



# 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.