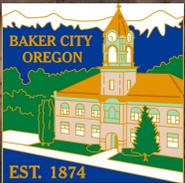


# 2013

ANNUAL  
REPORT

A-D-MDCCCIII-

# BAKER CITY HALL



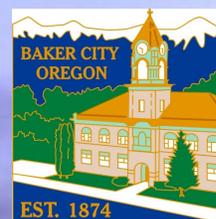
CITY OF BAKER CITY, Oregon

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*This photo is courtesy of  
Base Camp Baker.*



City of Baker City  
P.O. Box 650  
1655 First Street  
Baker City, Oregon  
(541) 523-6541  
admin@bakercity.com  
www.bakercity.com



# BAKER CITY QUICK FACTS . . .

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## Elected Officials

Mayor Richard Langrell

Councilor Clair Button

Councilor Roger Coles

Councilor Dennis Dorrah

Councilor Mike Downing

Councilor Barbara Johnson

Councilor Kim Mosier

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## City Manager

Mike Kee

---

## Staff

Finance Director Jeanie Dexter

Public Works Director Michelle Owen

Police Chief Wyn Lohner

Fire Chief James Price

Building Official Gary Bood

Human Resources Manager and  
City Recorder Becky Fitzpatrick

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## Boards & Commissions

Airport Commission

Budget Board

Golf Board

Historic District Design Review Commission

Planning Commission

Parks & Recreation Board

Public Works Advisory Committee

Tree Board

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## BAKER CITY QUICK FACTS • • •

	Year	Baker City	Oregon
<b>Population 2012 Estimate</b>	2012	9,696	3,899,801
Source: US Census Bureau			

<b>Socioeconomic Status/Social Determinants</b>	Year	Baker County	Oregon
Violent Crime per 100,000	2007-2009	142	271
	2006-2008	184	275
Median Household Income	2010	37,868	46,536
	2008	37,282	50,165
Unemployment	2012	8.9%	8.6%
	2011	9.4%	9.4%

<b>Environmental Health</b>	Year	Baker County	Oregon
Air Pollution days	2007	6	12
	2005	0	4

<b>Additional Major Health Indicators</b>	Year	Baker County	Oregon
Life Expectancy at Birth male	2006-2010	75.5	76.8
	2001-2005	73.5	75.7
Life Expectancy at Birth female	2006-2010	79.4	81.2
	2001-2005	80.8	80.2

Source: *The State of Our Health 2013 Key Health Indicators for Oregonians*, Portland State University and Oregon Health & Science University, Published March, 2013. To view full report, please access online at: <http://www.ohsu.edu/xd/education/student-services/about-us/provost/upload/State-of-Our-Health-2013-monograph.pdf>, retrieved on February 26, 2014.



# ADMINISTRATION • • •

This report is submitted to the Baker City City Council to provide a summary of some of the activities the City has been involved in during the 2013 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 report is intended to provide a brief overview of these activities and achievements.



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

- During the fiscal year ended June 30, 2013 Baker City purchased and constructed **\$4,058,060 in capital assets without acquiring any new debt;**
- At the close of the most recent fiscal year Baker City's **assets exceeded liabilities by \$47,942,560;**
- The City employed **60.550 full-time equivalent (FTE)** in December of 2013, **down from 61.775 (FTE)** in December of 2012 and **63.475 (FTE)** in December 2011;
- The City received **over two million dollars in grants;**
- The Baker City Fire Department **responded to 1,542 emergency alarms compared to 1,502** in 2012;
- The Baker City Fire Department responded to **1,343 requests for an ambulance compared to 1,287** in 2012. One hundred fifty nine of those calls required two or more ambulances at the same time;
- The **Building Department conducted 1,776 inspections**, compared to 1,952 in 2012;
- The **Planning Department issued 115 planning permits, compared to 180** last year;
- The City delivered over **900 million gallons of water to customers**, 800 million gallons last year;
- The City treated over **402 million gallons of wastewater**, over 431 last year;
- The **Street Department swept 12,761 blocks of streets**, 13,536 were swept last year;
- The **Cemetery Department located 788 grave sites for customers**, 671 were located last year;
- The Parks Department made **90 reservations for park use**, 100 were made last year;
- The Wastewater Department **video-inspected 28,738 feet of wastewater lines;**
- The Wastewater Department **jetted and cleaned almost 126,547 feet of wastewater lines;**
- There was a **decrease of 31% in traffic related arrests** from 2012;
- The Police Department received **99 complaints of overgrown weeds compared to 140** last year; and
- The Finance Department **issued 650 dog licenses compared to 592** last year.



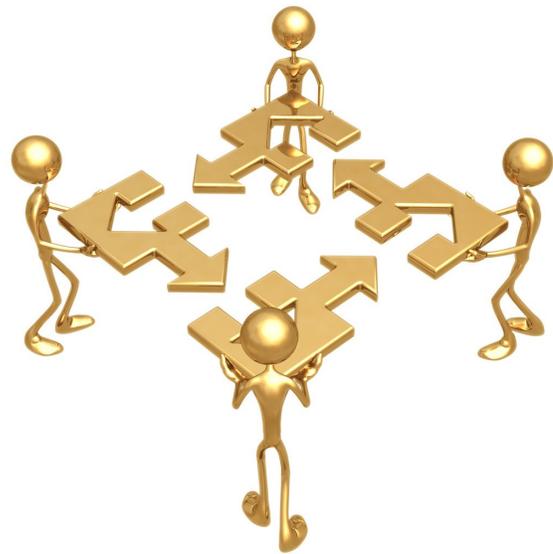
## SOME OTHER NOTABLE EVENTS THAT OCCURRED WITHIN THE CITY DURING 2013 FOLLOWS:

- The City drinking water was affected by a *cryptosporidium* outbreak during the year. Numerous people became ill from the parasite and service providers including restaurants and hotels were negatively affected. As a result of the outbreak the City tested the water weekly, built a new fence surrounding the Elk Creek Diversion in the Baker City Watershed, upgraded the fence that separates the watershed from the Forest Service land, and has taken steps to install a temporary treatment plant. A permanent treatment plant should be operational by the end of 2014.
- The City completed the Resort Street project during 2013. The project was made possible by gas tax funds. The road was totally rebuilt and the street was paved. The project also added new street lights, benches, trash receptacles, dumpster enclosures, and trees. The City partnered with Resort Street property owners to form a Local Improvement District (LID) that allowed the overhead utilities to be placed underground. The project brought hundreds of thousands of dollars to our local economy through local suppliers such as Triple C, Baker Electric, Britt Sand and Gravel, Ace Nursery, Natural Structures, Powder River Electric and SREC (Steve Ritch Environmental & Construction, Inc.).
- The City negotiated new labor contracts with the police, fire and general (includes public works, finance, and building departments) employees. The new contracts contained reasonable cost-of-living increases and moved all of the employees onto a high deductible insurance plan that resulted in an immediate savings to the City and will allow the City to control future costs of health care.
- The City Council began work to update the Strategic Plan for the City. Several public meetings were held and an electronic survey was conducted in order to allow citizen input into the plan. The plan will be completed in the spring of 2014.
- Baker City created an Emergency Operations Plan that addresses policy related to community disasters. It was completed and approved by the City Council in 2013.
- The City partnered with the Leo Adler Foundation to purchase a new ambulance which replaced a 2003 ambulance. The Leo Adler Foundation has been a longtime supporter of the Baker City Fire Department.



