



## **Extension Service District**

# **Adopted Budget** for the **Fiscal Year 2018-2019** Beginning July 1, 2018

### **MEMBERS OF THE BUDGET COMMITTEE:**

#### **Governing Body Portion:**

##### **Position #1**

Jennifer Wheeler  
441 N. 13<sup>th</sup> Street  
Independence, OR 97351  
623-8173 (w)  
Term Expires: 1/4/2021

##### **Position #2**

Craig Pope  
15040 Airlie Road  
Monmouth, OR 97361  
838-6444 (h) 623-8173 (w)  
Term Expires: 1/5/2019

##### **Position #3**

Mike Ainsworth  
16480 Airlie Road  
Monmouth, OR 97361  
623-2616 (h) 623-8173 (w)  
Term Expires: 1/5/2019

#### **Lay Member Portion:**

##### **Position #1**

Eric Setniker  
4515 Cooper Hollow Rd.  
Independence, OR 97351  
(503) 838-4949 (h)  
Term Expires: 12/31/2020

##### **Position #2**

Barbara Nichols  
1740 SW Woodridge Ct.  
Dallas, OR 97338  
(503) 623-9443 (h)  
Term Expires: 12/31/2019

##### **Position #3**

Darrell Ward  
2460 Timothy Dr NW  
Salem, OR 97304  
(503) 399-7614  
Term Expires: 12/31/2018

#### **STAFF**

**Budget Officer:**  
**County Counsel:**  
**Recording Secretary:**  
**Treasurer:**

Gregory P. Hansen  
Morgan Smith  
Heather Chase  
Linda Fox

# **POLK EXTENSION SERVICE DISTRICT**

## **2018-2019 Budget** **Table of Contents**

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**Polk Extension Service District  
Fiscal Year 2018-2019 - Budget Calendar**

- |     |   |  |           |
|-----|---|--|-----------|
| 1.  | Department Budget Request forms<br>Returned to Budget Officer   | 04/06/2018                                 | Friday    |
| 2.  | Deliver to Newspaper of Record<br>Notice of Budget Committee<br>Meeting (1 <sup>st</sup> notice)  | 04/13/2018                                 | Friday    |
| 3.  | Publication of Notice of 1:30 p.m.<br>05/9/2018 Budget Committee Meeting<br>(not more than 30 days prior to meeting)  | 04/18/2018                                 | Wednesday |
| 4.  | Budget Officer Meets with Regional<br>Administrator to discuss budget request   | Monday – Friday<br>04/16/2018 – 04/20/2018 |           |
| 5.  | Deliver to Newspaper of Record<br>Notice of Budget Committee Meeting<br>(2 <sup>nd</sup> notice)  | 04/27/2018                                 | Friday    |
| 6.  | Publication of Notice of 1:30 p.m.<br>05/9/2018 Budget Committee Meeting<br>(not less than 5 days prior to meeting)   | 05/02/2018                                 | Wednesday |
| 7.  | Budget Officer delivers to the<br>Budget Committee the Proposed<br>Budget and the Budget Message  | 05/04/2018                                 | Friday    |
| 8.  | Budget Committee meets on the<br>FY 2018-2019 Proposed Budget<br>Approval   | 05/09/2018                                 | Tuesday   |
| 9.  | Deliver to Newspaper of Record the<br>Notice of Approved Budget Summary<br>and Public Hearing on 6/20/2018  | 06/02/2018                                 | Friday    |
| 10. | Publication of Notice of Approved<br>Budget Summary and Public Hearing<br>on 6/20/2018 (5-25 days prior to meeting).  | 06/06/2018                                 | Wednesday |
| 11. | Public Hearing on Approved Budget<br>in conjunction with BOC meeting  | 06/20/2018                                 | Wednesday |
| 12. | Adopt 2018-2019 Budget, make<br>appropriations and declare tax<br>levies.   | 06/20/2018                                 | Wednesday |
| 13. | Submit Notice of Tax Levy (LB-50),<br>Copy of Adopted Budget and<br>Resolution adopting the Budget<br>making appropriations and Levy of<br>Tax to the Assessor. | 07/15/2018<br>(on or before)               |           |
| 14. | One copy of the Adopted Budget<br>to County Clerk   |  |           |

1  
2  
3  
4  
5  
6 BEFORE THE BOARD OF DIRECTORS  
7 FOR THE 4-H, MASTER GARDENER,  
8 AGRICULTURE, FORESTRY, EXTENSION  
9 DISTRICT

10  
11 In the Matter of the Adoption )  
12 of the Polk County 4-H, Master )  
13 Gardener, Agriculture, )  
14 Forestry, Extension District )  
15 Budget, Appropriation of )  
16 Funds, and the Levying of )  
17 Taxes for Fiscal Year )  
18 2018-2019. )  
19  
20

21 RESOLUTION NO. 18-01

22  
23 SECTION I.  
24

25 ADOPTION OF BUDGET  
26

27 BE IT RESOLVED that the Board of Directors for the 4-H,  
28 Master Gardener, Agriculture, Forestry, Extension District hereby  
29 adopts the Budget for 2018-2019 in the sum of \$515,000 now on file  
30 at the County Courthouse.  
31

32 SECTION II.  
33

34 ADOPTION OF APPROPRIATIONS  
35

36 BE IT FURTHER RESOLVED that the amounts for the fiscal year  
37 beginning July 1, 2018, and for the purposes shown below, are  
38 hereby appropriated as follows:  
39

40	<u>GENERAL FUND</u>	(100)	
41			
42	EXTENSION SERVICES	\$	495,000
43			
44	CONTINGENCY		
45	Fund Operating Contingency		<u>20,000</u>
46			
47	TOTAL GENERAL FUND	\$	515,000
48			
49			
50	Total of All Fund Appropriations	\$	515,000
51			

SECTION III.

