

FY 2021-2022

Proposed Budget



Budget Committee Members

Board of Commissioners: Kevin Cameron
Danielle Bethell
Colm Willis

Citizen Committee Members: Dana Castano
Gordon Lintner
Dylan Wells

Budget Officer: Tamra Goettsch

MARION COUNTY EXTENSION & 4-H SERVICE DISTRICT

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**Marion County Extension and 4-H Service District
2021-2022 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	Tamra Goettsch

**Marion County Extension and 4-H Service District
2021-2022 Budget Presentation
Budget Calendar**

Prepare Budget Documents	March through May 2021
Publish First Notice of Budget Committee Meeting	April 28, 2021
Post Notice of Budget Committee Meeting on website	January 5, 2021
Budget Committee Meeting	May 18, 2021
Prepare Budget Summary	May 19, 2021 through June 1, 2021
Publish Budget Summary and Notice of Budget Hearing (5 to 30 days before hearing)	June 2, 2021
Public Hearing by Board of Directors	June 22, 2021
Board of Directors Adopts Budget, Makes Appropriations, Imposes Fees	June 22, 2021
Certify Fees to County Assessor	July 15, 2021

BUDGET MESSAGE



MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT

May 12, 2021

GOVERNING BODY

Kevin Cameron
Danielle Bethell
Colm Willis

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

BUDGET OFFICER

Tamra Goettsch

The total proposed Marion County Extension and 4-H Service District budget for fiscal year 2021-2022 is \$2,464,766 compared to the adopted budget for fiscal year 2020-21 of \$2,201,354. The proposed budget for the fiscal year 2021-2022 maintains the principles previously adopted:

- a. Stabilizing funding for OSU Extension positions
- b. Establishing reserve funding for future capital and operational priorities
- c. Providing education and services to the public

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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 per ORS 294.331. All funds are balanced in accordance with Oregon budget law.

www.co.marion.or.us

This budget message is organized into six major categories designed to give the reader an overview of District issues, priorities, and finances. They are:

- a. Revenue and Expense Overview
- b. Short Term Financial and Other Initiatives that Impact the Proposed Budget
- c. Long Term Financial and Other Matters that Impact the Proposed Budget
- d. Economic Indicators
- e. Significant Highlights and Issues
- f. Processes Used to Develop the Budget and Organization

Revenue and Expense Overview

The District expenditures that support operations are proposed at \$1,339,974 – this does not include the proposed amount in Contingency, Unappropriated Ending Fund Balance, and Unappropriated Ending Fund Balance for Capital Reserves.

The majority of the revenue is current year property tax collections. The District's permanent tax rate is \$0.05 per \$1,000 of assessed value. State statutes allow a three percent increase in assessed value on existing property, plus an increase for new improvements each year.

Short-Term Financial and Other Initiatives that Impact the Recommended Budget

The District will be operating its sixth full year of operations in fiscal year 2021-22. The District will contract for services from Marion County for management and legal services, Oregon State University to provide Extension services to the residents of Marion County, and will maintain its

office lease agreement with the Oregon Farm Bureau for OSU Extension staff member office space.

It's anticipated that the District will receive 0.725 percent interest over the course of the coming fiscal year, based on information obtained from the Marion County Finance Department.

The fiscal year 2021-22 proposed budget includes a little more than \$71,000 in operating contingency and approximately \$1,053,000 in unappropriated ending fund balances. The purpose of an unappropriated ending fund balance is to provide the District with a cash or working capital balance with which to begin the 2022-23 fiscal year, per ORS 294.371 and OAR 150-294.371. The amount of unappropriated ending fund balance reserves proposed for five months of operating revenue (July 1, 2022 through November 2022) is budgeted at approximately \$535,000 and prepares the District to satisfy payment for its OSU Extension Services contract, lease payments, and other contracted expenses.

This planning prepares the District to operate without needing to borrow from an external source to provide operating services and other commitments within the fund until such time as property taxes are received. As usual, the District's cash flow will be monitored in the first few months of this fiscal year to maintain positive working capital balances. Resources are expected to be sufficient at the end of this fiscal year to have an appropriate balance in Net Working Capital.

Long-Term Financial and Other Matters that Impact the Recommended Budget

The District continues to have a long-term interest in securing a facility of its own to provide office space for OSU Extension personnel. The fiscal year 2021-22 Capital Reserves proposed budget is \$518,315 – this is one portion of the District's total unappropriated ending fund balance.

Property Taxes and Debt Limitations

The District is subject to a number of property tax and debt limitations imposed by Oregon Law. A schedule of these limitations is found in Appendix A.

Fiscal Policies, Definitions & Budget Format

A list of fiscal policies that have been applied to this budget are found in Appendix B. Every effort is being made to find less expensive ways to provide quality services. The budget format is discussed in Appendix B.

Economic Indicators

Due to the economic impacts of the Coronavirus, Oregon experienced unprecedented unemployment claims over the past year. In January 2021, hiring picked up steam among the restaurants, hotels, gyms and entertainment venues that make up the state's leisure and hospitality sector. Those businesses across Oregon added 11,100 jobs in February. Oregon's unemployment rate during that same time frame equaled 6.1 percent compared to 6.8 percent in Marion County. The rebound from the pandemic is far from complete; however, it's anticipated that as the state loosens coronavirus restrictions, economic growth will also be matched in the months ahead.

Marion County is experiencing extremely low housing availability and escalating rental and purchase costs. In April 2021, Marion County home prices were up 14.6 percent compared to last year, selling for a median price of \$370K. Marion County's housing shortage was compounded by the Beachie Creek and Lionshead Wildfires that destroyed over 700 homes and structures. The North Santiam Canyon communities of Detroit, Gates, Mill City, and Idanha were impacted. These hard-hit communities are striving to recover, rebuild, and return to the community they love, yet many are experiencing challenges and barriers: no insurance or under insured, trauma from the wildfires, unable to document their pre-fire housing situation, rising construction costs, and more. Over the last year, lumber prices have increased roughly 500 percent. This rise in costs will likely hinder many households from regaining their

pre-fire housing situations and may impact the future assessed value for the districts and tax-based organizations that serve the canyon communities.

