

## City of Cannon Beach Monthly Status Report

**To:** Mayor and City Council  
**From:** City Manager Bruce St. Denis  
**Date:** July 3, 2018

### Executive Department

#### Staffing

- Interviews were recently held to hire a new City Attorney and the Council has selected the firm of Beery, Elsner and Hammond, LLP. The contract for legal services is on the July 3<sup>rd</sup> agenda for consideration.
- Jensen Strategies, LLC has been hired to assist the City in finding a City Planner to replace Mark Barnes when he retires in October.
- A Planning/Building Department Administrative Assistant will be needed to replace Alisha Gregory when she leaves the city to pursue her nursing career in September.
- The recently passed budget has defined two new city staff positions to be filled: a Code Enforcement Officer and an Emergency Manager.

#### Elections

The November 6, 2018 election will be upon us before we know it and the City has 3 elected positions (Mayor and 2 Councilors) open. All 3 incumbents are eligible to run for a second term, but Councilor Vetter has indicated he will not be seeking a second term. Candidate hopefuls should contact the City Elections Officer (Colleen Riggs, [riggs@ci.cannon-beach.or.us](mailto:riggs@ci.cannon-beach.or.us) or 503 436 8052) to schedule a meeting to review the requirements and begin the process. Cannon Beach Charter requires candidates to obtain 50 valid signatures of eligible Cannon Beach voters, and otherwise follow the State guidelines to appear on the November ballot. Some pertinent dates to remember are:

- May 30, 2018** - First day for local (city) candidate to file declaration of candidacy (SEL 101) and candidate signature sheet (SEL 121) with City Elections Official for offices filled at general election.
- August 17, 2018** - Recommended date for candidates to submit their petition signature sheets (SEL 121) to the City Elections Official BEFORE the actual candidate filing deadline of August 28th, in order to allow sufficient time for County Elections Office to verify the signatures, and also to allow time for candidates to obtain more signatures if needed.
- August 28, 2018** - Last day for local (city) candidate to file declaration of candidacy (SEL 101) and candidate signature sheets (SEL 121) with City Elections Official for offices filled at general election.
- August 31, 2018** - Last day for city candidates to file withdrawal of candidacy. (SEL 150)
- September 6, 2016** - Last day for City Elections Officers to file with County Clerk statement of candidates and measures for placement on the ballot.
- September 10, 2018** - Last day for local candidate who files candidacy with County Clerk to file candidate statement for County Voters' Pamphlet with County Clerk's office. (\$25.00 fee)
- November 6, 2018** - Election Day!

## **Planning Department Report**

**Design Review Board:** The Design Review Board met on June 21 to consider a request from O'Brien Construction to modify the existing commercial building at 273 Beaver Street for their offices. The DRB approved a modified version of their proposal.

**Planning Commission:** The Planning Commission's June meeting was re-scheduled to July 5 to accommodate a work session with Dr Jonathon Allan on the foredune management plan update.

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

<b>Permit Type</b>	<b># of permits</b>	<b>Permit Fees</b>	<b>Value</b>
Building	7	\$7,971	\$738,551
Mechanical	8	\$798	
Plumbing	7	\$1,170	
<b>Monthly Total</b>	<b>22</b>	<b>\$9,939</b>	

The building official spent approximately 15 hours per week providing building inspection and plan review services to the City of Manzanita under an Intergovernmental Agreement.

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

<b>Program</b>	<b>Number of permits</b>
14-day permit	117
Lifetime Unlimited permit	53
5-year Unlimited permit	34
<b>Total permits</b>	<b>204</b>
New short-term rentals this month	0
Pending short-term rentals	4
Five-year lottery draws this month	0
Short-term code enforcement actions this month	4

### **Other Planning/Building Matters:**

- The Planning Director attended a 6/7 meeting hosted by Clatsop County to discuss the 2018 update of the County-wide Natural Hazards Mitigation Plan.
- The Planning Director met with staff from the Oregon Land Conservation and Development to discuss tsunami-related planning and zoning concerns (6/14).
- Planning staff worked with the City's GIS consultant, Mark Scott, to put the updated floodplain maps on the City's GIS server. Those maps were effective, and available on the GIS server, on 6/20.

- Trout Mountain Forestry began work on an evaluation of the road system in the Ecola Creek Forest Reserve. Their forester, Barry Sims, briefed the Public Works Director and Planning Director on his preliminary recommendations (6/20).
- The Planning Director attended a regular meeting (6/21) of the Parks & Community Services Committee to update committee members on Ecola Creek Forest Reserve activities.
- The South Wind Improvements Advisory Committee met to discuss infrastructure and development issues on the South Wind property (6/25).
- The Planning Director met (6/25) with consultants for the Clatsop County affordable housing study to discuss the City's affordable housing efforts, buildable lands inventory, and related matters.

