

Baker County Library District
Board of Directors
Budget Hearing & Meeting Agenda
Monday, Jun 13, 2022, 6:00 – 8:00 pm
[ZOOM LINK](#)
Kyra Rohner, President

- | | |
|---|--------|
| I. CALL TO ORDER | Rohner |
| II. Consent agenda (ACTION) | Rohner |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous regular and Budget Committee meetings | |
| III. Conflicts or potential conflicts of interest | Rohner |
| IV. Open forum for general public, comments & communications | Rohner |
| In the interests of time and to allow as many members of the public an opportunity to speak, the board asks guests to limit remarks to five (5) minutes if speaking on behalf of an individual, or ten (10) minutes if speaking on behalf of a group or organization. | |
| V. NEW BUSINESS | |
| a. Budget Hearing | |
| i. 2021-22 Supplemental Budget adoption (ACTION) | Rohner |
| ii. 2022-23 Budget adoption (ACTION) | Rohner |
| b. ODOT Campbell/Resort Permanent Easement (ACTION) | Stokes |
| c. Discussion of 2022-23 officers & regular meeting day/time | Stokes |
| VI. OLD BUSINESS | |
| a. None | |
| VII. REPORTS | |
| a. Director | Stokes |
| b. Finance | Hawes |
| VIII. Agenda items for next regular meeting: Jul 11, 2022 | Rohner |
| IX. ADJOURNMENT | Rohner |

The times of all agenda items except open forum are approximate and are subject to change. Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Topics marked with an asterisk* are scheduled for the current meeting's executive session.

ORS 192.660 (2) (d) Labor Negotiations
ORS 192.660 (2) (h) Legal Rights

ORS 192.660 (2) (e, j) Property
ORS 192.660 (2) (a, b, i) Personnel

Library Board Meeting – Annotated Agenda

Monday, Jun 13, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

Annotated Agenda

- | | |
|--|--------|
| I. CALL TO ORDER | Rohner |
| II. Consent agenda (ACTION) | Rohner |
| a. Additions/deletions from the agenda | |
| b. Minutes of previous meeting(s) | |

Attachments:

- II.b.i. Board meeting minutes, May 9 2022
- II.b.ii. Budget Committee meeting minutes, May 25 2022

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|--|--------|
| III. Conflicts or potential conflicts of interest | Rohner |
| IV. Open forum for general public, comments & communications | Rohner |
| V. NEW BUSINESS | |
| a. Budget Hearing | |
| i. 2021-22 Supplemental Budget adoption (ACTION) | Rohner |

Attachments:

- V.a.i.1. Resolution No. 2021-22.05
- V.a.i.2-8. Legal budget documents
- V.a.i.3. Ten percent rule analysis

As usual, in this final month of the fiscal year, I am proposing a supplementary budget to fine tune category lines and ensure district funds are in compliance with local budget law. The resolution authorizes appropriation of unanticipated surplus revenue and adjustment of various line items that are under or overspent.

Grand total changes amount to an increase of \$87,809. This is a balance from a total General Fund increase of \$67,020, Other Fund increase of \$8,000, Sage Fund increase of \$5,789, and Reserve Fund increase of \$7,000. Primary changes to General Fund categories are a downward correction of Personnel Services by \$26,000, increase to Materials & Services by \$40,000, increase to Transfers of \$12,000, and an increase of Unexpended Fund Balance (UEFB) Reserve by \$40,000.

- | | |
|---|--------|
| ii. 2022-23 budget adoption (ACTION) | Rohner |
|---|--------|

Attachments:

- V.a.ii.1. Resolution No. 2021-22.06
- V.a.ii.2. LB-20 Resources
- V.a.ii.3. LB-30 Requirements summary – Allocated & Unallocated
- V.a.ii.4. LB-31 Personnel Services
- V.a.ii.5. LB-31 Materials & Services
- V.a.ii.6. LB-10 Other Funds
- V.a.ii.7. LB-10 Sage Fund
- V.a.ii.8. LB-11 Reserve Fund

Library Board Meeting – Annotated Agenda

Monday, Jun 13, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

- V.a.ii.9. LB-1 Notice of Budget Hearing
- V.a.ii.10. LB-50 Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

The purpose of the Budget Hearing is to receive citizens' testimony on the budget approved by the budget committee. Additional hearings may be held. All hearings are open to the public.

Annually, the Board must approve the budget and tax rate for the coming fiscal year. The proposed 2022-23 budget, as approved by the Budget Committee at its May 25 meeting, is included in this meeting packet.

According to the Local Budgeting in Oregon guide, the Board must “enact a resolution or ordinance to 1) formally adopt the budget, 2) make appropriations, and if needed, 3) levy, and 4) categorize any tax. The budget is the basis for making appropriations and certifying the tax levy. The resolution or ordinance must be adopted no later than June 30.”

For final adoption, I am proposing no changes from that approved by the Budget Committee.

Final 2022-23 budget adoption requires passage of Resolution 2021-22.06. Following approval, I submit the proper paperwork to the County.

b. ODOT Campbell/Resort Permanent Easement (ACTION)

Stokes

Attachments:

- V.b.1 ODOT Easement letter
- V.b.2 ODOT Public Projects Brochures
- V.b.3 ODOT Easement contract

As part of ADA upgrades being made to sidewalks along Campbell Street, ODOT is proposing to pay BCLD \$2,000 for a permanent and various temporary easements necessary to install a sidewalk curb ramp at the corner of Campbell and Resort Streets. The area for the permanent easement is where the large cottonwood was removed a few years ago.

The board packet includes information sent by an engineering firm subcontracted by ODOT, HDR, Inc. The offer is valid for 40 days, which I expect is until about July 8. I recommend the board accept this proposal.

c. Discussion of 2022-23 officers & regular meeting day/time

Stokes

At the July meeting, the Board will elect a new President and Vice President. For this agenda item, the Board will discuss who is willing to serve in those positions.

Also, the Board must annually adopt a resolution setting its regular meeting time. The Board's current regular meeting time is the second Monday of the month at 6.00p. The Board will

Library Board Meeting – Annotated Agenda

Monday, Jun 13, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

discuss whether to continue or adjust the meeting schedule so that a resolution can be passed during the July meeting.

VI. OLD BUSINESS

None

VII. REPORTS

a. Director

Stokes

i. General

- *Facilities and vehicles*
 - Brake inspection for GMC Denali – The Denali may have an issue with its braking system or Stabilitrac traction control sensor. Ed has scheduled service this week to resolve the warning bell and message.
 - Roof leak at Haines – With the heavy rain storms, a leak caused a ceiling panel to become fully saturated at Haines. Staff was able to move books to avoid damage and capture dripping water with a bucket. Ed was able to temporarily resolve the issue, and is now exploring costs of a more comprehensive roof repair.
- *Marketing & Publicity*
 - Baker City Herald, Go Explore magazine – I purchased a quarter page ad for \$515 in this publication distributed to locals and visitors that promotes our digital library, particularly audiobooks.
- *Operations & Services*
 - BrainFuse – The State Library of Oregon sponsorship of this online service is ending. BCLD usage was among the top LEO member libraries that participated in offering the resources. We will be partnering with Crook County Library to continue the homework help online tutoring service and resources for job seekers at about \$2,500/year.
 - Solar Charging Station – The Friends have approved the expenditure of \$7,000 for a “[Smart Charger](#)” solar charging station in the north parking area of the Baker branch. This will be available to the public for recharging of mobile devices at all hours. Color selection is up for discussion.
 - Barcode Scanner Upgrades – We recently discovered that many of our barcode scanners used at customer service points were not compatible with reading digital barcodes from patrons phones, so have purchased units to replace devices at those critical points. Patrons with the Sage Catalog App installed are able to present their library card barcode with their phone.



Library Board Meeting – Annotated Agenda

Monday, Jun 13, 2022, 6:00 pm

Notes prepared by Library Director Perry Stokes

- *Programming & Outreach*
 - Youth Services
 - 2022 Summer Reading Program is underway. The theme this year is “Read Beyond the Beaten Path.” Missy has a busy schedule of events planned, which is available on the [library website](#).
 - Virtual Program on Traditional Japanese Music - June 23 at 10:00 am, we will offer remote delivery of a program about traditional Japanese music. This program is sponsored by the Morikami Museum and Japanese Garden based in Florida and Toshiba International Foundation. I was connected to them through my involvement with the Japanese Exchange and Teaching Alumni Association (JETAA).
- *Staff & Volunteers*
 - Volunteer Appreciation Event – A luncheon in the park was provided for library volunteers on May 20. About 8 people attended. Coordination of the event by library staff Sylvia Bowers was excellent.
 - Summer positions – Grants will fund teen summer internships at Baker and Huntington branches, mostly to help with summer reading programming. We have also hired a temporary IT Assistant at 16 hours/week to help Jim with a backlog of tasks through August.
- *Safety & Security*
 - Abandoned property found under boardwalk decking – Ed will be adding some type of fencing to discourage use of the space under the boardwalk for temporary personal storage. Items found recently include a sleeping bag and clothing, and bag with syringes and spoon.

b. Finance

Hawes

Attachments:

- VII.b.i. Not yet available.

Reports to be delivered at the meeting.

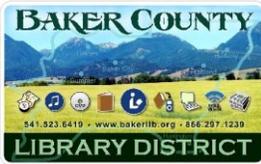
VIII. Agenda items for next regular meeting: Jul 11, 2022

Rohner

- Board officers & meeting times

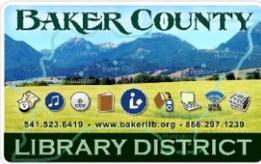
IX. ADJOURNMENT

Rohner



Baker County Library District
Library Board
Regular Meeting Minutes
 May 9, 2022

<p>Call to Order</p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the District.</p> <p>Directors attending the meeting in person include Gary Dielman, Betty Palmer, and Beth Bigelow. Joan Spriggs attended the meeting remotely on Zoom this month. Also attending were Perry Stokes, Director and Christine Hawes, Business Manager.</p> <p>There were no guests.</p> <p>Betty Palmer called the meeting to order at 6:01pm. A quorum was confirmed present with 4 board members in attendance.</p>
<p>Consent Agenda</p>	<p>Palmer asked for any additions or deletions to tonight’s agenda or minutes. There were no changes to either. Dielman made a motion to approve the Consent Agenda as presented; Spriggs seconded; motion passed (4 yeas; Dielman, Palmer, Spriggs, Bigelow) unanimously by the 4 directors present.</p>
<p>Conflicts of Interest</p>	<p>Palmer asked if there were any conflicts or potential conflicts of interest to be declared. There were none.</p>
<p>Public Comment</p>	<p>Palmer moved to public comments.</p> <p>Stokes had no correspondence or comments to share.</p>
<p>OLD BUSINESS: Fiscal Year 2022-2023 Budget Draft</p>	<p>Palmer turned the meeting over to Stokes to present the budget draft.</p> <p>Stokes presented the Legal Budget (LB) spreadsheets in the Board Packet and by projection on a large monitor. Starting with LB20, cash carryover and prior taxes are above the amount budgeted and will be appropriated in June; other revenue lines were reviewed in detail. An increase to Donations and Grants is mostly for anticipation of getting a FEMA grant to cover expenses. Stokes intends to repost non-typical revenues over to the Other Fund in order to keep the General Fund more representative of standard operations.</p> <p>Looking at next year, the cash carryover is anticipated to start at about \$550,000. There were no other big changes in revenue lines. The tax revenues, on line 30, is projected to increase by \$90,000 more over the prior year, which will be distributed between Personnel and M&S. In the current year budget, surplus revenues from tax payments projected from the County</p>



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Assessor report will be appropriated with a Supplemental Budget. Some assessments have been reported to be in litigation, according to the County Treasurer. While the amount of impact to the district was not reported, Stokes estimates that up to \$50,000 appears to be tied up, which adds to the challenge of budgeting. There is no available timeline for resolution of that matter.

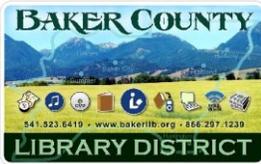
Looking at LB30, which is an overview of Personnel and Materials & Services categories, Stokes addressed the current year adjustments, reviewing each line in detail. In Personnel - Benefits, the Health Insurance and PERS lines are underspent and will be corrected downward. In Materials & Services, Collection development will be increased by \$17,000 and Library operations will increase by \$10,000.

Stokes proposes a 5% Cost of Living Increase for staff, given that the inflation rate is currently at nearly 9% and expected to remain high. He surveyed other library districts about their planned COLI increase amounts. Of those that responded, 3 have said they plan to give 5% increases, others said 2% due to existing union contract. Stokes stated that 5% is doable with this budget. Dielman asked Stokes if the planned COLI would apply to his pay rate. Stokes said no, the Director salary is currently competitive with rates at peer libraries. Therefore, the COLI for his line will be half the rate for staff (2.5%) due to the goal of reducing the pay disparity between the CEO and senior library staff. Currently Managing Librarians are compensated at 56% of the Director salary; Stokes is aiming to get that rate between 65-70%.

Overall, Personnel will increase by \$73,000 next year over the original budget for this year. Collection development will increase by \$6,000. Facilities and Maintenance increase includes the subscription for hotspots in case funding support for that service is no longer available. With high fuel costs, the line for bookmobile and vehicles is increased.

Page 2 of LB-30 shows the Debt Service and Transfers. The district is still carrying a small debt of about \$10,000 to Baker City from the Resort Street Project LID which is paid down by \$2,000 annually. In Transfers for next year, the transfer to Severance Reserve will be skipped for other needs. Hawes confirmed that the Severance Reserve is two or three years ahead of anticipated payouts. No Election Reserve transfer is needed next year. Transfers for Technology and Capital Improvement Reserves are planned. Stokes anticipates the Operations Reserve to be about \$546,000 next year. In the packets to be sent to the budget committee, he will provide graphs to show the historical trends.

Looking at the detail LB-31 for Personnel Services, one of the primary budget



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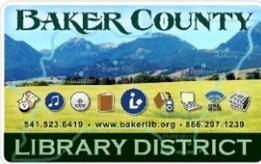
challenges is retirement of the IT Manager Jim White planned for December 2022. Stokes has proposed restoring that position to full-time in order to allow the successful recruitment and retention of a qualified candidate.

Several staff will receive Step increases per the Wage Scale, assuming their performance merits it. Stokes reviewed the personnel lines individually, speaking to the changes for each staff person. He showed a staff salary graph and reviewed highlights. Palmer asked if Joan Spriggs could hear the narrative. Joan responded that she could hear very well and see the materials being presented. Stokes said that he is pleased that the staff costs are looking good. He said that Facilities Manager, Ed Adamson anticipates partially retiring to half time in spring 2023. Two major repair projects will be completed by then, plus various other improvement projects.

Switching to LB-31 Materials & Services, Stokes reviewed current budget changes with the largest being increased Bookmobile fuel and maintenance costs. Other major increases include Legal Administration; he has added \$3,500 to allow the possibility of retaining legal counsel to look at district policies, as needed. He said that peer libraries seem to pay out this amount on average for their legal services. Palmer said she is looking at the trend for utilities, it appears costs are increasing. This is not surprising given propane cost increases. Stokes talked about the electrical increase at the Richland branch and ideas for what may be causing that. He wonders if Fire station or Grange building activity may actually be using more power and will explore the feasibility of getting an isolated meter installed.

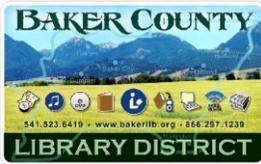
The next sheet was LB-10 for Other Uses funds. Certain grants and designated funds are run through this fund. Stokes will be increasing grant lines. He anticipates grants from the Oregon State Library and possibly Baker County Cultural Coalition. Increasing this line will increase the cash carryover. For most items, next year is pretty much the same with the exception that we won't be transferring in the \$10,000 for severance. That change will be made on the budget committee packets.

LB-11 is the Capital Investment Fund, Stokes will be making a slight change in the supplementary budget due to interest earnings. A large sum will be spent out for the boiler project and roof project. The timing for billing on the boiler project is uncertain due to continued minor leaks which must be resolved before final payment will be authorized. The new boiler has had issues again, first a circulation pump failed then recently a motor has failed. The work is covered under warranty. The motor should be ready at the end of the week. Stokes discussed upcoming major project expenses. He has budgeted enough to have spending authority next fiscal year in case payment is delayed to after July 1.



