



2012 ANNUAL REPORT



CITY OF BAKER CITY, Oregon

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Cover photos courtesy of Base Camp Baker.



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ADMINISTRATION • • •

This report is submitted to the Baker City City Council in order to give a summary of some of the activities the City has been involved in during the 2012 calendar year. The City continues to do a very good job in maintaining services, and growing assets without incurring any new debt.

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.

This year as promised I have included some results from a performance standard survey in which the City participated. My hope is that this will encourage discussion among the Council and community concerning the criteria used to evaluate the City departments' performance and the standards of efficiency they are expected to achieve.



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

- During the fiscal year ended June 30, 2012 Baker City purchased and constructed **\$3,060,508 in capital assets without acquiring any new debt;**
- At the close of the most recent fiscal year Baker City's **assets exceeded liabilities by \$44,738,318;**
- The City employed **58 full-time employees** in December of 2012, **down from 61** in December of 2011;
- The City received **over one million dollars in grants;**
- The Baker City Fire Department **responded to 1,502 emergency alarms compared to 1,410** in 2011;
- The Baker City Fire Department responded to **1,287 requests for an ambulance compared to 1,240** in 2011. One hundred eighty five of those calls required two or more ambulances at the same time;
- The **Building Department conducted 1,952 inspections**, compared to 2,055 in 2011;
- The **Planning Department issued 180 planning permits, compared to 198** last year;
- The City delivered over **800 million gallons of water to customers**, 681 million gallons last year;
- The City treated over **431 million gallons of wastewater**, over 429 last year;
- The **Street Department swept 13,536 blocks of streets**, 11,918 were swept last year;
- The **Cemetery Department located 671 grave sites for customers**, 772 were located last year;
- The Parks Department made **100 reservations for park use**, 91 were made last year;
- The Wastewater Department **jetted and cleaned almost 129,000 feet of wastewater lines;**
- There were **44 percent fewer traffic crashes** than in 2011;
- The Police Department received **140 complaints of overgrown weeds compared to 107** last year; and
- The Finance Department **issued 592 dog licenses compared to 520** last year.



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

- The City began a project to archive many of our Baker City historical documents. The Council budgeted about \$5,000 to copy some of our oldest documents into a digital format and onto microfilm which will be stored in Salem at the State archives.
- The City Floodplain Ordinance was amended in order to allow citizen participation in the National Flood Insurance Program.
- City planning was consolidated with the County planning department which will result in a substantial savings to the City.
- The City implemented a cloud based employee performance evaluation program.
- The Building Department was reorganized in order to reduce expenditures and decrease the use of reserve funds.
- The Administration supported an aggressive campaign for volunteer firefighters, which resulted in a 50% growth in volunteers.
- A position was established using current staff to manage our information technology. This will centralize our information technology services and allow more efficient operations.
- A new land use notification policy was created to better inform neighbors of land use actions.
- Settled a long running lawsuit with the Forest Service which will allow Baker City to continue with our legal rights to access, repair, and rebuild our water distribution system.
- Several existing service contracts were renegotiated which resulted in substantial savings to the City.



PERFORMANCE MEASURES

This year City Departments participated in a program to measure their performance in comparison to sixty-six other jurisdictions from across the Nation. As you review the numbers keep in mind that some of the other jurisdictions are very large and some are very small. However the International City/County Management Association (ICMA) has averaged the responses from each jurisdiction. I have included some examples in order give readers an idea about how Baker City performs in comparison to other Cities.

Code Enforcement

Baker City resolves 77% of all code violation cases through voluntary compliance. The average of the other participating cities resolved their code violation cases with 79% voluntary compliance. The department's goal is to increase the voluntary compliance of these cases to 80% and decrease the unresolved cases by 2%.

Fire and EMS

The Baker City Fire Department confined 69% of all residential fires to the object or room of origin. The average of the other sixty-six jurisdictions involved in the survey was 64%.

The Baker City Fire Department delivered 27% of patients in full cardiac arrest to a medical center with a pulse. The average department involved in the survey delivered only 22% of patients in full cardiac arrest to a medical center with a pulse. The fire department has set a goal to increase the successful delivery of patients in full cardiac arrest by 3%.

Police

Baker City expends \$163.65 per citizen to operate the police department. The average of all jurisdictions participating in the survey spends \$209.96 per person to operate the police department. The department has a goal to clear 80% of all Index I violent crime.

Permit Services

Baker City issues 20.63 permits per 1,000 citizens. The other participating jurisdictions average 47.57 permits per 1,000 citizens.



PERFORMANCE MEASURES CONTINUATION • • •

Parks and Recreation

Baker City maintains .02 acres per 1,000 of our citizens. The average of other participating jurisdictions average .08 acres per 1,000 of their citizens.

Baker City expends \$7,215 per acre to maintain our city parks. The average cost per acre of the other participating jurisdictions is \$7,654.

Facilities Maintenance

Baker City expends 19 cents a square foot for custodial expenses within all City facilities. The average expended by the other participating cities is \$1.06 a square foot.

Fleet Maintenance

The average fleet maintenance expenditures per mile driven by the police department was 11 cents. The average cost per mile of the other participating agencies was 23 cents per mile.

Streets

The average number of working days for Baker City Public Works to repair a reported pothole is one day. The average number of working days for the other participating jurisdictions is 3.1 days.

It is an absolute pleasure to serve this community.
Please enjoy the report and either call me at 541-524-2040 or
email me at mkee@bakercity.com, for questions or comments.

Mike Kee
City Manager



HUMAN RESOURCES & CITY RECORDER • • •



As usual on an election year, the City Recorder stayed pretty busy making sure that the City complied with all the election laws. With nine candidates, the citizens had a wide variety of candidates to choose from for their City Council. The final results were certified by the Council in the November 27, 2012 regular meeting.

The City Recorder/HR Manager attended three annual conferences in 2012. In February she attended the CIS Conference in Portland to find out 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. The decision was made to move the insurance year to a calendar year instead of the August 1-July 31 year as had been in the past. This change makes sense since the deductible year has always been the calendar year. What this meant for the Human Resource Manager, as well as the employees, was two open enrollment periods which went pretty smooth.

At the direction of City Manager Kee, the HR Manager began to investigate the possibility of moving towards a High Deductible Health Plan (HDHP) with a Health Savings Account (HSA) as a way to reduce the cost of health care for the City as well as for the employees. She has attended

several meetings over the year and is well informed on the topic.

In August she, along with Police Chief Wyn Lohner, attended the annual Local Government Personnel Institute (LGPI) conference in Silverton. This conference was filled with information to protect employers and employees from lawsuits and make sure all the current laws are being followed.

In September she attended the annual Oregon Association of Municipal Recorders (OAMR) conference in Ontario. This conference focused on minute taking, and ethics, among other things.

The City of Baker City is fortunate to continue to have low turnover of employees. Staff has been reduced as retirements occur. This means recruitment time and costs are minimal. Although the reduction of staff has had some financial advantages, there are costs associated with doing more with less. We are working to help employees to avoid burnout and accidents/incidents associated with a lower staffing level as we continue to provide the best services possible to our citizens.



