



City of Tigard

## Tigard Workshop Meeting - Agenda

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### TIGARD CITY COUNCIL

**MEETING DATE AND TIME:** September 20, 2011 - 6:30 p.m.

**MEETING LOCATION:** City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

### PUBLIC NOTICE:

Times noted are estimated.

Assistive Listening Devices are available for persons with impaired hearing and should be scheduled for Council meetings by noon on the Monday prior to the Council meeting. Please call 503-639-4171, ext. 2410 (voice) or 503-684-2772 (TDD - Telecommunications Devices for the Deaf).

Upon request, the City will also endeavor to arrange for the following services:

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- Qualified bilingual interpreters.

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### VIEW LIVE VIDEO STREAMING ONLINE:

<http://www.tvctv.org/government-programming/government-meetings/tigard>

**Workshop meetings are cablecast on Tualatin Valley Community TV as follows:**

**Replay Schedule for Tigard City Council Workshop Meetings - Channel 30**

- Every Sunday at 11 a.m.
- Every Monday at 6 a.m.
- Every Tuesday\* at 2 pm (*\*Workshop meetings are not aired live. Tuesday broadcasts are a replay of the most recent workshop meeting.*)
- Every Thursday at 12 p.m.
- Every Friday at 3 a.m.

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SEE ATTACHED AGENDA

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City of Tigard

# Tigard Workshop Meeting - Agenda

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## TIGARD CITY COUNCIL

**MEETING DATE AND TIME:** September 20, 2011 - 6:30 p.m.

**MEETING LOCATION:** City of Tigard - Town Hall - 13125 SW Hall Blvd., Tigard, OR 97223

6:30 PM

1. WORKSHOP MEETING
  - A. Call to Order- City Council
  - B. Roll Call
  - C. Pledge of Allegiance
  - D. Council Communications & Liaison Reports
  - E. Call to Council and Staff for Non-Agenda Items
  
2. JOINT MEETING WITH THE PARK AND RECREATION ADVISORY BOARD  
**6:35 p.m. estimated time**
  
3. MEETING WITH THE BUDGET COMMITTEE **7:20 p.m. estimated time**
  
4. RECEIVE UPDATE ON THE 2010 CENSUS DATE RELEASE **7:50 p.m. estimated time**
  
5. RECEIVE BRIEFING ON INITIAL SUSTAINABILITY PRACTICES AT THE CITY OF TIGARD  
**8:20 p.m. estimated time**
  
6. COUNCIL LIAISON REPORTS
  
7. NON AGENDA ITEMS
  
8. EXECUTIVE SESSION: The Tigard City Council may go into Executive Session. If an Executive Session is called to order, the appropriate ORS citation will be announced identifying the applicable statute. All discussions are confidential and those present may disclose nothing from the Session. Representatives of the news media are allowed to attend Executive Sessions, as provided by ORS 192.660(4), but must not disclose any information discussed. No Executive Session may be held for the purpose of taking any final action or making any final decision. Executive Sessions are closed to the public.
  
9. ADJOURNMENT **8:35 p.m. estimated time**

AIS-417

Item #: 2.

**Workshop Meeting**

**Date:** 09/20/2011

**Length (in minutes):** 45 Minutes

**Agenda Title:** Joint Meeting with the Park and Recreation Advisory Board

**Prepared For:** Steve Martin

**Submitted By:**

Greer Gaston  
Public Works

**Item Type:** Update, Discussion, Direct Staff

**Meeting Type:**

Council  
Workshop Mtg.

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**ISSUE**

Shall the council receive an update on Park and Recreation Advisory Board (PRAB) activities and provide the PRAB with direction on several topics:

- **Recreation** - Does the council want to pursue a city recreation program? If so, should the PRAB prepare a proposal for the 2012-2013 fiscal year?
- **Downtown Park Acquisition** - Does the council want the PRAB or the City Center Advisory Commission (CCAC) to manage the acquisition of a downtown park property? If the council wishes both groups to work on the acquisition, what roles and responsibilities are assigned to the PRAB and to the CCAC?
- **Acquisition vs. Development** - Within the parameters of the park and open space bond measure, the PRAB would like to discuss how bond revenues might be allocated between acquisition and development.