Despite the loss experienced in the canyon area, the balance of Marion County properties is on the rise. Marion County Assessor's Office projects property assessed value to increase by 3.9 percent in the coming year.

Appendix C includes a list of economic indicators that have been considered in the proposed budget.

Significant Highlights and Issues for 2021

This will be the sixth full year of operations.

Revenue projections are based on the current information available. Despite the wildfires and the impacts for the North Santiam Canyon communities, Marion County's overall property values are escalating and is considered in this year's taxation value.

The proposed budget maintains contracted OSU Extension staffing levels at a level that correlates to the anticipated revenue growth of the District's revenues and proposes a 0.01 FTE decrease. Within the OSU Extension operational costs, the Landowner Assistance with Reforestation program is included. This program was authorized by the District Board in the spring of 2021 and will operate over the next few fiscal years to increase OSU Extension's capacity to assist small woodland owners affected by the wildfires.

The proposed budget recommends an increase of more than \$118,000 to the District's Unappropriated Ending Fund Balance for future capital investments.

Processes Used to Develop the Budget and Organization

The Budget Committee meeting on the proposed budget will be held May 18, 2021. During the presentation and review, there will be scheduled opportunities for public input. Budget deliberations are scheduled for this day. All Budget Committee meetings are open to the public and public testimony is always welcome.

Included with this material is an overview of the District, as well as information on programs. For each position funded by the District through its agreement with Oregon State University, the budget addresses in-demand services and significant issues facing the District's agricultural community and positive youth development. Additionally, detailed financial information is included for each position funded by the District.

Conclusion

As the Budget Committee reviews the budget, OSU Extension County Leader and Western Regional Director will be available to elaborate on community-based services that will be provided as a result of the District's support. The budget presented is appropriated by expense category, not individual line items. After the Budget Committee reviews and makes any needed changes to the budget, then the committee will approve the budget. The approved budget will be published on Wednesday, June 2, 2021, and then the Board of Directors will meet in a public session to adopt the budget on June 22, 2021. The Board of Directors are authorized to amend expenditures in the Budget Committee's approved budget, up to 10 percent of any fund, without reconvening the Budget Committee. The Board of Directors always encourages public input and the process this year has been modified to allow interested parties to participate through video conferencing, phone, or in person.

Lastly, the preparation of a budget takes many people and thoughtful consideration. I would like to acknowledge the efforts of Community Services staff member Lorrie Biggs, OSU Extension County Leader, Mark Chein, and Western Regional Director, Richard Riggs.

A budget committee is an important component of the public budgeting process and whose principal responsibility is to approve a budget that supports the key functions and responsibilities of the service district. I personally want to thank the Budget Committee, and especially the citizen members, for taking the time to consider the proposed budget and how it supports Extension services, education, positive youth development, and the agriculture community within Marion County. Your collective leadership and individual commitment to make a difference is fully recognized and greatly appreciated.

Respectfully submitted,



Tamra Goettsch, Budget Officer
Marion County Extension and 4-H Service District

**Marion County Extension and 4-H Service District
2021-2022 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 2021-22. The total amount of property tax the District expects to levy on behalf of the Fund is \$ \$1,339,669. Of this amount, the District expects to collect slightly more than 95 percent for a net of \$1,276,705.00

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
2021-2022 Budget Presentation
Appendix B – Fiscal Policies, Definitions and Budget Format**

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.

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.

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

Median Home Sale Price in Marion County (Source: <https://www.zillow.com/marion-county-or/home-values/>)

During the COVID-19 pandemic, home prices have dramatically increased. Marion County's median home value is \$344,000. Home values have gone up 6.1 percent from December 2020 to April 2021 and 14.7 percent in the last 12 months.

Year/Month	Median Home Sale Price
December 2017	\$246,000
December 2018	\$271,000
December 2019	\$293,000
December 2020	\$323,000
April 2021	\$344,000

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

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

Farms by Size (2017)

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)

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	124
\$100,000 or more	455

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BUDGET PRESENTATION

Marion County Extension and 4-H Service District 2021-2022 Budget Presentation

District Core Services

The District's purpose 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 District contracts with OSU Extension staff and faculty to 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.

Mandated Services

On May 19, 2015, Marion County voters approved the formation of the Marion County Extension and 4-H Service District, which established a property tax rate to fund Extension programs.

The District services 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 and supports to local residents.

May 19, 2015 – Measure No. 24-380 was referred to the people by the Marion County Board of Commissioners

Caption: Establish Marion County Extension and 4-H Service District

Question: Shall District be formed for county Extension programs with maximum rate of \$0.05 per \$1,000 assessed value beginning July 2015.

Summary: If approved, District will serve Marion County in cooperation with Oregon State University Extension Service. The District's purpose is to build a stronger economy by fostering successful agriculture and forestry businesses, healthy youth and families and sustainable communities and natural resources with education services including:

- Applied research for farmers, family forest owners, nursery growers to solve disease, insect, production and conservation challenges.
- Volunteer programs: 4-H, after-school, camps, Master Gardener, Master Food Preserver, food safety, nutrition, Master Woodland Manager, Master Naturalist.
- Small farm development for food supply, community and school gardens, farmers markets, agritourism.
- Noxious weed management to protect city and rural watershed health.

Declining federal and state funding has reduced services throughout Marion County. The District would implement a maximum rate of \$0.05 per \$1,000 assessed value to fund Extension programs. A home assessed at \$160,000 would pay approximately \$8 per year.