FINANCIAL CONDITION • • •



Baker City's June 30, 2012 financial statements were presented at the January 8, 2013 Council meeting in order to include the four newly sworn Councilors. 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, 2012 Baker City purchased and constructed \$3,060,508 in capital assets (reported on page 13 of the June 30, 2012 financial statements) without acquiring any new debt. At the close of the most recent fiscal year Baker City's assets exceeded liabilities by \$44,738,318, net assets for the City as a whole increased by \$3,144,852. The City's summary of net assets as reported on page 7 of the June 30, 2012 financial statements is presented below:

**City of Baker City
Summary of Net Assets
June 30, 2012**

	Governmental Activities		Business-type Activities		Total	
	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11
ASSETS						
Current and Other Assets	\$ 5,559,897	\$ 4,482,979	\$ 3,476,578	\$ 2,908,774	\$ 9,036,475	\$ 7,391,753
Capital Assets	15,218,839	13,944,375	21,359,109	21,061,711	36,577,948	35,006,086
Total Assets	\$20,778,736	\$18,427,354	\$ 24,835,687	\$23,970,485	\$ 45,614,423	\$ 2,397,839
LIABILITIES						
Long-Term Liabilities	\$ 58,085	\$ 62,986	-	-	\$ 58,085	\$ 62,986
Other Liabilities	555,549	554,450	262,471	186,937	818,020	741,387
Total Liabilities	\$ 613,634	\$ 617,436	\$ 262,471	186,937	\$ 876,105	\$ 804,373
NET ASSETS						
Invested in Capital Assets, Net of Related Debt	\$ 15,155,853	\$13,876,742	\$ 21,172,656	\$20,856,346	\$ 36,328,509	\$34,733,088
Restricted	1,553,708	764,999	-	-	1,553,708	764,999
Unrestricted	3,455,541	3,168,177	3,400,560	2,927,202	6,856,101	6,095,379
Total Net Assets	\$ 20,165,102	\$17,809,918	\$24,573,216	\$23,783,548	\$ 44,738,318	\$41,593,466



The following is a summary of changes in Net Assets as reported on page 8 of the June 30, 2012 financial statements:

City of Baker City
Summary of Changes in Net Assets
June 30, 2012

	Governmental Activities		Business-type Activities		Total	
	2011-12	2010-11	2011-12	2010-11	2011-12	2010-11
REVENUES						
Program Revenues						
Charges for Services	\$ 906,985	\$ 939,310	\$ 3,472,010	\$ 3,284,592	\$ 4,378,995	\$ 4,223,902
Operating Grants/Contrib.	678,721	624,707	-	-	678,721	624,707
Capital Grants/Contrib.	1,897,046	818,873	-	-	1,897,046	818,873
General Revenues:						
Property Taxes	2,902,841	2,841,370	-	-	2,902,841	2,841,370
Franchise Taxes	819,085	824,292	-	-	819,085	824,292
Investment Earnings	27,570	46,223	16,500	29,107	44,070	75,330
SAIF Refunds	-	53,067	-	-	-	53,067
Unrestricted Grants/Contrib.	224,900	214,750	-	-	224,900	214,750
Rental Income	24,440	22,480	6,782	6,782	31,222	29,262
Miscellaneous	29,437	21,218	57,075	49,820	86,512	71,038
Total Revenues	\$ 7,511,025	\$ 6,406,290	\$ 3,552,367	\$ 3,370,301	\$ 11,063,392	\$ 9,776,591
EXPENSES						
General Government	\$ 591,152	\$ 521,488	\$ -	\$ -	\$ 591,152	\$ 521,488
Public Safety	3,435,715	3,259,138	-	-	3,435,715	3,259,138
Transportation and Streets	1,153,332	1,334,764	-	-	1,153,332	1,334,764
Culture & Recreation	303,648	269,171	-	-	303,648	269,171
Economic Development	71,138	98,412	-	-	71,138	98,412
Cemetery	129,844	108,090	-	-	129,844	108,090
Airport	272,584	234,880	-	-	272,584	234,880
Hydro-Electric Plant	774	5,598	-	-	774	5,598
Interest on Long-Term Debt	5,683	5,598	-	-	5,683	5,598
Water	-	-	1,442,589	1,474,327	1,442,589	1,474,327
Wastewater	-	-	1,007,305	983,022	1,007,305	983,022
Golf Course	-	-	21,828	18,544	21,828	18,544
Building Department	-	-	366,328	367,127	366,328	367,127
Total Expenses	5,963,870	5,837,139	2,838,050	2,843,020	8,801,920	8,680,159
Operating Transfers	(75,351)	-	75,351	-	-	-
Extraordinary Item - Bequest	883,380	-	-	-	883,380	-
Change in Net Assets	2,355,184	569,151	789,668	527,281	3,144,852	1,096,432
Net Assets – Beginning of Year	17,809,918	17,240,767	23,783,548	23,256,267	41,593,466	40,497,034
Net Assets – End of Year	\$ 20,165,102	\$ 17,809,918	\$ 24,573,216	\$ 23,783,548	\$ 44,738,318	\$ 41,593,466



Payroll System • • •

In March 2012 the City successfully switched from its manual timekeeping system to the Novatime timekeeping software. This system tracks employees' time, jobs, events and equipment use. It also tracks vacation, sick or comp time accruals and is used to request time off. The software is fully integrated into the AS400 financial software system which is used to process payroll. This system has eliminated the duplicate entry of timecards into the cost accounting system and increased the accuracy of our payroll records.

As of December 2012 the City had:



For comparison, as of December 2011 the City had 61 full-time employees, 5 part-time employees and 15 paid-on-call volunteer firefighters*.

[63.475 Full Time Equivalent]



* Paid-on-call firefighters are not included on FTE.

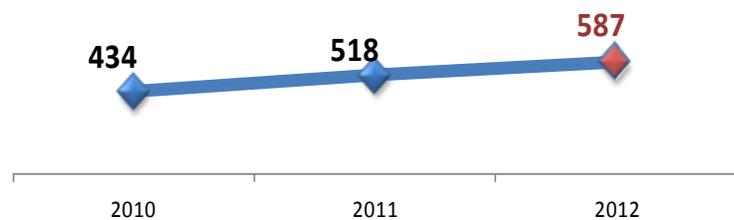
Utilities 💧 💧 💧

Baker City currently has **4,148 active utility accounts**. Accounts are divided into eight billing zones and are billed bimonthly. The City had 905 customers connect services and 869 customers disconnect services during 2012.

Customers can access forms on the internet to connect or disconnect service; change information; or sign up for direct pay, payment arrangements or property owner agreements at <http://www.bakercity.com/departments/finance/water>.