## CONTINUED...

- Baker City Transportation Systems Plan was updated in 2013. The process was funded with a State grant. A local group of interested citizens working with staff, ODOT representatives and the public conducted numerous public meetings before the plan was updated and approved by the Council.
- The City partnered with the Oregon Department of Transportation to install a rapid flashing beacon on Campbell Street near the Geiser-Pollman Park to enhance the safety of pedestrians walking the Leo Adler Memorial Pathway.
- The City updated an ordinance which addressed dog kennels in town. This was in response to a group of citizens who lived near an unlicensed kennel in the City.
- In 2013 the City updated the personnel manual, which creates the policies and procedures for City employees. The manual had not been updated for several years. The City's insurance carrier gave the City a discount on the annual premium because of the update.
- The ordinance that created the Economic Improvement District sunsetted during 2013. Several public hearings were conducted in order for the Council to gather information from the members of the district. Over 33 percent of the property owners in the district did not want the district to continue and the district was not renewed.
- The Council approved a contract with a new contractor to operate the golf course. Tiedemann Consulting, LLC, submitted a proposal to operate the golf course for the next several years. The Council authorized the purchase of new maintenance equipment for the course in order to help Mr. Tiedemann and Quail Ridge Golf Course be successful.



**CONTINUED...**

- The Council authorized the purchase of a new computer system for City Hall. The previous server experienced occasional breakdowns and was running out of storage space.
- During 2013, over 123,000 visitors checked out the Baker City website as opposed to about 52,000 in 2012.
- Mobile scanning was performed on every city street for development of the Geographic Information System (GIS) during 2013. This base information will allow the Public Works Department to map and document street sign information, utility locations, right-of-way information, street conditions, trees, City properties, and much more information concerning City services.
- The City partnered with a group of local volunteers to install new playground equipment in Geiser-Pollman Park. The grass-roots group was able to reach their goal to purchase the equipment which will be installed in the spring of 2014.
- City staff wrote new water and wastewater policies which were approved by the Council during 2013. The updated policies temporarily reduced the annual insurance premium of the City.
- The City welcomed four new City Councilors in 2013. Mike Downing, Barbara Johnson, Kim Mosier, and Richard Langrell joined Councilors Dennis Dorrah, Clair Button, and Roger Coles.
- The Council authorized the City to sell two-year and three-year dog licenses during 2013. About 100 citizens took advantage of the multi-year licenses.
- During 2013 several of the City Councilors opted to receive Council meeting packets electronically. Over the course of a year, the City saved thousands in material and decreased staff time to copy and deliver documents, allowing staff to spend additional time on projects with a higher priority.

**THE CITY LOOKS FORWARD TO  
ACCOMPLISHING EVEN MORE IN 2014!**



## HUMAN RESOURCES & CITY RECORDER • • •



As the City worked to get all employees moved over to a High Deductible Health Plan (HDHP) the Human Resource (HR) Manager stayed busy, learning how this would work with the Health Saving Account (HSA). There were many meetings throughout the year, starting with the CIS (Citycounty Insurance Services) conference in February. On January 1, 2014, all employees were successfully placed on the new plan.

Another part of Human Resources these days is wellness. The HR Manager, along with the Safety and Wellness Committee and the City Manager, created a policy and implemented some Wellness Programs. She was successful at applying for grants through CIS which funded these programs.

The Affordable Care Act (ACA or “Obamacare”) still plays a role in how the City views insurance and the HR Manager continues to stay informed as to how this new legislation will affect Baker City.

2013 was the year that all three labor contracts expired, so there were many negotiations throughout the year. All three were ratified and the lengths of the contracts were reduced from five years to 3-3 ½ years.

The City Recorder attended 22 regular Council meetings, 4 budget meetings and 10 special or executive meetings. Minutes were prepared for these meetings to keep a historical record of the

proceedings. These minutes are kept forever and stored in a fire-proof vault in City Hall.

In these meetings the Council and staff took care of the business of the City including 7 ordinances (laws) and 27 resolutions (policies).

In 2013 the City Recorder began the process of digitizing the historical records, including minutes, ordinances and resolutions. This is an arduous task because they date back to the 1800s and some are difficult to read and some of the paper has become delicate to a point of crumbling. The oldest documents were hand written and not all of the penmanship was legible. Now we have access to many of these documents through our network server and we do not need to handle the fragile documents, risking further deterioration.

### Looking forward to 2014:

- Continue document preservation project;
- City Council Elections (4 seats are up for election every other year);
- Continue to save money by the implementation of the High Deductible Health Plan with Health Savings Account;
- Continue to communicate with the public regarding records requests.



## FINANCIAL CONDITION • • •



Baker City's June 30, 2013 financial statements were presented at the January 7, 2014 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 ending June 30, 2013, **Baker City purchased and constructed \$4,058,060 in capital assets** (reported on page 13 of the June 30, 2013 financial statements) **without acquiring any new debt**. At the close of the most recent fiscal year Baker City's assets exceeded liabilities by \$47,942,560, net assets for the City as a whole increased by \$3,204,242. The City's summary of net position as reported on page 7 of the June 30, 2013 financial statements is reported below:

### City of Baker City Summary of Net Position June 30, 2013

	Governmental Activities		Business-type Activities		Total	
	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12
<b>ASSETS</b>						
Current and Other Assets	\$ 6,415,249	\$ 5,559,897	\$ 4,015,046	\$ 3,476,578	\$ 10,430,295	\$ 9,036,475
Capital Assets	<u>17,499,656</u>	<u>15,218,839</u>	<u>21,598,790</u>	<u>21,359,109</u>	<u>39,098,446</u>	<u>36,577,948</u>
Total Assets	\$ 23,914,905	\$ 20,778,736	\$ 25,613,836	\$ 24,835,687	\$ 49,528,741	\$ 45,614,423
<b>LIABILITIES</b>						
Long-Term Liabilities	\$ 52,916	\$ 58,085	-	-	\$ 52,916	\$ 58,085
Other Liabilities	<u>1,248,257</u>	<u>555,549</u>	<u>285,008</u>	<u>262,471</u>	<u>1,533,265</u>	<u>818,020</u>
Total Liabilities	1,301,173	613,634	285,008	262,471	1,586,181	876,105
<b>NET POSITION</b>						
Invested in Capital Assets,						
Net of Related Debt	\$ 17,441,571	\$ 15,155,853	\$ 21,431,268	\$ 21,172,656	\$ 38,872,839	\$ 36,328,509
Restricted	1,548,253	1,553,708	-	-	1,548,253	1,553,708
Unrestricted	<u>3,623,908</u>	<u>3,455,541</u>	<u>3,897,560</u>	<u>3,400,560</u>	<u>7,521,468</u>	<u>6,856,101</u>
Total Net Position	<u>\$ 22,613,732</u>	<u>\$ 20,165,102</u>	<u>\$ 25,328,828</u>	<u>\$ 24,573,216</u>	<u>\$ 47,942,560</u>	<u>\$ 44,738,318</u>



