



The City of Baker City, Oregon
 Invites Qualified Candidates to Apply For
City Manager



ABOUT BAKER CITY

With a population of 9,828 within seven square miles, Baker City offers 360 degree breathtaking views of snow-capped mountains and clean air. Baker City which has a high desert climate is situated between the Elkhorn Mountains and the 9,838 foot-high Eagle Caps.

Baker City was first settled in 1861 when gold was discovered in Griffin Gulch which was part of what would later be named Baker County. The community was named after Colonel Edward Baker, the only U.S. Senator ever killed in military combat. Colonel Baker was a Civil War hero who also served as Oregon's first Senator. Baker City has been described as a friendly community where neighbors help neighbors and grocery stores stock locally grown organic produce.

LOCAL ECONOMY

Baker City is the county seat of Baker County. Baker City's economy while traditionally reliant on ranching and other agriculture continues to diversify its economic base to include tourism and manufacturing. The following are the major private sector employers in Baker City and the surrounding vicinity.

EMPLOYER	INDUSTRY	NUMBER OF EMPLOYEES
St. Alphonsus Hospital	Health Care	270
Marvin Wood Products	Window and Door Manufacturer	150
New Directions NW	Mental Health/Addictions Treatment	120
Ash Grove Cement	Mining and Manufacturing	110
Behlen Country	Metals Manufacturing	55
Natural Structures	Recreational Equipment Manufacturing	50
Windmill Enterprises	Beer Production and Restaurant	50

Baker City has ready access to Interstate 84, US 30, Oregon Route 7; a Union Pacific Railroad mainline; and a Municipal Airport with three runways, charter service, instructors, and hangers available for lease. Also, the City owns an industrial park where two new businesses have recently located. The first is Cutters Edge which relocated from California and the second is Powder River Precision. Many lots with City infrastructure are available in the industrial park for future business locates.



CULTURE, TOURISM, AND LEISURE

The Crossroads Carnegie Art Center owned by the City and leased to the Art Center occupies a prominent space in downtown Baker City. This original Carnegie Library was completed in 1909. The building has been converted into an Art Center while preserving the original Carnegie Library architecture. The Art Center is home to an art gallery which rotates its collections monthly and arts teaching studios. There are six other art galleries downtown in close proximity to the Art Center.

There are many arts related special events including:

- ❖ First Friday Art Walk held monthly which includes art, music, food, and wine;
- ❖ Thursday Art Night held on the last Thursday of the month;
- ❖ Miner's Jubilee held on the third weekend in July;
- ❖ Chalk It Up to Art held on the last weekend in July;
- ❖ We Like 'Em Short Film Festival held on the third weekend in August; and
- ❖ The Taste of Baker and Fall Festival held on the first weekend of October.



The community hosts other special events including the Baker City Cycling Classic and The Hells Canyon Motorcycle Rally which has been held annually in Baker City since 1997. This motorcycle rally attracts more than 8,000 riders over the four-day July event. The Rally is a great opportunity for Baker City to market itself to tourists as well as to potential future residents and businesses as *RoadRUNNER Motorcycle and Touring and Travel Magazine* estimates the average annual income of motorcyclists to be approximately \$110,000. Other tourist attractions include the Adler House, Thomas Angus Ranch, Sumpter Valley Railroad, Oregon Trail Interpretive Center, and Leo Adler House Museum.



Culinary tourism is another asset for Baker City. For example, Baker City Brewing Company which has won more than 90 national and international awards was awarded "Best Very Small Brewery of the Year" at the 2013 Great American Beer Festival. Shopping and distinctive dining experiences such as at the highly acclaimed

Geiser Grand Hotel are available in Baker City's historic downtown district which contains more than 100 buildings on the National Register of Historic Places.

The Baker City area offers abundant outdoor recreational opportunities including hiking, mountain and dirt biking, skiing, camping, fishing, and hunting. The nearby Anthony Lakes Ski Resort offers some of the best powder skiing and snowboarding in the Northwest. Thousands of acres of national forests and wilderness throughout Baker County provide residents with access to pristine lakes, mountain rivers, hiking trails, and ample wildlife such as elk.

