

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Bruce St. Denis, City Manager
Date: January 2, 2018

Planning Department Report

Planning Commission: The Planning Commission met on December 19 to conduct public hearings and consider the following items:

- Denied a setback reduction request for 179 Surfcrest to add a front porch and roof;
- Approved a two-lot partition for 215-223 N Hemlock;
- Approved an off-street parking variance request for 124 N Larch;
- Received a report from staff on the status of the FEMA floodplain map revision project.

Design Review Board: The Design Review Board met on December 14 to hear the following items:

- The DRB conditionally approved a request from the Stephanie Inn for approval of an electrical generator and enclosure. The approval condition moved the site from the southeast corner of the parking lot, as originally proposed, to the west side of the parking lot, adjacent to the City's pump station.
- The DRB approved a free-standing sign for 140 S Hemlock.
- The DRB approved a free-standing sign for 1347 S Hemlock.
- The DRB discussed their annual report to the City Council.

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

14-day rental permits	124
Lifetime unlimited rental permits	55
5-year lifetime unlimited rental permits	28
Total permits	207
New permits approved this month	3
New permits in process this month	3
Code enforcement actions initiated this month	0

The total of 207 short-term rental permits were in force on December 20, 2017; three more than last month.

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

Permit Type	# of permits	Permit Fees	Value
Building	6	\$3,375	\$256,190
Mechanical	6	\$392	
Plumbing	9	\$2,520	
Monthly Total	21	\$6,287	\$256,190

Other Planning Matters:

- Attended a conference on current legal issues in planning (12/1).
- Met with CREST staff to discuss the foredune management plan update (12/15).
- Met with staff from the Oregon Building Codes Division to discuss the e-permitting program (12/19).

Public Works Department Report

Water / Wastewater

- The Public Works Committee recommended that Council adopt the Water and Wastewater Master Plans and raise rates based on 50 % of listed projects for water and 75% of listed for wastewater in the master plans. Public meetings have been planned for Jan. 16 and 22 to discuss system deficiencies and rates.
- The Pacific Avenue forcemain project is on schedule and the projected date for the construction contract approval is Feb. 6, 2018.
- The contract for design and document preparation for the slow sand filter sand replacement was awarded to Civil West Engineering. The projected date for project bid is March 15, 2018.
- RFP's for the 2017/18 Ash Street water project will be sent out by December 31, 2017. RFQ's for general engineering services will be delayed until mid-2018.

Roads / Parks

- The paving project has been discontinued until 2018, and the Bayview contract has been extended to May 2018.
- Roads and Parks continue with winter maintenance
- The Emergency Generator failed at the Public Works Yard. The EG provided back up power for the buildings as well as the EOC for the City. Public Works is soliciting quotes for an replacement for the 40 year+ generator. A small add on the building housing the generator will be required. Estimated costs for the EG, building, generator, and ATS (automatic transfer switch) could be in the \$40,000-50,000 range, necessitating a resolution for budget adjustment when costs can be determined.

Facilities

- Investigation continues for mold in City Hall.
- Roof leaks at the Recycle Center are under investigation.

- Informational fact: The City has spent ~ \$50,000 on toilet paper at its three public restrooms in 2017!



Emergency Management Report

Date Range: December 2017

OVERVIEW:

- Submitted the State Homeland Security Grant for the following equipment:
 - 1 (80 foot) monopole radio tower
 - 2 Repeaters that will face Tillamook Head Repeater and Tolovana Main Line Repeater
 - 2 Voting receivers to assist with local interoperability (ie: Emergency Volunteer communications)
 - 1 satellite
 - 1 Electric cabinet to house AC unit

Total Grant amount: \$111,500 dollars with no match

- Scheduled training: January 24, 2018 Business Continuity and Preparedness training.
- Consultant and Police Chief met with Bob Kroll, Cannon Beach Animals in Disaster (CBAID) Lead for the city to discuss recruitment for volunteers, resource needs, and procedures for caring and sheltering animals following an emergency or disaster.
- Finalized the new response area maps. Will present the new maps at the February 13th Council Work Session. 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.
- Art work for the Coastal Community Festival will be a Bill Steidel original. I will present the final artwork to the Council on February 13th. Festival planning underway.
- Consultant and Police Chief met with all Emergency Volunteer leads and the Medical Reserve Corps Leadership group.
- EM Consultant, Colleen Riggs, and Mark Barnes reviewed records and additional items in the attic and advised what needed to stay and what items can be removed. Public Records Preservation Project is a strategic goal for the City Administration.