The Marion County Board of Commissioners would govern the District with input from citizen advisory committees and Extension. The annual budget and audit will be available to the public. (Exact text from Notice of Ballot Title Received – Notice of Election)

District Governance and Overview

The Marion County Board of Commissioners serves as the governing board for the District as directed by state statute (ORS 451.485). Community Service Department Director, Tamra Goettsch, serves as the District Administrative and Budget Officer. In addition, financial, legal, clerical, treasurer, and procurement services are provided by county positions.

Material and Services are to provide for contracted services with OSU for local educational resources, applied research and support for sustainable agriculture to citizens, agriculture enterprises and businesses of Marion County, support for agriculture education and innovation, and operational costs of the OSU Extension staff and faculty.

Staffing and Service Delivery

The District has no staff and no functional operating departments. Service delivery is provided primarily by Intergovernmental Agreements, including its agreement with Marion County for legal, financial, and administrative support services.

Budget Overview

The District contracts with OSU to deliver local programs for county residents and to assist the District and key stakeholders in agriculture innovation by addressing key issues identified by agriculture industry in Marion County. The Budget Officer is also the director of the Marion County Community Services Department (CSD), who works closely with OSU Extension in the preparation of a balanced budget.

Major Revenue

Each year the District's revenue is determined by an estimated percentage of current and prior property tax revenue. This projection is provided by the Assessor's Office and adjusted accordingly by the District's Budget Officer. Other sources of revenue include funds from the State Board of Forestry and Interest.

Major Expenditure

The District has one fund accounted for in two services: General Operations and Capital Reserves. District expenditures are based on the charges from the county; Contracted Services, including Personnel costs associated with OSU Extension staff and faculty members; and other operational costs associated with District operations.

Significant Changes

The significant changes in the fiscal year 2021-2022 are primarily related to COVID-19 cost savings to OSU Extension contracted personnel and operation costs. Nearly \$100,000 is anticipated to be unspent by OSU Extension within the FY 2020-21 budget. This cost savings is reflected in the District's Networking Capital and is part of the District's overall Resource increase of nearly 10.7 percent.

OSU Extension's proposed staffing has only increased by 0.01 Full Time Equivalent (FTE), yet has an overall proposed budget increase of nearly 8.5 percent. The budget anticipates OSU Extension agents will become more active in the field as pandemic restrictions are lessened in the coming months.

The Unappropriated Ending Fund Balance for Capital Reserves was increased by \$118,000 in an effort to align with the District's agreed upon budget priorities.

Key Issues

The District will contract for services with OSU, Moss Adams, Mid Valley Soccer Club (previously Keizer Soccer Club), and Marion County. The proposed District budget maintains sufficient working capital to operate independently.

Long Range Planning

Marion County continues to be one of Oregon's best agricultural gateways. Our local farms, farmer's markets, and other local food source companies have been important staples to Marion County's long-standing and diverse agricultural offerings. As Oregon and Marion County navigate the uncertainty of the COVID-19 pandemic, access to healthy and nutritious options continue to be important. Farmers, businesses, and communities are identifying ways to provide services in safe and reliable ways that allows local farmer's markets, fresh produce, and essential food sources to be readily available to individuals, families, and communities.

The District plays an instrumental role in strengthening local food source options so community members can have access to locally grown and processed foods that are healthy and affordable.

The District is not financially prepared to acquire land or a building; yet, when the timing is right, the District will work with key stakeholders to develop a long-term sustainable plan. When, and if, the District purchases its own facility, it would be responsible for maintenance and operation of the facility.

**Fund 605 MC Extension 4H Service District
Department 85**

	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-2021 Adopted Budget	2021-2022 Proposed	% +/-
RESOURCES						
Taxes						
311100 Property Taxes Current Year	1,129,468.69	1,181,707.60	1,223,987.02	1,215,533.00	1,276,705.00	5.03%
311200 Property Taxes Prior Years	10,131.34	17,577.60	15,218.11	11,000.00	15,000.00	36.36%
311300 Prop Tax Interest Penalties	1,978.38	2,976.76	4,119.01	2,500.00	2,000.00	-20.00%
Total Taxes	1,141,578.41	1,202,261.96	1,243,324.14	1,229,033.00	1,293,705.00	5.26%
Intergovernmental State						
332010 Chapter 530 Forest Rehab	4,287.77	32,666.47	2,017.61	1,000.00	3,200.00	220.00%
Total Intergovernmental	4,287.77	32,666.47	2,017.61	1,000.00	3,200.00	220.00%
Interest						
361000 Investment Earnings -Operations	8,325.08	14,335.45	17,744.39	8,500.00	9,500.00	11.76%
361000 Investment Earnings - Capital	3,795.74	5,505.35	5,915.08	3,000.00	3,000.00	0.00%
Total Interest	12,120.82	19,840.80	23,659.47	11,500.00	12,500.00	8.70%
Other Fund Transfers						
381999 Transfer from Other Funds (Operations)				(31,625.00)	(115,000.00)	263.64%
381999 Transfer from Other Funds (Reserves)				31,625.00	115,000.00	263.64%
Total Transfer	-	-	-	-	-	
Net Working Capital						
392000 Net Working Capital Unrestricted	329,699.53	369,053.28	538,561.50	594,446.00	752,046.00	26.51%
392000 Net Working Capital - Capital Reserve	351,574.00	355,369.85	360,875.20	365,375.00	403,315.00	10.38%
Total Net Working Capital	681,273.53	724,423.13	899,436.70	959,821.00	1,155,361.00	20.37%
TOTAL RESOURCES	1,839,260.53	1,979,192.36	2,168,437.92	2,201,354.00	2,464,766.00	11.97%
REQUIREMENTS						
Material and Services						
521190 Publications	1,277.25	1,924.07	315.00	3,500.00	1,000.00	-71.43%
525150 Audit Services	2,990.00	3,100.00	4,250.00	4,245.00	4,245.00	0.00%
525185 Community Education Services	946,743.44	889,855.12	855,184.77	960,000.00	1,049,680.00	9.34%
525510 Legal Services	1,507.00	1,287.00	2,442.00	2,000.00	2,000.00	0.00%
525715 Advertising	277.72		133.61	300.00	300.00	0.00%
525880 Recording Charges		250.00				
525930 Fair Events and Activities	17,000.00	25,000.00		17,000.00	17,000.00	0.00%
525999 Other Contracted Services					100,000.00	
525999 Contracted Svc Provided by MC	58,274.07	69,036.75	156,379.42	124,151.00	69,663.00	-43.89%
527210 Building Rental Private	83,800.94	86,420.64	88,581.12	90,796.00	93,070.00	2.50%
528110 Liability Insurance Premiums	2,452.00	2,367.00	2,477.00	2,500.00	2,500.00	0.00%
529300 Dues and Memberships	515.09	515.09	135.00	516.00	516.00	0.00%
Total Material and Services	1,114,837.51	1,079,755.67	1,109,897.92	1,205,008.00	1,339,974.00	11.20%
Contingency						
571010 Contingency				69,259.00	71,477.00	3.20%
Total Contingency				69,259.00	71,477.00	3.20%
Ending Fund Balance						
573010 Unapprop. Ending Fund Balance				527,087.00	535,000.00	1.50%
573010 Unapprop. Ending Fund Bal. - Capital				400,000.00	518,315.00	29.58%
Total Ending Fund Balance				927,087.00	1,053,315.00	13.62%
TOTAL REQUIREMENTS	1,114,837.51	1,079,755.67	1,109,897.92	2,201,354.00	2,464,766.00	11.97%

