

# City of Cannon Beach Monthly Status Report

**To:** Mayor and City Council

**From:** Chief Jason Schermerhorn, Interim City Manager / Bruce St. Denis, City Manager

**Date:** December 5, 2017

## Executive Department

Welcome to Bruce St. Denis, City Manager, who came on board December 1<sup>st</sup>. Staff is eagerly awaiting working with him on the many projects the City has scheduled.

## Planning Department Report

**Planning Commission:** The Planning Commission met on November 21 to conduct work sessions on the workforce housing and tree removal. The Planning Commission directed staff to schedule proposed zoning ordinance amendments for public hearing at their January 25 meeting.

**Design Review Board:** The Design Review Board's scheduled meeting of November 16 was cancelled. The DRB's next meeting will be on December 14.

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

14-day rental permits	122
Lifetime unlimited rental permits	55
5-year lifetime unlimited rental permits	28
Total permits	205
New permits approved this month	1
New permits in process this month	3
Code enforcement actions initiated this month	0

The total of 205 permits were in force on November 28, 2017; three more than were in effect at the end of November 2016.

**Building Permits:** Staff processed the following building permits in September:

Permit Type	# of permits	Permit Fees	Value
Building	7	\$4,443	\$264,500
Mechanical	16	\$1,307	
Plumbing	5	\$2,557	
<b>Monthly Total</b>	<b>28</b>	<b>\$8,307</b>	<b>\$264,500</b>

### **Other Planning Matters:**

- A business license application for cannabis retailer at 140 S Hemlock was received on 11/15. Staff conducted a site visit and inspection on 11/28. The business license is still under review as of 11/28.
- Attended 11/20 meeting of the Ecola Creek Watershed Council.
- Met with staff from the Oregon Building Codes Division on 11/9 to discuss building inspection and code-related issues, upcoming training opportunities, and reporting requirements.
- The Building Official attended a training/continuing education class in Salem (11/3).

### **Public Works Department Report**

#### **Water/Wastewater**

- The lagoon rehab project has been completed at a cost below contract price. Only the east side of the SW lagoon and the west side of the se lagoon remains to be completed (next year).
- The Public Works Committee has concluded their review of the water and wastewater masterplans and rates. They are preparing their recommendations for Council consideration at the Council work study meeting of December 12.
- The Pacific Avenue forcemain project is on schedule with Otak Engineering working on design documents in preparation for bidding with award in March, 2018.
- An RFP was sent out to possible consulting engineers for document preparation for the slow sand filter replacement project. A non-mandatory meeting for interested parties was held November 27. Proposals are to be submitted by Dec.12.
- RFQ's for general engineering Services for a variety of upcoming projects will be sent out by mid-December. From qualified consultants for individual projects, RFP's will be solicited. The 2017/18 budgeted Ash Street project will be the first project selected from the RFQ list.
- Crews have been busy responding to many power outages, requiring mobilization of portable generators at those lift stations that don't have generators on site.

#### **Roads/Parks**

- Crews have been active in trimming dead branches/downed trees in recent wind storms. We have experienced two trees and one large branch of a tree falling onto houses (two of the trees were public right of way, and one a private property tree). In addition, crews have proactively been trimming dead branches based on inspection.
- Crews have succeeded in staying ahead of storm water/ditch cleaning in order to accommodate heavy runoff experienced.
- The water crew repaired a broken ac water line on Hemlock and 1<sup>st</sup> Street. Concrete repairs to the sidewalk will occur, weather permitting the second week of December.
- The paving project will shutdown for winter within the next two weeks. We were only able to pave 700 North Hemlock (slide area), N. Hemlock between 5<sup>th</sup> and 6<sup>th</sup>, and Haystack, along with all of our patches. Work will resume in the spring. Before paving on Forrest Lawn, the street crew will be putting in some drainage facilities this fall/winter.

## **Emergency Management Report**

Date Range: October 1, 2017 – October 31, 2017

- EM Consultant attended the Chambers Business meeting to discuss business continuity best practices and preparedness.
- EM Consultant has scheduled two Business Continuity and Preparedness trainings for January 24<sup>th</sup> and February 28<sup>th</sup>. The 2018 Cannon Beach Hospitality Disaster Tabletop Exercise is scheduled for March 1<sup>st</sup>. Flyers and invitations have been sent out to business owners.
- CBEMT met and discussed the upcoming Cannon Beach Community Festival scheduled for April 21, 2018.
- The new response maps will include the locations of logging roads to assist in developing evacuation routes from the North end to South Wind Mass Care.
- CERT general meeting: Discussion of upcoming training and Community Captains.
- MRC Leadership meeting: Discussion upcoming training and needs.
- EM Consultant and staff will be removing heavy items in the attic to relieve the weight. Between December and March department Executives will meet with the EM Consultant and Colleen Riggs to advise on public records status. Public Records Preservation Project is a strategic goal for the City Administration and Emergency Management.
- Cannon Beach is applying for two grants: State Homeland Security Grant Radio Project and the National Association of County & City Health Officials (NACCHO). These grants have no match.
- EM Consultant and Police Chief met with the North End West community members to discuss emergency preparedness and public safety issues.