The following is a summary of changes in Net Assets as reported on page 8 of the June 30, 2013 financial statements:

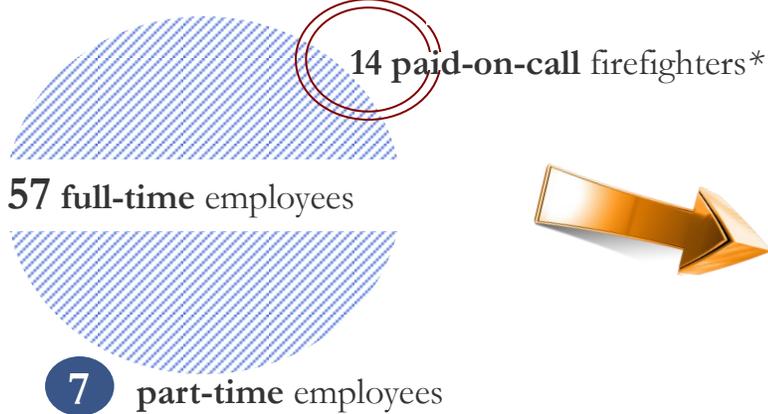
**City of Baker City  
Summary of Changes in Net Position  
June 30, 2013**

	Governmental Activities		Business-type Activities		Total	
	2012-13	2011-12	2012-13	2011-12	2012-13	2011-12
<b>REVENUES</b>						
Program Revenues						
Charges for Services	\$ 944,248	\$ 906,985	\$ 3,534,968	\$ 3,472,010	\$ 4,479,216	\$ 4,378,995
Operating Grants/Contrib.	690,468	678,721	-	-	690,468	678,721
Capital Grants/Contrib.	2,556,364	1,897,046	-	-	2,556,364	1,897,046
General Revenues:						
Property Taxes	2,941,713	2,902,841	-	-	2,941,713	2,902,841
Franchise Taxes	796,145	819,085	-	-	796,145	819,085
Investment Earnings	29,968	27,570	18,189	16,500	48,157	44,070
SAIF Refunds	25,960	-	-	-	25,960	-
Unrestricted Grants/Contrib.	233,802	224,900	-	-	233,802	224,900
Rental Income	26,294	24,440	6,782	6,782	33,076	31,222
Miscellaneous	317,030	29,437	44,218	57,075	361,248	86,512
<b>Total Revenues</b>	<b>\$ 8,561,992</b>	<b>\$ 7,511,025</b>	<b>\$ 3,604,157</b>	<b>\$ 3,552,367</b>	<b>\$ 12,166,149</b>	<b>\$ 11,063,392</b>
<b>EXPENSES</b>						
General Government	\$ 505,521	\$ 591,152	\$ -	\$ -	\$ 505,521	\$ 591,152
Public Safety	3,560,996	3,435,715	-	-	3,560,996	3,435,715
Transportation and Streets	1,239,251	1,153,332	-	-	1,239,251	1,153,332
Culture & Recreation	280,970	303,648	-	-	280,970	303,648
Economic Development	93,226	71,138	-	-	93,226	71,138
Cemetery	135,309	129,844	-	-	135,309	129,844
Airport	260,723	272,584	-	-	260,723	272,584
Hydro-Electric Plant	5,691	774	-	-	5,691	774
Interest on Long-Term Debt	4,253	5,683	-	-	4,253	5,683
Water	-	-	1,518,752	1,442,589	1,518,752	1,442,589
Wastewater	-	-	1,022,281	1,007,305	1,022,281	1,007,305
Golf Course	-	-	42,715	21,828	42,715	21,828
Building Department	-	-	292,219	366,328	292,219	366,328
<b>Total Expenses</b>	<b>6,085,940</b>	<b>5,963,870</b>	<b>2,875,967</b>	<b>2,838,050</b>	<b>8,961,907</b>	<b>8,801,920</b>
Operating Transfers	(27,422)	(75,351)	27,422	75,351	-	-
Extraordinary Item - Bequest	-	883,380	-	-	-	883,380
<b>Change in Net Position</b>	<b>2,448,630</b>	<b>2,355,184</b>	<b>755,612</b>	<b>789,668</b>	<b>3,204,242</b>	<b>3,144,852</b>
Net Position—Beginning of Year	20,165,102	17,809,918	24,573,216	23,783,548	44,738,318	41,593,466
<b>Net Position—End of Year</b>	<b>\$ 22,613,732</b>	<b>\$ 20,165,102</b>	<b>\$ 25,328,828</b>	<b>\$ 24,573,216</b>	<b>\$ 47,942,560</b>	<b>\$ 44,738,318</b>



## Payroll System • • •

As of December 2013 the City had:



**60.550 Full-Time Equivalent (FTE)**



For comparison, as of December 2012 the City had  
 58 full-time employees,  
 7 part-time employees and  
 11 paid-on-call firefighters\*.

**61.775 Full-Time Equivalent (FTE)**

*\* Paid-on-call firefighters are not included on FTE (Full-Time Equivalent).*

## Utilities

Baker City currently has 4,134 active utility accounts. Accounts are divided into eight billing zones and are billed bimonthly. The City had 903 customers connect services and 866 customers disconnect services during 2013.

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>.



## Grants • • •

During the 2013 calendar year the City received the following grant funds:

<u>Donor</u>	<u>Purpose</u>	<u>Revenue Received from Grants 01/01 to 12/31/2013</u>
Connect Oregon III	Reconstruct Taxiway A	\$ 45,000
FAA Grant	Reconstruct Taxiway A	64,461
Leo Adler Foundation	Ambulance	30,000
FEMA	Laryngoscopes and Portable Ventilators	32,998
FEMA	IV-Pumps	5,005
Ford Family Grant	Strategic Plan	4,000
Jobs and Transportation Act	Resort Street Reconstruction	2,185,899
Oregon Department of Transportation	Transportation System Plan Update	157,350
Solid Waste Orphan Fund Grant	Landfill Monitoring, Methane Gas Venting	77,670
Oregon Community Foundation	Playground Improvement	6,000
Leo Adler Foundation (Lions)	Playground Improvement	25,000
Certified Local Government	Carnegie Building Steps	14,500
Traffic Safety Project	Car Seats for Low Income Families	955
CIS Wellness Grant	Employee Wellness Programs	880
Walmart Foundation and Facility	Citizens on Patrol Program	1,000
Total		\$ 2,650,718