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 2012 participation in the direct pay program increased as follows:

DIRECT PAY PROGRAM	Total
2011 Participation	518
2012 Participation	587
Total Increase	69
% Increase	13%



In 2012 the direct pay program increased 13%



Grants & Grant Reporting • • •

During the 2012 calendar year the City received the following grant funds:

<u>Donor</u>	<u>Purpose</u>	<u>Revenue Received from Grants 01/01 to 12/31/2012</u>
Connect Oregon III	Taxi lane design, construction and improvements	\$ 42,828
FAA Grant	Connect Oregon III grant match	85,390
FAA Grant	Reconstruct Taxiway A	740,249
Local Gov. Grant Program.	Central Park	142,991
Maybelle Clark Foundation	K-9 drug dog program	1,000
Traffic Safety Project	Child safety seat program for low income families	1,492
Leo Adler Foundation	Resort Street Utilities	21,000
Total		<u>\$ 1,034,950</u>

Staff has centralized its system for tracking grants but is continuing to make improvements to its system to ensure strict compliance with grant requirements.

Accounts Payable • • •

The City is currently working on a system to enter, track, code and approve invoices electronically in order to reduce processing time. In addition the coding from the electronic invoices will be integrated with the City’s AS400 financial system to further increase efficiencies and accuracy.

Bequest • • •

In April of 2012 the City received a bequest from Anthony Silvers of \$883,380 which included real property valued at \$100,300 that is reserved for public use to the City. The principal can never be spent but the interest earnings from the funds are to be used for planting “street trees” on both public and private property within the city limits of Baker City.



EMERGENCY RESPONSES • • •



In 2012, the Baker City Fire Department responded to a total of **1,502 emergency alarms.**

FIRE OPERATIONS

General Alarms 15*
Still Alarms 200

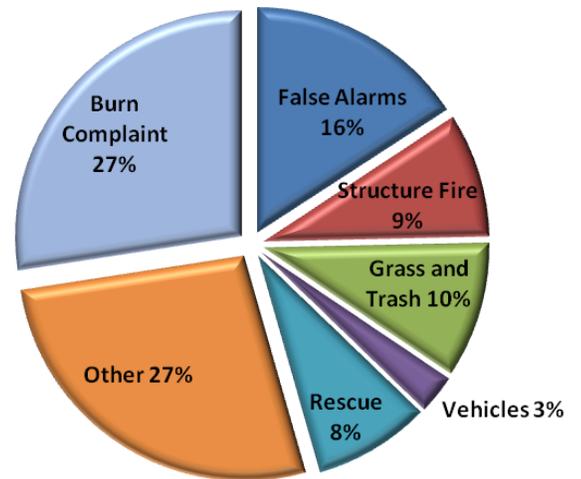
* Required an "all call" of available on and off-duty personnel.

Total of

215



FIRE
responses



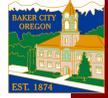
Fire responses are broken down as follows:

- 19 fires in structures exposing property valued at approximately \$1.7 million to risk by fire, with an estimated property loss of \$500,000.
 - 34 false alarms.
 - 21 grass, natural cover or rubbish fires.
- 6 vehicle fires with a total estimated property loss of \$20,000.
 - 18 rescue incidents.
- 58 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.).
 - 59 residential burning calls.



575 residential burn permits
were issued in 2012

In 2012, the BCFD responded to 59 residential burning calls. The average in service time for a burn complaint is 20 minutes with an average expense per call of \$75.00.

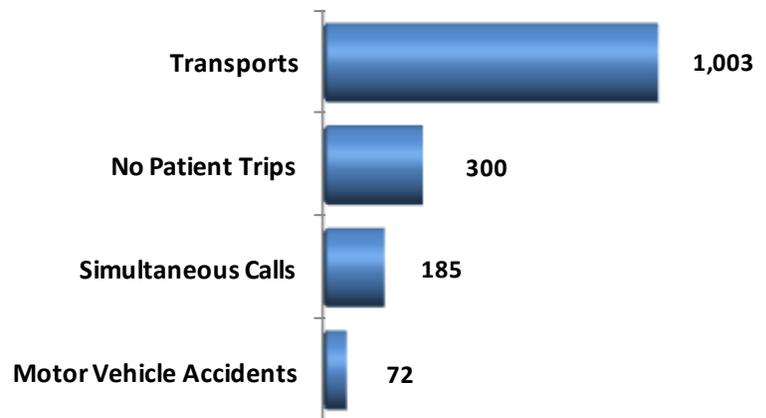
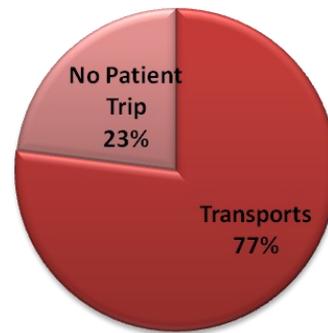


AMBULANCE OPERATIONS

Ambulance responses are broken down as follows:

- ⊙ Responded to 318 requests for ambulance service outside of the City limits and 969 requests inside the City for a total of 1,287 requests for ambulance service.
- ⊙ Transported 1,003 patients to area hospitals and had 300 responses without a transport.
- ⊙ Of 1,003 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 – 23%,
 - Traumatic Injuries – 17%,
 - and Respiratory Distress – 12%.
- ⊙ 185 instances of simultaneous requests (2 or more incidents at the same time) for emergency services (medical and fire).

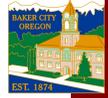
1,287 requests for ambulance service:
 318 Rural Calls
 969 City Calls



TRAINING

The Baker City Fire Department completed **1,396 man-hours of training** consisting of numerous fire and Emergency Medical Services (EMS) related topics:

- **Fire** training, significant highlights include: Advanced Vehicle Extrication training for department personnel, live fire training at department training unit, Oregon State Police Bomb Class, Emergency Vehicle Operations course for department personnel and a joint training on Hazardous Materials Decontamination with Saint Alphonsus Medical Center.
- **EMS** training, significant highlights include: Pediatric Advanced Life Support training and certification for department personnel, SimMan training sponsored by Saint Alphonsus for department personnel and a joint training on Landing Zones with Saint Alphonsus personnel.
- Hosted the Baker County interagency scavenger hunt for rural fire districts.



MAINTENANCE

The Baker City Fire Department completed **3,914 man-hours of station and equipment maintenance** ensuring the upkeep of our station and that our equipment remains in a response ready condition including:

- New Extrication equipment (Jaws of Life) placed in service.
- Annual **Self Contained Breathing Apparatus (SCBA)** fit testing (OSHA required) for fire department and public works personnel.
- Annual SCBA breathing air testing completed.
- Annual SCBA flow testing completed.
- Annual pump testing completed.
- Annual hose testing completed.
- Annual ladder testing and certification completed.
- Annual defibrillator maintenance and certification completed.
- Annual ambulance licensing completed through the Oregon Health Division.
- EMS Physician Advisor contract renewed.
- Annual air compressor maintenance completed.
- Winterized the FD sprinkler system.
- Annual apparatus bay door maintenance completed.
- General station maintenance and repairs.

OTHER PROJECTS

The Fire Department was awarded an Assistance to Firefighter’s Grant for new extrication equipment, equipment was evaluated and a new set purchased and placed in service.

