

Recommended Budget

MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT



Fiscal Year 2023-2024

Recommended Budget

Fiscal Year 2023-2024

Presented: May 2, 2023



Budget Committee Members

Colm Willis
Kevin Cameron
Danielle Bethell

Dylan Wells
Dana Castano

Budget Officer: Christopher Eppley

**Marion County Extension and 4-H Service District
2023-2024 Recommended Budget Presentation
Board of Directors & Appointed Officials**

<u>Position</u>	<u>Name</u>	<u>Term Expires</u>
Commissioner	Colm Willis Danielle Bethell Kevin Cameron	December 2022 December 2024 December 2022

<u>Position</u>	<u>Name</u>
Budget Officer	Christopher Eppley

**Marion County Extension and 4-H Service District
2023-2024 Budget Presentation
Budget Calendar**

Prepare Budget Documents	March 1, 2023 - April 18, 2023
Publish First Notice of Budget Committee Meeting (8 – 14 days before meeting)	April 18, 2023
Post Notice of Budget Committee Meeting on website	March 13, 2023
Budget Committee Meeting	May 2, 2023
Prepare Budget Summary	May 3, 2023 - May 28, 2023
Publish Budget Summary and Notice of Budget Hearing (5 to 30 days before hearing)	May 29, 2023
Public Hearing by Board of Directors	June 22, 2023
Board of Directors Adopts Budget, Makes Appropriations, Imposes Fees	June 22, 2023
Certify Fees to County Assessor	July 15, 2023

BUDGET MESSAGE



MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT

May 2nd, 2023

GOVERNING BODY

Colm Willis
Kevin Cameron
Danielle Bethell

Members of the Budget Committee, Board of Directors, and Citizens of Marion County:

BUDGET OFFICER

Christopher Eppley

Courthouse Square
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This budget has been prepared in accordance with Oregon Revised Statutes. Funding for the Marion County Extension and 4-H Service District (District) was approved by voters in Marion County on May 19, 2015, which established a permanent property tax rate to fund the operations of the Marion County OSU Extension and 4H Service District. The District has a permanent tax rate limit of \$0.05 per \$1,000 of assessed valuation. For the upcoming fiscal year, the Marion County Tax Assessor's Office projects that the District's permanent tax rate will generate \$1,525,563. A conservative collection rate for the District has historically been 95.5%, which will yield a total of \$1,456,434. When combined with the collection of past due taxes and penalties, property tax revenue for FY 2023-24 is projected to be \$1,478,934. After adding net working capital, investment earnings, and other miscellaneous revenues the total of all resources available to expend within the recommended budget for Fiscal year 2023-2024 is \$3,318,194.

www.co.marion.or.us

The District serves all 20-incorporated cities, as well as the unincorporated areas of Marion County, and works in cooperation with Oregon State University Extension Service to bring important services, educational programs, agricultural research, and other support to local residents.

Budget Process:

Pursuant to Oregon law, the budget is received and approved by the Budget Committee consisting of the three members of the District governing body (Marion County Board of Commissioners) and three citizen members. The District governing body appoints the citizen members to the Budget Committee. The Chair and Vice Chair are selected each year from among the entire Budget Committee.

The Budget Committee has the opportunity to make revisions on how the District will utilize resources to provide programs to the residents of Marion County. All funds are required to be balanced in accordance with Oregon Budget Law per ORS 294.331.

All Budget Committee meetings are open to the public and public testimony is encouraged.

Following approval of the Proposed Budget by the Budget Committee, The Committee Recommended Budget will be presented to the District governing body. The District governing body will consider the budget for final adoption at a future meeting scheduled to take place on June 22, 2023. The budget calendar has been provided for your review.

Budget Structure:

Staff have prepared a performance-based budget for the District similar in structure to that of Marion County. The information provided in this document is structured in a way that represents how Marion County typically manages budgetary funds and services. Financial management, contracts/procurement, and administration are provided by Marion County staff as per the intergovernmental agreement between the Marion County and the Service District.

The Proposed Budget for the District is shown on Page-13 and is titled “2023-2024 Proposed Budget.” In addition, the Budget Committee packet includes information on property taxes; economic indicators; District financial policies; OSU Extension personnel detail, proposed budget, and organizational chart; as well as narrative on OSU Extensions positions and past volunteer engagement.

Significant Highlights for FY 2023-24

- 1) This will be the 8th full year the Service District has been operating since inception
- 2) Net Working Capital Resources are expected to decrease by approximately 26%, due in part to continued anticipated transfers into capital reserves for a future building project. Additionally, OSU Extension Service costs are projected to increase due to rising staffing costs, inflation for materials and services, and the addition of 4-H outreach staff to provide increased service to the rural parts of the County.
- 3) Other Contracted Services includes continued financial support for the following:
 - a. \$50,000 for competitive soccer scholarships;
 - b. \$23,000 for the continuation of the youth employment grant program;
 - c. \$144,789 for emerging opportunities that present themselves throughout the year; and
- 4) Net working capital for Capital reserves is anticipated to increase by \$130,260 in FY 2023-24, bringing the total Reserve to \$919,315 going into FY 2024-25. An additional contingency of \$149,176 could also be dedicated to capital reserves should projected resources and expenditures come in as projected.

Operating Policies:

In accordance with the formation of the District, the Board of Commissioners has specified the purpose of the District is to build a stronger economy by fostering successful agriculture and forestry businesses; healthy youth and families; sustainable communities; and natural resources with education services including: applied research for farmers, family forest owners, and nursery growers to solve disease, insect, production, agri-tourism, and conservation challenge.