**150% increase of grant funds received compared with 2012.**





# EMERGENCY RESPONSES . . .



In 2013, the Baker City Fire Department responded to a total of **1,542 emergency alarms.**

## FIRE OPERATIONS

General Alarms 14\*  
Still Alarms 185

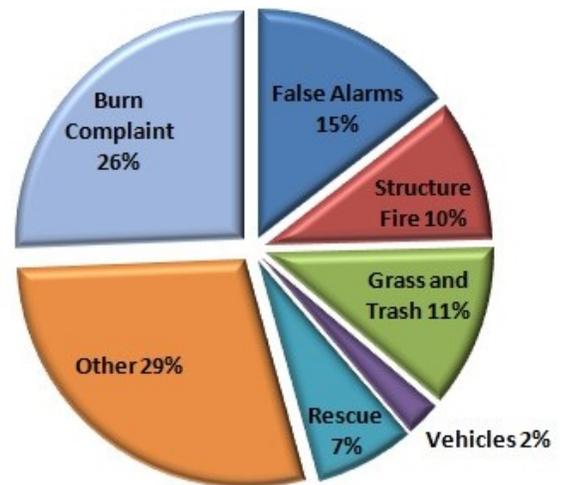
\* Required an "all call" of available on and off-duty personnel.

Total of

199



**FIRE**  
responses



Fire responses are broken down as follows:

- 51 residential burning calls
- 20 fires in structures exposing property valued at approximately \$1.9 million to risk by fire, with an estimated property loss of \$750,000.
  - 29 false alarms.
  - 23 grass, natural cover or rubbish fires.
- 5 vehicle fires with a total estimated property loss of \$20,000.
  - 14 rescue incidents.
- 57 calls classified as "other" including: smoke investigations, hazardous materials responses, hazardous conditions (natural gas leak, power lines down, etc.), public assists and other incidents/fires not further classified above (lightning strikes, etc.).



**605 residential burn permits**  
were issued in 2013



## AMBULANCE OPERATIONS

Ambulance responses are broken down as follows:

- Responded to 335 requests for ambulance service outside of the City limits and 1008 requests inside the City for a total of 1,343 requests for ambulance service.

- Transported 1,009 patients to area hospitals and had 343 responses without a transport.

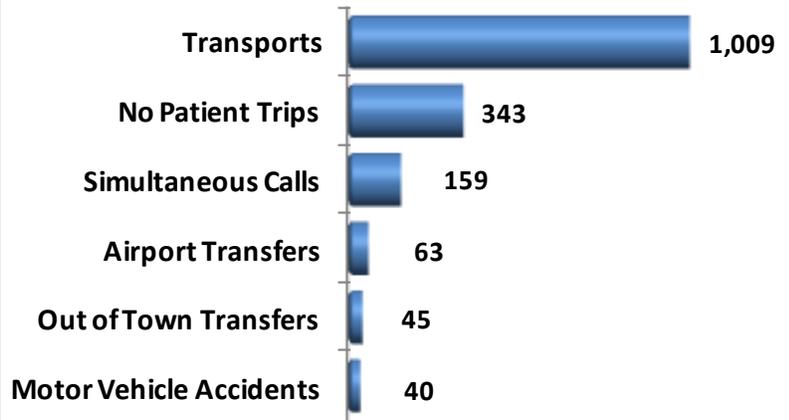
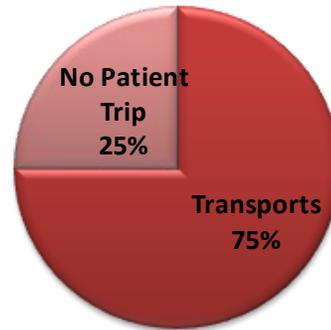
- Of 1,009 patients transported, approximately 63% required advanced life support care from department paramedics and 37% required only Basic Life Support (BLS) or were BLS transfers to other facilities.

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 – 24%,
- Traumatic Injuries – 15%,
- and Respiratory Distress – 13%.

- 159 instances of simultaneous requests (2 or more incidents at the same time) for emergency services (medical and fire).

**1,343** requests for ambulance service:  
335 Rural Calls  
1008 City Calls



## TRAINING

The Baker City Fire Department completed

**2,251 man-hours of training** consisting of numerous fire and Emergency Medical Services (EMS) related topics:

- Fire training**, significant highlights include: completion of Firefighter 1 Academy for the City’s new volunteer firefighters and completion of Basic Wild-land Fire Training for volunteer personnel.

- EMS training**, significant highlights include: Advance Cardiac Life Support training and certification for department personnel, EMT-Basic course through Blue Mountain Community College and department personnel, SimMan training sponsored by Saint Alphonsus for department personnel, joint drill with the Baker County Health Department on mass immunizations and completion of OR-OSHA Hazardous Communications training for department personnel.

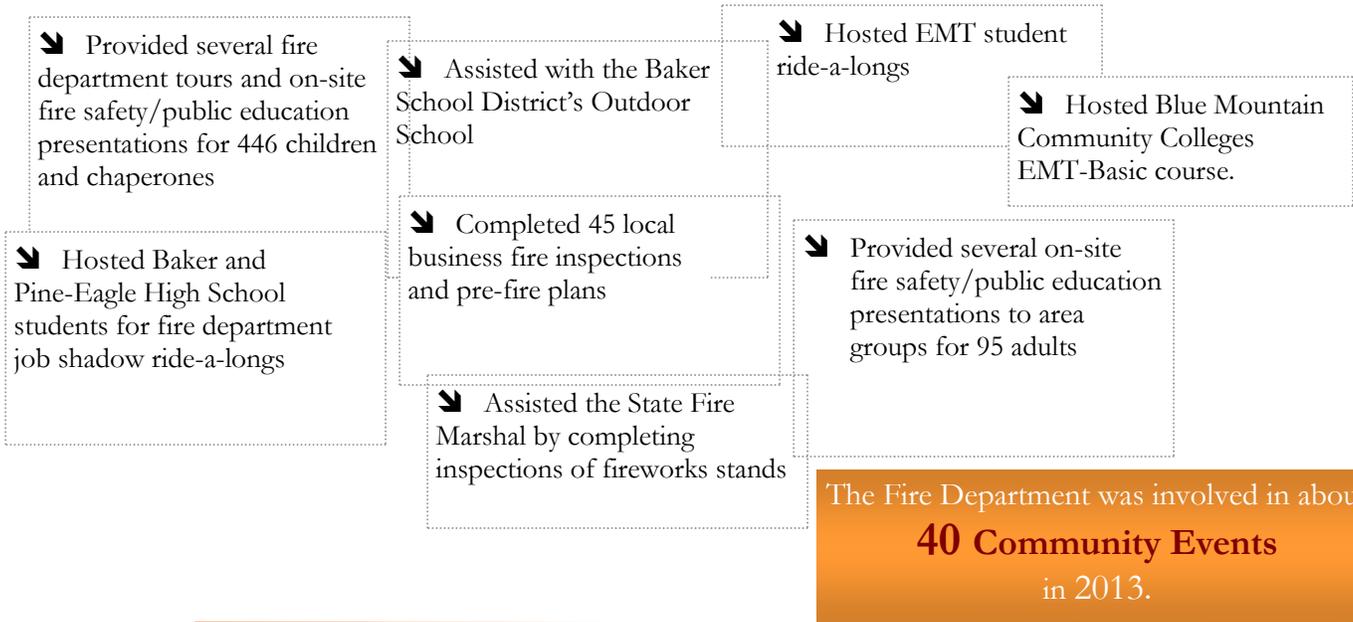
- Hosted the Baker County interagency scavenger hunt for rural fire districts.



