

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** 06/19/18    **Start Time:** 10:00 a.m.    **Approx. Length:** 90 minutes  
**Presentation Title:** Hamlets 2018 Annual Report  
**Department:** Public and Government Affairs  
**Presenters:** Gary Schmidt and Katie Wilson  
**Other Invitees:** Board members from The Hamlet of Beaver Creek, The Hamlet of Mulino, and The Stafford Hamlet

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

No action. This is an informational update.

### EXECUTIVE SUMMARY:

Public and Government Affairs (PGA) manages the Community Involvement Program for Clackamas County. This includes Hamlets and Villages, Community Planning Organizations, Advisory Boards and Commissions, #ClackCo Academy, youth and minority outreach and special community engagement project and event coordination and support countywide.

The Hamlet and Village Program is one of the ways the county engages the unincorporated communities. The Hamlet and Village program was initiated in 2006 in response to grassroots efforts by residents to become more involved with county government and to help support their community. While each Hamlet has unique goals and activities, they share a common interest in retaining the flavor of their community, promoting activities to benefit the community, working with the County and outside organizations, and providing their residents increased access to (and information about) the County. Each group has a slightly different way of achieving these goals. Hamlets are advisory to the Board of County Commissioners (BCC).

A recent change to the Hamlet program is the financing model. In past years each Hamlet received \$2,000 annually from PGA to use for operating expenses. In an effort to support each community's unique goals, each Hamlet will now submit an annual budget proposal to PGA for approval and will prepare an annual report of their work to validate their expenses. This will ensure that funding is provided based on the community goals for the year.

In addition to financially supporting the Hamlet program, PGA provides support in the form of a staff liaison who oversees all aspects of the Community Involvement Program. Some of the staff liaison's Hamlet support duties include: attending all Hamlet town halls as well as monthly meetings when necessary; overseeing Hamlet board elections; coordinating training for board members, assisting with scheduling special presentations for Hamlet meetings; managing the quarterly Community Leaders Meeting to facilitate information sharing of County programs and services and encouraging open dialogue between community leaders, staff, and the BCC; overseeing financial reporting and reimbursements; serving as point of contact for the program; supporting special events and projects; managing the Committee for Community Involvement as the advisory board for the program; reviewing program documents and materials; and regularly collecting feedback to plan and implement program improvements.

### FINANCIAL IMPLICATIONS (current year and ongoing):

PGA provides up to \$2,000 annually for each Hamlet for operating expenses.

**STRATEGIC PLAN ALIGNMENT:**

- This item aligns with the Public and Government Affairs Strategic Business Plan goals to provide strategic outreach, engagement and consultation services to county elected officials, departments and community organizations, so they can build public trust and awareness, and achieve their strategic and operational results and Clackamas County residents will be aware of and engaged with county government
- This item aligns with the County's Performance Clackamas goals by building public trust through good government

**LEGAL/POLICY REQUIREMENTS:**

Each Hamlet follows requirements set forth in BCC ordinance or Hamlet bylaws.

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

PGA provides resources and staff liaison support and guidance to Hamlet and Village boards and communities. In addition, PGA manages Hamlet and Villages board recruitment and election process.

**OPTIONS:**

No action is necessary.

**RECOMMENDATION:**

No action is necessary.

**ATTACHMENTS:**

The Hamlet of Beavercreek Annual Report  
The Hamlet of Beavercreek April 2014 Report to Clackamas County  
The Hamlet of Beavercreek April 2014 Letter  
The Hamlet of Mulino Annual Report  
The Stafford Hamlet Annual Report  
The Stafford Hamlet Communication Objectives  
The Stafford Hamlet Financial Results

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval s/Gary Schmidt

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Gary Schmidt @ 503.742.5908
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**Report to the Clackamas County Board of County Commissioners  
June 19, 2018**

**THE HAMLET OF BEAVERCREEK, May 2014 to current**

The Hamlet of Beavercreek's Board appreciates this opportunity to meet with the Board of County Commissioners to discuss the value the Hamlet provides its citizens and the County and how we plan to continue providing support.

Enclosed is our last report to the BCC and list of activities. The Beavercreek area has traditionally been very active regarding land use, committee involvement and citizen participation. Since May of 2014, very little has changed with regard to the level of participation and activities. Instead of providing more lists of our committee involvements, guest speakers, community activities, etc., outlined below are some of our significant accomplishments, undertakings and changes:

- Actively maintained Facebook page and Website to provide information and education.
- Revised our Bylaws to match Hamlets and Villages Ordinance 2.10 and modify our election process to better meet the community's needs.
- The Board held strategic planning meetings for the last 2 years to review the prior year's activities and plan for the coming year.
- Celebrated our 10 year anniversary (in 2016) with a more elaborate Stars in the Park Concert to include 2 bands, grade school painting competition and fun give aways.
- Two new Board members; Jack Hipp and Kenny Sernach.
- Replaced the Korner Park fence.
- Met with Ron Wyden's representative, Ree Armitage, to discuss development on historical landslides resulting in the cosponsoring of a landslide safety bill.
- Consistent and persistent testimony at the City of Oregon City Planning Commission and City Council meetings to encourage responsible growth and concurrency. Our Corresponding Secretary and several other Board Directors have attended dozens of meetings and spent hundreds of hours researching and preparing for testimonies.
- Worked with citizens, County, School District and Board, Fire Department and Sheriff to address grade school traffic safety issues.
- Engaged over 40 guest speakers over the past four years.
- Our Board (consisting of seven Directors) spend over 300 hours annually in Board and Community meetings (not to mention the participation in numerous State and County committees).



