

City of Baker City

ANNUAL REPORT | 2016



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Organizational Chart

MAYOR Kim Mosier

2016 COUNCILORS
Rosemary Abell
Mike Downing
Richard Langrell
Loran Joseph
Dan Lowe
Jim Thomas

CITY MANAGER
Fred Warner, Jr.

ADMINISTRATION

Human Resources
City Recorder

Community
Development

Information Technology

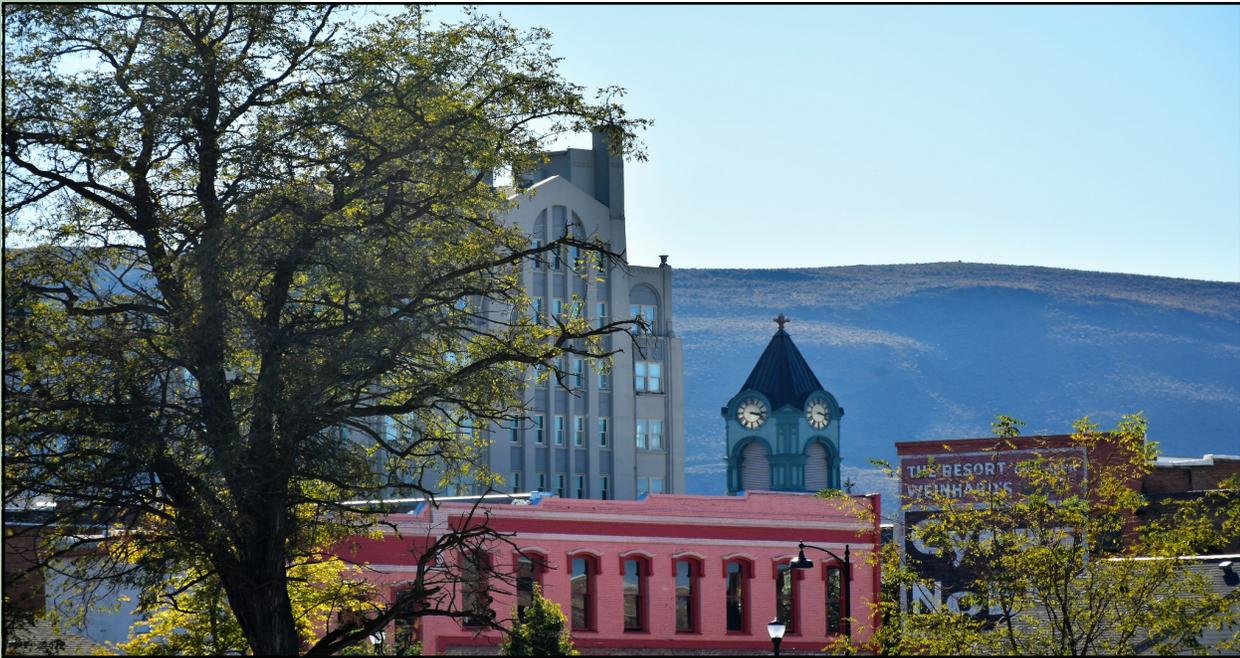
FINANCE

BUILDING
DEPARTMENT

FIRE
DEPARTMENT

POLICE
DEPARTMENT

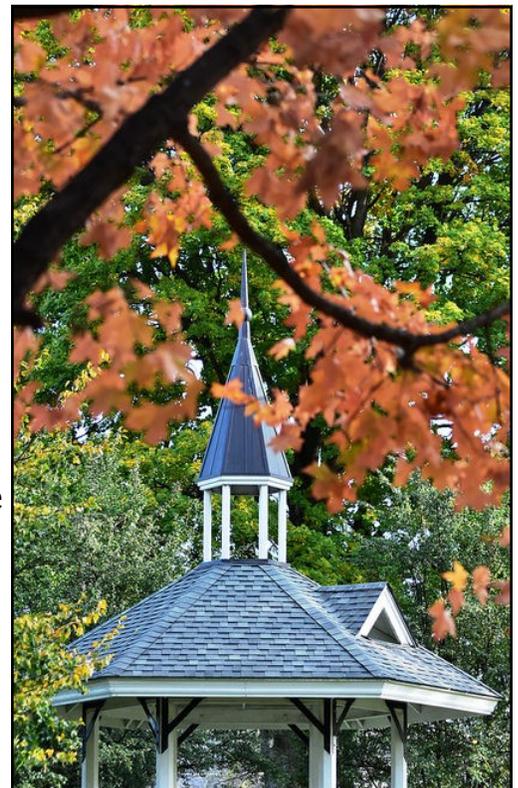
PUBLIC WORKS



The staff of the City of Baker City are pleased to submit to the Baker City Council and the citizens of our City a summary of activities for the 2016 calendar year. 2016 brought many changes to City government and personnel. The City continued to provide services to our businesses and citizens at an extremely high level.

This report will highlight activities as well as accomplishments throughout the year. As we look back on the past year, I want to thank all the dedicated employees, volunteers and involved citizens for making 2016 a memorable year. I assumed the City Manager role on June 1, 2016 so my part of the annual report will focus on those seven months.

The year 2016 has laid the foundation for 2017 to be another outstanding year. The Council and Staff are working on ambitious goals and we will continue to raise the bar for service to ensure that the City of Baker City remains one of the best small towns in America.



2016 Notable Events

- ◆ Councilor Sandy Lewis resigned from her position in 2016 and the City Council appointed Loran Joseph to her position.
- ◆ City Manager Mike Kee's contract ended in May 2016. Congratulations to Mike for his six years of service to the City.
- ◆ After a nationwide search, the City Council selected Fred Warner Jr., a Baker native, as the new City Manager.
- ◆ Human Resources Director/City Record Luke Yeaton left to pursue other interest and Julie Smith assumed those duties.
- ◆ Fire Chief Mark John resigned and took his services to Spokane, Washington. Tom Wills, a veteran fire manager for Anaheim, California was hired as Interim Fire Chief.
- ◆ Robin Nudd was hired as Community Development/IT Specialist. This fulfilled one of the Council's major goals and has resulted in coordination with economic development and businesses within our City.
- ◆ The Public Arts Commission was extremely active this year. They presented, and the Council approved, the City of Baker City Public Arts Master Plan. They instituted the Art on Loan Program and the first piece is presently displayed in Central Park.
- ◆ In the fall, Albertson's reopened a grocery store in Baker City. This was a welcome addition and relieved the crowding which was encountered by all grocery shoppers.
- ◆ Marvin Wood Products celebrated their 30th Anniversary of opening their plant in Baker City. The City Manager attended the festivities and congratulated them for being one of Baker City's major employers.
- ◆ The City entered into a new 4-year contract with Mike Brooks LLC to operate Quail Ridge Golf Course. Mike is a Professional Golf Association member and a native of Baker City. We look forward to working with Mike to expand services at the golf course.