The recommended budget for FY 2023-2024 maintains the principles previously adopted by the District Board. Those guiding principles are:

- 1) Establish stable funding for OSU Extension positions
- 2) Establish reserve funding for future capital and operational priorities
- 3) Providing education and services to the public, including:
 - a) *Water use needs within the agriculture community*
 - b) *Positive youth development opportunities*
 - c) *Support opportunities for lower-income youth*
 - d) *Support youth employment opportunities*

The District contracts with OSU Extension Service to provide staff and faculty who support volunteer-lead programs, such as 4-H, Master Gardener, Master Food Preserver, food safety, nutrition, Master Woodland Manager, Master Naturalist, and small farm development that are enjoyed by and available to Marion County residents. The District also contracts with other local contractors to provide positive youth development opportunities and to maintain District-funded operations.

Conclusion:

The Marion County Extension & 4H Service District provides an excellent resource to the residents of Marion County and delivers educational opportunities through the established partnership with the OSU Extension Service. The District continues to successfully and faithfully serve our residents in a way that would not otherwise be possible. It is with great pleasure that I offer you this budget for your consideration.

Respectfully submitted,

Christopher C. Eppley, Budget Officer
Marion County Extension and 4-H Service District

Marion County Extension and 4-H Service District 2023-2024 Recommended Budget Presentation Appendix A - Property Taxes and Debt Limitations

Property Taxes

The District will certify its permanent tax rate in the amount of \$0.05 per thousand dollars of assessed valuation for 2023-24. The total amount of property tax the District expects to levy on behalf of the Fund is \$1,525,063. Of this amount, the District expects to collect slightly more than 95 percent for a net of \$1,456,434.

Property Tax Limitations

In 1997, voters approved a constitutional amendment known as Ballot Measure 50. Ballot Measure 50 established a permanent tax rate limit for all local governments. The District's rate is \$0.05 per thousand of calculated assessed value.

Other limits were imposed by Ballot Measure 5, another constitutional amendment approved by Oregon voters. This measure limits all local governments to a combined total of \$10 per thousand of real market value.

Debt Limitations

The District has a general obligation bonded debt limit for financing service facilities set by Oregon Revised Statute (ORS) 451.545. The District has no bonded debt outstanding at this time.

Marion County Extension and 4-H Service District 2023-2024 Budget Presentation Appendix B – Fiscal Policies and Definitions

Overview

The District accounts for its operations in a single governmental type fund. The fund has a single operating program for the purpose of budget allocations and appropriations. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources and the balance of spendable resources available at the end of the fiscal year.

The District budget uses a modified accrual basis of accounting as required by ORS 294.305 to 294.565; the same method used by Marion County. This method recognizes revenues when they become available and measurable and, within a few exceptions, records expenditures when liabilities are incurred. Additionally, this method allows the District to focus on current-year obligations and short-term financial assets and liabilities.

Fund Accounting

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Marion County Extension and 4-H Service District has the following types of funds:

Governmental Funds – The District accounts for its operations in a single governmental type fund. The fund has a single operating program for the purpose of budget allocations and appropriations. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources and the balance of spendable resources available at the end of the fiscal year.

General Operations (service 8561) - This service accounts for the general operating activities of the District. Its purpose is to carry out the legislative and executive functions of the District.

MCE4H Capital Reserves (service 8562) – Accounts for monies set aside for future capital projects, replacing equipment, construction and maintenance of buildings, and interest earned on those monies.

OSU Ending Fund Balance

After conducting fiscal year end closing procedures, it's anticipated that OSU will have a fiscal year fund balance that is comprised of appropriated District dollars from the closing year. The fund balance belongs to the District. Therefore, prior to issuing the first quarter invoice of the next fiscal year, OSU shall notify the District, in writing, which states the amount of District dollars remaining at OSU as of June 30th of the preceding year. On the first quarter invoice, following the year end close, OSU shall credit the District for the entire amount stated in the previous year's fiscal year end letter.

Definitions

Net Working Capital – This is unexpended revenue in one fiscal year and is available in the following year. Included in this would be costs associated with projects that carry forward from one year to the next. Also included are the

unappropriated ending fund balances, contingencies, reserves, and any excess revenue or under expenditure from the previous year.

Ending Fund Balance – This represents amounts not appropriated for spending in the current year, including capital reserves.

Expenditures – A fund liability incurred for operation during a budgetary period.

Materials and Services – This includes operating expenses, management fees, contracted services (including contractual OSU Extension personnel costs), and supports for agriculture education.

Revenues – This is income for the fiscal year, which is primarily derived through an ad valorem property tax rate of \$0.05 per \$1,000 assessed value and interest earnings.

Contingency – This is the amount set aside in the current fiscal year budget for unforeseen expenses.

MCE4H Capital Reserves – This represents the amount set aside for future capital expenditures.