- Discussed with citizens and provided input to the County Planning Department on over 80 land use applications in the past four years.
- Met with the two other active Hamlets to address the mutual challenges we face. After two meetings, we met with PGA to discuss these challenges which included finances, Ordinance 2.10, County Liaison support and support from the Committee for Citizen Involvement.

We continue to provide value to the County through our greatest assets: our citizens, businesses and volunteers. By involving, educating and supporting our citizens and businesses, we offer their involvement to the County. From appointments on Advisory Boards and Commissions, participation in surveys, Town Halls and outreaches to a receptive audience for County information and solicitations, involvement on task forces and business success. In a nut shell, we have created and fostered a large, active and fluid conduit from the County to citizens and back again.

Our current challenges include:

- Finding volunteers (both citizens and businesses) for activities, projects and involvement.
- Providing written minutes for meetings (currently recording them).
- Involvement and support from the Committee for Citizen Involvement “CCI.”
- Working to identify the appropriate level of support from our PGA Staff Liaison.
- Assist with the revision of the County’s Hamlets and Villages Ordinance 2.10. After 11 years of running Hamlets, revisions are needed to match how Hamlets operate and are funded.
- Work with the County to require responsible growth and concurrency by the City of Oregon City Planning Commission and City Council.

Our goals for the coming year certainly include continuing our extensive activities, education and involvement of our citizens and businesses and the support of the County’s numerous committees and projects. In addition, the Beavercreek area has an inordinate number of permits for home occupations and temporary homes for care that are difficult to manage. We hope to assist the County and our citizens with these challenges.

Respectfully submitted.



**The Hamlet of Beavercreek – Report to the Clackamas County Board of County Commissioners – April 2014**

**HISTORY, ACTIVITIES, ACCOMPLISHMENTS AND VALUE**

The Hamlet of Beavercreek was formed in September of 2006 and we are proud of our designation as Oregon’s first Hamlet in Clackamas County. Our citizens supported the formation with 94% of the vote (after two Town Hall meetings). Enclosed is the front page of our local Beavercreek Bulletin and a news release announcing our application and formation. Also enclosed is a copy of the agreement with the Beavercreek CPO to review land use applications, our Bylaws and our Rules.

Since our inception, The Hamlet of Beavercreek has held eighty-seven community meetings averaging 23.42 attendees per meeting. Over the past seven and one half years the following citizens have served on our Board of seven members (\* recognizes their service since formation):

Joan Martinez\*  
Bill Merchant\*  
Norm Andreen\*  
Cheryl Boffard  
Christine Kosinski  
John Burke  
William Bender  
Tammy Stevens  
Elizabeth Graser-Lindsey  
Larry “Dee” Church  
Connie Heintz  
Joe Keicher  
Griff Crooks

The Hamlet of Beavercreek Board members have been extremely active in other local, County, Metro, etc., committees to include:

Planning Commission  
Committee for Citizen Involvement  
C4  
Beaver Creek Cooperative Telephone Board  
Economic & Development  
REACT (letter from Bill Merchant, Vice-Chair, enclosed)  
Transportation System Plan  
Rural & Urban Reserves (community survey and map enclosed)  
Complete Communities (numerous committees)  
Legislative  
Transportation  
Leaders (CPO) meetings



Quarterly Hamlet/Village  
Sustainability  
Beavercreek Committee for Community Planning (editor of the “Beavercreek Bulletin,”  
copy enclosed)  
MCCI  
JPAC

Our Board oversees all finances and maintains the Hamlet’s inventory to include:  
Post Office box  
Telephone number & message services  
County welcome signs  
Reader board  
Website  
Facebook account  
Checking account  
Trust account  
Stationary (letterhead, envelopes, note cards, business cards, etc.)  
Projector  
Fundraising items

Numerous Hamlet committees have been formed and serve our citizens throughout the  
year and as needed:  
Agenda  
Boundary  
Bylaws & Rules  
Concert “Stars in the Park”  
Craft & Bazaar Fair  
Design Review & Korner Park (survey enclosed)  
Korner Park Maintenance  
Legislative  
Movie Night  
Nominating  
Public Relations  
Transportation  
Holiday Tree Lighting