In order to achieve the ending fund balance in Capital Reserve of \$518,315, a transfer of resources from Operations to Capital in the amount of \$115,000 is proposed

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OSU EXTENSION SERVICES BUDGET AND PROGRAM DETAIL

Marion County Extension & 4-H Service District
FY 21-22 Proposed Budget
OSU Extension Contracted Services

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	
CONTRACTED SERVICES	ADOPTED	ADOPTED	ADOPTED	ADOPTED	PROPOSED	+/-%
Personnel (Wages & Benefits)	785,678	824,073	765,562	781,890	801,317	2%
Various Income	(1,100)	(1,100)	(1,100)	(1,100)	(1,100)	0%
Carry Forward from FY20-21 (sal sav + program support)					30,400	
Service Credits (cost share)	(3,300)	(3,300)	(3,300)	(3,300)	(3,330)	1%
Office, Operating, Instructional Supplies	11,500	12,500	10,500	11,000	11,000	0%
Minor Equipment (under \$5,000)	15,000	15,000	15,000	12,000	12,500	4%
Telecommunications	5,000	5,000	10,000	12,000	12,500	4%
Line & Network Access Charges	15,000	15,000	14,600	14,600	15,000	3%
Postage/Freight	2,000	2,000	2,000	3,300	3,500	6%
Utilities	1,200	1,200	1,500	1,500	1,500	0%
Building Equipment and Repairs	1,400	2,000	2,000	2,000	2,000	0%
Equipment Rental	400	400	500	1,200	1,200	0%
Other Professional Services	18,500	37,075	25,000	15,000	16,000	7%
Insurance, Licenses, Dues, Memberships	2,400	2,500	3,000	3,500	3,500	0%
Duplicating, Printing, Publishing	13,000	13,000	13,500	10,000	11,000	10%
Public Education Materials	5,000	5,000	5,000	5,000	5,500	10%
Reforestation Assistance Program Materials and Supplies					17,200	
Advertising, public relations, hosting	5,500	5,500	7,500	7,500	7,500	0%
Travel and Professional Development	55,000	65,000	60,000	33,910	52,493	55%
North Willamette Research & Extension Center	60,000	50,000	50,000	50,000	50,000	0%
Total Costs	992,178	1,050,848	981,262	960,000	1,049,680	9%
\$ change	26,355	58,670	(69,586)		1,049,680	

Marion County Extension & 4-H Service District
 FY 21-22 Budget
 OSU Extension Contracted Services - Personnel Budget Detail
 Updated 04/19/21

POSITION	NAME	FTE	FY 21-22 PROJECTED		DISTRICT FTE	DISTRICT BUDGET
			FTE	COST		
4-H Club and Camp Coordinator, Professional Faculty	McCabe, Melanie	1.00		98,457	1.00	98,457
4-H School Enrichment Coordinator, Professional Faculty	Noack, Kelly	1.00		93,512	1.00	93,512
4-H Education Program Assistant 2	Johnson, Abigail	1.00		71,494	1.00	71,494
Small Farms Outreach Coordinator, Professional Faculty	White, Haley	1.00		96,297	0.33	31,778
Agriculture, Biotechs/Faculty Research Assistants ¹ (Yamhill)	Donovan, Brian	n/a			n/a	10,000
Agritourism and Marketing, Professional Faculty	Comerford, Audrey	1.00		90,743	0.60	54,446
Field Crops, Professor of Practice, Marion/Clackamas	Verhoeven, Betsy	1.00		107,125	0.20	21,425
Groundwater Education Program Assistant	Lucas, Christina	1.00		92,590	0.10	9,259
Administrative Office Manager, Professional faculty	Chien, Mark	1.00		87,510	1.00	87,510
Front Office, Office Specialist 1	Carrillo Jiminez, Abner	0.49		22,660	1.00	22,660
Front Office, Office Specialist 2	Alvarez, Elvira	1.00		82,852	1.00	82,852
Agritourism Ed Prog Assistant II	TBA	1.00			0.00	-
4-H Administrative Program Assistant	Tipton, Margi	1.00		88,071	1.00	88,071
Front Office Assistant	Drager, Antonia	0.40		20,319	0.10	5,080
Small Farms Outreach Coordinator, Professor of Practice	TBD	1.00		94,827	0.58	55,000
Open Campus Juntos Program Outreach Coordinator	TBD	1.00		96,153	0.26	25,000
Forestry Program Assistant	Brenner, Amanda	1.00		42,480	0.20	15,972
Students/Interns	TBD	n/a			n/a	18,800
Salary Equity Increases (pending OSU approval)	TBD					10,000
TOTALS		13.89		1,185,090	9.17	801,316

¹ Agriculture Faculty Research Assistants are often temporary/revolving positions and therefore not reflected in the total FTE count.



