

# City of Cannon Beach

## Monthly Status Report

**To:** Mayor and City Council  
**From:** Brant Kucera, City Manager  
**Date:** March 3, 2015

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### **Executive Report**

- The advertisements for the the Finance Director and IT Director positions will go out on Monday. Besides being advertised locally we will advertising with League of Oregon Cities, Oregon Municipal Finance Officers and Association of Washington Cities.
- The City Manager will be meeting with department heads in the next two weeks to begin going through their preliminary budget requests.

### **City Planner Report**

**Planning Commission:** The Planning Commission will met on Thursday, February 26 to consider (1) a conditional us permit for shoreline stabilization to repair stormwater-related erosion at the Hallmark Resort; (2) a residential front yard setback reduction at 656 Ecola Park Road; and (3) an off-street parking variance and setback reduction at 231 West Siuslaw Street.

**Design Review Board:** At the DRB's February 19 meeting, the Board approved an exterior modification for the Schooner Cove Inn, consisting of the installation of an elevator and related exterior alterations.

### ***Other Planning Matters:***

- Planning staff led a site visit (1/26) for CREST and OWEB staff to the potential 30-acre purchase adjoining the ECFR;
- Staff participated in a meeting (2/2) in Astoria to discuss the latest draft of the County's Transportation System Plan update;
- Staff submitted (2/9) the OWEB grant application for purchase of about 30 acres adjoining the ECFR. CREST helped prepare grant documentation;
- Staff participated in a conference call (2/10) with DLCD staff regarding the draft Climate Change Adaptation framework;
- Staff met with the owners of The Lodges at Cannon Beach (2/11) to discuss possible expansion plans;
- Staff met with the Cannon Beach Academy committee (2/19) to discuss planning and zoning requirements for a potential charter school site;
- Staff participated in pre-application discussions (2/19) with the architect for a potential grocery store development in Tolovana Park;
- Staff continued to develop updates for Planning Commission and Design Review Board hearing scripts;
- Staff continued to develop options and materials for Planning Commission and Design Review Board training.

## **Public Works Director Report**

### **PW Admin:**

- City Hall restrooms: The sewer lateral has been replaced for the restrooms and the replacement concrete floor has been poured. Wall framing, insulation and electrical has also been completed. Sheetrock will begin over the next week with interior finishes to follow. Estimated completion including fixtures is 4 to 5 weeks.
- City Hall kitchen remodel: Below grade investigation found the sewer lateral serving the kitchen was also defective. The contractor was able to sleeve the existing line with a smaller diameter plastic pipe from the kitchen to the exterior of the building. Part of that task included demolishing the existing concrete floor and re-pouring a new, level floor. Rough plumbing and electrical has been completed along with insulation (sound). Next up will be sheetrock and interior finishes. Project completion is still estimated to be May 2015.
- To enhance building security and facilitate movement of visitors to City Hall, a new door will be installed at the hallway between the front lobby area and the administrative support work areas. Estimated schedule for installation is April 2015.
- Staff is working on a draft request for proposals for architecture planning services to develop a master plan for City Hall. The goal is to have the RFP out by the end of March with proposals back for review by mid-April.
- The Wi-Fi unit at Public Works Operations yard was found to have a defective service cable. It will be reconfigured in the next 2 weeks and put back in service.
- A Verizon cell phone signal booster unit is waiting for installation at City Hall. The unit should boost the interior Verizon signal for devices to work more effectively inside the building. Currently the signal is intermittent to failing, causing devices to continuously search for a service signal, often draining battery power in the process. Installation of the device will be in conjunction with the installation of a repeater booster antenna on the tower adjacent to the building for the Police Department.

### **Wastewater:**

- Waste sludge lines extension project around the west and south berms of pond 2 (adjacent to recycle building) is complete. Project included removing invasive plant species from the interior of the berms, installing the piping and valves, and adding armor rock to the interior faces of the berms to protect against wave erosion. The interior of the adjacent ponds were also rehabilitated for erosion control. Topsoil was placed on the access road shoulders and grass seed spread. This will provide some habitat for wildlife and improve the efficiency of routine vegetative maintenance.
- The next phase of lagoon maintenance for FY 15-16 will rehabilitate the north and east bank of pond 2 and the south bank of pond 4. The objective has been to restore the banks of the lagoons from wave erosion damage, remove the invasive plants, and raise the perimeter elevation of the berms to provide more protection from wind driven surface waves.
- Electrical evaluation of Main Pump by Energy Trust of Oregon is complete. Their results show the project does not qualify for grant funding participation based on electrical energy savings - a typical challenge in small treatment systems. The pump upgrade project will continue with the acquisition of the new pumps occurring this fiscal year and the installation occurring in FY 15-16. The project includes installing new valving and a flow meter.
- Construction of a building addition to enclose the Pacific pump station is complete. The addition was designed to match the existing pump station building and blends well enough to look like a single building. The goal was to enclose the generator to eliminate corrosion damage from sitting exposed to the elements. Staff will be working on a similar project for the Matanuska pump station over the next fiscal year.
- Weekly stormwater testing continues with no samples detecting human caused bacterial contamination from the sanitary sewer system. Unless directed otherwise staff plans to sunset the stormwater testing program on June 30 2015.