Public Records Project: Summary as of 12/20/2017

Number of Boxes (approximate)

Planning:	173 boxes
	540 maps
Public Works:	40 boxes
Finance:	95 boxes
City Admin	<u>57 boxes</u>

Total boxes: 365 boxes

Professional scanning:

\$4.00 dollars for oversize

.15 for 11 x 17

.8 for 8.5 x 11

Storage by ORMS

\$370.20 dollars a month

- EM Consultant and Police Chief met with the North Presidential community members to discuss emergency preparedness and public safety issues.
- EM Consultant and Police Chief met with the Red Cross to discuss additional shelters

Haystack Rock Awareness Program Report

General:

- Our month-old Etsy sales site has already generated over \$1,000 in sales!
- HRAP staff is working on finishing 2018 beach and season planning
 - We already have over 20 new and unique activities planned, 10 of which are free (not including, of course, our over 200 daily beach programs and 30 Saturday guided tours)
- Two grants have been advanced to the next levels in the grant funding process – we await final grant approval on one, but are excited to be moving along in the process
- Staff and volunteers attended five outreach and market events in December
- The City website has been updated with contact information for wheelchair rentals
 - The wheelchairs have also been given their own spot to be parked/stored in the City garage



Education & Volunteers:

- Education:
 - Busy placing teachers in the queue for 2018 season and preparing for season planning coming up December 4th – 5th
- Volunteer:
 - At the various outreach events in the past few months, we have had numerous interested persons sign up to volunteer
 - We have confirmed that we will have two USFW volunteers for the 2018 season
 - 2017 was the first in over 15 years we did not have a volunteer from USFW participate continually with HRAP for the season

Outreach & Communication:

- Tabling Holiday Fair in Manzanita on 12/2/17: had great turnout and we received over \$300 in donations

- Travel Oregon Forever Grant to assist with the creation of our new Marine Debris Art program in partnership with CBAA has moved to the next step in the grant acceptance process, but hasn't yet been accepted
- Delivered first batch of Trash Talk Jewelry to NW by NW art Gallery and Layer Boutique
- Ford Foundation Grant for FOHR training was accepted!!

Citizen Science:

- Volunteers & staff continue to conduct monthly citizen science surveys:
 - CoastWatch: Pyrosomes were seen on the beach again this past month
 - COASST dead bird survey: 6 dead birds found this month in the ½ mile in front of Haystack Rock including a cormorant and rhinoceros auklet – somewhat unusual for this time of year
 - Marine Debris Survey: collected about 5lbs of trash

Monthly Counts:

- November:
 - Direct visitor contacts: 200+
 - 'Thank yous': 100
 - Donations: \$40, with generated revenue from market and website sales over \$1,600
 - School Groups: 0

Public Safety Report – November 2017

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

<u>Station Activity:</u>	November 2017	November 2016
CBPD Walk-in	175	133
CBPD Incoming Phone	310	242
SPD Dispatched Calls	53	28
Overnight Camping Warnings	40	60
Local Security Checks	2401	1671
Traffic Warnings	185	95
Traffic Citations	20	11
DUII Arrests	2	0
Alarm Responses	13	7
Other Agency Assists	37	40
Citizen Assists	28	9
<u>Total Case File Reports</u>	163	164

Cases of Significance:

Warrant Service/ Fugitive Arrest: 2 Arrests
 Burglary II: 1 Case
 Criminal Mischief II: 1 Case
 MIP – Marijuana: 10 Individuals - Warnings
 Theft III: 1 Case
 Theft of Services: 1 Case

Driving with a Suspended License: 4 Citations
 No Operators License: 1 Citation
 Driving Uninsured: 1 Citation
 Fail to Carry Proof of Insurance: 1 Citation
 Blood Alcohol Content of DUII Arrests: 2 Arrests - BAC .18, BAC .15
 Reckless Endangering Another Person: 2 Citations

Violation of Basic Rule: 6 Citations - 35/20, 71/55, 71/55, 68/55, 75/55, 76/55

Code Enforcement Activities: During this period, 0 alleged municipal code violations were addressed and resolved or pending resolution.