The Fire Department was awarded a grant from the Leo Adler Fund for assistance in re-mounting our 1997 medic unit. A request for proposals has gone out to interested vendors.

Applied for and received an amendment to our extrication equipment grant to utilize excess funds for the purchase and donation of Carbon Monoxide and Smoke Detectors to community members in need.

The Fire Department has applied for grant funding to purchase video laryngoscopes and portable ventilators for our medic units and a new interface fire pumper. These grants are pending/unknown disposition.



CITY & COUNTY INSPECTIONS • • •



The Building Department has gone through a couple of changes this year. The department is operating with a full-time Building Official and a part-time permit technician.

There is an inspector on call when needed (the building official is sick, completing continuing education, or on vacation). The electrical plan reviews and inspections are completed by contract with Rick Newman.

Residential Plan Reviews, after approval from the Planning Department, have been completed within the required 10 day period. Commercial Plan Reviews, which have a grace period of up to 3 weeks, have been completed in the required time frames established by State of Oregon's Building Codes. Building inspections for the city and county have been maintained to be within the required 48 hour period.

Kendra Van Cleave, the part-time permit technician, has had her work time divided between the Building and Finance Departments. As a Permit Technician, she verifies permit applications, contractor's licenses, and issues permits after the approval of the plans. The permit technician accepts inspection requests and schedules the times. Finally, she maintains reports for the department when needed.

The revenue for the Building Department had plummeted at the beginning of the 2012 year. It is usually slow in the winter months, but picked up a little better than the previous year's recession. The summer months were slow, but in the fall, we had another rise in building applications. For the first time in a couple of

years, the building department did not dip into it's reserve every month. We are still feeling the effects of the recession that started in 2008, but we are encouraged by recent activity.

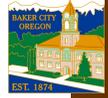
One of the on going larger projects is the 10,000 sq ft., Richland Elderly Housing building, a 10 unit apartment building remodel at the former Richland Elementary School. The Richland Fire Department is looking to possibly remodel the gym into a Fire Hall.

In Baker City, the current projects include the following:

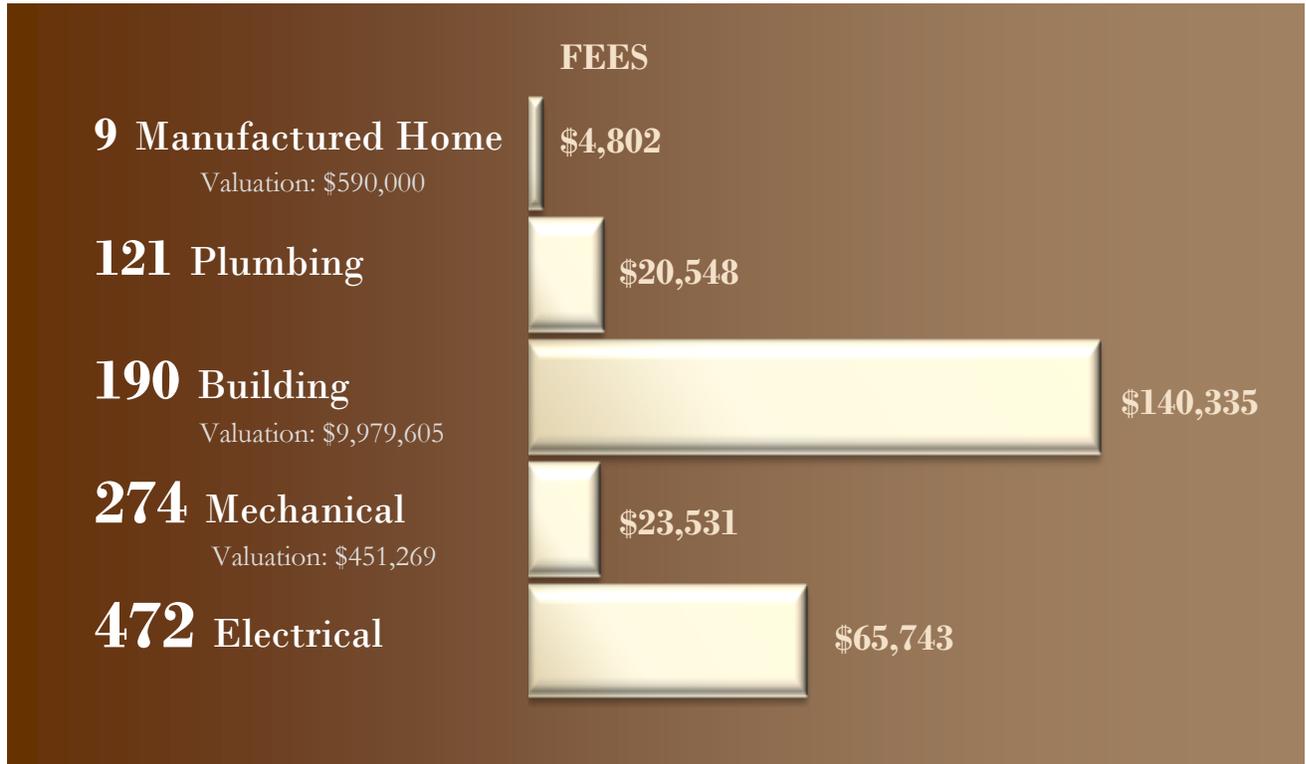
Barley Brown's Brew Pub is expanding to include a tavern, retail sales area and beer production area for brewing. The YMCA is going to be remodeling the former Wilson Market, which will be a two story interior structure. O'Reilly Auto Parts will construct a new store on Campbell Street, next to Mavericks. Finally, a 9,000 sq ft., Senior Living Facility construction is proposed north of D Street.

The revenue for 2012 is estimated to be approximately \$254, 959. This amount includes the revenues from structural, plumbing, electrical and mechanical permits. This amount is shown to be down \$27, 472.

We are anticipating that 2013 will be the year we will not have to use any of our reserves.