2016 Notable Events

- ◆ The City worked with Baker County to update the Consolidated Dispatch/911 Contract and the Economic Development Council Intergovernmental Agreement. These agreements had not been updated for over 10 years. Both new agreements call for expanded boards and updated language.
- ◆ The City undertook a major remodel of the Sam-O Swim Center boiler and mechanical plant. This project was funded by grants, conservation incentives and general fund dollars. The renovations should result in energy savings and extended life to the Center.
- ◆ The City and the YMCA worked on a new contract for the operation of the Sam-O Swim Center. The result was that the City took over janitorial, chemical testing supplies and internet services.
- ◆ December brought unprecedented snowfall and cold weather to Baker City. City crews worked long hours and adapted to the changing conditions to keep our road system functioning.
- ◆ The City approved franchise agreements with Charter Communications and Oregon Telephone Inc.
- ◆ The Hells Canyon Motorcycle Rally was a success but the weather did not cooperate. Unseasonable rainfall kept the numbers lower but all the riders enjoyed Baker City.
- ◆ Sweet Wife Baking was awarded the Best Business of the Year by the Oregon Main Street Program. Congratulations to Loran and Jenny for their vision and hard work in enhancing our downtown.
- ◆ The City entered into an agreement with DEQ to put timelines on the reconstruction and updating of our wastewater facility. This upgrade has been needed for a number of years and the agreement spells out timelines and gives the City some flexibility over the coming years.

2016 Council Goals

Economic & Community Development

- a. Lead effort for updated economic development strategic plan and tourism marketing plan.
- b. Evaluate options for City focused economic development.
- c. Establish Community Development position.
- d. Re-engage businesses in Historic District in order to strengthen HBC and for Baker City to once again be a “Performing Main Street”.
- e. Work with business owners on 10th Street, Broadway and Campbell Streets to link together with cohesive plans.

Infrastructure

- a. Identify and implement strategy to update and expand wastewater treatment facility.
- b. Continue to make water security a priority.
- c. Pursue additional groundwater sources.
- d. Examine rates for wastewater and water use.
 - i. Develop long term strategy for wastewater and water rates.
- e. Continue rehabilitation of mountain line.
- f. Identify street funding options.
- g. Prioritize and inventory needs for water and wastewater delivery systems.
- h. Handicap access on Main Street.

Public Safety

- a. Understanding of police and fire service staffing.
- b. Support primary transport agreement with hospital.
- c. Complete 911 contract revisions.
- d. Identify additional revenue sources to enhance public safety endeavors (grants, levy’s, bond measure, etc.).
- e. Continue to look at ambulance billing options.

Parks & Outdoor Spaces

- a. Court Street Plaza.
- b. Lighting and enhancement of Central Park.
- c. Explore pathway extension options.
- d. Work with Golf Board and concessionaire on replacement of irrigation equipment at golf course.

Promotion of Government Integrity & Budget Management

- a. Encourage education and training opportunities for Councilors and staff.
- b. Promote government integrity and professionalism.
- c. Promote regional meetings with other Eastern Oregon entities.
- d. Evaluate current contracts and MOU’s for cost savings.
- e. Identify efficiencies and seek areas to improve upon.
- f. Require cost effective budgets.
- g. Work with staff to implement components of existing plans.



With 2016 being an election year, the City Recorder was busy with the candidate filings, election laws and election certification results. Typically in the general election there are four candidates elected, three four year terms and one two year term. This year there were an additional two vacancies filled by council appointments. According to the Charter, those terms run until the next general election creating six seats for election. Also after each general election, the City Council appoints a Mayor for two years; Mike Downing was appointed Mayor for two years.

It was also a busy year in the Human Resources department as well. With three labor union contracts expiring in 2016, the HR Manager assisted the City Manager with negotiations.

The Safety and Wellness Committee lost several members with two employees taking jobs outside of the City and one employee taking on more duties. The Safety and Wellness Committee restructured and continued to complete safety inspections for all facilities quarterly and continued to seek programs that bring awareness to safety and wellness for employees. Human Resources strives to serve citizens with the best service possible by focusing on employee morale and productivity.

Also in 2016, the City structured a Risk Management Committee made up of the directors of each department. The Risk Management Committee is designed to develop and implement a risk management policy and ensure that appropriate resources are in place to mitigate risk. Given new case law each year, risks continue to increase for local government entities. The City has many partners to assist in avoiding risk such as City County Insurance (CIS), League of Oregon Cities, SAIF, and professional organizations that departments such as the police department, fire department, public works, finance and building department belong to. As employer practices continue to become more risky, the human resource department works with all departments regarding employee matters.

Looking forward Human Resources looks to implement a more user-friendly performance evaluation system that is more affordable to the City. Human Resources will continue to monitor labor laws and analyze their effects on the City.



City Council approved funding for a Community Development Coordinator position in 2016 and the position was filled in September. This position also serves as the City Manager's Assistant as well as the liaison for Information Technology (IT).

Community Development is guided by goals that are established by the Baker City Council and input from citizen's.

The Department's purpose is to help ensure that our local business and historic districts receive the support necessary so that they may continue their efforts to provide a variety of shopping and service options for residents, nearby communities and visitors. The department will also be looking at ways to support the artisan community and enhance the community's quality of life through beautification projects, events, and partnerships.



In 2016 Community Development was involved in the following projects: EPA Community-Wide Brownfield Assessment Grant, development of a sidewalk café ordinance and new business welcome packet, attended downtown revitalization meetings, and supported community events.



Payroll

As of December 2016, the City had 61 full time employees; 4 part time employees; and 16 volunteer firefighters for a total of 62.155 ftes excluding the volunteer firefighters. As of December 2015, the City had 61 full time employees; 5 part time employees; and 20 volunteer firefighters for a total of 64.285 ftes excluding the volunteer firefighters.

Utilities

During December the City had 4,169 active utility accounts. Accounts are divided into eight billing zones and are *now* billed every month. Although invoices are now being sent out monthly, the meters are still read every other month during the time period when meters are read. Water usage charges are divided equally and billed over two billing periods.

Financial Condition

Baker City's June 30, 2016 financial statements were presented at the May 23, 2017 Council meeting. The auditors reported a clean opinion with no reportable conditions.