**STAFF RECOMMENDATION / ACTION REQUEST**

Staff recommends the council receive the update and provide direction on the topics listed above.

**KEY FACTS AND INFORMATION SUMMARY**

**Background**

The PRAB advises the City Council on issues related to public parks and recreational facilities including acquisition, rules and the expenditure of allocated funds.

Both the council and the PRAB started the year with goals to acquire parks and open space in 2011. Most of this acquisition is related to the \$17 million park and open space bond measure passed by voters in 2010. The bond measure specifies:

- At least 80 percent of the bond revenue will go toward land acquisition, with up to \$1.7 million being used for acquisition of a downtown park.
- Up to 20 percent of the bond revenue can be used to fund park development and improvements.
- The citizen-lead PRAB will be responsible for prioritizing and recommending how bond revenue will be spent.

**PRAB Accomplishments**

**Park and Open Space Bond Measure**

- At the PRAB's recommendation, the city has spent approximately \$9 million in bond revenues acquiring over 70 acres of park land. The properties comprising the 70 acres are: Summer Creek Phase I, Summer Creek Phase II, Sunrise, and Potso Dog Park.
- At the PRAB's recommendation, park design, master planning and/or land use planning will soon be underway for the following park properties: Summer Creek property, Jack Park, East Butte Heritage Park, and the Fanno Creek House.
- The PRAB has evaluated and prioritized over 70 potential park acquisition properties. The council discussed

these properties in executive session on July 26, 2011. The city's real estate attorney is currently researching the top 11 properties and will provide information to further evaluate these possible acquisitions.

- The PRAB has earmarked \$1.7 million in bond revenues for the acquisition and/or development of downtown parks.
- At the PRAB's recommendation, the city initiated discussions with the school district on the use of various school properties as parks. Should this approach prove successful, more bond revenues would likely be spent on development/improvements. Within the parameters of the bond measure, the PRAB has not decided how bond revenues might be allocated between acquisition and development.
- A Park Bond Program Report was prepared by the park bond program management consultant, Steve Duh. This report is attached and provides additional details on the status of bond-related projects.

### **Other Accomplishments**

- The Board has participated in several discussions with Councilor Marc Woodard; Councilor Woodard is advocating for a city recreation program.

### **OTHER ALTERNATIVES**

The council could choose not to meet with the PRAB at this time.

### **COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

2011 City Council Goal No. 3 - "Complete plans for parkland acquisition."

Relevant 2011 PRAB goals:

1. Pursue a coordinated city activity calendar to include recreation and other city-sponsored events.
2. Continuously communicate PRAB status for use of bond money and activities.
3. Inventory and evaluate current park amenities - make recommendations.
4. Evaluate interest and ability of City of Tigard to create community gardens.
5. Research and evaluate alternative park and recreation funding sources for 2011 and beyond.

### **DATES OF PREVIOUS COUNCIL CONSIDERATION**

The Council has met with the PRAB on a regular basis since the PRAB's inception in 2003. Recent meetings took place on the following dates:

December 21, 2010 - The council and the PRAB discussed the PRAB's 2011 work plan and reviewed a draft Park Property Acquisition and Improvement Program Charter related to the passage of the \$17 million park bond.

June 15, 2010 - The council discussed PRAB and Trust for Public Land proposals for the November election.

November 16, 2009 - The council and the PRAB discussed the failed 2009 bond measure and the future direction of the PRAB.

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### **Attachments**

Park Bond Program Report



# Parks Bond Program Report

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*September 2011*

## PROGRAM SNAPSHOT

The city adopted its Park System Master Plan in 2009, which outlined the need to acquire park property and construct park improvements to preserve open spaces, enhance water quality and provide recreational opportunities. On November 2, 2010, Tigard voters passed a \$17 million general obligation bond to fund the purchase of real property for parks and to fund a limited amount of park improvements.

