



**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
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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	www.ci.portage.in.us/
CONTACT INFORMATION	
Name of Contact	Sue I. Lynch
Title	Stakeholder Committee Leader and Portage City Councilperson
Telephone number	219-730-1297
FAX number	219-763-9935
E-mail address	beanzus@comcast.net
Mailing Address (number and street)	2647 Vivian St.
City, State, ZIP Code	Portage, IN 46368
Reporting Period Dates (month, day, year)	Jan. 1, 2012 to Dec. 31, 2012
If this is your third Annual Performance Report, do you wish to renew your Indiana CLEAN Community Challenge designation? <input checked="" type="checkbox"/> Yes <input 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
	Calendar year 2010 Progress made Park Dept. installed new lighting in Oakwood Grand Hall and installed a new HVAC system in building
	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 heaters in several cubicals. The windows in City Hall are falling apart, as are the frames around the windows. New shades and curtains have not stopped the drafts during cold weather from cooling the rooms and the summer heat greatly impacts the air conditioning from doing it's job.
Upcoming Plans to Achieve Target	Cost Savings

<p>Plans to achieve the problems, especially in City Hall are currently underway. An appropriation from the Redevelopment Commission has allowed the city to move forward with replacement of all windows, frames and repair to brick in 2013. RFP's went out and a contractor has been hired to complete the work. This work will be completed mid year of 2013.</p>	<p>Savings to KWh to City Hall and Marina building 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 reduction in terms but the Street Department 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. In 2012 City Hall kwh increased by 8% due to the continued erosion of the building but therm usage was reduced by 1.75%. The Park Dept. kwh were reduced by 5% and the therm usage was reduced by 3%. The Street Dept. showed a slight decrease in kwh usage, as did the therm usage.</p>
<p>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. This was the most challenging of the 5 activities as it was difficult to measure due to the volume of meters at each facility. Significant effort was made to reduce energy costs at all buildings in the CLEAN challenge thru a myriad of things. During the three years of CLEAN changes were made in HVAC to two buildings, lighting was changed in the big halls at the Park Dept with the help of a grant. City Hall underwent changes to many of the fixtures, as well as changing all of the thermostats (which are now properly programed to conserve energy), the Utilities Dept. was reinsulated. In some areas we achieved our goal of 3% each year but in others, due to the age of our buildings we did not meet the goals we had hoped to. These numbers will change drastically in 2013 and 2014 with the remodeling of city hall and the construction of a new street department facility.</p>	

<p>Environmental Media Activity #2</p>	
<p>Objective To create and maintain a facility where compostable materials can be recycled for reuse</p>	
<p>Target Registration and operation by Fall 2009 thru 2012</p>	
<p>Baseline</p>	<p>Progress Made</p>
<p>No previous data available but we did have a huge stockpile of leaves and branches on the site that would need to be incorporated into our first year of operation.</p>	<p>Calendar year 2010 Progress made A lot of progress was made in site development. There were many problems with site prep but we were able to overcome them with the help of a consultant. Working to get our site registered with IDEM. Calendar year 2011 Progress made Site now registered and up and running. Turned out our first batch of compost, which was used by the city for various projects. Also had to hire a company to come in and chip the large branches we had stockpiled on site. Hurdles overcome Development of a site that had water issues and reducing the major amounts of brush, limbs and leaves that had been stockpiled on the site. Turning out our first batch of compost.</p>
<p>Upcoming Plans to Achieve Target</p>	<p>Cost Savings</p>
<p>Begin to take some grass in 2012 to reduce costs of landfilling, encourage citizens to leave clippings on the lawn thru an education program.</p>	<p>2010 - collected 3,678 tons of leaves and brush - savings to city \$153,556.50 2011 - collected 3,289 tons of leaves and brush - savings to city \$145,538.25 2012 - collected 3,053 tons of leaves and brush - savings to city \$135,095.25</p>
<p>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. We believe we have more than met our goals with our Composting Activity. We have cleaned up the stockpile of leaves and limbs. We will begin to incorporate more grass in 2013. The site is operating smoothly with the assistance of the Porter County Recycling and Waste Reduction District and the quality of our compost just keeps getting better. The city will no longer pick up grass clippings at the curb. Citizens may bring clippings to the street department where they will be collected and taken to the compost site.</p>	

<p>Environmental Media Activity #3</p>	
<p>Objective Increase recycling by city residents and departments</p>	
<p>Target Increase the number of homes currently participating by 10% and full participation by all departments.</p>	
<p>Baseline</p>	<p>Progress Made</p>
<p>Little or no records were kept on # of homes recycling, tons being recycled and no e-waste was recycled prior to 2010.</p>	<p>Calendar year 2010 Progress made 1199 homes utilizing the Portage Drop-off bins, 61 tons of e-waste collected (with a program made available thru the Porter County Recycling and Waste Reduction District). Recycling up 28% over previous year 2009. Calendar year 2011 Progress made 1683 homes utilizing the Portage Drop-off bins, 86 tons of e-Waste collected at street dept. Recycling up 16% over 2010. Hurdles overcome Getting citizens to recycle was a huge hurdle and getting them to bring their e-Waste to the street dept. rather than disposing of it in trash. Worked greatly improve record keeping.</p>
<p>Upcoming Plans to Achieve Target</p>	<p>Cost Savings</p>

