



City of
**Baker
City**

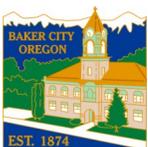
2011

Annual
Report



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ADMINISTRATION • • •

This report is submitted to the City Council of Baker City in order to give a summary of some of the activities that the City has completed during the 2011 calendar year.

It is very gratifying that the City has been able to maintain the services that we provide even though costs increase and revenues stay flat.

The directors of each of the city departments have been asked to report on the major activities that they think would be important for the City Council and the community to recognize. This is intended to be a summary of activities and achievements, in which the community can gauge whether or not they believe they are getting a good value for their dollar.

The format of this document will change next year and in addition to reporting the activities and accomplishments each department will be challenged to meet certain performance measures that will be reported back to the community on whether the City was able to achieve their goals. Not only will we report on our goals, we will ask our citizens how they think we are doing and report that in the next annual report.



AS YOU LOOK THROUGH THE REPORT **SOME OF THE HIGHLIGHTS YOU MAY NOTICE:**

- Non-union employees voluntarily began paying fifteen percent of their monthly insurance premiums;
- The City either purchased or constructed over two million dollars in capital assets without incurring any new debt;
- The assets of the City now exceed forty-one million dollars;
- The City employed 61 full-time employees, down from 62 in 2010;
- The City received over one million dollars in grants;
- The Baker City Fire Department responded to 1,410 emergency alarms;
- The Baker City Fire Department responded to 1,240 requests for an ambulance;
- The Building Department conducted 2,055 inspections;
- The Planning Department issued 198 planning permits;
- The City delivered over 681 million gallons of water to customers;
- The City treated over 429 million gallons of wastewater;
- The Street Department patched 230 potholes;
- The Street Department swept 11,918 blocks of streets;
- The Cemetery Department located 772 grave sites for customers;
- The Parks Department made 91 reservations for park use;
- The Water Department generated over 600,000 KWH, which was used to reduce the cost the City pays for power usage;
- The Wastewater Department video inspected almost 32,000 feet of wastewater lines;
- The Wastewater Department jetted and cleaned almost 125,000 feet of wastewater lines;
- There were 23 percent fewer traffic crashes than in 2010;
- The Police Department received 107 complaints of overgrown weeds; and
- The Finance Department issued 520 dog licenses.



OTHER ITEMS OF INTEREST THAT WERE INITIATED WITHIN THE ADMINISTRATIVE DEPARTMENT OF THE CITY INCLUDED:

- An updated version of the [City Code](#) was codified and is available on-line at: <http://library.municode.com/index.aspx?clientId=14970&stateId=37&stateName=Oregon>
- A [Parks and Recreation Board](#) was created by Ordinance and formed by the City Council to oversee all of the City's parks.
- The City contracts with a company called "Granicus" which not only [streams City Council meetings live over the internet](#); it has archived all City Council meetings since February 2011. It can be found at: <http://www.bakercity.com/government/videos>
- A [defensive driving class](#) was created to give traffic violators an opportunity to attend four hours of training. The class has not been well attended and the staff continues to struggle to improve attendance.
- A [cable television station \(channel 3\)](#) that was used for local advertising is now used to announce local events, as well as community meetings.
- The City has [trained a risk manager](#) who will work with our insurance provider to insure that the City adhere to best practice policies. The City will be eligible for a one-time reduction of insurance premiums by several thousand dollars over the next two years.
- As a [result of testing our drinking water](#), the City learned that cryptosporidium, which is a parasite that can make humans ill, was sometimes in our drinking water.
- The City conducted an [inventory](#) and marked all of their valuable equipment.
- The City began a project to [digitally store all historic documents](#). Over 1,500 documents were scanned and stored in 2011 and if funding is available the project will continue into 2012.
- The [City's website](#) was completely rebuilt and is now easier to navigate. It contains more up to date information and allows us to better communicate our mission to the community. It was done for under \$3,000. You can explore the new web site at: <http://www.bakercity.com/>

It has been a pleasure serving the City Council for the past year, and with their guidance allowing the City to continue to move forward and accomplish projects that are important to the community.

Mike Kee
City Manager



HUMAN RESOURCES & CITY RECORDER • • •



The City Recorder/HR Manager attended three annual

conferences in 2011. In February she attended the CIS Conference in Tigard to find out all the health and life insurance changes for the upcoming year(s). This has become more complex with the health care reform bill forcing some changes on employers and insurance companies.

In August she, along with City Manager Kee, attended the annual Local Government Personnel Institute (LGPI) conference in Salem. There they learned about new legislation, enforcing drug and alcohol policies, how to manage intermittent family medical leave and other leadership and personnel issues. There was also a review of case law.

In September she attended the annual Oregon Association of Municipal Recorders (OAMR)

conference in Portland. This conference focused on minute taking, ethics, and working with difficult people, among other things.

Early in the year it was decided that all non-represented employees would begin paying 15% of their premiums (when they were hired the City paid 100% and in 2008 the employees began paying 10%) and have the option of choosing a co-pay plan. This has proved to be a good financial move for the City in times when health insurance costs continue to escalate.

The City of Baker City is fortunate to have low turnover of employees. Staff has been reduced as retirements are taken. This means recruitment time and costs are minimal.



FINANCIAL CONDITION • • •



Baker City's June 30, 2011 financial statements were presented at the December 13, 2011 Council meeting. The auditors reported a clean opinion with no reportable conditions. City staff continues to evaluate and enhance internal controls to ensure the accuracy and integrity of the City's financial system.

