



INDIANA CLEAN COMMUNITY CHALLENGE

Annual Performance Report

by

City of Portage GREEN TEAM

for

FY 2011



Indiana CLEAN Community Challenge Annual Performance Report

State Form 53116 (R / 3-09)
Indiana Department of Environmental Management
CLEAN Community Challenge

Indiana Department of Environmental Management
Office of Pollution Prevention and Technical Assistance
100 North Senate Avenue IGCS W041
Indianapolis, IN 46204-2251
Telephone: (800) 988-7901
FAX: (317) 234-6573
www.cleancommunities.IN.gov

The Indiana CLEAN Community Challenge Annual Performance Report should demonstrate progress toward objectives and targets AND certify CLEAN Community Challenge requirements continue to be achieved. The Annual Performance Report should include the status of projects committed to in your community's original application, results of completed projects, and assurance that an annual Quality of Life Plan review was conducted by your community. Indiana CLEAN Communities must submit an Annual Performance Report two months after the anniversary of their CLEAN Community designation date.

Please do not include any confidential community or business information in your Annual Performance Report. Public access laws require IDEM to make the Annual Performance Report publicly available, which may include posting all portions of your report on the Indiana CLEAN Community Challenge Web site.

Your Annual Performance Report should be reviewed and signed by a senior manager at your community prior to submittal. Once signed, fax or mail the report to IDEM. If you have any questions, please contact the CLEAN Community Challenge Program Manager at 800-988-7901.

COMMUNITY INFORMATION	
Name of Community	City of Portage Green Team
Street Address (number and street)	6070 Central Ave.
City, State, ZIP Code	Portage, IN 46368
Web site	http://www.ci.portage.in.us
CONTACT INFORMATION	
Name of Contact	Sue Lynch
Title	Portage City Councilperson At Large and Stakeholder Committee Leader for CLEAN
Telephone number	219-730-1297
FAX number	
E-mail address	stynch@portage-in.com
Mailing Address (number and street)	2647 Vivian St.
City, State, ZIP Code	Portage, IN 46368
Reporting Period Dates (month, day, year)	December 31, 2010 to December 31, 2011
If this is your third Annual Performance Report, do you wish to renew your Indiana CLEAN Community Challenge designation?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, your community will need to provide five new objectives and targets in the Continual Environmental Improvement section of this report.	

ENVIRONMENTAL MEDIA ACTIVITIES	
Please identify the five objectives and targets in your Quality of Life Plan and describe the baseline measurement, the progress made during the past year, future plans for achieving each target, and any cost savings experienced as a result of the target.	
Environmental Media Activity #1	
Objective Reduce the amount of electricity and natural gas	
Target reduce by 3% each year for 3 years	
Baseline	Progress Made
** see attached document	Calendar year 2010 Progress made park dept. installed new lighting in Oakwood Hall and installed a new HVAC system Calendar year 2011 Progress made installed programmable thermostats in city hall and installed a new HVAC system in the Utilities department Hurdles overcome getting approval for current programmable thermostats - educating people on overuse of electrical items i.e. space heaters under desks and each office having their own personal refrigerators (in some cases more than one)
Upcoming Plans to Achieve Target	Cost Savings
complete installing programmable thermostats in all buildings repair and caulk all windows in city hall - considering an environmental audit of all buildings in CLEAN	Savings in KWH to City Hall and Marina buildings exceeded 3% reduction but the Park Dept. saw an increase of 6.75%. This could have been due to heavy usage by our large halls during the cold weather period i.e. running the heating system more on off hours.

	City Hall and Parks saw good reductions in therms but the Street Dept. and Marina saw substantial increases in therm usage. An old meter was replaced at the Marina which could have attributed to the increase as well as extremely cold weather in the early months of the year. As for streets, the buildings are very old and inefficient and during the cold and hot weather the doors are opened a lot to let trucks in and out making the heating and cooling systems overwork.
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.	