PERMITS ISSUED • • •



Total PERMIT FEES **\$254,959** a decrease of 9.4% from 2011

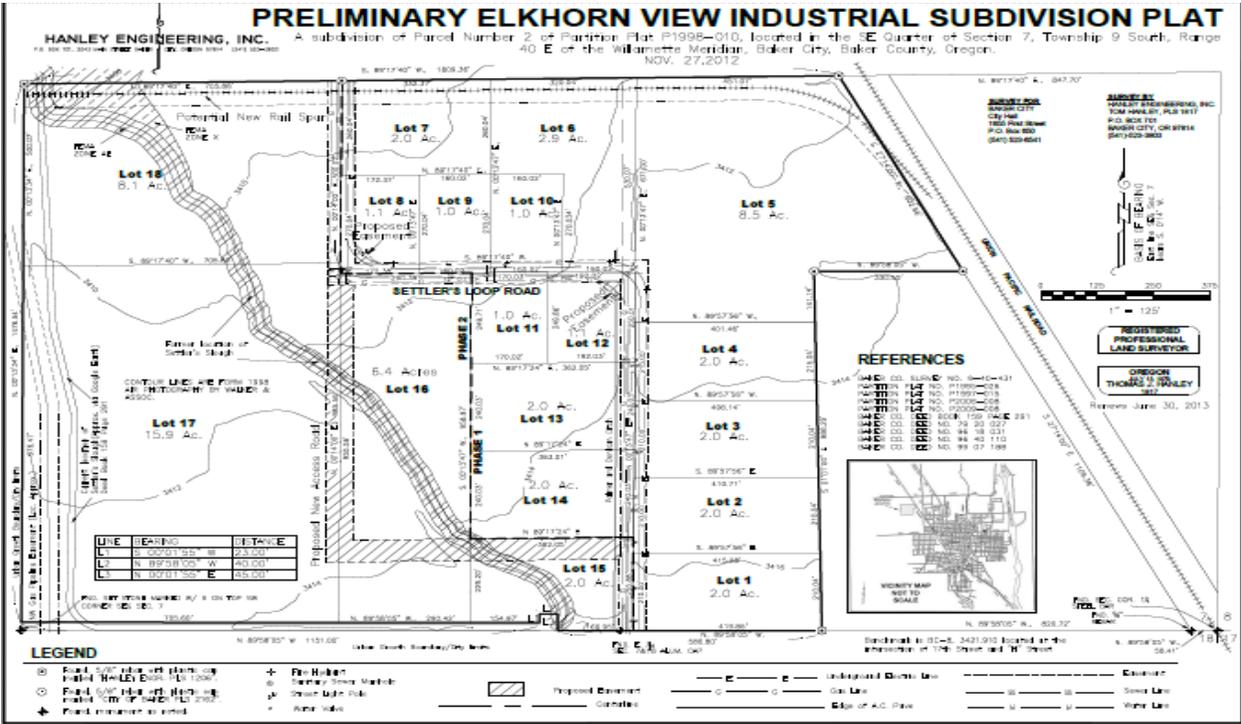


Valuation and Fee Source: Simply Sassy Permit Reports.



IMPROVING OUR COMMUNITY • • •

Community Development worked on the **Elkhorn View Industrial Park** to **sub-divide the remaining 63 acres**. The complete subdivision will shorten the amount of time needed for land transfer from seller to buyer. The subdivision was approved by the Planning Commission of Baker City. Before the final plat for phase I is filled the Covenant and Restrictions need to be developed and purchase price set. For phase II to become finalized the floodplain map needs to be updated and approved by FEMA.



Worked with Baker County Tourism to again host judges of the Rand McNally Most Beautiful Small Town in America Contest. In conjunction with this event Community Development worked to wash off the Main Street sidewalks and held a Community Wide clean up in collaboration with the Elks and Baker Sanitary Service.



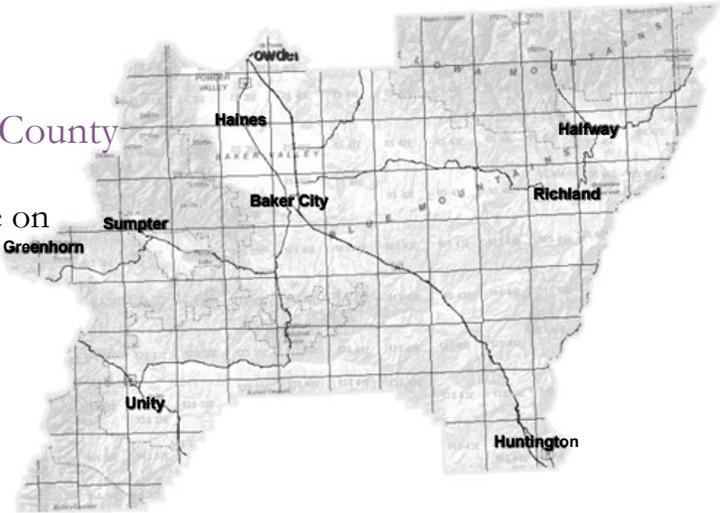
AND MORE . . .

Community Development, Economic Development, Baker County Tourism, Baker County Chamber of Commerce, Historic Baker City, and Work Source Oregon continue to work closely together to insure that we are all pulling together with the wagon train of development.

Grants worked on include:

- Oregon Department of Transportation Connect Oregon IV: successful and the project has been completed (Taxiway Alpha reconstruction project).
- State Historic Preservation Office Certified Local Government Grant: successful for the Crossroads Carnegie Art Center entrance steps.
- Oregon Parks and Recreation Department Recreational Trails Program Grant: in progress for multiple water access points along the LAMP and Powder River.

Community Development & Economic Development met with each city in Baker County throughout the year. This has helped us to look at the big picture and be able to collaborate on those issues that are shared by the Cities as we work with State and Federal agencies.



Projects that will be worked on in 2013:

- ↪ Interchange Area Management Plan (IAMP) for I-84 Exits 302 & 306
- ↪ Elkhorn View Industrial Park Final Plat Phase I & II
- ↪ Resort Street Reconstruction Project
- ↪ Court Plaza
- ↪ Playground Improvement Project
- ↪ Enterprise Zone Promotion



SIGNIFICANT ACCOMPLISHMENTS • • •



The Planning Department is responsible for day-to-day administration of the Comprehensive Plan and the City's development ordinances. This includes responding to public inquiries, processing of applications for Planning Commission actions, and assisting any other board or commission that is charged with land use issues.

Consolidation. City planning functions and personnel were transferred to the County effective July 1st. We are committed to implementing the community's adopted policy on land use and development. Our goal is to do so in a way that is understandable, efficient, fair, and as pleasant as we can make it. We do our best to offer the kind of friendly support that we all hold as a common value in our community. If you have any questions, please feel free to contact us at (541) 523-8219 for more information.

Public Notice Signs. A Resolution was presented to the Planning Commission and City Council setting a policy for posting public notice signs in an effort to expand public notification for planning actions beyond the State's minimum requirements for the purpose of increasing awareness and encouraging the community to be more involved in development proposals. Posting signs for all Type II and III cases began in May.

Website Improvements. Easier public access to several important documents was made possible by scanning and uploading them onto the City's website:

- Baker City Comprehensive Plan
- Baker City Development Code
- Baker City Vision: 2030
- Downtown Plan – 1982 and Downtown Plan Update – 2001
- Economic Opportunities Analysis – 1996
- FEMA Flood Insurance Study for Baker County, Oregon and associated Flood Insurance Rate Maps

Floodplain Ordinance Amendment. The amendments were necessary to ensure that Baker City's Code is consistent with the minimum FEMA (Federal Emergency Management Agency) regulations required as a condition of the City's participation in the National Flood Insurance Program (NFIP).

The primary benefits of participating in the NFIP include subsidized flood insurance for property owners, disaster funding, and disaster assistance. Nearly 700 parcels within city limits are located in the 100-year floodplain. Many residents have questioned whether or not Baker City has a flooding concern since there have been no major floods since Mason Dam was constructed in 1968. The flood volume determined for the Flood Insurance Study prepared in 1988 did factor in the existence of Mason Dam and was based on flows from the creeks located between Mason Dam and Baker City.