ADOPTION OF TAX LEVY

BE IT FURTHER RESOLVED that the Board of Directors for 4-H, Master Gardener, Agriculture, Forestry, Extension District hereby imposes the taxes provided for in the adopted budget at the rate of \$0.075 per \$1,000 of assessed value; and that these taxes are hereby imposed and categorized for tax year 2018-2019 upon the assessed value of all taxable property within Polk County.

Subject to the  
General Government  
Limitation

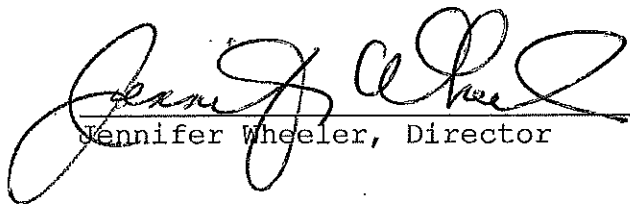
Permanent Rate	\$	0.075/\$1,000
Serial Levy Fund		0
Bonded Debt Fund		0
Total Levy	\$	0.075/\$1,000

DATED this 20th day of June 2018, at Dallas, Oregon.

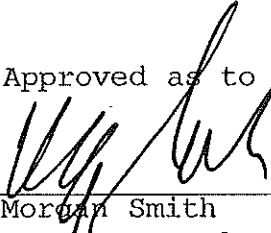
BOARD OF DIRECTORS

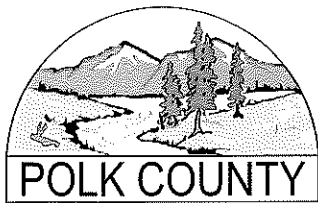
  
Mike Ainsworth, Director

  
Craig Pope, Chair

  
Jennifer Wheeler, Director

Approved as to Form:

  
Morgan Smith  
Legal Counsel



# POLK COUNTY

POLK COUNTY COURTHOUSE ★ DALLAS, OREGON 97338  
(503) 623-8173 ★ FAX (503) 623-0896

## BOARD OF COMMISSIONERS

Commissioners  
**CRAIG A. POPE**  
**MIKE AINSWORTH**  
**JENNIFER L. WHEELER**

**GREGORY P. HANSEN**  
Administrative Officer

**TO: MEMBERS OF THE 2018-19  
BUDGET COMMITTEE**

**FROM: GREG HANSEN, BUDGET OFFICER**

**DATE: MAY 2, 2018**

**SUBJECT: 2018-19 BUDGET MESSAGE**

### INTRODUCTION

#### 2018-19 Budget Overview

The 2018-19 Polk Extension Service District proposed budget before you today, is the eighth for the District. The proposed budget sets the funding/expenditure levels for the District for the upcoming fiscal year that includes the OSU-Extension program, the facilities at the Fairgrounds, office space rental and operations.

#### Prior Years' Budget History

The 2010-11 Polk County budget had no contributions for either the Extension and Fairgrounds. It was believed by the Polk County budget committee and Board of Commissioners that the new District funding would address both of these issues for the programs.

The 2011-12 was the first formal budget for the District. It balanced the needs of the Extension programs and the Fairgrounds facility utilization. The total budget for the District was \$413,500 and contained a \$50,000 contingency.

The 2012-13 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$382,000. The two main expenses continued to be OSU-Extension and the Fairgrounds.

The 2013-14 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$378,000. The two main expenses continued to be OSU-Extension (\$250,000) and the Fairgrounds (\$60,000).

The 2014-15 budget was reduced from the prior year as we spent down reserves. The operating budget for the year totaled \$369,300. The two main expenses continued to be OSU-Extension (\$250,000) and the Fairgrounds (\$60,000) which remained status quo for the year.

The 2015-16 budget was increased from the prior year. The operating budget for the year totaled \$382,500. The two main expenses continued to be OSU-Extension (\$260,000 an increase of \$10,000) and the Fairgrounds (\$60,000 remained the same).

The 2016-17 budget was increased from the prior year. The operating budget for the year totaled \$400,000. The two main expenses continued to be OSU-Extension (\$273,000 an increase of \$13,000) and the Fairgrounds (\$60,000 remained the same).

The 2017-18 budget was increased from the prior year. The operating budget for the year totaled \$455,000. The two main expenses continued to be OSU-Extension (\$288,000 an increase of \$15,000) and the Fairgrounds (\$65,000 an increase of \$5,000).