## **Public Works Department Report**

### **Water/Wastewater**

- All but six leaks of the total 20 identified through the Leak Detection Survey have been repaired. During repairs City staff located two additional leaks that were not identified in the initial survey and repaired them as well.
- The request for proposal for engineering services for the Sunset Pressure Zone Tank was distributed June 11, 2018. Proposals are due July 12, 2018. The construction of the project is anticipated to take place in Spring 2019.
- The City's annual Water Quality Report has been posted on the City website, post offices and inserted in the July water bills.

### **Roads/Parks**

- Refreshing our city-wide striping is almost complete. We added "no parking" indicators in several new areas in town to help control parking issues we've experienced, as well as keeping folds from parking our bike lanes.
- Crew are diligently mowing all city right-of-ways. We've had a very aggressive growing season so they've had their hands full getting everything under control before the 4<sup>th</sup> of July parade.
- The Chisana and Brallier beach access stairs are complete.
- Including landscape maintenance, the Parks department has spread 2,000 pounds of turf fertilizer in all City parks, four pines were planted at Whale Park, the tennis court windscreens have been installed and the semaphores for the lifeguard are in place.

## **Haystack Rock Awareness Program Report**

### **General**

- Annual totals (since 1/1/18):
  - **Total Revenue: \$19,682.48**
    - Raised/sent to for FOHR: \$1,279.43
    - HRAP Donations (including beach, wheelchairs and various programs): \$6,769.37
    - HRAP Sales (Tours, Camps, Sales, Grants): \$11,633.68
  - Direct visitor contacts: 40,000+
  - Education Programs (field-trip, classroom, etc.): 41
  - Number of volunteers: 124



- Bird Rescue: 1
- Beach wheelchair checkouts: 115
- Partnering events: 61
- Our summer camps have officially begun, with the first of three week-long day camps beginning June 25<sup>th</sup>.
- Two new interns, Dylan Rozansky and Ellison Randall, join the HRAP team for the next ten weeks.
  - Dylan, a SeaGrant Scholar, will be collecting Human Dimensions data to be analyzed for use by the program.
  - Ellison, a Clatsop WORKS Scholar, will be working with various program coordinators and on the beach as a Rocky Shore Interpreter, gaining valuable office and field skills.
- Melissa briefly met with Shoreline Education for Awareness program members, a program similar to HRAP, down in Bandon, OR, and the coordinator for the Red Fish Rock Community Team at the Red Fish Rocks on the Dock event, to discuss potential future partnership opportunities.
- Melissa has officially been appointed by Governor Kate Brown to serve on the Oregon Ocean Policy Advisory Council.
- The HRAP Wheelchair program is as busy as ever with multiple checkouts daily.
- HRAP continues to partner with NAME, planning the 2018 NAME conference to be held July 29<sup>th</sup> – August 2<sup>ns</sup> in Portland, OR.
- Melissa attended meetings for various partnering organizations including Friends of Haystack Rock, Oregon Ocean Policy Advisory Committee, Wildlife Center of the North Coast, Friends of Cape Falcon Marine Reserve, and Northwest Aquatic and Marine Educators.
- HRAP continues to partner with Travel Oregon and the Cannon Beach chamber for the Sustainable Tourism Studio, along with numerous other community partners, in hopes of creating and implementing a sustainable travel initiative along the Oregon Coast.
  - This is a continuation of the City Strategic Plan, eco-tourism initiative.
- Seasonal Interpretive staff have been working at full capacity, here are some of their notes from the past month:
  - June 2<sup>nd</sup>: “Peregrine showed up and scared BLOY off nest, kept trying to attack both, another adolescent bald eagle, still brown, BLOY’s returning to nest, everyone touching the sea stars :( Two big sea stars in the marine garden.”
  - June 12<sup>th</sup>: “Rafting seals and seal swimming near north boulders. BLOY still on nest and Staff had the rope extended still on the north or else the partner BLOY comes out and stares at people stressed. 2 immature bald eagles failed at getting eggs.”
  - June 19<sup>th</sup>: “At least 5 Bald Eagles foray, lots of common murre eggs, BLOY eggs sighted (all 3), BLOY chased BAEA away from rock, mole crabs hatched. Tide pool 78 degrees F.”

