

City of Cannon Beach Monthly Status Report

To: Mayor and City Council
From: Chief Jason Schermerhorn, Interim City Manager
Date: November 14, 2017

Executive Department

At our April Council Meeting, Councilor Vetter asked how we would go about appointing council members to the council if the current council members could not be located, or otherwise incapacitated. Our Charter governs this situation. In accordance with the Charter, if a councilor was somehow missing or pre-disposed in the event of an emergency, the council would vote to declare the vacancy ("upon a declaration by the council of the vacancy") then vote among the remaining members on who to appoint to fill said vacancy. The City Attorney discussed this with our Emergency Management consultant and she provided some sample language from ordinances of another cities. The City Attorney reviewed these and concluded that there is no need to pass an ordinance addressing this situation as the Charter sufficiently covers it. Also, any ordinance that Council might pass would have to fully align with the Charter and be almost verbatim to the Charter language below since all ordinances must be consistent with the Charter.

Planning Department Report

Planning Commission: The Planning Commission met on October 26 to conduct work sessions on the foredune management plan update, workforce housing, and tree removal.

Design Review Board: The Design Review Board met on October 19. The DRB approved a request for exterior modifications to an existing duplex at 163 West Orford (DRB 17-08); and denied a request for exterior modifications to an existing commercial building at 3115 South Hemlock (DRB 17-03).

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

Vacation home rental permits	121
Transient rental permits	55
5-year transient rental permits	31
Total permits	207
New permits approved this month	1
New permits in process this month	3
Code enforcement actions initiated this month	0

The total of 207 permits were in force on October 26, 2017; five more than were in effect at the end of October 2016.

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

Permit Type	# of permits	Permit Fees	Value
Building	7	\$49,093	\$2,168,005
Mechanical	4	\$407	
Plumbing	4	\$699	
Monthly Total		\$50,199	\$2,168,005

Other Planning Matters:

- Building Official Alton Butler attended training in Salem (10/11 – 10/12) from the Building Codes Division on municipal building official duties and responsibilities.
- Attended a joint Clatsop County Planning Commission/Board of County Commissioners hearing on the UGB amendment for the Brown annexation (10/25).
- Work continued on the foredune management plan update. The Planning Commission conducted a second work session on this topic at their October 26 meeting.
- Work continued on the 28-acre acquisition to the ECFR. Field work for the appraisal occurred on October 27.

Public Works Department Report

Water/Wastewater

- Work continues with the Public Works Committee on the Water and Wastewater Master Plans and Rate Study. They are positioned to approve the masterplans and make recommendations for user rates to support the capital portions of the plans at their November 21 meeting. The committee has been discussing the plans and primarily reviewing many iterations of the funding levels and rate structures over the past two months, including holding special meetings in addition to their regularly scheduled monthly meetings. In addition to the three current members, new member Doug Craner joined the committee in their work effort in September.
- The Wastewater lagoon bank stabilization project is complete with the exception of additional work necessitated by reconnecting the wastewater line from the Recycling Center to the Wastewater Treatment Plant. The project is within budget and a change order needed for the recycling work.
- Otak Engineering has begun preparation of bid documents for the Pacific Force Main project budgeted in the City’s 2017/18 budget. Construction is projected to be awarded by March, 2018 and completed by May, 2018.
- An RFP for preparation of documents for the re-sanding of the slow sand filter plant is scheduled to be sent out by the end of November. The project is budgeted in the 2017/18 budget.

- Two major meters at the Water Treatment have been replaced. The meters measure raw water from the creek and spring water used when combined with creek water when the Water Plant is operating.
- A major meter serving Elk Creek Terrace has been replaced.
- Future work includes solicitating RFQ's for general engineering services with a particular interest in engineering services for the budgeted Ash St waterline project.

Roads/Parks

- As general Parks work slows down, attention has turned to looking for tree limbs, dead trees on City r/w or Parks that may be a danger and need removal.
- Street activities have resulted in cleaning /checking storm lines to protect against backups. Winter storms and tides require additional vigilance to ensure that the City's 40 +/--beach outfalls are operating properly (of which ~ 20 are more critical).
- The paving project requires interaction with affected residents and coordination of drainage issues associated with paving. The paving season is mostly done for the year and a majority of projects scheduled for asphalt or overlay will roll over to next spring.

Emergency Management Report

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

- Conducted a second radio communication work session to determine interoperability limitations to apply for the State Homeland Security Grant.
- EM Consultant met with the Planning Director to collect data to develop the South Wind Mass Care Site Plan to be considered for the DLCD Work Plan.
- Conducted the CERT/MRC Appreciate Night to honor our Emergency Volunteers
- Finalized the GIS Area of Response maps for first responders.
- Met with both CERT and the MRC Leadership teams to discuss training, equipment, and needs.
- Graduated the largest CERT class in the history of Cannon Beach CERT. Cannon Beach now has the most trained CERT volunteers in Clatsop County.
- EM Consultant conducted a work session with IT and the Assistant City Manager regarding securing public records as well as continuity of operations for all software and IT framework.
- EM Consultant and Police Chief met with Red Cross to discuss additional shelters and training for the Emergency Volunteers.
- EM Consultant and Police Chief met with the North End East community members to discuss emergency preparedness and public safety issues.

