



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Sherilyn Lombos, City Manager

**DATE:** January 23, 2012

**SUBJECT:** Work Session for January 23, 2012

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- 1) **5:00 p.m. (25 min) – Audit Report for Fiscal Year Ending June 30, 2011**  
A representative from the City's independent auditor, Merina & Company, LLP, will give a brief presentation concerning the independent audit recently conducted. Attached are relevant documents from the auditors related to the audit and their findings. The Comprehensive Annual Financial Report (CAFR) and the Tualatin Development Commission Financial Statements will be available at the meeting.
- 2) **5:25 p.m. (15 min) – Request to Add West Linn as Member of the Metropolitan Area Communications Commission**  
The City of Tualatin is a member of the Metropolitan Area Communications Commission (MACC). Every member jurisdiction (there are currently 13) must approve the addition of any new member. The MACC Commission has recommended that Tualatin approved the addition of the City of West Linn to the MACC membership. MACC staff will be present at the City Council Work Session to respond to any questions the Council may have. A resolution is on the Consent portion of the Council's regular agenda for approval.
- 3) **5:40 p.m. (20 min) – Washington County Major Streets Transportation Improvement Program (MSTIP) Project List**  
The Washington County Coordinating Committee is asking Tualatin to review and provide input on the draft list of projects to be funded in the next five-year cycle of the Major Streets Transportation Improvement Program (MSTIP). Attached is a memo with information along with a timeline and map of projects.
- 4) **6:00 p.m. (15 min) – Transportation Task Force Update**  
The Council last received an update on the Transportation Task Force at the November 14, 2011 Work Session. At that meeting, the Transportation Task Force's purpose, composition, and first meeting agenda were reviewed. The purpose of this update is to apprise the Council of the Transportation Task Force's activities since the last status report. The Transportation Task Force has met twice, on November 29 and December 15, 2011. Attached is a memo with additional information.
- 5) **6:15 p.m. (25 min) – Stafford Area Update**  
Clackamas County has scheduled the next Stafford-Borland Forum for February 4, 2012 at Athey Creek School beginning at 9:00 am. The County is proposing a two panel format: one panel will include elected officials from the cities of Lake Oswego, Tualatin, and West Linn who will talk about transportation related impacts to each city that could result from development in the Stafford Area; the second panel will include representatives from the Oregon Department of Transportation and Metro who will also address transportation issues related to development of the Stafford area. Clackamas County staff has asked the cities to provide several talking points that can be included in the forum agenda. Staff is seeking input from the Council regarding what topics you may want to address during this forum and which City Councilor should sit as the panelist representing Tualatin.

- 6) **6:40 p.m. (5 min) – Arbor Week Committee Council Representative**  
On the Consent agenda of tonight’s meeting is the establishment of an Ad Hoc Committee that will assist in the planning of the 2012 Arbor Week celebration. The Arbor Week celebration increases public awareness of the contribution that trees make to the lives of those that live, work and play in Tualatin. A City Council representative is needed for this committee.
  
- 7) **6:45 p.m.(10 min) - Council Meeting Agenda Review, Communications & Roundtable** This is an opportunity for the Council to review the agenda for the January 23, 2012 City Council meeting and take the opportunity to brief the rest of the Council on any issues of mutual interest.



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Don Hudson, Finance Director  
Craig Anderson, Accounting Supervisor

**DATE:** 01/23/2012

**SUBJECT:** Fiscal Year Ending June 30, 2011 Audit Report

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### **DISCUSSION:**

Kammy Austin, Partner with Merina & Company, LLP, will give a brief presentation concerning the independent audit recently conducted for the City of Tualatin and the Tualatin Development Commission. She will also answer any questions from the Council about the audit and the financial reports. Attached are four documents from the auditors related to the audit and their findings, starting with the executive summary.

Staff will have the City of Tualatin Comprehensive Annual Financial Report and the Tualatin Development Commission Financial Statements available at the meeting for the Mayor and Council.

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**Attachments:** [Audit Executive Summary Letter](#)  
[SAS 115 Audit Letter](#)  
[SAS 114 Audit Letter - City of Tualatin](#)  
[SAS 114 Audit Letter - Tualatin Development Commission](#)

January 23, 2011

To the Honorable Mayor and City Council  
City of Tualatin and Tualatin Development Commission  
Tualatin, Oregon

## **EXECUTIVE SUMMARY**

The purpose of this executive summary is to assist you in fulfilling your responsibilities for oversight of the City's and Commission's financial reporting. This letter summarizes the results and conclusions of certain matters required to be communicated to those charged with governance. The full communication to those charged with governance as required by Statement of Auditing Standards 114 and 115 was delivered to you in the Council packet.

- We have completed our audit of the financial statements and related disclosures of the City of Tualatin and Tualatin Development Commission. We issued our reports, which contain "clean opinions" on December 12, 2011.
- City of Tualatin:
  - Our opinion on the City's financial statements is limited to the basic financial statements, supplementary data, and audit comments.
  - The introductory and statistical section of the report has not been audited by us and, accordingly, we expressed no opinion on that data.
  - The financial statements were submitted to the Government Finance Officers Association for the Certificate of Achievement for Excellence in Financial Reporting.
- Tualatin Development Commission:
  - Our opinion on the Commission's financial statements is limited to the basic financial statements and audit comments.
  - The Commission's introductory section of the report has not been audited by us and, accordingly, we expressed no opinion on that data.

## **Required Communications to Those Charged with Governance**

- There were no restrictions on our audit scope.
- There were no disagreements with management.
- There were no significant difficulties incurred during the course of the audit.

- As described in Note 1.M to the financial statements, the City changed its accounting policy related to fund balance by adopting Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Government Fund Type Definitions, during 2011.
- Management judgments and accounting estimates were found to be appropriate in the circumstances. Estimates included depreciation, compensated absences payable, and allowance for doubtful accounts.
- We did not find any transactions entered into by the City during the year that lack authoritative guidance.
- There were financial statement misstatements with a total financial effect of \$81,881. Management has determined that the effect of the uncorrected misstatements is immaterial to the financial statements. The majority of the misstatement relates to donations that the City booked as deposits in prior years which caused liabilities to be overstated. There was also an old receivable on the City's books which caused receivables to be overstated.
- Prior period audit adjustments necessary for proper presentation of the financial statements were made:
  - OPEB – During fiscal year 2010 the City recorded an OPEB liability while implementing GASB 45. During fiscal year 2011, an independent actuarial firm determined that the City did not have a liability under GASB 45. A prior period adjustment to remove the OPBE liability was made.
  - Capital Assets – During the year management discovered assets that were included in construction in process that had been completed in prior years. It was also discovered that there were assets listed that were not recording depreciation. A prior period adjustment was made to increase accumulated depreciation
  - The total effect of the prior period adjustments to fund balance at June 30, 2011 is \$291,534.
- In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. There were no such consultations with other accountants.

### **Report Required by Oregon State Regulation**

- The Independent Auditors Report(s) Required by Oregon State Regulation are located on page 120 of the City's CAFR and page 31 of the Commission's financial statements.
- We tested the following in connection with Oregon Minimum Standards:
  - Collateral
  - Indebtedness
  - Budgets
  - Insurance and Fidelity Bonds

- Programs Funded from Outside Sources
  - Highway Funds
  - Investments
  - Public Contracts and Purchasing
- There were instances of expenditures exceeding appropriations. These amounts are reported on page 121.

### **Control Deficiencies**

- There was one deficiency identified during the course of the audit which we considered to be a significant deficiency that we are required by Statement of Auditing Standards 115 to communicate to you. These are communicated in a separate letter accompanying the full memo.
- Capital assets are currently being tracked in Excel which does not provide the necessary internal controls to ensure that capital assets are properly recorded and depreciated.

We appreciate the opportunity to have been of service and look forward to working with you in the future. If you have any questions now or in the future please do not hesitate to contact us.



Kammy Austin, CPA  
Merina & Company, LLP

To the Honorable Mayor and City Council  
and Management of the City of Tualatin, Oregon

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Tualatin, Oregon as of and for the year ended June 30, 2011, in accordance with auditing standards generally accepted in the United States of America, we considered the City of Tualatin, Oregon's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Tualatin, Oregon's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Tualatin, Oregon's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, and therefore there can be no assurance that all such deficiencies have been identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following a deficiency in the City of Tualatin, Oregon's internal control to be a significant deficiency:

Capital Assets and Depreciation:

Finding:

The City currently tracks their capital assets in Excel which does not provide the necessary internal controls to ensure the capital assets are properly recorded and depreciated. A prior period adjustment to capital assets was required to restate the financial statements. We recommend that the City purchase capital asset software that has internal controls built into the program.