## PROGRAM MILESTONES

The following list identifies the major milestones completed for the Tigard Parks Bond Program:

- Completed acquisitions of Summer Creek, Sunrise and Potso properties — adding over 70 acres to the city's parkland inventory and leveraging bond resources with \$2.5 million of grant contributions to the program.
- Retained a program manager who has begun work on the project list for acquisition and development.
- Developed a roster of qualified firms specializing in park design, site investigations and real property acquisition services.
- Prepared project charters for East Butte Heritage, Jack Park, Fanno Creek House and the Summer Creek property to define project scopes, milestones and site conditions and constraints affecting design and permitting.
- Initiated park design and land use planning on East Butte Heritage Park, Jack Park and the Fanno Creek House.

## STATUS OF WORK IN-PROGRESS

The following summarizes the key tasks associated with the initial set of projects for the parks bond.

**East Butte Heritage Park:** In late July, a solicitation for bids was sent to a short list of landscape architecture firms from the roster compiled from the city's request for qualifications for technical

## **Parks Division**

### **September 2011 Update**

support services. Four firms submitted proposals, and Group Mackenzie of Portland was selected as the lowest responsible bidder. Contracting is in progress. Building upon site master plan design work initiated in 2009, Group Mackenzie will progress on the design to create a set of construction drawings and cost estimates for review by the Parks and Recreation Advisory Board (PRAB) and City Council. Group Mackenzie will also assist with a neighborhood meeting about the project and with elements of the land use application. A pre-application conference for land use permitting was held with city planning staff on August 4<sup>th</sup> for East Butte Heritage Park. The conference identified the regulatory requirements affecting the project and outlined the submittals necessary for a complete, final application. It is anticipated that a final land use application will be submitted to the city's Planning Division during the 4<sup>th</sup> quarter of 2011.

**Fanno Creek House:** Utilizing the roster of qualified firms, a bid solicitation was sent to five planning firms to assist with land use permitting for the Fanno Creek House. Four proposals were received, and Group Mackenzie was selected as the low bid. The primary intent of this project is to obtain a land use classification change from 'residential' to 'community recreation' as a way to finalize the repurposing of the house as a community meeting facility. This change in use triggers a land use review process and will likely result in the need for minor site improvements to meet city code. Site improvement may include upgrading or repaving parking areas, addressing emergency response vehicle access and turnaround, adding pedestrian walkway improvements to SW Hall Boulevard, addressing street tree and landscaping installation, and adding bicycle racks and site signage. A land use pre-application conference was held in July to identify the regulatory requirements affecting the project. A final land use application will be submitted to planning during the 4<sup>th</sup> quarter of 2011.

**Jack Park:** Utilizing the roster of qualified firms, a bid solicitation was sent to five design firms for assistance in conducting a site master plan and preparing construction drawings for the extension of Jack Park. All five firms submitted proposals, and these are currently being reviewed. It is anticipated that a firm will be selected within the coming week and negotiations will commence. The site master plan will include a playground, community garden space, a trail connection with bridge of Krueger Creek to the existing portion of the park, pedestrian access to the TVF&R Station 50 Community Room, landscaping, bicycle racks and signage. The completion of the master plan design is expected during the 1<sup>st</sup> quarter of 2012, with the land use permit application submitted in the 2<sup>nd</sup> quarter of 2012.

**Property Acquisitions:** The Park and Recreation Advisory Board has visited a number of potential candidate sites for property acquisition and has discussed a prioritized list with council in executive session.

## **UPCOMING ACTIVITIES**

The following represent upcoming activities critical to the implementation of the Tigard Parks Bond Program:

- Conduct due diligence on the program's priority acquisitions projects.
- Proceed with park design drawings and permitting for East Butte Heritage Park.
- Proceed with the land use permit application for the Fanno Creek House.

**Parks Division**  
September 2011 Update

- Solicit consultant team submittals for the design and planning of the Summer Creek property.
- Initiate a community-driven, site master planning processes for Jack Park and the Summer Creek property in the 3<sup>rd</sup> quarter of 2011.