## **Education & Volunteers**

- Education:
  - Hosted our first Kids Summer Camp of the season on June 25<sup>th</sup> – it was a full class of 15 students ages 6-12.
  - Finished last school field trip program in mid-June, with 80 kindergartners who also collected marine debris and created Trash Talk necklace keepsakes.
  - Completed Common Murre Egg painting event with 52 participants on Father’s Day.
  - Lisa is assisting with training our 2 new seasonal interns.
  - We begin scheduling a number of private guided tours for the Summer Season.
- Volunteer:

- USFW Volunteer, Art Broszeit, continues to assist with beach programming – he has brought a breath of fresh air to our bird observation station with his broad professional and birding experience.
- We continue to obtain a few volunteers each month, all contributing their own valuable knowledge and skills.
- Tim Halloran, also a USFW volunteer, continues puffin monitoring efforts at the Rock (along with babysitting duties for newly hatched Black Oystercatcher chicks – way to go uncle Tim!).
- Volunteers continue seasonal monitoring efforts through our various citizen science programs.

## **Outreach**

- Obtained grant through FWS Retiree Anniversary fund to assist with the 50/50/50 celebration.
- Met with Kevan Ridgeway regarding new Oregon Coast Art Trail.
  - Pooka will be featured in the first issue of their publication covering the Trash Talk Project.
- Presented and completed Window debris art project with Lewis and Clark Elementary
- Present Trash Talk at Camp Kiwanalog.
- Followed up with Mark Ellsworth at the Governor’s office regarding grants for Public Works.
  - The team will be scheduling to come visit in September to discuss projects.
- Volunteering with CBAA summer camp and presenting Trash Talk Project
- Followed up with Anna Stamper with Clatsop Works regarding Professional Development Day.
- Posted event for SOLVE Cannon Beach Clean Up.
- Met with Randy Anderson of Seaside regarding getting a wheelchair program up and running for them.
- Received funds from Northwest by Northwest Gallery for sales of Trash Talk jewelry.
- Reorganized attic, office and garage so the marine debris station will not interfere with office organization.
- Provided information for recent bequest interest to individual’s counsel for arrangements.
- Bioblitz took place 6/2.
  - Increasing the species listed for Haystack Rock iNaturalist site & gained interest from potential new volunteers through citizen science opportunity.
  - This event was funded by a NAME mini-grant.

## **Communication**

- Sent out multiple press releases announcing our new Inclusivity Coordinator, Andrea Suarez, Our upcoming Haystack Rocks Puffin Palooza and Trash Talk’s Mind, Body, Beach Event.
  - Oregon Coast Beach Connection wrote an article on the Mind, Body, Beach event.
  - Cannon Beach Gazette interviewed Andrea for their “Every Day People” column.
- Worked on website updating wheelchair content.
- Created stickers for program.
- Added new items to our Square sales platform.
- Kari has taken over communication for Citizen Science events, coordinating volunteer efforts.

## **Citizen Science**

- Conducted COASST seabird survey on June 1st: only one dead bird was found, a western gull.

**Public Safety Report – May 2018**

<b>Staffing:</b>	<b>Authorized</b>	<b>Assigned</b>
Sworn	8	7
Admin/Support	2	2
Parking/Information	6	4
Lifeguards	10	10
Reserve Officers		0

	<b>May 2018</b>	<b>May 2017</b>
<b><u>Station Activity:</u></b>		
CBPD Walk-in	264	213
CBPD Incoming Phone	327	411
SPD Dispatched Calls	78	55
Overnight Camping Warnings	144	79
Local Security Checks	2373	1758
Traffic Warnings	94	140
Traffic Citations	10	25
DUII Arrests	0	3
Alarm Responses	7	9
Other Agency Assists	39	41
Citizen Assists	44	26
<b><u>Total Case File Reports</u></b>	<b>298</b>	<b>229</b>

**Cases of Significance:**

Burglary I/ Attempted Burglary	2 Cases
Police Officer Mental Hold:	1 Case
Theft II:	1 Case
Theft III:	1 Case
Unlawful Entry into a Motor Vehicle:	1 Case
Menacing:	1 Case
Harassment:	1 Case

**Traffic Citations:**

Driving with a Suspended License:	1 Citations
Violation of Basic Rule	2 Citations (85/55, 43/30)
No Operators License:	1 Citations
Careless Driving:	1 Citation
Expired Vehicle Tags:	1 Citation
Fail to Obey Traffic Control Device	2 Citations
Use Mobile Comm. While Driving:	1 Citation
Fail to Use Seatbelt:	1 Citation

**Code Enforcement Activities:** During this period, 12 alleged municipal code violations were addressed and resolved or pending resolution.