Environmental Media Activity #2	
Objective To create and maintain a facility where compostable materials can be recycled for reuse	
Target Registration and operation by Fall 2009 thru 2012	
Baseline	Progress Made
new facility up and running at end of 2010 no previous data available but we did have a huge stockpile of leaves and branches on site that needed to be incorporated into our first year of operation	Calendar year 2010 Progress made site up and running Calendar year 2011 Progress made turned out our first round of compost which was used primarily on Stone Ave. project for landscaping. Composted 3,289 tons of leaves and wooded material. Hurdles overcome site was vary wet so had to be developed to address run-off issues
Upcoming Plans to Achieve Target	Cost Savings
begin to take grass in 2012 to reduce costs of landfilling encourage citizens to leave their grass clippings on the lawn thru an education program	We saved over \$145,000.00 this past year by removing leaves and wooded material from our trash pick up.
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.	

Environmental Media Activity #3	
Objective Increase recycling by city residents and departments	
Target Increase the number of homes participating by 10% and participation by all departments	
Baseline	Progress Made
** see attached report	Calendar year 2010 Progress made 1199 homes utilizing drop-off bins, 61 tons of e-waste collected at street department. Recycling up 28% over 2009. Calendar year 2011 Progress made 1683 homes utilizing drop-off bins, 86 tons of e-waste collected at street department. Recycling up 16% over 2010. Hurdles overcome Developed data on number of homes recycling throughout the city - improved record keeping -
Upcoming Plans to Achieve Target	Cost Savings
Change the way trash is picked up - switch to co-mingled recyclables in on 90 gal. can - encourage park dept. to educate families using park for activities to utilize recycling containers	Landfill cost savings from 2010 to 2011 was \$40,275.00, up from the previous year of \$38,650.00. Sale of recyclable material in 2011 was \$95,155.00.
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.	

Environmental Media Activity #4	
Objective Decrease paper use city wide	
Target reduce amount of paper used by 10% in three years	
Baseline	Progress Made
no beginning data as all departments purchased their own paper and then turned the bill into Clerk Treasurers office	Calendar year 2010 Progress made began to educate department heads on how they could reduce paper within their own departments.

	<p>Calendar year 2011 Progress made greatly reduced the amount of paper being used by e-mailing memos, agendas etc. rather than printing everything out.</p> <p>Hurdles overcome educating those within the departments to use less paper and to communicate by e-mail - reduction of paper at park dept. thru outsourcing printing.</p>
Upcoming Plans to Achieve Target	Cost Savings
All inter-office correspondence will be done by lan (local area network) - city council members, boards, committees etc. will now receive information via the internet and not on paper (this will substantially decrease the number of paper used) - Clerk Treasurers office looking into I-Pads for city council members - overhead screens for council, committee and board meetings rather than passing out multiple agendas. Better record keeping.	Saved over \$1500.00 this past year in paper costs due to Parks Dept. outsourcing all printed publications. Departments now e-mailing information and Public Works putting documents on CD's.
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.	

Environmental Media Activity #5	
Objective Identify and catalog trees on municipal property	
Target complete two out of five districts in three years (originally proposed to divide city in seven districts but that was changed in 2011 to five districts)	
Baseline	Progress Made
no baseline - no records were ever kept on cataloging and identifying urban forest trees	<p>Calendar year 2010 Progress made</p> <p>Calendar year 2011 Progress made</p> <p>Hurdles overcome Not having a park superintendent has been the biggest hurdle to getting the tree inventory done. We now have a new Park Superintendent (began work week of Jan. 23rd) and has strong background coming from DNR to get tree inventory moving.</p>
Upcoming Plans to Achieve Target	Cost Savings
Begin and complete tree inventory by Dec. 31, 2012 Work to become a Tree City USA	no cost savings to this project to date
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.	

ANNUAL EMS AUDIT

Summarize the results of the Annual EMS Audit your community performed on the Quality of Life Plan. Community did not really perform an audit but we have polled the community on how well they know and understand the CLEAN Community Challenge. We have a lot of support for this project and will work harder in 2012 to further educate our citizens about CLEAN.

COMMUNITY AND BUSINESS OUTREACH

Briefly describe the information presented to the community and businesses to keep residents informed of important issues related to the community's environmental performance, including how the status of Quality of Life Plan objectives were relayed to the community. Mostly CLEAN has been a part of our Mayor's Nite Out events - information about CLEAN has also been published in our quarterly Utilities Newsletter. A recycling survey was done thru the Utility Bills but was not a good indicator of how much the community really recycles because we have drop off recycling provided by the Solid Waste District here in the city as well. It is difficult to determine who is using the drop-off site because it is available to those other than city residents. The drop-off has been very successful and has grown substantially over the past few years.