## **PROPERTY TAX LEVY**

I am proposing that the budget committee set a tax rate of \$0.075 / \$1,000 in the General Fund for the District. This is the maximum rate that the District can levy to the citizens.

## **PROGRAM CHANGES / UPDATES:**

No changes this past year and minor expansion of programs are proposed for the upcoming year.

## **REVENUES:**

General Fund revenues for fiscal year 2018-19 are proposed at \$477,500 (an approximate increase of 5% over last year's adopted budget). The primary revenue source for the District is property taxes. Also, included in the budget are beginning fund balance, interest income and donations.

Over the past few years, the property tax revenue has begun to grow at a greater rate providing the District with adequate reserves and operational monies. This year the property tax revenue is projected to grow at approximately 4.2%.

## **EXPENDITURES/APPROPRIATIONS:**

### **PROPOSED STAFFING LEVELS:**

There are no new positions with the proposed budget of the District. However, the appropriation which is sent down to OSU includes staffing. Staffing makes up approximately 75% of the costs associated with the funding request from OSU.

### **MATERIALS & SERVICES:**

The two largest expenditures within this area of the budget are the appropriations for OSU-Extension (proposed at \$295,000) and appropriation for Rentals – Fair/Fairgrounds Facilities (proposed at \$65,000). The amount of proposed funding for OSU is \$7,000 greater than last year's budget, while the Fairgrounds rental is remaining status quo. Also, for your consideration is the second year funding for the Well Water program and some consideration for improvements for the rental facility.

### **INTERNAL CHARGES:**

Included in the District budget is a flat overhead fee of \$9,000 paid to Polk County (\$3,000 more than last year).

**PROPOSED CAPITAL OUTLAY:**

There is no proposed capital outlay in this budget.

**TRANSFERS:**

There are no transfers in this proposed budget.

**CONTINGENCY:**

The proposed budget has a \$20,000 contingency, the same as last year.

**CONCLUSION:**

As always, it is my goal as Budget Officer to propose a budget which meets the needs of both OSU-Extension and the Fairgrounds, because without one or the other functioning at a high level the ability to provide a quality product to our citizens and youth does not exist.

Over the past seven years, I feel we have found a good balance for services provided from the tax base, which has allowed both the Fairgrounds and Extension to provide services at a higher level.

This year's budget is seeing continued growth in the property tax revenue that we had hoped for when we formed the District. Because of this growth we are beginning to see the expansion of services, the ability to fund special projects and addressing facility issues.



# Budget Request for Fiscal Year 2018-2019

## OSU Extension Service, Polk County

### Executive Summary

Polk County has provided funding to the Oregon State University Extension Service for many years as part of the General Fund budget. In May 2010, the Polk County voters established a special Tax Service District entitled "4-H, Master Gardener, Agriculture, Forestry Extension District". The Extension Service's budget request for fiscal year 2018-2019 follows.

The District Appropriations portion of the Polk County Extension Service's total FY18-19 budget request is \$295,000, plus \$12,000 in special projects funding, totaling \$307,000. This is a \$7,000 increase from fiscal year 2016-2017; \$4,500 is for increased costs in personnel and the remaining is due to an increase in connectivity charges and anticipated increase in charges to support new faculty positions. We will use \$12,000 out of Special Projects to fund the second year of the Well Water program.

Most of the funds for the total budget (\$218,586) are used for personnel to deliver and/or support delivery of educational programs. This includes 0.70 FTE 4-H faculty (currently recruiting to fill vacancy), 0.10 FTE Small Farms, 0.1 Well Water Education, 0.60 FTE Office Manager and 1.20 FTE in classified staff shared between two people. The remaining funding (\$88,414) is for materials and services which include travel, internet connections, phones, computer support, office equipment and supplies, outreach materials, custodial work, etc. This amount includes approximately \$7,300 for focused marketing and outreach efforts.

We are also proposing using \$16,000 in Contingency funds for updates and repairs to our current building as well as to build an outdoor classroom to use in all programs including 4-H and Family Community Health.

The remaining amount of Service District funds not included in this budget will pay for office space, utilities, three cell phones, copier and copies, rent and utilities at Fairgrounds, Fair costs (ribbons, judges, etc.) and other related items as outlined in the Polk County Tax District budget.