Management's Response:

The City is in the process of reviewing other financial software. The process includes a needs analysis, which includes capital asset tracking within the financial system. We agree with the recommendation and are already including it in the financial software analysis.

This communication is intended solely for the information and use of management, the Mayor and City Council and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

*Merina & Company*

Merina & Company, LLP  
West Linn, Oregon  
December 12, 2011



December 12, 2011

To the Honorable Mayor and City Council  
City of Tualatin, Oregon

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Tualatin, Oregon (the City) for the year ended June 30, 2011. Professional standards (for Certified Public Accountants) require that we provide you with the following information about our responsibilities under general accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 20, 2011. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 1.M to the financial statements, the City changed its accounting policy related to fund balance by adopting Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Government Fund Type Definitions*, during 2011. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There were three prior period adjustments that were included in the financial statements.

During the year ended June 30, 2010 the City recorded an Other Post Employment Benefit (OPEB) liability while implementing GASB 45 Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions. During the year ended June 30, 2011 the independent actuarial firm determined that the City did not have a liability under GASB 45. A prior period adjustment of \$351,359 to remove the OPEB liability was made on the government-wide financial statements.

During the year management discovered assets that were included in construction in process that had been completed in prior years. A prior period adjustment for \$442,383 to increase accumulated depreciation for governmental capital assets was made on the government-wide financial statements.

During the year ended June 30, 2011 management discovered assets that were not recording depreciation. A prior period adjustment for \$200,510 to increase accumulated depreciation was made on the proprietary fund financial statements.

The total effect of the prior period adjustment to fund balance at June 30, 2011 is \$291,534.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the City's financial statements was:

Management's estimate of the accumulated depreciation is based on historical cost or estimated historical cost if purchased or constructed and donated capital assets are recorded at estimated fair market value at the date of donation.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of Capital Assets in Note (4) to the financial statements summarizes the changes in capital assets for the year ended June 30, 2011.

The disclosure of Long Term Debt in Note (6) to the financial statements summarizes the changes in debt for the year ended June 30, 2011.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We noted several likely misstatements with a total financial statement effect of \$88,881 for the City. The likely misstatements are due to old balance sheet accounts balances that need to be reconciled. Management has determined that its effect is immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 12, 2011.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the governmental unit’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We noted certain matters that we reported to management of the City in a separate letter dated December 12, 2011.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Information in Documents Containing Audited Financial Statements*

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Mayor and City Council and management of the City and is not intended to be and should not be used by anyone other than these specified parties.

If you should have any questions or comments, we will be pleased to discuss this report with you at your convenience.

Very truly yours,



Merina & Company, LLP  
Certified Public Accountants and Consultants

December 12, 2011

To the Board of Commissioners  
Tualatin Development Commission

We have audited the financial statements of the governmental activities and each major fund of the Tualatin Development Commission, a component unit of the City of Tualatin, Oregon for the year ended June 30, 2011. Professional standards (for Certified Public Accountants) require that we provide you with the following information about our responsibilities under general accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 20, 2011. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Tualatin Development Commission are described in Note (1) to the financial statements. As described in Note 1.J to the financial statements, the Tualatin Development Commission changed its accounting policy related to fund balance by adopting Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Government Fund Type Definitions*, during 2011. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

There was a prior period adjustment that was included in the financial statements:

During the year, management discovered assets that were included in construction in process that had been completed in prior years. A prior period adjustment for \$50,374 to increase accumulated depreciation for capital assets was made on the government-wide financial statements.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Tualatin Development Commissions' financial statements was:

Management's estimate of the accumulated depreciation is based on historical cost or estimated historical cost if purchased or constructed and donated capital assets are recorded at estimated fair market value at the date of donation.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of Capital Assets in Note (4) to the financial statements summarizes the changes in capital assets for the year ended June 30, 2011.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. No misstatements were noted during the audit.

#### *Disagreements with Management*

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated December 12, 2011.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

*Other Information in Documents Containing Audited Financial Statements*

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Board of Commissioners and management of the Tualatin Development Commission and is not intended to be and should not be used by anyone other than these specified parties.

If you should have any questions or comments, we will be pleased to discuss this report with you at your convenience.

Very truly yours,

A handwritten signature in cursive script that reads "Merina & Company".

Merina & Company, LLP  
Certified Public Accountants and Consultants



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Ben Bryant, Management Analyst  
Alice Rouyer, Community Development Director

**DATE:** 01/23/2012

**SUBJECT:** Washington County Major Streets Transportation Improvement Program (MSTIP) Project List

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### **ISSUE BEFORE THE COUNCIL:**

Review and provide input on the draft list of projects to be funded in the next five-year cycle of the Major Streets Transportation Improvement Program (MSTIP). Washington County Coordinating Committee is seeking input from local jurisdictions on the draft project list.

### **EXECUTIVE SUMMARY:**

#### **MSTIP Background / History**

In 1986, MSTIP started as a voter-approved property tax levy and was continued in 1989 and 1995. By the late 1990s, MSTIP had been rolled into Washington County's fixed property tax rate. By 2013, MSTIP will have provided \$555 million dedicated toward 111 projects county-wide, including improvements to Tualatin-Sherwood Road (map of all MSTIP projects is available in Attachment A).

#### **MSTIP Project Selection Criteria**

The projects selected to be part of MSTIP is the result of a collaborative effort between Washington County and the cities. In general, projects must:

- improve safety;
- remove bottlenecks;
- be major roadways used by many residents;
- rank as high local government priorities;
- address multiple transportation demands (cars, trucks, bikes, pedestrians, transit); and
- be geographically balanced, providing benefit to residents all around the county.

#### **Potential Projects in Tualatin (as highlighted in draft project list)**

Washington County staff has developed a draft list of transportation projects to receive MSTIP funding. Of the 25 projects listed throughout Washington County, 2 are located in Tualatin's future expansion areas (Southwest Concept Plan area and Basalt Creek). Another is on Tualatin-Sherwood Road in Sherwood. The following table represents the 3 projects located near Tualatin (the full list of projects is available in Attachment A.)

<b>Project Title</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Design Start Year</b>	<b>Bid Year</b>	<b>Estimated Cost with Inflation</b>
SW 124th Avenue Extension	Construct interim 2-lane road with 8' shoulders and roadside ditches from Tualatin-Sherwood Road to Tonquin Road	\$8,000,000	2013	2016	\$10,883,911
SW 124th Avenue Connection to Boones Ferry Road (Basalt Creek East-West Arterial)	Design roadway and provide funding for ROW protection	\$6,000,000	2012	2012	\$6,000,000
Tualatin-Sherwood Road Expansion in Sherwood	Widen to 5-lanes between Adams Avenue and Borchers Drive with intersection improvements	\$9,000,000	2012	2014	\$10,497,6000

Traditionally, MSTIP has been used to improve existing transportation facilities. Given the regional importance of the SW 124th Avenue extension and the potential development benefits, Washington County has listed the construction of an interim 2-lane road as a potential project to be funded by MSTIP.

### **Next Steps**

A detailed schedule can be found in Attachment A. Below is a summary of the schedule:

February 2012: WCCC review project list

March 2012: Open house & public outreach

April 2012: WCCC consider public comments

May 2012: Approve and advance project list to County Board of Commissioners

June 2012: County Board of Commissioners approve project list

### **DISCUSSION:**

In an effort to provide constructive feedback to Washington County Coordinating Committee, direction is needed on the following:

- Are the projects listed in and around Tualatin the highest priority transportation projects to be funded by MSTIP?
- Do these projects reflect the local needs and desires?
- Should Tualatin seek other funding sources to enhance the projects listed?
- Should Tualatin advocate for other projects?