Marion County Extension and 4-H Service District 2021-2022 Budget Presentation Appendix C – Economic Indicators Data

Economic Indicators

- Real estate prices in Marion County, OR increased by an average of 5.5% year-over-year as of December, 2022 with the median home price reaching \$404,281. Going into the Spring of 2023, average home values are actually beginning to decline slightly, which is a trend to pay attention to going forward. This increase in home values year over year, however, provides financial stability for the District for the foreseeable future since real market home values are likely to far surpass appraised values, guaranteeing that the District will realize the statutory maximum of 3% in property tax increase due to valuation in addition to any new construction that has occurred in the last year.
- On the other hand, the increased cost of construction we have experienced in the last 2-years, and with interest rates for a 30-year fixed mortgage reaching an average of 7.12%, there is a significant challenge for those wanting to buy, sell homes, build, or rehab homes and/or businesses. This fact could provide a headwind to overcome for attaining additional property tax proceeds due to new construction or significant remodels.
- Marion County continues to see a significant shortage of available single-family homes and rental units on the market, which is a significant factor in the increasing cost of housing.
- According to the Oregon USDA, Per-capita income in rural Oregon increased by 10.1% year over year, while the poverty rate decreased from 14.0% to 13.7% and food insecurity decreased from 11.1% to 10.3%. Additionally, the unemployment rate in Oregon dropped from 7.9% to 5.8%.
- The National inflation rate is currently 6.4%, which is likely to create pressure for families to conserve their discretionary resources and could negatively impact both commerce, savings, rates, and homeownership in the coming years if the inflationary pressure persists at current levels.
- Marion County continues to rank as the top county in Oregon for agricultural sales with 14% of all agricultural sales statewide.

The economic indicators show stabilizing households in relation to the poverty rate and food insecurity and the broader economy points to increasing housing prices and predictable property tax receipts at the 3% or greater per year level. The long-term strength of the economy will need to be watched to determine the persistence of inflation rates, discretionary spending rates, and the willingness of families or corporations to invest new resources in Marion County as high interest rates and inflation rates persist.

Median Home Sale Price in Marion County

Home prices across the nation continued to climb year over year from Year-end 2021 to Year-end 2022 and Marion County's median home value is reflecting this as well. As of December 2022, the median home sale price is \$404,281.

Year/Month	Median Home Sale Price	Percent of Change
December 2017	\$265,059	Baseline
December 2018	\$289,990	9%
December 2019	\$306,687	5.5%
December 2020	\$333,609	8%
December 2021	\$385,107	14%
December 2022	\$404,281	5.5%
March 2023	\$402,891	(0.4%)

Marion County's Agriculture Profile (2017 is the newest data available from USDA)

Farm Information	2007	2012	2017
Number of Farms	2,670	2,567	2,761
Farm Acreage	307,647	286,194	288,671
Average Acreage	115	111	105

Farms by Size (2017)	Number of Farms
1 to 9 acres	1,148
10 to 49 acres	945
50 to 179 acres	353
180 to 499 acres	169
500 to 999 acres	84
1,000 acres or more	62

Farms by Value of Sales (2017)	Number of Farms
Less than \$2,500	1,273
\$2,500 to \$4,999	251
\$5,000 to \$9,999	283
\$10,000 to \$24,999	207
\$25,000 to \$49,999	168
\$50,000 to \$99,999	127
\$100,000 or more	455

Fund 605 MC Extension 4H Service District
 FY 2023-2024 Budget Committee Recommended Budget
 Department 85

	2020-21 Actual	2021-2022 Actual	2022-2023 Adopted	2022-23 Projected	FY 23/24 Recommended Budget	FY 23/24 Approved Budget
RESOURCES						
Taxes						
311100 Property Taxes Current Year	1,270,077	1,276,705	1,463,127	1,397,334	1,456,434	
311200 Property Taxes Prior Years	28,342	15,000	20,000	21,000	21,000	
311300 Prop Tax Interest Penalties	4,992	2,000	1,100	1,500	1,500	
Total Taxes	1,303,411	1,293,705	1,484,227	1,419,834	1,478,934	-
Intergovernmental State						
332010 Chapter 530 Forest Rehab	2,018	26,448	10,000	2,500	2,500	
Total Intergovernmental	2,018	26,448	10,000	2,500	2,500	-
Interest						
361000 Investment Earnings - Operations	17,745	10,226	5,100	21,712	22,000	
361000 Investment Earnings - Capital	5,915	3,246	1,600	4,830	5,000	
Total Interest	23,660	13,471	6,700	26,542	27,000	-
Other Fund Transfers						
381999 Transfer from Other Funds (Operations)		(29,964)	(136,900)	(136,900)	(130,000)	
381999 Transfer from Other Funds (Reserves)		29,964	136,900	136,900	130,000	
Total Transfer	-	(0)	-	-	-	-
Net Working Capital						
392000 Net Working Capital Unrestricted	538,562	691,750	914,796	1,170,467	1,134,099	
392000 Net Working Capital - Capital Reserve	360,875	366,790	513,680	538,786	675,661	
Total Net Working Capital	899,437	1,058,540	1,428,476	1,709,253	1,809,760	-
TOTAL RESOURCES	2,228,525	2,392,165	2,929,403	3,158,129	3,318,194	-
REQUIREMENTS						
Material and Services						
521190 Publications	315	294	1,000	1,000	1,000	
525150 Audit Services	4,250	4,370	4,500	4,245	4,500	
525185 Community Education Services	855,185	825,204	1,070,249	1,070,249	1,233,680	
525510 Legal Services	2,442	1,001	2,000	1,733	2,000	
525715 Advertising	134	-	300	300	300	
525930 Fair Events and Activities		17,000	17,000	17,000	27,000	
525999 Other Contracted Services		65,982	361,628	80,000	217,789	
525999 Contracted Svc Provided by MC	156,379	45,620	72,439	72,439	74,334	
527210 Building Rental Private	88,581	90,797	95,396	96,573	97,781	
528110 Liability Insurance Premiums	2,477	2,543	2,500	4,314	4,500	
529300 Dues and Memberships	135	-	516	516	516	
Total Material and Services	1,109,898	1,052,812	1,627,528	1,348,369	1,663,400	-
Contingency						
571010 Contingency		-	136,875	-	149,176	
Total Contingency	-	-	136,875	-	149,176	-
Ending Fund Balance						
573010 Unapprop. Ending Fund Balance	691,501	949,058	649,720	1,134,099	693,082	
573010 Unapprop. Ending Fund Bal. - Capital	366,790	400,000	515,280	675,661	812,536	
Total Ending Fund Balance	1,118,627	1,349,058	1,165,000	1,809,760	1,505,618	-
TOTAL REQUIREMENTS	2,228,525	2,401,870	2,929,403	3,158,129	3,318,194	-
					0	