**Water:**

- Project planning and design is underway for replacement and upgrade of the existing undersized water main in Forest Lawn Road. A new 8 inch main will be installed along with the addition of 2 fire hydrants - no hydrants currently exist creating challenges for a fire emergency response in the neighborhood. Immediately following this project, staff is evaluating the potential of also replacing a segment of the existing sewer line. That option is still in the evaluation phase.
- Rainfall to date through 23 February has been 7.07 inches - a tad below the monthly average of 8.5 inches. Most of that came in over a 3-day event on 5 to 7 February.
- Was a light month for water leaks. Crews have repaired 2 water service leaks this month - neither leak was significant in terms of water loss.
- The Sunset water pump station continues to have concerns with the pump operation controller. Staff is working with the vendor and electrical contractor to balance the number of pump starts per hour while maintaining adequate system pressure for the upper pressure zone.

**Streets & Storm:**

- Pavement preservation construction schedule is slated for late April 2015. Crews are completing pre-work tasks ahead of the project including storm drain cleaning, repairs and installation of additional catch basins in low-lying areas, as well as minor base failure repairs.
- Staff are still designing an ADA compliant ramp and sidewalk modification for the north east corner of the downtown restroom sidewalk - where the parking lot exit meets 2nd Street. Complexities of the project include the traffic and pedestrian conflicts where traffic exits the parking lot north onto 2nd Street. Project will be completed by late Spring 2015.
- Gravel street maintenance continues on numerous streets in the system. Staff is holding off on steeper streets pending spring rains. Storm drain catch basin maintenance is on going - especially the hardest hit sumps on sloped streets.
- The lower sections of the Siuslaw Street drainage basin have been cleaned and inspected. This is one of the lowest sections of the storm drain system relative to mean high tide with less than a foot of fall from Pacific Avenue to the outfall on the beach side of the protective berm. This creates challenges for insuring drainage continues in the local neighborhood, especially during storm surge events. Staff has contracted with OTAK consulting engineers to propose potential long term improvements to the site that will help keep the outfall open and operating during storm events. Project is still in the evaluation of option phase.
- OTAK Engineering has also completed their downtown stormwater system upgrade design work. This project will install 4 stormwater sediment and contaminant separators along Spruce Street between 1st and 2nd Streets to trap contaminants before discharging to Little Pompei drainage ditch on the east side of Spruce Street. The project also includes construction of a sidewalk along the east side of Spruce and installation of a new wood rail fence on the drainage ditch side of the sidewalk. Staff is working on a construction cost estimate and construction phasing plan.

**Parks:**

- The Sroufe memorial fountain in the main park is now at a contractor's shop for repairs to the internal plumbing components and installation of new valving and parts that hopefully will survive any future freezing temperatures. Re-installation is proposed to be adjacent to the library entrance walkway (where the trash can currently resides). This will go to the Design Review Board in March for consideration. The trash can will move to the corner of the lot adjacent to the bank parking lot.
- Logan Lane stair emergency replacement project has been completed. Stop by and inspect the new stairs as your time permits (and inspect the east side of the roadway for the storm drain extension that precipitated the stair project). The new stairs should last at least 35 to 50 years (of course the wood hand rail will need maintenance a bit more often). Staff will propose rehabilitating the lower stairs at Logan Lane in the next fiscal year budget (they have been destroyed by winter storms and a section of handrail is all that remains).

- Rehabilitation of the lower section of the Haystack stairs has been completed. The storm drain line (from up on Hemlock Street) was extended down to the beach level from where it had terminated at the top of the lower stairway. This should help keep the structural supports for the stairway drier and eliminate the river of water flowing under the stairs. Several adjacent residential storm drain outlets were also connected to the storm interceptor line. This should help alleviate the stormwater erosion on the trail segment between the upper and lower stairs. Structural rehabilitation of the upper stairs (emergency repair) is scheduled for March-April 2015.

**Emergency Preparedness:**

- Staff and EPREP Committee members have met several times with the emergency preparedness consultant, Stacy Burr. Training is scheduled for later this week and various other training sessions will occur as a needs assessment is completed. Staff will be working with Stacy to complete incident response plans and integrate those into the larger City emergency response plan.
- Staff is planning for significant supply acquisitions for each cache site during the last quarter of this fiscal year. Additional tourist, employee, and visitor kit items will be purchased, along with new and replacement food items such as the Meal Ready to Eat (MRE) and energy bars. Site improvements to the sites will also be completed as funds are available.