Besides snacks and door prizes, the biggest draws to our community meetings are our  
guest speakers. Some of the many speakers who have given up their Wednesday  
evenings to educate, involve and support our community include:  
Clackamas County Commissioner (throughout the years)  
Clackamas County Code Enforcement  
Clackamas County Planning Director  
Clackamas County Funding of Rural Roads  
Clackamas County Transportation System Plan



Clackamas County Public & Government Affairs  
Clackamas County Engineering  
Clackamas County Soil & Water Conservation Demonstration Farm  
Clackamas County Timber, Agriculture & Ag Tourism  
Clackamas County Development Division  
Clackamas County Office of Sustainability (Solar & Recycling)  
Truffles (Charles Lefevre)  
Library Board  
Clackamas River Water  
Identity Fraud  
Earthquake, Landslide & Emergency Preparedness  
Sheriff's Office  
Dog Services  
Molalla Farm Loop  
United State Postal Service  
Clackamas Fire District #1, Fire Marshal  
Oregon Department of Environmental Quality  
Clackamas County Veterans Services  
Clackamas Community College Veterans Services  
Oregon Mycological Society  
South Clackamas Athletic Association  
Port Blakely Tree Farms  
Metro  
Various representatives of churches in the area  
Oregon City Golf (annexation)  
Measure 49  
Greater Oregon City Watershed Council  
Park Place Concept Plan  
Oregon Consensus Program  
1000 Friends of Oregon

The Hamlet of Beaver creek is not only active with regard to land use applications, but also in community support. A few of the community's interests are:

Boy Scouts (picture of Hamlet sponsored Eagle Scout project enclosed)

Beavercreek Grange

County's Korner Park – gazebo, kiosk, maintenance

Hundreds of Clackamas County land use applications, interpretations, hearings, etc.

Sharing weekly County information with citizens

Wooden "welcome to The Hamlet of Beaver creek" sign (lighting & maintenance) – picture enclosed

Rediscover the Falls (picture enclosed)

Soil & Water Conservation Demonstration Farm

Open Studios of Beaver creek (June & October)

Road Safety Audit



Beaver Creek Cooperative Telephone (to include Backyard Bash)  
Hopkins Demonstration Forest  
Awareness & education of landslides (LIDAR & susceptibility landslide & risk maps)  
Earth hour (resolution enclosed)  
Clackamas juvenile department youth offenders  
Disaster Recovery (agenda enclosed)

Thankfully we also find time to have fun as a community. Some of our free community events (sponsored by the Hamlet) include:

Stars in the Park (August concert in County's Korner Park) – flyer enclosed  
Craft & Bazaar Fair (July in Korner Park) – flyer enclosed  
Movie in the Korner Park (August with Beaver Creek Cooperative Telephone)  
Hamlet Happening (August at Hopkins Demonstration Forest) – sponsor list & pictures enclosed  
Tree Lighting Ceremony (December in Korner Park)





**Report to the Clackamas County Board of County Commissioners  
April 2014**

**THE HAMLET OF BEAVERCREEK, September 2006 to current**

The Beavercreek area has traditionally been very active regarding land use, committee involvement and citizen participation. When the Complete Communities project developed the Hamlet and Village program, we saw it as a perfect match and next step for Beavercreek.

With our new name and status, establishing a more successful and productive relationship with our neighboring City and County became easier. We now receive land use notices from Oregon City (sample enclosed) which provides an opportunity for input and involvement. Needless to say, our relationship with the County has been extremely productive and active (as demonstrated by our list of accomplishments enclosed).

Also enclosed are copies of our 2007 and 2009 Board of County Commissioners annual reports. We look forward to our third oral report to the BCC this year.

We were asked to explain how our Hamlet provides value to the County. When formulating our answer it became apparent that our greatest assets are our citizens, businesses and volunteers. By involving, educating and supporting our citizens and businesses, we offer their involvement to the County. From appointments on Advisory Boards and Commissions, participation in surveys, Town Halls and outreaches to a receptive audience for County information and solicitations, involvement on task forces and business success. In a nut shell, we have created and fostered a large, active and fluid conduit from the County to citizens and back again.

Enclosed are three letters describing the impact our Hamlet has had on a local citizen, business and government agency.

Over the past seven and one half years The Hamlet of Beavercreek has used a variety of communication techniques to include our monthly Beavercreek Bulletin, mailed postcards, flyers, surveys, posters, etc. (2 samples enclosed).

The County supports our Hamlet's operations with \$2,000 annually. In addition, our Hamlet fund raises through events, donations and selling of promotional materials (two examples of our fundraising efforts are enclosed).



Since the loss of our County Liaison, we have struggled to find the consistent and effective support we enjoyed over our first six and one half years. As a result, additional time and effort has been needed to stay connected and represented by the County and to work as partners with the other Hamlets and Villages to share information and efforts. Of all of our experiences as a Hamlet of Clackamas County, this challenge has been the most difficult to overcome.