**PROGRAM BUDGET SUMMARY**

A detailed program budget is under development that will provide program- and project-level budget reporting and cost accounting. Summary level budget tracking information will be provided in a subsequent program update.

**AIS-618**

**Item #: 3.**

**Workshop Meeting**

**Date:** 09/20/2011

**Length (in minutes):** 30 Minutes

**Agenda Title:** Budget Committee Meeting

**Prepared For:** Toby LaFrance

**Submitted By:**

Liz Lutz  
Financial and  
Information  
Services

**Item Type:** Update, Discussion, Direct Staff  
Budget Committee

**Meeting Type:**

Council  
Workshop Mtg.

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**ISSUE**

Opportunity for the Budget Committee to meet and discuss financial issues for Tigard.

**STAFF RECOMMENDATION / ACTION REQUEST**

No action is requested. This is an opportunity to share information.

**KEY FACTS AND INFORMATION SUMMARY**

This will be the first meeting of the Budget Committee since the budget meetings in April. Items on the agenda include:

- Discuss the status of Fiscal Year 2011 audit.
- Present the 4th Quarter FY 2011 Financial Report.
- Discuss plans for an Audit Committee.
- Debrief on the Fiscal Year 2012 year budget cycle process, and determine if any changes to the process will be necessary for Fiscal Year 2013 budget process.
- Discuss the status of Budget Committee direction to staff on a Strategic Finance Plan for Tigard.

**OTHER ALTERNATIVES**

N/A

**COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

4. Advance Methods of Communication
6. Financial Stability

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

N/A

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**Workshop Meeting**

**Date:** 09/20/2011  
**Length (in minutes):** 30 Minutes  
**Agenda Title:** Update on the 2010 Census Data Release  
**Submitted By:** Darren Wyss  
 Community Development  
**Item Type:** Update, Discussion, Direct Staff

**Meeting Type:** Council  
 Workshop Mtg.

**ISSUE**

Receive briefing on the first batch of data released from the 2010 Census including changes from 2000 Census, how the data is used and a demonstration on how to access the data from the Census Bureau website.

**STAFF RECOMMENDATION / ACTION REQUEST**

Council is requested to receive briefing about Census data from staff.

**KEY FACTS AND INFORMATION SUMMARY**

The 2010 Census data is slowly being released, including data for Tigard. The 2010 Census saw some changes from previous efforts, including the elimination of the long form questionnaire, redefining a Census Tract and Block Group, redesign of the Census website and easier access to data. City staff have downloaded the Tigard Demographic Profile and Summary File 1 to date. The Demographic Profile was used during the legislative redistricting effort, while Summary File 1 contains more detailed information on age, sex, households, characteristics of owners and renters and detailed race data.

Census data is used for a variety of efforts. This includes legislative redistricting, the provision of federal funds, city use in grant applications, long-range planning efforts and forecasting.

In consideration of the City's 50th birthday, the following illustrates household and population numbers resulting from the four census counts that have occurred since Tigard was founded in 1961.

	1970	1980	1990	2000	2010
<b>Population</b>	6,499	14,799	29,344	41,223	48,035
<b>Households</b>	2,560	6,495	12,599	17,369	20,068

The council presentation will include a demonstration on how to access the 2010 Census data, as well as other data found on the website. City staff will also be updating the Tigard Community Profile as more data is released (Summary File 2) this winter. Staff will return with the updated Tigard Community Profile when it is complete. In the meantime, please contact staff with any questions or data requests.