# OSU Extension Service, Polk County Budget Sheet FY 2017-2018 Budget

Line #	Acct	AVAILABLE RESOURCES Account Title	Sent to OSU	
1	02130	County/District Appropriations	295,000	
2		Special Projects	12,000	
3		Contingency	16,000	
4		TOTAL AVAILABLE RESOURCES	323,000	
BUDGETED EXPENDITURES				
				Total FTE
5	10102	Unclassified Salaries (0.7 4-H, 0.1 Ag, 0.6 Office Mgr., 1 WVM)	79,001	1.50
6	10301	Classified Salaries (2 part-time office specialists)	46,866	1.20
7	10410	Wages - Student interns/workers	5,000	
8		Sub-Total Salaries & Wages	130,867	
9	10950	Other Payroll Expenses (OPE) Unclassified	53,223	
10	10970	Other Payroll Expenses (OPE) Classified/Temps/Students	34,496	
11		Subtotal Personnel and OPE	218,586	
12	20101	Office & Administrative Supplies	5,500	
13	20102	General Operating Supplies	2,500	
14	20106	Books, Publication & Other Ref. Mat.	500	
15	20200	Minor Equipment (under \$5,000 per unit)	7,000	
16	220XX	Telephone/Telecommunications	3,700	
17	22016	T1 Line & Network Access Charges (required item)	15,000	
18	225XX	Postage/Freight	250	
19	23XXX	Utilities		
20	235XX	Building/Equipment Repairs	1,250	
21	23530	Custodial	4,200	
22	24151	Building Rentals & Leases		
23	24599	Other Professional Services	4,500	
24	24612	Duplicating (copier rental and copies)		
25	24606	Advertising-Inst Promo public relations	3,000	
26	39XXX	Travel and Professional Development	29,000	
27	28701	Insurance, taxes and licenses		
28	Acct	Other Expenditures (specify below)		
29	286XX	Hosting	500	
30	28902	Memberships (Chambers, SEDCOR, Bus Assoc, etc.)	1,000	
31	28703	Licenses (Pesticide applicator)	489	
32	202XX	Software Licenses	1,500	
33	24999	Misc Fees and Services	500	
34	10931	Compensated Liability	3,725	
35	24606	Printing and Publishing (marketing, outreach)	4,300	
36		Building updates/repairs - contingency	6,000	
37		Outdoor Classroom - contingency	10,000	
38		Subtotal Service, Supplies, Travel	104,414	
39	40000	Capital Outlay (\$5,000 & over per unit)		
40	92001	Transfers-Out To Other Counties (specify below):		
41		TOTAL BUDGETED EXPENDITURES	323,000	

Well water program year 2  
Necessary building repairs and updates, outdoor classroom

Increase for new faculty - 4-H & FCH  
Increase for new faculty - 4-H & FCH

Increase for new faculty - FCH, 4-H, Field Crops, Small Farms

Fixes to meet OSU safety requirements, replace ramps, install electrical outlets  
Cleanup back yard, create outside classroom & meeting area

Boxes are fully funded by Polk District unless noted otherwise.

Lindsey Shirley  
Assoc. Provost &  
Assoc. Director

Polk County  
Fiscal Year 2018-2019

Wiley Thompson  
1.0 West Central  
Interim Regional Administrator

Alisha Atha  
0.2 County Leader

## Agriculture, Forestry & Natural Resources

### Office Admin & Program Support

### 4-H Youth

### Family & Community Health

Gene Pirelli  
1.0 North Willamette,  
State  
Livestock, Forages and  
Swine Specialist  
Faculty

Neil Bell  
1.0 Marion, Polk  
Community Hort.  
Faculty

Alisha Atha  
0.6 Office Mgr.  
Prof. Faculty

Pam Scharf  
0.6 Program Support  
Office Specialist 1

Carla Cudmore  
0.6 Program Support  
Admin Program Asst

Vacant  
0.7 4-H Youth Dev.  
Faculty

Susan Busler  
1.0 4-H Youth Dev.  
Faculty

Vacant  
.75 Polk, Yamhill  
Family Community  
Health  
Faculty (retired  
4/16/15)

### Faculty/staff located in other offices that serve Polk County

Javier Fernandez-Salvador – Small Farms, Marion (0.10 Polk)

Chrissy Lucas – Well Water Program, Benton (0.10 Polk)

Carly Kristofik – SNAP Ed Program Coordinator, Marion

Nicole Anderson – Field Crops, Yamhill

Vacant – Field Crops, Linn

Cristian Curiel – 4-H, Latino Outreach, Marion

Ed Peachey – Vegetable Crops, Linn/Campus

Jennifer Cruickshank – Dairy, Marion

Brad Withrow-Robinson – Forestry, Benton

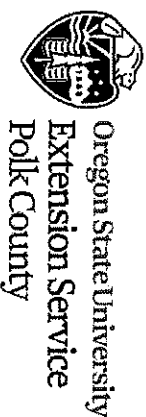
Orchard Crops, Christmas Trees, Berries, IPM, Nursery –

North Willamette Res. & Ext. Center

Wine Grapes, Field Crops, Cereals, Soils - Campus

Christopher Scadden  
0.60 SNAP-Ed  
Ed. Prog. Asst. II

Updated 4/9/2018



## Budget Request for Fiscal Year 2018-2019

### OSU Extension Service, Polk County

#### Mission Statement: *Helping Oregonians build their future*

Oregon State University Extension Service engages the people of Oregon with research-based knowledge and education that strengthen communities and economies, sustain natural resources, and promote healthy families and individuals.

#### Organizational Core Values and Operating Principles

- **Community-Based** - We value community relationships and connect OSU to local people and issues to enhance the present and the future of the people and communities of Oregon.
- **Accountability** - We focus on achieving measurable outcomes, and document and communicate the impact and value of our work.
- **Credibility** - We deliver relevant, research-based knowledge through our educational programs.
- **Diversity** - We exhibit respect, value differing perceptions and worldviews, and encourage diversity.
- **Partnerships** - We collaborate with academic, public, and private partners to achieve greater results and build community capacity. We value the public good that comes from collaborating with volunteers.

