls.”
- Worked on making the website more visual.
- Created new display for welcome table with frequently asked question postcards.
- Partnering with Cape Falcon to create a hospitality flyer that can be brought around town.

Outreach: Funding:

- We received sufficient funding for the purchase of the first beach wheelchair.
- Received a \$250 check from Melodie at the Art of Nursing in support of the Wheelchair program.
- Grants applied for:
 - NAME Mini-grant for a BioBlitz.
 - BirdSleuths for a Minigrant to cover binoculars
 - KIND in the amount of \$10K to support underserved youth by making the world a little "Kinder" through increased accessibility.
 - KEEN- \$2,500 to \$10,000 to support fieldtrip bussing
- Preapplication letter submitted- Anderson Rogers Foundation- To request funding for FOHR board Training.
- Autzen Foundation – working on a new grant to request funding for FOHR board Training.

- The Gray Family Foundation- exploring the grant options through this fund and participating in the informational session September 22nd, at 10:00 am
- We are reaching out to Gerhart and Fire Mountain and any other schools groups we work with in request of a letter of support.
- Cannon Beach Arts Association (CBAA) offered to partner with us on some grant writing and other endeavors to expand the ecology art programs we've been working to include this upcoming season.

Citizen Science:

- Volunteers & staff continue to conduct monthly citizen science surveys:
 - CoastWatch: we continue to see a higher occurrence of dead birds than is usually seen this time of year on the beach, we are also seeing a loss of barnacles and mussels as birds find alternative food sources to fish, and sand continues to be pulled out as fall storms come in
 - Sea Star Survey – conducted with Seaside High School Students on September 21st
 - COASST dead bird survey: Marc Bates conducted August South ½ mile
 - Seabird Survey: the Pelican Survey, a bi-annual survey through the Audubon Society of Portland, was conducted on September 9th
 - Four birds were counted at Haystack Rock

Monthly Counts:

- August:
 - Direct visitor contacts: 12,095
 - 'Thank you's': 5,139
 - Beach Donations: \$1,410.18
 - Visitors trampling wildlife: 599
 - School Groups: 2
 - Guided Tours: 10 tours, 84 participants, \$525 raised

IN THE WORKS:

- Scavenger Hunt in the Garden- Our newest event is under construction and will be like a living Bioblitz with prizes prompting participants to interact with nature in real time...
 - HRAP is looking at the South Slough for inspiration for additional events to incorporate into our new Haystack Rocks program.
 - Working with Cindy Mudge of Astoria Sunday Market to identify Key dates for HRAP
 - Goonies Day- table the Sunday market and promote the possibility of Goonies Scavenger Hunt from Astoria to Cannon Beach in Search of Treasure.... (The treasure they will find is our Ocean and will be invited to create their own bottle of jewels to take home ie... a debris necklace they create themselves.)
- Pooka met with Cara Mico from the Cannon Beach Arts Association (CBAA).
 - HRAP will be permitted to hold art workshops in their classroom at the History Center

Public Safety Report – August 2017

| Staffing: | Authorized | Assigned |
|---------------------|-------------------|-----------------|
| Sworn | 8 | 7 |
| Admin/Support | 2 | 2 |
| Parking/Information | 6 | 6 |
| Lifeguards | 10 | 9 |
| Reserve Officers | | |

| | August 2017 | August 2016 |
|---------------------------------------|--------------------|--------------------|
| <u>Station Activity:</u> | | |
| CBPD Walk-in | 297 | 217 |
| CBPD Incoming Phone | 646 | 515 |
| SPD Dispatched Calls | 65 | 73 |
| Overnight Camping Warnings | 216 | 152 |
| Local Security Checks | 1572 | 1201 |
| Traffic Warnings | 162 | 169 |
| Traffic Citations | 16 | 21 |
| DUII Arrests | 0 | 4 |
| Alarm Responses | 4 | 10 |
| Other Agency Assists | 48 | 47 |
| Citizen Assists | 53 | 30 |
| <u>Total Case File Reports</u> | 403 | 392 |

Cases of Significance:

- Minor in Possession of Alcohol x 5
- Minor in Possession of Marijuana x 4
- Disorderly Conduct II x 2
- Warrant Service/ Fugitive Arrest x 1
- Mental Hold by a Police Officer x 2
- Theft of Services x 3
- Criminal Mischief II x 1
- Criminal Mischief III x 4
- Fraudulent Use of a Credit Card x 1

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