



**OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION
FOR JANUARY 23, 2012**

Present: Mayor Lou Ogden; Councilor Wade Brooksby; Councilor Frank Bubenik;
Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Absent: Council President Monique Beikman

Staff Present: City Manager Sherilyn Lombos; City Attorney Brenda Braden; Community Development Director Alice Rouyer; Operations Director Dan Boss; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Assistant to the City Manager Sara Singer; Assistant Planner Colin Cortes; Associate Planner Cindy Hahn; Parks and Recreation Manager Carl Switzer; Program Coordinator Kathy Kaatz; Maintenance Services Division Manager Clayton Reynolds; Management Analyst Ben Bryant; Executive Assistant Maureen Smith

Attendees: Finance Accounting Supervisor Craig Anderson

1. CALL TO ORDER

Mayor Ogden called the work session to order at 5:06 p.m.

2. Fiscal Year Ending June 30, 2011 Audit Report

Finance Director Don Hudson introduced Kammy Austin and Dani Groves, representatives from Merina & Company.

Ms. Austin and Ms Groves began the discussion and distributed the audit for the City and the Development Commission. Questions can be directed to Finance Director Don Hudson if needed. Included were two letters dated December 12, 2011, which are required communications. An additional report that has an improvement for consideration was included along with an executive summary dated today. The auditors gave a brief overview of the communications and financial statements.

They issued a clean opinion, which is the highest level of assurance that can be received for the City, and the Development Commission. Statements were submitted to the Government Finance Officers Association (GFOA). There were two accounts where funds exceeded expenditures, and one deficiency noted, which has to do with fixed assets. Staff has indicated acquiring a fixed assets software program to address those issues. Ms. Austin and Ms. Groves said this is their first audit with Tualatin, and from their standpoint it was a very good audit and went smoothly.

Brief discussion followed on the audit and the budget graphs in the document; it was explained that the graph represents a single point in time and is not looking at the entire amount of revenue. The presentation of that particular graph was questioned, as without an explanation could be interpreted quite differently. It was asked of the auditors if the City has an efficient operation and it was explained that the audit is looking to make sure the City has sufficient controls in place and communicate best practices, but that it doesn't necessarily look at the "efficiency" of the City's operations. It was asked to have the document put on the City's website in a "user-friendly" format so the average person could look at the financial picture of the City. It was also asked when the fixed asset issue will be brought to Council, and Mr. Hudson said he is not certain how long it will be at this point, but staff is currently looking at options.

3. Request to Add West Linn as Member of the Metropolitan Area Communications Commission

Metropolitan Area Communications Commission (MACC) Chair and former councilor Chris Barhyte and MACC staff Fred Crist were present to discuss the recommendation of including the City of West Linn in the MACC Intergovernmental Agreement. MACC oversees Tualatin Valley Community Television cable access programming for Washington County and Lake Oswego. Tualatin is a member of the MACC Intergovernmental Agreement (IGA), which requires that every member jurisdiction approve the addition of any new member. In November, MACC recommended Tualatin, along with the other members approve the addition of the City of West Linn to the membership. Mr. Crist said currently there are 14 jurisdictions, and they initially had received requests from Oregon City and West Linn. West Linn ended up wanting to move forward with joining MACC, bringing the number to 15 jurisdictions. There is no cost or change to the current fees, and actually results in a slight decrease. Also increased membership can offer some clout during negotiations with the cable franchise.

Brief discussion followed. It was asked and answered that Oregon City ended up staying with Willamette Falls Media Center, their local public access. Staff noted that the resolution is on the Consent Agenda portion of the business meeting for approval.

4. Washington County Major Streets Transportation Improvement Program (MSTIP) Project List

Community Development Director Alice Rouyer and Management Analyst Ben Bryant were present and gave an overview of Washington County Major Streets Transportation Improvement Program (MSTIP) Project List. The Washington County Coordinating Committee (WCCC) is seeking input from local jurisdictions on the draft project list.

The process recently started for the next five year cycle; there are three projects that are closely tied to Tualatin. The timeline was reviewed; the County Board will adopt the projects by June, 2012. The draft list will go to WCCC in February and a recommendatino will be made to the Board in May. Discussion followed and mention was made of not seeing the County address issues on a stretch of road that has safety issues on Grahams Ferry Road. Since the primary purpose of MSTIP is safety and improvement of roads for multiple uses, it might be a smaller project than some of the others listed. It was suggested that project dollars be set aside that would include the necessary improvements to Grahams Ferry.

Discussion followed. It was suggested to find out what the costs would be to address the safety of the curve. It was asked if there are any other funding sources for safety projects besides MSTIP that should be discussed with the County. Staff recalled there were conversations approximately two years back about that stretch of Grahams Ferry Road. Discussion continued on the unsafe factors on the stretch of road on Grahams Ferry. It was suggested by Council to include planning for some minor improvements to Grahams Ferry in the Basalt Creek Transportation project.

5. Update on the Transportation Task Force

Community Development Director Alice Rouyer began by noting the last status update of the Transportation Task Force was in November, which outlined purpose, composition and an agenda. This update is to review activities since the last status update. An update will also be given at tonight's business meeting agenda.