In order to achieve the ending fund balance in Capital Reserve of \$919,315, a transfer of resources from Operations to Capital in the amount of \$133,000 is proposed

OSU EXTENSION SERVICES BUDGET AND PROGRAM DETAIL

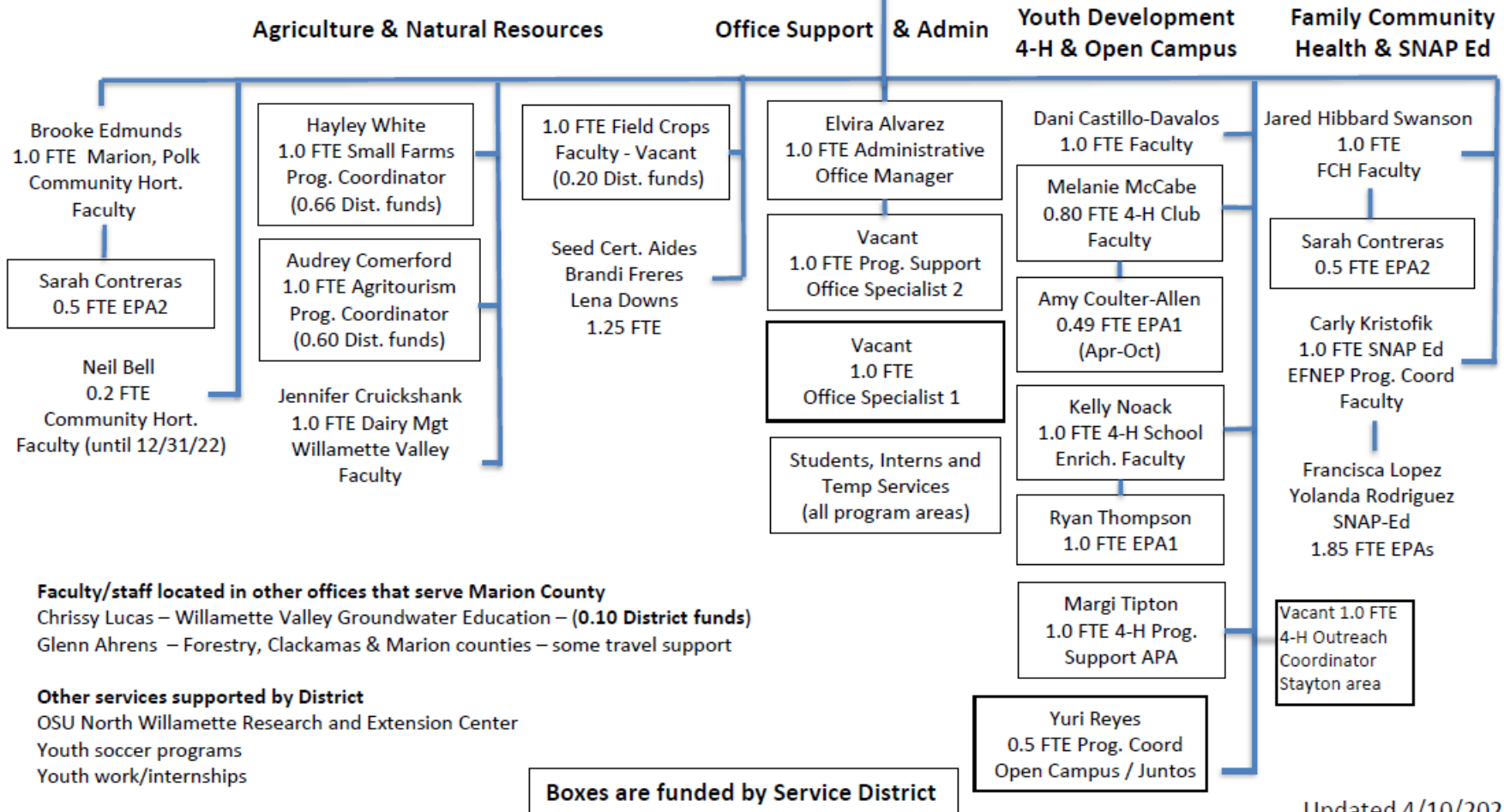


Oregon State University
Extension Service

Kristopher Elliot
Associate Director
for OSU Extension

**Marion County, Proposed
Fiscal Year 2023-2024**

Richard Riggs 1.0
Western Regional
Director



Faculty/staff located in other offices that serve Marion County
Chrissy Lucas – Willamette Valley Groundwater Education – (0.10 District funds)
Glenn Ahrens – Forestry, Clackamas & Marion counties – some travel support