CONTINUAL ENVIRONMENTAL IMPROVEMENT

If this is your third Annual Performance Report and your community desires to continue membership as an Indiana CLEAN Community, please provide five new objectives and targets your community will commit to during the next three year designation period, otherwise skip to the next section.

ADDITIONAL INFORMATION

Please provide the following additional information.

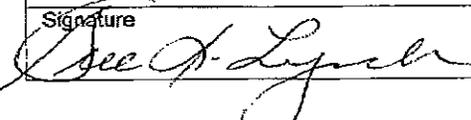
1. List environmental awards received or voluntary programs participated in during the past twelve months (include information about each particular program).
Our marina received the Clean Marina Award in 2011
2. Has your community taken advantage of any CLEAN benefits? If so, please describe which benefits were used, the implementation process, and ideas for additional benefits IDEM should consider.
WE applied for and received a NIPSCO tree grant and were able to get 13 full sized trees - The trees were planted by NIPSCO once we determined where they could be located to provide shade and shelter for buildings at Woodland Park and Countryside Park.
3. Is your community pursuing ISO 14001 EMS certification? If yes, how has the Indiana CLEAN Community Challenge program been instrumental in achieving ISO 14001 EMS certification?
No to my knowledge
4. Explain the measured or perceived results from receiving, documenting, and responding to external communication and its effect on Quality of Life Plan objectives and targets?
Clearly documenting each objective has been an eye opener and allows us to see where we are being wasteful and inspires us to inform our community on the results of our work. Taxpayers like being informed on ways we are saving the city money.
5. Explain the emergencies experienced within the community during the past year. Were the applicable emergency and contingency plans detailed in the Quality of Life Plan effective? What changes, if any, have been made to your community's emergency or contingency plans?
No emergencies
6. How have community residents and businesses reacted to your community participating in the Indiana CLEAN Community Challenge?
Some have but it has been a slow process - we need to do a better job at educating our citizens on CLEAN - it would be nice to have a CLEAN Day and promote what we are doing more.
7. According to the measurement program developed and implemented by your community to measure Quality of Life Plan success, is your community's Quality of Life Plan successful? Why or why not? If not, what changes will be made to ensure continual environmental improvement and future Quality of Life Plan success?

CERTIFICATION AND PLEDGE

I certify that the information contained in this Annual Performance Report and attachments is accurate to the best of my knowledge and that this local government is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with all applicable federal, state, and local environmental requirements, or has a corrective action program in place to attain compliance.

We, the Portage Green Team, commit to maintaining the principles and goals outlined in our Quality of Life Plan for our local government's Indiana CLEAN Community status. We agree to strive for full compliance with all regulations promulgated by U.S. EPA, the state, and/or local jurisdictions. We agree to promote the Indiana CLEAN Community Challenge and to share our success stories with other communities. We understand that the Annual Performance Report must be submitted to the local government and IDEM and that we must reapply to the Indiana CLEAN Challenge every three years.

I understand that the information provided in this Annual Performance Report will be public record. I am the highest-ranking community official or I have been fully authorized by the highest-ranking community official to execute this statement on behalf of the local government submitting this Annual Performance Report.

Signature 	Title Stakeholder Committee Leader	Date (month, day, year) February 14, 2012
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Please submit your CLEAN Community Challenge Annual Performance Report to:

IDEM-OPPTA
 CLEAN Community Challenge Program Manager
 100 North Senate Avenue
 MC 64-00 IGCS W041
 Indianapolis, IN 46204-2251
 FAX: 317-234-6573

**Indiana CLEAN Community Challenge Report FY 2011)
(Environmental Media Activities breakdown)
City of Portage 'Green Team'**

ENVIRONMENTAL MEDIA ACTIVITY # 1 ~ Energy Consumption (electrical/natural gas)

KWH:	<u>2009</u>	<u>2010</u>	<u>2011</u>
City Hall	126,720	137,840	132,640 (reduced by 3.75%)
Parks	308,360	294,560	296,600 (increase by 6.75%)
Street Dept.	180,405	167,919	131,496
*Meter numbers: 0543524; 0933454; 0144271; 0780961; 0730932; 0782379; 0811337			
Marina	299,480	282,760	260,260 (reduced by 7.9%)
*Meter numbers: 2927; 12338			

THERMS:

City Hall	9,310	9,244	8,619 (reduced by 6.75%)
Parks	20,344	19,766	18,542 (reduced by 6.20%)
Street Dept.	18,087	17,471	19,145 (increased 9.5%)
Meter numbers: 8992927; 977281			
Marina	1,119	1,288	1432 (increased by 11%)
** new meter replaced in 2011 – extreme cold in Jan./Feb 22 °			
Meter numbers: 0879663 replaced with # G0014668; 9390308			

Comments: Progress Made

In most departments we were able to reduce well beyond our 3% in reduction of both KWH and Therms. Heavy usage by the Parks Dept. during off hours continues to be a struggle but we have recently installed programmable thermostats in all park buildings to further reduce energy costs. These figures will be reflected in our 2012 report.

We have eliminated most of the small space heaters beginning in 2012. City Hall is being remodeled and windows being recaulked.

ENVIRONMENTAL MEDIA ACTIVITY # 2 ~ Municipal Composting (8 acres)

Data: Site began operations in 2010 with 3 years of debris on the ground needing to be composted

* 2010: Collected 1,425 tons of leaves and 2,253 tons of wooded material = 3,678 tons total

Landfill Cost Savings of \$153,556.50

* 2011: Collected 1,215 tons of leaves and 2,074 tons of wooded material = 3,289 tons total

Landfill Cost Savings of \$145,538.25

Comment: Progress Made

While we actually collected 389 tons less in 2011 (due to the large stockpile we had from the previous year which drove our numbers up) were able to reduce landfill costs by \$145,538.25.

We were able to utilize all of our first batch of compost on the Stone Ave. project and other city projects. It is hoped the next batch will be available to our citizens and businesses for landscaping.

Learn to do a better job at the quality of our compost but still need to improve in this area.

We have partnered with the Porter County Solid Waste District to encourage people to mulch their leaves rather than blowing them to the curb for the city to pick up.

In 2010 our figures included a backlog of debris on the property from two previous years. We are now able to more accurately document the amount of compost we are keeping out of the landfill.

ENVIRONMENTAL MEDIA ACTIVITY # 3 ~ Municipal and Residential Recycling

	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u># HOMES RECYCLING:</u>	1199	1683 (+28%)	2018 (+16%)
<u>E-WASTE REDUCTION PROGRAM</u> o		61 tons	86 tons (+4%)

TONS RECYCLED:

2009: 909.91 tons (\$35,841.35 ~ landfill savings)

2010: 925.61 tons (\$38,644.22 ~ landfill savings)

2011: 910.14 tons (\$40,273.70 ~ landfill savings)

LANDFILL COSTS:

2009: 18,075 tons @ \$39.39 per ton = \$711,988.86

2010: 17,290 tons @ \$41.75 per ton = \$721,918.28

2011: 17,560 tons @ \$44.25 per ton = \$776,986.10

\$'S GENERATED FROM SALES OF RECYCLABLES:

2011: \$95,155.96

***does not include leaves and brush**

Comment: Progress Made

Added new homes to program. Surveyed number of homes recycling on Utility Bills.

Drop-off site managed by the Porter County Solid Waste District has added several new boxes due to the large increase in site use.

Good success with our E-Waste collection (items dropped off at street department). This is a cooperative, joint effort with Porter County Solid Waste District.

ENVIRONMENTAL MEDIA ACTIVITY # 4 ~ Reduce Paper Consumption

	<u>2009</u>	<u>2010</u>	<u>2011</u>
Total \$'s spent on paper	\$2,925.96	\$2,895.08	\$1554.00 (-46%)
Paper Savings: \$1,341.08			

Comment: Progress Made

Huge progress was made in that the Park Dept. used 20,000 less pieces of paper due to outsourcing all publications i.e. newsletter, brochures and mailers. *note ~ while the city saved money on paper expense we didn't really solve the problem because by outsourcing we just moved paper usage to another area and did not eliminate it's use altogether.

The Dept. of Public Works greatly reduced their copy usage of large documents for public works projects. Receiving documents on disk to be viewed on the computer has saved enormous amounts of paper.

ENVIRONMENTAL MEDIA ACTIVITY # 5 ~ Tree Inventory

Comments:

We have made little progress on the Tree Inventory. Since beginning the CLEAN Community Project we have had superintendent vacancies in our park department that have precluded working on the tree inventory. We have not had a park superintendent since July 2011, before that we were without a park superintendent for over six months. In mid-January 2012 a new park superintendent was hired. We are hopeful that since she came to us from the DNR she has a greater understanding of how to conduct a tree inventory and will work to see it completed.