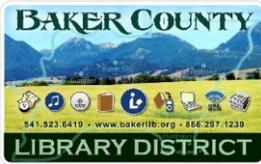
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	<p>The last sheet LB-11 is the Sage. Stokes is adjusting the current year budget closer to actual. He did present the budget to the Sage Uer Counsel at the March meeting. The current Sage Administrator plans to retire in June 2023. There was discussion on personnel changes and budget strategies to boost Sage revenues to allow for the director replacement. The projected cash carryover is more than anticipated in this fund. He reviewed each budget line. The COLI will be given to both the administrator and the secondary administrator who is under contract.</p> <p>He reviewed anticipated tax resources.</p> <p>Palmer thanked Stokes for the presentation. She asked if anyone had questions. With no further discussion.</p>
<p>NEW BUSINESS: None</p>	
<p>REPORTS: Director</p>	<p>Palmer moved to reports.</p> <p>Stokes gave the administrative report:</p> <p>Facilities: Baker HVAC system - The replacement circulation pump motor failed, disabling the primary heating system at the main branch once again. Facilities staff hope to have it repaired again in about a week.</p> <p>Teen Room shelving expansion - the quote for 4 new shelving units is \$5,800. Stokes is considering use of Memorial funds for this purchase.</p> <p>ADA - Ed hasn't gotten started on the ADA door openers since he is still focused on the boiler project.</p> <p>Personnel: Halfway branch staff Lourdes Cuevas has retired. Along with 3 other Baker staff, Stokes visited Halfway on 4/29 for a retirement celebration to honor her. There was great community attendance for the event. People were able to also meet her replacement, Genine Hanson-Fillmore, who has been hired and trained alongside Lourdes for her last week of work. Lourdes has agreed to continue as a substitute for Halfway and Richland as needed.</p> <p>Recognition - Stokes has two more eCards for staff work anniversary recognition. Palmer congratulated Stokes on 15 years.</p>



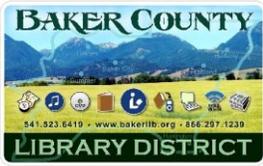
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	<p>Volunteer luncheon - in honor of our volunteers, we are hosting a lunch event on Friday, May 20, at 1:00pm in the Geiser-Pullman park. The event will be catered by The Little Pig.</p> <p>Staff Training - the annual staff training day is planned for August 18.</p> <p><u>Programs:</u></p> <p>Free Comic Book Day - the event took place May 7, Saturday. It was very well attended, Stokes reported, with a line out the door waiting to come in at opening time. Door count logs show 140 people in about 90 minutes; typically, a Saturday door count is 150 for all day. The remainders have been sent out to the branches. Stokes worked with a new comic shop sponsor this year, The Collectors Outpost from Meridian, Idaho. The sponsor gave all of the comics for free. Bigelow asked if it was only kids getting the comic books or do adults also get them. Stokes said comics are produced for all ages, some suitable for All Ages, some for Teens, some for Adults/Mature Readers. He discussed a learning experience he had with distributing one particular title to community branches of which there was a surplus. He discovered too late that the title, from one of the biggest comic publishers, represented one particular worldview. Distribution continued as planned since suspending it due to viewpoint would have been censorship. But in the future, he will be sure to have a variety of different works to offer readers. He will also ensure that works are available better suited to the conservative family audiences in our communities. The library mission is to provide a diversity of viewpoints.</p> <p><u>Safety and Security:</u></p> <p>None</p>
<p>Finance Report</p>	<p>Hawes has handed out Financial Reports and electronic copies are available for those attending on zoom.</p> <p>General fund received tax turnovers of \$7,920.97 on May 2. In Personnel Services, the overall percent of budget is on target. In Materials & Services, in the book budget notable checks include Ingram \$6,238.76 for the monthly book order and Shared Results \$397.00 for TechTalk subscription. In Building & Maintenance, checks included Arros Electric \$1,905.66 mostly for the Sumpter Library to retrofit lights to LED and Stan’s Heating \$276.25 for routine maintenance at Huntington. The VISA bill totaled 6,437.50 and the complete VISA detail is available for review for the person signing those checks.</p> <p>The Other Funds received \$225.95 in Amazon book sale proceeds in April and wrote one check to visa of \$65.37 for book sales shipping costs. A cash</p>



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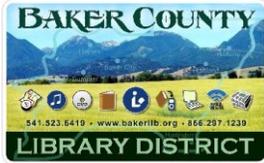
	<p>balances report is included in the financial report.</p> <p>The Capital Investment Fund wrote one check to Landmark Construction of \$45,000 to start the roof project. Checking and Savings account detail reports are attached to the financial report for review. Stokes asked Hawes whether the auditor had responded to being able to spend funds directly from this fund. She said that she had received an email confirming that we can spend these funds directly with some direction on how to go about that.</p> <p>The Sage Funds had no income. Sage wrote 4 checks to small couriers totaling \$1,736.06 and a check on April 1 for courier services of \$1,150. It wrote a check to VISA for \$262.88 including Evergreen conference registration \$55 and Marcive record maintenance \$93.48. There were two large checks written to Interactive Science for additional Wowbrary subscriptions of \$2,386.11 and to Equinox \$2,500 for additional tech support time related to software updates. Sage cash balance report is included in the financial report.</p> <p>The Approved Bills Lists include printouts for all 3 funds. Each report has highlighted large items with a brief explanation for you to initial your approval and review. Those on Zoom received an electronic copy of these reports.</p> <p>Checks were signed by the board members present at the meeting.</p>
<p>Next Meeting</p>	<p>The next meeting is for the budget committee on May 25, Wednesday, at 5:00pm.</p> <p>The next regular board meeting will be June 13, 2022 at 6:00pm. The primary agenda items will be to adopt the next year budget and approve end-year changes to the current budget.</p> <p>Dielman talked about helping a local teacher with historic photos.</p> <p>Stokes said that he wanted to make the board aware of an issue he has been involved with at the state level. He said that he is currently Co-Chair of the Intellectual Freedom Committee of the Oregon Library Association (OLA IFC). In late March the committee received an incident report that a book in the Medford School District was being challenged due to a parent complaint. The school decided to pull that book from shelves. To determine if policies and procedures were properly followed, the Intellectual Freedom Committee has been corresponding with the school district but has encountered some evasiveness. He described the mission of the IFC and legal reasons for libraries and schools to have strong policies in place to handle such challenges.</p>



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	<p>Hawes mentioned her involvement in the recent Field-2-Fork program held at the Fairgrounds. The program is a field trip for local 5th grade students. She briefly described the program. Both Bigelow and Palmer said it was very good.</p>
Adjourn	<p>The meeting was adjourned at 7:10pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

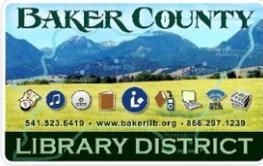
DRAFT



Baker County Library District Budget Committee Meeting Minutes

May 25, 2022

<p>Call to Order</p>	<p>The meeting was held in the Riverside conference room at the Baker County Public Library, 2400 Resort Street, Baker City, Oregon, the administrative building for the Baker County Library District.</p> <p>Those attending in person are Directors Kyra Rohner, Betty Palmer, Gary Dielman, and Beth Bigelow. Budget Committee members present included Bob Savage and Joy LeaMaster. Also attending is Perry Stokes, Director, and Christine Hawes, BCLD Business Manager.</p> <p>Those attending online via Zoom include Joan Spriggs and Linda Collier, both from Halfway. Stokes worked out some audio technical difficulties with those online.</p> <p>President of the board, Kyra Rohner, called the meeting to order at 5:05pm. Stokes displayed the board packet on a large screen. The Brief Version of budget packets were printed for each member along with the Budget Message for FY2022-2023. The Full Version of the budget packets is available on the District website or by request. Stokes demonstrated on the monitor how to find the budget documents on the website.</p> <p>Rohner asked everyone to introduce themselves to satisfy roll call. There were brief introductions. It was noted that a quorum is present.</p>
<p>Elect Chair of Budget Committee</p>	<p>Rohner asked for nominations to chair the budget committee meeting.</p> <p>Savage nominated LeaMaster to be the chair. There were no further nominations. Dielman seconded the motion. Rohner called for a vote. The motion passed by 6 members present in person (Dielman, Rohner, LeaMaster, Savage, Palmer and Bigelow); some difficulty with online communication so two online were unable to participate. Stokes rebooted the Zoom system and was able to establish voice communication. Rohner called for a new vote, after repeating the motion; motion passed unanimously.</p> <p>Stokes said that as secretary to the board, he has delegated the taking of minutes to Christine Hawes.</p> <p>Rohner passed the meeting to LeaMaster.</p>
<p>Agenda</p>	<p>LeaMaster asked for additions or deletions to the agenda. There were none. Rohner moved to approve the Agenda as presented; Savage seconded; vote taken; the motion passed unanimously.</p>
<p>Conflicts of Interest</p>	<p>LeaMaster asked if there were any perceived conflicts or potential conflicts of interest to be declared. Some clarification was given by Stokes and Rohner on the definition of conflict of interest. There were none stated.</p>



Baker County Library District Budget Committee Meeting Minutes

May 25, 2022

Presentation of Proposed Budget by Budget Officer

LeaMaster asked Stokes to present the proposed budget.

Stokes thanked everyone for participating. In the General Fund, he said, there aren't many significant changes from the prior year in most categories other than allocation of increased revenues. He added that he has distributed Sage Fund replacement sheets that were reprinted to correct typing errors.

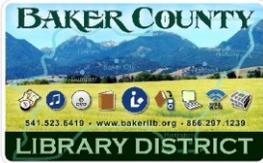
Stokes began with the **Budget Message**, reading highlights. Starting with the first paragraph, "I am pleased to present the Fiscal Year 2022-2023 Annual Proposed Budget for the Baker County Library District, Oregon totaling \$2,871,636". He stated that the Library District is in sound financial health, maintaining Operational Self Sufficiency. Revenue boosts and growth has enabled focus on major strategic maintenance projects. The IT position will be restored to full-time in preparation for a planned retirement of the current IT manager; the new hire is proposed to start in October. Goals for the new year include expansion of digital content, website and logo redesign. Next year, our Facilities Manager will voluntarily drop his hours down to half time to partially retire. By then most of the major improvements on the long term goals list will be completed including the roof and the boiler replacement. The additional funds will be shifted to the IT position to boost the salary to a competitive level. Stokes read a paragraph from page 2, "the District will continue to ensure debt-free operation by maintaining reserve funds adequate for self-sufficient operations and planned capital improvements."

Moving back to the Budget Packet and 2022-23 Budget Notes pages 7 and 8, Stokes reviewed the graphs comparing Resources and Expenses incurred July through November, going over the contingency goal to cover increased expenses. We are well ahead of our projected need through November so cash carryover is in a good position. He anticipates Operations Reserves of \$550,000 will meet the goal of debt-free operations.

The Reserve Fund for Capital Investment projects is well situated to cover priorities at the moment. We have expended about \$70,000 this year; that is about half of total anticipated cost for the roof project and boiler replacement. The reserve funds needs to be replenished for future projects as funds are available. LeaMaster asked if the roof and boiler were the original. Stokes was unsure about the boiler. The roof was replaced with the building remodel in the year 2000, so is just over 20 years old.

General Fund - the main revenue stream is from property taxes. Stokes is using projections of 4.5% (slightly down from last year 4.8%). LeaMaster asked about the assessment.

Personnel Services - the main factors of the category increase are staff cost-of-living increase and restoration of the IT position to full-time. The inflation rate is at over 8%. It is expected to remain high. He has researched what peer libraries are doing with cost-of-living increases, most are giving 5%. Overall, Personnel increased by 8.1% (\$75,000)



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Materials & Services is increased overall by 6.6% (\$28,500). The Collection Development will start at 9% of the operating budget and is typically increased through the year. Facilities Maintenance is sustained at a peak level in order to continue to prioritize strategic plan goals. Other significant increases include maintaining the new WiFi hotspots for public loan and to redesign the website.

Sage Fund - reviewed highlights from the budget. Retiring staff has been undervalued and underpaid. We have been trying to build capacity so Sage can afford to hire someone with the right skill set. The fund has also decreased its cash reserve in recent years to update server equipment and implement major software updates. The upgrades have really boosted performance.

Reserve Fund for Capital Investments - some of these funds have been spent out for projects. The boiler replacement is completed and the roof will get started as soon as weather permits. In this budget, we will replace \$15,000. The Facility Manager has also applied for FEMA funds of \$22,000 that will go back to the fund.

In summary, Stokes has projected an increase of tax revenues at about \$99,000. These funds will make the budget increases sustainable.

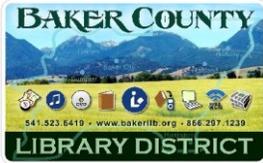
Moving to the Legal Budget Sheets:
Stokes reviewed the columns of interest.

General Fund Resources LB-20:

In Resources, property values are growing which in turn increases revenues. Starting with Net Working Capital, we have historical data back to 2016-17; we had an infusion of money in 2020-21; this year we received additional funds bringing cash up to \$543,000; he anticipates that being about \$550,000. He feels this is less conservative than he usually is when projecting revenues, but with property values reportedly spiking, he expects it will still be an underestimate. He reviewed each revenue line comparing current year numbers to proposed budget numbers. Donations and Grants line was high in 2020-2021 due to Cares Act Reimbursements. The current year received grants totaling \$20,577. On the proposed budget this line is reduced to \$6,000. Fiscal Agency Fee from Sage pays for Christine's time plus a fee to cover Perry's time to manage the program. In total, total resources increased a total of \$121,000 over this year. Stokes asked if there were questions on the resources. LeaMaster asked about line item that increased 22%; Stokes said that is the Previously levied taxes estimated to be received. Stokes explained that we had a big jump in assessment for county projects. Those settled and gave us a large boost which also feeds into continued higher prior taxes coming in. Some discussion.

General Fund Requirements LB-30:

Salaries are increasing by \$48,000 (8%) again due to restoring the IT position. There is a small increase in the benefits for a modest health insurance increase and benefits that will increase relative to salary increases.



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Collection development will start at a healthy level. Library Consortium is our cost for Sage, increasing by \$1,350. He reviewed lines of interest here then moved to page 2. The Debt Service of \$2,000 a year has about another 5 years. He reviewed transfer lines, noting that we are skipping the transfer to the Severance liability year. We are currently ahead of retirement projection needs. The Contingency line of \$5,000 supplements a benefits line that subsidizes health insurance deductibles for employees. We have a high deductible plan of 3,000 and typically have 2 or 3 claims each year. We put aside funds to cover those potential needs. Again, we are maintaining a \$550,000 contingency. This concludes the Summary.

Next is LB-31 Detail Salary Sheets, starting with Personnel Services:

Most of the budget lines are one person but a few lines are aggregate for employees of the same classification. Highlighting the major changes, one staff has voluntarily reduced hours from 40 to 32. Line 3 is the IT position being restored. Rohner asked if everyone shouldn't be increasing by at least 5%. Stokes said there are various reasons why some are different, such as staffing changes resulting more or less hours for different employees, or a lower starting wage for a new hire in an open position. Discussion on changes. Items in yellow, he noted, are ones that include a step increase plus the COLI. Stokes said the CEO line is getting a 2.5% COLI to keep the salary at a fair level. PERS is up \$10,000 and group health insurance up \$10,000. The Personnel Services category is increasing by \$73,402 or 8.1% increase. In addition, he intends to keep the Facility position funded so we can keep moving forward with improvements and catch up with postponed maintenance.

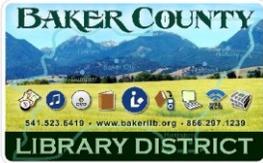
Moving to LB-31 Materials & Services

Stokes reviewed highlights of supplies and operations cost increases. The Bookmobile line is increasing due to the rising cost of fuel. We will have an election cost in this coming year for board member positions. The legal administration line is being increased to allow for potential contracting of legal counsel. Stokes explained how this past year the district encountered situations where legal counsel needed was outside the scope of Special Districts. Total increase in requirements is \$28,500 or 6.5% increase.

Moving on to Other Funds LB-10

The cash carryover of \$165,000; Stokes plans to retain that. Transfers are decreased to \$11,500; again skipping the Severance transfer. The Grants and Loans amount is based on projections for grant ideas, such as a diversity audit of our collection. The Online Book Sales have slightly decreased; money we make from this goes back to the General Fund. In total, an increase of \$7,000 or 3.7% increase.

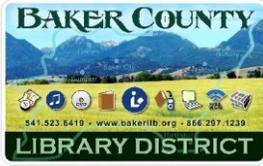
Next is Capital Investment, we will spend about \$71,100 from this fund. We will add back to that \$15,000 plus a potential FEMA reimbursement for COVID expenses of \$22,000. He has built in ample spending authority as there is some uncertainty as to when the bills will be paid for the current projects. We found out that we can spend directly out of this fund.



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	<p>Sage Library System Fund LB-10 Cash carryover is reduced primarily with the purchase of new servers. Projected cash carryover of \$175,000. They have increased membership dues to cover operating costs and build capacity for critical staff compensation. The total increased by \$30,700 for Sage Fund. Salaries increase by \$5,700. M&S most increase is going to the System Support, the contracted assistant to the senior staff of \$4,600. Courier costs are projected to increase by \$9,200. Capital outlay estimated at \$15,000. Overall, the budget increases by \$30,700 or 6.7%.</p> <p>Stokes thanked his mentors for helping him with all he knows. He thanked those that have helped him.</p> <p>In the Committee packet is a corrected version of the motion. It includes an update to the Sage Fund figures, using the budget approved by the Sage User Council instead of a prior version by mistake.</p> <p>LeaMaster thanked Stokes for making this easy to read.</p>
<p>Public Comment Opportunity</p>	<p>LeaMaster asked Stokes if there were any public comments to share or members of the public who are online. Stokes said the Zoom meeting link was posted online. We note that no one from the public was present in person or online.</p>
<p>Budget Committee Questions and Deliberations</p>	<p>LeaMaster asked the committee if there were any further discussions or other questions. Some discussion. Stokes said that Bob announced that this will be his last year to serve on the budget committee. Leamaster said that if there are no other questions, there were none; she moved to the next agenda item.</p>
<p>Approval of the Budget</p>	<p>LeaMaster asked for a copy of the recommended budget committee resolution. The resolution example is in the packet. She invited someone to make a motion.</p> <p>Palmer made a motion to approve the Baker County Library District budget for Fiscal Year 2022-2023 for the total amount of \$2,871,626., reading the budget for each fund. I also move to approve the permanent tax rate of \$0.5334 per \$1,000 of assessed value in support of the General Fund and the tax rate from the Local Option Levy of \$0.249 per \$1,000 of assessed value in support of the General Fund; Savage seconded the motion.</p> <p>Leamaster said the resolution has been moved and seconded; With no further discussion, LeaMaster called for a vote; Yea -8 votes, Nay - none; motion passed unanimously. (Yea=Rohner, Palmer, Dielman, Bigelow, Savage, and LeaMaster; also voting yea, Collier and Spriggs attending online).</p> <p>LeaMaster said the budget has been approved.</p>
<p>Other Discussion</p>	<p>LeaMaster asked if there were any other comments. There were none.</p>



Baker County Library District
Budget Committee Meeting Minutes
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Next Meeting	<p>It was noted that the second Budget Committee meeting scheduled for the next day, Thursday May 26, 5:00-7:00 pm, will be canceled as the committee finished the review and approved the budget tonight.</p> <p>The budget will be presented at the June 13 regular library board of directors meeting where it will be adopted.</p>
Adjourn	<p>The meeting was adjourned at 6:14 pm.</p> <p>Respectfully submitted,</p> <p>Perry Stokes Secretary to the Board PS/ch</p>

DRAFT

RESOLUTION No. FY2021-22.05

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the SUPPLEMENTAL BUDGET 1 for fiscal year **2021-2022** in the total amount of **\$2,827,244 ***
 This budget is now on file at Baker County Public Library in Baker City, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

<u>General Fund</u>	
<u>Organizational Unit or Program:</u>	
Personnel Services.....	875,070
Materials & Services.....	473,900
	0
	0
<u>Not Allocated to Organizational Unit or Program:</u>	
Personnel Services.....	0
Materials & Services.....	0
Capital Outlay.....	25,000
Debt Service	2,000
Special Payments.....	0
Transfers Out.....	44,789
Contingency.....	5,000
Total.....	\$1,425,759

<u>Debt Service Fund</u>	
Debt Service	0
Total.....	\$0

<u>"Other Uses" Fund</u>	
Org. Unit/Program: _____	191,000
Special Payments.....	0
Transfers Out.....	4,000
Contingency.....	0
Total.....	\$195,000

<u>Reserve Fund - Capital Investment</u>	
Org. Unit/Program: _____	192,289
Special Payments.....	0
Transfers Out.....	0
Contingency.....	0
Total.....	\$192,289

<u>Sage Library System Fund</u>	
Org. Unit/Program: _____	309,052
Special Payments.....	0
Transfers Out.....	0
Contingency.....	20,448
Total.....	\$329,500

Total APPROPRIATIONS, All Funds . . .	\$2,142,548
Total Unappropriated and Reserve Amounts, All Funds . . .	684,696
TOTAL ADOPTED BUDGET . . .	\$2,827,244 *

(*amounts with asterisks must match)

The above resolution statements were approved and declared adopted on June 13, 2022.