Our goals for the coming year certainly include continuing our extensive activities, education and involvement of our citizens and businesses and the support of the County's numerous committees and projects. In addition, the Beavercreek area has an inordinate number of permits for home occupations and temporary homes for care that are difficult to manage. We hope to assist the County and our citizens with these challenges.

Respectfully submitted.

# **THE HAMLET OF MULINO ANNUAL REPORT**

FYE JUNE 30, 2018

The Hamlet of Mulino meets every third Thursday every month at the Mulino Airport Pilot's Lounge at 7p.m. We have a meet and greet with refreshments followed by a CPO meeting to discuss land use issues. Following that we have an open general meeting beginning at 7:15p.m. This year we had only eleven meetings.

## **BOARD of DIRECTORS:**

James Tapp, Chairman  
[j.e.tapp@hotmail.com](mailto:j.e.tapp@hotmail.com)

Mike Raub, Vice-Chair  
Sandra Cole  
David Knight  
Laurel Roses, Secretary/Treasurer

In September 2018 we will have elections for two of our board members.

## **THE PURPOSE OF THE MULINO HAMLET**

- ◆ To encourage all landowners within the Hamlet boundaries to attend and be a member of our group.
- ◆ To promote a positive community identity and direction.
- ◆ To provide citizens of the Hamlet a forum and sounding board for dealing with a broad range of issues.
- ◆ To represent the community and to be a voice.
- ◆ To enhance livability, sustainability, duration and functioning in the community.
- ◆ To encourage community planning.
- ◆ To promote, clarify and make aware any issues of community interest.
- ◆ To undertake any legal activity such as writing letters or gathering signatures on a petition.

## **COMMUNICATIONS**

The Mulino Hamlet puts the meeting date on the Mulino Elementary reader board and a sandwich board in front of the produce stand and in the community newspapers. We also have a website and a Facebook page.

Before our August BBQ and September elections we have the county send out a post card with detailed information about each.

## **GOALS**

One of our goals this year was to have a safety issue addressed regarding "The Tree" sitting at the corner of Hwy 213 and Mulino Rd. that was seriously blocking the view of traffic coming up from the bridge.

**Solution:** Community members spoke to the owner of “The Tree” and it was removed.

Goal number two is to help at the Blueberry Pancake Breakfast event on the third week of July sponsored by the Mulino airport. This event brings many community citizens and visitors to the area and is a great way to make our presence known.

Goal number three is putting on our 3<sup>rd</sup> annual BBQ and movie fun night for the community kids at the end of August. This event is where we spend most of the dollars provided by the county each year on advertising, food and entertainment.

Our fourth goal is to participate at the Christmas Bazaar held at the Mulino Elementary school.

### **GUEST SPEAKERS**

Through out the year we have had guest speakers at our meetings such as those running for county commissioner positions or other political positions. We had speakers from Code Enforcement, the Molalla Aquatic Center, the Health Department, Neighborhood Watch and the Sheriff's office on public safety and ID alerts.

### **ODOT and CLACKAMAS COUNTY TRANSPORTATION and DEVELOPMENT**

Our Hamlet has been actively involved with the meetings and problems with the construction work on Hwy 213. This includes both the slide area at Eldorado Rd. and at the junction of S. Union Mill Rd. and Hwy 213. Representatives of our Hamlet have attended and reported back to the Hamlet on the open meetings held at Arrowhead Golf club in late 2017 and early 2018 regarding these issues.

### **BUDGET**

We have done many things over the years to generate community spirit and involvement. Some have been successful and some have bombed. We think we have found the formula that works for our unique community and population dynamics.

Our regular expenses that we know will be happening every year include :

- |  |         |
|--|---------|
| 1. Rental of a Post Office box to receive Hamlet mail  | \$62.00 |
| 2. To promote the Hamlet in the community we rent a table at the Mulino Bazaar every year and sell hats, bags, tee shirts and patches. | 35.00   |
| 3. We serve cookies, coffee and tea/cocoa at our meetings. A years worth is  | 95.00   |
| 4. Printing agendas, minutes and treasurers reports for our meetings.  | 45.00   |

Besides the predictable expenses, we have decided that for our community, hosting a big community event the weekend before Labor Day for the whole community, is the best way to generate Mulino spirit and get our younger families and older citizens who no longer have children at home to meet each other. To that end, we have formed a partnership with the Mulino Parent Group and Principal Alan Willey at the Mulino School, and together we have a Community BBO and Movie on the lawn.

### **BUDGET cont.**

We rent a bouncy house, have live music, encourage citizens to join in and “cruise-in” their cool old cars, provide hamburgers and hot dogs, potato salad and watermelon and cookies. The parent group

serves sno cones and popcorn for the movie.

Every year the popularity of this event grows and citizens are beginning to look forward to reconnecting with neighbors they haven't seen for a while. This year the cost of the bouncy house and the live music went up \$50 each but we still feel it is worth it.