Oregon State University
Extension Service

Lindsey Shirley
Assoc. Vice Provost &
Assoc. Director

**Marion County, Proposed
Fiscal Year 2021 - 2022**

Boxes are funded by Service District

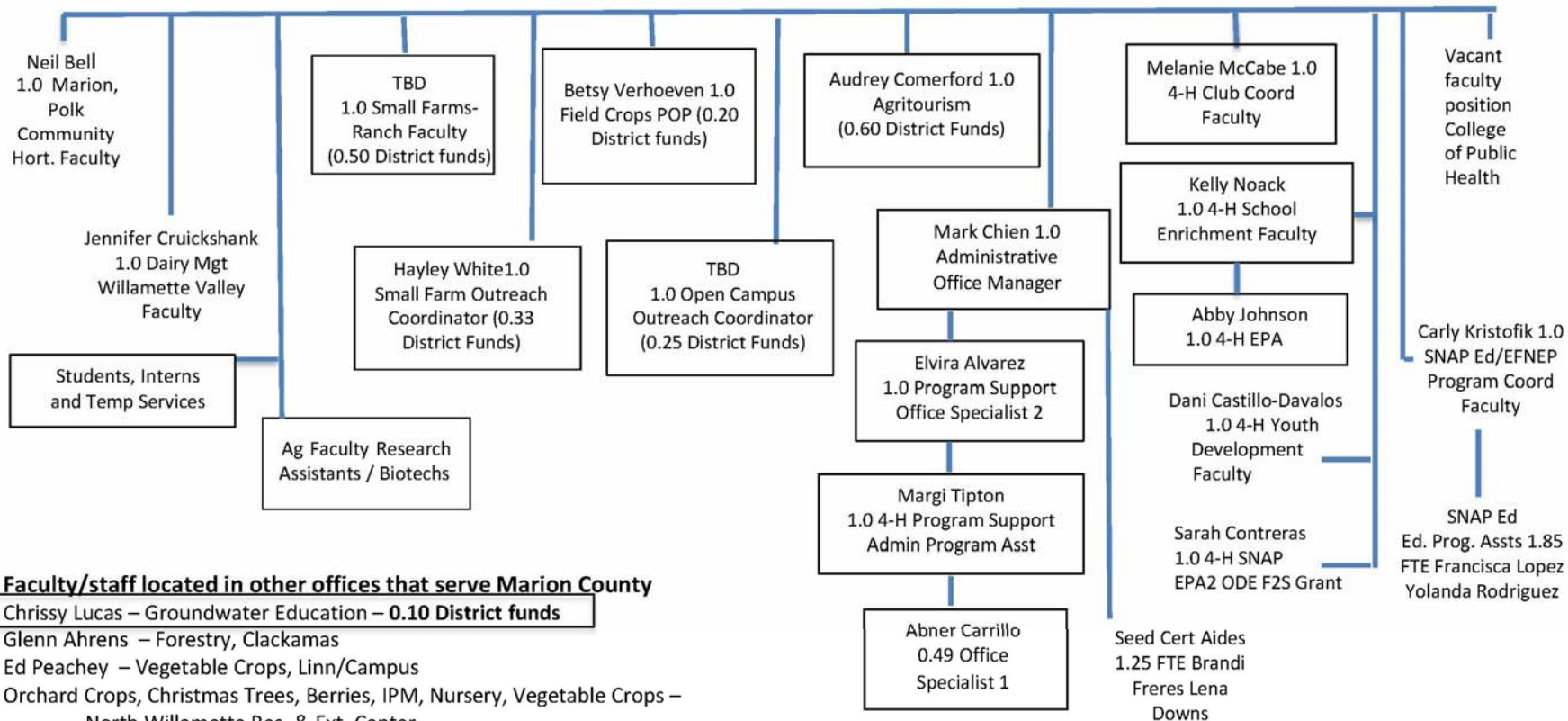
Richard Riggs
1.0 West Central
Regional Director

Agriculture, Forestry & Natural Resources

Office Admin & Program Support

**4-H Youth
Development**

**Family &
Community
Health**



Faculty/staff located in other offices that serve Marion County

- Chrissy Lucas – Groundwater Education – 0.10 District funds
- Glenn Ahrens – Forestry, Clackamas
- Ed Peachey – Vegetable Crops, Linn/Campus
- Orchard Crops, Christmas Trees, Berries, IPM, Nursery, Vegetable Crops – North Willamette Res. & Ext. Center
- Wine Grapes, Cereals, Soils – Campus

Updated 5/7/21

MARION COUNTY EXTENSION AND 4-H SERVICE DISTRICT FY 2021-22 Annual Budget

OSU Extension Services Position & Program Update

Contact Name: Mark L Chien, Office Manager
Department: OSU Extension Service, Marion County

Note: Extension activities in 2020 were affected by COVID-19. Faculty pivoted programs from almost entirely in-person to online platforms including webinars, Zoom, Instagram and others. Volunteer activities were severely curtailed.

Extension Programs with OSU Faculty Funded by the Service District

OSU Extension 4-H Youth Development: Traditional Programs

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. All volunteers receive training throughout the year and a bi-annual criminal history check. At minimum 4-H Club volunteers, donate 60 hours a year working directly with youth in Marion County. Due to the COVID-19 all programming from March 2020 was done virtually. Club leaders held virtual meetings for youth and alternative programming to keep youth and families engaged.