#### OSU Extension Service Programs in Polk County

The OSU Extension Service has been in existence since 1911 and began operating in Polk County in 1918. An outgrowth of federal legislation including the 1862 Morrill Act, the Hatch Act of 1887 and the 1914 Smith-Lever Act, the partnership and cooperation with Oregon counties enables OSU Extension Service to be the "Front door to OSU". In Polk County, the Extension Service functions as an integral part of the county. Faculty housed in this office, in surrounding counties and at the North Willamette Research and Extension Center in Aurora deliver educational programs to Polk County citizens in several key areas: Commercial Agriculture, Gardening, 4-H and Youth Development, Family and Community Health (formerly known as Home Economics), and Forestry and Natural Resources.

OSU places Extension faculty in counties in support of these program areas and also supports additional staff through special grant funded initiatives. As a general rule of thumb, every \$1 of county funds invested leverages an additional \$4 in state, federal and grant funding for positions that serve Polk County citizens. In addition, faculty train volunteers that serve Polk County residents (train-the-trainer programs). We estimate that our volunteers provide approximately 15,000 hours of service annually. If these hours were valued at the current Oregon volunteer rate, this would equate to approximately \$300,000 in wages.

#### 4-H and Youth Development

The 4-H program is an informal, educational youth development program that helps youth grow and develop into positive citizens by providing life-long learning and life-skill development through a variety of trainings, clubs, and activities. Adult 4-H volunteers serve as club leaders, event coordinator, teachers, and mentors. Adult 4-H volunteers work in partnership with youth at both the club and county level to plan and conduct programs which lead to the positive youth development outcomes of competence, caring, confidence, connection and character.

## Budget Request for Fiscal Year 2018-2019

### OSU Extension Service, Polk County

The 4-H program has been growing and diversifying to meet the needs of Polk County's ever changing population, from clubs, to after-school, to camps and other special events. We estimate that we are reaching nearly 10% of our school age population in Polk County. Programs are supported by approximately 425 adult volunteer leaders and with similar number of youth involved in leadership roles. The traditional program is staffed by one Extension 4-H faculty who supports youth in clubs, volunteer leaders and the county Fair participants with a variety of educational training opportunities. District funds provide an additional full-time 4-H Youth and Families faculty to increase outreach, provide short-term special interest programs to youth and provide programs to young parents and their children.

The 4-H program engages young people through project exploration in animal science, communication and expressive arts, science and technology, family and consumer science, horticulture, leadership, personal development, and citizenship. The 4-H program is inclusive to all audiences, making intentional efforts to reach out to the Latino community through bi-lingual, bi-cultural staff housed in neighboring counties and offering bi-lingual youth programs in soccer, robotics, art, science and technology, leadership, and camp experiences.

The largest event that culminates many of these activities is the Polk County Fair. The fair provides a unique multi-faceted educational experience for 4-H members and the public. The members gain experience and knowledge from experts in the field related to their project discipline and life-skills such as presentations, communications, reporting, and ethics. It also provides an opportunity for the public to become educated on a plethora of projects from agriculture to public speaking to arts and science.

#### **Commercial Agriculture, Gardening, Forestry and Natural Resources**

Polk County ranks 10<sup>th</sup> among all counties in Oregon in terms of gross agriculture commodity sales. The estimated gross cash income of all commodities, including farm forestry, was approximately \$163 million in 2012. OSU Extension agriculture faculty provide educational programs, applied research and updates and other services to this sector of the economy. Faculty serving agriculture businesses are generally commodity-based and serve multiple counties regardless of which county their office is located. One faculty member in Polk County covers livestock and forages, while other faculty in the region cover field crops (grass and legume seed, grains, hops and mint), vegetable crops, grains, soils, dairy management and small farms. Faculty housed at the North Willamette Research and Extension Center in Aurora cover berries, fresh vegetables, nursery crops, orchard crops and Christmas trees.

Oregon ORS regulates the certification of grass, legume and other seeds. The authority for this is delegated to the Dean of the College of Agriculture at OSU and is operated through the Extension offices. The field crops Extension faculty, housed in Yamhill and Linn counties, and the Polk County office support staff manage the certification program in Polk County.

Another key agriculture effort is the Community Horticulture or Gardening program. This faculty member serves Polk and Marion Counties and is responsible for the OSU Master Gardener volunteer program that provides over 8000 hours of volunteer time and serves over

## Budget Request for Fiscal Year 2018-2019

### OSU Extension Service, Polk County

2,500 clients annually. They provide service to the public through our Extension Office “Master Gardener Help Desk”, plant clinics at various public events, gardening projects and workshops, an annual native plant sale, and research projects with the faculty member.

The Extension Forestry program funds a faculty member in the Benton County office that provides Forestry and Natural Resources Extension programs for private small woodland owners and Christmas tree growers in Linn, Benton and Polk counties. This faculty member trains and manages the Master Woodland Manager volunteers that provide education to other small woodland owners in Polk County.