The Baker City parks system includes 14 developed parks, one developed pathway (with future expansion capabilities), and two undeveloped park areas. Currently the park system comprises almost 16 developed acres and over an acre of undeveloped land.

Other City-owned recreational amenities include the Quail Ridge Golf Course and the Sam-O-Swim Center. The original golf course was constructed in 1936 and consisted of nine holes. In 1996 award-winning golf course architect Bill Robinson designed a second nine holes and the citizens of Baker City funded the expansion. The course provides pristine views of the Elkhorn Mountains to the west and the Wallowa mountain range to the east. The indoor Sam-O-Swim Center is operated by the YMCA which offers swimming lessons, water exercise classes, and lifeguard and swimming instructor certifications.



EDUCATION

The Baker School District has 1700 students and includes a high school, middle school, an intermediate and primary schools. In addition to these schools the District sponsors two charter schools, the Baker Web Academy and Baker Early College. Two of Baker City's schools were recently named by the Oregon Department of Education as "model schools", and last year one of the District's teachers was named Oregon "Teacher of the Year". Also, a local Foundation provides for every Baker County high school graduate to receive a college scholarship. Finally, the District has outstanding athletic facilities for a district of this size.

There are several higher education campuses in Baker City. The first is the Blue Mountain Community College. The second is the Northeast Oregon Area Health Education Center (NEOAHEC) whose mission is to attract and retain health care professionals by providing regional educational opportunities. Finally, Eastern Oregon University whose main campus is in La Grande also has a campus in Baker City.

Additional information about Baker City is available at <http://www.bakercity.com/> and <http://www.visitbaker.com/>.

THE CITY GOVERNMENT

Baker City which was incorporated in 1874 has operated under the council/manager form of government since 1950. The City Council is composed of seven members who are elected at-large by Baker City voters to overlapping terms with four Council Members elected every two years (fourth highest vote recipient each election has a two-year term and three highest vote recipients serve four-year terms). The City Council selects a Mayor and Vice-Mayor from among its members to serve two-year terms. Council Members cannot serve more than two consecutive terms.



The City Council is responsible for hiring the City Manager who provides managerial leadership to City staff and who recommends the annual budget to the City Council. All staff are under the jurisdiction of the City Manager. The current City Manager is leaving City employment voluntarily to retire after more than five years in the position.

The City is a full-service operation with 66 FTE's and an annual budget of \$18 million. The largest General Fund revenue sources in order are: property taxes, user fees, and state-shared revenues. The City's General Fund has a fund balance of 22 percent of annual expenditures.

The City has four enterprise funds—Water, Wastewater, Development Review, and Golf. With the exception of the Golf Fund the City's other enterprise funds are in good financial condition. The City does not have any debt except for a loan from the State for a water project. The City operates on a July 1-June 30 fiscal year. Please note Planning, 911 Dispatching, and Economic Development functions are provided by Baker County through agreements with the City.