During the fiscal year ended June 30, 2011 Baker City purchased and constructed \$2,350,045 in capital assets (reported on page 12 of the June 30, 2011 financial statements) without acquiring any new debt. At the close of the most recent fiscal year Baker City's assets exceeded liabilities by \$41,593,466, net assets for the City as a whole increased by \$1,096,432.

City of Baker City Summary of Net Assets June 30, 2011

	Governmental Activities		Business-type Activities		Total	
	2010-11	2009-10	2010-11	2009-10	2010-11	2009-10
ASSETS						
Current and Other Assets	\$ 4,482,979	\$ 4,403,651	\$ 2,908,774	\$ 3,032,027	\$ 7,391,753	\$ 7,435,678
Capital Assets	13,944,375	13,400,519	21,061,711	20,666,200	35,006,086	34,066,719
Total Assets	18,427,354	17,804,170	23,970,485	23,698,227	42,397,839	41,502,397
LIABILITIES						
Long-Term Liabilities	62,986	67,633	-	-	62,986	67,633
Other Liabilities	554,450	495,770	186,937	441,960	741,387	937,730
Total Liabilities	617,436	563,403	186,937	441,960	804,373	1,005,363
NET ASSETS						
Invested in Capital Assets,						
Net of Related Debt	\$ 13,876,742	\$13,328,479	\$20,856,346	\$20,441,997	\$ 34,733,088	\$33,770,476
Restricted	764,999	764,702	-	-	764,999	764,702
Unrestricted	3,168,177	3,147,586	2,927,202	2,814,270	6,095,379	5,961,856
Total Net Assets	<u>\$ 17,809,918</u>	<u>\$17,240,767</u>	<u>\$23,783,548</u>	<u>\$23,256,267</u>	<u>\$ 41,593,466</u>	<u>\$40,497,034</u>

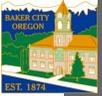
Source: City of Baker City Financial Statement of June 30, 2011, Summary of Net Assets reported on page 7



The following is a summary of changes in Net Assets as reported on page 8 of the June 30, 2011 financial statements:

City of Baker City
Summary of Changes in Net Assets
June 30, 2011

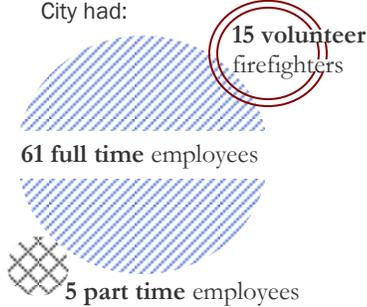
	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Total</u>	
	<u>2010-11</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2009-10</u>
REVENUES						
Program Revenues						
Charges for Services	\$ 939,310	\$ 902,558	\$ 3,284,592	\$ 3,239,645	\$ 4,223,902	\$ 4,142,203
Operating Grants/Contrib.	624,707	675,790	-	-	624,707	675,790
Capital Grants/Contrib.	818,873	2,991,930	-	-	818,873	2,991,930
General Revenues:						
Property Taxes	2,841,370	2,785,875	-	-	2,841,370	2,785,875
Franchise Taxes	824,292	830,481	-	-	824,292	830,481
Investment Earnings	46,223	52,761	29,107	35,145	75,330	87,906
SAIF Refunds	53,067	-	-	-	53,067	-
Unrestricted Grants/Contrib.	214,750	209,922	-	-	214,750	209,922
Rental Income	22,480	29,134	6,782	6,906	29,262	36,040
Miscellaneous	21,218	86,794	49,820	102,606	71,038	187,400
Total Revenues	\$ 6,406,290	\$ 8,565,245	\$ 3,370,301	\$ 3,384,302	\$ 9,776,591	\$ 11,947,547
EXPENSES						
General Government	\$ 521,488	\$ 540,665	\$ -	\$ -	\$ 521,488	\$ 540,665
Public Safety	3,259,138	3,332,653	-	-	3,259,138	3,332,653
Transportation and Streets	1,334,764	2,009,651	-	-	1,334,764	2,009,651
Culture & Recreation	269,171	260,893	-	-	269,171	260,893
Economic Development	98,412	290,657	-	-	98,412	290,657
Cemetery	108,090	125,526	-	-	108,090	125,526
Airport	234,880	242,846	-	-	234,880	242,846
Hydro-Electric Plant	5,598	8,063	-	-	5,598	8,063
Interest on Long-Term Debt	5,598	5,803	-	-	5,598	5,803
Water	-	-	1,474,327	1,543,354	1,474,327	1,543,354
Wastewater	-	-	983,022	898,953	983,022	898,953
Golf Course	-	-	18,544	36,044	18,544	36,044
Building Department	-	-	367,127	355,055	367,127	355,055
Total Expenses	5,837,139	6,816,757	2,843,020	2,833,406	8,680,159	9,650,163
Operating Transfers	-	-	-	-	-	-
Change in Net Assets	569,151	1,725,988	527,281	573,396	1,096,432	2,299,384
Net Assets – Beginning of Year	17,240,767	15,514,779	23,256,267	22,682,871	40,497,034	38,197,650
Net Assets – End of Year	\$ 17,809,918	\$ 17,240,767	\$ 23,783,548	\$ 23,256,267	\$ 41,593,466	\$ 40,497,034



Payroll System • • •

The City is currently piloting its new timekeeping software. This system will replace the City’s current manual system. The new Novatime system will track employees’ time, jobs, events and equipment use. All City’s employees except volunteer firefighters, councilors and temporary employees are using the new system. The software is fully integrated into the AS400 financial software system which is used to process payroll. This system will eliminate inefficiencies in our current system while increasing the accuracy of our payroll records. It will also generate up to date reports that will track time and equipment used for projects, events, and training.