**OTHER ALTERNATIVES**

N/A

**COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

1. Implement Comprehensive Plan
2. Implement Downtown and Town Center Redevelopment Opportunities
4. Advance Methods of Communication

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

N/A

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**Attachments**

2010 Census Presentation

C I T Y O F T I G A R D

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# Tigard City Council 2010 Census Presentation

City Council Workshop

September 20, 2011

## Changes Found in 2010 Census

- ▶ Long form (detailed data) no longer administered
- ▶ Replaced with yearly American Community Survey
  - ▶ Characteristics of population and housing
  - ▶ Estimates for small areas and groups
- ▶ Quarterly Workforce Indicators now on website
- ▶ 5-year Economic Census data now easily available on website

## How Census Data is Used

- ▶ Legislative redistricting
- ▶ Distribute federal funding
  - ▶ Population
  - ▶ Characteristics of population
- ▶ City of Tigard projects
  - ▶ Demographics required on grant applications
  - ▶ Inform long-range planning projects
  - ▶ Project future conditions

# C I T Y O F T I G A R D

## City of Tigard – 50-year Anniversary

	1970	1980	1990	2000	2010
Population	6,499	14,799	29,344	41,223	48,035
Housing Units	2,560	6,495	12,599	17,369	20,068

C I T Y   O F   T I G A R D

## City of Tigard – 2010 Census Data

	2000	2010
Occupied Housing Units	95.0%	95.5%
Owner-occupied	66.2%	60.5%
Renter-occupied	33.8%	39.5%
Vacant Housing Units	5.0%	4.5%

C I T Y   O F   T I G A R D

## City of Tigard – 2010 Census Data

	2000	2010
Whites	80.8%	73.8%
Latinos	8.9%	12.7%
Asians	5.6%	7.1%
African American	1.1%	1.6%
Native Hawaiian and Other Pacific Islander	0.5%	0.9%

## U.S. Census Website

- ▶ Restructured for 2010 Census
  - ▶ American Factfinder
    - <http://www.census.gov/>
  - ▶ Local Employment Indicators
    - On The Map
  - ▶ Economic Indicators
- ▶ Download for use in GIS
- ▶ More data to be released

C I T Y O F T I G A R D

**Questions?**

**AIS-622**

**Item #: 5.**

**Workshop Meeting**

**Date:** 09/20/2011

**Length (in minutes):** 15 Minutes

**Agenda Title:** Receive Briefing on Initial Sustainability Practices at the City of Tigard

**Prepared For:** Michelle Wright

**Submitted By:**

Greer Gaston  
Public Works

**Item Type:** Update, Discussion, Direct Staff

**Meeting Type:**

Council  
Workshop Mtg.

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**ISSUE**

The council will be briefed on initial sustainability practices at the City of Tigard.

**STAFF RECOMMENDATION / ACTION REQUEST**

No formal council action is requested; councilors are asked to listen to the briefing and provide input.

**KEY FACTS AND INFORMATION SUMMARY**

2011 Council Goal No. 6.c. states, "Evaluate the city's internal sustainability efforts." The council also has a five-year goal to "Develop a sustainability plan."

Although many sustainable practices have been implemented throughout the city, this is Tigard's first attempt to formally address the issue of sustainability.

Topics to be discussed during this briefing include:

- The city's existing sustainability practices.
- Council Goals Work Plan as it pertains to sustainability.
- Defining sustainability.
- Draft sustainability milestones.

**OTHER ALTERNATIVES**

The council could choose not to hear the briefing and could provide staff with direction on some other course of action.

**COUNCIL GOALS, POLICIES, APPROVED MASTER PLANS**

2011 Council Goal No. 6.c. states, "Evaluate the city's internal sustainability efforts."

The council also has a five-year goal to "Develop a sustainability plan."

**DATES OF PREVIOUS COUNCIL CONSIDERATION**

This is the first time this topic has come before the council.

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**Attachments**

PowerPoint Presentation

Memo - Existing Sustainability Practices

Draft Sustainability Milestones

City  
of  
Tigard



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# An Introduction to Sustainability At the City of Tigard

*Presented to Council*  
September 20, 2011



## September 20, 2011 Agenda



- Develop a List of Existing Sustainability Practices
- Discuss Council Goals Work Plan
- Define Sustainability
- Draft Milestones