During the fiscal year ended June 30, 2016, Baker City purchased and/or constructed \$1,471,263 in capital assets (reported on page 13 of the June 30, 2016 financial statements). There was no new long-term debt issued during the corresponding fiscal year. As of June 30, 2016, the City of Baker City assets exceeded liabilities by \$48,625,156, net position for the City as a whole decreased by \$2,095,756. This decrease was due to the pension reporting requirement set by the Governmental Accounting Standard Board (GASB) Statement No. 68. The City's summary of net position as reported on page 7 of the June 30, 2016 financial statements is reported below:

City of Baker City Summary of Net Position June 30, 2016

	Governmental Activities		Business-type Activities		Total	
	2015-16	2014-15*	2015-16	2014-15*	2015-16	2014-15*
ASSETS						
Current and Other Assets	\$ 5,847,398	\$ 6,674,676	\$ 4,192,157	\$ 3,800,567	\$ 10,039,555	\$10,475,243
Capital Assets	19,203,775	19,473,846	25,196,943	25,431,823	44,400,718	44,905,669
Total Assets	\$ 25,051,173	\$ 26,148,522	\$ 29,389,100	\$ 29,232,390	\$ 54,440,273	\$ 55,380,912
DEFERRED OUTFLOWS						
	534,313	-	191,527	-	725,840	-
Total Assets & Deferred Outflows	25,585,486	26,148,522	29,580,627	29,232,390	55,166,113	55,380,912
LIABILITIES						
Long-Term Liabilities	-	-	1,687,472	1,768,581	1,687,472	1,768,581
Other Liabilities	2,891,658	603,109	1,133,750	341,844	4,025,408	944,953
Total Liabilities	2,891,658	603,109	2,821,222	2,110,425	5,712,880	2,713,534
DEFERRED INFLOWS						
	609,572	1,495,486	218,505	546,635	828,077	2,042,121
Total Liab & Deferred Inflows	3,501,230	2,098,595	3,039,727	2,657,060	6,540,957	4,755,655
NET POSITION						
Invested in Capital Assets, Net of Related Debt	\$ 19,203,775	\$ 19,473,846	\$ 23,399,435	\$23,534,044	\$ 42,603,210	\$ 43,007,890
Restricted	1,726,058	1,635,267	-	-	1,726,058	1,635,267
Unrestricted	1,154,423	2,940,814	3,141,465	3,041,286	4,295,888	5,982,100
Total Net Position	\$ 22,084,256	\$ 24,049,927	\$ 26,540,900	\$ 26,575,330	\$ 48,625,156	\$ 50,625,257

*The 2014-15 comparative information has been restated due to a change in accounting estimate – see note 6.

Net position for the City as a whole decreased by \$2,000,101 during the fiscal year ended June 30, 2016. The following is an analysis of this decrease. This decrease was mainly due to the pension reporting requirement set by the Governmental Accounting Standard Board (GASB) Statement No. 68.

**City of Baker City
Summary of Changes in Net Position
June 30, 2016**

	Governmental Activities		Business-type Activities		Total	
	2015-16	2014-15*	2015-16	2014-15*	2015-16	2014-15*
REVENUES						
Program Revenues						
Charges for Services	\$ 999,932	\$ 975,892	\$ 3,741,164	\$ 3,734,336	\$ 4,741,096	\$ 4,710,228
Operating Grants/Contrib.	752,309	697,243	-	-	752,309	697,243
Capital Grants/Contrib.	601,966	190,818	34,575	300,925	636,541	491,743
General Revenues:						
Property Taxes	3,142,015	3,051,512	-	-	3,142,015	3,051,512
Franchise Taxes	826,833	811,931	-	-	826,833	811,931
Investment Earnings	36,669	32,388	22,170	13,793	58,839	46,181
SAIF Refunds	20,490	26,818	-	-	20,490	26,818
Unrestricted Grants/Contrib.	247,035	251,386	-	-	247,035	251,386
Rental Income	32,684	34,061	47,217	48,527	79,901	82,588
Miscellaneous	43,650	39,097	78,420	80,934	122,070	120,031
Total Revenues	\$ 6,703,583	\$ 6,111,146	\$ 3,923,546	\$ 4,178,515	\$ 10,627,129	\$ 10,289,661
EXPENSES						
General Government	\$ 743,968	\$ 386,564	\$ -	\$ -	\$ 743,968	\$ 386,564
Public Safety	5,468,852	2,907,137	-	-	5,468,852	2,907,137
Transportation and Streets	1,706,843	1,084,451	-	-	1,706,843	1,084,451
Culture & Recreation	321,200	296,386	-	-	321,200	296,386
Economic Development	45,647	33,334	-	-	45,647	33,334
Cemetery	144,689	146,782	-	-	144,689	146,782
Airport	165,920	167,277	-	-	165,920	167,277
Hydro-Electric Plant	8,177	3,031	-	-	8,177	3,031
Interest on Long-Term Debt	3,458	5,720	-	-	3,458	5,720
Water	-	-	2,304,231	1,572,281	2,304,231	1,572,281
Wastewater	-	-	1,367,199	920,577	1,367,199	920,577
Golf Course	-	-	62,720	80,127	62,720	80,127
Building Department	-	-	284,326	222,545	284,326	222,545
Total Expenses	8,608,754	5,030,682	4,018,476	2,795,530	12,627,230	7,826,212
Operating Transfers	(60,500)	(1,000)	60,500	1,000	-	-
Change in Net Position	(1,965,671)	1,079,464	(34,430)	1,383,985	(2,000,101)	2,463,449
Net Position—Beginning of Year	24,114,009	24,797,623	26,606,903	25,867,379	50,720,912	50,665,002
Restatement of Beg Net Position	(64,082)	(1,763,078)	(31,573)	(644,461)	(95,655)	(2,407,539)
Net Position—End of Year	\$ 22,084,256	\$ 24,049,927	\$ 26,540,900	\$ 26,575,330	\$ 48,625,156	\$ 50,720,912

*The 2014-15 comparative information has not been restated for the change in accounting policy due to the lack of June 30, 2014 accrued payroll and payroll tax liabilities valuations.



Fire



EMERGENCY RESPONSES

The Baker City Fire Department responded to a total of 1933 emergency alarms in 2016. This represents an increase of 1.25% in total call volume from 2015.

FIRE OPERATIONS

- ◆ General Alarms: 11
- ◆ Dispatched Alarms: 154
- ◆ Total Fire Responses: 304
- ◆ Mutual Aid Provided: 82
- ◆ Mutual Aid Received: 19

Fire responses are broken down as follows:

- ◆ Overpressure, Rupture, Explosion, Overheat (no fire): 2
- ◆ Hazardous Conditions (no fire): 10
- ◆ Service Calls: 79
- ◆ Good Intent Calls: 108
- ◆ False Alarms: 39
- ◆ Special Incident Type: 2
- ◆ Structure Fires: 22
- ◆ Vehicle Fires: 12
- ◆ Grass, Vegetation or Rubbish Fires: 11
- ◆ Rescues: 15
- ◆ Extrications: 4

EMERGENCY MEDICAL OPERATIONS

Ambulance responses are broken down as follows:

- ◆ Responded to 288 emergency medical incidents outside the City limits and 1341 inside the City for a total of 1629 emergency medical incidents.
- ◆ Of 1629 emergency medical incidents, approximately 898 required advanced life support care from department paramedics and 668 required only basic life support. The remaining 63 required assistance only.
- ◆ 150 instances of simultaneous emergencies (2 or more medical/fire incidents at the same time).