#### **Family and Community Health/Home Economics**

The Family and Community Health (FCH) faculty serves both Polk and Yamhill Counties with educational programs on food preservation and safety, nutrition, parenting, gerontology and wise use of family financial resources. The faculty is responsible for training and managing volunteer Master Food Preservers on basic aspects of food safety and preservation who answer calls and assist the public. This position has been vacant since June 2015 due to a faculty retirement. The College of Public Health and Human Sciences Extension FCH Program Leader has committed to refilling this position at .75 FTE, and we are currently working with Polk County Community Health partners to determine the needs for the position and develop the position description. Historically, this position has been able to reach a variety of families by providing both Spanish and English programming and collaborating with the Marion-Polk Food Share, Polk County Health Dept., and Polk County Commission on Children and Families and other related agencies to deliver educational programs.

A federally funded state initiative has enabled Extension to provide nutrition education to families with limited income (SNAP-Ed). The program has resulted in over \$270,000 annually of support for programs in Marion, Polk and Yamhill County. A part-time bilingual (Spanish/English) education program assistant serving Polk County have been placed in the Polk County office. In 2018 a .8 FTE SNAP-Ed Program Leader was hired and oversees the program in Polk, Marion and Yamhill counties. She also conducts educational programming.

# Affidavit Of Publication

STATE OF Oregon

ss.

County of Polk

I, Emily Mentzer, being

first duly sworn, depose and say I am the EDITOR

of the Polk County Itemizer-Observer, a newspaper of general circulation  
as defined by ORS 193.010 and 193.020, printed and published at Dallas in  
the aforesaid county and state; that the Budget Committee Meeting

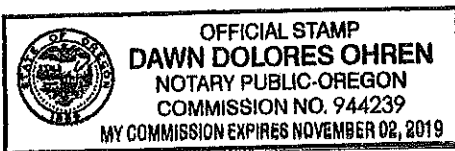
\_\_\_\_\_, a printed copy of which is hereto annexed,  
was published in the entire issue of said newspaper for \_\_\_\_\_  
successive and consecutive weeks in the following issues: \_\_\_\_\_  
04/18/18

Emily Mentzer  
Subscribed and sworn to before me this April 18, 2018

Dawn Dolores Ohren  
Notary Public for Oregon

(My Commission Expires November 2, 2019

Polk County Itemizer-Observer  
147 SE Court St, Dallas, OR 97338



**NOTICE OF BUDGET COMMITTEE  
MEETING FOR POLK EXTENSION  
SERVICE DISTRICT**

A public meeting of the Budget Committee for Polk Extension Service District will be held in the Main Conference Room of the County Courthouse at 1:30 p.m., on Wednesday, May 9, 2018. The purpose of the meeting is to discuss the budget for fiscal year July 1, 2018 to June 30, 2019 and to receive the budget message and document. Time is reserved for public comment at 2:00 p.m. A copy of the budget document may be inspected or obtained on or after May 4, 2018, at the Board of Commissioners' Office, Polk County Courthouse, during regular business hours. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed budget with the Budget Committee.

Dated: April 18, 2018

(Apr. 18, 2018)



# Affidavit Of Publication

STATE OF Oregon

ss.

County of Polk

I, Emily Mentzer, being

first duly sworn, depose and say I am the EDITOR

of the Polk County Itemizer-Observer, a newspaper of general circulation  
as defined by ORS 193.010 and 193.020, printed and published at Dallas in  
the aforesaid county and state; that the Budget Committee Meeting

\_\_\_\_\_, a printed copy of which is hereto annexed,  
was published in the entire issue of said newspaper for \_\_\_\_\_  
successive and consecutive weeks in the following issues: \_\_\_\_\_  
05/02/18

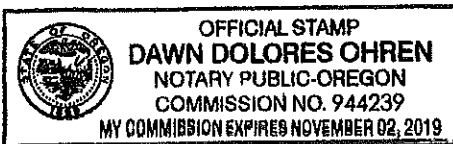
Subscribed and sworn to before me this

*Emily Mentzer*  
May 2, 2018

*Dawn Dolores Ohren*  
Notary Public for Oregon

(My Commission Expires

November 2, 2019



Polk County Itemizer-Observer  
147 SE Court St, Dallas, OR 97338

**NOTICE OF BUDGET  
COMMITTEE MEETING  
FOR POLK EXTENSION  
SERVICE DISTRICT**

A public meeting of the Budget Committee for Polk Extension Service District will be held in the Main Conference Room of the County Courthouse at 1:30 p.m., on Wednesday, May 9, 2018. The purpose of the meeting is to discuss the budget for fiscal year July 1, 2018 to June 30, 2019 and to receive the budget message and document. Time is reserved for public comment at 2:00 p.m. A copy of the budget document may be inspected or obtained on or after May 4, 2018, at the Board of Commissioners' Office, Polk County Courthouse, during regular business hours. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed budget with the Budget Committee.

Dated: May 2, 2018

(May 2, 2018)

# Affidavit Of Publication

STATE OF Oregon

ss.