# Existing City of Tigard Sustainability Practices



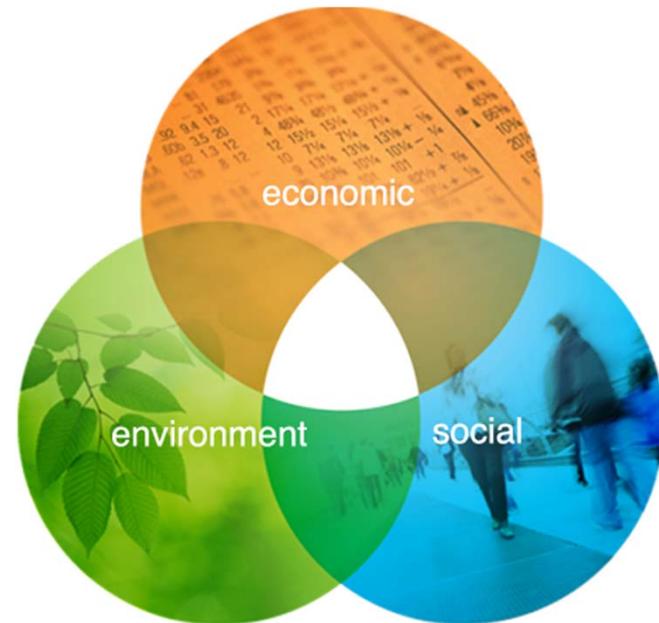
# 2011 Council Goals Work Plan



Description	Status
Designate Coordinator for Sustainability Practices	Done
Develop List of Existing Sustainability Practices	In progress
Define Sustainability	In progress
Create Scope of Work for Sustainability Consultant	In progress

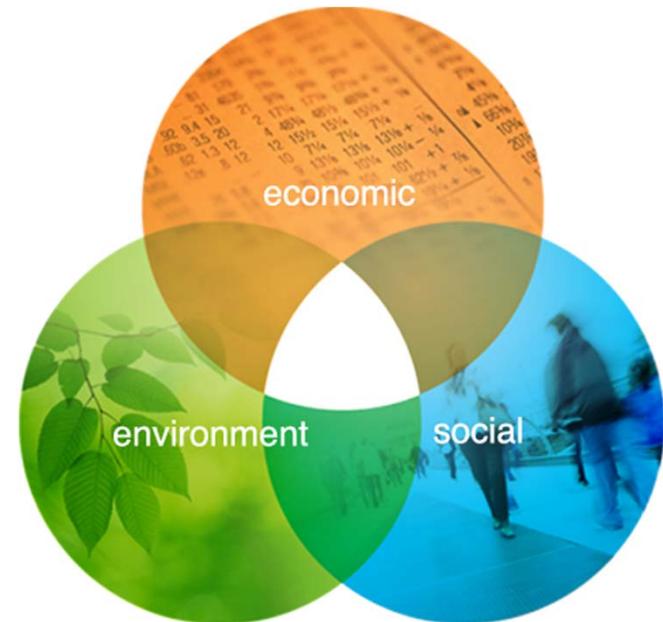
# Start Defining Sustainability for Tigard

According to the United Nations Commission, sustainability means *“meeting the needs of the present without compromising the ability of future generation to meet their own needs.”*



# Start Defining Sustainability for Tigard

The three interrelated pillars of sustainable development include the environment, social equity, and economic development. To act sustainably is to balance the aims of these pillars with the need to use resources more efficiently.



## Sustainability - Sample Definitions

- Sustainability enables a community to meet its current environmental, economic and social needs without compromising the ability of future generations to do the same.
- A sustainable community is one that can meet the needs of the present without compromising the ability of future generations to meet their own needs.



## Sustainability - Sample Definitions

- Meet the economic, social, and environmental needs of the present without compromising the future's ability to do the same.
- Meeting the needs of current generations in a way that allows future generations to meet their own needs.