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**Attachments:**     [Attachment A: MSTIP Project List, Timeline, & Map](#)



# Draft MSTIP 3d Project List Development Schedule

December 29, 2011

December 2011

**December 5, 2011: WCCC**

LUT Staff briefing

January 2012

**January 5, 2012: WCCC TAC**

Initiate development of MSTIP 3d project list; discuss public outreach strategy

**January 9, 2012: WCCC**

Discuss public outreach strategy

**January 26, 2012: WCCC TAC**

Advance draft project list to WCCC for consideration

February 2012

**February 6, 2012: WCCC**

Review TAC recommendation and provide direction to TAC;  
finalize public outreach strategy

**Optional Board/Council Briefings by Jurisdictions**

**Week of February 13:** Updates newsletter item publishes; distribute materials to Cities and OSU Ext Service (CPOs) for March newsletters/websites

**February 23, 2012: WCCC TAC (if needed)**

Consider WCCC direction; potential revisions to list

March 2012

**March 5, 2012: WCCC**

Advance DRAFT project list for public review and comment

**March 6:** Media release/distribution of public information

**March 6-30:** Presentations to CPOs, other groups; city/CPO newsletters (including MSTIP article) distributed

**March 12-26:** Virtual open house

**Week of March 12 or 19:** Physical open house (location TBD)

**March 20:** CCI presentation

April 2012

**April 2, 2012: WCCC**

Review public comments; consider revisions to list; direction to TAC

**Optional Board/Council Briefings by Jurisdictions**

**April 26, 2012: TAC (if needed)**

Review WCCC direction and consider revisions to list

May 2012

**May 7, 2012: WCCC**

Review Final draft list, approve and advance to BCC

June 2012

**June 2012: BCC**

Review and approve MSTIP 3d project list

July 2012

**July 2012: LUT Staff**

















Initiate design of projects for 2014-2015

**DRAFT MSTIP 3D PROJECT LIST  
DECEMBER 29, 2011**

Map Key	Project Title	Project Description	Estimate - \$	Design Start - Yr	Bid - Yr	Estimate w/ 8%/yr Inflation - \$
1	170th (Alexander-Merlo)	Widen to 5 Lanes	\$10,000,000	2014	2016	\$13,604,889.60
2	Farmington (Murray-Hocken)	Widen to 5 Lanes	\$8,700,000	2014	2017	\$12,783,154.27
3	185th (Farmington-Kinnaman)	Interim 3 Lane	\$10,000,000	2014	2017	\$14,693,280.77
4	Springville/185th Intersection	Widen to 5 lanes	\$10,000,000	2012	2015	\$12,597,120.00
5	Walker Road (158th to 173rd)	Widen to 5 lanes.	\$5,000,000	2012	2014	\$5,832,000.00
6	West Union (185th to Corn Pass)	Widen to 5 lanes, Design Only	\$4,000,000	2012	2012	\$4,000,000.00
7	Walker Road (Murray to 158th)	Widen to 5 lanes	\$8,500,000	2014	2016	\$11,564,156.16
8	Scholls Ferry Rd. Curve Realignment	Realign curves to improve safety. (west of Roy Rogers Rd)	\$4,000,000	2012	2013	\$4,320,000.00
9	Scholls-Sherwood/Roy Rogers Intersection	Signal warranted to address existing traffic volumes.	\$3,000,000	2012	2014	\$3,499,200.00
10	Tualatin-Sherwood (Adams to Borchers)	Widen to 5 lanes, with intersection improvements	\$9,000,000	2012	2014	\$10,497,600.00
11	SW 124th Extension (Tualatin-Sherwood to Tonquin)	Construct interim 2 lane with 8' shoulders and roadside ditches	\$8,000,000	2013	2016	\$10,883,911.68
12	124th (Tonquin to Boones)	Widen to 5 lanes, Design Only	\$6,000,000	2012	2012	\$6,000,000.00
13	Walnut (116th to Tiedeman)	Widen to 3 lanes	\$4,200,000	2014	2016	\$5,714,053.63
14	Cornelius Pass Road / Cornell Intersection	Intersection improvements	\$3,000,000	2013	2015	\$3,779,136.00
15	Martin Road (Hwy 47 to curves)	Match existing improvements in the Martin/Corn-Scheff Bundle	\$8,000,000	2012	2014	\$9,331,200.00
16	NE 25th/Cornell Intersection	Add Southbound left turn	\$4,000,000	2013	2015	\$5,038,848.00
17	10th Ave (Cornelius) EB couplet-Holladay	Widen to standard to accommodate freight	\$3,000,000	2012	2013	\$3,240,000.00
18	Baseline (231st to Brookwood)	Widen to 5 lanes	\$9,000,000	2013	2015	\$11,337,408.00
19	Cedar Hills/Walker Intersection	Add double lefts on all approaches and EB right turn	\$4,000,000	2013	2015	\$5,038,848.00
	Bridge Replacement (TBD)	Replace bridge on rural countywide significant route	\$2,500,000	2012	2014	\$2,916,000.00
	Bridge Replacement (TBD)	Replace bridge on rural countywide significant route	\$2,500,000	2013	2015	\$3,149,280.00
	Bridge Replacement (TBD)	Replace bridge on rural countywide significant route	\$3,000,000	2014	2016	\$4,081,466.88
	Match Set Aside (various grants)		\$3,000,000	2012	2012	\$3,000,000.00
	Stand-alone Bike/Ped Project Match Set Aside		\$250,000	2012	2012	\$250,000.00
	ITS Set Aside		\$500,000	2012	2012	\$500,000.00

<b>TOTAL</b>	<b>\$167,651,552.99</b>
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**Legend**

-  Proposed MSTIP 3d Projects
-  Projects constructed with funds from MSTIP 1 - 3c
-  Commissioner District Boundary
-  Highways
-  Arterial Roads
-  Collector Roads
-  Neighborhood Routes
-  Local Roads
-  MAX Light Rail
-  Railroads
-  Trails
-  County Boundary
-  Cities
-  Urban Growth Boundary
-  Streams & Rivers
-  Lakes

**DRAFT MSTIP 3D PROJECT LIST**  
DECEMBER 29, 2011



**WASHINGTON COUNTY**  
OREGON



**mstip**  
MAJOR STREETS AND TRANSPORTATION  
IMPROVEMENT PROGRAM

Department of Land Use and Transportation  
Engineering and Construction Services Division  
Phone: 503-846-7800  
Fax: 503-846-7810  
Email: CPMProjects@co.washington.or.us


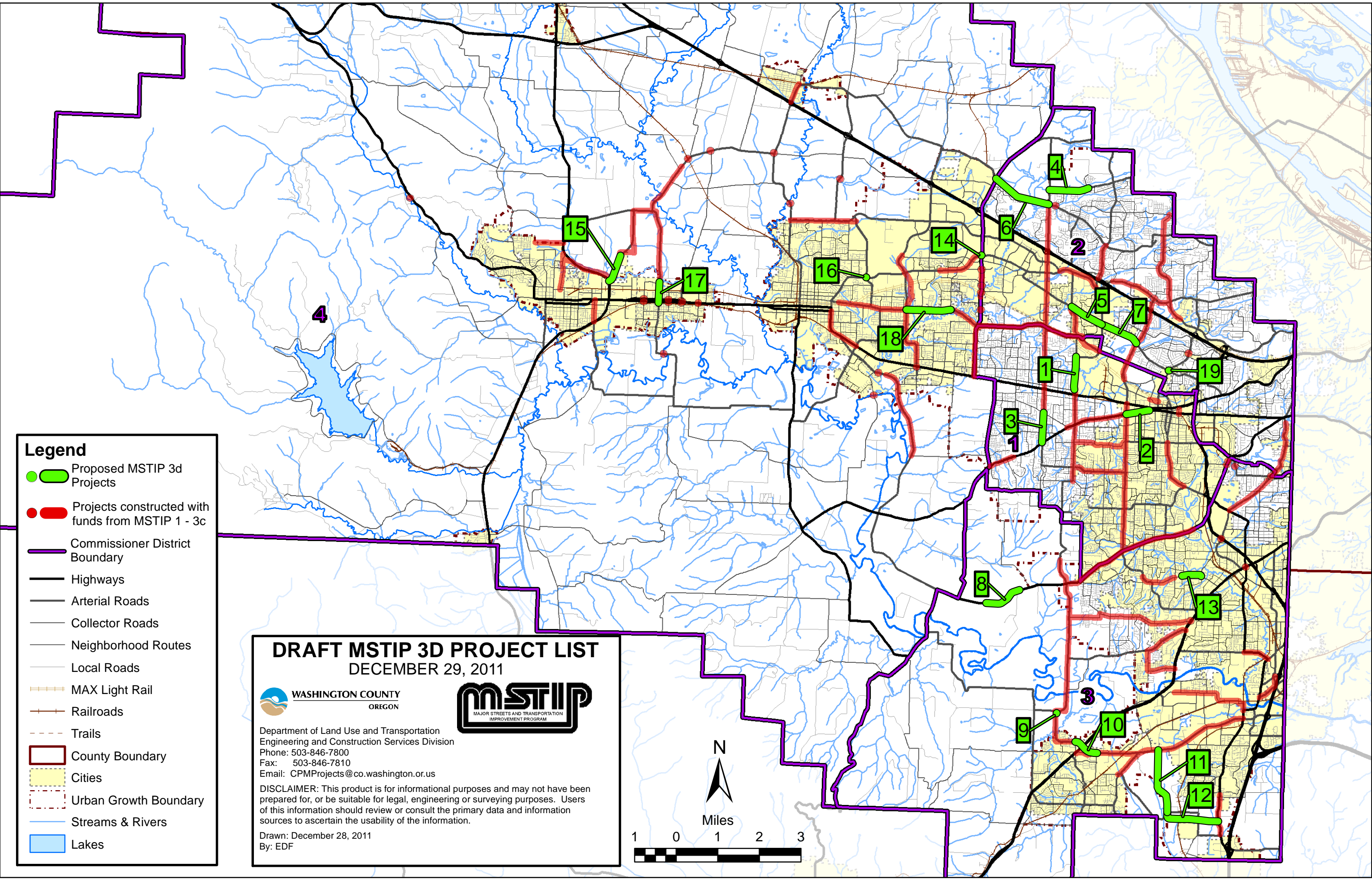
DISCLAIMER: This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.