Associate Planner Cindy Hahn continued with the update and said there have been three Task Force meetings to date, with 45 attendees at the first meeting and nearly that at the second and third. The Task Force has come up with goals and objectives, derived from the value statements. Staff will be personally checking in with each member before the next meeting on February 2, which focuses on the Transportation System Plan (TSP), leading to a list of projects and expectations. The Task Force "Working Groups" are scheduled in February and the discussion topics were reviewed. An open house is set for February 16; the February 23 Task Force meeting focus will be on the Linking Tualatin project. Staff noted a lot of activity is happening in February. Brief discussion followed.

6. Discussion About the Next Stafford-Borland Forum

Planning Manager Aquilla Hurd-Ravich presented and reviewed information on the next Stafford-Borland forum. The next forum is scheduled for February 4, 2012, 9:00 a.m. to 12:00 p.m. at Athey Creek School. The purpose of this forum is to discuss transportation impacts to surrounding cities if development occurs.

Issues that have come up in the past on impacts to the area were reviewed by Planning Manager Hurd-Ravich. It was also noted that the joint statement from Tualatin, West Linn, and Lake Oswego was included in this packet that outlines identified impacts in 2009. Possible impacts on Sagert and Nyberg, and possible impacts in the Basalt Creek area were highlighted. Staff is trying to determine if these are still the concerns as a list of talking points need to be submitted to Clackamas County. It also needs to be determined who will speak at the forum from Tualatin. Discussion followed. It was stated that it is important to have someone from Tualatin represented at the next forum to be able to be part of the discussion. Council discussed who would be attending; either or both Councilors Grimes and Truax will attend, if Council President Beikman cannot attend. The Council had a brief discussion about how the forum would play out, the major players attending and what will likely be discussed.

7. Consideration of Appointing a City Council Member to the Ad Hoc Committee to Coordinate the 2012 Arbor Week Celebration

City Manager Lombos noted this is an item on the business meeting Consent Agenda. What is needed is the appointment of a councilor as an Arbor Week representative; Parks and Recreation Manager Carl Switzer gave a brief background on what it would entail. It was asked and answered that the last time this was done, Community Involvement Organizations (CIOs) didn't exist. It was suggested and staff will contact the CIOs about this event. Councilor Grimes volunteered to be on this year's Arbor Week Ad Hoc Committee.

8. Council Meeting Agenda Review, Communications and Roundtable

CONSENT AGENDA REVIEW

Council reviewed the Consent Agenda. City Manager Lombos removed Item D-3 - Update to Personnel Rules in its entirety from the agenda. No other changes or comments were noted.

H. GENERAL BUSINESS

1. Ordinance No. **1338-12** Amending References for Land Use Notice; Adding Citizen Involvement Organizations; and Amending TDC 1.031, 31.060, 31.063, 31.064 and 31.067 (PTA-11-09)

MOTION by Councilor Davis, SECONDED by Councilor Grimes for a first reading by title only. MOTION by Councilor Davis, SECONDED by Councilor Grimes for a second reading by title only. MOTION CARRIED. The poll was unanimous. [Beikman absent.] MOTION by Councilor Truax, SECONDED by Councilor Davis to place adoption of the ordinance on the Consent Agenda. MOTION CARRIED

2. Ordinance No. **1339-12** Changing the Tualatin Planning Advisory

Committee into a Planning Commission and Granting Decision-Making Authority over Specified Land Use Applications; and Amending Tualatin Development Code Chapters 1, 2, 31, 33, 34, 35, and 37 (PTA-11-11)

MOTION by Councilor Truax, SECONDED by Councilor Davis for a first reading by title only. MOTION by Councilor Truax, SECONDED by Councilor Grimes for a second reading by title only. MOTION CARRIED. The poll was unanimous [Beikman absent]. MOTION by Councilor Truax, SECONDED by Councilor Grimes to place adoption of the ordinance on the Consent Agenda. MOTION CARRIED.

3. Ordinance No. **1340-12** Creating the Tualatin Planning Commission to Replace the Tualatin Planning Advisory Committee; and Amending Chapter 11-1 of the Tualatin Municipal Code

MOTION by Councilor Truax, SECONDED by Councilor Davis for a first reading by title only. MOTION by Councilor Truax, SECONDED by Councilor Grimes for a second reading by title only. MOTION CARRIED. The poll was unanimous. [Beikman absent.] MOTION by Councilor Truax, SECONDED by Councilor Davis to place adoption of the ordinance on the Consent Agenda. MOTION CARRIED.

4. Ordinance No. **1341-12** Relating to Noxious Vegetation and Amending TMC 6-4-010, 6-4-060 and 6-4-090

MOTION by Councilor Truax, SECONDED by Councilor Grimes for a first reading by title only. MOTION by Councilor Truax, SECONDED by Councilor Grimes for a second reading by title only. MOTION CARRIED. The poll was unanimous. [Beikman absent.] MOTION by Councilor Truax, SECONDED by Councilor Grimes to place adoption of the ordinance on the Consent Agenda. MOTION CARRIED.

COMMUNICATIONS

Councilors Bubenik and Davis mentioned they attended a productive meeting on the website redesign.

9. ADJOURNMENT

The Work Session adjourned at 6:59 p.m.

Sherilyn Lombos, City Manager



Maureen Smith, Recording Secretary