Other services supported by District
OSU North Willamette Research and Extension Center
Youth soccer programs
Youth work/internships

Updated 4/10/2023

Marion County Extension & 4-H Service District
FY 23-24 DRAFT Proposed Budget
OSU Extension Contracted Services

	FY 21-22 ADOPTED	FY22-23 ADOPTED	FY23-24
CONTRACTED SERVICES			
Personnel (Wages & Benefits)	801,317	815,179	1,025,110
Various Income	(1,100)	(1,100)	(1,100)
Service Credits (cost share)	(3,330)	(3,330)	(3,330)
Office, Operating, Instructional Supplies	11,000	11,000	11,000
Minor Equipment (under \$5,000)	12,500	15,000	15,000
Telecommunications	12,500	14,000	15,000
Line & Network Access Charges	15,000	16,000	15,000
Postage/Freight	3,500	3,500	3,500
Utilities	1,500	1,500	1,500
Building Equipment and Repairs	2,000	2,000	2,000
Equipment Rental	1,200	1,500	3,000
Other Professional Services	16,000	16,000	17,000
Insurance, Licenses, Dues, Memberships	3,500	3,500	3,500
Duplicating, Printing, Publishing	11,000	12,000	12,500
Public Education Materials	5,500	5,500	6,000
Advertising, public relations, hosting	7,500	8,000	8,000
Travel, Professional Development, Startup	39,213	45,000	50,000
North Willamette Research & Extension Center	50,000	50,000	50,000
Total Costs	988,800	1,015,249	1,233,680

Marion County Extension & 4-H Service District

FY 23-24 DRAFT Budget

OSU Extension Contracted Services - Personnel Budget Detail

Updated 02/05/23

POSITION	NAME	FTE	FY 23-24		DISTRICT BUDGET
			PROJECTED FTE COST	DISTRICT FTE	
4-H Club and Camp Coordinator, Professional Faculty	McCabe, Melanie	1.00	109,255	0.80	88,208
4-H School Enrichment Coordinator, Professional Faculty	Noack, Kelly	1.00	96,965	1.00	99,750
4-H Education Program Assistant 2	Ryan Thompson	1.00	69,114	1.00	73,122
4-H Administrative Program Assistant	Tipton, Margi	1.00	92,418	1.00	95,250
4-H Education Program Assistant 1 (assisting McCabe)	Pending	0.49	13,259	0.49	13,259
4-H Outreach Coordinator - Stayton Area	Pending	1.00	102,747	1.00	102,747
Small Farms Outreach Coordinator, Professional Faculty	White, Haley	1.00	101,960	0.66	67,294
Agritourism and Marketing, Professional Faculty	Comerford, Audrey	1.00	94,083	0.60	57,619
Field Crops, Professor of Practice, Marion/Clackamas	Pending	1.00	111,210	0.20	21,610
Groundwater Education Program Assistant	Lucas, Christina	1.00	103,860	0.10	8,013
Administrative Office Manager, Professional faculty	Alvarez, Elvira	1.00	106,934	1.00	106,934
Front Office, Office Specialist 1	Pending	1.00	63,599	1.00	63,599
Front Office, Office Specialist 2	Pending	1.00	72,029	1.00	72,029
Open Campus Juntos Program Outreach Coordinator	Yuridia Reyes	1.00	96,153	0.50	54,681
Consumer Horticulture-Food Safety Education Program Assistant 2	Sarah Contreras	1.00	69,114	1.00	80,995
Students/Interns	TBD	n/a		n/a	20,000
TOTALS		14.49	1,302,700	10.35	1,025,110

Unclassified Employees

Employee Name (LFM)	Employee ID Number	Annual Rate @	Percent Salary Increase	Annual Rate @	FTE	PCT	Total FTE	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Salary Total	Employees			Grand Total	OPE %			
																					Health Insurance	Retirement %	Total Variable OPE					
		7/1/2023	3.00%	7/1/2023																19,002	Variable	8.56%	OPE Total	Grand Total	OPE %			
Alvarez, Elvira	931-263-871	63,000	3.00%	64,890	1.00	100	1.00	5,408	5,408	5,408	5,408	5,408	5,408	5,408	5,408	5,408	5,408	5,408	5,408	64,890	19,002	26.95%	23,042	42,044	106,934	64.79%		
Cornelford, Audrey	931-802-827	55,188	3.00%	56,844	1.00	60	0.60	2,842	2,842	2,842	2,842	2,842	2,842	2,842	2,842	2,842	2,842	2,842	2,842	34,106	11,401	26.95%	12,111	23,512	57,619	68.94%		
Lucas-Woodruff, Chrissy	931-266-972	62,928	3.00%	64,816	1.00	7.50	0.08	405	405	405	405	405	405	405	405	405	405	405	405	4,861	1,425	26.95%	1,726	3,151	8,013	64.83%		
Noack, Kelly	931-537-336	57,852	3.00%	59,588	1.00	100	1.00	4,966	4,966	4,966	4,966	4,966	4,966	4,966	4,966	4,966	4,966	4,966	4,966	59,588	19,002	26.95%	21,160	40,162	99,750	67.40%		
Reyes, Yundia	932-460-506	64,740	3.00%	66,682	1.00	50.00	0.50	2,778	2,778	2,778	2,778	2,778	2,778	2,778	2,778	2,778	2,778	2,778	2,778	33,341	9,501	26.95%	11,839	21,340	54,681	64.01%		
White, Hayley	931-900-489	59,436	3.00%	61,219	1.00	66	0.66	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	3,367	40,405	12,541	26.95%	14,348	26,889	67,294	66.55%		
McCabe, Melanie	930-685-569	64,980	3.00%	66,929	1.00	100	0.80	4,183	5,577	5,019	5,019	5,019	5,019	5,019	5,019	4,183	4,183	4,183	1,394	53,817	15,281	26.95%	19,110	34,391	88,208	63.90%		
Ag Field Crops	TBD	65,712	0.00%	65,712	1.00	20	0.20	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	1,095	13,142	3,800	26.95%	4,667	8,467	21,610	64.43%		
4-H Outreach Coordinator - Stayton area	TBD	60,000	3.00%	61,800	1.00	100	1.00	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	5,150	61,800	19,002	26.95%	21,945	40,947	102,747	66.26%		
Unclassified			Totals				5.84	30,194	31,588	31,030	31,030	31,030	31,030	31,030	31,030	31,030	31,030	30,194	30,194	30,194	27,405	\$ 365,951	110,956		129,949	\$ 240,905	606,856	65.83%