County of Polk

I, Emily Mentzer, being

first duly sworn, depose and say I am the EDITOR

of the Polk County Itemizer-Observer, a newspaper of general circulation  
as defined by ORS 193.010 and 193.020, printed and published at Dallas in  
the aforesaid county and state; that the Budget Hearing FORM LB-1

\_\_\_\_\_, a printed copy of which is hereto annexed,  
was published in the entire issue of said newspaper for \_\_\_\_\_  
successive and consecutive weeks in the following issues: \_\_\_\_\_  
06/13/18

*Emily Mentzer*

Subscribed and sworn to before me this

July 12, 2018

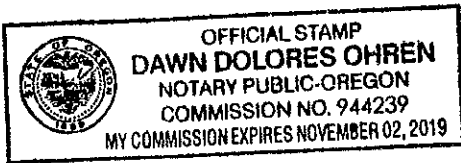
*Dawn Dolores Ohren*

Notary Public for Oregon

(My Commission Expires

November 2, 2019

Polk County Itemizer-Observer  
147 SE Court St, Dallas, OR 97338



## FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District will be held on June 20, 2018 at 1:30 pm at Polk County Courthouse Conference Room, Dallas, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Board of Commissioners Office, Polk County Courthouse, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same used the preceding year.

Contact: Greg Hansen

Telephone: 503-623-5173

Email: hansen.greg@co.polk.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018-17	Adopted Budget This Year 2017-18	Approved Budget Next Year 2018-19
Beginning Fund Balance/Net Working Capital	\$18,010	\$28,000	\$70,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	\$0	\$0	\$0
Federal, State and All Other Grants, Gifts, Allocations and Donations	\$0	\$0	\$0
Revenue from Bonds and Other Debt	\$0	\$0	\$0
Interfund Transfers / Internal Service Reimbursements	\$0	\$0	\$0
All Other Resources Except Property Taxes	\$2,888	\$4,000	\$5,000
Property Taxes Estimated to be Received	\$398,728	\$423,000	\$440,000
<b>Total Resources</b>	<b>\$419,624</b>	<b>\$455,000</b>	<b>\$515,000</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	\$0	\$0	\$0
Materials and Services	\$389,789	\$435,000	\$495,000
Capital Outlay	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0
Interfund Transfers	\$0	\$0	\$0
Contingencies	\$0	\$20,000	\$20,000
Special Payments	\$0	\$0	\$0
Unappropriated Ending Balance and Reserved for Future Expenditure	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$389,789</b>	<b>\$455,000</b>	<b>\$515,000</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
Extension Service District	\$382,261	\$455,000	\$515,000
FTE	0.00	0.00	0.00
FTE			
Non-Departmental / Non-Program			
FTE			
<b>Total Requirements</b>			
<b>Total FTE</b>			

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 0.075 per \$1,000)	0.075	0.075	0.075
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1,	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

(June 13, 2018)

## FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District will be held on June 20, 2018 at 1:30 pm at Polk County Courthouse Conference Room, Dallas, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Polk County 4-H, Master Gardener, Agriculture, Forestry, Extension District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Board of Commissioners Office, Polk County Courthouse, between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same used the preceding year.

Contact: Greg Hansen

Telephone: 503-623-8173

Email: hansen.greg@co.polk.or.us

## FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2016-17	Adopted Budget This Year 2017-18	Approved Budget Next Year 2018-19
Beginning Fund Balance/Net Working Capital	\$18,010	\$28,000	\$70,000
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	\$0	\$0	\$0
Federal, State and All Other Grants, Gifts, Allocations and Donations	\$0	\$0	\$0
Revenue from Bonds and Other Debt	\$0	\$0	\$0
Interfund Transfers / Internal Service Reimbursements	\$0	\$0	\$0
All Other Resources Except Property Taxes	\$2,888	\$4,000	\$5,000
Property Taxes Estimated to be Received	\$398,726	\$423,000	\$440,000
<b>Total Resources</b>	<b>\$419,624</b>	<b>\$455,000</b>	<b>\$515,000</b>

## FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	\$0	\$0	\$0
Materials and Services	\$389,799	\$435,000	\$495,000
Capital Outlay	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0
Interfund Transfers	\$0	\$0	\$0
Contingencies	\$0	\$20,000	\$20,000
Special Payments	\$0	\$0	\$0
Unappropriated Ending Balance and Reserved for Future Expenditure	\$0	\$0	\$0
<b>Total Requirements</b>	<b>\$389,799</b>	<b>\$455,000</b>	<b>\$515,000</b>

## FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM \*

Name of Organizational Unit or Program FTE for that unit or program			
Extension Service District	\$382,261	\$455,000	\$515,000
FTE	0.00	0.00	0.00
FTE			
Non-Departmental / Non-Program			
FTE			
<b>Total Requirements</b>			
<b>Total FTE</b>			

## STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \*


## PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 0.075 per \$1,000)	0.075	0.075	0.075
Local Option Levy	0	0	0
Levy For General Obligation Bonds	0	0	0

## STATEMENT OF INDEBTEDNESS

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

\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet or add sheets. You may delete unused lines.