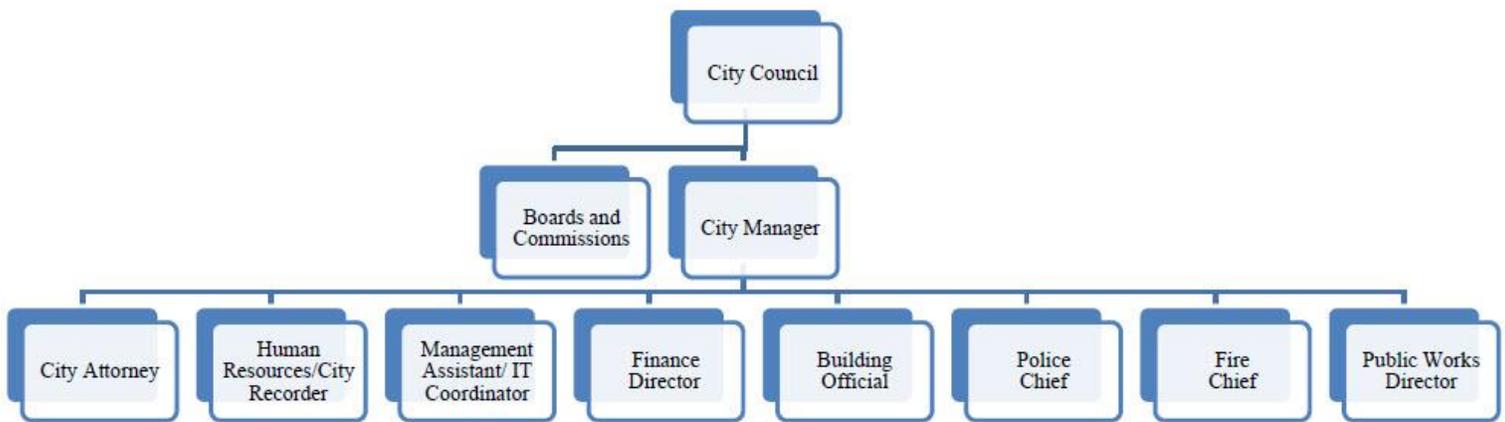


City employees are represented by three collective bargaining units--Police, Fire, and Baker City Employee Association (BCEA). Approximately 75 percent of the City's workforce is represented by a bargaining unit. The City has a stable productive relationship with all three bargaining units having settled all contracts and grievances without resorting to impasse procedures. The BCEA bargaining agreement expires in June 2016, and Police and Fire agreements expire in December 2016.





City of Baker City Organization Chart



The City has received several recognitions. Safe Choice Security, in conjunction with the *Salem News*, named Baker City the safest community in Oregon in 2014. In 2012, Rand McNally designated Baker City as one of the most beautiful small towns in America as part of its “Best of the Road” competition. Also, Baker City is one of the most long-standing Tree City USA recipients in the country.

ISSUES AND OPPORTUNITIES

The following is a summary of the issues and opportunities to be managed by Baker City’s next City Manager:

Economic Development

Enhancing the community’s economy will likely be one of the top priorities for the City Manager for many years to come. There are many components to this issue as summarized below.

- Creative Class—the City and community leaders are making a concerted effort to attract the Creative Class such as artists, restaurant owners, beer and wine producers, organic food producers, and other entrepreneurs. Economists have noted the Creative Class (typically 25-45 year olds) is a driving force for economic development in today’s post-industrial U.S. economy. The City plans to develop a messaging campaign to encourage the Creative Class to consider visiting and moving to Baker City.



- Downtown—many Creative Class entrepreneurs would likely want to locate in Baker City’s historic downtown. The fact that more than 100 downtown buildings are on the National Register of Historic Places shows the community’s commitment to downtown. There are however several storefronts that have not been occupied for several years, some of which are used for storage of various materials. These storefronts are a barrier to attracting merchants to downtown.
- Tourism—as noted earlier in this profile, tourism is becoming a larger part of the community’s economic base. The City would like this trend to continue.
- Industrial Park—the City owns the industrial park referenced earlier in this profile. There are several medium to large manufacturers already located at this park with sufficient land and excellent transportation access at this park for additional manufacturing locates.
- Residential Subdivisions—there are currently no residential subdivisions with empty lots in Baker City despite having sufficient land within its city limits for these subdivisions.
- Staffing—transient lodging tax (TLT) revenue (approximately \$400,000 annually) is used to fund staffing for economic development, tourism, and the Chamber of Commerce as well as other related items. Baker County is responsible for receiving and allocating TLT revenue which used to be a function of the City. Currently the City does not have any community or economic development staff but relies on the County to perform these functions. In addition, the County provides Planning staff for the City.
- Baker Technical Institute—part of the Baker City School District, this institute educates and trains today’s youth and adults for real world jobs in fields such as engineering, agriculture, health services, culinary arts, welding, information technology, and building trades. Some of these jobs require only a high school education while others require two-year or four-year degrees. The institute partners with businesses to help design the curriculum and place students in part-time and full-time jobs.