**Building Department Report**

<b>January 2015 Building Department</b>						
<b>Permit Type</b>	<b># of Permits</b>	<b>Permit Fees</b>	<b>Plan Review</b>	<b>FLS</b>	<b>Inspections</b>	<b>Total</b>
Building	5	\$3,142.36	\$1,385.08	\$39.98		\$4,567.42
Mechanical	7	\$733.05				\$733.05
Plumbing	5	\$1,008.00				\$1,008.00
Vacation Home Rental	2				\$200.00	\$200.00
						\$0.00
						\$0.00
<b>Monthly Total</b>						<b>\$6,508.47</b>
				<b>Seaside</b>	<b>75% of Total</b>	<b>\$4,881.35</b>
				<b>Cannon Beach</b>	<b>25% of Total</b>	<b>\$1,627.12</b>

**Haystack Rock Awareness Program**

The Haystack Rock Awareness Program welcomes new and returning faces to our staff team. Tom Maertens is our new Volunteer Coordinator and a new resident to Cannon Beach. He attended the University of Guelph in Ontario, Canada to earn his Masters in Geography. Alan Quimby and Lisa Habecker are the new Lead Staff Interpreters. Alan Quimby is a biologist who spent most of his career working for the Department of Fish and Game in Alaska, and Lisa Habecker returns for her 13th season with HRAP. Also returning to our staff team are local residents Nadine Nordquist (staff interpreter since 2012) and Lisa Kerr (staff interpreter since 2014). Melissa Keyser, resident of Astoria, has been hired as our new Education Coordinator. Melissa earned her degree from Portland State University in Environmental Studies and Geography. I would like to thank the Council for approving this additional position. We have already received many field trip program requests and I am grateful to have Melissa's assistance with scheduling all

these groups. I am still in the hiring process for additional staff members, and will announce those to you as they are hired.

This month we have applied for a grant through Youth Learning As Citizen Environmental Scientists (YLACES) to help support our citizen science efforts. The grant will pay for supplies to conduct sea star surveys with school groups and bussing for Seaside High School's marine biology class to travel to Haystack Rock for a sea star survey in April. We have also been accepted to host an Oregon Sea Grant Natural Resource Policy Fellow. The fellow's primary objective will be to develop scientifically sound monitoring protocols so that HRAP interpreters, citizens, and students can collect accurate and significant data during beach shifts. To accomplish this, the fellow, or Monitoring Specialist, will need to analyze observations and data recorded over the last 10 years, present a report, and provide protocols for the future. The Monitoring Specialist will work closely with HRAP, USFW, ODFW, and the scientific community. They will conduct monitoring activities during beach shifts, involving HRAP staff and volunteers as well as the general public. This position will also help the Education Coordinator integrate citizen science activities into our education curriculum for visiting school groups.

On February 19th, I attended a training for developing high quality environmental education programs in Corvallis. The workshop was put on by OSU's Natural Resources Education Program, and provided national guidelines for developing and evaluating environmental education programs. The state of Oregon set forth an Environmental Literacy Plan in 2010 to increase environmental literacy across the State. The Haystack Rock Awareness Program can play a key role in making this plan successful. I am excited to work with our new Education Coordinator to further develop our field trip and beach programs according to the Excellence in Environmental Education guidelines, improving our effectiveness and increasing environmental literacy in youth and adults.

#### Scheduled Events

Spring Volunteer Training: **Saturday, April 25th**  
Summer Volunteer Training: **Saturday, June 13th**  
Summer Potluck: **Saturday, August 8th**

\*More events to be announced, so stay tuned!\*

### **Parks and Community Services Committee NeCus' Report**

#### ***BEGIN DRAFT MINUTES*** **February 19, 2015**

#### NECUS'

#### **NeCus' Visioning Process, Park Sign**

Dick Basch stated that he spoke with Scott Tucker, who will be at next month's meeting. Knop stated that the Committee will start off next meeting with this item. Linnett informed Basch that the 1st Monday of the month at 11:00am is the Palette group meeting. Basch distributed sample signage for Sea Reach Ltd. and discussed the design. Basch gave a detailed explanation about Lewis and Clark National Historic Trail and their goals. In response to Anderson, Basch noted that Lewis and Clark National Park is interested in providing expertise. Basch noted in the \$20,000 for the lidar and lidar report there is funding for signage as well and a discussion ensued. Knop noted signage will be discussed further with the Palette Group and will be brought before this Committee.

#### ***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 (EPREP): 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 may schedule work sessions as needed.

**TOURISM AND ARTS COMMISSION (TAC): TWO (2) vacancies to fill four-year terms.**

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.

To be eligible to serve on a City committee, applicants must have resided within the city or its urban growth boundary during the one year immediately preceding appointment; or at the time of appointment, shall have owned real property located within the city or its urban growth boundary for at least one year immediately preceding appointment.

**Note:** Tourism and Arts Commission applicants are **not** required to reside in Cannon Beach and are eligible if he or she has worked, at least part-time, within the City of Cannon Beach for at least one year immediately preceding appointment.

**Public Safety Report - January 1, through January 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	36
CBPD Incoming Phone	161
SPD Dispatched Calls	59

Overnight Camping Warnings	11
Local Security Checks	2456
Traffic Warnings	135
Traffic Citations	16
DUII Arrests	1
Alarm Responses	4
Other Agency Assists	15
Citizen Assists	97

Total Case File Reports                      103

Cases of Significance: Fugitive Arrest x 1, DUII x1, Breath Test Refusal x 1, Rape x 1, Sexual Penetration w/ Foreign Object x 2, Assault II x 1

Code Enforcement Activities: During this period, 5 alleged municipal code violations were addressed and resolved or pending resolution.