Marion County supporting \$25,000

Notes:
The breakdown between Melanie's Marion County effort and 4-H Special Projects:

McCabe, Melanie @ 1.0 FTE	930-685-569	64,980	3.00%	66,929	1.00	100	1.00	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	66,929	19,002	26.95%	23,766	42,768	109,697	63.90%	Marion County
McCabe, Melanie	930-685-569	64,980	3.00%	66,929	1.00	80	0.80	4,183	5,577	5,019	5,019	5,019	5,019	5,019	5,019	4,183	4,183	4,183	1,394	53,817	15,281	26.95%	19,110	34,391	88,208	63.90%	Marion County
McCabe, Melanie	930-685-569	64,980	3.00%	66,929	1.00	25	0.08	1,394	-	-	-	-	-	-	1,394	1,394	1,394	-	5,577	1,584	26.95%	1,981	3,564	9,141	63.90%	4-H Special Project	
McCabe, Melanie	930-685-569	64,980	3.00%	66,929	1.00	10	0.05	-	-	558	558	558	558	558	-	-	-	-	3,346	950	26.95%	1,188	2,138	5,485	63.90%	4-H Special Project	
McCabe, Melanie	930-685-569	64,980	3.00%	66,929	1.00	75	0.06	-	-	-	-	-	-	-	-	-	-	4,183	4,183	1,188	26.95%	1,485	2,673	6,856	63.90%	4-H Special Project	
							1.00	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	5,577	66,924	19,002		23,765	42,767	109,691		

Classified Non-IT Employees

Employee Name (LFM)	Employee ID Number	Annual Rate @ 7/1/2023	Anniv. Date	Salary Grade	Current Step	Step @ Anniv.	COLA Increase	COLA	FTE	PCT	Total FTE	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Salary Total	Health Insurance	Retirement %	Total Variable OPE	OPE Total	Grand Total	OPE %
OS2	TBD	36,264	7/1/2024	16	3	4	7/1/2023	1.50%	1.00	100	1.00	3,221	3,221	3,221	3,221	3,221	3,221	3,301	3,301	3,301	3,301	3,301	3,301	39,131	19,002	26.95%	13,896	32,898	72,029	84.07%
Contreras, Sarah	934-319-902	44,892	6/1/2024	20	4	5	7/1/2023	1.50%	1.00	100	1.00	3,797	3,797	3,797	3,797	3,797	3,797	3,797	3,797	3,797	3,797	3,797	3,797	45,748	19,002	26.95%	16,245	35,247	80,995	77.05%
Thompson, Ryan	932-377-244	39,348	7/1/2024	18	3	4	7/1/2023	1.50%	1.00	100	1.00	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	3,328	39,938	19,002	26.95%	14,182	33,184	73,122	83.09%
Tipton, Margi	931-545-668	54,084	6/1/2023	18	10	10	7/1/2023	1.50%	1.00	100	1.00	4,689	4,689	4,689	4,689	4,689	4,689	4,689	4,689	4,689	4,689	4,689	4,689	56,268	19,002	26.95%	19,981	38,983	95,250	69.28%
Coulter-Allen, Amy	TBD	39,348	3/1/2025	18	3	4	7/1/2023	1.50%	0.49	100	0.49	1,631	1,631	-	-	-	-	-	-	-	1,631	1,631	1,631	9,785	-	26.95%	3,475	3,475	13,259	35.51%
OS1	TBD	32,424	7/1/2024	13	3	4	7/1/2023	1.50%	1.00	100	1.00	2,743	2,743	2,743	2,743	2,743	2,743	2,743	2,743	2,743	2,743	2,743	2,743	32,910	19,002	26.95%	11,686	30,688	63,599	93.25%
Students & Interns	TBD	#N/A				1	7/1/2023	1.50%	0.00			#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	20,000	-	0.00%	1,712	1,712	20,000	8.56%
Classified	Totals								5.49			19,408	19,408	17,777	17,777	17,777	17,777	17,858	17,858	19,489	19,489	19,489	19,672	\$ 243,781	95,010		81,177	\$ 176,187	418,255	72.27%



2023 DEPARTMENT VOLUNTEER & HOUR REPORT

Information collected on this form is used to compile the Marion County Volunteer Annual Report. All county departments with volunteers (including interns and volunteer advisory boards/committees) contribute to this publication. During National Volunteer Week in April, highlights of the report are presented to the Board of Commissioners. Information from the report is used throughout the year in a variety of ways.