**PUBLIC EDUCATION  
COMMUNITY EVENTS**



The Baker City Fire Department continues to provide community 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 Baker High School football games, the Oregon Department of Forestry employee pack tests, the Shrine All-Star football game, the Baker Elk's Bronc and Bull Blowout and the Baker City Cycling Classic.
- Participated or assisted with community events including the Hell's Canyon Motorcycle Rally, the Baker City Cycling Classic, Miner's Jubilee, Shrine parade, National Night Out, Relay for Life, the Kiwanis parent resource fair and the hospital health fair.
- Provided First Responder training for Ash Grove Cement and Huntington Fire Department.
- Delivered Salvation Army Christmas food baskets.



## MAINTENANCE

The Baker City Fire Department completed **2,865 man-hours of station and equipment maintenance** ensuring the upkeep of the station and equipment remains in a response-ready condition including:

- New video laryngoscopes, portable ventilators and IV pumps 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 radio programming completed.
- Annual defibrillator maintenance and certification completed.
- Annual ambulance licensing completed through the Oregon Health Division.
- Bi-annual EMT recertification for department personnel.
- EMS Physician Advisor contract renewed.
- Annual air compressor maintenance completed.
- Annual apparatus bay door maintenance completed.
- General station maintenance and repairs to include bay door replacement due to motor failure.

## OTHER PROJECTS

The Fire Department was awarded an Assistance to Firefighter's Grant to purchase video laryngoscopes and portable ventilators for the medic units. This equipment was purchased and placed in service. Applied for and received an amendment to our EMS equipment grant to utilize excess funds for the purchase of Intravenous Medication Pumps. IV pumps were purchased and placed in-service.

The Fire Department received its new medic unit that was funded through a Leo Adler Community Fund Grant and the generous support of the City Council.

The Fire Department has applied for grant funding to purchase new portable and mobile radios for emergency use and to upgrade the County's repeater system to be compliant with federal radio P25 rules.



## CITY & COUNTY INSPECTIONS • • •



The Building Department has gone through some minor changes this year. The Department is still operating with a full-time Building Official and a part-time Permit Technician at 25 hours per week, Monday through Friday.

Rick Newman was the City’s contracted Electrical Inspector and was also on-call for residential structural and residential mechanical inspections in the absence of the Building Official.

Residential plan reviews, after approval from the Planning Department, have been completed within the required ten-day period. Commercial plan reviews which have a grace period up to three weeks have been completed in the required time frames established by Oregon State Building Codes. Building inspections for the City and County have been maintained to be within the required 48-hour period.

The Building Department currently offers online basic service E-permitting which allows contractors to purchase electrical, mechanical and plumbing permits for minor work.



We initiated the implementation process to expand these online services using the Building Codes Division Full Service E-permitting which will allow contractors to purchase all permits and submit building plans online. Permits can still be purchased and submitted at the counter when the Permit Technician is available.

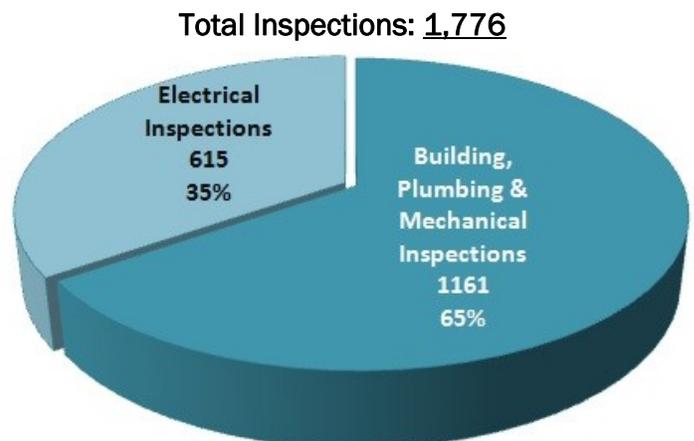
We anticipate setting up a kiosk at the City Hall and possibly a kiosk at the Baker County Courthouse for contractors/homeowners to purchase permits as a convenience when the Permit Technician is unavailable. This service is possibly going to be available in April 2014.

### PROJECTS

Larger projects that were completed and received Certificate of Occupancy:

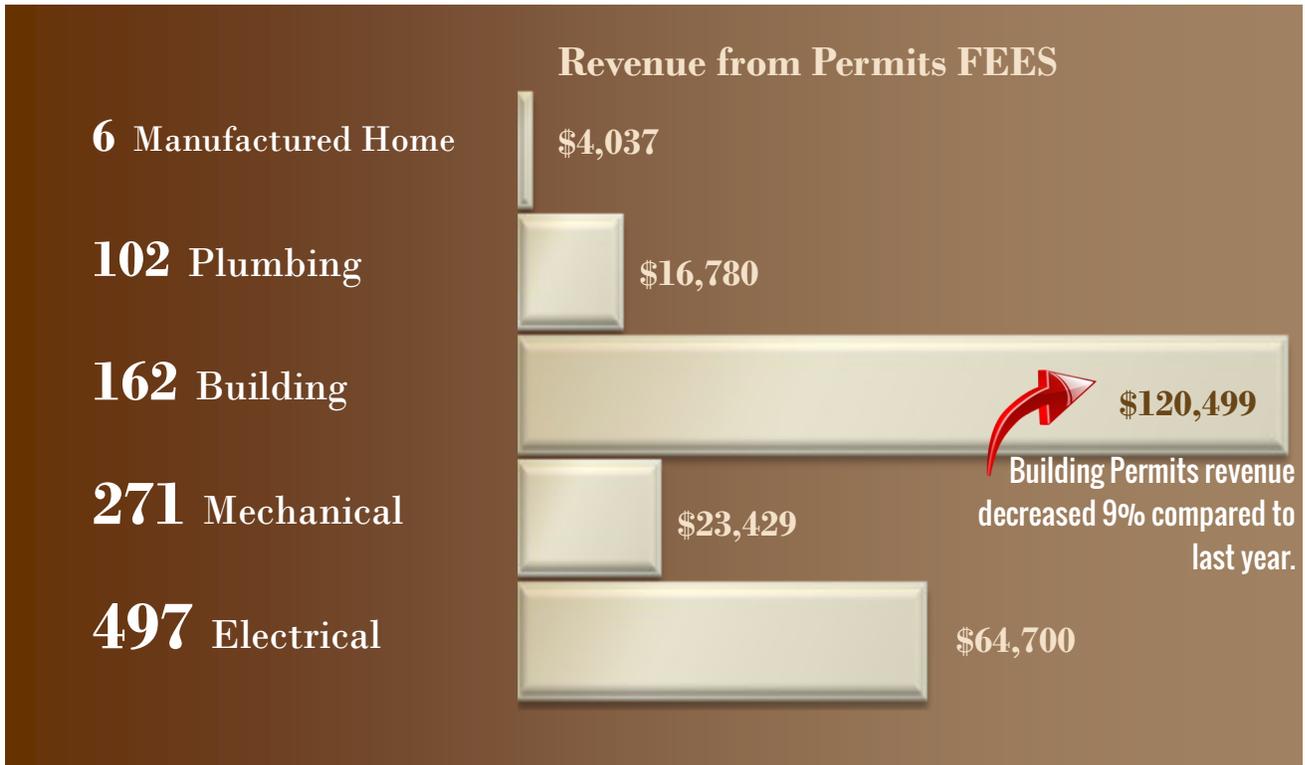
- O’ Reilly Auto Parts
- YMCA
- Baker City Brewing