When warm winter rains introduce runoff into a frozen Powder River, large chunks of ice can become obstructed by low-lying bridges and block the flow substantially, causing water to back up and potentially flood over the river banks.

For example, on January 17, 2011 the Public Works Department had to use a track hoe to break up ice buildup in the Powder River near Kirkway and Hughes Lane. Conditions were alleviated before any homes were impacted; however, the Kirkway Park and portions of the adjacent agricultural field were flooded with high volumes of water. Had the Public Works Department not intervened, there could have been

some very substantial flood losses. Remarkable footage of this ice jam was captured on video by Public Works staff.



A copy of this video has been posted on YouTube at: <http://www.youtube.com/watch?v=b-NT4GVn8fk&feature=youtu.be>



PROJECTS IN PROGRESS . . .

Transportation & Growth Management (TGM) Grant for Transportation System Plan (TSP) Update. This important update to our TSP was made possible by a \$157,338 grant awarded by the Oregon TGM Program, which is a partnership between ODOT (Oregon Dept. of Transportation) and DLCD (Department of Land Conservation & Development). An interactive map website is available that allows users to make comments about problem areas and/or make suggestions for possible improvement projects (<http://map.project.kittelson.com/bakercityTSP>). Farther along in the TSP update process, the consultant will make recommendations for amendments to the Comprehensive Plan to be consistent with the updated transportation goals. Having the goals identified in our Comprehensive Land Use Plan is an important step toward receiving potential grant funding in the future.

Permanent Records Inventory. A database has been created to log all of the City's archived planning cases, and the records are being re-filed according to address rather than by year. This process will make researching prior planning actions more efficient and provide a more complete history for each property that has been reviewed for a land use approval.

New Public Notice Signs. We have been soliciting bids for new, hardier, and more visible Public Notice Signs. The new signs will be much more noticeable and capable of withstanding our varied weather conditions.

Development Code Amendments. Amendments are necessary from time to time to reflect changing community conditions, needs and desires, to correct mistakes, or to address changes in State law. The Baker City Development Code (BCDC) was last amended in 2009. Since then, there have been a few typographical errors, inadvertent omissions, inconsistencies, and other minor changes noted that need to be corrected. In addition, while administering the Code these last few years, it has become apparent that further clarification and/or additional regulation may be necessary for various aspects of land use. Making changes to land use regulations is a Type IV procedure, which is considered initially by the Planning Commission, with final decisions made by City Council. The Planning Commission has begun this process with a series of work sessions to determine the scope of the changes they would like to recommend. Planning Department staff is working closely with the Planning Commission to provide the necessary support and assistance needed.

Interchange Area Management Plan (IAMP). The plan for Interchanges I-84 Exits 302 & 306 was prepared in 2005; however, adoption of the plan was tabled until more details could be worked out. With design of the Best Frontage Road improvements nearing, Baker City, Baker County, and ODOT mutually decided to continue progress toward finalizing the plan. Staff will be reviewing the last draft of the plan (dated August 26, 2005) to determine what revisions may be necessary. A public meeting will then be scheduled to inform all interested persons and get feedback prior to starting the hearings process to consider adoption.



PERMITS . . .

In comparison with last year, the number of planning actions processed increased by approximately 12% (addresses & fences not included). Effective July 1, 2012, address duties were transferred to Public Works and Fence Permits were transferred to the Building Department.

TYPE I

165
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

6
Permits

Type II reviews and permit issuance require public notifications.

TYPE III

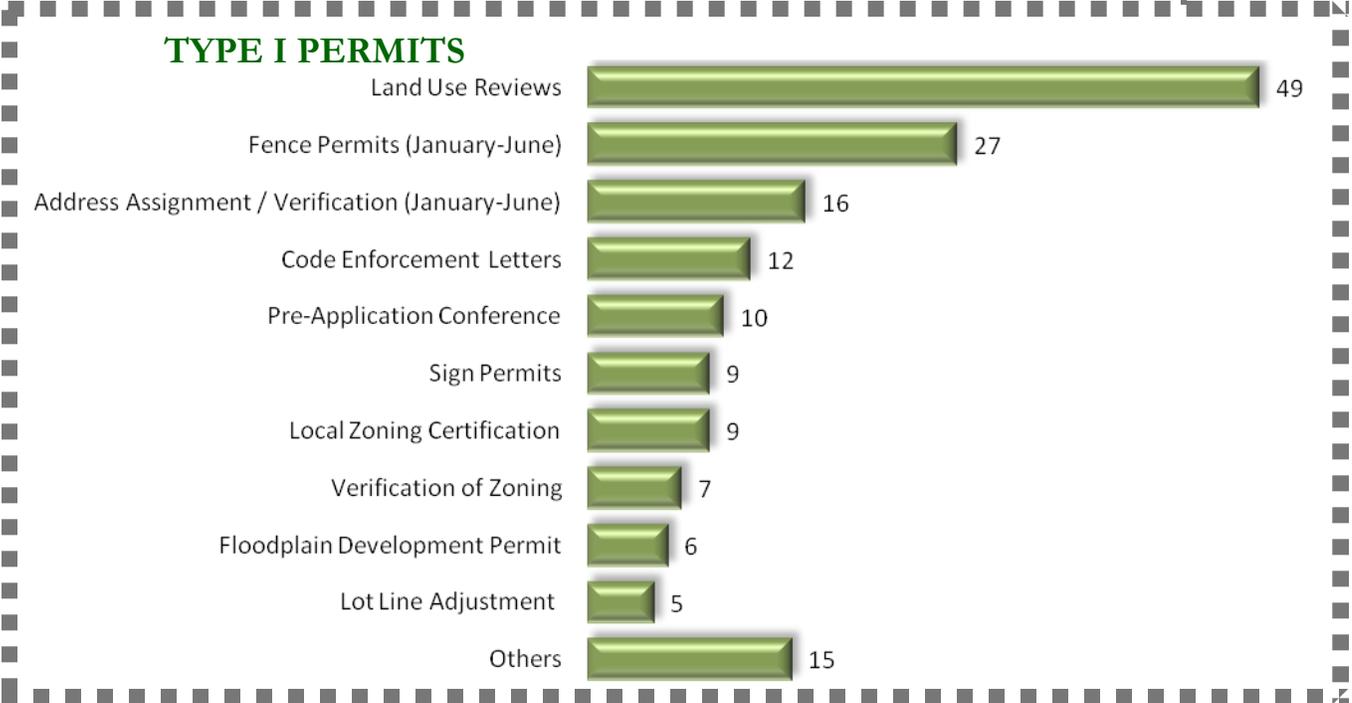
6
Permits

Type III reviews and permit issuance require a public hearing.

TYPE IV

3
Permits

Type IV procedures apply to legislative matters involving the creation, revision or large-scale implementation of public policy.





Working TOGETHER Works • • •



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 2012 highlights are listed below.