Contact Name: Elvira Alvarez, Administrative Office Manager

Department: OSU Extension Service, Marion County

Extension Programs with OSU Faculty Funded by the Service District

OSU Extension 4-H Youth Development: Traditional Programs (McCabe/Tipton)

4-H Youth Development relies on the volunteers to help our 4-H Staff to reach youth in Marion County using researched-based information and positive youth development practices. 4-H volunteers work directly with youth engaging them in out-of-school time activities that promote positive youth development and learning. Each 4-H Volunteer Leader receives an introductory training in 4-H, Positive Youth Development and the Oregon 4-H Youth Thriving Model as well as yearly Child Protection Training. All volunteers receive additional trainings throughout the year and a criminal history check. At minimum each 4-H Club volunteer, donates 60 hours a year working directly with youth in Marion County.

OSU Extension 4-H Youth Development: After School and School Enrichment Programs, and Day Camps (Noack/Thompson)

The Marion County 4-H non-traditional programming includes community outreach and school partnerships across the county to offer both in-school and out-of-school positive youth development opportunities for many first-generation 4-H and underserved community members. Marion 4-H was served over 8,534 K-12 youth with intentional youth development programming, connect with 4,194 adults, and train 69 volunteers and classroom educators.

Youth education is provided by horticulture and forestry day-camps with local schools, service-learning and youth-led leadership projects, short-term youth programming, and youth and adult classes both in-person and virtual via Zoom, as well as classroom teacher-led 4-H classroom opportunities like embryology and take-home activities such as 4-H CENTRAL Magazine and “Healthy Celebration” agriculture activities during Grab-and-Go lunch at local schools.

OSU Open Campus Juntos Program (Reyes)

The OSU Juntos program arrived in Marion County in 2021. *Juntos* means “together” in Spanish, which reflects the program’s core values of engaging the entire family and school partners in the students’ educational goals. The program is designed to transform pathways to higher education for Latinx youth by bringing the families and educational institutions together. Juntos is unique among college access programs because it engages the entire family while minimizing barriers to participation. Juntos workshops and family nights are held at the local K-12

schools and administrators and teachers are encouraged to attend and participate. The culturally responsive programming is designed for 8-12th grade students and their families. This allows for earlier development of interest and motivation for college and encourages youth to maintain the necessary

Marion County's largest ethnic minority is persons of Hispanic or Latino origin. Marion County has a lower percentage of students who earned a high school diploma, GED, or higher level degree than Polk County and the state. Between 76-80% of young adults graduated from high school in four years in this community. Marion had a smaller percent of people with a bachelor's degree or higher (22%) than Polk (30%) and the state (31%). Juntos has or will establish programming in Central High School (Fall 2021, Woodburn High School (Spring 2022), and Capaces Leadership Institute, TURNO (Winter 2022).

OSU Extension Small Farms (White)

The Small Farms program improves the economic and environmental sustainability of small farms in Marion County by employing appropriate scale production and marketing techniques. The program works toward improving small farm horticultural production and small-scale livestock, poultry & forage production through a wide variety of classes, fostering farmer to farmer engagement and education, with the goal of improving stewardship, land management and conservation practices, and alternative and special marketing suited for small farm businesses.

OSU Extension Agritourism (Comerford)

The OSU Extension Service agritourism program in Marion County fosters agriculture and tourism connections through researched-based knowledge and education and seeks to strengthen the understanding of agritourism and farm-direct sales to build financially viable farms, encourage sustainable practices and industry resilience through networks and educational resources.

Agritourism is a blend of the agriculture and tourism industries, and business practices that connect consumers with farmers, farmland, and farm products, usually at the farm. Agritourism benefits farmers, value-added producers, consumers, and communities by increasing resources for farms, value-added products and operations, promoting farm viability and sustainability, luring long distance visitor travel to farms to look and learn, educating consumers about local farm products, and the positive social, economic, and environmental impact of farming.

OSU Extension Field Crops (Vacant)

Extension field crops delivers educational programming via large grower meetings, field days, presentations at regional industry events and through in-person sites visits, phone, and emails. The program regularly publishes Extension guides, factsheets, technical reports, and online resources, and delivers digital communications through a bi-monthly newsletter and Facebook page. Position is expected to be filled in 2023.

OSU Extension Groundwater Education Program (Lucas-Woodruff)

The Well Water Program is to help Oregonians protect the groundwater that supplies their drinking water through education. Small Farms offers educational programs that help new and prospective small farmers to learn the ins and outs of small-scale agriculture and business.

OSU Extension Service Master Gardeners (Contreras)

The Master Gardeners continue to develop the Marion Garden, their 1.75 acre demonstration garden behind the Extension office. Development and management of the Garden is entirely supported by MG-generated funds. The Garden was utilized for public workshops on 8 occasions through mid-March, including topics like tree fruit and

berry pruning. The Garden re-opened for activity in June and has been receiving regular maintenance in preparation for 2021 activities.