We use local businesses to provide as much of the picnic items as possible. Tammy D's Bakery makes our cookies and Milk Creek Produce helps us with our hamburger toppings, watermelons and potatoes for our potato salad. It is wonderful to have such supportive businesses in our Hamlet.

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|--|------------|
| 5. Last year our Community Event cost                                      | \$1,245.00 |
| 6. Every 3 years or so we order more hats and tee shirts to sell. We spent | 360.00     |

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Total of County Funds spent by the Hamlet of Mulino from 6/17 to 6/18	\$1,842.00
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We likely will be at right about the \$2000 mark this year.

At our monthly meetings we pass the hat for donations to different things we want to support as a Hamlet that doesn't qualify to use county funds. This year we were able to donate \$100 to Molalla Senior Center for their Meal on Wheels program that serves many elderly in our community. We also donated \$100 to the Mulino Parent Group at Christmas time to purchase gifts for some of the kids names on the school Giving Tree and to help with Food Boxes for the families in need.

End Annual Report

Prepared by James Tapp, Chair and Sandra Cole, Director

6/10/2018



June 19, 2018

**Annual Report to Clackamas County Board of Commissioners for the years 2015-2017  
and Future Plans for FY 2019**

Chair Bernard and Commissioners,

I want to thank you for allowing us to present a report of our Stafford Hamlet activities over the last few years and for giving us this opportunity to present a budget of our planned activities for FY2019. It has been a number of years since we have reported on our activities to the BCC. For reasons that are not fully known, the annual reports fell off the charts over the last two years. Hopefully, the BCC, staff, and the Hamlets will commit to having an annual report, annually in future years.

**ACTIVITIES AND PROGRAMS ACCOMPLISHED**

**Bylaws**

A lot has happened in our Hamlet in the last few years. In 2017, after committee work for over a year, our new Bylaws were approved and instituted. These are the first changes since our formation in 2006. Updates include changes and expanding the definition of our activities and purpose to comply with County guidelines. The number of Board Members, ten, or their acreage representation did not change from the original Bylaws.

Our purpose continues to be our objective and what we strive to do on behalf of our citizens and surrounding communities:

- Promote Community Identity
- Provide a forum to express positions on issues
- Be the voice of the community
- Provide advice to the Clackamas BCC, Metro, Cities, CPO's and the State of Oregon on relevant issues
- Seek equitable representation of the interests of our community members
- Review and consider long-range governance issues
- Handle other community issues within authority granted to a Hamlet
- Advocate for the aspirations contained in the Community Vision Plan (CVP)

We feel that we are successful in addressing the purpose of our Hamlet.

**Communication and Website:** In 2015, with the addition of Mary Moore to our Board, who has experience with websites and communications, we began a process to update our website and use it to inform not only our own members within the community, but the surrounding cities and anyone who wishes to learn more about what we are and what a Hamlet is. Mary has volunteered her time along with a few for pay hours to support the website. As always, it is a challenge to keep the site up to date with relevant information. We have also instituted using Facebook for communication and successfully used an electronic website to petition the BCC regarding the Urban Reserve question that had over 1,200 responses.

**Working Relationships with CPO, Surrounding Cities, County and Metro:** The Hamlet has been very active over the last few years regarding working with the Cities, County and Metro regarding the Reserve question in our area. Many members testified and submitted comments to the entities regarding the Reserve question.

In 2016, to support the CPO with greater participation, we combined our meetings at the same time and place as the Hamlet, although both have separate meetings and are independent.



We met the other two hamlets and agreed upon the support that we needed from the County. As an outcome of this meeting, we met with the PGA staff and mapped out a plan of action. This report is one of the results of the meeting.

We have also participated in various neighboring cities neighborhood organizations such as Lake Oswego Neighborhood Associations.

**Community Activities (Not related to Land Use):** The hamlet has presented two to four Town Halls each year. Some examples activities are Candidate Forums, and our very successful 2017 Family Fest that took place at the Fiala Farm in conjunction with our ten year anniversary. This Festival was the first time that the Hamlet attempted such a large gathering. We estimate that over 500 attended. This event was basically a break even with volunteers performing most of the work to make it a successful event. In 2016-17, members of our Hamlet, in partnership with Lake Oswego, formed and installed the "Hazalia Agri-Cultural Heritage Trail".

**Promote and Maintain the Community Vision Plan 2015 and Value and Vision Statement 2009:** In the fall of 2015, by an overwhelming vote of both large and small landowners, a Community Vision Plan was passed that foresees the future development of the area as small farm/forest north of the Tualatin River and urban development in the Borland area. This plan is referred to as the "Stafford Compromise". It continues to be the objective of the Stafford Hamlet.