X _____
 Signature

FORM

LB-20

**RESOURCES
GENERAL FUND**

(Fund)

BAKER COUNTY LIBRARY DISTRICT

(Name of Municipal Corporation)

	Historical Data					Adopted Budget This Year Year 2021-2022	Projected actual This Year Year 2021-2022	SUPPL Budget 1 This Year Year 2021-2022	\$ Change vs prev.	RESOURCE DESCRIPTION	Budget for Next Year <u>2022-2023</u>				
	Actual										Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021										
1									1	Available cash on hand* (cash basis) or				1	
2	216,851	219,537	197,121	272,341	476,306	525,000	543,970	543,970	18,970	2	Net working capital (accrual basis)	550,000	550,000	550,000	2
3	38,070	29,006	26,751	137,586	45,595	45,000	51,379	55,000	10,000	3	Previously levied taxes estimated to be received	55,000	55,000	55,000	3
4	12,307	11,927	15,278	19,926	11,127	15,000	10,102	12,000	(3,000)	4	Interest	12,000	12,000	12,000	4
5	9,700	29,000	4,720	0	6,000	4,000	0	4,000	0	5	Transferred IN, from other funds	4,000	4,000	4,000	5
6										6	OTHER RESOURCES				6
7	15,923	19,736	19,158	14,474	10,212	15,000	11,954	12,500	(2,500)	7	Fines & Fees	13,000	13,000	13,000	7
8	6,922	7,412	7,582	7,890	7,889	8,000	8,094	8,100	100	8	State revenue (R2R Grant)	8,500	8,500	8,500	8
9	2,719	2,897	0	0	4,302	500	0	500	0	9	Other Tax Revenues	500	500	500	9
10	20,789	6,417	6,308	6,546	6,948	7,000	7,851	8,000	1,000	10	Federal revenue (E-rate)	7,500	7,500	7,500	10
11	0	1,686	0	0	0	0	0	0	0	11	Special Contracts (Tech support)	0	0	0	11
12	0	0	0	0	0	0	0	0	0	12	Job Training Programs	0	0	0	12
13	29,481	12,663	3,718	15,298	182,662	8,000	20,755	20,500	12,500	13	Donations, Grants, & Misc	6,000	6,000	6,000	13
14	0	0	0	0	0	0			0	14	Capital financing				14
15	2,560	2,560	2,000	2,200	1,857	2,000	2,000	2,200	200	15	Fiscal agency fee (Sage)	2,235	2,235	2,235	15
16		31,563	6,464	1,616	0	0	1,411	2,500		16	Other financing sources	3,500	3,500	3,500	16
17										17					17
18										18					18
19										19					19
20										20					20
21										21					21
22										22					22
23										23					23
24										24					24
25										25					25
26										26					26
27										27					27
28										28					28
29	355,322	374,404	289,100	477,877	752,898	629,500	657,517	669,270	39,770	29	Total resources, except taxes to be levied	662,235	662,235	662,235	29
30						1,278,935	1,226,699	1,306,184	27,249	30	Taxes estimated to be received	1,368,002	1,368,002	1,368,002	30
31	964,477	1,004,065	1,105,085	1,190,552	1,227,427					31	Taxes collected in year levied				31
32	1,319,799	1,378,469	1,394,185	1,668,429	1,980,325	1,908,435	1,884,215	1,975,454	67,020	32	TOTAL RESOURCES	2,030,237	2,030,237	2,030,237	32

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**FORM
LB-30**

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

General Fund

Baker County Library District
(name of Municipal Corporation)

(name of fund)

Line Item	Historical Data					Adopted Budget This Year Year 2021-2022	Projected actual This Year Year 2021-2022	SUPPL Budget 1 This Year Year 2021-2022	\$ Change vs prev.	REQUIREMENTS FOR: (Name of Org. Unit or Program & Activity)	Budget For Next Year 2022-2023			Line Item	
	Actual										Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Preceding Year 2016-2017	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021										
1										1	PERSONNEL SERVICES			1	
2	512,454	537,297	537,135	537,123	552,231	601,392	578,594	591,716	(9,676)	2	Salaries	649,740	649,740	649,740	2
3	189,357	212,305	218,436	225,038	256,121	300,478	276,637	282,354	(18,124)	3	Benefits	325,531	325,531	325,531	3
4	0									4	Special Contracts - Grants, Tech Support, Job Training				4
5		22,380				0		1,000		5	Severance	0			5
6	10									6	Payroll Expenses				6
7										7					7
8	701,821	771,982	755,571	762,161	808,352	901,869	855,231	875,070	(26,799)	8	TOTAL PERSONNEL SERVICES	975,271	975,271	975,271	8
9	14.00	14.70	15.20	14.85	14.85	15.00		15.20		9	Total Full-Time Equivalent (FTE)	15.58	15.58	15.58	9
10										10	MATERIALS AND SERVICES			10	
11	99,802	91,538	113,472	106,399	97,097	120,000	129,072	137,500	17,500	11	Collection Development	126,000	126,000	126,000	11
12	12,579	13,042	13,383	13,827	15,172	16,250	15,126	16,250	0	12	Library Consortium	17,600	17,600	17,600	12
13	68,829	155,510	82,181	102,369	275,215	127,900	125,254	129,800	1,900	13	Facilities & IT Maintenance	133,500	133,500	133,500	13
14	45,698	40,881	45,274	39,416	51,688	55,580	66,087	67,830	12,250	14	Corporate Costs	63,080	63,080	63,080	14
15	84,139	96,394	97,463	105,293	106,174	113,650	115,536	122,520	8,870	15	Library Operations	121,700	121,700	121,700	15
16										16					16
17										17					17
18										18					18
19										19					19
20										20					20
21										21					21
22										22					22
23										23					23
24										24					24
25										25					25
26										26					26
27	311,047	397,365	351,773	367,304	545,346	433,380	451,076	473,900	40,520	27	TOTAL MATERIALS AND SERVICES	461,880	461,880	461,880	27
28										28	CAPITAL OUTLAY			28	
29	74,404	0	0	10,283	7,864	25,000	25,000	25,000	0	29		25,000	25,000	25,000	29
30										30					30
31										31					31
32										32					32
33										33					33
34										34					34
35	74,404	0	0	10,283	7,864	25,000	25,000	25,000	0	35	TOTAL CAPITAL OUTLAY	25,000	25,000	25,000	35
36	1,087,272	1,169,347	1,107,344	1,139,749	1,361,562	1,360,249	1,331,307	1,373,970	13,721	36	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	1,462,151	1,462,151	1,462,151	36

7.5% -5.3% 2.9% 19.5% 19.3% 1.0% 6.4% 6.4%

**FORM
LB-30**

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund

Baker County Library District

(name of fund)

(name of Municipal Corporation)

Line Item	Historical Data						Projected actual This Year Year 2021-2022	SUPPL Budget 1 This Year Year 2021-2022	\$ Change vs orig.	REQUIREMENTS DESCRIPTION	Budget For Next Year 2022-2023			Total
	Actual					Adopted Budget					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 2016-2017	Second Preceding Year 2017-2018	First Preceding Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	This Year Year 2021-2022								
1									1	PERSONNEL SERVICES NOT ALLOCATED				1
2									2					2
4	0			0		0	0	0	4	TOTAL PERSONNEL SERVICES	0	0	0	4
5									5	Total Full-Time Equivalent (FTE)				5
6									6	MATERIALS AND SERVICES NOT ALLOCATED				6
7									7					7
9	0			0		0	0	0	9	TOTAL MATERIALS AND SERVICES	0	0	0	9
10									10	CAPITAL OUTLAY NOT ALLOCATED				10
11									11					11
13	0			0		0	0	0	13	TOTAL CAPITAL OUTLAY	0	0	0	13
14									14	DEBT SERVICE				14
15	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	15	Debt service - Baker City LID Resort St Project	2,000	2,000	2,000	15
16									16					16
17	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	17	TOTAL DEBT SERVICE	2,000	2,000	2,000	17
18									18	SPECIAL PAYMENTS				18
19									19					19
20									20					20
21	0	0	0	0	0	0	0	0	21	TOTAL SPECIAL PAYMENTS	0	0	0	21
22									22	INTERFUND TRANSFERS				22
23	1,000	0	2,500	2,500	1,000	2,500	2,500	0	23	Transfer - Technology & Election	1,000	1,000	1,000	23
24	10,000	10,000	10,000	10,000	10,000	10,000	10,000	0	24	Transfer - Severance Liability	0	0	0	24
25				40,000	107,555	20,000	20,000	32,289	25	Transfer - Capital Improvement Fund	15,000	15,000	15,000	25
26									26					26
28	11,000	10,000	12,500	52,500	118,555	32,500	32,500	44,789	28	TOTAL INTERFUND TRANSFERS	16,000	16,000	16,000	28
29						5,000	5,000	5,000	29	OPERATING CONTINGENCY	5,000	5,000	5,000	29
30						508,685	513,409	549,696	30	RESERVED FOR FUTURE EXPENDITURE	545,086	545,086	545,086	30
31						0	0	0	31	UNAPPROPRIATED ENDING BALANCE	0	0	0	31
32	13,000	12,000	14,500	54,500	120,555	548,185	552,909	601,485	32	Total Requirements NOT ALLOCATED	568,086	568,086	568,086	32
33	1,087,272	1,169,347	1,107,344	1,139,749	1,361,562	1,360,249	1,331,307	1,373,970	33	Total Requirements for ALL Org.Units/Programs within fund	1,462,151	1,462,151	1,462,151	33
34	219,527	197,121	272,341	476,306	498,209				34	Ending balance (prior years)				34
35	1,319,799	1,378,468	1,394,185	1,670,555	1,980,326	1,908,435	1,884,215	1,975,455	35	TOTAL REQUIREMENTS	2,030,237	2,030,237	2,030,237	35

4.4% 1.1% 19.8% 18.5% 14.2% -4.9% 3.5%

2.8% 2.8%

6.4% 6.4%

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

(Name of Fund)

Historical Data										REQUIREMENTS FOR:		Budget For Next Year 2022-2023										
Actual					Adopted Budget	Projected actual	SUPPL Budget 1	\$ Change vs prev.	1	Object Classification	Detail	HRS	FTE	Proposed by Budget Officer	\$ Change vs orig.	% Change	\$ Change vs prev.	% Change	Approved by Budget Committee	Adopted by Governing Body	1	
Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	This Year Year 2021-2022	This Year Year 2021-2022	This Year Year 2021-2022															
2	73,884	75,362	76,869	84,721	84,721	86,417	86,276	86,417	(0)	2	MGTS	Library Director	40	1.0	88,585	2,168	2.5%	2,168	2.5%	88,585	88,585	2
3	49,086	40,053	41,207	18,912	16,994	19,092	18,859	19,092	(0)	3	19/5	IT Network and Systems Administrator	40	1.0	50,123	31,030	162.5%	31,031	162.5%	50,123	50,123	3
4	27,820	28,488	28,951	29,907	31,642	32,732	32,828	32,850	118	4	15/5	Admin Assistant - Business Mgr	25	0.6	34,371	1,639	5.0%	1,521	4.6%	34,371	34,371	4
5	42,402	43,250	25,103	30,100	35,785	39,067	38,801	39,067	(0)	5	11/5	Admin Assistant - Library Mgr	40	1.0	43,090	4,023	10.3%	4,023	10.3%	43,090	43,090	5
6	38,460	39,229	42,014	43,065	43,495	47,504	47,170	47,504	0	6	13/5	Librarian II - Tech Svcs / Cataloging	40	1.0	49,861	2,357	5.0%	2,357	5.0%	49,861	49,861	6
7	8,506	7,190	7,566	7,635	9,213	15,671	8,906	9,500	(6,171)	7	5/5	Library Asst I - Public Services / Outreach (Bookmobile)	20	0.5	16,460	790	5.0%	6,960	73.3%	16,460	16,460	7
8	36,628	37,361	38,108	37,458	39,451	41,036	40,214	40,250	(786)	8	10/5	Library Assoc II - Coll Mgmt / Serials Specialist	32	0.8	34,472	(6,564)	-16.0%	(5,778)	-14.4%	34,472	34,472	8
9	30,134	32,274	32,919	33,742	34,080	35,433	35,330	35,433	(0)	9	7/5	Library Tech II - Public Services / Youth Svcs Specialist	40	1.0	37,215	1,782	5.0%	1,782	5.0%	37,215	37,215	9
10		9,760	9,966	1,275				1,500	1,500	10	6/5	Library Tech I - IT Asst	12	0.3	5,012					5,012	5,012	10
11	5,236	6,360	0	4,450	0	10,360		4,500	(5,860)	11	5/3-5	Library Asst I - Public Services										11
12	19,286	26,231	31,703	24,443	31,607	26,997	30,320	31,000	4,003	12	6/5	Library Tech I - Coll Mgmt / Processing	32	0.8	25,719	(1,278)	-4.7%	(5,281)	-17.0%	25,719	25,719	12
13	22,837	25,762	27,928	29,741	30,092	32,244	31,489	32,244	0	13	6/3	Library Tech I - Col Mgmt / Processing & Media Specialist	40	1.0	35,446	3,203	9.9%	3,202	9.9%	35,446	35,446	13
14	31,903	32,685	37,163	38,960	39,076	42,753	42,703	42,753	(0)	14	13/5	Librarian II - Community Services + Coll Mgmt	36	0.9	44,875	2,121	5.0%	2,122	5.0%	44,875	44,875	14
15									0	15	5/5	Library Asst I - Public Services / Outreach (Bookmobile)				0		0				15
16	67,413	68,399	64,533	67,096	65,806	78,841	72,220	73,860	(4,981)	16	5/3-5	Library Asst III - Public Services / Outreach (Branch Leads)	101	2.5	83,094	4,253	5.4%	9,234	12.5%	83,094	83,094	16
17	11,060	26,638	28,869	32,259	32,457	33,746	33,638	33,746	0	17	6/5	Library Tech - Facilities Maintenance	40	1.0	35,446	1,700	5.0%	1,700	5.0%	35,446	35,446	17
18	19,646	0							0	18	13/5	Library Asst (prev Admin Asst - Lib Mgr)				0		0				18
19	7,838	10,387	10,885	15,457	22,573	15,673	20,204	21,000	5,327	19	3/5	Library Asst I - Public Services	28	0.7	21,387	5,713	36.5%	387	1.8%	21,387	21,387	19
20	10,394	15,067	17,888	21,043	23,367	27,753	19,862	22,000	(5,753)	20	3/3-5	Library Pages	38	1.0	28,357	604	2.2%	6,357	28.9%	28,357	28,357	20
21	9,761	11,370	13,109	16,188	10,688	12,858	14,317	17,000	4,142	21	X	Temp staff / Special Project Pool	16	0.4	12,982	124	1.0%	(4,018)	-23.6%	12,982	12,982	21
22	160	1,431	2,354	672	1,184	3,215	1,185	2,000	(1,215)	22	X	Staff training	4	0.1	3,245	31	1.0%	1,245	62.3%	3,245	3,245	22
23	56,200	75,203	78,853	88,786	97,009	113,574	102,656	104,000	(9,574)	23	BENEFITS	Retirement (PERS)			123,905	10,331	9.1%	19,905	19.1%	123,905	123,905	23
24	37,862	41,507	39,464	39,874	41,000	46,006	39,239	40,000	(6,006)	24	BENEFITS	Social Security (FICA)			49,705	3,699	8.0%	9,705	24.3%	49,705	49,705	24
25	354	518	2,797	2,291	1,802	3,608	1,162	1,500	(2,108)	25	BENEFITS	State Unemployment Tax (SUTA @ .001) + Payroll Exp			3,898	290	8.0%	2,398	159.9%	3,898	3,898	25
26	91,730	91,556	94,508	91,169	113,678	134,476	130,920	134,000	(476)	26	BENEFITS	Group Health Insurance			145,034	10,558	7.9%	11,034	8.2%	145,034	145,034	26
27	2,349	2,569	1,751	1,899	1,631	1,804	1,618	1,804	(0)	27	BENEFITS	Workers Comp Insurance			1,949	145	8.0%	145	8.0%	1,949	1,949	27
28	862	952	1,063	1,020	1,001	1,008	1,043	1,050	42	28	BENEFITS	Life Insurance			1,040	32	3.2%	(10)	-1.0%	1,040	1,040	28
29		22,380		0	0	0	0	1,000		29	BENEFITS	Severance			0	0		(1,000)		0	0	29
30										30		Payroll expenses										30
31										31												31
32	14.0	14.7	15.2	14.8	14.8	15.0		15.2		32	Total Full Time Equivalent (FTE)*		623	15.6								32
33										33	Ending balance (prior years)											33
34										34	UNAPPROPRIATED ENDING FUND BALANCE											34
35	701,811	771,982	755,571	762,161	808,352	901,869	850,958	875,070	(26,799)	35	TOTAL REQUIREMENTS				975,271	73,402	8.1%	100,201	11.5%	975,271	975,271	35

150-504-031 (Rev 10-16)

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

FORM
LB-31

DETAILED REQUIREMENTS

GENERAL FUND

(Name of Fund)