The park department has also contacted a botanist from Soil Solutions to present a proposal on the tree inventory and will work with the superintendent of the park to complete the project in 2012.

▶ MORE LOCAL NEWS ONLINE AT NWI.COM

PO | FRIDAY, MAY 13, 2011 | PAGE A7

LOCAL

Police: Student found with marijuana, smoking pipe

PARARISO | A 15-year-old boy is in juvenile detention after police said they found marijuana and a smoking pipe in his pocket while at school.

According to Valparaiso police, around 2 p.m. Wednesday, an officer signed to Valparaiso High School was led to an assistant principal's office where administrators received an anonymous tip that the boy had marijuana on him.

The administrator told police that when he approached the boy, he willfully handed over a glass container with grams of what later tested positive as marijuana, as well as a glass smoking pipe and a lighter.

Police said the boy reportedly admitted the substance was marijuana.

Police said the boy was taken to the Porter County Juvenile Detention Center.

BY JEFF RIBBON, THE TIMES

CONTACT THE EDITOR:

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In Munster (219) 933-3223

In Portage (219) 762-4334
In Valparaiso (219) 462-5151

TODAY: Indiana University Northwest holds spring graduation. PAGE A9

Portage marina earns agency's designation

Indiana agency praises marina for addressing needs to help waters

BY TIMES STAFF

The Portage Public Marina has been designated a Clean Marina by the Indiana Department of Natural Resources, the

agency announced Thursday.

The announcement makes Portage the fourth marina in Northwest Indiana to receive the designation, joining the Hammond Marina, Washington Park Marina in Michigan City and Sprague Point Marina in Michigan City.

To receive the designation, marinas must implement a high number of best management practices recommended in the IDNR's Clean Marina guidebook.

Portage Marina signed a pledge to

become a Clean Marina in 2009. By April, the marina had implemented 85 percent of the best practices recommended by the IDNR, exceeding the requirements necessary for designation as a clean marina.

"It takes considerable effort and commitment from marina staff and boaters to become a designated Clean Marina," Coastal Program said in a statement issued Thursday. "This is something that the city of Portage can really be proud of."

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Less money going down drain at Portage wastewater plant

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by Joyce Russell joyce.russell@nwi.com, (219) 762-1397, ext. 2222 nwitimes.com | Posted: Monday, June 27, 2011 12:00 pm | [\(5\) Comments](#)

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PORTAGE | Don Slawnikowski and his crew at the city's wastewater treatment plant are a little like detectives.

They've been tracking down and investigating ways to make the plant more energy efficient.

So far, Slawnikowski said, they've been able to make changes that are saving some \$4,200 on monthly electric bills, and they are working on additional project that could increase those savings.

About two years ago, he said, plant workers adjusted their process in sludge removal and were able to stop using one of two 100 horsepower blowers.

"It didn't make a difference in the process," said Slawnikowski, but it made a difference in the electric bill to a tune of \$3,000 per month.

The second savings came when the plant switched from a rapid sand filtration system to an AquaDiamond filtration system. The new system was funded through an U.S. Army Corps of Engineers grant.

"The rapid sand filter system had six pumps. The new system only requires two pumps. We reduced the operating time with the AquaDiamond filters versus the rapid sand filters and that resulted in a \$1,200 a month savings in energy costs," said Slawnikowski.

The change in the filtration system also improved the plant's capacity for removal of solid waste.

The two projects are saving the city, and ratepayers in the long run, he said, more than \$50,000 per year.

"I'm a user, you're a user. Anywhere we can be more efficient is definitely worth pursuing," he said.

Another cost saving effort under way is the changing of pumps in the biosludge area to make the plant more energy efficient. The utility received an \$800,000 federal grant for the project. Slawnikowski said the plant will be ordering pumps this week funded through the 55/45 matching grant and will be doing other projects such as rehabilitating the belt press, which will help in making the plant more efficient.

Slawnikowski said his staff members also are conducting a lighting study of the plant on Old Porter Road, changing from inefficient lights to either induction or LED lighting. He said they are hoping to secure a grant to change the system, which could cut energy usage in half and reduce maintenance.