**Community Activities related to Strategic Land Use (Rural/Urban Reserve).** The Hamlet was formed because of diverse opinions regarding the future development of the Stafford Area. The last four years have been tumultuous in regarding the development question. After being designated an Urban Reserve in 2010, the State Land Use Board of Appeals reversed the decision regarding our designation. Ultimately, the area was again designated an Urban Reserve, but with the three surrounding cities adding an IGA agreed to by the County, Metro, Lake Oswego, West Linn, and Tualatin. The three cities are currently working on an IGA among them regarding the future of our area. As a result of the ongoing controversy, the Hamlet was very busy working and testifying at Metro, the County and the three Cities. Our Vision is articulated in our CVP plan of 2015 and continues to be what the Hamlet is promoting for future land use. The CVP plan is supported by the surrounding city residents and in principal by the Cities. We recently submitted a reference guide to the three Cities.

**Demographics:** Our population within the Stafford hamlet is only around 1,800. It continues to be a challenge to recruit new younger individuals and engage volunteers. Keeping in mind though, we are surrounded by a population in three cities that is 90,000 that seems to overwhelmingly support our Values and Vision

**Plans for FY 2019:** The Hamlet plans to increase our investment in our website and continue with our outreach and promotion of our Community Vision Plan. We have scheduled another Family Festival for September 15<sup>th</sup> at the Fiala Farm. Our budget for FY 2019 is presented in our Treasurer, Joe Wikoff report attached along with our expenditures for FY 2018.

Attached is a summary written by our Vice Chair, Mary Moore, regarding our communication objectives for 2019.

Respectively Submitted by:

Jay Minor  
Stafford hamlet  
Board Chair

Attachments





# Stafford Hamlet

## Communication Objectives

June 19, 2018

Since the creation of the Stafford Hamlet we have relied entirely on the expertise of volunteers. This has led to burn out and frustration and frankly does not work in the digital age. There are complex needs and special attention required to get messages out clearly and effectively. We identified that people don't read or value mailers the way they used to, so an online presence has become a necessity. Here are the main reasons we have identified our Communications budget as a priority for The Stafford Hamlet.

### Stafford Hamlet Communications Goals:

We are:

- Striving for continuity and consistency now and into the future
- Fostering a Stafford Hamlet community brand

recognition including our yearly Stafford Hamlet Family Fest

- Promoting the county's efforts to support the Stafford Hamlet
- Providing a website that citizens can trust
- Striving to be a place for the community to turn to when they want to know what is happening in the Stafford Hamlet
- Showcasing local citizen and businesses to increase recognition and local business revenue

Stafford Hamlet citizens helped create this list and we are looking forward to achieving each of these goals. Hoping that our next volunteer is good with computers is not sustainable and we are looking for the county's support to keep our efforts successful now and into the future.

### Breaking down the numbers:

As stated in the budget for Communications we are asking for \$1,400 that will be paid in quarterly installments at \$350 (every 3 months)

This Funding is needed:

- To update the [Stafford Hamlet](#) home page and press page with current events
- To secure SEO optimization for ensuring that we

are reaching people of the Stafford Hamlet

- To work with the County office to make sure our resources on their site are up to date (including meeting minutes)
- To coordinate with the CPO to link to any current building proposals
- To editorialize and link articles for ease of reading at first glance, and
- To format the site for consistent readability

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Mary Moore



May 31, 2018

To: Clackamas County Commissioners

From: Stafford Hamlet Board

Subject: Financial Results for FY ending June 30, 2018  
And Projected Expenditures for FY 2018/2019

We respectfully submit the following financial information for the Stafford Hamlet operations for the Fiscal Year ending June 30, 2018. We are also providing you with our estimate of the projected funding necessary to support our Stafford Hamlet activities for the coming Fiscal Year beginning July 1, 2018 and ending June 30, 2019. A discussion of our activities and outcomes during the past fiscal year and our plans for activities and outcomes in the next fiscal year are provided to you in a separate memorandum;

**Fiscal Year 2018 Operating results:**

**Cash position:** We currently have on hand \$63.36 in our US Bank imprest account. We are awaiting reimbursement of \$485.00 previously expended and reported. We have also incurred another \$1,142.16 in expenditures that await a \$1,000 advance request to enable payment before year end.

**Operating results:** We have been allotted \$2,000 for the current fiscal year operations. To date, exclusive of County reimbursed bank charges, we have received \$252.24 of this amount, submitted a request for a \$485.00 reimbursement from the County to bring our bank account back to the mandated \$500 balance and requested a \$1,000.00 advance to enable the payment of our current outstanding obligations. A summary of our fiscal operations, including expended and incurred funds follows:

Meeting and Town Hall expenses	650.00
Webb and Communication	1,002.16
Printing	<u>227.24</u>
Total Expenditures	<u>\$1,879.40</u>

We also held a Family Festival at the Fiala Farm on September 16, 2017. We advanced \$2,000 from our funds held in trust by the County to cover the cost of the event. We returned all but \$365 of the advanced funds to our Trust account on conclusion of the event.