# Five Milestones for Sustainability



Getting Started Checklist (five-year plan)	Status
<b>Milestone 1:</b> Conduct Sustainability Assessment	2012
<b>Milestone 2:</b> Set Sustainability Goals	2013
<b>Milestone 3:</b> Develop Sustainability Plan	2014
<b>Milestone 4:</b> Implement Plan	2015
<b>Milestone 5:</b> Monitor/Evaluate Implementation Progress	2016

# Sustainability



## Questions & Discussion



## City of Tigard Memorandum

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**To:** The Honorable Mayor and City Councilors

**From:** Public Works Business Manager Michelle Wright

**Re:** Sampling of the City's Existing Sustainability Practices

**Date:** September 2, 2011

The Public Works Department continues to identify sustainability practices within the City of Tigard. A sampling of current items is as follows:

- Drip irrigation used for ornamental plants.
- Integrated Pest Management practiced; this reduces the use of pesticides while keeping pests in check.
- Battery powered Gator utility vehicles.
- Native plants installed to reduce maintenance needs/irrigation.
- Re-claimed water is used to irrigate the athletic fields at Cook Park.
- Use ET (evapotranspiration) sensors for irrigation system to moderate water use. These take into account soil and weather conditions to calculate amount of water needed for specific plants.
- Switched out 98 percent of traffic signals to LEDs.
- The city offers an Employee Commute Incentive Program which encourages employees to use alternative transportation, such as walking, biking, and carpooling.
- The city has installed 90.5 miles of bike lanes.
- Mulching blades are used on mowers. This returns nitrogen and other nutrients to the soil, reducing the need for fertilizers.
- Recycled wood chips are utilized for soft trails surfacing.
- Upgraded two water pump stations to save 700,000 kilowatt hours of energy per year.
- City fleet vehicles use 5-percent biodiesel and 10-percent ethanol.
- Excluding police vehicles, 29 percent of Tigard's fleet is comprised of hybrid, bio-diesel, or electric vehicles.
- New Burnham Street project and upcoming Main Street/ Green Street Retrofit project implemented or will implement green street standards.
- LED street lighting was installed as part of the new Burnham Street project.
- New Energy Star compliant roof was installed on the Permit Center.
- Since 2005, Tigard planted 95,850 native shrubs and trees and restored 165 acres of riparian forest.
- Most copiers within the city carry the Energy star seal.
- City buildings have been upgraded with more efficient lighting and water fixtures.

## DRAFT City of Tigard Milestones for Sustainability - A Five-Year Plan



Step	Date	Status
<b>Getting Started</b>		
Designate a sustainability coordinator to evaluate the city's internal sustainability efforts		Done
Define sustainability	September 2011	In progress
Make a commitment - obtain City Council buy-in on the concept of a sustainability plan	September 2011	In progress
Develop a work plan for the planning process and for department outreach	October 2011	In progress
Develop existing sustainability efforts	November 2011	In progress
Draft a scope of work for sustainability consultant	November 2011	In progress
<b>Milestone 1: Conduct Sustainability Assessment</b>		
Define the scope of the plan	2012	
Begin public outreach to define the key challenges facing the city	2012	
Develop a greenhouse gas emission inventory for local government operations and the community	2012	
Gather and analyze data for the sustainability assessment	2012	
Create a sustainability assessment report	2012	
<b>Milestone 2: Set Sustainability Goals</b>		
Define clear, relevant and measurable goals addressing key issues identified in the sustainability assessment	2013	
Brainstorm and analyze strategies for achieving goals	2013	
Set an emission reductions target	2013	
Solicit ideas from the public for sustainability goals	2013	
Announce the goals to the public	2013	
<b>Milestone 3: Develop Sustainability Plan</b>		
Prepare for public outreach process	2014	
Perform outreach	2014	
Develop measures	2014	
Develop implementation plans for each measure	2014	
Create outline for the plan	2014	
Write the plan	2014	
Release a draft plan for public comment (if appropriate)	2014	
Finalize and release the plan	2014	
<b>Milestone 4: Implement Plan</b>		
Implement the measures in the plan and track implementation status	2015	
Institutionalize the planning process	2015	
Coordinate with a coalition of advocacy group	2015	
<b>Milestone 5: Monitor/Evaluate Implementation Progress</b>		
Select sustainability indicators, gather baseline data and measure progress	2016	
Develop an annual progress report	2016	
Update the greenhouse gas emissions inventory	2016	
Update the web site and stakeholders	2016	