## **Haystack Rock Awareness Program Report**

### **General:**

- Melissa Keyser attended Oregon Ocean Policy Advisory Committee meeting in Astoria on 11/1/17
  - Has been invited to apply for the subcommittee overseeing the review of the Rocky Intertidal Monitoring Plan which any alterations could affect protections found at Haystack Rock
- HRAP is partnering with Northwest Aquatic and Marine Educators (NAME) for their annual conference which will be held in Portland this coming summer
- The Friends of Haystack Rock held their first 2017 Winter Speaker Series talk on 11/8/17
- A presentation about Kind Tides was made in Astoria on 11/9/17
  - HRAP is partnering with Oregon Shores and other groups for this initiative
- Staff are still wrapping up the 2017 season and planning for 2018 should begin next month



### **Education & Volunteers:**

- Education:
  - Busy placing teachers in the queue for 2018 season and preparing for season planning coming up December 4<sup>th</sup> – 5<sup>th</sup>. Really excited to have 2 new Portland area schools join us next year!

- Volunteer:
  - Thank you for new background check form! One new volunteer has already signed up! Working with Clatsop Community College to allow Continuing Education Credits to be applied for our Volunteer Training Program.

**Outreach & Communication:**

- Kid's Fair in Manzanita on 11/24/17 was successful with 36 participants
- Tabling Holiday Fair in Manzanita on 12/2/17
- Submitted Travel Oregon Forever Grant to assist with the creation of our new Marine Debris Art program in partnership with CBAA
- Working to solidify deeper partnership with State and NPS
- Delivered first batch of Trash Talk Jewelry to NW by NW art Gallery and Layer Boutique
- Began work on the NOAA Planet Stewards Education Project (PSEP) and Stewardship Community
- Applied for the \$2,500 NOAA mini grant to support our Trash Talk Program.
- Spoke with Cart'm regarding potential partnership opportunities with our Marine Debris Program
- Trash Talk website and Etsy site is up and running
- Ford Foundation Grant submitted for FOHR training
- Will be delivering "Trash Talk" inventory to 9 locations from Manzanita up to Astoria
- Reached out to Audubon regarding possible collaborative funding opportunities particularly surrounding the monitoring of our Puffin and BLOY populations
- Trash Talk Featured on front page of Daily A

**Citizen Science:**

- Volunteers & staff continue to conduct monthly citizen science surveys:
  - CoastWatch: Pyrosomes are washing in again this past month
  - COASST dead bird survey: zero dead birds found on the mile stretch of beach in front of Haystack Rock in the November survey
  - Marine Debris Survey: n/a

**Monthly Counts:**

- November:
  - Direct visitor contacts: 100
  - 'Thank you's': 30
  - Donations: \$20
  - School Groups: 0

**Public Safety Report – October 2017**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	6
Lifeguards	10	9
Reserve Officers		

	<b>October 2017</b>	<b>October 2016</b>
<b><u>Station Activity:</u></b>		
CBPD Walk-in	229	183
CBPD Incoming Phone	429	513
SPD Dispatched Calls	108	78
Overnight Camping Warnings	126	107
Local Security Checks	1728	1475
Traffic Warnings	174	181
Traffic Citations	32	17
DUII Arrests	2	2
Alarm Responses	12	15
Other Agency Assists	68	68
Citizen Assists	45	24
<b><u>Total Case File Reports</u></b>	<b>343</b>	<b>296</b>

- Cases of Significance:**
- Warrant Service/ Fugitive Arrest x 1
  - Domestic Assault IV x 1
  - Interfering with Making a Report x 1
  - Possession Controlled Substance – Cocaine x 1
  - Robbery II x 1
  - Unlawful Use of a Weapon x 1
  - Menacing x 2
  - Criminal Trespass x 3
  - Theft I x 1
  - Theft II x 1
  - Disorderly Conduct II x 1
  - Harassment x 1
  - Code Violation – Climbing Haystack Rock x 2

**Code Enforcement Activities:** During this period, 9 alleged municipal code violations were addressed and resolved or pending resolution.