Most frequent ALS emergencies are expressed as a percentage of ALS responses:

- ◆ Medical Emergencies (include seizures, diabetics, OD's poisonings, etc.): 65%
- ◆ Cardiac/Stroke: 15%
- ◆ Traumatic Injuries: 10%
- ◆ Respiratory Distress: 10%



Fire



TRAINING

The Baker City Fire Department completed 1538 man-hours of training consisting of numerous Fire and EMS related topics.

Fire

- ◆ All full staff are NIMS compliant
- ◆ All full time personnel completed the Office of State Fire Marshal Company Inspector course
- ◆ Completion of Firefighter 1 Academy for several of our new volunteer firefighters and completion of basic wild-land fire training for volunteer personnel
- ◆ Hosted the Baker County Interagency Scavenger Hunt for rural fire districts
- ◆ Hosted District 13 Training Association meeting
- ◆ Engine Company evolutions/skills maintenance
- ◆ All department personnel completed Incident Command System Command and Control training
- ◆ The department implemented an improved incident accountability system

EMS

- ◆ Department personnel maintained their Advanced Cardiac Life Support training and recertification
- ◆ EMS Physician Advisor contract maintained
- ◆ Annual CPR certification and recertification for all department personnel
- ◆ Annual ambulance and agency licensing completed through the Oregon Health Authority



Fire



MAINTENANCE

The Baker City Fire Department completed 1561 man-hours of station and equipment maintenance ensuring the upkeep of our station and that our equipment remains in a response ready condition.

Annual maintenance activities that were performed in 2016 included:

- ✓ Self Contained Breathing Apparatus fit testing (OSHA required) for fire department and public works personnel
- ✓ SCBA breathing air testing completed
- ✓ SCBA flow testing completed
- ✓ Pump testing completed
- ✓ Hose testing completed
- ✓ Ladder testing and certification completed
- ✓ Radio programming completed
- ✓ Defibrillator maintenance and certification completed
- ✓ Air compressor maintenance completed



Fire



FIRE PREVENTION

The Department received and installed 400 residential smoke alarms in conjunction with the Oregon State Fire Marshal Smoke Alarm Program. These alarms were provided free of charge to the department and subsequently to the residents of Baker City.

Additional fire prevention work completed in 2016 included:

- ✓ Issued over 600 residential burn permits
- ✓ Participate as members of the Baker County Interagency Fire Prevention Team
- ✓ Completed 92 local business fire inspections
- ✓ Assisted the State Fire Marshal by completing inspections of fireworks stands
- ✓ Interagency Prevention Team booth at Miner's Jubilee
- ✓ Brooklyn Elementary presentation for Wildfire Prevention Week
- ✓ Interagency Prevention Team booth at Health Fair
- ✓ Provided Fire Extinguisher Training to Public Works, City Hall, Federal Building and Baker House employees



PUBLIC EDUCATION AND COMMUNITY EVENTS

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

Fire

2016 Education and Community Events Included the following:

- ◆ Provided numerous fire department tours and on-site fire safety/public education presentations for more than 200 children and chaperones
- ◆ Provided several on-site fire safety/public education presentations to area businesses and groups for over 100 adults
- ◆ Brooklyn Elementary presentation on “Life in the Fire House”
- ◆ Fire Prevention poster contest with 5J—4th through 6th grades
- ◆ Donated four “Firehouse Birthday Parties” for charity
- ◆ Provided “Job Shadowing” opportunities for High School students
- ◆ Hosted Blue Mountain Community College EMT-Basic course
- ◆ Hosted 6 CPR/First Aid courses for local businesses
- ◆ Hosted EMT student ride-a-longs
- ◆ Baker Middle School Career Day
- ◆ Head Start Program
- ◆ Miner’s Jubilee
- ◆ Downtown Christmas Parade—Received “Best in Lights”
- ◆ Downtown Halloween Event
- ◆ Carnegie Art Center Kid’s Day
- ◆ Hell’s Canyon Motorcycle Rally
- ◆ Shrine Parade
- ◆ National Night Out
- ◆ Relay for Life
- ◆ Kiwanis Parent Resource Fair
- ◆ St. Alphonsus Health Fair
- ◆ Oregon Cattlemen’s Association Fireworks Show
- ◆ Delivered Salvation Army Christmas food baskets
- ◆ Provided medical coverage for: Baker High School football games, Oregon Department of Forestry employee pack tests, Shrine All-Star football game, Baker Elks’ Bull and Bronc Blowout, Elkhorn Classic Bicycle Race, Cycle Oregon, Haines 4th of July Rodeo and Demolition Derby





ADDITIONAL PROJECTS

Fire

ADOPT-A-HYDRANT PROGRAM:

Due to the overwhelming amount of snow fall at the end of the year the department implemented an “Adopt-A-Hydrant” program that encourages members of the community to shovel out buried hydrants and enter a photo to win certificates from local businesses. So far the community has uncovered over 100 buried hydrants.

AFG GRANT REQUEST:

The department has again applied for Federal Assistance to Firefighters Grant funding to purchase new portable and mobile radios for emergency use to be compliant with federal P-25 radio rules. This project would replace aging communications equipment for all of the fire agencies in Baker County and greatly enhance emergency operations.



CITY/COUNTY MOU:

Currently the Baker County Emergency Management Fire Division Coordinator is located in the fire station, to supplement fire department emergency response staffing. This relationship serves to enhance the capabilities and efficiency of both organizations and results in the improvement of services to the citizens and our interagency partners.

INCIDENT ACTION PLANS:

In 2016 the Baker City Fire Department continued to develop Incident Action Plans (IAP) to more effectively manage the many special events that occur in Baker City. These plans greatly improve our response capabilities and result in enhanced service levels to our community, visitors, and event participants.

An IAP is essentially a pre plan for events outlining elements such as:

- ◆ Designated command staff
- ◆ Pre-determined emergency resources
- ◆ Emergency medical transport options—ground/air
- ◆ Hospital locations and availability
- ◆ Event contact information
- ◆ Special details pertinent to responders

CITY AND COUNTY INSPECTIONS



The Building Department is operating with a fulltime multi-certified Building Official, Ken Hall and a fulltime Permit Technician, Monday through Friday. The office hours are Monday through Thursday 7:30 a.m. To 4:00 p.m. and Friday 7:30 a.m. to Noon.