Historical Data										REQUIREMENTS FOR: Materials & Services		Budget For Next Year 2022-2023			
Actual					Adopted Budget	Projected actual	SUPPL Budget 1	\$ Change vs prev.	Object Classification	Detail	Proposed by	Approved by	Adopted by		
Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	This Year Year 2021-2022	This Year Year 2021-2022	This Year Year 2021-2022				Budget Officer	Budget Committee	Governing Body		
1									1				1		
2	99,802	91,538	113,472	106,399	97,097	120,000	129,072	137,500	17,500	2	Collection Development (Books, audiovisual, digital, etc)	126,000	126,000	126,000	2
3	12,579	13,042	13,383	13,827	15,172	16,250	15,126	16,250	0	3	Library Catalog (Sage)	17,600	17,600	17,600	3
4	32,094	99,761	37,891	57,695	211,200	57,500	61,488	62,600	5,100	4	Facilities Maintenance	61,500	61,500	61,500	4
5	12,325	17,937	16,284	18,681	21,792	26,400	20,625	21,000	(5,400)	5	Janitorial Contract	25,000	25,000	25,000	5
6	2,768	2,692	2,615	2,378	5,866	3,000	2,594	3,000	0	6	Janitorial Supplies	3,000	3,000	3,000	6
7	2,690	2,545	2,244	2,262	2,083	2,500	2,079	2,500	0	7	Equipment Maintenance Services / Lease	2,500	2,500	2,500	7
8	18,952	32,575	23,147	21,353	34,274	38,500	38,469	40,700	2,200	8	Computer Maintenance	41,500	41,500	41,500	8
9	5,271	9,051	9,260	6,587	8,167	10,000	9,260	14,500	4,500	9	Bookmobile & Vehicle Operations	14,500	14,500	14,500	9
10	16,672	18,005	18,830	20,619	21,493	22,000	21,893	22,000	0	10	Insurance	22,000	22,000	22,000	10
11	6,019	5,837	5,033	808	2,132	4,000	3,613	4,000	0	11	Travel and Training	4,000	4,000	4,000	11
12	5,827	0	3,210	0	6,221	0	0	0	0	12	Election	3,500	3,500	3,500	12
13	8,165	8,400	8,900	7,500	7,700	8,000	7,900	8,000	0	13	Audit	8,500	8,500	8,500	13
14	1,080	1,347	1,286	1,456	1,569	2,000	2,309	2,500	500	14	Bookkeeping	2,000	2,000	2,000	14
15	2,744	3,022	3,148	3,300	3,246	3,600	3,584	3,600	0	15	Dues and subscriptions	3,600	3,600	3,600	15
16	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	0	16	Debt Service	2,000	2,000	2,000	16
17	1,908	1,778	1,249	2,448	5,761	10,000	9,948	10,000	0	17	Marketing/Publication	10,000	10,000	10,000	17
18	1,315	1,172	1,273	1,211	1,169	1,380	1,255	1,380	0	18	Financial Mgt Fees	1,380	1,380	1,380	18
19	0	250	895	406	189	100	650	750	650	19	Legal Administration	3,600	3,600	3,600	19
20				475	628	1,200	1,239	1,400	200	20	Professional services	1,200	1,200	1,200	20
21	1,968	1,070	1,450	1,193	1,580	3,300	13,698	14,200	10,900	21	Public Programs	3,300	3,300	3,300	21
22	3,970	4,193	4,271	4,335	2,538	4,500	3,028	3,500	(1,000)	22	Branch Mileage / BCLD Courier	4,500	4,500	4,500	22
23	13,672	15,973	18,934	24,845	26,377	20,500	21,901	23,500	3,000	23	Library Services Supplies	20,500	20,500	20,500	23
24	6,086	10,611	7,803	8,221	8,928	14,000	15,027	15,000	1,000	24	Youth Programs (Summer Reading, storytime, teen)	15,000	15,000	15,000	24
25	1,445	1,206	895	885	928	1,000	1,295	1,300	300	25	Postage/Freight	1,500	1,500	1,500	25
26	40,215	39,790	40,128	43,782	42,098	45,500	43,560	46,420	920	26	Utilities	47,400	47,400	47,400	26
27	13,480	15,570	16,172	16,638	17,138	18,150	17,396	18,300	150	27	Telecommunications	18,300	18,300	18,300	27
28	0									28	Special contracts - grants, tech support travel				28
29										29	Miscellaneous				29
30										30					30
31										31					31
32										32	Total Full Time Equivalent (FTE)*				32
33										33	Ending balance (prior years)				33
34										34	UNAPPROPRIATED ENDING FUND BALANCE				34
35	313,047	399,365	353,773	369,304	547,346	435,380	453,076	475,900	(475,900)	35	TOTAL REQUIREMENTS	463,880	463,880	463,880	35

150-504-031 (Rev 10-16)

* When budgeting for Personnel Services Expenditures, include number of related full-time equivalent positions.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

OTHER USES
(Fund)

BAKER COUNTY | BAKER COUNTY LIBRARY DISTRICT
(Name of Municip: (Name of Municipal Corporation)

Historical Data										Projected actual This Year Year 2021-2022	SUPPL Budget 1 This Year Year 2021-2022	\$ Change vs prev.	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023				
Actual					Adopted Budget This Year Year 2021-2022	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body										
Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021														
1										1			1	RESOURCES				1
2										2			2	Cash on hand * (cash basis), or				2
3	151,771	161,309	131,428	159,265	167,979	155,000	164,817	165,000	10,000	3			3	Working Capital (accrual basis)	165,000	165,000	165,000	3
4										4			4	Previously levied taxes estimated to be received				4
5	1,445	2,519	3,122	3,244	1,282	3,500	1,000	1,500	(2,000)	5			5	Interest	2,000	2,000	2,000	5
6	11,000	10,000	12,500	12,500	11,000	12,500	12,500	12,500	0	6			6	Transferred IN, from other funds	1,000	1,000	1,000	6
7	27,672	0	10,000	500	10,000	10,000	5,000	10,000	0	7			7	Grants and Loans	20,000	20,000	20,000	7
8	522	4,669	22,238	1,285	2,675	2,000	1,500	2,000	0	8			8	Donations	2,000	2,000	2,000	8
9	5,500	5,196	6,633	4,695	3,712	4,000	3,700	4,000	0	9			9	Book Sales	4,000	4,000	4,000	9
10										10			10	Other financing sources				10
11	197,910	183,693	185,921	181,489	196,648	187,000	188,517	195,000	8,000	11			11	Total Resources, except taxes to be levied	194,000	194,000	194,000	11
12										12			12	Taxes estimated to be received				12
13										13			13	Taxes collected in year levied				13
14	197,910	183,693	185,921	181,489	196,648	187,000	188,517	195,000	8,000	14			14	TOTAL RESOURCES	194,000	194,000	194,000	14
15										15			15	REQUIREMENTS **				15
16										16	Org Unit or Prog & Activity	Object Classification	Detail					16
17	1,476	1,087	580	0	0	1,500	0	1,500	0	17	Personnel		Wages	4,000	4,000	4,000		17
18	146	135	30	0	0	150	0	150	0	18	Personnel		Payroll taxes & related	500	500	500		18
19										19								19
20	25,229	21,954	21,326	3,510	25,856	80,550	84,469	88,800	8,250	20	M&S		Memorial & Grants Dept.	83,950	83,950	83,950		20
21	0	0	0	0	0	1,500	1,500	1,500	0	21	M&S		Election reserve	0	0	0		21
22	1	89	0	0	0	1,500	1,038	1,500	0	22	M&S		Literacy Dept.	2,000	2,000	2,000		22
23	2	0	0	0	0	5,500	5,358	5,500	0	23	M&S		Technology Dept. Reserve	6,500	6,500	6,500		23
24	0	0	0	0	0				0	24	M&S		Capital Projects - MOVED TO SPEC FUND					24
25	47	0	0	0	0	92,000	92,102	92,000	0	25	M&S	CONT.	Severance Liability Dept. Contingency	93,000	93,000	93,000		25
26	0	0	0	0	0	300	50	50	(250)	26	M&S		Corporate Costs (Bank & sales fees)	50	50	50		26
27	9,700	29,000	4,720	10,000	6,000	4,000	4,000	4,000	0	27	TRANSFER		Transfer Out	4,000	4,000	4,000		27
28										28								28
29										29								29
30	161,309	131,428	159,265	167,979	164,792					30			Ending balance (prior years)					30
31						0		0	0	31			UNAPPROPRIATED ENDING FUND BALANCE	0	0	0		31
32	197,910	183,693	185,921	181,489	196,648	187,000	188,517	195,000	8,000	32			TOTAL REQUIREMENTS	194,000	194,000	194,000		32

150-504-010 (Rev. 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM
(Fund)

BAKER COUNT BAKER COUNTY LIBRARY DISTRICT
(Name of Munic (Name of Municipal Corporation)

Historical Data											DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
Actual						Adopted Budget	Projected	SUPPL Budget 1	\$ Change vs orig.	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021	This Year Year 2021-2022	This Year Year 2021-2022	This Year Year 2021-2022							
1											1	RESOURCES			1
2											2	Cash on hand * (cash basis), or			2
3	135,422	148,801	179,053	202,559	202,800	186,611	165,000	171,783	175,000	10,000	3	Working Capital (accrual basis)			3
4											4	Previously levied taxes estimated to be received			4
5		0	0	0	0		0		0	0	5	Interest			5
6	197,097	203,697	209,006	203,300	217,125	221,836	228,000	227,556	228,000	0	6	Membership dues			6
7											7	Transferred IN, from other funds			7
8	95,404	45,242	57,240	58,300	58,300	61,101	61,000	60,950	61,000	0	8	Restricted grants			8
9	772	1,580	1,260	1,668	3,597	1,195	3,500	2,530	2,825	(675)	9	Miscellaneous revenue			9
10											10	Proceeds from prior fiduciary account			10
11											11				11
12	428,695	399,320	446,559	465,827	481,822	470,743	457,500	462,819	466,825	9,325	12	Total Resources, except taxes to be levied			12
13											13	Taxes estimated to be received			13
14											14	Taxes collected in year levied			14
15	428,695	399,320	446,559	465,827	481,822	470,743	457,500	462,819	466,825	9,325	15	TOTAL RESOURCES			15
16											16	REQUIREMENTS **			16
17											17	Org Unit or Prog & Activity	Object Classification	Detail	17
18											18	PERSONNEL SERVICES			18
19	55,708	56,730	57,981	59,118	67,037	67,397	75,250	62,727	75,250	0	19	PERSONNEL	SALARIES	Systems administrator	19
20	5,310	4,936	5,632	5,857	6,050	6,319	6,500	6,180	6,500	0	20	PERSONNEL	SALARIES	Admin Assistant - Business Mgr	20
21	61,018	61,666	63,613	64,975	73,087	73,716	81,750	68,907	81,750	0	21			Total Salaries	21
22											22				22
23	8,069	8,600	13,036	14,123	17,673	19,387	20,000	19,000	20,000	0	23	PERSONNEL	BENEFITS	Retirement	23
24	4,240	4,717	4,866	4,556	7,697	3,534	8,000	5,900	6,000	(2,000)	24	PERSONNEL	BENEFITS	Social Security	24
25	47	33	31	26	22	77	36	36	36	0	25	PERSONNEL	BENEFITS	Worker's compensation	25
26	7,215	7,226	7,538	7,665	8,389	0	0	0	0	0	26	PERSONNEL	BENEFITS	Health insurance	26
27	47	57	70	275	596	-32	650	275	650	0	27	PERSONNEL	BENEFITS	Unemployment insurance	27
28	95	72	71	95	94	0	0	77	100	100	28	PERSONNEL	BENEFITS	Life insurance	28
29	1,652	72	100	91	93	110	100	113	125	25	29	PERSONNEL	BENEFITS	Payroll expenses	29
30	21,365	20,777	25,712	26,831	34,564	23,076	28,786	25,401	26,911	(1,875)	30			Total benefits	30
31	82,383	82,443	89,325	91,806	107,651	96,792	110,536	94,308	108,661	(1,875)	31			TOTAL PERSONNEL SERVICES	31
32											32				32
33											33	MATERIALS & SERVICES			33
34	260	294	234	384	352	234	400	400	400	0	34			Telecommunications	34
35	1,733	3,233	5,113	8,232	5,003	11,116	6,000	4,500	6,000	0	35			Technology	35
36	0	0	0	0	0	0	0	0	0	0	36			Accounting and auditing	36
37	300	0	2,560	2,000	2,200	1,857	2,200	1,857	2,200	0	37			Administrative services (BCLD)	37
38	54,908	45,925	48,000	61,000	63,250	64,190	66,881	65,570	66,881	0	38			System support (contracted)	38
39	45,922	4,585	3,233	2,000	3,865	2,552	4,000	2,500	4,000	0	39			Technical services	39
40	0	0	0	0	0	0	0	250	0	0	40			Legal services	40

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

SAGE LIBRARY SYSTEM
(Fund)

BAKER COUNT BAKER COUNTY LIBRARY DISTRICT
(Name of Munic (Name of Municipal Corporation)

	Historical Data						Adopted Budget This Year Year 2021-2022	Projected This Year Year 2021-2022	SUPPL Budget 1 This Year Year 2021-2022	\$ Change vs orig.		DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022-2023			
	Actual												Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 2015-2016	Preceding Year 2016-2017	First Preceding Year 2017-2018	Prior Year Year 2018-2019	Prior Year Year 2019-2020	Prior Year Year 2020-2021										
41	1,013	3,661	1,554	3,146	4,832	1,756	5,000	5,000	5,000	0	41	Dues and subscriptions	5,000	5,000	5,000	41
42	64	27	39	50	61	47	60	50	60	0	42	Postage/freight	60	60	60	42
43	0	0	0	0	0	0	25	25	25	0	43	Printing	25	25	25	43
44	586	94	297	368	1,250	756	500	400	500	0	44	Supplies, Office	500	500	500	44
45	2,460	2,112	2,967	3,127	2,488	84	2,000	3,500	2,000	0	45	Travel	2,000	2,000	2,000	45
46	4,115	1,330	937	861	175	55	1,000	1,000	1,000	0	46	Training & Professional Developmt	1,000	1,000	1,000	46
47	81,689	68,602	82,129	87,091	89,084	94,027	96,000	95,950	96,000	0	47	Courier	105,200	105,200	105,200	47
48	0	0	6,931	2,962	0	2,624	0	1,000	100	100	48	Member credits	0	0	0	48
49	193,050	129,863	153,994	171,221	172,560	179,298	184,066	182,002	184,166	100	49	TOTAL MATERIALS & SERVICES	199,479	199,479	199,479	49
50											50					50
51											51	RESERVE				51
52	0	0	2,182	0	0	11,152	15,000	25,000	15,000	0	52	RESERVE FUNDS				52
53	0	0	0	0	15,000	0	12,898	26,145	26,152	13,254	53	Capital outlay	15,000	15,000	15,000	53
54											54	Operating Contingency	21,676	21,676	21,676	54
55											55					55
56	153,263	187,014	201,058	202,800	186,611	183,501					56	Ending balance (prior years)				56
57							135,000	135,364	132,846	(2,154)	57	UNAPPROPRIATED ENDING FUND BALANCE	135,000	135,000	135,000	57
58	428,696	399,320	446,559	465,827	481,822	470,743	457,500	462,819	466,825	9,325	58	TOTAL REQUIREMENTS	488,200	488,200	488,200	58

150-504-010 (Rev. 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM
LB-11**

This fund was authorized and established by resolution / ordinance
FY18-19 R.003 on (date) 6/10/19 for the following :
Major anticipated maintenance and repairs of district facilities
or other capital assets.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.
 Date can not be more than 10 years after establishment.
 Review Year: 2024

CAPITAL INVESTMENT
(Fund)

BAKER COUNTY LIBRARY DISTRICT
(Name of Municipal Corporation)

Historical Data						Projected This Year Year 2021-2022	SUPPL Budget 1 This Year Year 2021-2022	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2022 -23				
Actual		Adopted Budget This Year Year 2021-2022	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body								
Second Preceding Year 2019-2020	Prior Year Year 2020-2021												
1						1	RESOURCES			1			
2	-					2	Cash on hand * (cash basis), or	121,189	121,189	121,189	2		
3	-	50,382	165,000	159,000	159,000	3	Working Capital (accrual basis)	0	0	0	3		
4	-	0	0	0	0	4	Previously levied taxes estimated to be received	0	0	0	4		
5	382	657	1,500	1,000	1,000	5	Interest	1,000	1,000	1,000	5		
6	55,000	107,555	20,000	32,289	32,289	6	Transferred IN, from other funds	15,000	15,000	15,000	6		
7						7	Grants and Loans	22,000	22000	22000	7		
8						8					8		
9						9					9		
10	55,382	158,594	186,500	192,289	192,289	10	Total Resources, except taxes to be levied	159,189	159,189	159,189	10		
11						11	Taxes estimated to be received				11		
12						12	Taxes collected in year levied				12		
13	55,382	158,594	186,500	192,289	192,289	13	TOTAL RESOURCES	159,189	159,189	159,189	13		
14						14	REQUIREMENTS **			14			
15						15	Org. Unit or Prog. & Activity	Object Classification	Detail		15		
16	-	0	186,500	71,100	192,289	16			Facilities maintenance & repair	159,189	159,189	159,189	16
17						17							17
18						18							18
19						19							19
20						20							20
21						21							21
22						22							22
23						23							23
24						24							24
25						25							25
26						26							26
27						27							27
28						28							28
29	55,382	158,594				29	Ending balance (prior years)						29
30			0	121,189	0	30	UNAPPROPRIATED ENDING FUND BALANCE			0	0	0	30
31	55,382	158,594	186,500	192,289	192,289	31	TOTAL REQUIREMENTS			159,189	159,189	159,189	31

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

Original adopted vs Suppl 1

General Fund

	Original Budget	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original
Personnel Services	\$901,869	\$875,070	-26,799	-2.97%
Materials & Services	\$433,380	\$473,900	40,520	9.35%
Capital Outlay	\$25,000	\$25,000	0	0.00%
Debt Service	\$2,000	\$2,000	0	0.00%
Total Expenditures	1,362,249	1,375,970	13,721	1.01%
Interfund Transfers	32,500	44,789	12,289	37.81%
Operating Contingency	5,000	5,000	0	0.00%
	1,399,749	1,425,759	26,010	1.86%
UEFB Reserve	508,685	549,696	41,010	8.06%
Total - General Fund	1,908,435	1,975,455	67,020	3.51%

Reserve - Capital Investment

	Original Budget	Supplemental Budget 1	Adjustments to Budget	Adj. % to Original
Personnel Services		\$0	0	
Materials & Services		\$0	0	
Capital Outlay	\$186,500	\$192,289	5,789	3.10%
Debt Service	\$0	\$0	0	
Total Expenditures	186,500	164,155	5,789	3.10%
Interfund Transfers				
Operating Contingency				
	186,500	164,155	5,789	3.10%
UEFB Reserve				
Total - General Fund	186,500	164,155	5,789	3.10%

RESOLUTION No. FY2021-22.06

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Baker County Library District hereby adopts the budget for fiscal year **2022-2023** in the total amount of **\$2,871,626 ***
 This budget is now on file at Baker County Public Library in Baker City, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes:

General Fund		Debt Service Fund	
<u>Organizational Unit or Program:</u>		Debt Service 0	
Personnel Services.....	975,271	Total.....	\$0
Materials & Services.....	461,880		
 <u>Not Allocated to Organizational Unit or Program:</u>		"Other Uses" Fund	
Personnel Services.....	0	Org. Unit/Program: _____	190,000
Materials & Services.....	0	Special Payments.....	0
Capital Outlay.....	25,000	Transfers Out.....	4,000
Debt Service	2,000	Contingency.....	0
Special Payments.....	0	Total.....	\$194,000
Transfers Out.....	16,000		
Contingency.....	5,000	Reserve Fund - Capital Investment	
Total.....	\$1,485,151	Org. Unit/Program: _____	159,189
		Special Payments.....	0
		Transfers Out.....	0
		Contingency.....	0
		Total.....	\$159,189
		Sage Library System Fund	
		Org. Unit/Program: _____	331,524
		Special Payments.....	0
		Transfers Out.....	0
		Contingency.....	21,676
		Total.....	\$353,200
		Total APPROPRIATIONS, All Funds . . .	\$2,191,540
		Total Unappropriated and Reserve Amounts, All Funds . . .	680,086
		TOTAL ADOPTED BUDGET . . .	\$2,871,626 *

(*amounts with asterisks must match)

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022- 2023 :

- (1) In the amount of \$ _____ OR at the rate of \$ 0.5334 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ _____ OR at the rate of \$ 0.249 per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$ _____ for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ _____ OR \$ 0.5334 /\$1,000
 Local Option Tax.....\$ _____ OR \$ 0.249 /\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ _____

The above resolution statements were approved and declared adopted on June 13, 2022.