Drawn: December 28, 2011  
By: EDF

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Miles

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# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Cindy Hahn, Associate Planner  
Alice Rouyer, Community Development Director

**DATE:** 01/23/2012

**SUBJECT:** Update on the Transportation Task Force

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### **EXECUTIVE SUMMARY:**

City Council last received an update on the Transportation Task Force at the November 14, 2011 Work Session. At that meeting, the Transportation Task Force's purpose, composition, and first meeting agenda were reviewed.

The purpose of this update is to apprise the Council of the Transportation Task Force's activities since the last status report. The Transportation Task Force has met twice, on November 29 and December 15, 2011.

The first meeting on Tuesday, November 29, was an introductory evening to kick off the Year of Transportation in Tualatin. The Library community room was full with 26 Transportation Task Force members and alternates, 3 advisory participants, 10 project staff, and 6 public attendees. The Task Force roles and responsibilities were discussed. A brief overview was presented of the projects that will involve the Task Force over the next year: Transportation System Plan, Linking Tualatin, and Basalt Creek transportation projects; and an introduction to transportation system planning was presented. Task Force members raised questions about rail use for freight in the city and the status of high speed passenger rail, and there was a general discussion about creating a realistic TSP, one where projects had a reasonable expectation of being funded. Communications from the public focused on park and rides, origin/destination studies, "door to door" transit service particularly for the growing aging population, traffic reduction, and funding for future development. (Attachment A contains the Meeting #1 Summary.)

The second meeting was held on December 15, at the Police Training Room. Twenty-six Task Force members and alternates, 3 advisory participants, 9 project staff, and 2 members of the public attended. An overview of existing conditions within the city limits, covering aspects of the city's transportation system from roadways to public transit, the pedestrian system to safety, bicycles, and freight, was presented. A draft of the report is now available for viewing by the public on the Transportation System Plan website at [www.tualatintsp.org](http://www.tualatintsp.org). At this meeting, the Task Force started crafting draft project goals to support both the Transportation System Plan and Linking Tualatin. Working in small groups, Task Force members and members of the





*City of Tualatin*

**Tualatin TSP Transportation Task Force  
DRAFT Meeting #1 Summary  
November 29, 2011, 5:00 p.m.**

Library Community Room  
18878 SW Martinazzi Avenue  
Tualatin, OR 97062

**Committee Members Present**

Alan Aplin – *TPAC Representative*  
Allen Goodall – *Business Representative*  
Bethany Wurtz – *Tualatin Tomorrow Representative*  
Bill Beers – *TPAC Representative*  
Brian Barker – *TVF&R*  
Bruce Andrus-Hughes – *TPARK Representative*  
Charlie Benson – *Citizen Representative*  
Cheryl Dorman – *Chamber of Commerce*  
Joelle Davis – *City Councilor*  
Judith Gray – *City of Tigard*  
Julia Hajduk – *City of Sherwood*  
Karen Buehrig – *Clackamas County*  
Kelly Betteridge – *TriMet*

Mike Riley – *CIO Representative*  
Monique Beikman – *City Councilor*  
Nancy Kraushaar – *Citizen Representative*  
Nic Herriges – *Citizen Representative*  
Randall Thom – *Business Representative*  
Ryan Boyle – *Citizen Representative*  
Sherry Oeser – *Metro*  
Steve L. Kelley – *Washington County*  
Talia Jacobson – *ODOT*

**Advisory Participants**

Erica Rooney – *Lake Oswego*  
Zach Pelz – *West Linn*  
Yvonne Addington – *Tualatin Historical Society*

**Committee Members Absent**

Phil Anderson – *Citizen Representative*  
Travis Evans – *Citizen Representative*  
Wade Brooksby – *City Councilor*

**Staff and Project Team**

Ben Byrant, City of Tualatin  
Cindy Hahn, City of Tualatin  
Kaaren Hofmann, City of Tualatin  
Aquilla Hurd-Ravich, City of Tualatin  
Alice Rouyer, City of Tualatin  
Dayna Webb, City of Tualatin

Theresa Carr, CH2MHill  
Eryn Kehe, JLA Public Involvement  
Sam Beresky, JLA Public Involvement  
Matt Hastie, Angelo Planning Group

**Action Items for Project Team:**

Revised Meeting Protocols  
Improve meeting acoustics

**Homework for Committee:**

Reflect on the Values members are bringing to the process

## **Welcome and Call to Order**

Eryn Kehe from JLA Public Involvement welcomed the group, thanked them for their attendance and reviewed the agenda. Eryn introduced Alice Rouyer, Community Development Director for the City of Tualatin. Alice thanked and welcomed the group. She said that the Tualatin Task Force (TTF) work will extend through August 2012 and their voice and hard work is a welcome component to this process. The TTF will advise the Tualatin Planning Advisory Committee, which in turn will advise the Tualatin City Council. She then introduced the Tualatin City Councilors present at the meeting.

Council President Monique Beikman let the group know that this process was being completed in an innovative way. Typically the technical work is done first and the results are taken to the public at the end of the process. In this process, the technical work is being done while the public is being involved. The TTF is one component of involving the public from the beginning. She said that the process will be exciting and epic. She welcomed the group and thanked them for their involvement.

Councilor Joelle Davis thanked the group for participating in the process. Their efforts will not only effect transportation decisions in Tualatin for the next 10 years but will impact future generations in Tualatin and surrounding communities. She urged the committee members to keep the "long view" in mind while working with the TTF. She mentioned that citizen involvement early in the process can change transportation planning in Tualatin, the Metro region and Oregon.

Alice Rouyer mentioned that Councilor Wade Brooksby was unable to attend the meeting but wanted to extend a welcome and a thank you to the TTF.

Eryn Kehe led introductions of staff and consultants. Committee members introduced themselves.

## **Communication from the Public**

*There was one comment from the public:*

Kathy Newcomb thanked staff for responding to her request to involve the public at the beginning of each Task Force Meeting. In addition, she will be communicating with Dayna Webb and others about possible Park and Ride locations and Origin/Destination questions.

## **General Items**

Alice quickly reviewed the schedule for the TTF (handout). She mentioned that this was the first of monthly (and occasionally bi-monthly) meetings through August 2012. TTF meeting #2 will be on December 15 from 5-7pm at the Tualatin Police Department. She quickly reviewed the TTF Year of Transportation graphic (handout) pointing out the interactions between the public, TTF, Working Groups, Tualatin Planning Advisory Committee and the City Council.

Eryn mentioned that in such a large and unique group it can be particularly challenging to make sure all are voices are heard. She explained the "Stop", "Yield" and "Go" signs that were distributed to each member. A "Stop" sign held up by a member lets Eryn know that there is an issue or problem that needs to be discussed. A "Yield" sign means the member has some reservations but can move forward. A "Go" sign signals support by the member. She asked the committee members to use the signs to indicate their understanding of the signs. All used "Go".