As of December 2011 the City had:



For comparison, as of December 2010 it had 62 full time employees, 3 part time employees and 14 volunteer firefighters .

Utilities • • •

Baker City currently has 4,542 active water accounts. Accounts are divided into eight billing zones and are billed bimonthly. The City had 829 customers connect services and 787 customers disconnect services during 2011.

The City’s new Water Department webpage at <http://www.bakercity.com/departments/finance/water> provides information and forms over the internet that weren’t previously available. By accessing our Water Department webpage citizens can learn about water and sewer rates, deposit requirements, and the utility fee. They can access forms to connect or disconnect services, change information, make payment arrangements or sign up for direct pay. In addition, the Finance Department’s webpage presents current and prior City financial statements, budgets, monthly financial information, and fees by category.

Staff is also in the process of setting the City up as an electronic vendor through local banks so that customers can direct deposit their utility payments through their online bill pay system.

The Finance Department’s goal is to increase participation in the City’s direct pay program. This program offers customers the opportunity to have a safe, convenient and cost effective way to pay their utility bills.

During 2011 participation in the direct pay program increased as follows:

	<u>Total</u>
2010 Participation	434
2011 Participation	<u>518</u>
Total Increase	84
% Increase	19%

In 2011 the direct pay program increased 19%



Accounts Payable • •

The City is in the planning stages of creating an electronic accounts payable system. Staff is working with Chaves Consulting to integrate this system with its AS400 financial system.

Bequest

Anthony Silvers bequeathed real property valued at approximately \$100,000 to be reserved for public use to the City. In addition, he bequeathed approximately \$800,000 in cash and investments that will be used to establish an endowment fund with the annual interest from the funds to be used for planting “street trees” on both public and private property within the city limits of Baker City. The bequest was accepted by Council on December 13th, 2011.

Collections

During 2011 the City began receiving payments on four HUD loans dating back from 1979 to 1987 that had become payable due to ownership changes. These ownership changes were not recorded through a title company and therefore were not collected at the time of transfer.

Ambulance collections for the 2011 calendar year averaged 56.8%; for the 2010 calendar year they averaged 53.5%. Ambulance revenue for Medicare, Welfare and Veteran’s patients are set by contract by the Federal government and the State of Oregon.

Defensive Driving Course

City staff with the approval of Judge Yervasi created a defensive driving course that we began teaching in September of this year. Although originally created as a diversion class for first time offenders we are also inviting local government agencies and businesses to have their employees attend.

Risk Management

During 2011 the City met with Wheatland Insurance to evaluate the City’s insurance plans and coverage. Staff met with CIS’s Risk Management Consultant to update its Risk Management Plan. They also met with SAIF Corporation’s Fred Payton and Scott Brown to discuss employee safety compliance issues.



Grants & Grant Reporting • • •

During the 2011 calendar year the City received the following grant funds:

Donor	Purpose	Grants Received 01/01 to 12/31/2011
Connect Oregon III	Taxi lane design, construction and improvements	\$ 1,107,026
FAA Grant	Connect Oregon III grant match	294,984
Ford Family Foundation	LAMP/Central Park improvements	100,000
Maybelle Clark Foundation	K-9 drug dog program	7,000
BJA Recovery Act	Ballistic police vests	5,717
Traffic Safety Project	Child safety seat program for low income families	1,379
Drug Task Force	Overtime for drug investigations	1,494
Leo Adler Foundation	Elkhorn Classic Race	7,000
Total		<u>\$ 1,524,600</u>

Staff is working to improve and centralize its current system of tracking and reporting grants to ensure strict compliance with grant requirements



EMERGENCY RESPONSES • • •



In 2011, the Baker City Fire Department responded to a total of **1,410 emergency alarms.**

FIRE OPERATIONS

General Alarms 17*
Still Alarms 153

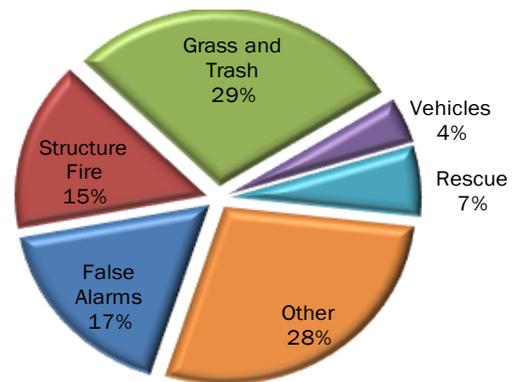
* Required an "all call" of available on and off-duty personnel.

Total of

170



FIRE
responses



Fire responses are broken down as follows:

- 26 fires in structures.
- 29 false alarms.
- 49 grass, natural cover or rubbish fires.
 - 7 vehicle fires.
 - 11 rescue incidents.
- 48 calls classified as "other" including: smoke investigations, hazardous materials response, hazardous conditions (natural gas leak, power lines down, etc.), public assists and other incidents/ fires not further classified above (lightning strikes, etc.).

Residential burning calls are included under both grass/ rubbish fires and "Other" as smoke investigations and hazardous conditions.



686 residential burn permits
were issued in 2011

The BCFD responded to approximately 50 burning related calls in 2011.