X _____
 Signature

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Baker County Library District will be held on June 13, 2022 at 6:00 pm PST. Remote attendance details for access by Internet or phone will be provided on the library website www.bakerlib.org at least 24 hours in advance of the meeting. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2022, as approved by the Baker County Library District Budget Committee. If special physical, technical, or language accommodations are needed for this public session, please notify Baker County Library District by email or calling (541) 523-6419 at least 24 hours prior to the session.

A summary of the budget is presented below.

A copy of the budget may be inspected or obtained at Baker County Public Library (2400 Resort St, Baker City), during library business hours or viewed online at <http://bakerlib.org/about/budget.html>. This budget is for an annual budget period.

Contact: Kyra Rohner (Board Pres.); Perry Stokes (Library Director) Telephone: 541-523-6419 Email: krohner@bakerlib.org; librarian@bakerlib.org

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2020-2021	Adopted Budget This Year 2021-2022	Approved Budget Next Year 2022-2023
Beginning Fund Balance/Net Working Capital	881,278	1,010,000	1,011,189
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	233,905	245,000	260,235
Federal, State & all Other Grants, Gifts, Allocations & Donations	271,275	96,000	112,200
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	124,555	36,500	20,000
All Other Resources Except Current Year Property Taxes	67,870	73,000	100,000
Current Year Property Taxes Estimated to be Received	1,227,427	1,278,935	1,368,002
Total Resources	2,806,310	2,739,435	2,871,626

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	905,144	1,014,055	1,096,816
Materials and Services	750,500	706,796	753,859
Capital Outlay	19,016	226,500	199,189
Debt Service	2,000	2,000	2,000
Interfund Transfers	124,555	36,500	20,000
Contingencies	0	109,898	119,676
Special Payments			
Unappropriated Ending Balance and Reserved for Future Expenditure	1,005,096	643,685	680,086
Total Requirements	2,806,311	2,739,435	2,871,626

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
Library Services	808,352	901,869	975,271
FTE	14.9	15.0	15.6
Sage Library System	110,536	110,536	117,045
FTE	1.1	1.1	1.1
Not Allocated to Organizational Unit or Program			
FTE			
Total Requirements	918,888	1,012,405	1,092,316
Total FTE	16.0	16.1	16.7

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The BCLD FY22-23 General Fund budget assumes a 4.5% rate of TAV growth for Baker County. This approved budget is a picture of the District in increasingly sound financial health, with stable funding from taxable property value growth, a reserve pool sufficient for debt-free operations, and a reserve fund for strategic maintenance projects. Budget cost drivers for the coming year are primarily from restoration of the IT Manager position to full-time, employee wage inflation pressure, health and retirement benefits, expansion of digital content and access services, numerous building maintenance projects, and increased investment in strategic marketing. General staff are granted a 5.0% COLI proportionate to the latest inflation projections. Any surplus revenues will be prioritized for Unappropriated Ending Fund Balance / Operating Reserves to maintain debt-free operation, facilities improvement projects, and collection development.

PROPERTY TAX LEVIES

	Rate or Amount Imposed 2020-2021	Rate or Amount Imposed This Year 2021-2022	Rate or Amount Approved Next Year 2022-2023
Permanent Rate Levy (rate limit _____ per \$1,000)	0.5334	0.5334	0.5334
Local Option Levy	0.249	0.249	0.249
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds		
Other Bonds		
Other Borrowings	\$9,850	
Total	\$9,850	\$0

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor of **BAKER** County

FORM LB-50 2022-2023

Check here if this is an amended form.

Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The **Baker County Library District** has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of **Baker** County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

2400 Resort St <small>Mailing Address of District</small>	Baker City <small>City</small>	OR <small>State</small>	97814 <small>ZIP code</small>	7/1/2021 <small>Date</small>
Perry Stokes <small>Contact Person</small>	Library Director/CEO/Budget Officer <small>Title</small>	541-523-6419 <small>Daytime Telephone</small>	director@bakerlib.org <small>Contact Person E-Mail</small>	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		
		Rate -or- Dollar Amount		
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	0.5334		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2. Local option operating tax	2	0.249		
3. Local option capital project tax	3			
4. City of Portland Levy for pension and disability obligations	4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	0		

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	0.5334
7. Election date when your new district received voter approval for your permanent rate limit	7	
8. Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
OPERATING	MAY 18 2021	2022-2023	2026-2027	0.249

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)



May 27, 2022

Baker County Library District
Attn: Kyra Rohner, President
2400 Resort Street
Baker City, Oregon 97814

File No.:	9781-008
Grantor:	Baker County Library District
Ref #:	K22400
Section:	OR7/I-84/US30 curb ramps, phase 2 (Baker City)
Highway:	Var – VARIOUS HIGHWAYS
County:	Baker
FAP No.:	e.d.7/31/24

Subject: Site Address: 2400 Resort Street, Baker City, OR 97814
Parcel: 09S40E16CB 7800
File: 9781-008

Dear Kyra Rohner:

HDR, Inc. has been contracted by the Oregon Department of Transportation (ODOT) to assist in the acquisition of right of way interests for improvements on OR7/I-84/US30 curb ramps, Phase 2 (Baker City) along various highways within Baker County. The purpose of this project is to design curb ramps to meet compliance with the Americans with Disabilities ACT (ADA) standards within ODOT Region 5.

Enclosed is ODOT's offer for your consideration.

Summary of offer: \$2,000.00 rounded up

- Parcel 1 Permanent Easement - \$618.00
 - Size of Permanent Easement for Sidewalk – 103 sf
- Parcel 2 Temporary Easement - \$32.00
 - Size of Temporary Easement for Work Area – 100 sf
- Parcel 3 Temporary Easement - \$204.80
 - Size of Temporary Easement for Work Area – 640 sf
- Improvements - \$1,138.15
 - Sod and underground sprinklers in easement area
- Location – NW and NE Corners of the lot (sketch map)

If you accept ODOT's offer, the following documents require execution as noted below and returned to my attention in order to process the closing paperwork and issue payment:

- Permanent Easement** – This document must be signed in the presence of a notary public.
- Terms of State's Offer** – This document must be signed and dated by authorized signor(s).



Taxpayer Identification Form W-9 – Due to IRS requirements, this form is required for the State to issue payment in the name of Grantor. Please complete the form with the appropriate information (including the address for the check to be sent to) and sign where indicated.

Grantors Obligations – This document must be signed and dated by authorized signor(s).

Signing Authority – Please include documentation that the individual signee for the offer has authorization to accept and sign on behalf of the Baker County Library District.

A Notary Public is available, and we would be happy to provide this service for you at no cost if desired. Please send executed documents, as well as any supporting documentation that you wish to send in advance, as follows:

HDR, Inc.

Attn: File No. 9781-008
660 Hawthorne Ave. SE, Suite 220
Salem, OR 97302

If you have any questions or concerns, please feel free to contact us directly at (503) 983-7030 or by email at adaregion5@mvars.com. Thank you for your cooperation in this matter. I look forward to working with you.

Sincerely,



Michael Teller
Right of Way Agent
MVA Sub-contractor to HDR, Inc.
Representing ODOT

cc: Patricia Thayer, HDR Right of Way Project Manager
James Godfrey, ODOT Senior Right of Way Agent

Enclosures: Offer package



Oregon

Kate Brown, Governor

Department of Transportation
Region 5 Right of Way
3012 Island Avenue
La Grande, OR 97850-9497
Phone: (541) 963-3177
Fax: (541) 962-9819

May 27, 2022

Baker County Library District
Attn: Kyra Rohner, President
2400 Resort Street
Baker City, Oregon 97814

File No.:	9781-008
Grantor:	Baker County Library District
Section:	OR7/I-84/US30 curb ramps, phase 2 (Baker City)
Highway:	Var - VARIOUS HIGHWAYS
County:	Baker
FAP No.:	e.d.7/31/24

Dear Kyra Rohner:

The Oregon Department of Transportation (ODOT) plans to proceed with the OR7/I-84/US30 curb ramps, phase 2 (Baker City) project. As part of this project, we need to acquire one Permanent Easement 103 sf (Parcel 1), a Temporary Easement for Work Area 100 sf (Parcel 2), a Temporary Easement for Work Area 640 sf (Parcel 3), sod and underground sprinklers in the easement area from your property. A determination of just compensation for the needed portion of your property has been made by a qualified appraiser based on market information. This compensation amount is outlined in the attached "Acquisition Summary Statement." This offer is accompanied by either the written appraisal or written explanation of the bases and method by which the valuation was made.

Oregon law provides a **minimum** 40 days from the date of this initial written offer for you, the owner, to consider accepting or rejecting it. You may choose to accept or reject the offer at any time prior to the expiration of the 40-day period. If no attempt has been made to resolve issues and the offer is neither accepted nor rejected at the end of the 40-day period, the offer will be considered rejected. The 40-day provision does not apply when an emergency has been declared by the road authority.

The enclosed Acquisition document(s) and "Terms of State's Offer" cover the terms of our proposed real property agreement. Please read these documents carefully and, if acceptable, sign where indicated. The Acquisition documents must be notarized. Return these signed documents to this office. After the Right of Way Manager accepts the Acquisition document(s) and related agreements, you will receive notification of that acceptance and payment will follow.

The State will pay recording costs, title insurance premiums, and all other normal costs of sale. Outstanding encumbrances, including taxes and other interests, may need to be paid out of the compensation in order to provide sufficient title to the state. Taxes will be prorated as of the date of possession or transfer of title, whichever is earlier.

You have the right to donate the property if you wish. Should you desire to do so, please notify me, and I will see that you receive the necessary forms and instructions.

RELOCATION BENEFITS

For an outline of any relocation benefits available to you, see the "Relocation Summary Statement" which is also attached.

If you have any questions or concerns, need additional clarification, or notary assistance, please feel free to contact your assigned agent at 503-983-7030 or email adaregion5@mvares.com. Your assigned agent is prepared to meet with you at your convenience and will be available to assist you.

Thank you for your time and timely attention to this matter. We look forward to working closely with you through successful completion of the acquisition process.

Sincerely,

A handwritten signature in black ink, appearing to read "James Godfrey".

James Godfrey
ODOT Senior Right of Way Agent

Enclosures

JG:MT

ACQUISITION SUMMARY STATEMENT

May 27, 2022

File No.:	9781-008
Grantor:	Baker County Library District
Section:	OR7/1-84/US30 curb ramps, phase 2 (Baker City)
Highway:	Var - VARIOUS HIGHWAYS
County:	Baker
FAP No.:	e.d.7/31/24

Valuation	Comment	Value
Land:	One Permanent Easement, Two Temporary Easements	\$855
Improvements:	Sod and Underground Sprinklers	\$1,139
Other:		\$0
Damages:		\$0
TOTAL JUST COMPENSATION:		\$2,000

Uneconomic Remainder:	None	\$0
Fencing Allowance:	None	\$0

LAND ACQUIRED:		
Parcel #	Rights to be Acquired	Area of Taking
Parcel 1	Permanent Easement: Sidewalk	103 Sq Ft
Parcel 2	Temporary Easement: Work Area	100 Sq Ft
Parcel 3	Temporary Easement: Work Area	640 Sq Ft

NOTICE TO VACATE:

Written notice will not be required. Possession will be upon payment.

THE FOLLOWING SEPARATELY-HELD OWNERSHIP INTERESTS ARE NOT INCLUDED IN THE TOTAL JUST COMPENSATION:

APPRAISAL INFORMATION:	
Appraisal/Valuation By:	James Godfrey
Date of Valuation:	March 17, 2022
Value:	\$2,000
Date Written:	April 27, 2022

May 27, 2022

Benefit Determination For:

Baker County Library District

File No.: 9781-008
Grantor: Baker County Library District
Section: OR7/I-84/US30 curb ramps, phase 2 (Baker City)
Highway: Var - VARIOUS HIGHWAYS
County: Baker
FAP No.: e.d.7/31/24

Federal and State laws provide relocation benefits for displaced businesses, farms, and non-profit organizations. You may be eligible for the following assistance. Please read the booklet, *Your Rights and Benefits as a Displaced Person*, for additional information concerning this assistance.

- RELOCATION ADVISORY ASSISTANCE:** To provide you with current information regarding availability of comparable properties, and to provide information on Federal and State assistance programs, etc.
- SEARCH EXPENSES** in locating a new site, not to exceed \$2,500. Expenses may include transportation expenses, meals and lodging away from home, time spent searching based on reasonable salary and earnings, fees paid to a real estate agent or broker to locate a replacement site, exclusive of any fees or commissions related to the purchase of the replacement site.
- ACTUAL DIRECT LOSSES TO TANGIBLE PERSONAL PROPERTY:** This benefit is intended to compensate for personal property that cannot be moved. The payment is based on the actual value of the items not moved or the estimated cost to move the item(s), whichever is less.
- MOVING COST - BASED ON ESTIMATES:** A payment to you for moving your personal property 50 miles (80 kilometers) or less. This amount is based on the lower of two estimates prepared by qualified estimators. **We must be notified of when you plan to move.**
- COMMERCIAL MOVE COST:** A payment based on the actual and reasonable documented cost of moving your personal property 50 miles (80 kilometers) or less by a certified moving company. **We must be notified of when you plan to move.**
- REESTABLISHMENT EXPENSES:** In addition to the payments for actual, reasonable, and related moving expenses, you may be eligible to receive a payment not to exceed \$25,000 for expenses incurred in reestablishing your business, farm, or non-profit organization at a replacement site.
- FIXED PAYMENT:** If you apply and are found eligible, no other relocation benefits will be paid. If eligible, a payment of not less than \$1,000 nor more than \$40,000 will be made. This payment is based on the average annual net earnings of your operations, during the two taxable years prior to displacement.
- YOU ARE NOT ELIGIBLE FOR THE RELOCATION BENEFITS LISTED ABOVE:** A review of this acquisition indicates that you will not be displaced by this project.
- RELOCATION APPEAL:** If you have been denied eligibility for relocation benefits, or if you do not agree with the amount of a relocation payment, you have the right of appeal, and you may file a written request for an appeal of your relocation benefits within 60 days of this notification.

SPOTLIGHT: CURB RAMPS

Fall 2020



Introduction

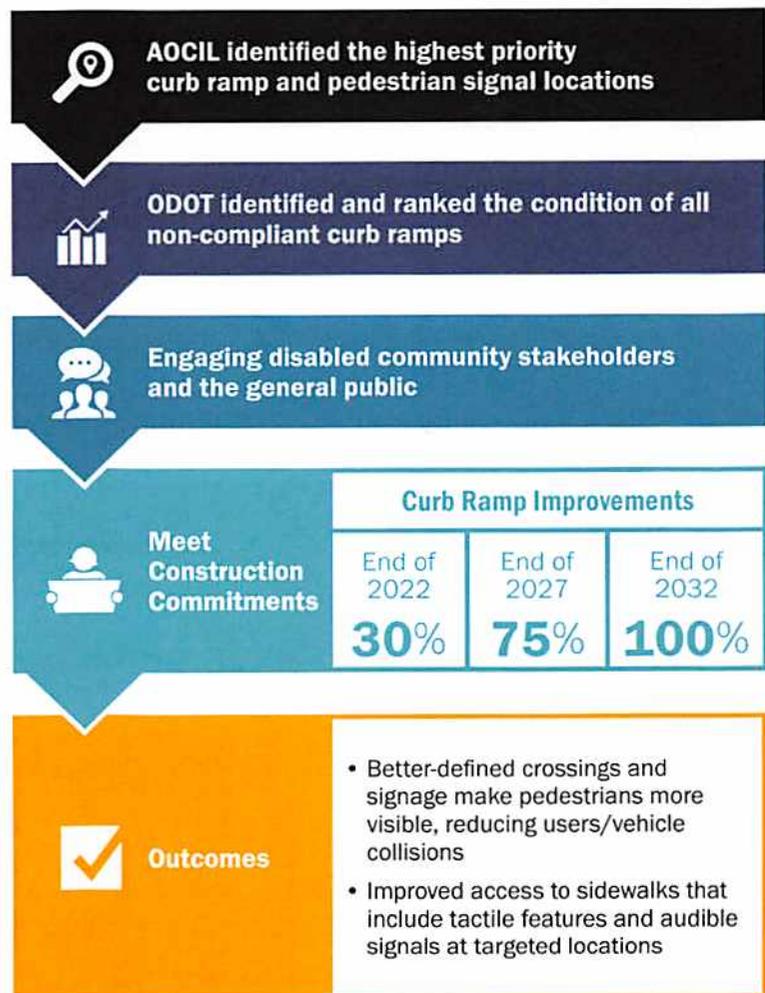
In 2017, ODOT began work to bring 25,000+ curb ramps into compliance with Americans with Disabilities Act (ADA) standards over the next fifteen years. This effort began in response to a lawsuit by the Association of Oregon Centers for Independent Living (AOCIL). A settlement agreement outlines ODOT’s commitment to improving curb ramps and pedestrian signals along all state highways. It also addresses accessible routes through work zones, outreach and addressing public concerns.

Providing an accessible transportation system is one of seven areas of ODOT’s Accessibility Program. Other elements range from access to buildings to employment opportunities.

People with disabilities and everyone who uses sidewalks along the state transportation system will benefit from:

- Upgrades to existing curb ramps and pedestrian signals
- New ADA-compliant curb ramps and pedestrian signals where there are none currently
- ADA-compliant curb ramps and pedestrian signals in all future projects

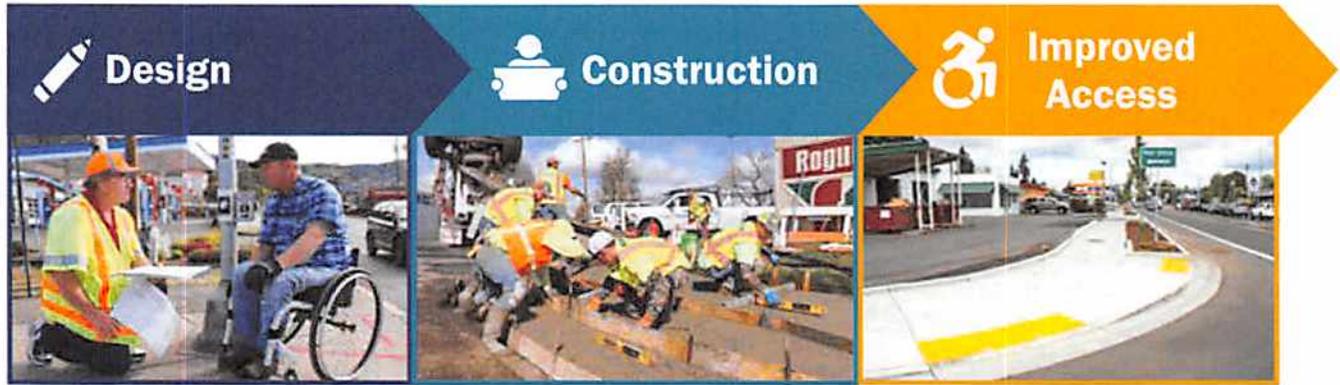
Steps to Improved Mobility



Read the most up-to-date information and submit comments, questions, concerns or requests at www.oregon.gov/ODOT/About/Pages/ADA.aspx



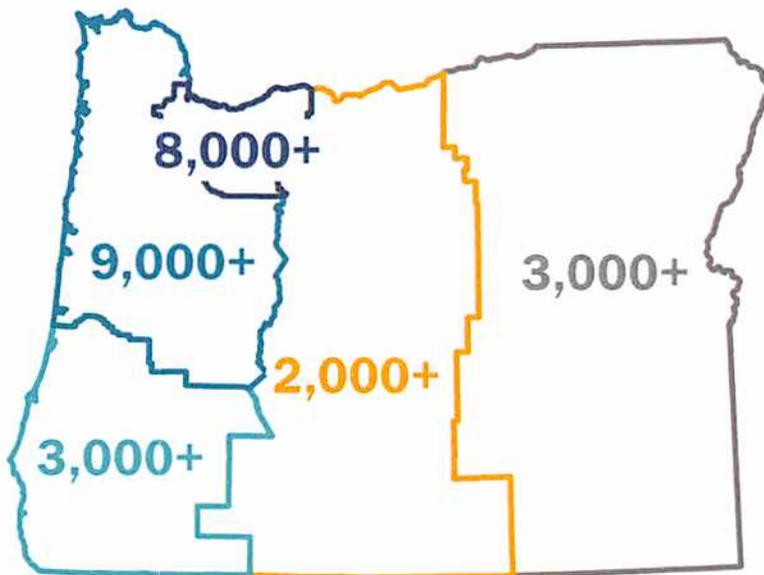
Project Lifecycle



22.1%
of adults
have a disability

Mobility
is the most
common disability

25,000+
Curb Ramps
to improve



Estimated number of ramps per ODOT region.