May 31, 2018

Stafford Hamlet Report to Commissioners

Attached for your additional information is a register of all cash transactions in our checking account during the fiscal year.

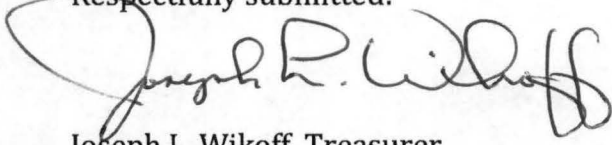
**Fiscal Year 2019 Projected Cost of Operations:**

We anticipate a substantial increase in printed, social media and website costs to communicate the Hamlet's activities and create an awareness of our Hamlet's Vision and Values Compromise. We also are planning to archive our records in a digitized format and document aerial views of our Hamlet. Our total expected cash requirement is \$4,785.00 as outlined in the attached FY 2019 Budget.

Our Family Festival was greeted with much community interest and pleasure. Given our experience, we believe this year we will have greater participation by local business and activities that will make an enjoyable event for a greater number of attendees. The budget anticipates approximately \$4,000.00 in expenses with revenues of a similar amount for a break even result. However, for this purpose, we have provided \$610.00 as a contingency for unanticipated expenditures or shortfall in revenues. Financing is planned to come from our County held Trust Fund.

We have attached our projected Family Festival costs and revenues for your detailed review.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Joseph L. Wikoff". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

Joseph L. Wikoff, Treasurer

Enclosures attached:

- US Bank cash transactions
- FY 2019 Annual Hamlet Budget
- 9-16-2018 Family Festival Budget

**Stafford Hamlet**

US Bank Transactions

July 1, 2017 through June 30, 2018

Summary Detail

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Activity</u>		<u>Balance</u>	<u>Summary Detail</u>				
				<u>Family Fest</u>	<u>Hamlet</u>	<u>US Bank</u>	<u>Meeting</u>	<u>Comm.</u>	<u>Printing</u>	<u>Bank Chg.</u>	<u>County Reimb.</u>
<b>2017</b>											
1-Jul			Beginning Balance		523.36	523.36					
24-Jul		Square, Inc	Deposits	12.61		535.97					
31-Jul		US Bank	Monthly fee		(5.00)	530.97					(5.00)
30-Aug	1123	Aliya DiVergilio	2 hours balloon animal creations	(75.00)		455.97					
31-Aug		Square, Inc	Deposits	211.22		667.19					
31-Aug		US Bank	Monthly fee		(5.00)	662.19					(5.00)
10-Sep	1124	Ann Culter	Printing		(227.24)	434.95			(227.24)		
11-Sep		Trust Transfer	Funds for Family Fest	2,000.00		2,434.95					
			Subtototal	2,148.83	286.12						
11-Sep		Joe Wikoff	Petty Cash	(200.00)		2,234.95					
19-Sep		Joe Wikoff	Return Petty Cash	200.00		2,434.95					
19-Sep		Donations		26.00		2,460.95					
19-Sep		Family Fest Sales		487.00		2,947.95					
30-Sep		Square, Inc	Deposits	245.63		3,193.58					
	1126	Analese Forster	Face Paint Supplies	(280.38)		2,913.20					
	1127	Bill Markt	Insurance \$125.52 /Supplies \$96.76	(222.28)		2,690.92					
	1128	Jana Lombardi	Signs and Markers	(64.15)		2,626.77					
27-Sep	1129	Community Serv.	Application for meeting space		(25.00)	2,601.77	(25.00)				
	1130	Jana Lombardi	Marketing materials/printing	(244.23)		2,357.54					
		Jana Lombardi	Marketing materials/printing	(52.48)		2,305.06					
		Jana Lombardi	Face Book Ads	(85.11)		2,219.95					
		Jana Lombardi	Party supplies	(32.28)		2,187.67					
		Jana Lombardi	Party supplies, volunteer treats, etc.	(27.55)		2,160.12					
30-Sep		US Bank	September service charge		(5.00)	2,155.12					(5.00)
8-Oct	1131	Jana Lombardi	Marketing	(91.52)		2,063.60					
8-Oct		Deposit	Fiala Farm - Maze	46.21		2,109.81					
			Fiala Farm - Soda	72.01		2,181.82					
11-Oct	1132	Rick Cook	Dry Ice	(68.01)		2,113.81					
		US Bank	October Bank Charge		(5.00)	2,108.81					(5.00)
		US Bank	AHC Mo. Block Maintenance Chg		(15.00)	2,093.81					(15.00)
		US Bank	ACH Filter/Block Setup Chg.		(30.00)	2,063.81					(30.00)
30-Nov		US Bank	November Bank & ACH Chg.		(20.00)	2,043.81					(20.00)
31-Dec		US Bank	December Bank & ACH Chg.		(20.00)	2,023.81					(20.00)