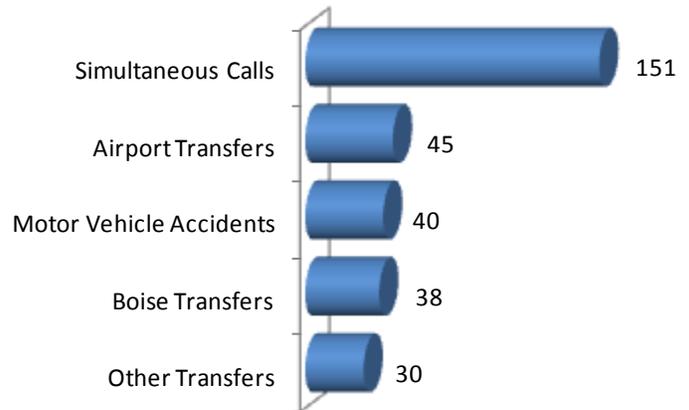
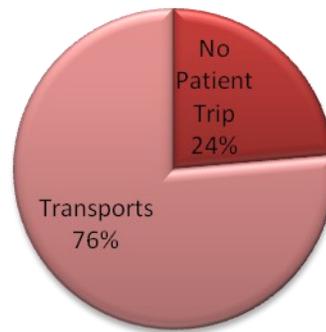


AMBULANCE OPERATIONS

Ambulance responses are broken down as follows:

- ⊙ Responded to 284 requests for ambulance service outside of the City limits and 956 requests inside the City for a total of **1,240 requests for ambulance service**.
- ⊙ Transported 961 patients to area hospitals and had 297 responses without a transport.
- ⊙ **Of 961 patients transported, approximately 65% required advanced life support care** from department paramedics and 35% required only Basic Life Support (BLS) or were BLS transfers to other facilities. Advanced Life Support (ALS) emergencies most frequently responded to expressed as a percentage of ALS responses:
 - Medical Emergencies (includes overdoses, poisonings, seizures, diabetics, etc.) – 40%
 - Cardiac/Stroke – 22%
 - Traumatic Injuries – 16%
 - and Respiratory Distress – 12%
- ⊙ **151 instances of simultaneous requests** (2 or more incidents at one time) for emergency services (medical and fire).

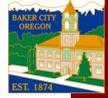
1,240 requests for ambulance service:
284 Rural Calls
956 City Calls



TRAINING

The Baker City Fire Department completed **2,216 man-hours of training** consisting of numerous fire and Emergency Medical Services (EMS) related topics:

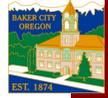
- **Fire** training, significant highlights include: Firefighter 1 academy for new personnel, live fire training at department training unit and live house burn and Emergency Vehicle Operations course for department personnel.
- **EMS** training, significant highlights include: Advanced Cardiac Life Support training and certification for department personnel, 12-Lead interpretation for department personnel and two joint trainings/exercises with Saint Alphonsus Medical Center.
- Hosted a Firefighter 1 certification class for new part-time personnel.
- Hosted the Baker County interagency exercise for rural fire districts.



MAINTENANCE

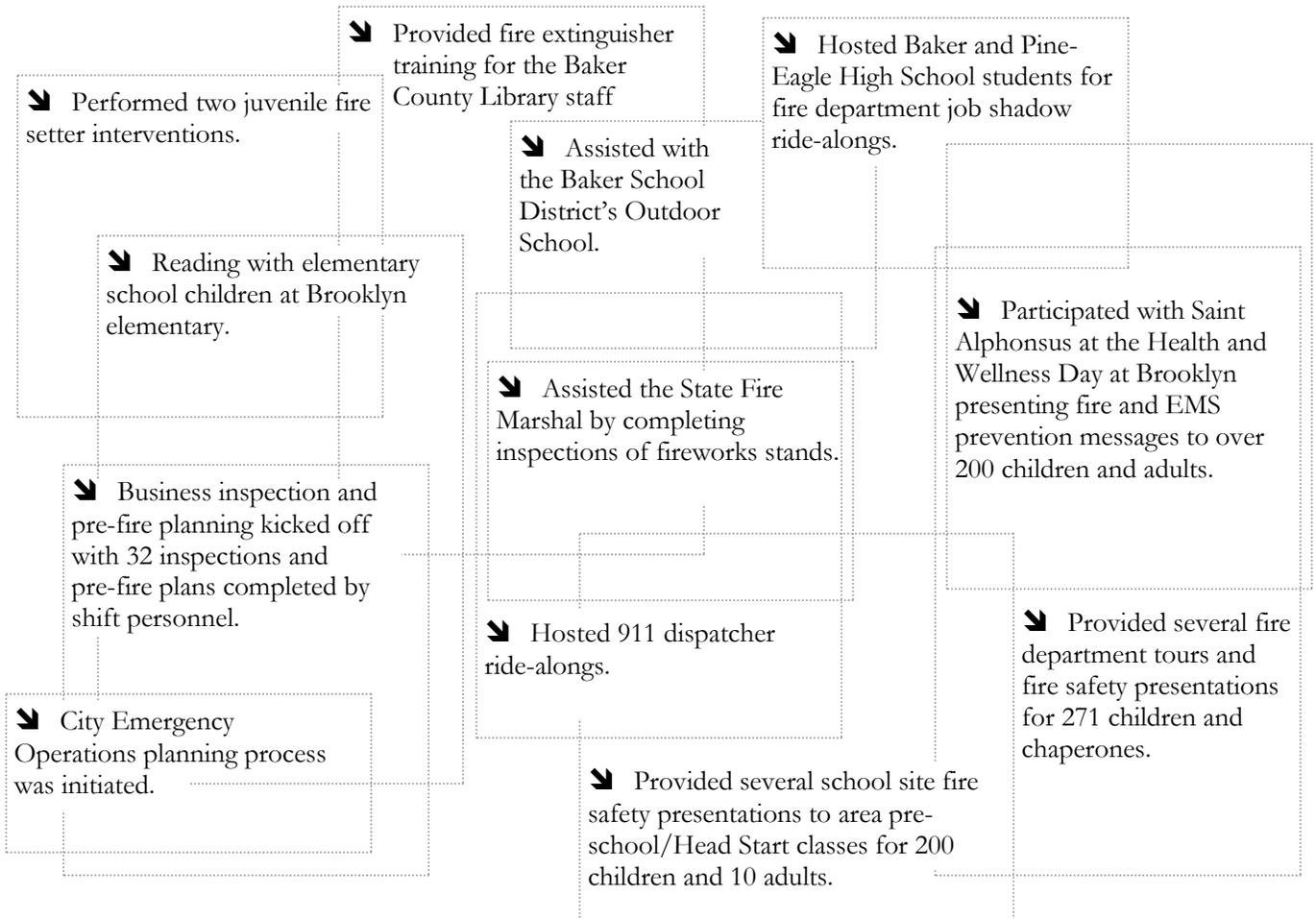
The Baker City Fire Department completed **4,407 man-hours of station and equipment maintenance** ensuring the upkeep of our station and that our equipment remains in a response ready condition including:

- Annual Holmatro tool (Jaws of Life) service completed. Applied for a grant for replacement of outdated extrication equipment.
- Annual Self-Contained Breathing Apparatus (SCBA) fit testing (OSHA required) for fire department and public works personnel.
- Annual SCBA air testing completed.
- Annual SCBA flow testing completed.
- Annual pump testing completed.
- Annual hose testing completed.
- Annual ladder testing and certification completed.
- Annual ambulance licensing completed through the Oregon Health Division.
- EMT recertification completed for the department through the Oregon Health Division.
- EMS Physician Advisor contract with Dr. Richards.
- Annual physicals for fire department personnel initiated and completed.
- Annual air compressor maintenance completed.
- Winterized the FD sprinkler system.
- Studded tires placed on apparatus.
- Annual apparatus bay door maintenance completed.
- General station maintenance and repairs.



PUBLIC EDUCATION & COMMUNITY EVENTS

The Baker City Fire Department continues to provide community public education and participate in community events including:



Provided additional services to the community including:

- Participated in Downtown Halloween, Miner's Jubilee parade, and downtown Christmas parade.
 - Provided medical coverage for BHS football games, the Oregon Department of Forestry employee pack tests, the Shrine All-Star football game, and the Baker Elk's Bronc and Bull Blowout.
 - Participated or assisted with community events including the Hell's Canyon Motorcycle Rally, Leo Adler Day, the Elkhorn Classic bike race Miner's Jubilee, Shrine parade, National Night Out, Relay for Life, the Kiwanis parent resource fair.
 - SCBA fit testing for public works personnel.
 - Delivered Salvation Army Christmas food baskets.



OTHER PROJECTS

The Fire Department worked with St. Alphonsus Medical Center in Baker City to consolidate our Hazardous Materials and Weapons of Mass Destruction (WMD) decontamination equipment and supplies into one unit to improve cooperation and efficiently prepare for these types of incidents.

A new ordinance for residential burning was approved and adopted by the City Council, fire department procedures and burn permits were updated to reflect the changes.

Due to a generous donation by Cutter's Edge, received two new power saws for fire department use.

With the approval of the City Council, the department undertook two major facilities improvements with the retrofitting of new florescent lighting to meet energy efficiency and federal standards and the replacement of the fire department's apparatus bay roof.



CITY & COUNTY INSPECTIONS • • •



The City of Baker Building Department operates with a building official, building technician, part-time building inspector, and a contracted electrical inspector. The Building Department covers inspections for the city and the county. We cover all plan review for residential and commercial buildings. Our inspections are required to be completed within 48 hours after being requested. Residential Plan Reviews are required to be completed within 10 days after being approved for acceptance to be reviewed.

The Building Department has an intergovernmental agreement with the City of LaGrande to outsource our building inspector. This has helped to offset the personnel costs and the reduction of revenue received from the steady decrease in the building department revenues in the city and county.

The overall annual report reflects that we are doing better than most building departments in the state. We have increased our Code Compliance Program and that has increased revenue. We have received positive results. In November, we implemented new procedures of Code Compliance and Reporting and it has helped us to be more consistent with our procedures and processing.

In 2011, the Building Department completed a total of **1,426 inspections**. This was Building, Mechanical and Plumbing inspections. There were **629 Electrical inspections** completed. The permits in comparison to last year are up. **The total valuation for building permits project inspections was \$13,805,643.** Total fees collected this year were \$281,431, which is up from last year by \$8,940.



PERMITS ISSUED • • •



Total **PERMIT FEES \$281,431** an increase of 3% from 2010

Valuation and Fee Source: Simply Sassy Permit Reports.





IMPROVING OUR COMMUNITY • • •



Updated the Enterprise Zone to include more area throughout Baker County and ensure all industrial and commercial land was included in Baker City.

Worked with Baker County Tourism to put together a successful presentation to the judges of the Most Beautiful City Contest with flowers being delivered to local businesses and a key to the city.

In conjunction with the Historic Cemetery Grant, Jason Yencopal, Community Development Director, worked on developing the Cemetery Working Group that includes individuals from the City, American Legion, VFW, Stone Tributes, and Grass Cutters. With this group we hope to keep the public informed with what is going on as well as getting feedback to help assess the needs of the cemetery. Community Development worked with the American Legion to write a Leo Adler Community Fund grant to aid with the needed repairs in the Veterans section of the cemetery.

Community Development Director also attended some training sessions that proved to be very informative and helped in creating a network of professionals that are willing to help when called upon.

Community Development and Economic Development are working close together along with other groups in the community to create a core group that handles all aspects relating to development.