Eryn said that scheduling for such a large group was difficult, but that it was becoming clear that Thursday evening meetings would be the best for the most members. She asked the members to use

their signs to indicate their level of comfort with meetings typically taking place on Thursday evenings. There were three “Yield” signs and the rest were “Go”. Of the three “Yield” signs, two had a few conflicts with Thursdays in the coming months and one mentioned a revolving meeting on the third Thursday of the month.

Eryn reviewed the Draft TTF Roles, Responsibilities, and Meeting Guidelines (handout). She reviewed the Purpose of the Committee, Responsibilities, Committee Structure, Meeting Guidelines, Participation Guidelines Decision-making and Communications between Meetings. She mentioned that alternates have been identified. If a TTF member is unaware of their alternate he/she should seek out project staff after the meeting to identify their alternate in case they were unable to attend a meeting.

Councilor Monique Beikman suggested adding a bullet to the “Tualatin and consultant staff will” section stating that is the responsibility of the Council to push information out to CIOs and others to ensure citizens are being informed of the process.

It was asked if Wi-Fi would be available at meetings, allowing members to view documents electronically during the meetings. Staff said that, yes, Wi-Fi would be available.

Under “Decision Making”, Councilor Monique Beikman suggested that the CIC was the incorrect body for staff to suggest a direction to if consensus is not reached. She suggested that it be changed to the “Council Representatives to the TTF”. Also, anywhere the CIC mentioned, it should be updated to the new name Council Committee on Advisory Appointments (CCAA).

Eryn said that these changes will be made to the document and redistributed to the members. At TTF #2, the members will be asked to approve the document.

## **Transportation System Plan**

Dayna Webb gave a brief Transportation System Plan Overview PowerPoint presentation (handout). The PowerPoint included:

- Purpose
- Staff (City and Consultant)
- Map Overview
- Public Outreach Overview
- Needs and Opportunities Overview
- Project Schedule

## **SW Corridor Plan**

Alice Rouyer gave a brief SW Corridor Plan Overview PowerPoint presentation (handout). The PowerPoint included:

- Purpose
- Staff
- Project Lead
- Overview of:
  - Length
  - Population (current and projected)
  - Employees (current and projected)
  - Projected travel time



- Existing Major Transit Facilities
- Project Partners
- Integrated approach graphic
- Project Schedule

## **Linking Tualatin**

Cindy Hahn gave a brief Linking Tualatin Overview PowerPoint presentation (handout).

The PowerPoint included:

- Purpose
- Staff (City and Consultant)
- Nodes (map)
- Project Highlights
- Project Schedule

## **Basalt Creek**

Ben Bryant gave a brief Basalt Creek Overview PowerPoint presentation (handout).

The PowerPoint included:

- Purpose
- Staff
- Project Lead
- Overview Map
- Project Highlights
  - Long Range Planning
  - Boones Ferry Road Improvements
  - SW 124<sup>th</sup> Ave Extension
- Project Schedule

## **Transportation System Plan**

Theresa Carr gave a brief Transportation System Plan Update PowerPoint Presentation (handout).

The PowerPoint included:

- What is a Transportation System Plan (TSP)?
- What does Tualatin's TSP look like?
- Why do a TSP?
- What must a TSP Include?
- Why update Tualatin's TSP Now?
- The Tualatin TSP Overview
- The Tualatin TSP Phases
- Who is involved in developing the Tualatin TSP?
- The Tualatin TSP Main Steps
- Tualatin TSP Schedule

## **General Questions and Discussion**

A committee member asked about rail use in the city and what influence the TTF can have over the use of rail. Theresa said that as part of the TSP, the project team would talk to the rail owners and rail users and ask them about current and projected use. The TSP will do assessments to see if rail is being used to its potential and if there are any benefits associated with more or fewer deliveries by rail. Ultimately it comes down to how the rail owners and users choose to make their deliveries.

A committee member asked about High Speed Rail and if there would be a designated Working Group focused on High Speed Rail. Theresa mentioned that the Oregon Passenger Rail Study has been ramping up and would be proceeding in 2012. She said that the project team purposefully did not designate the topics Working Groups would focus on. The project team wants the Working Group topics to come from the committee.

There was a general discussion about what materials would be provided to the committee. All materials will be provided to the committee members one week prior to each meeting. Any information can be requested of the project team at any time. Shorter "Summary" versions of documents will be provided when relevant.

There was a general discussion about creating a realistic TSP, one where projects had a reasonable expectation of being funded. Theresa said that as part of the TSP, different potential funding sources will be analyzed and the TSP will only include what is reasonably likely to be fundable and buildable in 20 years.

## **Communication from the Public**

*There were two comments from the public:*

Joe Lipscomb suggested that the TSP and Linking Tualatin examine "Door to Door" transit service. The current Lift Service is inadequate and there will be an increasing need to serve the growing aging population. He mentioned that there were adequate "Door to Door" services elsewhere that could be used as an example. He also mentioned that the design of sidewalks, street lighting, benches, crosswalk timing need to account for the growing aging population.

Kathy Newcomb said that there is not going to be much money for street widening. She mentioned that in books that she has read, it is noted that widening streets also means more traffic, not reduced traffic. There are ways to reduce traffic on existing streets that should be fully explored before streets are widened. She has also been examining the changes to Urban Renewal laws and how those changes will impact potential funding for future development.

## **Closing and Next Meeting**

Eryn said that the project team values input from the public and that 10 minutes would be provided at the beginning and end of each meeting for public comment. If many people from the public want to comment, to ensure everyone is heard, there will be a time limit for each individual. Discussion time will not be part of the public comments. If a dialogue needs to happen related to a public comment, staff will follow up with that person and ensure their questions and comments are adequately answered.

Eryn mentioned the evaluation form (handout) and asked committee members to take the time to fill out the forms and leave them for the project team. The evaluation forms will be distributed at every other meeting and will be used to improve the meetings. She noted that sound quality has

been identified as an issue and that the project team will work to improve the sound for future meetings.

Eryn asked the committee members to please RSVP to future meetings. Materials will be distributed at least one week before each meeting. She also gave the committee members homework. She requested that they take time to reflect on what values they are individually bringing to the process. She said the values should remain “big picture” and will be used in an exercise at the next meeting to help establish the Goals and Objectives for the project.

**Next Meeting:**

Thursday December 15, 2011

5-7pm

Tualatin Police Department

Meeting adjourned.



*City of Tualatin*

## **Tualatin TSP Transportation Task Force DRAFT**

### **Meeting #2 Summary December 15, 2011, 5:00 p.m.**

Tualatin Police Department  
8650 SW Tualatin Rd  
Tualatin, OR 97062

#### **Committee Members Present**

Alan Aplin – *TPAC Representative*  
Allen Goodall – *Business Representative*  
Bethany Wurtz – *Tualatin Tomorrow Representative*  
Bill Beers – *TPAC Representative*  
Brian Barker – *TVF&R*  
Bruce Andrus-Hughes – *TPARK Representative*  
Charlie Benson – *Citizen Representative*  
Cheryl Dorman – *Tualatin Chamber of Commerce*  
Deena Platman – *Metro Transportation Planning*  
Gail Hardinger – *Alternate Business Representative*  
Jan Guinta – *CIO Alternate for Mike Riley*  
Valerie Pratt – *Alternate TPARK Representative*  
Joelle Davis – *City Councilor*

#### **Committee Members Absent**

Amanda Hoffman – *City of Wilsonville*  
Candice Kelly – *Alternate Tualatin Tomorrow Representative*  
Judith Gray – *City of Tigard*  
Kelly Betteridge – *Trimet*  
Mike Riley – *CIO Representative*

#### **Public in Attendance**

Joe Lipscomb – *Economic Development Committee, Tualatin Chamber of Commerce*  
Mayor Lou Ogden – *City of Tualatin*

#### **Staff and Project Team**

Alice Rouyer – *City of Tualatin*  
Ben Bryant – *City of Tualatin*  
Cindy Hahn – *City of Tualatin*  
Dayna Webb – *City of Tualatin*  
Paul Hennon – *City of Tualatin*

Julia Hajduk – *City of Sherwood*  
Karen Buehrig – *Clackamas County*  
Lidwien Rahman – *ODOT*  
Monique Beikman, *City Councilor*  
Nic Herriges – *Alternate Citizen Representative*  
Nancy Kraushaar – *Citizen Representative*  
Randall Thom – *Small Business Representative*  
Ryan Boyle – *Citizen Representative*  
Steve L. Kelley – *Washington County*  
Sherry Oeser – *Metro*  
Sheryl Sherwood – *Alternate*  
Travis Evans – *Citizen Representative*  
Wade Brooksby – *City Councilor*

#### **Advisory Participants**

Hal Ballard – *Washington County BTC*  
Yvonne Addington – *Tualatin Historical Society*  
Zach Pelz – *City of West Linn*

Alan Snook – *DKS*  
Eryn Kehe – *JLA Public Involvement*  
Theresa Carr – *CH2M Hill*  
Sylvia Ciborowski – *JLA Public Involvement*

## **Welcome and Call to Order**

Eryn Kehe from JLA Public Involvement welcomed the group and thanked them for their attendance. Eryn introduced City Councilor Wade Brooksby. Wade thanked members for their participation, and encouraged them to engage fully in the process. He noted that he is very passionate about transportation and traffic management, and hopes that this group will work together to decide how they want Tualatin to look and feel in the future. He welcomed any questions.