Haystack Rock Awareness Program Report

General:

- The HRAP beach season officially wrapped up on October 25th
 - Our end of Season Celebration took place at City Hall on October 28th with over 40 attendees
- Beach wheelchairs are here -- over 15 checkouts in the past month
- Pooka and Melissa attended the Peoples Coast Summit in Gold beach, October 11th & 12th, learning more about potential grant opportunities as well as showcasing the exciting new HRAP marine debris jewelry initiative
- HRAP is partnering with NAME to host the annual conference in 2018 in Portland, OR
 - The conference will be hosted at Portland State University in August 2018
- HRAP will be partnering with Oregon's Coastal 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
 - A talk is scheduled in Astoria on November 8th at Fort George Brewery to encourage participation
 - A photography meet-up is planned for December 3rd at the Bald Eagle in Cannon Beach at 10am
- HRAP will be partnering with Oregon Shores to host the annual Sharing the Coast Conference in Cannon Beach, March 2-4th
- Melissa attended the bi-annual Oregon Ocean Policy Advisory Council (OPAC) meeting where she briefed the council on the success of the program and officially requested to partake in the Oregon Territorial Sea Plan Working Group
 - This subcommittee will be reviewing the Rocky Shore Sea Plan that designated Haystack Rock a Marine Garden and could potentially affect the status of various protected areas along the Oregon Coast
- '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 took place on October 2nd and had excellent turnout, with over 20 committed participants to the steering committee
- Melissa attended the annual State of the Coast Conference in Florence as well as the Oregon Coastal and Oceans Information Network (OCOIN) working group meeting the day prior to the conference
- Melissa presented at the Coastal Learning Symposium (to about 60 Oregon teachers) at the Oregon Coast Aquarium, discussing the program and HRAP's citizen science participation, on October 13th



Education & Volunteers:

- Education:
 - We hosted 85 Warrenton 2nd Graders on the 10th as our final school group for the season
 - Hosted a very eager group of young ladies from Girls Scouts of America that came from all over the Pacific Northwest to learn about Haystack Rock and participate in a microplastic cleanup

- Working closely with a STEM Program Specialist to make this field trip for those girls a “Haystack Rock” badge
 - Lisa and Volunteers tabled the Astoria High School Activity Fair for the second year
 - Interpreter Eric Owen and HRAP volunteers tabled the Harbor Walk in Astoria as well as the Lower Nehalem Community Trust Harvest Festival in Manzanita on October 7th
- Volunteer Coordination:
 - End of season Appreciation Party on October 28th was very successful
 - We had great participation in our first ever raffle-auction
 - This year our Volunteer of the Year is Jacie Gregory
 - Jacie volunteered 141.25 hours on the beach and behind the scenes -- she is our star Junior Volunteer!

Communication:

- Printed and bound final copies of hospitality booklets
- Working on finalizing Tides and Trails rack cards, and added testimonials to our webpage
- Made postcard and press release for Pooka’s “Trash Talk” line
- Switched Newsletter format from Mail Chimp to City’s website
- Made a page on the City’s website that gives information about Beach Wheelchair

Outreach:

- Booked Kid’s Fair in Manzanita (Nov. 24th)
 - Kida will be making marine debris necklaces and learning about plastic pollution
- Working actively with CBAA on Travel Oregon Forever Grant to assist with the creation of our new Marine Debris Art program in partnership with CBAA
- Submitted Autzen Grant to support FOHR Board training
- Working to solidify deeper partnership with State Parks with Hands on the Land membership
- Ordered 2nd wheelchair and extra wheels
- NAME Grant for Bioblitz – ACCEPTED!
- Held first meeting for Oregon Science Project
- Met with History Museum regarding potential grant partnership for Cultural Heritage surrounding indigenous origins of haystack Rock
- Delivered first batch of Trash Talk Jewelry to Cannon Beach Art Gallery
- Joined the NOAA Planet Stewards Education Project (PSEP) and Stewardship Community
- Applying for the NOAA mini-grant to support our Trash Talk Program
- Recruited speakers for our Trash Talk Program as well as college students to assist with the monitoring and ongoing cleanup efforts
- Working on Website for Trash Talk
- In process of finalizing Ford Foundation Grant

Monthly Counts: October:

- Direct visitor contacts: 2,414
- ‘Thank you’s’: 968
- Beach Donations: \$586
- Visitors trampling wildlife: 184
- School Groups: 3
- Guided Tours: 5, 202 participants, ~\$200

Public Safety Report – September 2017

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

<u>Station Activity:</u>	September 2017	September 2016
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
<u>Total Case File Reports</u>	343	296

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.