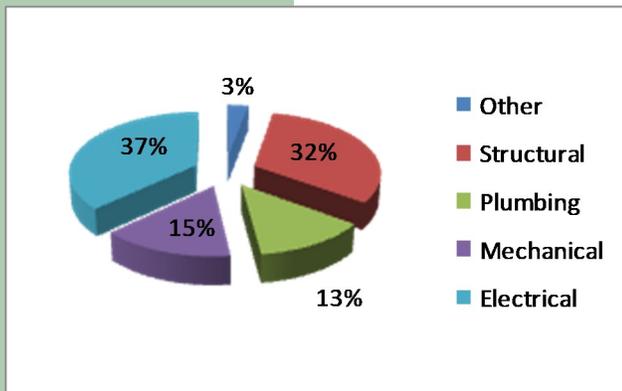
Rick Newman is contracted by the City to perform electrical inspections and commercial plan review.

Rick Newman, along with Tim Jaensch and Steve Sharlow also provide emergency inspection services in the absence of the Building Official.

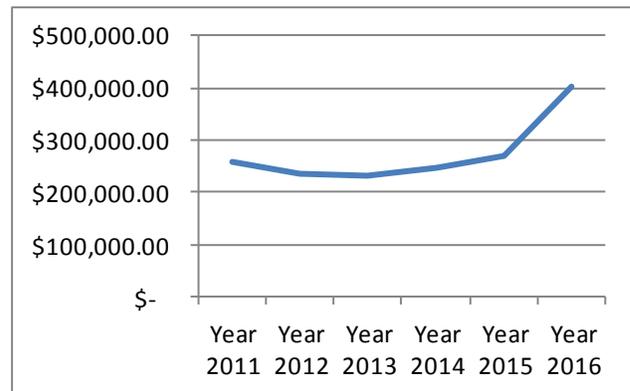
After approval from the Planning Department, both residential and commercial plan reviews have all been completed within the required time periods as established by the Oregon State Building Codes (residential 10 days, commercial 3 weeks). Building Department inspections for both the City and the County have been maintained to be within the required 48 hour period.

The revenue received from building permit sales increased again in 2016 surpassing the previous high from 2015. We look forward to this continued rise in the building activity.

2016 Inspections Performed



Building Permit Revenues



FROM THE DIRECTOR

The Baker City Planning Department provides daily services for property owners working to build new structures, divide property or move property lines, change the use of a property, start, move or expand a business, and more. The Planning Department is also tasked with administration of the Comprehensive Plan, which outlines the long term planning vision for the City, and the Development Code, which contains current policies for development.

During the 2016 planning year, staff completed work for updates to the **Baker City Development Code** (BCDC) to be heard before the City Council and improved the floodplain resources available. Staff also reviewed 17% more applications than in 2015.

I'm proud to report that Eva Henes, Senior Planner, completed training and passed the exam to become a Certified Floodplain Manager (CFM). Having a CFM on staff greatly enhances our resources to serve those in our community whose properties are impacted by a floodplain.

In 2016, the Planning Department completed reviews and decisions on **96** projects, presented matters for **12** public hearings before the Planning Commission, conducted **8** workshops, open houses or work sessions, and hosted **13** pre-application meetings for applications and projects with a higher level of complexity.

Our staff works hard to provide service and solutions to Baker City. We look forward to another year of service in 2017.

Holly Kerns, *Planning Director*

A THANK YOU TO OUR VOLUNTEERS....

The Planning Commission consists of seven members with 4-years terms. The role of the Planning Commission is to develop, maintain and implement the Baker City Development Code and Comprehensive Plan, to protect the integrity of the community's planning process, and to foster the community's long-term interests. The Planning Commission is a decision-making body with legal authority to make decisions on requests for land use and development. The Planning Commission also makes recommendations to City Council for zoning and code amendments, and any other matter relating to the planning and development of the City.

Alan Blair, Commission Chair
Ken Rockwell
Tim Collins

Ned Ratterman
Brandy Bruce
Aaron Still

DEVELOPMENT CODE UPDATES

The Development Code implements the City vision developed in the Comprehensive Plan, which means revisions to the Development Code require significant public input and careful consideration. The Planning Commission prioritized completion of Development Code updates this year to bring the sign chapter into compliance with a recent Supreme Court case, as well as making other edits in order to make the code easier to use or to correct inadvertent typographic errors or inconsistencies. For the update, department staff:

- ◆ Mailed a total of **4,067** notices to every landowner within the City and the Urban Growth Boundary.
- ◆ Circulated update-related information in the Baker City Weekly Newsletter every week for a period of 12 months. This newsletter reaches **415** subscribers weekly.
- ◆ Posted over **35** flyers to community groups and public announcement boards.
- ◆ Held **1** public open house relating to the proposed updates. The Planning Director and Senior Planner hosted the open house, and discussed the proposed changes one-on-one with those who attended.
- ◆ Sent **11** press releases to local media outlets to garner public interest and input.
- ◆ Held **7** work sessions with the Baker City Planning Commission relating to the proposed updates.
- ◆ Provided information and answered questions for approximately **52** people by phone, email or at the counter.
- ◆ Published a webpage detailing all proposed BCDC updates, which received **147** views over a one month period.
- ◆ Hosted **1** public hearing before the Planning Commission. Public hearings before the City Council will begin in 2017.
- ◆ Notified the Department of Land Conservation and Development (DLCDC) about all proposed updates and adoption.



STANDOUT PROJECTS

- ◆ Approval of a ±5,600ft² addition to St. Alphonsus Hospital, as well as parking lot improvements.
- ◆ Approval of a Conditional Use Permit for manufacturing and production at Glacier 45, a micro-distillery at 1901 Main Street.
- ◆ Approval of a 7,500 ft² equipment storage building at the Road Department facility located on 13th and E Streets.
- ◆ Approval of a ±5,000ft² addition to an existing industrial building operated by Natural Structures.
- ◆ Approval of a ±4,000ft² hop-processing facility within the Elkhorn View Industrial Park for Hop Heaven, Inc.
- ◆ Approval of the final plat for the Elkhorn View Industrial Subdivision, located along Settlers Loop and 23rd Street.
- ◆ Completion of the final plat for the partition of property containing the County Fairgrounds, the Baker City Armory, and parking lots. The purpose for the partition is to enable the Oregon Military Department to own the ±3.97 acre portion that contains the Baker City Armory.