Members, staff, and audience members introduced themselves. Eryn reviewed the meeting agenda and goals, and noted that the main objective of the meeting is to discuss transportation values.

Ben Bryant from the City of Tualatin announced that Washington County held an open house on December 14<sup>th</sup> to discuss the Basalt Creek Transportation Planning projects. Staff will gather and summarize all feedback received from that event and share the summary with this group. Ben added that the project website includes copies of maps and information from the open house, if anyone is interested in learning more. On January 9, staff will bring the project before City Council.

## **Communication from the Public**

*No public comment.*

## **General Items**

### ***Approve Meeting #1 Summary***

Members approved the meeting summary with no comments or revisions.

### ***Discussion on the Consensus Process***

Eryn discussed the consensus process and noted that consensus will likely be a challenge for a group this large. Eryn defined consensus and explained that the purpose is to come to a result that represents the best possible decision for the group. All members should be afforded equal input into the process. If anyone feels they have trouble speaking in a large group, they should talk to staff or to Eryn individually to make sure their opinions are taken into account.

One committee member asked if there will need to be consensus from all members of the committee, including agency representatives, or just community representatives. Committee members were concerned that representatives who are not a part of Tualatin should not have an equal voice in the final decision in this process, since it is supposed to rest with the citizens of Tualatin.

Eryn responded that the goal will be to reach consensus among the original Task Force members. This includes representatives of ODOT, the cities, and other jurisdictions and agencies. The agencies and jurisdictions participate on the committee, but they keep in mind that the decision that comes out of this group should be what is best for the City of Tualatin. Agencies and jurisdictions outside of Tualatin will be impacted by the decision of this group. Also, the ultimate decision will need to meet guidelines and rules set by Metro and other agencies, so it will be helpful for those groups to have a voice in the process.

Alice Rouyer from the City of Tualatin explained that she is committed to mediating any differences between the agencies. If there are differences between the points of view of citizens and agencies, she will take that on in between meetings.

Some of the agencies explained how they view their role on this committee. Deena Platman with Metro explained that her role is to explain the Regional Transportation Policy (RTP) and ensure that the ultimate Tualatin TSP is consistent with the RTP. However, the regional policy is flexible, and Metro encourages members to include creative or nuanced elements that would benefit Tualatin, so long as they are consistent with the RTP.

Lidwien Rahman of ODOT explained that she has participated in dozens of TSP processes. When it comes time to fund elements of the TSP and design projects, ODOT and other agencies do end up becoming the champions of the TSP. The role of ODOT on this committee is to make sure the TSP is consistent with ODOT policies, and that its elements are actually fundable. Lidwien added that she personally is a pedestrian and cycling enthusiast, and will bring that perspective to this group as well.

### ***Approve Committee Roles and Responsibilities, Meeting Protocols and Guidelines***

Eryn directed members to the updated copy of the *TTF Roles, Responsibilities and Meeting Guidelines* document in the meeting packet. She noted that this draft includes the changes that were discussed at the last meeting, including the name of the committee and the path of decision-making.

A member asked if Task Force members are obligated to reach out to their neighborhoods or groups about this process. Eryn responded that the *Roles, Responsibilities and Meeting Guidelines* document indicates that members have a responsibility to take information back to their groups. If members want ideas for how to do that, they should talk to staff.

Members approved the *Roles, Responsibilities and Meeting Guidelines* document by consensus.

### **Goals and Objectives Exercise: TSP & Linking Tualatin**

Eryn explained the importance of setting goals and objectives for the TSP and Linking Tualatin projects. The goals and objectives will later be used to create evaluation criteria and measurable objectives in order to select projects.

Eryn explained the process for creating goals and objectives for this committee. Today, members will be guided through a brainstorm session to develop very broad values. These values will inform both the Linking Tualatin and TSP projects. The project team will then use those values to create a draft goals and objectives statement. Members will review the statement at a later meeting. Later, the project team will use the goals and objectives to create measurable evaluation criteria.

Eryn explained what “values” are. Values are not themselves solutions, but rather explain the “why” behind solutions; they are the big idea behind the solution.

Eryn led members through a three-part values exercise that included:

1. Members individually wrote down broad values for Tualatin on half-sheets of paper.
2. Members then got into groups of three, shared their ideas, and removed duplicates.
3. Members then got into larger groups and again shared ideas and removed duplicates.

Audience members and alternates were also invited to participate. Each group then reported all of the values they came up with. Some of the more popular ideas included: mobility, equity, access, safety, transportation options, fiscal responsibility, supporting the local economy, and livability.

Members had a short discussion about the goals and objective exercise. They commented that group members tended to have similar ideas and values, and a general sense of agreement. They noted that it was often difficult to stick with values and not jump straight into solutions.

Staff posted all ideas on a wall, grouping similar ideas into categories. At the end of the meeting, all members then “voted” for their favorite values and/or categories of values using dots. The results of that exercise are available at the end of this summary.

### **Sample Evaluation Criteria: TSP**

Theresa Carr gave a brief presentation that included examples of what evaluation criteria can look like. Examples from the Seaside TSP and other communities were included in the presentation.

### **Overview of Existing Conditions: TSP**

Alex Nook and Theresa Carr gave a presentation on existing conditions in the Tualatin area. The PowerPoint included:

- What existing conditions were studied
- Why do we study existing conditions?
- Land use
- Roadway System and Conditions
- Traffic Operations
- Travel Time in Tualatin
- Safety
- Bicycle Facilities
- Bicycle Needs
- Pedestrian Facilities
- Pedestrian Needs
- Public Transit
- Freight, Rail and Pipeline
- What we have heard from you

Members made a few comments about the map of Tualatin and its road functional classifications. The ODOT representative made a comment regarding class on a roadway. Another member pointed out that 124<sup>th</sup> Ave should extend to SW Tualatin-Sherwood Rd.

During the presentation on existing bicycle conditions, one member asked when the bike data was collected. Another member asked if historic transportation counts are available.

One member asked if this group will receive a written copy of the final existing conditions report. Theresa responded that an existing conditions report does exist, which includes a lot of technical information. The report is currently out for review by other members of the project team. The report will be available on the project website in about a month.

One member asked if the existing conditions report looks at network connectivity. Theresa responded that it does. The project team is looking at connectivity and the different choices that people make to get from one place to another.

Theresa added that an online comment opportunity is available until January 15, which includes an interactive map where people can make geography-specific comments about transportation in Tualatin. The results of this map will supplement the technical data of the existing conditions

report. Eryn asked members to use their social networks to encourage people to participate in the online comments map. The website includes a link to share on Facebook easily. People who take the survey can also view other people's comments and build on them.

Eryn added that she would also like to get more videos of personal stories about transportation in Tualatin. If anyone would like to participate in a video or know someone that would, they should contact Eryn.

### **Closing and Next Meeting**

Eryn thanked members for their attendance at the meeting. Staff did not have time to make the "Land Use Scenarios: TSP" presentation, and will go over this at the next meeting.

At the end of the meeting, members "voted" for the most important values on the wall using dots. The results of that exercise are available at the end of this summary.

#### **Next Meeting:**

Thursday January 19, 2011

5-7pm

Meeting adjourned.



**Tualatin Transportation Task Force Meeting #2  
December 15, 2011**

**Values Exercise**

The chart below includes all of the “values” ideas submitted by Task Force members, alternates, advisors, and the public at the December 15, 2011 TTF meeting, along with the number of votes that each idea or category received.