In 2020 the Marion County Fair was held virtually. Prior to the decision to go virtual a survey was sent to all Marion County Fair 4-H/FFA participants; they were asked what they would miss most about the In-Person Fair Experience. Overwhelmingly the responses related to the feeling of connection that the fair provided and the experience of sharing their projects with the community. These two elements fit directly into the 4-H Thriving Model which supports the long-term developmental outcomes of Academic or Vocational Success, Civic Engagement, Employability and Economic Stability, and Happiness and Well-being. Participation was down for the 2020 Fair but 217 youth participated in Small and Large Livestock projects including Market and Breeding and 40 youth participate in Presentations and Exhibit Building displays. These were judged over Zoom with judges offering suggestions and comments on the work.

In 2020 the 4-H Club program had 160 year-round volunteers and more than 500 youth that participated in a full year of programming. We rely on the volunteers to help our 4-H Club program staff (1.5 FTE) to reach youth in Marion County using researched-based information and positive youth development practices. An officially chartered Marion County 4-H Club must meet at least 6 times a year, have at least five youths from three different families, and have a volunteer club leader. We also have short-term volunteers that account for many more hours of service to Marion County.

In addition to the regular club programming the 4-H community gave strong support in the area of Animal Evacuations during the 2020 wildfires. Over 650 volunteer spots were filled through 4-H Networks with many of those slots being filled by 4-H families and members. Volunteers helped to clean stalls and pens, feed animals and many donated needed supplies.

OSU Extension 4-H Youth Development: After School and School Enrichment Programs, and Day Camps

In addition to Marion County 4-H Volunteer Club Leaders, there are over 40 community volunteers, in-school teachers and teen leaders who volunteer to provide programming through in-school enrichment, after school

series, day-camps, as well as outreach fairs like AgFest. Over the past few years, these volunteers have reached over 5,000 underserved, diverse youth annually. Many of these volunteers serve 40-60 hours a year by planning, delivering and facilitating positive youth development programming for youth ages 6-19. The following programs focus on Oregon's Thriving Model and the national core pillar areas: Civic Engagement, Healthy Living, Agriculture, and Science, Technology, Engineering and Math (STEM).

Junior Master Gardeners participated in a 10-week horticulture and STEM series offered in Salem-Keizer, Mill City, Woodburn, and Silverton through schools and summer day-camps. In 2020, Junior Master Gardeners was offered virtually at no-cost to over 20 youth in grades 2-4 and 5-8 across the county through interactive weekly lessons over zoom. A garden kit including seeds, transplants, and classroom supplies was provided for each youth to participate at home.

Outdoor Explorers offers monthly service-learning events for grades 8-12, includes the SOLVE Beach Clean-Up and Leading the Change. An 8-week series focused on forestry and wildfire preparedness was offered virtually at no-cost providing at-home curriculum kits for 11 students to explore the outdoors on their own.

Marion County Farm to School is a partnership between SNAP-Ed and 4-H. With an Oregon Dept. of Education grant an EPA2 was hired to collaborate and deliver virtual, bilingual programming to the Four Corners Elementary, Kennedy Elementary, and Santiam Elementary School offering virtual summer garden clubs and monthly educational Healthy Celebrations featuring fresh fruit and vegetables as a take-home option for families. This program provided additional food security and local agriculture education during COVID-19.

The Put It Up Preservation Series is in partnership with Marion Master Food Preserver Volunteers and SNAP-Ed. The Put It Up Food Preservation series features the basics of canning, freezing, and preserving at home. This series was offered virtually at no-cost in English and Spanish to 24 families to learn together at home.

STEM & Google Computer Science is offered through 4-H & U in collaboration with Yamhill County and Google CS. Three Marion County teen teachers led the National 4-H STEM challenge "Mission to Mars" for Marion County 4-H competing against their peers across the nation and was recognized as the top team for the National 4-H STEM challenge, receiving \$1,000 their outstanding achievements.

Camp Cloverbud was offered virtually with mailed educational activity kits to 20 youth ages 5-9. Activities were led by 4-H faculty and 7 teen camp counselors and included a family campfire with songs and skits.

Military Kids Club is a new monthly opportunity is offered virtually in partnership with the Oregon National Guard for all of military youth to learn about resiliency, STEM, and monthly 4-H topics taught by 4-H faculty. 4-H Create Art Now - Paint Your World is a new art series providing opportunities for over 40 Marion County youth ages 9-14 to connect virtually and express their feelings about COVID-19 through painting and design. The series included Paint Your World, Paint Your Pet, Paint Your Selfie and a program titled Create Art Now.

Marion County 4-H Ambassadors is a leadership group selected to serve as a Marion County 4-H Ambassador. As Ambassadors, the youth lead outreach opportunities and act as teen teachers for other 4-H clubs at MC Fair, AgFest, Camp Cloverbud, and lead service-learning projects such as tie blankets for the Salem Police Department. Ambassador youth attend monthly leadership meetings in addition to their current 4-H Club commitments and attend skill-building retreats to best serve their Marion County 4-H Club Program.

OSU Extension Small Farms

The Small Farms Extension position is split into thirds and shared between Marion and Polk County Extension, and the Polk Soil and Water Conservation District.

With the challenges in 2020, the Small Farms Team worked to keep their audiences informed with vital information and resources. Livestock evacuation information during the summer fires was sent to over 496 subscribers through newsletter and email blasts.

It was a busy year for Olea Olive Research. The Small Farms team hosted a “Getting to Know Your Olive Oil” event which drew many local, current industry leaders, and prospective olive growers. They also participated in the Annual Variety Showcase with the Culinary Breeding Network where local Oregon grown olives and oils were featured, and at the Oregon Small Farms conference, where they were instructed about tree physiology and orchard management. Additional olive events included an olive propagation webinar, Instagram live classes, and an olive grower meeting. There are 182 subscribers to Small Farms Olives in Oregon. Strawberries were also highlighted in 2020. The Small Farms featured their strawberry research in a webinar and virtual tour on Low Tunnel Strawberries and a low tunnel, day-neutral strawberry track at the Small Farms Conference.