We want to hear from you!

If there are curb ramps that are limiting access within your community, please contact us. Your input will help the team prioritize improvements around the state.

Tiffany Hassler

(503) 779-9585

Tiffany.Hassler@odot.state.or.us



For ADA (Americans with Disabilities Act) or Civil Rights Title VI accommodations, translation/interpretation services, or more information call 503-731-4128, TTY 800-735-2900 or Oregon Relay Service 7-1-1. Si desea obtener información sobre este proyecto traducida al español, sírvase llamar al 503-731-4128.

**DETERMINATION OF JUST COMPENSATION
ADMINISTRATIVE PROCEDURE**

FILE: 9781008

Name:	<u>Baker County Library District</u>
Section:	<u>OR7/I-84/US30 curb ramps, phase 2 (Baker City)</u>
Date of Desc.	<u>4/25/2022</u>
Date of inspection:	<u>3/17/2022</u>
Date of valuation:	<u>3/17/2022</u>

Brief Description of Subject and Taking

The subject is a parcel located at 2400 Resort St in the Baker City, OR. The Baker City is located in Baker County and is the county seat. The 2020 reported population of Baker County is 16,721 with Baker City comprising 10,000. The immediate vicinity of Baker City is economically supported by farming, ranching, tourism, and a regional corrections facility.

This property is improved with a Public Library with a total lot size of 1.12 acres according to the description provided by the Oregon Department of Transportation. This property is zoned Commercial (C-1). Within the immediate area there is a concentration of commercial properties with a few residential homes that while not permitted pre-date the existing code and are grandfathered in. The subject is comprised of one tax lot and there are no adjacent parcels owned or controlled by the subject's owner that have unity of use. As such the subject tax lot meets the test of the larger parcel.

The property is located within map 9s4016cb and is denoted as tax lot #7800. The property is at grade of the highway and there is various vegetation present. It should be noted that subsequent to this appraiser's inspection Parcel Three was reduced in size to avoid landscaping that was important to the Library and not essential to the project. The stakes in the pictures should not be used to judge the temporary easement area.

The proposed acquisition involves the following:

Parcel One – Permanent Easement for Sidewalk. It is an irregular shaped parcel that covers 103 sq ft.

Parcel Two – Temporary Easement for Work Area. It is an irregular shaped parcel that covers 100 sq ft.

Parcel Three – Temporary Easement for Work Area. It is a rectangular shaped parcel that covers 640 sq ft

According to the provided project plans, access will not be affected by these easements. It is my assumption that this acquisition will not change the current use or future uses of the property and the project is not expected to have any immediate specific benefits to the property that would influence its value.

Highest and Best Use

The highest and best use is defined as the reasonably probable and legal use of land on an unimproved or improved property which is physically possible, appropriately supported, financially feasible and that results

in the highest value or return on the property. In the immediate vicinity in which the subject property is located the zoning is commercial.

The subject property has commercial zoning (C-1). The property is currently being used in accordance with zoning requirements by meeting the criteria as established by Baker City. There is nothing apparent that determines the current use to be contrary to the requirements for this particular zoning. Therefore the highest and best use is commercial.

Basis for Valuation

Commercial land value that is representative of the subject property is pointed to \$6.01 to \$8.81 sq ft from an approved sales book dated March 4, 2022. The \$8.81 sale which is located on the main arterial Campbell St. west of the interstate exit but is over 5 years old and remains undeveloped. Another sale that is also located on the main arterial of Campbell St. sold for \$6.01 sq ft. This parcel sold three years ago and also has freeway interchange exposure. It is however located to the east of the interchange which is not as heavily traveled as the west side of the interstate. Given this information, the appraiser's opinion is that the value that would most closely represent the subject property would be \$8.00 sq ft because of size and topographical similarities.

A Permanent Easement for Sidewalk as well as two Temporary Easements for Work Area will be required for this project.

Parcel One: This is a sidewalk easement that encompasses 103 sq ft and is located at the southeast corner of Resort and Campbell Streets. In this case the easement covers an area that borders an existing sidewalk and would continue to be able to be used for the remainder of the parcel as setbacks and landscaping which is required by planning requirements for Baker City. The parcel will continue to be able to be used as it is currently. As such, this appraiser's opinion of value is 75% of Fee Value. Therefore, a value of \$6.00 per sq ft is attributed to that area within the Permanent Easement ($\$8.00 \times .75 = \6.00).

Parcels Two & Three: These are Temporary Easements for Work Area that cover a total of 740 sq ft. The value can be determined by using the established fee value of the vacant subject property. This is a temporary easement where an interest in real property will convey use, but not ownership.

After analyzing the proposed use of the area it appears that the land will be used for a work area. The maximum duration of the Easement will be two years or the duration of the project, whichever occurs first. It is anticipated that the time needed will be one construction season. An attempt to find land leases in the Pendleton area yielded very little information as this type of lease is very unusual. After consulting with two local real estate agents and one property manager, it was determined that land lease rates range from 1% to 4%. Based upon the minimal use, impact to the property, and market research, the fair market rental rate is valued at 4% for the term of the easement. Calculation: \$8.00 per square feet (land value) X 4% of fee value = 32¢ sq ft value for the easement.

Improvements

There is sod including underground sprinklers in the area of the permanent easement. According to Marshall & Swift Valuation Services (sec 66 pg 8) this improvement has a value of \$11.05 a square foot. Using this figure and applying it to the area of the permanent easement a value of \$1,138.15 is concluded (103 sq ft x \$11.05= \$1,138.15).

TOTAL VALUE OF THE TAKING IS ALLOCATED AS FOLLOWS:

Land:

Parcels	Area	\$/Unit	
Parcel One: Permanent Easement for Sidewalk	103 sq ft	\$6.00 sq ft	\$618.00
Parcel Two: Temporary Easement for Work Area	100 sq ft	32¢ sq ft	\$32.00
Parcel Three: Temporary Easement for Work Area	640 sq ft	32¢ sq ft	\$204.80
		Total Land	\$854.80

Improvements:

Sod and underground sprinklers		\$1,138.15
	Total Improvements	\$1,138.15

Damages or Cost to Cure: None

Damages	\$	-0-
Cost to Cure	\$	-0-

Total of Damages or Cost to Cure:	\$	-0-
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Total Value (land, improvements and damages and/or cost to cure):	\$	1,192.95
Estimate of Fair Market Value (rounded):	\$	2,000.00

Description of Replacement Fencing: None

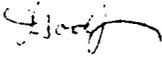
	4/27/2022
Jim Godfrey	Date

Photo of Subject Property



Taken By: *Jim Godfrey*

Date Taken: 3/17/2022

Photo of Easement Area



Taken By: *Jim Godfrey*

Date Taken: 3/17/2022

Photo of Easement Area



Taken By: *Jim Godfrey*

Date Taken: 3/17/2022

Assessment & Aerial Map



Parcel 1 – Permanent Easement for Sidewalk

A parcel of land lying in Lot 27, Block D, FISHER'S ADDITION TO BAKER CITY, Baker County, Oregon and being a portion of that property described in that Warranty Deed to Baker County Library District, recorded August 9, 1991, as Document Number 02712, Deed 91-33-028 of Baker County Records; said parcel being that portion of said property included in a strip of land variable in width, lying on the Southerly side of the "C" center line of the Baker - Copperfield Highway (Campbell Street).

The "C" center line of the Baker - Copperfield Highway (Campbell Street) is described as follows:

Beginning at Engineer's center line Station "C" 68+76.77, said station being 49.65 feet West of the West one-quarter corner of Section 16, Township 9 South, Range 40 East, W.M.; thence South 90°00'00" East 49.65 feet; thence South 89°11'34" East 2,576.92 feet; thence South 89°11'24" East 1,236.25 feet; thence on a spiral curve left (the long chord of which bears North 88°08'37" East 199.83 feet) 200.00 feet; thence on a 716.20 foot radius curve left (the long chord of which bears North 75°10'49" East 190.18 feet) 190.74 feet; thence on a spiral curve left (the long chord of which bears North 62°13'01" East 199.83 feet) 200.00 feet; thence North 59°33'03" East 1,723.61 feet to Engineer's center line Station "C" 130+53.92.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Southerly Side of Center Line
"C" 71+00.00		"C" 71+45.00	100.00 in a straight line to 71.00

Bearings are based on the Oregon Coordinate Reference System (OCRS), Baker Zone, NAD 83 (2011) Epoch 2010.00.

This parcel of land contains 103 square feet, more or less.

Parcel 2 - Temporary Easement for Work Area (2 years or duration of Project, whichever is sooner)

A parcel of land lying in Lot 27, Block D, FISHER'S ADDITION TO BAKER CITY, Baker County, Oregon and being a portion of that property described in that Warranty Deed to Baker County Library District, recorded August 9, 1991, as Document Number 02712, Deed 91-33-028 of Baker County Records; said parcel being that portion of said property included in a strip of land variable in width, lying on the Southerly side of the "C" center line of the Baker - Copperfield Highway (Campbell Street), which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Southerly Side of Center Line
"C" 71+00.00		"C" 71+47.00	105.00 in a straight line to 74.00

EXCEPT therefrom Parcel 1.

This parcel of land contains 100 square feet, more or less.

Parcel 3 - Temporary Easement for Work Area (2 years or duration of Project, whichever is sooner)

A parcel of land lying in Lot 30, Block D, FISHER'S ADDITION TO BAKER CITY, Baker County, Oregon and being a portion of that property described in that Warranty Deed to Baker County Library District, recorded August 9, 1991, as Document Number 02712, Deed 91-33-028 of Baker County Records; the said parcel being that portion of said property lying Northerly of the following described line:

Beginning at a point opposite and 71.00 feet Southerly of Engineer's Station "C" 72+62.00 on the center line of the Baker - Copperfield Highway (Campbell Street); thence Southerly in a straight line to a point opposite and 90.00 feet Southerly of Engineer's Station 72+59.00 on said center line; thence Southeasterly in a straight line to a point opposite and 103.00 feet Southerly of Engineer's Station 72+65.00; thence Easterly in a straight line to a point opposite and 103.00 feet Southerly of Engineer's Station 72+90.00 on said center line.

The "C" center line of the Baker - Copperfield Highway (Campbell Street) referred to herein is described in Parcel 1.

This parcel of land contains 640 square feet, more or less.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

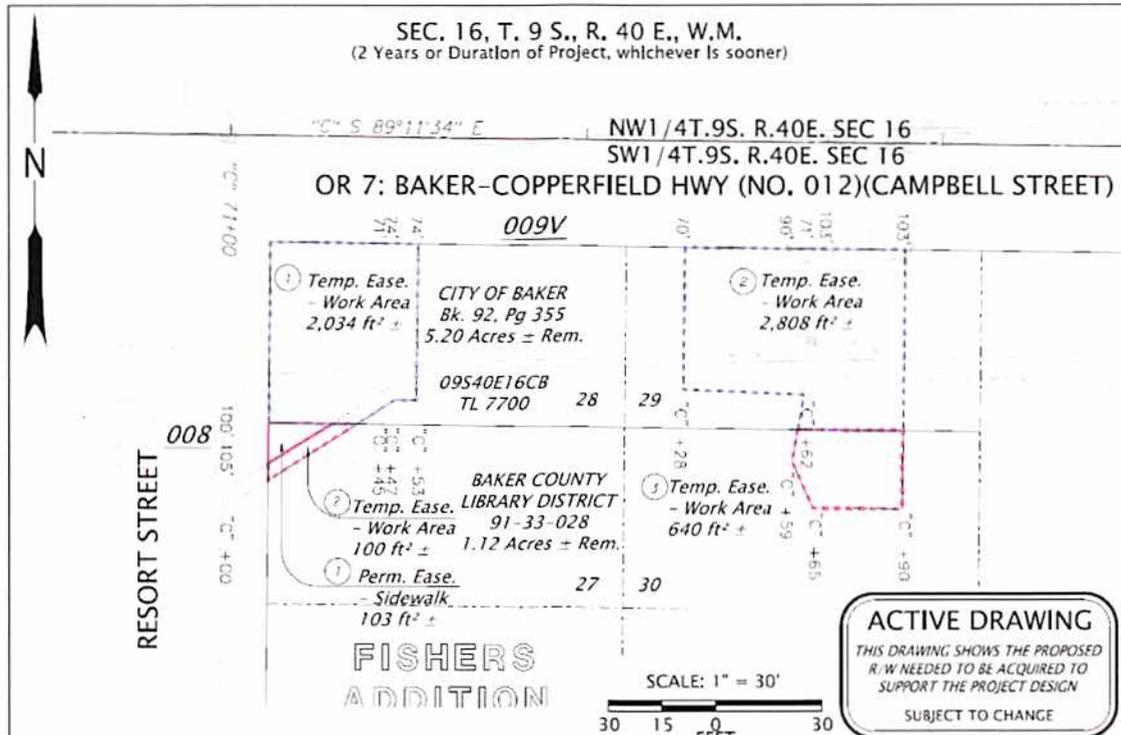
Digitally Signed April 22, 2022 11:12 AM

OREGON
SEPT. 08, 2020
CODY ALMON WHEELER
87595

EXPIRES: 08/30/2022

SEC. 16, T. 9 S., R. 40 E., W.M.
 (2 Years or Duration of Project, whichever is sooner)

NW1/4T.9S. R.40E. SEC 16
 SW1/4T.9S. R.40E. SEC 16
 OR 7: BAKER-COPPERFIELD HWY (NO. 012)(CAMPBELL STREET)



ACTIVE DRAWING
 THIS DRAWING SHOWS THE PROPOSED
 R/W NEEDED TO BE ACQUIRED TO
 SUPPORT THE PROJECT DESIGN
 SUBJECT TO CHANGE

 OREGON DEPARTMENT OF TRANSPORTATION RIGHT OF WAY ENGINEERING SKETCH MAP	SECTION	OR7/I-84/US30 CURB RAMPS, PHASE 2 (BAKER CITY)	SCALE	1" = 30'
	HIGHWAY	BAKER - COPPERFIELD	DATE	APRIL, 2022
	COUNTY	BAKER	FILE	9781008
	PURPOSE	PERM. EASE. - SIDEWALK, TEMP. EASE. - WORK AREA		



2245 Main St., Baker City, OR 97814
PHONE (541)523-3663 FAX (541)523-2290

To: HDR, Inc.
660 Hawthorne Ave. SE, Ste. 220
Salem, OR 97301
Attn: Jessica Pineda

Date: February 16, 2022
Order No. 508126AM
Reference: 094016CB, 7800
OR

We have enclosed our Preliminary Title Report pertaining to order number 508126AM.

Thank you for the opportunity to serve you. Your business is appreciated!

If you have any questions or need further assistance, please do not hesitate to contact your Title Officer listed below.

Sincerely,

Ginger Pedroza

Ginger.Pedroza@amerititle.com
Title Officer

NOTICE: Please be aware that, due to the conflict between federal and state laws concerning the legality of the cultivation, distribution, manufacture or sale of marijuana, the Company is not able to close or insure any transaction involving land that is associated with these activities.



AmeriTitle, LLC
112 SE Court Ave., Pendleton, OR 97801
PHONE (541)276-2010 FAX (541)276-0016

February 16, 2022
File Number: 508126AM
Report No.: 1
Title Officer: Ginger Pedroza

PRELIMINARY TITLE REPORT

Property Address: 094016CB, 7800 OR

Policy or Policies to be issued:
OWNER'S STANDARD COVERAGE
Proposed Insured: **To Be Determined**

Liability
TBD

Premium
TBD

We are prepared to issue ALTA (06/17/06) title insurance policy(ies) of Chicago Title Insurance Company, in the usual form insuring the title to the land described as follows:

Legal description attached hereto and made a part hereof marked Exhibit "A"

and dated as of 9th day of February, 2022 at 7:30 a.m., title is vested in:

Baker City Library District, a quasi-municipal corporation

The estate or interest in the land described or referred to in this Preliminary Title Report and covered herein is:

FEE SIMPLE

Except for the items properly cleared through closing, Schedule B of the proposed policy or policies will not insure against loss or damage which may arise by reason of the following:

GENERAL EXCEPTIONS:

1. Taxes or assessments which are not shown as existing liens by the records of any taxing authority that levies taxes or assessments on real property or by the Public Records; proceedings by a public agency which may result in taxes or assessments, or notices of such proceedings, whether or not shown by the records of such agency or by the Public Records.
2. Facts, rights, interests or claims which are not shown by the Public Records but which could be ascertained by an inspection of the Land or by making inquiry of persons in possession thereof.
3. Easements, or claims of easement, not shown by the Public Records; reservations or exceptions in patents or in Acts authorizing the issuance thereof; water rights, claims or title to water.
4. Any encroachment (of existing improvements located on the subject Land onto adjoining Land or of existing improvements located on adjoining Land onto the subject Land) encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the subject Land.
5. Any lien, or right to a lien, for services, labor, material, equipment rental, or workers compensation heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

EXCEPTIONS 1 THROUGH 5 ABOVE APPLY TO STANDARD COVERAGE POLICIES AND MAY BE MODIFIED OR ELIMINATED ON AN EXTENDED COVERAGE POLICY.