### INSPECTIONS





# PERMITS ISSUED • • •



Total PERMIT FEES **\$229,444** a decrease of 2% compared to 2012



Six months into the 2013-14 budget year the revenue received from City and County Permits is in line with the revenue projected in the budget.

Fee Source: Calendar Year Receipt (Financial Software)



## SIGNIFICANT ACCOMPLISHMENTS • • •



2013 marks the first full year of consolidated City and County planning services since City planning functions were contracted to Baker County in July of 2012. The consolidation has benefitted both the City and County planning programs in a number of ways. The entire staff has completed rigorous ‘cross-training’ in both sets of Comprehensive Land Use Plans, Zoning Ordinances, and policies and procedures in order for the entire staff to be ready to provide excellent customer service to both City and County residents. The programs have shared innovations and best policies that have created more efficient ways of doing things; for example, Baker County Planning has long organized application and permitting information by property, while applying the same concept to the Baker City Planning files. This has increased the speed and accuracy of locating needed information. This information database update was completed this year.

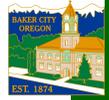
**Flood Insurance.** The National Flood Insurance Program (NFIP) began implementing major program modifications this year. The National Flood Insurance Program has historically subsidized flood insurance rates. Those subsidies are being significantly reduced, and this year the Planning Department attended several trainings and followed the changes very closely. We’ve provided many Baker City homeowners with information about why the changes are happening and what options they may have to reduce the increasing insurance rates. The Planning Department will continue to track the amendments and assist those whose insurance rates have been impacted. In order to provide further expertise in the area of flood risk, Jenny Long attended a week-long training at the Emergency Management Institute on floodplain development. She was then able to use her training to pass a difficult examination, and she became a Certified Floodplain Manager in April. Both the department and the community are fortunate to have such a valuable resource here. Jenny has put her training to good use improving the information the department has available, including consolidating existing flood elevation certificates into one resource.

**Updates.** The Planning Commission recently compiled a list of possible updates to the Development Code, and will begin the process of a Development Code update in 2014.

**Transportation.** Baker City received a 2012 grant through the Oregon Transportation Growth Management (TGM) to update the Baker City Transportation System Plan. In early 2013, a proposed update was taken to the Planning Commission for review and public hearings. After making amendments brought forward by the community, the Planning Commission recommended the updated Plan to the City Council. The City Council made additional changes from public input, and adopted the updated Plan in June.

**Training.** Planning staff attended a two-day Legal Issues in Planning training in December. This training was to update staff in order to stay current on the numerous changes to interpretation of statewide planning laws. The updates resulted from court decisions over the year. The training provided critical information about a wide array of difficult issues in planning and was made even better by the chance to participate via the internet, saving the travel costs to Portland.

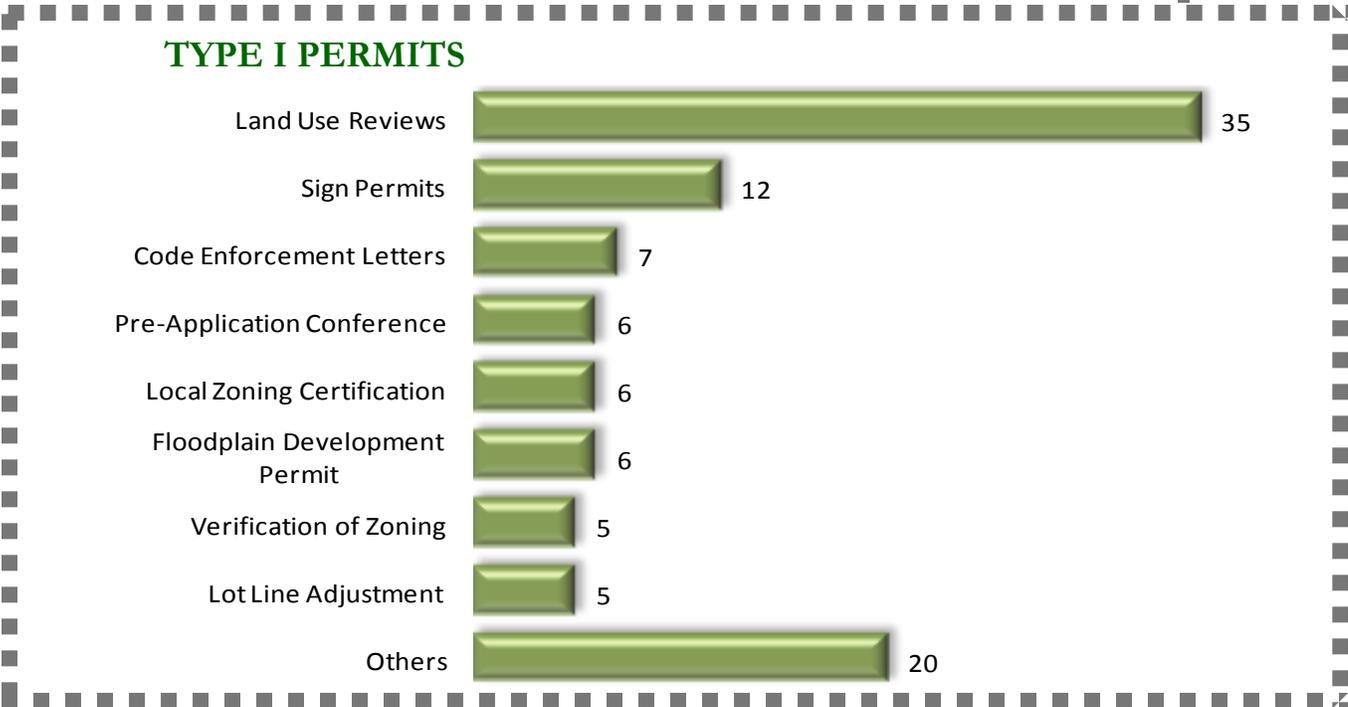
**Geographic Information System (GIS).** Additionally, the Planning Department has utilized our GIS mapping program to provide maps for a wide-variety of requests this year. We had the opportunity to provide multiple maps to assist the Police Department with dog kennel permit notifications and vicinity maps for the feral cat trapping program. The department also continued to provide the maps created for standard planning services.