OTHER HIGHLIGHTS



- ◆ In order to improve the resources available to those whose properties are in a floodplain, the Planning Department completed an inventory of all known floodplain development permits and elevation certificates for the City of Baker. The elevation certificates, which date back to the 1980's, were digitized and catalogued to provide a quick-and-easy, searchable reference system to provide floodplain information for any property in the City.
- ◆ Senior Planner Eva Henes passed the exam to become a Certified Floodplain Manager. The Certified Floodplain Manager certification is a national program that measures knowledge of floodplain management and a community's responsibilities under the National Flood Insurance Program. A community must remain in good standing with the National Flood Insurance Program for the community's residents to be eligible for most flood insurance. Eva opted to pursue the certification to improve the resources available to Baker City residents impacted by a floodplain. Congratulations to Eva for her hard work and dedication to obtain the certification!
- ◆ All Planners participated in a floodplain training covering floodplain development permits, flood map change requests, FEMA flood insurance for communities and much more, in an effort to better help property owners with difficulties related to floodplains on their property.

102
TYPE I PERMITS
 (review and permits approved by staff which do not require public notifications or public hearing)

12
Public Hearings held before the Baker City Planning Commission

4
TYPE II PERMITS
 (reviews and permits which require public notification and are approved by staff)

6
TYPE III PERMITS
 (reviews and permits which require both public notifications and a public hearing)

1
TYPE IV PERMITS
 (legislative matters which require the creation or revision of large-scale public policy)



Police

A Message from the Chief of Police

On behalf of the men and women of the Baker City Police Department, I want to welcome you to our 2016 Annual Report.

The fifteen men and three women, who make up our paid staff, are dedicated professionals who are honored to serve our great community. We hope that you find this report informative and that it will give you an insight into the service we have provided to our community this past year. The Baker City Police Department (BCPD) is the only law enforcement agency within the 3088 square miles of Baker County to have 24 hour per day staffing, every day of the year. Our primary commitment to our community is to have patrol staff available to respond to the needs of our citizens at any time of the day or night.

This past year, we dedicated considerable overtime hours to narcotics enforcement. We saw our Reserve Program continue to save our community thousands of dollars while providing a high level of service and we saw our Citizen on Patrol Program continue to serve department and our community in many ways. Our enhanced efforts to improve livability through code enforcement efforts have proven to be challenging, but rewarding on many occasions. Our code enforcement officer is easily the busiest employee working for the citizens of Baker City.

This coming year, two of our top goals will be to continue focusing strong efforts on drug-related crimes and to continue addressing the various livability issues with code enforcement. We have been grateful of our supportive community throughout 2016 and are hopeful that 2017 will be another great year for our department and the community we serve.

~Wyn Lohner, Chief of Police



Police

PERSONNEL~THE WOMEN AND MEN WHO SERVE

In 2016, the Baker City Police Department had three staffing changes, as one officer retired and two others were hired.

Detective Sharon Bass retired after twenty-five years in law enforcement, thirteen of which was spent serving the citizens of Baker City. Detective Bass was an extremely dependable, hardworking officer who had a knack for seeming to know every criminal in town and knowing what they were doing. She will be missed.



In April of 2016, we hired Officer Jonathan Stanley, who had spent the previous six years working for the City of Nampa Public Works. Officer Stanley came highly recommended, especially by his mother who had retired from law enforcement after a lengthy career.



In July of 2016, we hired Officer Ben Wray. Officer Wray came to our department with seventeen years of law enforcement experience, most of which was serving in Gresham, Oregon. Officer Wray has proven to be a valuable asset to our department and community.

This past year, Sergeant Wayne Chastain became the handler for our Drug Detection Canine “Capa”. They have proven to be an effective team that is just getting started in their efforts to combat illegal drugs in our community.



RESERVE PROGRAM~THE WOMEN AND MEN WHO SERVE

The Department's long-term goal of having ten Reserve Officers was achieved during 2016, although for only a brief period of time. Shortly after graduation of the 2016 session of the Eastern Oregon Regional Reserve Academy, BCPD Reserve Cody Kirby accepted employment out of state.

The remaining nine Reserve Officers are comprised of one Reserve Commander, Jerry Boyd; one Reserve Level III Officer, Daniel Batchelor; and seven Reserve Level II Officers, Ruthie Boyd, Justin Phlaum, Tina Aldrich, Zach Thatcher, Mark Powell, Jacob Hobbs and Dan Koopman. Daniel Batchelor achieved Level III (sole patrol) status this year and is the first BCPD Reserve without prior full-time law enforcement experience to accomplish this goal.

The Reserve Program dedicated **2,603.5** hours of service to the Department and the community during 2016. That is an average of **289+** hours per Officer and exceeds the minimum 144 hours per year per Reserve required per policy. The total of 2,603.5 hours represents a dollar value of \$65,075, if calculated using the median hourly salary for a full-time officer. That figure is based on the hourly salary of entry-level, full-time officer, not including fringe benefits. The total value of the volunteer service equates to 1.25 full-time officer positions. Our Reserve Officers meet all mandatory department training requirements including firearms.

Goals for the Reserve Program for 2017 include continuing to expand the experience and expertise of the Reserves through patrol assignments with sworn officers; develop the capability of conducting surveillance and intelligence gathering on narcotic/drug-related cases in concert with sworn personnel; continue to meet all mandatory department training requirements and complete at least one optional training each month; continue outreach to the community, particularly in the schools and with youth groups, and through the expansion of the Bicycle Patrol Program; and remain flexible and available to BCPD staff for urgent call outs, providing assistance no matter the time of day or night.



CITIZENS ON PATROL~THE WOMEN AND MEN WHO SERVE

The COPs (Citizens on Patrol) program features volunteers from various walks of life who assist the Department in a variety of ways.

This past year, their biggest accomplishment was to remodel a defunct outbuilding located in the Geiser-Pollman park so that it could, once again, be put to use during the warmer summer months and during community events. The COPs were successful in opening up the building for various events where they greeted community members with stickers, coloring books, color crayons, junior police badges, and safety and COP program information. With the goal of having more of a presence in the park, the COPs hope to continue this program next year. Other events and activities assisted with included:

- * Assisted with stuffing and delivering Easter Eggs for the Annual Easter Egg hunt.
- * Patrolled the Geiser-Pollman Park during the annual Easter Egg Hunt, Miner's Jubilee and participated in National Night Out.
- * Served lunches at two elementary schools.
- * Patrolled Main Street during the Downtown Halloween Trick-or-treat event.
- * Participated in the Christmas Twilight Parade with the COP car as an entry.
- * Provided front counter assistance as needed and during absences of regular administrative staff.
- * Assisted in the evidence room, cataloging and sorting items.
- * Performed elder in-home checks as assigned.
- * Assisted with the planning and organizing of the BCPD K9 Drug Prevention Fundraiser.

The COPs look forward to serving the community in whatever capacity they are assigned.



NORTHEAST OREGON S.W.A.T.

At the end of 2016, the NEO Regional SWAT Team was staffed by 34 operational members. Membership is comprised of personnel from four law enforcement agencies, two fire departments and one dispatch center. The participating agencies are the Baker City Police Department, Baker County Sheriff's Office, La Grande Police Department, Union County Sheriff's Office, Baker City Fire Department, La Grande Fire Department and Baker County Consolidated Dispatch.