- 1** Quail Ridge Golf Course received numerous upgrades this past year including new paint on the club house, a new roof on the storage shed, tree trimming and removal along with major improvements to the irrigation system including the expansion and lining of the pond. The work involved contractors, city crews and many volunteer hours from a very active Golf Board.
- 2** City crews chip sealed **64** blocks or 3.76 miles of streets in August.
- 3** The sidewalk grant program continued with **25** grants issued for a total award of \$24,577.
- 4** The Technical Administration division of Public Works assisted with over **671** grave locations at Mt. Hope Cemetery in 2012.
- 5** **92** Utility Service quotes were provided to the public, up 15% from last year.
- 6** Taxiway A, the main parallel taxiway was rehabilitated this past summer with nearly \$900,000 in grant dollars through the FAA Airport Improvement grant and a ConnectOregon IV grant. The City's contribution was approximately 5% of the total cost and the taxiway should be in great shape for the next 20 years.
- 7** Two replacement trucks and a new V box (sand) spreader were added to the fleet.
- 8** A new roof was completed at the Warehouse/Shop.
- 9** City crews along with ODOT installed a new rapid flashing beacon at the LAMP crossing on Campbell. The project was funded by ODOT and has made a visible improvement to crossing safety.
- 10** The Resort Street project continued with street design, amenity selection and the formation of the Local Improvement District for the underground relocation of utilities. In addition the water services were upgraded and several wastewater laterals were replaced.
- 11** The Public Works and Planning Departments have done the preliminary work on the update to the Transportation System Plan. This project was primarily funded by an ODOT Transportation Growth Management grant using city employee hours as the match.
- 12** All Public Works staff maintained their appropriate certifications for drinking water treatment and distribution, wastewater collection and treatment, Commercial Drivers License and Professional Land Surveyor.
- 13** A Water Specialist I was promoted to Water Specialist II to replace the Specialist retiring last July. A new engineer position was filled to meet the Council goal and provide additional technical support to Public Works.
- 14** **13,536** blocks were swept in 2012. That's an increase of 13.6%! Sweeping is the most cost effective form of street maintenance there is available.

The Public Works Department continues to find ways to be more efficient and effective at delivering goods and services to the Public we serve. We are looking forward to a great 2013!



HIGHLIGHTS • • •



CHIP SEALING IN THE SUMMER!



PATCHING AFTER A NEW WASTEWATER MAIN WAS INSTALLED ON AUBURN AVE.

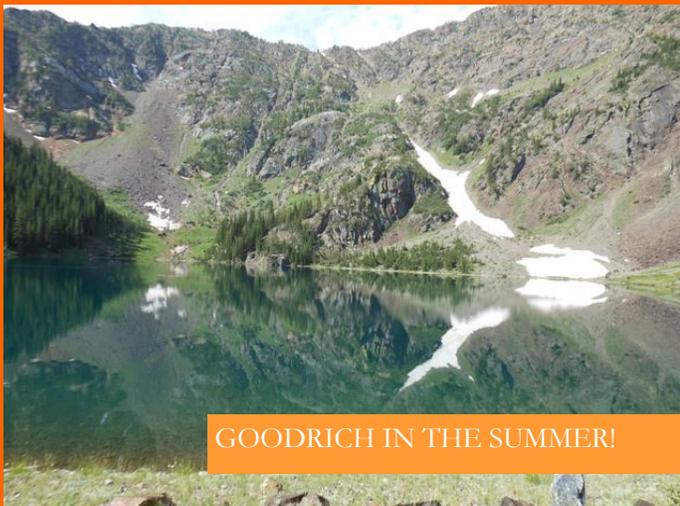
30/05/2012 15:15



SNOW REMOVAL IN THE WINTER!



A NEW SIDEWALK IN GEISER-POLLMAN PARK



GOODRICH IN THE SUMMER!



THE RAPID FLASHING BEACON ON CAMPBELL



OTHER INTERESTING FACTS. . .

WATER:

800.5 MG of water was delivered to consumers.

A new 70,000 gallon water tank was installed to serve the Scenic Vista subdivision.

114 Watershed entry permits were issued for the 2012 hunting seasons.

WASTEWATER:

431.1 MG of inflow was received at the Wastewater Treatment Plant.

129,921 feet of wastewater main lines were jetted (cleaned).

STREETS:

29 Street Closure requests were processed for parades and events.

54 Blocks of streets were crackfilled.

91 Street signs were replaced, repaired or added to the system.

369 Street lights were repaired (lamps/photo cells replaced).

13,536 Blocks were swept.

STORMWATER:

1,098 Catch basins were cleaned-more than twice as many as last year.

1,985 feet of storm main line was video inspected.

CEMETERY:

The Mausoleum roof received a new coat of sealant to prevent moisture from leaking into the building.

PARKS:

100 Reservations were made at our City parks including four large events.

TECHNICAL SERVICES:

777 Utility locates were completed.

21 New tree permits were issued.



CRIME RATES & POLICE STATISTICS • • •

Crime rates for the most part are cyclical and will vary based on numerous factors which relate to demographic and economic factors, but also, the criminal justice systems as a whole. Any breakdown in this system can have a startling impact on the type of crimes a particular community might encounter. An additional factor in small communities with low crime rates, such as Baker City, is “spree crimes”. One individual or group, participating in a criminal spree such as multiple burglaries committed in private homes or businesses, can greatly affect the statistics.

Notable statistics for 2012 reflect the following increases and/or decreases when compared with 2011:

- * **10% increase** in reports written, of which **69%** were written for criminal offenses and **31%** were written for non-criminal incidents.
- * **4% increase** in overall arrests. Within this statistic, it was noted that traffic related arrests had increase by **40%** which includes a **25%** increase in DUII arrests.
- * **16% decrease** in overall citations were written in 2012. Citations issued for moving violations **decreased by 18%** and citations issued for parking **decreased by 32%**. Citations issued for non-traffic offenses remained virtually unchanged for this time period.
- * **9% decrease** in traffic warnings were issued.
- * **44% decrease** in motor vehicle accidents, not including hit and run. Hit and run incidents remained virtually unchanged for this time period.

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.



HIGHLIGHTS. . .

Eastern Oregon Academy

This past year the Department saw the realization of a long-standing goal with the implementation of our Reserve Program, which included the inaugural session of the Eastern Oregon Regional Reserve Police Academy. **BCPD currently has 4 reserve officers**, with 2 in the current academy.

K9 Program

Officer Rand Weaver continues to be the handler assigned to our department's drug detection **canine Turbo**. Turbo is in his 6th year of serving our community as a drug sniffing canine. Turbo is used in many roles throughout the year from a drug finder at traffic stops, to a searcher in buildings, to an educator in our schools and at community functions.

Chaplaincy

The Chaplaincy Program currently stands at 5 strong. Our Chaplains are classified as Public Safety Chaplains; serving the needs of police, fire, EMS and dispatch. This past year they were invaluable, assisting our department with death notifications to families and providing counseling to officers.

Citizen on Patrol

In 2012, our **Citizen on Patrol Program maintained 5 active volunteers**. They assisted with placement and monitoring of the radar trailer and also assisted during community events such as the children's bike rodeo held during the Baker City Cycling Classic.

