



Polk Extension Service District

2018-2019 BUDGET HEARING

MAY 9, 2018

COURTHOUSE CONFERENCE ROOM

TIME	AGENDA ITEM	
1:30	CALL TO ORDER/NOTE OF ATTENDANCE ELECTION OF CHAIRMAN AND SECRETARY	Mike Ainsworth, BOC Chair
1:35	APPROVAL OF MINUTES OF May 16, 2017	
1:40	BUDGET MESSAGE - FY 2018-2019	Greg Hansen, Budget Officer

GENERAL FUND

1:45	GENERAL FUND REVENUES	Greg Hansen
1:50	GENERAL FUND EXPENDITURES	Greg Hansen
	OSU Extension	Alisha Atha
2:00	PUBLIC COMMENT	
2:15	BUDGET COMMITTEE ACTION	
	a) Approve 2018-2019 Budget	
	b) Approve 2018-2019 General Fund Tax Rate of \$0.075 per \$1,000	
	ADJOURNMENT	

POLK EXTENSION SERVICE DISTRICT
BUDGET HEARING MINUTES
May 16, 2017

CALL TO ORDER AND NOTE OF ATTENDANCE

At 1:30 p.m., Director Craig Pope declared the meeting of the Polk Extension Service District Budget Committee to be in session. Director Ainsworth was present. Lay members Eric Setniker and Darrell Ward were also present. Lay member Barbara Nichols and Director Jennifer Wheeler were excused.

Staff present: Derek Godwin, Regional Administrator
 Alisha Atha, County Leader
 Greg Hansen, Administrative Officer

ELECTION OF CHAIRMAN AND SECRETARY

MOTION: MIKE AINSWORTH MOVED, DARRELL WARD SECONDED, TO ELECT CRAIG POPE AS CHAIR.

MOTION PASSED UNANIMOUSLY

MOTION: MIKE AINSWORTH MOVED, CRAIG POPE SECONDED, TO ELECT JENNIFER WHEELER AS SECRETARY.

MOTION PASSED UNANIMOUSLY

APPROVAL OF MINUTES OF MAY 18, 2016

MOTION: MIKE AINSWORTH MOVED, DARRELL WARD SECONDED, TO APPROVE THE MINUTES OF MAY 18, 2016.

MOTION PASSED UNANIMOUSLY

2017-18 BUDGET OVERVIEW

The 2017-18 Polk Extension Service District proposed budget before you today, is the seventh for the District. The proposed budget sets out 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).

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 2017-18 are proposed at \$442,000 (an increase of 10.5% over last year's budget). The primary revenue source for the District is property taxes. Also, included in the budget are beginning fund balance, interest income and donations.

The property tax revenue is beginning to grow at a greater rate then the past four years. Unfortunately, when the District was formed, the anticipated property tax revenue growth did not occur, resulting in the District not being able to build reserves and increase operational appropriations. This year the property tax revenue is projected to grow at approximately 2.9%.

EXPENDITURES/APPROPRIATIONS:

PROPOSED STAFFING LEVELS:

There are no 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 \$288,000) and appropriation for Rentals – Fair/Fairgrounds Facilities (proposed at \$65,000). The amount of proposed funding for OSU is \$15,000 greater than last year's budget, while the Fairgrounds rental increased \$5,000.

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 figure. This amount is increased from last year's amount by \$12,500.

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 six 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.

OSU EXTENSION REPORT

Sue Reams, PECAN representative, reviewed the accomplishments of the PECAN group over the last year, and explained the focus areas for the upcoming year. The group had been working on updating their strategic plan, but that has been put on hold. Through this planning though, they were able to identify areas of focus and goals moving forward.

Alisha Atha, County Leader, reviewed a PowerPoint presentation outlining the District highlights over the last year.

Derek Godwin, Regional Administrator reviewed the organizational chart, and highlighted the 2.7 FTE (comprised of 4 staff members) that are funded by the County portion of the Extension District budget. Other Extension staff serve Polk County but are based out of other County Extension offices or the North Willamette Research & Extension Center.

Derek explained that Judy Peters will remain at 0.9 FTE until September, when she is retiring. Going forward that position is proposed at 0.7 FTE, however, Pamela Rose 4-H Youth Development Program Leader, is working on finding additional funding to bring that FTE back to 1.0. The Committee questioned why the Family Community Health position has been vacant for over two years. Derek explained that he is working with OSU to find funding for that position, but for now the Marion County Food Preservation staff member is helping cover some of the duties of this position.