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

To Assessor of Polk County

**FORM LB-50  
2018-2019**

☐ 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 **Polk Extension Service District** has the responsibility and authority to place the following property tax, fee, charge or assessment

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

<b>850 Main Street</b>	<b>Dallas</b>	<b>OR</b>	<b>97338</b>	<b>07/01/2018</b>
Mailing Address of District	City	State	ZIP code	Date
<b>Greg Hansen</b>	<b>Administrative Officer</b>	<b>503-623-8173</b>	<b>hansen.greg@co.polk.or.us</b>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

**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	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
		Rate -or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . .	1	0.075	
2. Local option operating tax . . . . .	2		
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.		0
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001 . . . . .	5b.		0
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	0.075
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

## 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)

**Polk County 4-H, Master Gardener,  
Agriculture, Forestry, Extension District**

Fiscal Year 2018-19

Beginning July 1, 2018

**Expenditures**

General Fund	(Fund)
Extension Services	(Divn)
100 Extension Services	(Dept)

FY 15-16	FY 16-17	FY 16-17		Acct.		FY 18-19		FY 18-19		FY 18-19	
Actual	Actual	Adopted	FTE	Num.	Description	Proposed	FTE	Approved	FTE	Adopted	FTE
Expenditures											
0	0	0	0.00	8010	Clerical/ Admin. Specialist	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8030	Professional/Technical	0	0.00	0	0.00	0	0.00
0	0	0	0.00	8040	Management/Supervisory	0	0.00	0	0.00	0	0.00
0	0	0		8080	Temporary/Part-time	0		0		0	
0	0	0		8090	Overtime	0		0		0	
0	0	0	0.00		Total Salaries	0	0.00	0	0.00	0	0.00
0	0	0		8110	PERS-Retirement	0		0		0	
0	0	0		8120	Social Security/Medicare	0		0		0	
0	0	0		8140	Insurance	0		0		0	
0	0	0		8150	Unemployment	0		0		0	
0	0	0		8160	Workers Comp. Insurance	0		0		0	
0	0	0	0.00		Total Personal Services	0	0.00	0	0.00	0	0.00
0	0	100		8220	Operating Supplies	100		100		100	
166	366	0		8240	Software & Maintenance	0		0		0	
0	0	500		8250	Small Tools & Minor Equipment	500		500		500	
234	229	0		8310	Advertising & Printing	0		0		0	
4,109	4,321	4,500		8320	Photocopying	4,500		4,500		4,500	
1,064	792	1,400		8330	Postage	1,200		1,200		1,200	
5,325	2,464	2,500		8340	Telephone	2,500		2,500		2,500	
4,124	4,405	5,000		8350	Utilities	4,750		4,750		4,750	
238	238	300		8410	Dues, Memberships & Publications	250		250		250	
0	0	0		8420	Workshops and Conferences	0		0		0	
22	12	0		8510	Professional Services	0		0		0	
2,990	3,130	3,200		8540	Contract Services-Audit	3,600		3,600		3,600	
260,050	273,000	288,000		8550	Contracts-Other Public Agencies (OSU)	295,000		295,000		295,000	
4,400	4,675	20,000		8580	Special Projects	72,500		72,500		72,500	
0	0	1,500		8610	Repairs and Maintenance	1,500		1,500		1,500	
27,920	28,747	32,000		8660	Rentals	33,000		33,000		33,000	
60,000	60,000	65,000		8660	Rentals - Fair/Fairgrounds Facilities	65,000		65,000		65,000	
0	0	0		8790	Misc. Departmental Expenses	0		0		0	
1,403	1,420	2,000		8360	Insurance	1,600		1,600		1,600	
5,000	6,000	9,000		8830	Overhead	9,000		9,000		9,000	
0	0	0		8840	Information Services Interdept.	0		0		0	
377,045	389,799	435,000			Total Materials and Services	495,000		495,000		495,000	
5,216	0	0		8948	Computers and Attachments	0		0		0	
5,216	0	0			Total Capital Outlay	0		0		0	
0	0	20,000		9990	Contingency	20,000		20,000		20,000	
0	0	20,000			Total Contingency	20,000		20,000		20,000	
382,261	389,799	455,000	0.00		Total Department Expenses	515,000	0.00	515,000	0.00	515,000	0.00
Revenues											
6,653	18,010	28,000		6000	Beginning Fund Balance	70,000		70,000		70,000	
374,961	390,533	415,000		6010	Property Taxes	432,000		432,000		432,000	
8,452	8,193	8,000		6020	Property Taxes Previous Years	8,000		8,000		8,000	
0	0	0		6300	Charges for Services	0		0		0	
672	1,228	500		6800	Interest Income	1,500		1,500		1,500	
9,500	0	3,500		6980	Donations	3,500		3,500		3,500	
0	1,660	0		6990	Miscellaneous	0		0		0	
400,238	419,624	455,000			Total Revenues	515,000		515,000		515,000	
Net Cost of Program											
7,977	(29,825)	0			Expenditures less Revenue	0		0		0	