The Small Farms program has been expanding their outreach and has over 1,100 followers to the OSU Mid-Willamette Valley Small Farms Instagram page. The Instagram page promotes current research at OSU NWREC, upcoming classes, partner collaboration, and is a great networking tool to reach small farmers and prospective farmers online.

OSU Extension Agritourism

The OSU Extension Service agritourism program in Marion County engages the agriculture and tourism communities to foster connections through researched-based knowledge and education, and seeks to strengthen the understanding of agritourism and farm-direct sales in order to help 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 a business practice that connects consumers with farmers, farmland and farm products--usually on farms. Agritourism benefits farmers, value-added producers, consumers and communities by increasing resources for farms, raising farm visibility and sustainability, attracting people to farms and delivering a positive farm experience, educating people about agriculture and life on a farm. The agritourism program also addresses farm challenges such as competition for limited resources, lack of collaboration and management inefficiencies, impact and return on investment data, and navigating current and post-pandemic regulations and conditions.

Agritourism is growing quickly and OSU Extension’s Agritourism Program in Marion County is working to help the industry grow here in a thoughtful and strategic manner. The program plan includes three sections that blend together in the overall scope of work: 1. Research to understand the scope of the industry, and to identify best practices for success. 2. Industry engagement efforts to help farmers connect and build relationships with each other, and collaborate on common problems and opportunities, and 3. Education programs that build skills for success.

The agritourism coordinator position for Marion County is part of the statewide OSU Extension Agricultural Tourism working group that collaborates to create online resources for farmers located on the OSU agritourism website. In response to the pandemic, Audrey and Melissa Fery wrote an article on best practices when visiting U-pick operations during COVID-19 that received 2,508 views and helped the farm visitor know what to expect when visiting the farms last summer. This was a great asset to Marion County because of the number of different U-pick operations in the county and featured on of the counties U-pick operations.

The [Marion Farm Loop](#) is in its fifth year with new farm stop members. The loop is a great way for locals and visitors both to reconnect with farms, find local products and have safe and fun experiences. The Marion County GIS department also helped in this collaboration, producing the printed and online interactive map.

In 2020 the statewide agritourism team was awarded a Western Extension Risk Management Education grant to provide agritourism training to farms in Oregon. The project consists of three parts: an online statewide agritourism course that covers the basics on what farmers and ranchers need to consider before adding agritourism to their business model, a county specific webinar/training, and one-on-one site consultation. Marion County will join 7 other counties in the pilot county-specific training. The online course and materials will be written in 2021 and the course will go live in 2022.

OSU Extension Field Crops

The field crops program primarily serves large acreage commercial producers of grass seed, hops, legume and cover crop seed, oil seed, cereals, and mint. It conducts applied research and delivers education to producers and the agricultural industry on emerging disease and pest issues, and management practices. Educational programming is typically delivered through a combination of large grower meetings, field days, presentations at regional industry events and through personal sites visits, calls and emails. The field crops program regularly publishes Extension guides, factsheets, technical reports, online resources, and works to maintain digital communications through a bi-monthly newsletter and Facebook page. In 2020-2021, traditional in-person meetings were replaced by six webinars with local and national speakers, and pesticide recertification credits were available. Additional webinars addressed producer needs and interest: “Weeds in the Willamette Valley: ID, Control and Herbicide Resistance” and “Taking Stock of Carbon in Willamette Valley Agriculture”.

The field crops program adopted Covid-19 precautions and continues to respond to service calls from local producers and crop consultants and conduct field visits to respond to pressing issues such as pest and disease identification, and management recommendations.

Field crop research has over \$200,000 in grant support for applied research projects to address important agricultural problems including the exploration of entomopathogenic nematodes in grass seed crops, quantifying vole damage to seed crops, assessing nutrient uptake and accumulation in hops, and sod webworm management in grass seed production system

MCE4-H Service District supports a research biotechnician at the OSU North Willamette Research and Extension Center in Aurora. This research investigates using improved soft winter wheat varieties to increase grain yields and reduce the need for pesticides. New varieties have helped growers to increase yields and profits. Turf and seed grasses can be damaged by a weevil called the Bluegrass Billbug. Scientists seek to understand the biology of this new pest and develop management recommendations.

OSU Extension Groundwater Education Program

In 2020 testing for nitrate contamination in well and other water sources was offered at the Marion County Extension office. Groundwater education and safety webinars were offered online and site visits can be arranged. Extension Programs with OSU Faculty Not Funded by the Service District

OSU Extension 4-H Youth Development: Outreach, STEAM Programming and Non-Traditional Programs

With in-person meeting limitations, the 4-H team had to dream of new and innovative ways to reach youth. The focus became two-fold: reach out to as many families as possible and provide students the social-based education they deserve. Following those needs, 4-H and SNAP-Ed quickly began publishing the first round of weekly bilingual activity magazines for families. The free and bilingual publications are filled with easy and fun activities and recipes

for families to do while quarantined. By April 2021, the magazine had over 100,000 viewers, received various awards, premiered on the 4-H national website, and published over 40 editions. Today, 4-H Central continues to be a community resource for families, educators, and youth alike.

In addition to the publications for 4-H Central, 4-H & U, the online-based Short Term Educational Programing (STEP) platform has been a reliable aid to families during this pandemic. 4-H & U is an online-based educational program that is free for youth. Classes offer a variety of STEM and Arts with an average class size of 8 students which encourages interaction. As of May 2021, the program has signed up over 320 youth and offered 30+ courses. This program continues to expand and enjoys partnerships with instructors and programs such as the OSU College of Education Teaching Program. 4-H & U continues to grow with the goal of providing 4-H programming at home, at low-cost, for the development of youth.