There are four individual elements within the team structure: Tactical, TEMS (Tactical Emergency Medical Services, CNT (Crisis Negotiations Team) and Support. The four elements collectively make up the SWAT Team. The Baker City Police Department is represented by three members, two that serve as tactical and one that serves as a member of the CNT team.

During 2016, the NEO Regional SWAT team was activated on one occasion: Thursday, June 2, 2016 –Suicidal Barricaded Gunman (2010 Grove Street, Baker City, Oregon). The Baker City Police Department responded to a call where a 44-year male, on felony parole, had approached an address where he was known to the resident and subsequently barricaded himself in the basement of the home. The subject was known to be armed with two firearms and had stated he would shoot anyone coming down the stairs. The resident had fled the house shortly after the subject made contact at the home.

After a standoff lasting several hours, the situation was resolved with the deployment of tear gas into the basement. The subject was taken into custody without incident.

NEO Regional SWAT has been operational for 4.5 years and has been successful in terms of operational readiness, development and safety. The men and women, from their collective agencies, continue to be the team's most valuable asset. These members represent a collection of the most capable and experienced public safety employees from Baker and Union Counties.

TRAINING – WHAT IT TAKES

Receiving quality, updated training is an extremely important facet of providing a competent law enforcement agency to the community they serve. Laws, and especially the interpretations of these laws, routinely change as technology, weaponry and various threats evolve in our society. In addition, police are required to complete certain amounts and types of training just to receive and maintain their certifications. These facts combine to make training one of the most critical needs we have.

Some of the training received in 2016 included:

- * CPR/First Aid training
- * PACE Standard Response Protocol (SRP) training in Ontario
- * FBI Portland Active Shooter Conference in Bend
- * Police Training Officer (PTO) Course –Reno Model
- * *Verbal De-escalation for Public Safety Officers* in Boise, Idaho.
- * FBI Law Enforcement Academy
- * *Women in Command, Excelling as Female Leaders*
- * *Canines in the Courtroom*
- * *The Reid Technique of Interviewing and Interrogation* in Salem.
- * *Standardized Field Sobriety Testing and Drugs that Impair Driving*
- * *Oregon Child Forensic Interview Training*
- * Trilogy HSE, Tac-Med Train the Trainer
- * School Safety Officer Academy
- * Annual firearms training.
- * Department of Public Safety Standards (DPSST) Supervisory Leadership Academy
- * Oregon Association of Chiefs of Police, Winter Conference
- * EVOC (Emergency Vehicles Operation Course)
- * AR-15/M16 Armorer's Course
- * Oregon Association of Reserve Peace Officers Reserve Training Conference
- * *Tall Cop Says Stop: Drug and Alcohol Trends as Related to DUII Crashes and Investigations* training

SPECIAL EVENTS, COMMUNITY FUNCTIONS AND OTHER NOTEWORTHY HAPPENINGS

Some of the events and functions our staff assisted with or participated in include:

- * Lieutenant Dustin Newman and Sergeant Wayne Chastain attended the memorial service for Sergeant Jason Goodding of Seaside, Oregon. Sergeant Goodding, a thirteen-year veteran of the Seaside Police Department, was shot and killed in the line of duty on February 5th, 2016.
- * School Resource Officer Lance Woodward led a local Boy Scout troop and the N. Powder 1st grade class on a fieldtrip in and around the Police Department. In addition to learning about what happens at the Police Department, participants also got to check out one of the patrol cars.
- * BCPD full-time officers and Reserve Officers assisted with traffic control and general safety during the 2016 Hells Canyon Motorcycle Rally and the Miner's Jubilee celebration.
- * BCPD Officers and Reserve Officers had lunch with Head Start students.
- * Sergeant Wayne Chastain and K9 (*pictured with Jeanette Stewart of New Hope for Animals of Eastern Oregon*) accepted the donation of a special K9 harness for Capa to wear while on patrol.
- * Purchased with funding donated by the local Rotary Club, 250 bicycle helmets were distributed to preschoolers at the Haines School (*pictured to the right*) and Head Start as well as to children at the Department on a walk-in basis. This celebrates the fourth year of BCPD's partnership with Baker City Rotary in providing local children with bicycle helmets.
- * BCPD staff, including COP (Citizens on Patrol) volunteers and Reserve Officers participated in National Night Out.
- * BCPD and Reserve Officers participated in the Tip-a-Cop fundraiser, benefitting Special Olympics.
- * Insignias, lighting and other police-specific additions were added to the 2015 Dodge Challenger. This car was seized subsequent to a drug interdiction stop in 2016. All adjustments made were paid entirely with funds seized during narcotics-related arrests. The Challenger is used as a patrol car by the School Resource Officer.
- * BCPD was honored for their service during a production of the Missoula Children's Theater. Community members reached out in support during what would be known as a very dark chapter in law enforcement for many agencies across the nation, especially those who experienced a loss of one of their own.
- * Held the first Annual BCPD K9 Drug Prevention Fundraiser, raising over \$27,000, benefitting the K9 program. Over 200 people were in attendance including former NFL star, Stan Brock.
- * BCPD, hosted, in partnership with the Salvation Army, an Angel Tree and a non-perishable food donation barrel to benefit the less fortunate during the holiday season.
- * Hosted a National Drug Take Back event which netted approximately 21 pounds in unwanted or expired prescription drugs. This event, tentatively scheduled to take place twice a year, will replace the 24-hour collection/drop-box that was removed from the lobby of the police department following concerns regarding potentially dangerous and/or toxic substances that had been deposited into the box.
- * Sergeant Chastain and K9 Capa gave demonstrations, depicting how Capa works in alerting to illegal narcotics, for various community groups.
- * SRO Officer Woodward participated in the National Walk and Bike Day held for Brooklyn Students.

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 specialist 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.

Some notable cases opened in 2016:

- * 43 Property Maintenance cases with 40 cases resolves, including 21 citations issued for Nuisances Affecting the Public and one property abated through court order .
- * One Unsafe Building case -the result of investigation into an active meth lab, that following testing found some of the highest levels of contaminates the state-contracted vendor/ examiner had ever seen.

- * Eight Graffiti cases; all resolved following removal of the graffiti or through the appeal process.

ANIMAL CONTROL

- * 38 Dog at Large citations were issued, a 31% decrease from 2015. Other animals, to include chickens and the occasional pony, were also found to be running at large in 2016.
- * 9 Allowing a Dog to be a Nuisance (barking) citations. This figure is virtually unchanged from 2015.
- * 53 No Dog License citations were issued, a 7.5% increase from 2015.
- * 6 Other Animal Violations were issued.
- * 21 Dangerous and/or Vicious Dog Ordinance Violations were issued in 2016. Previous year statistics were not noted.
- * Of the potentially dangerous and/or vicious dog cases brought before the Hearings Officer in 2016, 4 cases were found, per the Ordinance, to meet the designation of a dangerous dog.