Total \$441.65

**2018**

31-Jan	US Bank	January Bank & ACH Chg.		(20.00)	2,003.81			(20.00)	
8-Feb	1133 County Trust	Transfer funds back to Trust Acct.	(1,857.69)		146.12				
8-Mar	1134 Community Services	Meetings #8641 & 9743		(170.00)	(23.88)	(170.00)			
9-Mar	Clackamas County	Reimbursement		347.24	323.36			95.00	252.24
1-May	Clackamas County	Reimburse bank fees		55.00	378.36			55.00	
5/5/2018	1135 Kate Roth	Minutes 1-9-2017/12-11-2017		(295.00)	83.36	(295.00)			
5/5/2018	1136 LONAC	2018 dues		(20.00)	63.36	(20.00)			
5/31/2018	<b>Cash balance and Expenditures to May 31,2018</b>		<u>0.00</u>	<u>63.36</u>		<u>(510.00)</u>		<u>(227.24)</u>	<u>25.00</u> <u>252.24</u>

**Incurred but unpaid:**

Kate Roth	Minutes 2-12-2018/5-14-2018		(140.00)		(140.00)				
Mary Moore	Printing Community Ref. Guide for Distribution to Cities		(302.16)			(302.16)			
Rick Cook	Family Fest T-shirts	(324.00)							
Mary Moore	Fee for Design, format & editing of Stafford Hamlet Comm. Ref. Guide		(200.00)			(200.00)			
Mary Moore	Website Maintenance		(500.00)			(500.00)			
Jana Lombardi	Horse shoes for Family Fest	(41.72)							
<b>Total incurred but unpaid</b>		→	<u>(365.72)</u>	<u>(1,142.16)</u>		<u>(650.00)</u>	<u>(1,002.16)</u>	<u>(227.24)</u>	<u>25.00</u> <u>252.24</u>

**Total expenditures for FY2018**

→ (1,879.40)







Stafford Hamlet Family Fest  
Budget  
9/16/2018

ITEM	ANTICIP-AMT	Per Unit	ANTICIP-EXP	ANTICIP-REV	NET	Summary
Marketing						(1,127.00)
<u>Notification Cards</u>		500.00	\$ 50.00		(50.00)	
<u>Card Holders</u>					0.00	
<u>Posters</u>			227.00		(227.00)	
<u>Banners</u>			200.00		(200.00)	
<u>Misc. printed material</u>			650.00		(650.00)	
Infrastrucure					0.00	(1,285.00)
<u>Canopy Rental</u>					0.00	
<u>Table Rental</u>	10.00	5.00	50.00		(50.00)	
<u>Shuttle</u>					0.00	
<u>Porta potty</u>					0.00	
<u>Insurance</u>			135.00		(135.00)	
<u>Credit Card Square</u>			20.00		(20.00)	
Tickets to be used play games			10.00		(10.00)	
<u>Facebook</u>			200.00		(200.00)	
<u>party suppies</u>			80.00		(80.00)	
<u>Gift cards</u>			80.00		(80.00)	
<u>misc booth supplies</u>			20.00		(20.00)	
<u>Volunteer appreciation</u>			300.00		(300.00)	
Games			125.00		(125.00)	
<u>Balloon Artist BJ. Da Clown</u>			225.00		(225.00)	
<u>Face Painting</u>			150.00		(150.00)	
<u>Pies -pie eating</u>					0.00	
<u>Cupcakes - Cake Walk</u>				50.00	50.00	
<u>balloon animal sales</u>				60.00	60.00	
Food					0.00	813.00
<u>hamburgers</u>	200	\$ 3.00	600.00	1,000.00	400.00	
<u>hot dogs</u>	150	\$ 1.75	262.50	525.00	262.50	
<u>Water</u>					0.00	
<u>Pop</u>					0.00	
<u>Otter pops</u>					0.00	
<u>Ice Cream bars-Haagen Daz</u>					0.00	
<u>Fruit bars</u>					0.00	
<u>beverages and snacks</u>			199.50	350.00	150.50	
Income					0.00	1,597.50
<u>Corn Maze</u>	65			65.00	65.00	
<u>50-50 Raffle drawing</u>				75.00	75.00	
<u>Merchandize</u>	48	\$10.00	480.00	0.00	(480.00)	
<u>Pie Eating</u>					0.00	
<u>Corporate sponsors</u>				800.00	800.00	
<u>Booth/table</u>				637.50	637.50	

<u>Community Org./NFP</u>					0.00	
<u>Donations from attendees</u>				100.00	100.00	
	4	100.00		400.00	400.00	
					0.00	
<u>Subtotal</u>			4,064.00	4,062.50	(1.50)	
<u>Contingency 15%</u>			609.60		(609.60)	(609.60)
<u>credit card fee</u>					0.00	0.00
<u>TOTAL</u>			4,673.60	4,062.50	\$ (611.10)	(611.10)