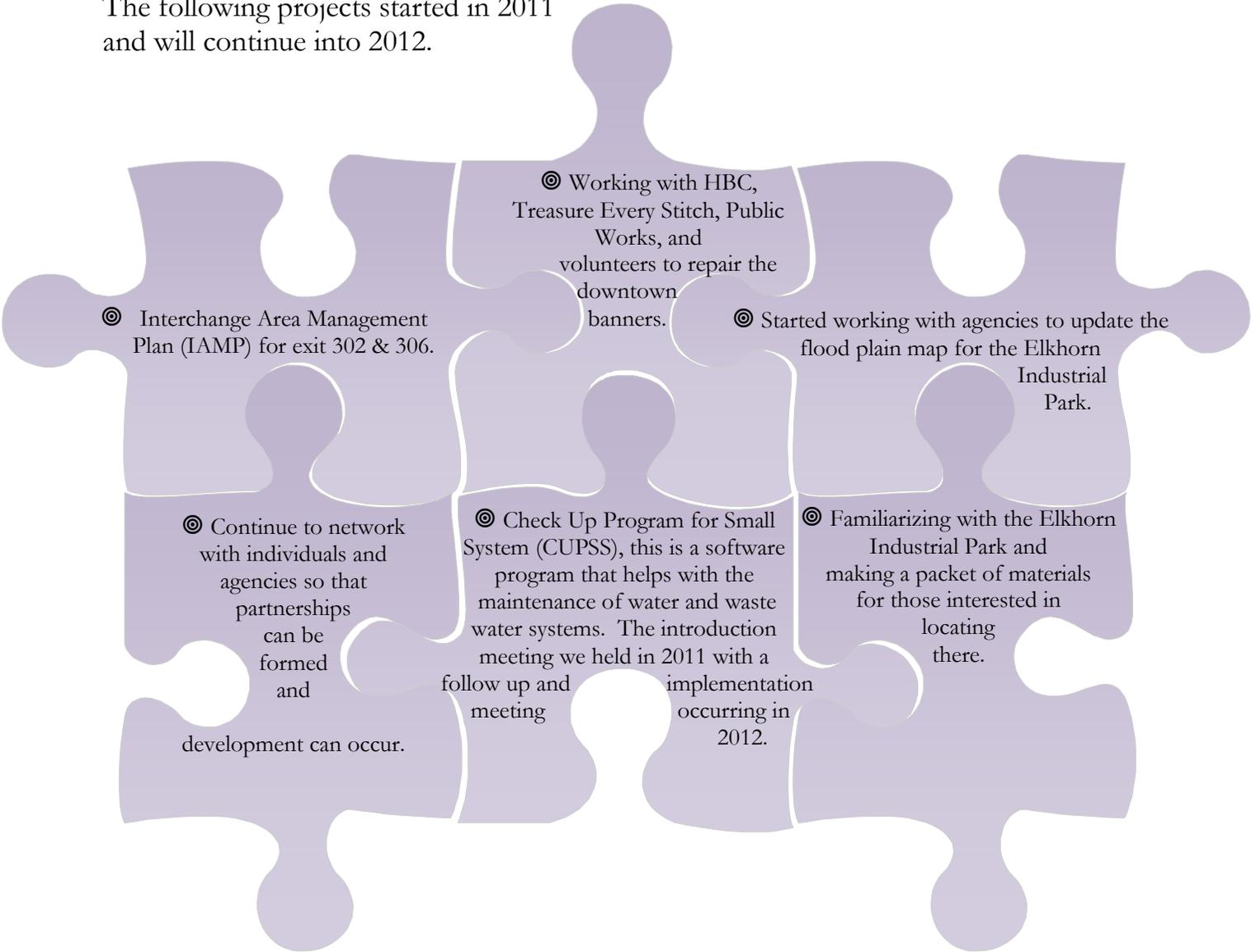
Grants worked on include

- ☞ ODOT Flex Fund, unsuccessful
- ☞ Leo Adler Community Fund, successful
- ☞ Leo Adler Community Fund for American Legion, successful
- ? ODOT Connect Oregon IV, in progress
- ☞ SHPO Historic Cemetery Grant, unsuccessful



PROJECTS IN PROGRESS . . .

The following projects started in 2011 and will continue into 2012.





STATUS OF YEARLY GOALS • • •



Improve Customer Service:

Re-create comprehensive plan & zoning maps –

The current version was first adopted in 1978 and officially acknowledged by the Department of Land Conservation & Development (DLCD) in 1980. Many revisions have been made; however, the current copy was missing multiple pages, maps, and tables. It appears that they were inadvertently omitted during a conversion from old technology. Archives have been researched to resolve the discrepancies and a newly formatted and complete copy is nearly complete. Copies are expected to be available in February/March of 2012 after the decision has been made on the proposed map amendment for the Oak & Cedar Rezone case.

Website improvements – Significant improvements were made to the City’s website this year. Specific improvements related to Planning include an extensive list of Frequently Asked Questions with links to the Zoning and Floodplain Maps. A new page was created to list the Public Notices for proposed cases, and links to the Central Park and Court Plaza concept plans were added.

Inventory of archived cases – A log has been completed for all Home Occupation Permits. As time allows, additional case logs will be created to more easily identify previous planning actions taken.

Applications referencing new Development Code – Five applications have been updated. The remainder will be completed soon.

Improved brochures – The “Sidewalk, Bike Path and Street Tree Program” brochure has been updated.

Obtain Transportation & Growth Management (TGM) Grant for Transportation System Plan Update: SUCCESSFUL.