SPECIAL EXCEPTIONS:

6. Taxes assessed under Code No. 501 Account No. 782 Map No. 09S4016CB 7800, including the current fiscal year, not assessed because of Government Exemption. If the exempt status is terminated an additional tax may be levied.
7. Regulations, including levies, assessments, water and irrigation rights and easements for ditches and canals of Baker City.
(No inquiry has been made)
8. The provisions contained in Deed,
Recorded: August 9, 1991,
[Instrument No.: 91 33 028.](#)
As follows: When said property is no longer used as a public library, the interest in the land will revert to Baker City or its assigns.
9. Rights of the public and governmental bodies in and to that portion of said premises now or at any time lying below the high water line of Powder River, including any ownership rights which may be claimed by the State of Oregon as to any portion now or at any time lying below the ordinary high water line.

Such rights and easements for navigation and fishing as may exist over that portion of the property now or at any time lying beneath the waters of Powder River.

All matters arising from any shifting in the course of Powder River including but not limited to accretion, reliction and avulsion.

INFORMATIONAL NOTES:

NOTE: Any map or sketch enclosed as an attachment herewith is furnished for information purposes only to assist in property location with reference to streets and other parcels. No representation is made as to accuracy and the company assumes no liability for any loss occurring by reason of reliance thereon.

NOTE: Your application for title insurance was placed by reference to only a street address or tax identification number. Based on our records, we believe that the legal description in this report covers the parcel(s) of Land that you requested. If the legal description is incorrect, the parties to the transaction must notify the Company and/or the settlement company in order to prevent errors and to be certain that the correct parcel(s) of Land will appear on any documents to be recorded in connection with this transaction and on the policy of title insurance.

NOTE: Due to current conflicts or potential conflicts between state and federal law, which conflicts may extend to local law, regarding marijuana, if the transaction to be insured involves property which is currently used or is to be used in connection with a marijuana enterprise, including but not limited to the cultivation, storage, distribution, transport, manufacture, or sale of marijuana and/or products containing marijuana, the Company declines to close or insure the transaction, and this Preliminary Title Report shall automatically be considered null and void and of no force and effect.

THIS PRELIMINARY TITLE REPORT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACTIONAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

This report is preliminary to the issuance of a policy of title insurance and shall become null and void unless a policy is issued and the full premium paid.

End of Report

"Superior Service with Commitment and Respect for Customers and Employees"

EXHIBIT "A"
LEGAL DESCRIPTION

ALL that portion of Lots 21 thru 27 and Lots 30 thru 36 of Block D, FISHER'S ADDITION, Baker City, Baker County, Oregon, lying West of the West bank of the Powder River.

AUG 9

WARRANTY DEED 9133028

KNOW ALL MEN BY THESE PRESENTS, That the CITY OF BAKER CITY, OREGON, a municipal corporation of the State of Oregon, hereinafter called the grantor, for the consideration hereinafter stated, to grantor paid by BAKER COUNTY LIBRARY DISTRICT, a quasi-municipal corporation of the State of Oregon, hereinafter called the grantee, does hereby grant, bargain, sell and convey unto the said grantee and grantee's heirs, successors and assigns, that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, situated in the County of Baker and State of Oregon, described as follows, to-wit:

800
156

Twp. 9S, R. 40E., W.M.:
State of Oregon, County of Baker, Baker City, Oregon as follows:
That portion of Block "D", Fisher's Addition to Baker City lying westerly of Powder River and northerly of Madison Street, EXCLUDING Lots 28 and 29, SO LONG AS said property is used as a public library. When said property is no longer used, the interest of Grantee and its assigns shall automatically terminate and revert to Grantor or its assigns.

(IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE SIDE)

To Have and to Hold the same unto the said grantee and grantee's heirs, successors and assigns forever. And said grantor hereby covenants to and with said grantee and grantee's heirs, successors and assigns, that grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrances

and that grantor will warrant and forever defend the said premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$ -0-
In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this 9th day of August, 1991; if a corporate grantor, it has caused its name to be signed and seal affixed by its officers, duly authorized thereto by order of its board of directors.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

Arthur F. Reiff
Roland C. Campbell

STATE OF OREGON, } ss.
County of Baker, 1991.
Personally appeared the above named
and acknowledged the foregoing instrument to be voluntary act and deed.
Before me:
(OFFICIAL SEAL) Notary Public for Oregon
My commission expires:

STATE OF OREGON, County of Baker,) ss.
August 9, 1991.
Personally appeared Arthur F. Reiff and Roland C. Campbell, who, being duly sworn, each for himself and not one for the other, did say that the former is the City Manager and that the latter is the City Recorder of the City of Baker, Oregon, a corporation, and that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its City Council and each of them acknowledged said instrument to be its voluntary act and deed.
Before me:
(OFFICIAL SEAL) Notary Public for Oregon
My commission expires: 12/02/92 (If executed by a corporation, affix corporate seal)

City of Baker City
P. O. Box 650
Baker City, OR 97814
GRANTOR'S NAME AND ADDRESS
Baker County Library District
2300 Resort Street
Baker city, OR 97814
GRANTEE'S NAME AND ADDRESS
After recording return to:
Baker County Library District
NAME, ADDRESS, ZIP
Until a change is requested all tax statements shall be sent to the following address.
NAME, ADDRESS, ZIP

02712
Cov 523
Baker City
STATE OF OREGON,) ss.
County of Baker
I certify that the within instrument was received for record on the 9th day of August, 1991, at 2:30 o'clock P.M., and recorded in book/reel/volume No. on page or as fee/file/instrument/microfilm/reception No. Record of Deeds of said county.
Witness my hand and seal of County affixed.
Julia Wood Collett
NAME
By Janette L. Grand Chief Deputy

OK
AUG 9

WARRANTY DEED

9133028

KNOW ALL MEN BY THESE PRESENTS, That the CITY OF BAKER CITY, OREGON, a municipal corporation of the State of Oregon, hereinafter called the grantor, for the consideration hereinafter stated, to grantor paid by BAKER COUNTY LIBRARY DISTRICT, a quasi-municipal corporation of the State of Oregon, hereinafter called the grantee, does hereby grant, bargain, sell and convey unto the said grantee and grantee's heirs, successors and assigns, that certain real property, with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, situated in the County of Baker and State of Oregon, described as follows, to-wit:

2800
156

Twp. 9S, R. 40E., W.M.:
State of Oregon, County of Baker, Baker City, Oregon as follows:
That portion of Block "D", Fisher's Addition to Baker City lying westerly of Powder River and northerly of Madison Street, EXCLUDING Lots 28 and 29, SO LONG AS said property is used as a public library. When said property is no longer used, the interest of Grantee and its assigns shall automatically terminate and revert to Grantor or its assigns.

IF SPACE INSUFFICIENT, CONTINUE DESCRIPTION ON REVERSE SIDE

To Have and to Hold the same unto the said grantee and grantee's heirs, successors and assigns forever. And said grantor hereby covenants to and with said grantee and grantee's heirs, successors and assigns, that grantor is lawfully seized in fee simple of the above granted premises, free from all encumbrances

and that grantor will warrant and forever defend the said premises and every part and parcel thereof against the lawful claims and demands of all persons whomsoever, except those claiming under the above described encumbrances.

The true and actual consideration paid for this transfer, stated in terms of dollars, is \$ -0-.

In construing this deed and where the context so requires, the singular includes the plural and all grammatical changes shall be implied to make the provisions hereof apply equally to corporations and to individuals.

In Witness Whereof, the grantor has executed this instrument this 9th day of August, 1991; if a corporate grantor, it has caused its name to be signed and seal affixed by its officers, duly authorized thereto by order of its board of directors.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

Arthur F. Reiff
Roland C. Campbell

STATE OF OREGON, }
County of Baker, } ss.

STATE OF OREGON, County of Baker,) ss.
August 9, 1991

Personally appeared the above named

Personally appeared Arthur F. Reiff and Roland C. Campbell, who, being duly sworn, each for himself and not one for the other, did say that the former is the City Manager and that the latter is the City Recorder of the City of Baker, Oregon, a corporation, and that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was signed and sealed in behalf of said corporation by authority of its City Council, and each of them acknowledged said instrument to be its voluntary act and deed.

and acknowledged the foregoing instrument to be voluntary act and deed.

Before me:
(OFFICIAL SEAL)
Notary Public for Oregon
My commission expires:

Before me:
(OFFICIAL SEAL)
Notary Public for Oregon
My commission expires: 12/02/92

(If executed by a corporation, affix corporate seal)

City of Baker City
P. O. Box 650
Baker City, OR 97814
GRANTOR'S NAME AND ADDRESS

Baker County Library District
2300 Resort Street
Baker City, OR 97814
GRANTEE'S NAME AND ADDRESS

After recording return to:
Baker County Library District

NAME, ADDRESS, ZIP

Until a change is requested all tax statements shall be sent to the following address.

NAME, ADDRESS, ZIP

02712
Case
Baker City

STATE OF OREGON, }
County of Baker, } ss.

I certify that the within instrument was received for record on the 9th day of August, 1991, at 2:30 o'clock P.M., and recorded in book/reel/volume No. on page or as fee/file/instrument/microfilm/reception No. Record of Deeds of said county.

Witness my hand and seal of County affixed.

Julia W. Clark
NAME TITLE
By Janet L. Grand Deputy

SPACE RESERVED FOR RECORDER'S USE

PERMANENT EASEMENT

BAKER COUNTY LIBRARY DISTRICT, a quasi-municipal corporation of the State of Oregon, Grantor, for the true and actual consideration of \$2,100.00, does grant unto the STATE OF OREGON, by and through its DEPARTMENT OF TRANSPORTATION, Grantee, its successors and assigns, a permanent easement to construct a public sidewalk upon the property described as Parcel 1 on Exhibit "A" dated 4/25/2022, attached hereto and by this reference made a part hereof.

IT IS UNDERSTOOD that the easement herein granted does not convey any right or interest in the above-described property, except for the purposes stated herein, nor prevent Grantor from the use of said property; provided, however, that such use does not interfere with the rights herein granted.

Grantor also grants to Grantee, its successors and assigns, a temporary easement for a work area for construction purposes over and across the property described as Parcels 2 and 3 on Exhibit "A" dated 4/25/2022, attached hereto and by this reference made a part hereof.

IT IS UNDERSTOOD that the temporary easement rights herein granted shall terminate two (2) years from the date hereof or upon completion of the State of Oregon Department of Transportation's construction project, whichever is sooner.

IT IS ALSO UNDERSTOOD that the temporary easement herein granted does not convey any right or interest in the above-described Parcels 2 and 3, except as stated herein, nor prevent Grantor from the use of said property; provided, however, that such use does not interfere with the rights herein granted.

Grantor covenants to and with Grantee, its successors and assigns, that Grantor is the owner of said property, and will warrant the easement rights herein granted from all lawful claims whatsoever.

**AFTER RECORDING RETURN TO:
OREGON DEPARTMENT OF TRANSPORTATION
RIGHT OF WAY SECTION
4040 FAIRVIEW INDUSTRIAL DRIVE SE MS#2
SALEM OR 97302-1142**

Map and Tax Lot #: 09S40E16CB-7800

**Property Address: 2400 Resort St
Baker City, OR**

Grantor agrees that the conveyed, including any and all acquisition or use of said property any use or activity by Grantee be negligence.

In construing this document changes shall be made so that this

It is understood and agreed hereof shall not become binding unless approved by the recording of this document

Dated this ____ day of ____

STATE OF OREGON, County of ____

Dated _____

District, and that this instrument was

**Please sign in front of a Notary Public
Exactly as your name appears**

herein is just compensation for the property or property rights grantor's remaining property, if any, which may result from the however, the consideration does not include damages resulting from the uses expressed herein, if any, or damages arising from any

word requires, the singular includes the plural and all grammatical usually to corporations and to individuals.

This document is hereby tendered and that terms and obligations on Department of Transportation, unless and until accepted and

20____.

BAKER COUNTY LIBRARY DISTRICT, a quasi-municipal corporation of the State of Oregon

By _____
Representative

By _____
Representative

personally appeared _____ and

certified that they are the representatives for Baker County Library

on behalf of the Library District by authority of its Board. Before me:

Notary Public for Oregon
My Commission expires _____



Accepted on behalf of the Oregon Department of Transportation

Parcel 1 – Permanent Easement for Sidewalk

A parcel of land lying in Lot 27, Block D, FISHER'S ADDITION TO BAKER CITY, Baker County, Oregon and being a portion of that property described in that Warranty Deed to Baker County Library District, recorded August 9, 1991, as Document Number 02712, Deed 91-33-028 of Baker County Records; said parcel being that portion of said property included in a strip of land variable in width, lying on the Southerly side of the "C" center line of the Baker - Copperfield Highway (Campbell Street).

The "C" center line of the Baker - Copperfield Highway (Campbell Street) is described as follows:

Beginning at Engineer's center line Station "C" 68+76.77, said station being 49.65 feet West of the West one-quarter corner of Section 16, Township 9 South, Range 40 East, W.M.; thence South 90°00'00" East 49.65 feet; thence South 89°11'34" East 2,576.92 feet; thence South 89°11'24" East 1,236.25 feet; thence on a spiral curve left (the long chord of which bears North 88°08' 37" East 199.83 feet) 200.00 feet; thence on a 716.20 foot radius curve left (the long chord of which bears North 75°10'49" East 190.18 feet) 190.74 feet; thence on a spiral curve left (the long chord of which bears North 62°13'01" East 199.83 feet) 200.00 feet; thence North 59°33'03" East 1,723.61 feet to Engineer's center line Station "C" 130+53.92.

The width in feet of said strip of land is as follows:

<u>Station</u>	to	<u>Station</u>	<u>Width on Southerly Side of Center Line</u>
"C" 71+00.00		"C" 71+45.00	100.00 in a straight line to 71.00

Bearings are based on the Oregon Coordinate Reference System (OCRS), Baker Zone, NAD 83 (2011) Epoch 2010.00.

This parcel of land contains 103 square feet, more or less.

Parcel 2 - Temporary Easement for Work Area (2 years or duration of Project, whichever is sooner)

A parcel of land lying in Lot 27, Block D, FISHER'S ADDITION TO BAKER CITY, Baker County, Oregon and being a portion of that property described in that Warranty Deed to Baker County Library District, recorded August 9, 1991, as Document Number 02712, Deed 91-33-028 of Baker County Records; said parcel being that portion of said property included in a strip of land variable in width, lying on the Southerly side of the "C" center line of the Baker - Copperfield Highway (Campbell Street), which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

<u>Station</u>	to	<u>Station</u>	<u>Width on Southerly Side of Center Line</u>
"C" 71+00.00		"C" 71+47.00	105.00 in a straight line to 74.00

EXCEPT therefrom Parcel 1.

This parcel of land contains 100 square feet, more or less.

Parcel 3 - Temporary Easement for Work Area (2 years or duration of Project, whichever is sooner)

A parcel of land lying in Lot 30, Block D, FISHER'S ADDITION TO BAKER CITY, Baker County, Oregon and being a portion of that property described in that Warranty Deed to Baker County Library District, recorded August 9, 1991, as Document Number 02712, Deed 91-33-028 of Baker County Records; the said parcel being that portion of said property lying Northerly of the following described line:

Beginning at a point opposite and 71.00 feet Southerly of Engineer's Station "C" 72+62.00 on the center line of the Baker - Copperfield Highway (Campbell Street); thence Southerly in a straight line to a point opposite and 90.00 feet Southerly of Engineer's Station 72+59.00 on said center line; thence Southeasterly in a straight line to a point opposite and 103.00 feet Southerly of Engineer's Station 72+65.00; thence Easterly in a straight line to a point opposite and 103.00 feet Southerly of Engineer's Station 72+90.00 on said center line.

The "C" center line of the Baker - Copperfield Highway (Campbell Street) referred to herein is described in Parcel 1.

This parcel of land contains 640 square feet, more or less.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
SEPT. 08, 2020
CODY ALMON WHEELER
87585

EXPIRES: 06/30/2022

TERMS OF STATE'S OFFER

THE STATE'S OFFER IS AS DESCRIBED IN THE ENCLOSED ACQUISITION SUMMARY STATEMENT AND ACQUISITION DOCUMENT(S) AND INCLUDES THE FOLLOWING ADDITIONAL TERMS:

1. The State will pay recording costs, title insurance premiums, and all other normal costs of sale.
2. Outstanding encumbrances, including taxes and other interests, may need to be paid out of the just compensation in order to provide sufficient title to the State.
3. Pursuant to ORS 311.412-311.414, the State will pay the taxes proportional to the part of the property acquired and prorated as of the date of the acquisition.
4. As part of this acquisition for this Project, the State will require the following actions:

A. **Bonds.** The State and all subcontractors shall maintain a public works bond in full force and effect, as required by Oregon statutes, and shall obtain the mandatory insurance coverage required by the construction contract. The contractor shall verify subcontractors have filed a public works bond and required insurance certificates before the subcontractor begins work. All construction shall be completed in conformance with standard engineering and construction practices.

B. **Utilities.** (Check appropriate box)

- There will be no changes to public utilities to the property.
- Public utilities will be reconnected to improvements on the remainder property, except for the following: **N/A.**
- Public utilities will be made available within the right-of-way adjacent to the remainder property, except for the following: **N/A.**
- Public utilities will not be available to the remainder property in the after.

If a public utility on the property is not reconnected, just compensation (payment) is provided.

C. **Access.** (Check appropriate box)

- Access to the remainder property will remain the same.
- There will be no access to the remainder property.
- Access to the remainder property will remain the same, except for the following access:
 - Access #1 located at: **N/A**, is modified, relocated or closed as a result of:
 - the access modification letter dated: **N/A**(attached)
 - this Project as follows: **N/A.**
 - Access #2 located at: **N/A**, is modified, relocated or closed as a result of:
 - the access modification letter dated: **N/A**(attached)

this Project as follows: N/A.

Access #3 located at: N/A, is modified, relocated or closed as a result of:

the access modification letter dated: N/A(attached)

this Project as follows: N/A.

After construction of the project, if any access to the property has been modified, relocated or closed, other than a reservation(s) of access noted in the acquisition document(s), the altered access shall be public access; said access before and after the Project is subject to the government's police powers.

The following access, N/A, to be removed or modified as part of the project, shall remain open for access to the remainder property until the Project has completed construction of the new access as described above.

Access to the property shall remain open during construction with at least one lane for vehicle traffic, except for minimal closures (up to 2 hours) that are reasonably necessary pursuant to the Oregon Standard Specifications for Construction, Volume 2, Chapter 00220.02.

D. Improvements.

Private improvements in any easement areas shall be protected in place, or returned to a same or similar condition, except for the following: sod and underground sprinklers.

Any sidewalks in the acquisition area, that are impacted by the Project, will be reconnected to preexisting sidewalks, except at the following locations: N/A.

E. Fencing on the Property.

Will not be affected.

Will be replaced as follows: N/A.

Will not be replaced.