*Note: The bold headings in the table represent category titles created by staff. Participants could vote for the category title, or for the individual topics within each category. The table summarizes total dots received in each category and for individual ideas (i.e., the number of dots listed next to the category name does not include the number of dots voted for each individual idea listed under that category name).*

<b>Reduce Travel Time</b>	<b>18 Dots</b>
<ul style="list-style-type: none"> <li>• Reduce Transit Times</li> <li>• Time – Get me from point A to point B by the quickest way</li> <li>• Time</li> <li>• Less time in cars</li> <li>• Velocity – Less time standing still</li> <li>• Travel time reliability for freight and for transit</li> </ul>	1 Dot 1 Dot
<b>Safety</b>	<b>10 Dots</b>
<ul style="list-style-type: none"> <li>• Safety: for all users, all modes, all ages, all abilities</li> <li>• Safe community</li> <li>• Safety</li> <li>• Safety</li> </ul>	6 Dots
<b>Efficiency, flow</b>	<b>13 Dots</b>
<ul style="list-style-type: none"> <li>• Functional, smooth</li> <li>• Flow</li> <li>• Efficient movement; point A to B</li> <li>• Operational</li> <li>• Connectivity</li> </ul>	
<b>Transportation Options</b>	<b>10 Dots</b>
<ul style="list-style-type: none"> <li>• Transportation options</li> <li>• Complete streets, including pedestrian facilities, bicycle facilities and transit on some streets</li> <li>• Alternatives for all who live here—bus enhancements, bike lanes, etc.</li> <li>• Universal access</li> <li>• Effective for all users</li> <li>• Provide multiple options</li> <li>• Safe options for all users</li> <li>• All population can choose from all modes how to get around (choices)</li> </ul>	1 Dot 1 Dot
<b>Support Local Economy</b>	<b>10 Dots</b>
<ul style="list-style-type: none"> <li>• Encourage Local Employment</li> <li>• Support Local Businesses</li> </ul>	1 Dot

<ul style="list-style-type: none"> <li>Prosperous Community</li> </ul>	
<b>Support Economy (in general)</b>	<b>8 Dots</b>
<ul style="list-style-type: none"> <li>Economics</li> <li>Regional (and sub-regional) economy is healthy</li> </ul>	
<b>Livability</b>	<b>7 Dots</b>
<ul style="list-style-type: none"> <li>Livable neighborhoods</li> <li>Family friendly</li> <li>Livable community</li> <li>Quality of life</li> </ul>	1 Dot
<b>Improve Health</b>	<b>7 Dots</b>
<ul style="list-style-type: none"> <li>Reduce childhood obesity</li> <li>Healthy public and children (all ages)</li> <li>Healthy community</li> <li>Promote healthy lifestyle</li> <li>Air quality</li> </ul>	
<b>Vibrant/Vitality</b>	<b>6 Dots</b>
<ul style="list-style-type: none"> <li>Vibrant City Center; accessible to pedestrians and cyclists</li> <li>Downtown vitality</li> <li>Vibrant Community</li> </ul>	1 Dot
<b>Equity</b>	<b>5 Dots</b>
<ul style="list-style-type: none"> <li>Social Equity</li> <li>Equity: Fair distribution of benefits and burdens; fair share of transit</li> <li>Equitable community</li> </ul>	1 Dot 1 Dot
<b>Mobility</b>	<b>6 Dots</b>
<ul style="list-style-type: none"> <li>Mobility</li> <li>Mobility, so people can get across town; economic health</li> </ul>	
<b>Long-term Planning</b>	<b>6 Dots</b>
<ul style="list-style-type: none"> <li>Plan for future, not now!</li> <li>Long-term viability</li> <li>Continuous improvement forever, never stop improving</li> </ul>	
<b>Protect the environment</b>	<b>3 Dots</b>
<ul style="list-style-type: none"> <li>Protect park land</li> <li>Environmentally sustainable community</li> <li>Environmental stewardship</li> </ul>	
<b>Quiet, small town feel</b>	<b>2 Dots</b>
<ul style="list-style-type: none"> <li>Peaceful, quiet</li> <li>Small town feel</li> </ul>	
<b>Not Categorized:</b>	
Develop bike + walk design tool kit to provide appropriate treatments at Tualatin locations	1 Dot
Fiscal responsibility	1 Dot

Transportation infrastructure should match demand	1 Dot
Non-auto access to services	
Get cars off the road	
Reduce frustration	
Avoid mixing incompatible uses	
Emergency vehicle access	
<b>Total Number of Dots</b>	<b>129 Dots</b>



**5. I now have a better understanding of transportation issues in Tualatin.**

Strongly agree	Somewhat agree	Neutral	Somewhat disagree	Strongly disagree	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**6. The Tualatin Transportation Task Force will influence decision-making.**

Strongly agree	Somewhat agree	Neutral	Somewhat disagree	Strongly disagree	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**7. I am glad I am participating in the Tualatin Transportation Task Force.**

Strongly agree	Somewhat agree	Neutral	Somewhat disagree	Strongly disagree	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. The food provided met my expectations.**

Strongly agree	Somewhat agree	Neutral	Somewhat disagree	Strongly disagree	Not Applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Aquilla Hurd-Ravich, Planning Manager  
Alice Rouyer, Community Development Director

**DATE:** 01/23/2012

**SUBJECT:** Discussion About the Next Stafford-Borland Forum

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### **ISSUE BEFORE THE COUNCIL:**

Clackamas County has scheduled the next Stafford-Borland Forum for February 4, 2012 at Athey Creek School beginning at 9:00 am. The County is proposing a two panel format. One panel will include elected officials from the cities of Lake Oswego, Tualatin, and West Linn who will talk about transportation related impacts to each city that could result from development in the Stafford Area. The second panel will include representatives from the Oregon Department of Transportation and Metro who will also address transportation issues related to development of the Stafford area.

### **EXECUTIVE SUMMARY:**

The elected official panel will present high level issues and concerns about impacts to the Cities' existing transportation systems that could result from development in the Hamlet. The purpose of tonight's work session discussion is to talk about the Council's concerns and those you have heard from the community regarding transportation impacts from development in Stafford.

In the past, concerns have included:

- impacts to Borland Road due to increased traffic moving east toward I-5;
- impacts to the capacity of I-205 and I-5 and the interchange depending on how much density and intensity of development is proposed for Stafford and Borland;
- the impact from high capacity transit that could follow I-205 and connect Clackamas Town Center with Washington Square;
- impacts to the Tualatin Town Center if a mixed-used high density center is developed at the intersection of Stafford and Borland; and
- a 2009 joint position statement between Tualatin and West Linn opposing development in the Stafford area cited increased traffic on major streets and cut through traffic on local streets among the reasons for opposition. The statement is attached for your review.

Other areas of potential impacts include:

- Sagert and Nyberg Roads and the I-5 interchange; and
- future connections to the Basalt Creek Area over I-5

In 2009, there were two efforts that studied the Stafford Basin Local Aspirations, an exercise for Metro, and Urban Rural Reserves analysis an exercise for Washington and Clackamas Counties. During these exercises staff provided cost estimates of providing infrastructure services to the area and found provisions of services could cost \$372 million. We also compared our analysis of urban reserve factors to Clackamas County's analysis and found the area did not meet urban factors. Neither of these analyses produced work specific to impacts on Tualatin's existing transportation system, but the research resulted in a working understanding of the general costs associated with development in the area.

#### **DISCUSSION:**

Clackamas County staff has asked the Cities to provide several talking points that can be included in the forum agenda. Staff is seeking input from the Council regarding what topics you may want to address during this forum and which City Councilor should sit as the panelist.

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**Attachments:**    [A - Joint Position Statement between Tualatin and West Linn](#)  
                          [B - Position Statement from Lake Oswego](#)



*Tualatin, Oregon*

18880 SW Martinazzi Ave  
Tualatin, OR 97062



CITY OF

**West Linn**

## **Exhibit A**

### **Joint Position Statement by the Cities of Tualatin and West Linn Regarding the Future Urbanization of the Stafford Area North of I-205 and the Northern Portion of Pete's Mountain Along the Tualatin River**

The Cities of Tualatin and West Linn, by separate resolutions of their Councils, dated November 23, 2009, and Nov. 23, 2009 respectively, hereby declare united opposition to the urbanization of the Stafford area and the designation of this area as an urban reserve by Metro.