# PERMITS . . .

Total of permits issued in 2013:

<b>TYPE I</b>	<b>102</b> 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. ➤
<b>TYPE II</b>	<b>7</b> Permits	Type II reviews and permit issuance require public notifications.
<b>TYPE III</b>	<b>3</b> Permits	Type III reviews and permit issuance require a public hearing.
<b>TYPE IV</b>	<b>3</b> Permits	Type IV procedures apply to legislative matters involving the creation, revision or large-scale implementation of public policy.





## Working TOGETHER Works • • •



This past year the Public Works Department completed many projects and faced several challenges.

A few of the **significant events in 2013** include:

- 1** The Resort Street Improvement Project was completed. The Jobs and Transportation Act funded project included a complete rebuild of Resort Street from Auburn to Campbell Streets with new sidewalks, street lights, trees, and pedestrian amenities.



**Resort Street Project Cutting Ribbon Ceremony**

From left to right: Greg Smith, Councilor Kim Mosier and her daughter, Representative Cliff Bentz, Councilor Barbara Johnson, Mayor Richard Langrell, and Commission Chair Fred Warner.

*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 2014!*



## Working TOGETHER Works • • •

### Events in 2013 continued...

- 2 A new Transportation System Plan was completed. This project included significant public input resulting in the identification of our next priority transportation projects.
- 3  A mobile scanning firm collected data by driving all the of Baker City's streets. This data will be used as part of our developing Geographic Information System (GIS).
- 4 All Public Works staff maintained their appropriate certifications for drinking water treatment and distribution, wastewater collection and treatment, Commercial Drivers License, Professional Land Surveyor, Certified Water Examiner and Professional Engineer.
- 5 A "Water Specialist I" was hired to fill a vacancy. The Water Specialist I reads meters, works on the distribution system and works as a back-up at the water treatment facility.
- 6 The most significant event in 2013 was the unfortunate *Cryptosporidium* outbreak at the end of July. A Boil Order for drinking water was in effect for 20 days. The Centers for Disease Control (CDC), Oregon Health Authority, Baker County Health Department and Emergency Management as well as other agencies worked in cooperation to resolve the crisis. Unfortunately, the specific source of the *Cryptosporidium* was never confirmed. All water samples since the Boil Order was lifted have been free of Crypto. The Ultra Violet (UV) Treatment Facility that will inactivate *Cryptosporidium* will be in place by the end of 2014.





## OTHER INTERESTING FACTS. . .

### WATER:

933.2 Million Gallons (MG) of water was delivered to consumers.  
78 MG of water was injected in the Aquifer.  
122 Frozen meters were repaired/replaced during a cold snap at the end of January.

### WATERSHED:

127 Watershed entry permits were issued for the 2013 hunting seasons.  
40 acres of ground were fenced around the Elk Creek Diversion.

### WASTEWATER:

402.3 MG of inflow was received at the Wastewater Treatment Plant.  
126,547 feet of wastewater main lines were jetted (cleaned).  
28,738 feet of wastewater main lines were video inspected.

### STREETS:

91 Street signs were replaced, repaired or added to the system.  
328 Street lights were repaired (lamps/photo cells replaced).  
12,761 street blocks were swept.

### STORMWATER:

785 Catch Basins were cleaned.  
8,076 feet of main lines were video inspected.

### CEMETERY:

788 Grave locates were performed.

### PARKS:

90 Reservations were made at our City parks including 4 large events.

### TECHNICAL SERVICES:

863 Utility locates were performed.  
30 Sidewalk grants were issued.

### SAM-O-Swim

The pools were painted, the exterior of the building was painted and the skylights were repaired. Visits to the pool continue to rise.



## FUNDS FOR FUTURE PROJECTS. . .

In an effort to save money for future projects, the City is accumulating money to pay for those projects in a later day.

### Actual Unappropriated Ending Fund Balance (UEFB)



The available funds were used in the following projects:

#### WATER FUND

- ⊙ UV Water Treatment Project that will continue in 2014

#### WASTEWATER FUND

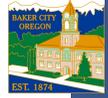
- ⊙ Wastewater effluent modification study and testing

#### STREET FUND

- ⊙ Resort Street Local Improvement District (LID)
- ⊙ E Street Overlay Project

#### RECLAIMED WATER FUND

- ⊙ The City saved money for a future effluent project



## 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 2013 reflect the following increases and/or decreases when compared with 2012:

- \* **18% increase** in overall citations were written in 2013. Citations issued for non-traffic offenses **increased 37%** for this time period. Citations issued for moving violations **increased 6%** and citations issued for parking violations **increased 39%**.
- \* Overall arrests reflected a very small increase during the past year. Within this statistic, it was noted that probation violation arrests had **increased by 43%**.
- \* Traffic related arrests **decreased by 31%** and included within this statistic was a **decrease of 23%** for DUII related offenses.
- \* **33% increase** in traffic warnings were issued.
- \* **41% increase** 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 the Baker City Police Department, please never hesitate to contact us with questions.



# HIGHLIGHTS • • •

## Eastern Oregon Academy

Upon completion of the second Eastern Oregon Regional Reserve Police Academy, the Reserve Program welcomed two reservists into their ranks. **BCPD currently has 3 reserve officers**, with 3 in the current academy. Reserve Commander Boyd and Chief Lohner successfully negotiated with Blue Mountain Community College (BMCC) to integrate the Academy with the college and future classes will be held at BMCC and the National Guard Armory.

## K9 Program

**Officer Rand Weaver** continues to be the handler assigned to our department's drug detection **canine Turbo**. Turbo is in his 7th year of serving our community as a drug sniffing canine. Most recently, Turbo and Officer Weaver successfully completed training and testing that enables the team to maintain their Narcotic Detection Canine Team Certification Record as granted through the Pacific Northwest Police Detection Dog Association.

## 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 including an especially difficult case involving the tragic death of a five-year-old as the result of pit-bull attack.

## Citizen on Patrol

In 2013, our **Citizen on Patrol Program grew with the introduction of COP Coordinator, Lori McNeil**. The COP volunteers served during community events such as Community Night Out and Miner's Jubilee, as well as completing the Citizens on Patrol training academy and Hazardous Material Identification training. There are currently seven active volunteers.

## Staffing Changes

Staffing changes in 2013 brought transitions in assignments for veteran officers and the introduction of one new officer. **Officer Craig Davidson** continued his assignment as the School Resource Officer at Baker High School where he also serves a dual role of detective, focusing on person crime investigation. **Officer Wayne Chastain** was reassigned to work Code Enforcement in addition to covering patrol shifts as needed. In November 2013, **Officer Coleton Smith** began his career with Baker City Police Department (BCPD). Officer Smith, a Baker High School graduate, is a former BCPD Reserve Officer and had served in the military prior to returning to Baker City.