- * 628 dogs were licensed thru the 2016 calendar year. At the end of 2016, 226 dogs were licensed thru 2017 and 89 dogs were licensed thru 2018.

- * 14 livestock permits and 12 kennel permits were issued.

- * Of the 12 kennel permits issued, 2 were issued to households with more than 4 cats, with the remaining kennel permits being issued to households with dogs.

WEED ABATEMENT

- * 140 weed abatement complaints were addressed during 2016.
- * This represents a 6% percent increase over 2015 complaints.
- * The majority of these complaints came into compliance upon receipt of written notification.
- * Of the properties not brought into voluntary compliance, four were hired out to local contractors by Baker City at the expense of the property owner and one was issued a written citation for failure to comply.

CRIME RATES AND POLICE STATISTICS

Notable statistics for 2016 reflect the following increases and/or decreases when compared with 2015:

- * Overall arrests reflected a small increase, approximately **7.6%** during the past year. Arrests made for cases involving certain property crimes saw a sharp increase over 2015. Arrests involving Theft I totaled **4** when compared with **15** arrests in 2015, **representing 1% of total arrests for 2016**. A charge of Burglary I accounted for **3** arrests in 2015, compared to arrests for the same charge totaling **8** arrests, a **62.5%** increase.
- * **33% decrease** in overall citations were issued in 2016 with certain non-traffic related offenses seeing a significant increase. Citations issued for Minor in Possession (MIP) of Marijuana, **9** in 2015, realized a steady climb in 2016 with **17**, a **47% increase**. MIP of Alcohol offenses saw a decrease of **30%** during the same timeframe.
- * The total number of *Incidents Served* reflected a **4.2% increase** from **10567** in 2015 to **11018** in 2016.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Citations - Parking	19	5	8	5	16	10	16	16	19	21	21	16	172
Citations - Moving	29	64	55	26	26	38	62	33	33	41	24	24	455
Warnings	83	118	121	161	111	126	171	207	154	148	112	83	1595
Arrests	3	5	7	5	2	7	11	0	3	6	2	1	52
Total	134	192	191	197	155	181	260	256	209	216	159	124	2274
	6%	8%	8%	9%	7%	8%	11%	11%	9%	9%	7%	5%	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Motor Vehicle Crashes (other than Hit & Run)	4	3	3	4	6	11	7	9	3	3	5	4	62
	6%	5%	5%	6%	10%	18%	11%	15%	5%	5%	8%	6%	
Hit & Run Crashes	5	3	5	0	4	3	4	4	4	1	5	8	46
Total Vehicles Involved	18	11	14	7	20	23	20	24	13	5	19	21	195
Total Injuries	1	0	0	1	3	1	2	2	2	2	0	1	15
Total Citations from Crashes	2	2	2	1	3	6	2	5	0	1	1	3	28



Working Together Works!

The Public Works Department completed several projects in 2016 that served to improve livability in Baker City.

Crews working on the Mountain Pipeline project in our watershed completed the water transmission line scheduled for replacement in 2016, nearly 5300 lineal feet!



A section of new 20” water line is being installed to replace the old 12” concrete water line on the Pipeline road between Big Mill and Little Mill Creek diversions. This trackhoe is equipped with a “crusher bucket”, which crushes the native rock used to protect (“bed”) the pipe.



Before each section of pipe is installed, laser technology is used to assure that the pipe is laid at the proper designed grade. Once completed, the amount of water flow through the pipeline continues to be adjusted to meet daily water demands in town.

Wastewater

One significant wastewater project involved a sewer mainline replacement located in an alley north of Nevada Avenue between 4th Street and David Eccles Road using a trenchless method called “Pipe Bursting”.



Snow Removal

Baker City saw record snow fall this winter. In December 2016, Public Works crews worked multiple shifts each day almost entirely dedicated to snow/ice removal in order to keep streets passable.



With 2,592 blocks of city streets plowed in the month of

December alone, hundreds of dump truck loads of snow were hauled to designated dump sites.

Backhoes were also used to clear driveways and alley intersections for residents.



Leo Adler Memorial Parkway

The Public Works Department provided maintenance to a section of the Leo Adler Memorial Parkway that repeatedly heaved and cracked.

A root barrier was installed along both sides of this section of pathway north of ‘H’ Street bridge to prevent continued heaving and cracking due to nearby tree roots growing under the paved surface. The damaged asphalt areas will be patched when weather permits. This project was funded in partnership with Cycle Oregon.



Sam-O-Swim Center

Sam-O-Swim Center improvements included a new boiler system and upgraded showers.



Public Works

Other Interesting Facts:

- ◆ 962,861,000 gallons of water was delivered to consumers.
- ◆ 99.42 MG (million gallons) of water was inject in the Aquifer.
- ◆ 88 water meters were replaced.
- ◆ The Water Facility Master Plan was completed and approved by OHA.
- ◆ 157 watershed entry permits were issued for the 2016 hunting season.
- ◆ 379 MG (million gallons) of inflow was received at the Wastewater Treatment Plant.
- ◆ 117,693 feet of wastewater main lines were jetted (cleaned).
- ◆ 32,656 feet of waster main lines were video inspected.
- ◆ 5,520 feet of CIPP (Cured in Place Pipe) lining was installed including the Pipe Bursting project.
- ◆ 71 street signs were replaced, repaired or added to the system.
- ◆ 189 street lights were repaired (lamps/photo cells replaced).
- ◆ 11,482 street blocks were swept.
- ◆ 2,592 street blocks were plowed, with 48,300 lbs of salt used for snow and ice control.
- ◆ 513 catch basins were cleaned.
- ◆ 3,339 feet of storm lines were cleaned or video-inspected.
- ◆ 384 grave locates were performed.
- ◆ 127 reservations were made at our City parks including 6 large events.
- ◆ 940 utility locates were performed.
- ◆ 19 sidewalk grants were issued.
- ◆ 677 vehicle/equipment repairs were completed.
- ◆ 96 routine maintenance services were completed.
- ◆ The department was awarded grants for improvements at City Hall, Cedar Acres Park, Baker City Municipal Airport, Sam-O-Swim Center, Quail Ridge Golf Course and Leo Adler Memorial Parkway.
- ◆ The City's Geographic Information System (GIS) is now in the process of data entry.
- ◆ Public Works staff continue to maintain the appropriate certifications for drinking water treatment and distribution, wastewater collection and treatment, Commercial Drivers License, Professional Land Surveyor, Certified Water Rights Examiner and Professional Engineer.

January



February



May



April



July



October



March



June



August



September



November



December