We applied for this grant in March of 2011, and received notification of the award in June. The scope of work was determined and RFP’s were sent out for mini-proposals from a pre-qualified list of consultants. Two consultants submitted proposals and one has been selected to begin contract negotiations. The project is expected to begin in March of 2012, and must be complete by June 30, 2013.

BOARDS & COMMISSIONS • • •



Planning Commission: In addition to the Type III cases processed this year, the Planning Commission:

- ❖ assisted staff with clarification of the Grass Tennis Court Conditional Use Permit (CUP) conditions;
- ❖ reviewed and discussed the Resort Street improvement options; and
- ❖ discussed the requirements that would be necessary to undertake a full-update to the Comprehensive Plan (A process that is called Periodic Review). Since Baker City’s population is still below 10,000, Periodic Review is not mandatory. However, there are several elements of the plan that have become outdated. If the State continues to allocate grant funding to DLCD (the Department of Land Conservation & Development), Baker City could be considered to receive a Periodic Review grant in July of 2013.



● **OTHER PROJECTS**
 ● **& NEWS**
 ●

Grass Tennis Courts:

Multiple complaints were received this year due to dust and perceived excess use. We are working with the property owner and tennis group to complete an agreement regarding use that occurs outside of tournaments. The agreement should be in place prior to the start of the next season (proposed as the last weekend in May).

T-Mobile Cell Tower:

A complaint was received regarding the accessory building below the new cell tower and the 100 foot notification distance. We are working with T-Mobile to provide screening for the building, and the Planning Commission will be discussing the possibility of identifying View Sheds to protect.

CODE ENFORCEMENT ●

The Planning Department is tasked to enforce the Baker City Development Code, Ordinance 3296.

Code enforcement matters are addressed as time allows; however, processing of permits has been given priority over code enforcement. Numerous concerns from citizens were examined regarding various code violations, including but not limited to:

- Non-complaint businesses in residential neighborhoods (mechanic and scrap metal)
- Holding recurring garage sales in excess of the limit (2 per year)
- Non-compliance with existing Conditional Use Permit conditions
- Fencing issues (location, material, height, lack of permit)
- Non-permitted travel trailer occupancy
- Accessory building encroaching into the setback area

● ● ●
TRAINING ATTENDED

- Oregon Planning Institute in Eugene, Oregon
- Oregon Main Street Conference in Baker City, Oregon
- Bloodborne Pathogen Safety Training
- APA Communications Boot Camp Webinars
- Floodplain Management



PERMITS • • •

Overall in 2011 the number of permits issued reduced approximately 6% in comparison with last year.

TYPE I

186
Permits

Type I reviews and permit issuance do not require public notifications or review by the Planning Commission. Activities by the Planning Department in this category is showed in the graph below.

TYPE II

7
Permits

Type II reviews and permit issuance require public notifications.

TYPE III

5
Permits

Type III reviews and permit issuance require a public hearing.

TYPE I PERMITS





ACCOMPLISHMENTS . . .



It has been another year of accomplishments for the Department of Public Works and it continues to be an honor to be the team leader of such an outstanding group of hard working individuals.

A few of the 2011 highlights are listed below.

- 1** Central Park was constructed in the Spring of 2011.
- 2** E Street near the High School received an overlay and new sidewalks were constructed to provide safe access for our students and other pedestrians. L Street also received an overlay.
- 3** 2.96 miles of street received a chip seal.
- 4** The sidewalk grant program continued with 28 grants issued for a total award of \$25,087.50.
- 5** The Technical Administration division of Public Works assisted with over 770 grave locations at Mt. Hope Cemetery in 2011.
- 6** 80 Utility Service quotes were provided to the public.
- 7** The Airport Connect Oregon III project was completed and added new lights to the taxiway, new signs and new asphalt to assist with hangar development.
- 8** The Stormwater Facility Plan was revamped and is under review by the Department of Environmental Quality (DEQ).
- 9** The purchase of a new street sweeper aided in the sweeping of 11,918 blocks.
- 10** A new roof was added to the Fire Department and a portion of the roof was replaced at the Warehouse.
- 11** New lights were installed in the Fire Department, City Hall, and the Warehouse to help with utility costs.
- 12** The Resort Street project got underway with the installation of a new water main, a new storm main, and street design.
- 13** Our water system's cathodic protection was updated in the fall providing for longer service life for the transmission lines.
- 14** All Public Works staff maintained their appropriate certifications for drinking water treatment and distribution, wastewater collection and treatment, CDLs and Professional Land Surveyor.
- 15** A Utility Worker was promoted to Equipment Operator I to fill the vacancy of one of the two Operators who retired in 2010, a Mechanic shifted to the Utility Worker position and a new Mechanic was hired in 2011.
- 16** Great improvements were made in our time tracking capabilities by utilizing an online software.

The Public Works remains committed to providing top quality products and services while always striving to eliminate inefficiencies and improve productivity.



HIGHLIGHTS • • •



WATER DIVISION

The Mountain Line Litigation was resolved through a series of negotiations and a brief trial.



BAKER CITY MUNICIPAL AIRPORT

The ConnectOregon III grant project was completed this past summer and there is now plenty of space to build new hangars and the lights and signs have improved safety.



STREET DIVISION

- ❖ State & Federal dollars funded
- ❖ E Street Overlay and Sidewalk Improvements
- ❖ Chip Seal
- ❖ L Street Overlay
- ❖ Our new street sweeper helped us keep up with our massive leaf clean up.



PARKS

Central Park was constructed adding green space to downtown.