Staffing Changes

Staffing changes in 2012 brought transitions in assignments for veteran officers and the introduction of two new officers. **Officer Craig Davidson** became the department's Community Service and School Resource Officer and **Officer Shannon Regan** has shifted to a full-time assignment in the patrol division. In January 2012, two officers began their careers with BCPD: **Officer Jared Wood**, who had served as a police officer in the State of Idaho for 10 years, and **Officer Sara Jury**, a Baker High School graduate who served 5 years in the US Marine Corps.

Grants Received

\$1,500 from Oregon Department of Transportation (ODOT) Traffic Safety project – to provide child safety seats to the children of low-income families and includes education on the proper use and installation of carseats to reduce injuries and deaths.
\$1,143 in youth and children-sized bicycle helmets purchase by ODOT which were given out during the annual Bicycle Rodeo and throughout the summer to children without means to purchase their own helmet.
\$3,402 from National Institute of Justice (NIJ)—will be utilized to purchase 4 NIJ-compliant armored vests for law enforcement personnel. This grant requires an equal match from the City to meet the total cost of the four vests.

Northeastern Oregon Regional SWAT

In 2012 an agreement was reached with the **La Grande Police Department to create the Northeast Oregon Regional SWAT Team**. **Members of the Baker County Sheriff's Office and the Union County Sheriff's Office** have also joined to comprise this team, which trains together monthly to provide services throughout Baker and Union Counties. The Northeast Oregon Regional SWAT Team has high expectations and has set strict standards, ensuring that their service will reach the highest level of safety and competency. They are committed to going well beyond their day to day police roles by making themselves available to respond and resolve some of the most dangerous situations.



COMMUNITY EVENTS & TRAINING

COMMUNITY EVENTS

Some of the community events and functions our staff assisted with were:

- BCPD provided security for the 2012 OSAA 1A State Tournament.
- BCPD provided extra staffing to assist with safety concerns during the 2012 Hell's Canyon Rally .
- BCPD provided traffic control for the Baker City Cycling Classic.
- Several BCPD officers assisted with security and traffic control during the 2012 Miner's Jubilee Celebration.
- BCPD personnel assisted with traffic control at the 2012 Shrine Parade and with security at the 2012 Shrine football game.
- BCPD participated in the 2012 National Night Our Celebration held at Geiser Pollman Park.
- BCPD personnel staffed two National Drug Take Back events held on April 28th and September 29. Citizens brought in expired, unused and unwanted prescription drugs for proper disposal.
- BCPD reserve personnel conducted foot patrols and interacted with the children present during the Trick-or-Treat event held downtown.

TRAINING

A variety of officer safety, OSHA, and policy trainings are required each year which is in addition to the special trainings listed below:

- ✦ Officer Craig Davidson attended Field Training Evaluation Program training. He also completed training required in the use and instruction of the TASER X26 and X2 Electronic Control Devices.
- ✦ Administrative Assistant Phoebe Wachtel attended training to become a Certified Carseat Technician.
- ✦ Sergeant Mike Regan attended "*Traumas of Law Enforcement*" training. He also participated in the *Ford Institute Leadership Program*.
- ✦ Sergeant M. Regan, Sergeant K. McCormick, Officer W. Bailey, and Officer W. Chastain attended "*Law Enforcement Supervisor Force Liability Prevention*" training.
- ✦ K9 Handler R. Weaver attended the Pacific Northwest Police Detention Dog Association 2012 Conference and the Oregon Police Canine Working Dog Seminar.
- ✦ Sergeant Josh Bryant completed a 10-week online supervisor's course titled, "*The Leader's Journey: Leading from the Front-Lines.*"
- ✦ Officer Shannon Regan attended the Northwest Gang Investigators Association and the 2012 Child Abuse and Family Violence Summit.
- ✦ Officer Gerrit Southard attended Criminal Interdiction Training and Seminar. He also attended "*Winning the Battle*" Conference with his wife, Darcy. "*Winning the Battle*" is a seminar that helps couples enhance their relationship when one spouse works in law enforcement.
- ✦ Officer Wayne Chastain attended ICS 300/400 class.
- ✦ Sergeant Kirk McCormick attended "*ECW –TASER® Legal Issues and Litigation*" training.
- ✦ Evidence Technician Shannin Davidson attended Property Room Training.
- ✦ Detective Sharon Bass attended the Oregon Narcotics Enforcement Association Conference.
- ✦ Officer Zach Downing attended "*Reid Technique of Interviewing and Interrogations*" training.
- ✦ BCPD staff attended "*First Responders Training for Returning Veterans*" sponsored by the Oregon National Guard.
- ✦ Chief W. Lohner and Sergeant K. McCormick attended Civil Commitment Training, an overview of the civil commitment process in Oregon for allegedly mentally ill persons.
- ✦ Several members of BCPD participated in Gang Awareness training.



CODE ENFORCEMENT • • •

The mission of code enforcement is to promote community awareness and facilitate voluntary compliance with Baker City Municipal Codes to enhance the quality of life and foster civic pride.

PROPERTY MAINTENANCE

Crime prevention specialists know that property neglect sends a negative message which perpetuates further decay, lowers property values, and attracts the criminal element. Intervention through partnerships within the community, local law enforcement and fire safety officers, are a golden opportunity to build long-term relationships while educating residents, ensuring property code compliance, and helping individuals in need of assistance. We feel this is especially true today and this is reflected in our vision for code enforcement which is to optimize all available resources in order to foster positive relationships with Baker City's community residents and local businesses.

Code Enforcement Successes

- ⊙ Ensured major corridor approaches into Baker City maintained visual attractiveness.
- ⊙ Reduced a significant number of recurrences through an assertive education plan and abatement program.
- ⊙ Enhanced the educational platform for dogs running at large. Multiple citations issued for licensure and rabies vaccine compliance.
- ⊙ Aggressive campaign for safe schools and safe neighborhoods enhanced property maintenance compliance near Baker City local schools.

ANIMAL CONTROL

- 🐾 **19 Dog at Large citations** were issued.
- 🐾 **3 Allowing a Dog to be a Nuisance citations** were issued.
- 🐾 **6 No Dog License citations** were issued.
- 🐾 **8 Other Animal Violations** were issued.
- 🐾 **592 dogs** were licensed city wide, a 14% increase from last year.
- 🐾 **125 dogs were impounded**, a 74% increase in dogs impounded from last year. Of the dogs impounded in 2012, 73% were claimed by an owner; 23% were adopted out; and 4% were euthanized as they were not adoptable or not claimed by an owner.
- 🐾 **3 livestock permits, 4 kennel permits, and 1 exotic animal permit** were issued.

WEED ABATEMENT

140 complaints of weed abatement were addressed during 2012, with 123 of the complaints coming into compliance upon receipt of written notification from BCPD. The remaining 17 non-compliant complaints were hired out to local contractors by Baker City at the expense of the property owner.

A complete **2012 Retrospective for the Police Department** is available online at <http://www.bakercity.com/government/reports-a-statistics#Police>