Each city has communicated to Metro an unwillingness to serve the Stafford area with municipal services. Also, each city has communicated a general unwillingness to subject the Stafford area to the negative impacts of urbanization. Despite these communications, the Stafford area has been recommended by the Metro Chief Operating Officer for urbanization, and the Stafford area continues to be an area that the Metro Council wishes to "discuss further."

Our cities do not wish to discuss the prospect of urbanizing the Stafford area any further. The shared opposition to urbanizing the Stafford area is longstanding. Over time, the reasons for opposing urbanization have become even more relevant and more consistent with the current and long term interests of the cities and residents.

Evaluation of the Stafford area for urbanization in 1993 led the cities to conclude that the area was not suitable for urbanization. Recently, detailed analysis completed in 2009 by the City of Tualatin for the Borland Road area of Stafford showed that urbanization of the Stafford area would not be cost effective and would be of such great financial magnitude that no local government would or should be expected to attempt given the development costs the public would have to subsidize.

Since 1993, the acquisition of land by public agencies and some development has resulted in even less capacity for urban development in the Stafford area over which to spread the increasing costs of



infrastructure, while the availability of public financing has decreased. There is little reason to believe these circumstances would be reversed in the future.

Our cities oppose urbanization because it would not be cost effective, and because it would have significant negative impacts on existing neighborhoods. Those impacts would include increased traffic on major streets and cut-through traffic on local streets; reduced air, water and land resource quality; and diversion of public funds from needed improvements to existing utility and street systems.


Our cities also oppose urbanization because of how the Stafford area has and continues to evolve into a semi-rural area with a pastoral setting that is enjoyed by its residents for the lifestyle it affords them and by its neighbors for the relief it provides from the adjacent urban areas. The uses and related activities in the Stafford Area such as plant nurseries, landscaping materials, vineyards and small scale agriculture are supportive of the adjacent urban areas. Their location in the Stafford area means that they will not compete with more valuable farmland in other parts of the region.”

The Stafford area’s extensive drainage system; steep slopes; significant natural landscape features; limited transportation access; and parcelization make it unsuitable for urbanization and highly suitable for a buffer area between cities. There are few such areas remaining in the Portland Metropolitan Region. Rather than criticize our cities for wanting to preserve it for its unique qualities, Metro should be supportive of our efforts to protect what is also a significant regional resource.

Finally, the Stafford Area does not meet the factors for designation as urban reserve. This is evidenced by the detailed analysis of the factors prepared by the City of Tualatin for the Borland Area of Stafford that was presented to the Reserves Steering Committee and the CORE 4 on October 13, 2009. This analysis reiterates what has been known about the entire Stafford area since the Alternatives Analysis was completed by Metro in 2002 and prior to that in the late 1990’s when Metro conducted its Urban Reserve Study Areas Analysis.”

Our cities have all stated in our previously submitted aspirations to Metro that an urbanized Stafford is not part of our city’s futures. Our cities are more focused on making our communities more complete and compact; on redeveloping their centers and corridors; on correcting deficiencies in existing transportation and utility systems and in maximizing the return on our investment in these systems; on ensuring that our communities are more sustainable and energy efficient; and on improving the quality of life for our residents. None of these goals would be served by expansion of our cities into the Stafford area.

We are confident that this unified position statement is consistent with our cities' positions on Stafford over the past 16 years. We are also confident that this unified position statement is consistent with the wishes of our citizens today and that it will remain so into the future.

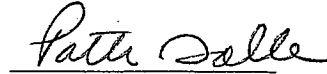


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Lou Ogden, Mayor

*City of Tualatin*

Date: 11-23-09



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Patti Galle, Mayor

*City of West Linn*

Date: 11/23/09



December 1, 2009

CITY OF  
LAKE OSWEGO

380 A Avenue  
P.O. Box 369  
Lake Oswego  
Oregon 97034

503-635-0213  
Fax 503-697-6594  
mayor@ci.oswego.or.us

Urban and Rural Reserves Core Four  
Metro Regional Center  
600 NE Grand Avenue  
Portland, OR 97232-2736

Dear Councilor Harrington and Commissioners Brian, Cogen, and Lehan:

Subject: Urban Reserves – Stafford Area

JACK HOFFMAN,  
MAYOR

The City of Lake Oswego City Council is joining with the cities of Tualatin and West Linn to voice its opposition to the urbanization of the Stafford area and the designation of this area as an urban reserve by Metro.

ROGER HENNAGIN,  
COUNCILOR

Each city has communicated to Metro an unwillingness to serve the Stafford area with municipal services. Also, each city has communicated its concern about the suitability of the area for urbanization. Despite these communications, the Stafford area continues to be an area that is being considered for urban reserve designation.

KRISTIN JOHNSON,  
COUNCILOR

The shared opposition to urbanizing the Stafford area is longstanding. Evaluation of the Stafford area for urbanization in 1993 led the cities to conclude that the area was not suitable for urbanization.

DONNA JORDAN,  
COUNCILOR

SALLY MONCRIEFF,  
COUNCILOR

Over time, the reasons for opposing urbanization have become even more relevant and more consistent with the current and long term interests of the cities and residents.

MARY OLSON,  
COUNCILOR

Since 1993, the acquisition of land by public agencies and some development has resulted in even less capacity for urban development in the Stafford area over which to spread the increasing costs of infrastructure, while the availability of public financing has decreased. There is little reason to believe these circumstances would be reversed in the future.

BILL TIERNEY,  
COUNCILOR

Lake Oswego opposes urbanization because it would not be cost effective, and because it would have significant negative impacts on existing neighborhoods. Those impacts would include increased traffic on major streets and cut-through traffic on local streets; reduced air, water and land resource quality; and diversion of public funds from needed improvements to existing utility and street systems.

Lake Oswego also opposes urbanization because the Stafford area provides a pastoral setting that offers nearby agricultural use consistent with our goals for a more



Urban and Rural Reserves Core Four  
December 1, 2009  
Page 2

sustainable community. The uses and related activities in the Stafford Area such as community supported agriculture (CSA) operations, plant nurseries, landscaping materials, vineyards and other small scale agriculture are supportive of the adjacent urban areas. Their location in the Stafford area means that they will not compete with more valuable farmland in other parts of the region.

The Stafford area's extensive system of streams; steep slopes; significant natural landscape features; limited transportation access; and parcelization make it unsuitable for urbanization and highly suitable for a buffer area between cities. There are few such areas remaining in the Portland Metropolitan Region. For these reasons and those stated in letters from Tualatin and West Linn, the Stafford Area does not meet the factors for designation as urban reserve.

In May of 2009, the City of Lake Oswego submitted its statement of community aspirations to Metro. Our aspirations focus on redeveloping our centers and corridors; on correcting deficiencies in existing transportation and utility systems and in maximizing the return on our investment in these systems; on ensuring that our community is more sustainable and energy efficient; and on improving the quality of life for our residents. None of these goals would be served by expansion of Lake Oswego into the Stafford area. This position is consistent with the longstanding views our residents.

Thank you for your consideration of our position.

Sincerely,



Jack D. Hoffman  
Mayor of the City of Lake Oswego

cc: Lake Oswego City Council



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Carl Switzer, Parks & Recreation Manager  
Paul Hennon, Community Services Director

**DATE:** 01/23/2012

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

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### **ISSUE BEFORE THE COUNCIL:**

At the January 23, 2012 Tualatin City Council meeting Council is being asked to establish an ad hoc committee to Coordinate the 2012 Arbor Week celebration. This committee is responsible for developing and recommending to the City Council the Arbor Week Proclamation and aiding in the development of the Arbor Week program. An Arbor Week observance and proclamation are mandatory requirements of the Tree City USA program.

Traditionally one Council member has sat on the ad hoc committee and it is requested that Council appoint a member to serve on the 2012 committee.

### **POLICY CONSIDERATIONS:**

An Arbor Week observance and proclamation are mandatory requirements of the Tree City USA program. If the Council establishes the ad hoc committee to coordinate the 2012 Arbor Week celebration it provides a mechanism to meet the program requirements of being designated a Tree City USA and allow the City of Tualatin to continue to participate in the program.

If the committee is not established another mechanism will have to be identified to allow the City to meet the mandatory requirements to participate in the Tree City USA program or else cease participation in the Tree City USA program.

### **RECOMMENDATION:**

The Tualatin Park Advisory Committee (TPARK) recommends the Council establish an ad hoc committee to coordinate the 2012 Arbor Week celebration and appoint a Councilor to participate on the committee.

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### **Attachments:**