CEMETERY

- ❖ Mt. Hope Cemetery Veteran’s Section received necessary updates in a combined effort with Stone Tributes and the VFW.
- ❖ Burial Records of Mt. Hope Cemetery is now available online at <http://www.bakercity.com/departments/public-works-dept/cemetery/151>



THE PUBLIC WORKS DEPARTMENT **STATISTICS** • • •

WATER:

681.188 MG delivered to consumers
Average of 56,973 KWH electricity generated each month

WASTEWATER:

429.385 MG effluent treated and discharged
124,991 ft. of ww lines jetted
31,901 ft. of ww lines video inspected

STREETS:

11,918 blocks swept
230 potholes patched
15,273 lbs of crackfill material applied over 51 blocks

STORMWATER:

490 catch basins cleaned

CEMETERY:

772 grave locations

PARKS:

91 reservations made

TECHNICAL SERVICES:

876 locates
80 utility quotes



CRIME RATES & POLICE STATISTICS • • •

Crime rates for the most part are cyclical and will vary based on numerous factors. While police play a pivotal role in crime rates, we are only part of the equation, as we are only one part of the criminal justice system. A system which consists of the District Attorney who prosecutes cases, Judges who preside over the Hearings and Trials, Juries and Judges who determine guilt, Jails and Prisons which house the offenders, Treatment Providers who assist the offenders and Parole and Probation Officers who supervise the offenders when they are released. Each piece of the system is critical and any breakdown can affect crime rates. Of course there are many other factors from economic to demographic, which also play a large role in crime rates. An additional factor in small communities with low crime rates, such as Baker City, is “spree crimes”. One individual or group, which goes on a spree and for example breaks into cars or houses or businesses, can greatly affect the statistics.

In Baker City the overall crime rate stayed virtually unchanged in 2011, when comparing the criminal reports taken in 2011 to 2010 numbers. Our community is still very fortunate to not have organized gangs residing in our city. However, we saw our first gang activity this past year with about a dozen students displaying gang attire and claiming gang affiliation. Our school resource officer has worked hard at deterring this activity and our department is committed to doing everything we can to keep it from gaining a foothold.

Traffic safety efforts continued to be a priority, focusing on education, compliance and enforcement. In 2011 our traffic citations written increased 22% and our crashes were reduced by 23%, indicating our efforts were a success.

75 Assaults
37 Burglaries
0 Homicides
8 Motor Vehicle Thefts
2 Rapes
0 Robberies
188 Thefts

**REPORTED
INCIDENTS***

A full review of our department statistics is available online at <http://www.bakercity.com/government/reports-a-statistics#Police>. With regard to those numbers and anything else related to your police department, please never hesitate to contact us with your questions.

* These numbers do not include unfounded reports that were investigated.



INVESTIGATIONS. . .

The Baker City Police Department is very fortunate to have two experienced, motivated, and exceptionally gifted investigators. Both of our detectives are involved in nearly all major crimes in our community, and are members of the Baker County Major Crimes Team. However, our detectives do have specialties. Detective Jay Lohner focuses on person crimes such as sex abuse, child abuse, and assaults, while Detective Sharon Bass has a primary mission associated with illegal narcotics. Detective Bass is also a member of the Baker County Narcotics Enforcement Team (BCNET).

Some of the cases our investigators initiated or assisted with from 2011 include:

- ✦ 31 death investigations in the city.
- ✦ 1 homicide investigation which occurred in Sumpter and was investigated by BCPD as part of the Baker County Major Crime Team.
- ✦ 36 cases and/or reports initially taken by patrol officers that were later assigned to an investigator.
- ✦ Multiple sex crime investigations.
- ✦ Multiple fraud investigations.
- ✦ Assisted with DHS/Child Protective Services relating to child endangerment cases.
- ✦ Multiple drug investigations.
- ✦ Year-end-totals reflect 96 cases initiated by investigators.

Early in 2011, the Baker City Police Department became the lead agency in the Albert and Rita Chretien missing person case after they were last seen in Baker City and then failed to return home from a trip to Las Vegas. This case generated international attention and involved resources from the Royal Canadian Mounted Police, Baker City Police Department, Oregon State Police, Baker County Sheriff's Office, and Law Enforcement resources from four other states. Rita was found alive in the mountains of Nevada. To date, Albert has not been located.



CODE ENFORCEMENT • • •

PROPERTY MAINTENANCE

Property maintenance is the overall upkeep of a facility or home and its surrounding property. Property maintenance is enforced in residential zones.

In order to maintain good property maintenance, city-wide property maintenance ordinances were created. Property clean up is a resident's responsibility; however, it sometimes becomes a neighborhood and a city responsibility as well.

Property maintenance efforts have proven that a community can come together and help achieve healthier homes, blocks and neighborhoods. Property maintenance includes graffiti, household garbage stored outside, unsafe/ unsanitary conditions and unattractive nuisances.

18 property maintenance cases were opened in 2011. Of these cases, 1 remains out of compliance and will be cited, 10 cases complied, and 7 cases were issued non-compliance citations.

ANIMAL CONTROL

- 🐕 **15 Dog at Large citations** were issued.
- 🐕 **4 No Dog License citations** were issued.
- 🐕 **520 dogs were licensed** city wide.
- 🐕 **72 dogs were impounded:** 81% were claimed by an owner; 14% were euthanized as they were not adoptable or not claimed by an owner, and 5% were adopted.
- 🐕 **5 livestock permits, 3 kennel permits, and 1 exotic animal permit** were issued.

WEED ABATEMENT

107 complaints of weed abatement were addressed during 2011, with 87 of the complaints coming into compliance upon receipt of written notification from BCPD. The remaining 20 non-compliant complaints were hired out to local contractors by Baker City at the expense of the property owner.