The District is partnering with the Polk Soil & Water Conservation District to develop a newsletter (16-20 pages) that will be inserted into the local Itemizer Observer monthly.

In Derek's budget request, the TI charges for internet/phones has increased by approximately 9% (over \$4,000). Other materials and services budget items remained status quo. The budget that Greg is proposing is \$5,000 more than what Derek has asked for. When asked how Derek would use that additional \$5,000, he explained that he would allocate those monies for student interns/workers for summer help.

Derek explained that Benton County has introduced a new Groundwater Education Program that he would like to introduce into Polk County when funds allow. The Committee discussed the benefits of this program, and where funding could be found for it so it could be implemented in the 17-18 fiscal year. The Committee discussed the effects of reducing the contingency to put toward this program. Greg explained that he has \$25,000 budgeted for contingency (which would be the max amount that he would budget for that item, \$15,000 would be the minimum).

Greg explained that he expects beginning fund balance to be above what he has proposed. If these additional monies come in, the Committee can choose to target these funds to the pilot project. Greg recommends the Committee approve the budget as presented, to allow Derek the opportunity to discuss expanding the program to Polk County with OSU Extension. If approved, the Extension Board will have authority to allocate the additional beginning fund balance for a Groundwater Education Program pilot. The pilot project would be paid on a separate invoice from the OSU Extension quarterly invoices.

Director Pope opened the meeting for public comment. Hearing none, Director Pope closed the public hearing.

BUDGET COMMITTEE ACTION

MOTION: DARRELL WARD MOVED, ERIC SETNIKER SECONDED, TO APPROVE THE 2017-2018 BUDGET FOR THE POLK EXTENSION SERVICE DISTRICT IN THE AMOUNT OF \$442,000.

MOTION PASSED UNANIMOUSLY.

MOTION: MIKE AINSWORTH MOVED, DARRELL WARD SECONDED, TO APPROVE THE 2017-2018 GENERAL FUND TAX RATE OF \$0.075 PER \$1,000.

MOTION PASSED UNANIMOUSLY.

Director Pope adjourned the meeting at 2:50 p.m.



INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

**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.

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

Fiscal Year 2018-19

Beginning July 1, 2018

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

Expenditures

FY 15-16 Actual	FY 16-17 Actual	FY 16-17 Adopted	FTE	Acct. Num.	Description	FY 18-19 Requested	FTE	FY 18-19 Proposed	FTE	FY 18-19 Approved	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			
166	366	0		8240	Software & Maintenance	0		0			
0	0	500		8250	Small Tools & Minor Equipment	500		500			
234	229	0		8310	Advertising & Printing	0		0			
4,109	4,321	4,500		8320	Photocopying	4,500		4,500			
1,064	792	1,400		8330	Postage	1,200		1,200			
5,325	2,464	2,500		8340	Telephone	2,500		2,500			
4,124	4,405	5,000		8350	Utilities	4,750		4,750			
238	238	300		8410	Dues, Memberships & Publications	250		250			
0	0	0		8420	Workshops and Conferences	0		0			
22	12	0		8510	Professional Services	0		0			
2,990	3,130	3,200		8540	Contract Services-Audit	3,600		3,600			
260,050	273,000	288,000		8550	Contracts-Other Public Agencies (OSU)	295,000		295,000			
4,400	4,675	20,000		8580	Special Projects	35,000		35,000			
0	0	1,500		8610	Repairs and Maintenance	1,500		1,500			
27,920	28,747	32,000		8660	Rentals	33,000		33,000			
60,000	60,000	65,000		8660	Rentals - Fair/Fairgrounds Facilities	65,000		65,000			
0	0	0		8790	Misc. Departmental Expenses	0		0			
1,403	1,420	2,000		8360	Insurance	1,600		1,600			
5,000	6,000	9,000		8830	Overhead	9,000		9,000			
0	0	0		8840	Information Services Interdept.	0		0			
377,045	389,799	435,000			Total Materials and Services	457,500		457,500		0	
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			
0	0	20,000			Total Contingency	20,000		20,000		0	
382,261	389,799	455,000	0.00		Total Department Expenses	477,500	0.00	477,500	0.00	0	0.00
Revenues											
6,653	18,010	28,000		6000	Beginning Fund Balance	32,500		32,500			
374,961	390,533	415,000		6010	Property Taxes	432,000		432,000			
8,452	8,193	8,000		6020	Property Taxes Previous Years	8,000		8,000			
0	0	0		6300	Charges for Services	0		0			
672	1,228	500		6800	Interest Income	1,500		1,500			
9,500	0	3,500		6980	Donations	3,500		3,500			
0	1,660	0		6990	Miscellaneous	0		0			
400,238	419,624	455,000			Total Revenues	477,500		477,500		0	
Net Cost of Program											
(17,977)	(29,825)	0			Expenditures less Revenue	0		0		0	

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.