OSU Extension Service Family & Community Health (Contreras)

Master Food Preservers, trained and then re-certified annually through OSU Extension Service, provide education to the community about safe food preservation practices. After completing the required trainings, Master Food Preservers give back by volunteering in the community, passing their knowledge onto local food preservers. These learned skills help food preservers avoid serious illness and reduce food waste.

While in-person events were limited this year, community questions about home food preservation were in abundance. In addition to answering phone and email food preservation questions, Master Food Preservers tested some new food preservation recipes and products from leading brands, sharing their results with the community online. Other activities include testing pressure gauges (almost 100 tested in 2020), staffing booths (limited time at the beginning of the year), teaching food preservation classes, nutrition, and cooking classes. Master Food Preservers partnered with 4-H and SNAP-Ed to teach a series of online food preservation and cooking classes to youth in the community in the fall.

Extension Faculty without District FTE support but receiving travel and supplies support

OSU Extension Dairy Management (Cruickshank)

The Extension Dairy Management program works with Willamette Valley dairies of all scales and other industry stakeholders to increase the sustainability of dairy enterprises on the environmental, economic, welfare, and social fronts.

OSU Extension Forestry (Ahrens)

Family forest owners and Christmas tree growers in Marion County are primary clients for the Forestry and Natural Resources program that serves about 3,500 woodland owners with 83,000 acres. To promote successful tree and forest management across a wide range of needs, Extension Forestry education included classes, workshops, publications, and individual consultations in-person by e-mail, phone, and field visits. Priority issues for clients included forest damage and reforestation concerns related to fire, ice, and the heat wave. OSU Extension Forestry has worked collaboratively with OSU Extension Fire Program (mid-valley) to address needs of land and homeowners in Marion County.

Using service district grant funds, extension forestry, North Santiam Watershed Council, and Oregon Department of Forestry (ODF) are working together on reforestation assistance for landowners needing tree seedlings, forestry services, technical advice, and referrals. About 100 landowners are signed up for ongoing assistance along with a high volume of short-term client consultations.

OSU Extension 4-H Youth Development (Castillo-Davalos)

Marion County's 4-H Extension is actively seeking to reach underserved populations. Among these populations are families who do not speak English, LGBTQ+ youth, youth with neuro divergent brains, and youth with social restrictions. In response to these needs, 4-H has provided various programs seeking to address these populations with inclusive and accessible programs such as the 4-H & U online program, 4-H Central Work-Activity Book, the 4-H Allied Guilds gamers club, and LGBTQ+ organizational partnerships.

USDA Supplemental Nutrition Assistance Program-Education (Kristofik)

USDA SNAP-Ed partners with OSU Extension to deliver nutrition information to schools and underserved communities in Marion County. Carly Kristofik is the program coordinator and has two EPAs assisting her, Francis Lopez and Yolanda Rodriguez. Programs and materials are delivered in English and Spanish. SNAP-Ed receives some travel support funds from the service district.

Community Horticulture, Master Gardeners (Edmunds)

The OSU Extension Service Master Gardener program in Marion County trained 42 class members in 2023. These class members and an additional 173 veteran Master Gardeners (MG's) volunteered a total of 6,919 hours of community service in the county in 2022. MG volunteers staffed the Plant Clinic in the Extension office through mid-March. During the pandemic the MG's continued to offer diagnostic service remotely through their MG Association webpage. The volunteers also contributed a weekly radio program through mid-March on Thursday morning on KBZY 1490 radio in Salem and continue to do so remotely.

Other faculty serving Marion county, but not supported by Marion county funds

Regional Fire Specialist (Bordelon)

The Fire Program uses education, outreach, and boundary spanning partnerships to foster the resiliency of communities and landscapes to wildfire at scale. A team of six (wildland) fire specialists helps seek regionally relevant solutions that make sense in the diverse ecological and social contexts of their areas. Focal topics of the Program include science translation and application; supporting planning, implementation, and adaptation of specific landscape scale projects and partnerships; and engaging in, supporting, and learning from fire policy.

Seed Certification Aide (Downs / Ferres)

The Oregon Seed Certification Service provides a service to the public for the maintenance and increase of quality seed and propagating material. The service is provided to ensure varietal purity and seed quality through review and retention of crop production records and a series of field and laboratory evaluations. The Oregon Seed Certification Service certifies approximately 250,000 acres of seed crops annually. This acreage represents 50 different crop species. Twenty-five hundred seed growers, 382 seed warehouses and 237 contractors are involved in the Oregon Seed Certification process.

Food Security and Safety Manager (Hibbard-Swanson)

This position serves on the statewide team of the OSU Extension Family and Community Health Program in the College of Public Health and Human Sciences. Mr. Hibbard-Swanson will develop and implement an integrated vision for Extension's community food security programming, which is defined as equitable access to affordable, nutritious and culturally appropriate food. This vision will bring together community food security efforts, food safety and preservation efforts, educational approaches and future programming that meet the needs of Oregonians. This will be achieved through collaboration with OSU colleagues and national, state and local partners.

Part II: Number of Volunteers/Hours Contributed

Name of Volunteer Program or Advisory Board	Type of Volunteers (Volunteer, Intern, Board Member, VISTA, etc....)	Number of Volunteers	Number of Hours Served
Master Gardener Program	Volunteers	204	13,217
Family Community Health	Volunteers	15	55
4-H Youth Development	Volunteers and leaders	180	5,825
Agriculture	Interns, students, volunteers	5	410
TOTAL OSU Extension Volunteers		401	19,507