OSU Extension Service Master Gardeners

The OSU Extension Service Master Gardener program in Marion County trained 45 class members in 2020 and graduated 12 of these members. These class members and an additional 136 veteran Master Gardeners (MG's) volunteered a total of 6,919 hours of community service in the county in 2020. 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.

The Master Gardeners continue to develop the Marion Garden, their 1.75 acres 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 Master Food Preservers

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.

OSU Extension Dairy Management

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.

2020 Dairy Projects

- a. Delivering PPE to dairies in Marion County and elsewhere during the pandemic.
- b. Assisting with coordination of livestock displaced by wildfire at the state fairgrounds in Salem.

- c. Coordinating donated hay acquisition, transportation, storage, and distribution to livestock owners affected by wildfires.
- d. Ongoing research at the OSU Dairy on the efficacy of using lasers to deter bird pests.
- e. Analysis of photo data to examine how environmental factors affect cow behavior.
- f. Collaboration with on-campus colleagues exploring feeding spent hemp biomass (byproduct of CBD extraction) to dairy cattle.

Outreach activities

- a. Accompanying groups of nutrition students and professionals on virtual tours organized by the Oregon Dairy and Nutrition Council and providing science-based information about dairy production practices and Oregon's dairy industry.
- b. Relaying practical research findings, program announcements, and resource links via Dairy Bearing, the OSU Dairy Extension blog. Posts in September included a frequently updated and a detailed list of locations taking in livestock displaced by wildfires.

OSU Extension Forestry

Family forest owners and Christmas tree growers are primary clients for the OSU Extension Forestry and Natural Resources program in Marion County. There are about 3,500 woodland owners with 83,000 acres in Marion Co. OSU based on presence of woodlands, regardless of land use classification. To help landowners succeed in their efforts to manage trees and forests across the full range of needs Extension Forestry education in 2020 included classes, workshops, publications, and individual consultations in-person and online. In-person programs in 2020 included the *Basic Woodland Management Shortcourse*, *Reforestation Field Workshop*, and many individual consultations. Due to the COVID pandemic, most Extension programs in 2020 were delivered online.

Tree School Online was delivered with 35 webinars with 41 instructors and collaborators for 3,046 attendees, with an additional 5,796 views of the past webinars on YouTube. In response to the 2020 Labor Day fires, Extension worked with the Oregon Department of Forestry and other partners to address the huge need for post-fire assistance both online and in the field. Effort focused on helping people assess fire damage to trees and plan for salvage harvest and reforestation. Post-fire webinar sessions included: *Assessing Post fire Survivability of Trees*, (846 people), *Reforestation Considerations after Wildfire* (411 people), and *Managing forests with fire in mind* (123 people).

Extension and partners are developing a reforestation assistance program for landowners facing a shortage of tree seedlings and tree planters due to huge demand after the wildfires. So far about 150 family forest landowners on about 15,000 acres affected by fire have been identified in Marion County.

Volunteers assist with delivery of Extension Forestry programs at both local and regional events. There are 10 trained Master Woodland Manager (MWM) volunteers out of Marion County who help advise fellow woodland owners. Due to COVID, MWM hours were minimal in 2020.

Name of Volunteer Program or Advisory Board	Type of Volunteers	Number of Volunteers	Number of Hours Served
Master Gardener Program	Volunteer	148	6,919
Master Food Preserver Program	Certified volunteer	10	50
Family Community Health	Interns and Students		
SNAP-Ed	Volunteers and Interns	8	80
Master Woodland Managers	Volunteer	10	100
4-H Youth Development	Volunteer Leader	200	2,200
TOTAL OSU Extension Volunteers		376	9,725

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Marion County Extension and 4-H Service District 2021-2022 Budget Presentation

Mid Valley Soccer Club FY 2020-21 Recap

While COVID had a significant impact on the club's programming this year, soccer opportunities were continued in the community. With the support from the Marion County Extension and 4-H Service District (MCE4H), the club enrolled 151 players in recreational and competitive soccer leagues last Fall. In partnership with other soccer clubs in the area, facilities and staffing resources were shared. As a result, team programming for 4th – 8th grade players were offered, as well as soccer clinics to an additional 45 players in Kindergarten – 3rd grade.

In the spring of 2021, 446 players were enrolled in our K-8th grade soccer program and provided soccer programming to an additional 103 preschool players for a total reach of 549 players. This is lower than normal, but it is pleasing to see many returning players. In addition, the club has been supporting YMCA programs; the YMCA did not have enough teams for their 5-6th grade division. The club's teams agreed to play an extra set of games to ensure YMCA teams do not miss out this season. Field space and scheduling support is also being provided. The club is already working with teams to enroll players in Competitive Soccer programs. Many teams did not participate in the fall due to concerns about season cancellations and travel safety.

The Club is working with the Portland Timbers U23 to offer a soccer clinic for players. The funds provided by MCE4H provide vital support for staffing and office space that would not be able provide otherwise.

The most significant COVID impact has been the lack of available field space. In Fall 2020, all school facilities were closed to community use, which lead to practices and games were on hold. In the spring of 2021, the club was eventually granted field use, but there were still limitations that hindered the program to return to normal. Some of the field use fees were offset by providing staffing support. Without the District funds, the club would not have been able to make the partnership work – our staff painted field lines each week and provided all of the COVID check-in processes for the season. With that said, field fees still have a large impact on our operating budget.

Going into the 2021-2022 season, its anticipated that some of the field space issues may be resolved, but we are anticipating a higher need for player scholarships. The club's goal is to continue to provide our programs at a low cost and maintain scholarship resources for anyone that cannot pay - our policy has been to ensure no child is ever turned away due to an inability to pay.