**Polk County
Fiscal Year 2018-2019**

Lindsey Shirley
Assoc. Provost &
Assoc. Director

Wiley Thompson
1.0 West Central
Interim Regional Admini.

Alisha Atha
0.2 County Lea

**Family &
Community Health**

4-H Youth Development

Office Admin & Program Support

Agriculture, Forestry & Natural Resources

Gene Pirelli

1.0 North Willamette,

**Livestock, Forages and
Swine Specialist**

Neil Bell
1.0 Marion, F
Community H
Faculty

**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

Updated 4/9/2018



Oregon State University
Extension Service
Polk County

OSU Extension Service, Polk County Budget Sheet

FY 2017-2018 Budget

Line# Acct AVAILABLE RESOURCES Account Title

1	02130	County/District Appropriations	295,000
2		Special Projects	12,000
3		Contingency	16,000

Sent to OSU

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

4		TOTAL AVAILABLE RESOURCES	323,000
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BUDGETED EXPENDITURES

		Total FTE	Spent From OSU
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5	10102	Unclassified Salaries (0.7 4-H, 0.1 Ag, 0.6 Office Mgr, .1 WW)	79,001
6	10301	Classified Salaries (2 part-time office specialists)	46,866
7	10410	Wages - Student interns/workers	5,000
8		Sub-Total Salaries & Wages	130,867
9	10960	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
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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

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

39	40000	Capital Outlay (\$5,000 & over per unit)	
40	92001	Transfers-Out To Other Counties (specify below):	

41		TOTAL BUDGETED EXPENDITURES	323,000
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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 10th 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

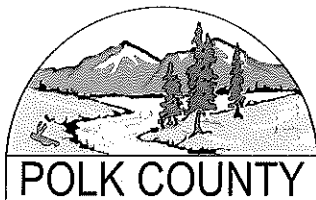
2,500 clients annually. They provide service to the public through our Extension Office “Master Gardener Help Desk”, plant clinics at various public events, gardening projects and workshops, an annual native plant sale, and research projects with the faculty member.

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.



INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

TO: EXTENSION BUDGET COMMITTEE
FROM: GREG HANSEN, ADMIN. OFFICER
DATE: MAY 2, 2018
SUBJECT: BUDGET ISSUES

BAD NEWS:

Polk County just became aware of a negative fund balance for the fiscal year ending June 30, 2017 in the amount of \$7,403.59 from the account held by Oregon State University.

GOOD NEWS:

Due to the non-spending of operational funds (unfilled vacancy) for this fiscal year, the Oregon State account should have an approximate \$50,000 surplus.

DISCUSSION:

With the projected surplus for this fiscal year, the negative balance from the previous year will be eliminated. After the combining of those two accounting positions, the OSU account will have a \$42,500 surplus if the County makes the full 4th quarter payment.

In my opinion, having OSU carry a \$42,500 surplus is way to excessive and those funds should reside within the District, not in the OSU bank. I am comfortable with a surplus of up to \$5,000, but no more.

OPTIONS:

As the fiscal agent for the District, I see a number of options for the Board or Budget Committee to consider:

1. The District can consider not making the full 4th quarter payment to OSU thus reducing the year end surplus. If this option is selected, the amount that is reduced will need to be added to the

proposed beginning fund balance as a revenue and add a corresponding expenditure to balance the budget.

2. Reduce the proposed \$295,000 payment to OSU by a corresponding amount and as a result increase line item expenditure authority in another line item (Special Projects, Capital Outlay, etc.).
3. Reduce the proposed \$295,000 payment to OSU this upcoming year and reduce by a corresponding amount the estimated tax revenue for the upcoming year, by reducing the \$0.075/\$1,000 tax rate (the reduction would be approximately be about .7 cents).

Because we have addressed most if not all of the requests from OSU staff, the Board or Budget Committee may want to consider some one-time projects which benefit Extension and/or the Fairgrounds. I tend to recommend one-time purchases/projects when these funding opportunities come along, because maintaining a re-occurring cost may not be sustainable.