Infrastructure

The City has major infrastructure capital project needs particularly related to the Water and Wastewater utilities and the street system. Wastewater is presently treated through a land application process and discharged into the Powder River. The Oregon Department of Environmental Quality (DEQ) has notified the City that its wastewater permit will need to be revised to incorporate a higher level of wastewater treatment. Early indications suggest it may require up to \$10M of capital project expenditures to gain DEQ compliance. The City’s annual Wastewater budget is approximately \$1M. Therefore the magnitude of this capital project will likely require substantial Wastewater rate increases. Grant funds are not available for this capital project, although the State does have a low-interest loan fund which the City can access. It is projected this capital project will need to be completed within the next five years.

The City’s water and streets needs while substantial are not as great as its Wastewater needs. The City which is currently conducting a Water Master Plan update relies solely on surface water. Depending on the Master Plan’s results the City may need to start relying at least somewhat on groundwater to diversify and add capacity to its water system due to its desert climate and threats from wildfires that may temporarily make surface water unusable.

Role Definition

There is a general consensus among all stakeholders that Council/staff relationships are positive with mutual respect exhibited. However the City Council can sometimes spend an inordinate amount of time delving into issue details especially at City Council meetings. Also there is a need to utilize best management practices for citizen input at Council meetings. The City Manager can offer guidance to the City Council to help keep them at the policy level and run more effective Council meetings. The City Manager can also aide in fostering community leadership such as encouraging community member participation in the Ford Institute Leadership Program which helps build civic pride.

Strategic Plan

The City has undertaken several different strategic planning initiatives over the last few years including a Vision 2030 Plan. The City Council and staff would benefit by crafting one strategic planning document that best matches the City’s vision. Regular updates of strategic objectives will assist in incorporating strategic planning goals with ongoing policy deliberations and help keep the Council’s focus on making the critical decisions today that have long-term beneficial impact on the community’s well-being.

JOB REQUIREMENTS

The minimum job requirements are: 1) Bachelor's degree in public administration, business administration, or related field; and 2) five years of local government professional or administrative experience; or any equivalent combination of education and experience.

Desired Professional and Personal Attributes

The following are the desired professional and personal attributes for Baker City's next City Manager:

- Visionary who partners with City Council, City staff, and community on policy initiatives especially related to economic development;
- Uses personality and tact to build strong relationships;
- Honest with high integrity;
- Approachable and responsive to all stakeholders including general public;
- Financial management skills and sense of fiscal discipline;
- Good written and verbal communication skills including being active listener who communicates in layperson language;
- Uses negotiation skills to create win-win outcomes;
- Rural, small-town local government experience strongly preferred;
- Visible in community and City organization;
- Progressive minded with ability to build support for measured innovations;
- Experience working with labor unions;
- Level-headed and calm even in pressure situations;
- Understanding and experience working with Creative Class a plus;
- Marketing savvy with ability to promote and enhance Baker City's image; and
- Hands-on economic development experience a plus.

COMPENSATION

The salary range for the City Manager position is \$98,000-115,000 annually. The City offers typical local government fringe benefits including paying the six percent employee contribution to Oregon's Public Employees Retirement System (PERS). The City will pay reasonable and customary moving expenses for the next City Manager who is required by City Charter to live within the city limits.

To Apply:

The position will remain open until filled. The first review of resumes will occur on February 29, 2016. In order to be considered for this position, please send your resume and cover letter in Word with current salary to pwconsulting@cox.net. For additional information about this job, please contact:

Paul Wenbert, ICMA-CM
Western Regional Manager
Slavin Management Consultants
Mesa, Arizona
480-664-2676
pwconsulting@cox.net



Top applicants will be asked to complete a supplemental questionnaire. Confidentiality will be maintained until selection of finalists for interviewing is made by the City Council.

AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER

Photos provided courtesy of Base Camp Baker