## Grants Received

**\$1,000 from Oregon Department of Transportation (ODOT)** Traffic Safety project – to provide child safety seats to the children of low-income families.  
**Funds to purchase 200 youth and children-sized bicycle helmets** courtesy of Rotary and other community sponsors which were given out during the annual Bicycle Rodeo and throughout the summer to children without means to purchase their own helmet.  
**\$1,000 from Walmart Foundation** –to benefit the Citizen's On Patrol program with purchase of much needed equipment and supplies.  
**\$1,000 from Oregon Impact/DUII Overtime Enforcement Grant** –provides funding to pay overtime for increased patrol and high visibility enforcement of impaired drivers during key times of the year, such as New Year's and Super Bowl weekend.

## Northeastern Oregon Regional SWAT

The **Northeast Oregon Regional SWAT Team comprises of members of the Baker City Police Department, Baker County Sheriff's Office, La Grande Police Department and the Union County Sheriff's Office** and as this program has continued to evolved, now includes members from the Baker City Fire Department who are trained to act as SWAT Medics in crisis situations. In addition, training has begun for those working in Negotiations and some of these team members come from law enforcement as well as Baker County Consolidated Dispatch.



## COMMUNITY EVENTS & TRAINING

### COMMUNITY EVENTS

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

- ✦ BCPD assisted with preplanning for 100th Anniversary of the Founding of the Oregon Cattleman Association Celebration which included traffic control for the parade associated with this event.
- ✦ BCPD officers and reserves provided extra staffing to assist with safety concerns during the 2013 Hell's Canyon Motorcycle Rally .
- ✦ BCPD personnel provided security for U.S Senator Ron Wyden during a Town Hall meeting.
- ✦ BCPD provided traffic control for the Baker City Cycling Classic.
- ✦ Several BCPD officers assisted with security and traffic control during the 2013 Miner's Jubilee Celebration and the Bull and Broncs Beer Garden.
- ✦ BCPD personnel assisted with traffic control at the 2013 Shriner's Parade and with security at the 2013 Shrine football game.
- ✦ BCPD participated in the 2013 National Night Out Celebration held at Geiser-Pollman Park.
- ✦ BCPD personnel staffed two National Drug Take Back events in 2013. Citizens brought in expired, unused and unwanted prescription drugs for proper disposal.
- ✦ BCPD reserve personnel conducted foot patrols during the downtown Trick-or-Treat and assisted with traffic control during the Twilight Parade.
- ✦ BCPD COP volunteers conducted foot patrols during Miner's Jubilee and the Trick-or-Treat Event and manned a booth during National Night Out.

### TRAINING

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

- ✦ Sergeant Kirk McCormick, Officer Rand Weaver and Reserve Officer Daniel Batchelor attended *Glock Armorer's Course*.
- ✦ Sergeant Mike Regan, Sergeant Josh Bryant and Sergeant Kirk McCormick attended *Performance Leadership for Public Safety Leaders and Line Staff*.
- ✦ Officer Gerrit Southard attended *Finding Concealed Compartments: Criminal Concealment Techniques* training sponsored by the Drug Enforcement Administration.
- ✦ Detective Craig Davidson and Officer Jay Lohner attended *Oregon Child Forensic Interview* training.
- ✦ Sergeant Kirk McCormick attended *Management of Criminal Investigations Units*, R.A. Doran and Associates.
- ✦ Officer Shannon Regan attended the *Reid Technique of Interviewing and Interrogations* training.
- ✦ Detective Craig Davidson attended the Child Abuse and Family Violence Summit, 2013.
- ✦ Administrative Assistant Phoebe Wachtel attended training to become a Notary Public.
- ✦ Sergeant Mike Regan, Officer Wayne Chastain and Officer Wayne Bailey attended Basic SWAT School.
- ✦ Chief Wyn Lohner, Sergeant Kirk McCormick and Detective Craig Davidson attended *Tactical Ethics –Perspectives on Profiling* training.
- ✦ Sergeant Mike Regan completed the Oregon Emergency Management Training, ICS-300 and ICS-400.
- ✦ Officer Shannon Regan, Officer Gerrit Southard, Sergeant Mike Regan and Sergeant Kirk McCormick attended *Patrol Officer Drug Investigations*, Professional Law Enforcement Training.
- ✦ Sergeant Josh Bryant, Detective Sharon Bass and Officer Jared Wood attended *Street Survival Seminar*, Calibre Press.
- ✦ Chief Wyn Lohner attended a League of Oregon Cities Leadership Conference regarding successful council, manager and staff relations.
- ✦ Chief Wyn Lohner, Sergeant Mike Regan and Sergeant Josh Bryant attended the *Ethical Leadership in Politically Correct Times* Seminar. This training was developed and taught by Reserve Commander Jerry Boyd.
- ✦ Reserve Officers Daniel Batchelor, Coleton Smith and Tyler Thamert completed *Traffic Control* training taught by Sergeant Kirk McCormick.



## 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. Baker City Police Department feels 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 Goals for 2013

- ⊙ Continue to follow up on existing property maintenances investigations.
- ⊙ Address current property maintenance issues and prioritize by severity.
- ⊙ Coordinate with Citizen's on Patrol volunteers to assist with weed ordinance enforcement.
- ⊙ Other areas of focus:
  - Remove yard sale signs that are illegally placed.
  - Proactively address bicycles/skateboards on Main Street and 1st Street where they are prohibited.
  - Proactively address items on sale on city streets that are prohibited, such as firewood.

### ANIMAL CONTROL

- 🐾 **26 Dog at Large citations** were issued.
- 🐾 **2 Allowing a Dog to be a Nuisance citations** were issued.
- 🐾 **56 No Dog License citations** were issued, an 89% increase from 2012.
- 🐾 **27 Other Animal Violations** were issued.
- 🐾 **650 dogs** were licensed city-wide for the 2013 calendar year. In addition, **72 dogs** were licensed thru 2014 and **43 dogs** were licensed thru 2015. This was the first year that residents could purchase multi-year licenses.
- 🐾 **159 dogs were impounded**, a 21% increase in dogs impounded from last year. Of the dogs impounded in 2013, 69% were claimed by an owner; 29% were adopted out; and 2% were euthanized as they were not adoptable or not claimed by an owner. 4 dogs impounded were required to be held on a rabies hold.
- 🐾 **3 livestock permits and 6 kennel permits** were issued.

### WEED ABATEMENT

**99 complaints of weed abatement** were addressed during 2013, with 89 of the complaints coming into compliance upon receipt of written notification from BCPD. The remaining ten non-compliance complaints were hired out to local contractors by the City at the expense of the property owner and/or received a citation for failure to comply.

A complete **2013 Retrospective for the Police Department** is available online at <http://www.bakercity.com/government/reports-a-statistics#Police>