F. Other terms of offer:

103 sf Permanent Easement (Parcel 1), a 100 sf Temporary Easement Parcel (2), a 640 sf Temporary Easement, sod and underground sprinklers in the easement area are being acquired. The temporary easement will be used for no more than 12 months within the 2 year term.

5. To accept this offer, each of the persons listed on the attached signature page must (i) sign and return this document; and (ii) sign, notarize and deliver to ODOT all of the necessary acquisition document(s), in an original and unaltered form sufficient for transferring title and recording in the appropriate county recorder's office.
6. If this offer is addressed to multiple persons, it is a joint offer to all of those persons and must be accepted by all of the persons listed (or provide evidence showing any non-accepting persons do not have an interest in

the property). If accepted, the just compensation in a joint offer may be apportioned among the persons listed in any mutually agreed upon manner.

7. The persons executing this offer each warrant and represent that they have authority to act for and bind their respective party with respect to the transfer of the real property interests that are the subject of this offer.
8. The "Terms of State's Offer" may be signed in counterparts. Once the signature of each person as set forth on the attached signature page has been affixed to one or more counterparts and returned to ODOT, this document shall be deemed fully executed as if all of the signatures were contained in a single document.
9. The Terms of State's Offer does not apply to any uneconomic remainder as identified in the appraisal.

[See attached Signature page]

SIGNATURE PAGE FOR TERMS OF STATE'S OFFER

STATE OF OREGON, by and through its
DEPARTMENT OF TRANSPORTATION



05/24/2022

Timothy Rynearson

Date

Baker County Library District

Date



GRANTORS' OBLIGATION(S) AGREEMENT

May 27, 2022

File No.:	9781-008
Grantor:	Baker County Library District
Section:	OR7/I-84/US30 curb ramps, phase 2 (Baker City)
Highway:	Var - VARIOUS HIGHWAYS
County:	Baker
FAP No.:	e.d.7/31/24

Grantors agree to do the following at their own cost and expense:

- Cut and Cap Sprinkler System by July 15, 2022.

Baker County Library District

Date



Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table>				
or				
Employer identification number				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
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 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

PLEASE
&

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

▪ Payment

If you sign a deed and any accompanying agreements, and the Transportation Commission approves it, then the transfer of title and payment may proceed. As in a private sale, you are responsible for clearing encumbrances to the title such as unpaid taxes, assessments, mortgages, outstanding leases and other liens against your property. The Right of Way Agent will assist you in clearing title. No payment can be made until a warranty deed conveying clear title to the Department has been recorded in the appropriate county records.

At the time the deed is available for recording, authorization is given to prepare a check for your property. Normally, when no cloud obscures the title, you will receive payment for your property about three weeks after you give the Department a deed to the property.

If the condemnation action has been filed, the amount established by the Department as Just Compensation will be deposited with the court for distribution in accordance with the order of the court.

You are entitled to be reimbursed for fair and reasonable costs you incur for expenses incidental to conveying your property to the Department. Such expenses could be, but are not necessarily limited to, penalty costs for prepayment of any pre-existing recorded mortgage encumbering your property, mortgage release fees, and the State's portion of real property taxes.

▪ Possession

You are not required to surrender possession of your property until you have been paid the agreed purchase price or an amount equal to the Department's established estimate of just compensation has been deposited with the court for your benefit.

When negotiations begin, you, as well as any tenants occupying your property, will be notified in writing that it is the Department's intent to acquire the property. You will not be required to move from your home, farm, or business location earlier than 90 days following that notice or within 30 days after payment, whichever is later. However, if the purchase does not require you to move, the agreement to purchase your property may require you to surrender possession of your property upon payment.

The Department is aware of the need for a reasonable time for relocation. If your property is not needed for several months, your continued occupancy may be permitted on a short-term basis. The amount of rent the Department may charge you, or another tenant, may not exceed the fair rental value of the property to a short-term occupant.

▪ Right of Way Offices

For your convenience the Department maintains Regional Right of Way Offices in the following locations:

Region 1 – Portland

123 NW Flanders
Portland, OR 97209
Voice: 503-731-8200
Fax: 503-731-8458
Toll Free: 888-769-7341

Region 2 – Salem

455 Airport Road SE Bldg. A
Salem, OR 97301-5397
Voice: 503-986-2601
Fax: 503-986-2622
Toll Free: 888-769-7342

Region 3 – Roseburg

3500 Stewart Parkway Suite 164
Roseburg, OR 97470
Voice: 541-957-3559
Fax: 541-957-3563
Toll Free: 888-769-7343

Region 4 – Bend

63055 N Highway 97 Bldg. M
Bend, OR 97701-9901
Voice: 541-388-6196
Fax: 541-388-6381
Toll Free: 888-769-7344

Region 5 – LaGrande

3012 Island Avenue
LaGrande, OR 97850
Voice: 541-963-7552
Fax: 541-962-9819
Toll Free: 877-851-9097



Oregon Department of Transportation

Acquiring Land for Highways & Public Projects

A description of the
Department of Transportation
Land Acquisition Program



When improving highway facilities, the Department of Transportation has the task of acquiring right of way. It is the aim and desire of the Department to obtain right of way with fairness and equity.

The State is empowered to acquire private property for public use. With this power goes the obligation to protect the rights of the individual property owner. The Department thus has a dual responsibility. It is to recognize and protect the individuals who are affected by acquisition of land, as well as competent and efficient service to the public.

▪ Public Hearings

Public hearings, when required, are held during the location and design stages of a project. Such hearings provide opportunities for public participation to ensure that highway locations and designs are consistent with Federal, State and Local goals and objectives.

The corridor hearing is held after preliminary studies have been made on several possible routes. During the course of this hearing, testimony is recorded for study by Department personnel and the Transportation Commission.

Upon selection of a corridor, a detailed survey within that corridor is made and a preliminary design plan developed for presentation at a "Design Hearing".

The "Design Hearing" provides an opportunity to present testimony about the final highway design.

In an instance where a choice of corridors is not involved, such as the case of an improvement to an existing highway, a single "Combination Corridor-Design Hearing" may be held.

After all data and testimony has been studied, a final design is adopted by the Transportation Commission and the acquisition of rights of way is authorized.

▪ Just Compensation

Owners of property needed for a highway project will be offered Just Compensation for the required rights of way. Just Compensation includes the estimated value of all the land and improvements within the needed area. In addition, if only a part of a property is to be acquired, Just Compensation will also include any measurable loss in value to the remaining property due to the partial acquisition.

Just Compensation is based on the Department's valuation of the needed property and its estimation of any damages to the remaining property. Department procedures, guided by Federal Regulations, have been designed to protect both owners of properties needed for highway rights of way as well as other taxpayers. The valuation process will be conducted either by an experienced and qualified employee of the Department or by an independent fee appraiser under a contract with the Department. The value arrived at will be by comparison of similar properties in the market that have recently sold, by knowledge and consideration of costs and depreciation for any improvement(s) to be acquired, and when applicable, by the property's income potential. The final value determination will be based on this type of information from the local real estate market.

The property to be acquired is inspected by a qualified appraiser during the first part of the valuation process. With complex acquisitions involving large portions of the property, major buildings or improvements on the property, displacement of residents, and/or damages to the remaining part of the property not being acquired, property owners will be given 15 days to prepare the property, and will be given the opportunity to

accompany the appraiser during a detailed inspection of their property.

Any increase or decrease in the value of needed property brought about by public knowledge of the upcoming highway project, is disregarded in the valuation process.

The final value estimate is reviewed for completeness and accuracy, and Just Compensation is established by the Department's Review Appraiser. In addition to this estimate of Just Compensation, the Department will make an offer to purchase any remaining property determined to have no remaining economic value to the owner.

▪ Acquisition Procedure

The Right of Way Agent who calls on you has studied the Department's valuation of the needed property and can illustrate with maps and other data how the acquisition will affect your property. The Department's offer will be confirmed in writing, together with an acquisition summary statement, and an appraisal, or evaluation sheet, which provides the basis for that amount. The Agent is authorized to obtain a deed from you to purchase your property, subject to the approval of the Transportation Commission. The Agent is unable, under Department procedures governing acquisitions, to engage in "horse trading"; rather the Agent is confined to those monetary values indicated by the appraisal process.

However, the Department is ready and willing to reconsider its position in light of any new evidence of value presented by you including a documented professional appraisal.

The Department may not take any action which would coerce you into accepting its offer. Prohibited actions include advancing the time of condemnation, deferring negotiations or condemnation or

postponing the deposit of funds in court for your use.

You need not accept the State's offer or enter an agreement felt to be unfair. Owners have a minimum 40-day period to accept or reject the offer, unless an emergency has been declared. A refusal is simply a case of disagreement between the two parties on the value of the property.

In the event the parties are still unable to agree as to the compensation to be paid, or you cannot clear the title, mediation of differences between parties, conducted by an independent mediator, can be arranged by the Department in order to reach settlement prior to filing any condemnation action.

In the event parties are still unable to agree as to compensation to be paid, or if title cannot be cleared, a condemnation action will be filed. Once condemnation is filed, a trial date will be determined.

Discussions and mediation can, of course, continue even after a condemnation action is filed in an effort to resolve differences. The filing allows the State to proceed with the construction project.

▪ Improvements

When the Department acquires an interest in your land, it must acquire an equal interest in your house or any other improvements located on the land acquired. If buildings are required to be removed, the Department may allow the owner to retain the improvements. If you are interested, this can be discussed with the Right of Way Agent.

■ Possession

No person lawfully occupying real property shall be required to move from his home, farm, or business location without at least 90 days' written notice. A displaced residential occupant will not be required to move earlier than 90 days after the date comparable replacement housing is made available.

The displacee will again be notified 30 or more days prior to the date the property must be vacated. The 30-day notice will not be given until the property owner has been paid for his or her property. However, if a purchase does not require the person to move, the agreement to purchase the property may require the person to surrender possession of his or her property upon payment.

■ Appeals

Any person who is dissatisfied with a determination of his or her eligibility or claim for any relocation benefit payment shall have the right of appeal. Any person making such an appeal will be given a choice of appealing for an optional reconsideration conference or for an administrative hearing. A reconsideration conference is an optional process to afford a displacee an opportunity to present additional relevant information that may not have been considered by the department or to correct factual errors and for the Department to reconsider the claim with the new or corrected information. An administrative hearing is a formal hearing process conducted by the Office of Administrative Hearings according to the Administrative Procedures Act, ORS 183.310 to 183.550. Either type of **appeal must be filed within 60 days of relocation benefit or claim determination**, and must be submitted on Form 734-3623 which is available from the Right of Way Agent assigned to the file.

■ Right of Way Agent

Relocates will be given information regarding their eligibility and possible benefits by the Right of Way Agent assigned to acquire the property.

General Summary of Relocation Benefits			
Residential		Business, Farm, Non-Profit	
Owner-occupant of 90 days or more prior to initiation of negotiations for the parcel		Owner-occupants and tenant-occupants entitled to the same benefits	
May be eligible for:		May be eligible for:	
Replacement Housing Differential Payment	\$31,000	Actual reasonable moving costs	Actual
Including Costs incidental to purchase or replacement dwelling		Or Negotiated moving costs payment not to exceed lower of two estimates secured by agency	No more than lowest estimate
And including: Increased interest cost on replacement dwelling		Plus Tangible personal property loss due to relocation	Actual value or estimated costs to move, whichever is lower
Or Rent Supplement	\$7,200		
All displacees may be eligible for:			
Actual reasonable moving costs	Actual	Plus Reasonable cost of search for new site	\$2,500 max.
And Storage of personal property up to twelve months with prior approval	Actual	Plus Storage of personal property for up to twelve months with prior approval	Actual
Or Moving costs based upon schedule		Plus Reestablishment expenses at the replacement site	\$25,000 max.
		Or Fixed payment in lieu of all other benefits; requires approval of agency	Average of annual net earnings for two years prior to year of relocation of \$1,000 min., \$40,000 max.



Moving Because of Highway or Public Projects?

A description of the Oregon Department of Transportation Relocation Assistance Program

Department of Transportation policy requires that no family or individual will be required to vacate any dwelling until such displacee has found or has been offered comparable replacement housing.

All replacement housing offered will be fair housing open to all persons regardless of race, color, religion, sex, or national origin.

Relocation payments and relocation advisory services, pursuant to State and Federal law, may not be provided to an alien unless the alien is lawfully present in the United States, except in cases of exceptional or extreme hardship. Displacees will be asked to sign a "Certification of Legal Residency in the United States."

Relocation legislation, because of its wide scope, is somewhat complicated and difficult to read and interpret. For the benefit of those who are affected by the Department of Transportation property acquisitions, this brochure summarizes the principal provisions of relocation services and benefits. However, persons reading this brochure are urged not to form advance opinions as to the benefits and amounts to which they may be entitled. The Right of Way Agent assigned to purchase property will have detailed information for displaced persons.

No relocation payment received by a displaced person under this part shall be considered as income for the purpose of the Internal Revenue code of 1954, which has been redesignated as the Internal Revenue Code of 1986 or for the purpose of determining the eligibility or the extent of eligibility of any person for assistance under the Social Security Act or any other Federal law, except for any Federal law providing low-income housing assistance.

■ Relocation Services

The Department of Transportation maintains Regional Right of Way offices in the following locations:

Region 1 123 N.W. Flanders St. Portland, OR 97209 (503) 731-8200 (888) 769-7341	(888) 769-7343
Region 2 455 Airport Rd SE, Bldg. A Salem, OR 97301 (503) 986-2601 (888) 769-7342	Region 4 63085 N. Hwy 97, Ste. 102 Bend, OR 97701 (503) 388-6196 (888) 769-7344
Region 3 3500 Stewart Pkwy., Ste. 164 Roseburg, OR 97470 (541) 957-3559	Region 5 3012 Island Ave. La Grande, OR 97850 (541) 963-7552 (877) 851-9091

These offices maintain current lists of replacement dwellings, businesses, and farms for displaced persons, as well as current data regarding required deposits for utilities, closing costs, typical down payments, interest rates, and FHWA and VA requirements and information. The offices also have maps showing the location of schools, parks, playgrounds, and shopping areas. Public transportation routes are shown, and schedules and fare information are available. Experienced Right of Way Agents are available to aid displaced persons to the fullest extent. Right of Way Agents do not expect and will not accept any fee for any service rendered.

■ Eligibility

It is important to note that eligibility for any of the following benefits is not established until you have received a written notice of eligibility from the State.

■ General Moving Expenses

Service charges for reconnecting utilities are reimbursable except under schedule move procedures.

■ Individual and Family Moving Expenses

Any individual or family displaced by a Department of Transportation project is entitled to receive a payment for actual and reasonable expenses for moving personal property a distance not to exceed a 50-mile radius or to the nearest available and adequate site.

In order to obtain a moving expense payment, a displaced person must file, within 18 months after displacement, a written claim with the Department of Transportation on a form provided for that purpose. In some cases, a written arrangement with the Department of Transportation will allow the displaced person to present an unpaid commercial moving bill, and the Department of Transportation will make payment directly to the mover. If the residential displacee chooses, costs may be reimbursed according to set schedule based upon the number of rooms of furniture to be moved.

■ Residential Moving Schedule

Unfurnished (Relocatee owns furniture)			
\$600 (1 room)	\$800 (2 rooms)		
\$1,000 (3 rooms)	\$1,200 (4 rooms)		
\$1,400 (5 rms)	\$1,600 (6 rms)	\$1,800 (7 rms)	\$2,000 (8 rms)
Plus \$200 for each additional room			

Furnished (Relocatee does not own furniture)
\$350 for first room plus \$100 for each added room

■ Re-establishment Payment (Businesses, farms, non-profit organizations only)

Displaced small businesses, farm operations, and non-profit organizations may receive a payment not to exceed \$25,000 for expenses actually incurred to relocate and re-establish themselves at a replacement site. Eligible expenses can include repairs and improvements required by law, replacement of soiled and worn surfaces at the replacement site and other modifications, exterior signing, advertisement of the replacement location, and estimated increased cost of operation of the first two years.

■ Business, Farm and Non-Profit Organization Moving Expenses

Displaced businesses, farm operations, and non profit organizations are entitled to receive actual reasonable moving expenses for moving personal property a distance not to exceed a 50-mile radius or to the nearest available and adequate site. The actual and reasonable cost of searching for a replacement location may be claimed in an amount up to \$2,500 for a farm, non-profit organization, or business. Such payments must be supported by receipted bills or other evidence of expenses incurred.

As an alternate moving expense procedure, in the case of a self-move, the business, farm operation, or non-profit organization may be paid an amount not to exceed the lower of two estimates secured by the Department of Transportation from qualified moving companies.

Under certain conditions, businesses, farms, and non-profit organizations may receive payments for direct loses of tangible personal property resulting from the necessity to relocate.

A displaced or discontinued business, non profit organization or farm operation, except advertising sign owners, may, under certain conditions, elect to receive a fixed payment in an amount equal to the average annual net earnings of the business or farm preceding the year in which such business or farm operation during the two tax years immediately preceding the year in which such business or farm operation is displaced. The payment cannot exceed \$40,000 and will not be less than \$1,000. Those who choose the fixed payment are not eligible for any other relocation benefit payment.

■ Storage of Personal Property

Storage of personal property requires the written approval of the Department of Transportation and may not exceed twelve (12) months except in unusual circumstances. It should be clearly understood that those dislocatees who accept the scheduled move or fixed payment are not eligible to receive the storage expense benefit.

■ Replacement Housing

A displaced owner-occupant of a dwelling owned and occupied for 90 days or more immediately prior to the initiation of negotiations for such property may be eligible for additional payments, the combined total of which may not exceed \$31,000. The replacement housing payment is the amount, if any, which when

added to the amount for which the State acquired his or her dwelling, equals the actual cost which the owner is required to pay for a decent, safe, and sanitary replacement dwelling or the amount determined by the State as necessary to purchase a comparable dwelling, whichever is less. This payment includes compensation for increased interest costs for financing the replacement dwelling and actual closing costs incidental to the purchase of replacement housing.

The rent payment is the increase in rent necessary to rent a comparable dwelling for 42 months or the amount determined by the State as necessary to rent a comparable dwelling for 42 months, whichever is less. To be eligible for these benefits, the displaced occupant must purchase or rent and occupy a decent, safe, and sanitary replacement dwelling within one year after the required date of displacement or within one year after the actual date of displacement, whichever is later.

Claims for replacement housing differential payment and rent supplements must be made in writing on a Department of Transportation form supplied for this purpose and must be filed with the Department of Transportation no later than 18 months after the date of displacement.

Before payments for any replacement dwelling benefits can be made, the replacement dwelling must be checked by Department of Transportation personnel to ascertain that it meets the decent, safe, and sanitary standards established by the Federal Department of Transportation. It is recommended that this determination be made prior to a commitment to rent or buy. The decent, safe, and sanitary inspection of the replacement dwelling by agency personnel is for the sole purpose of determining a relocatee's eligibility for a relocation payment.