<p>Educational programs throughout the city and posting information on the utility bills. Getting more information into the local press about our recycling program. Converting to a city wide system with totes for trash and totes for recycling. City wide newsletter, facebook and Portage Recycling website.</p>	<p>Curbside Recycling (approx. 2300 homes; e-waste collection) 2010 - 909.91 tons recycled - saved \$38,644.22 2011 - 925.61 tons recycled - saved \$40,273.70 2012 - 1,089 tons recycled - saved \$48,188.25</p>	
<p>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. This Activity was very successful. We more exceeded our goals of 10% recycling. The city is now fully automated as of Feb. 4th, 2013. It is expected that we will reach 30% or more by years end. Further, grass will not be picked up at the curb any longer which will save the city thousands of dollars in landfill costs.</p>		

<p>Environmental Media Activity #4</p>		
<p>Objective Decrease paper use city wide</p>		
<p>Target Reduce paper usage by 10% in three years</p>		
<p>Baseline</p>	<p>Progress Made</p>	
<p>There was no beginning data as all departments purchased paper on an at need basis and then turned in their receipts to Clerk-treasurers office</p>	<p>Calendar year 2010 Progress made Began to educated department heads on how to reduce paper within their own departments i.e. do not make excessive copies, use both sided of the paper, send e-mails whenever possible Calendar year 2011 Progress made Progress made by utilizing e-mail system for agendas, information, memos etc. Park Dept. saved 20,000 pieces of paper in 2011 by not printing their newsletter in house on colored paper, a savings of nearly \$1500.00. Hurdles overcome Educating each department on how to reduce paper and getting them do it.</p>	
<p>Upcoming Plans to Achieve Target</p>	<p>Cost Savings</p>	
<p>Target goals completed</p>	<p>In the three years paper reduction has been extensive. The city has moved to a Cloud system and all documents are now scanned and stored, and all ordinances, appropriation reports, budgets etc. are now electronically transmitted to the various departments and committees. By doing this we saved over 33,000 pieces of paper alone this past year. It would be hard to determine the amount of copying time saved, energy to run the copiers, copier supplies etc. that have saved the city by reducing paper use in total for the three years in excess of 55,000 pieces of paper.</p>	
<p>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. This program was highly successful. By year three we were saving thousands of pieces of paper by purchasing I-Pads for the City Council and setting them up in a program called Dropbox, all public meetings held utilize the new overhead screens placed in City Hall chambers reducing the amount of paper used for printing agendas, committee meetings use the new flat screens available in the Council chambers rather than printing out information for each meeting. All meetings i.e. Redevelopment, Planning, Public Works etc. now use the overheads when presentations are made to them.</p>		

<p>Environmental Media Activity #5</p>		
<p>Objective Identify and catalog trees on municipal property</p>		
<p>Target Complete two fo the five districts in three years (originally proposed to divide city in seven districts but that was changed in 2011 to five districts and has since been changed to committing to do a comprehensive study of trees in all 16 Portage Parks)</p>		
<p>Baseline</p>	<p>Progress Made</p>	
<p>There was no baseline as there had never been any attempt to identify and catalog any of the trees in the Portage Park system.</p>	<p>Calendar year 2010 Progress made Discussion on how to do a tree inventory was conducted but nothing accomplished in 2010 due to a number of reasons, one being the lack of a Park Superintendent and no actual person on staff capable of conducting such a study. Calendar year 2011 Progress made New superintendent on board but no real commitment to begin the process of a tree study or inventory. Hurdles overcome Getting a Park Superintendent and Staff on board and committed to undertaking a tree study/inventory.</p>	
<p>Upcoming Plans to Achieve Target</p>	<p>Cost Savings'</p>	
<p>Target completed</p>	<p>It would be hard to measure cost savings to a tree inventory. The true cost is developing a program that in the long term will continue to monitor the health of our urban forest here in Portage, prevent major diseases i.e. Emerald Ash Borer etc that kill</p>	

off large numbers of trees, develop a reforestation program and look into new ways to manage our urban forest here in Portage.

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. The tree inventory was completed in 2012 and was conducted by Soil Solutions. A report titled "Tree Survey of 16 Portage Parks" was presented at the end of the survey. The Portage Park system encompasses about 500 acres within the City of Portage with 16 parks that have over 37,000 trees in total. The survey included genus and species, overall health of the trees and the diameter of each tree. It was reported that the overall health of the trees in the Portage Park system was good, with the exception of the green ash trees and the white ash trees which were heavily infected with emerald ash borer. The tree inventory also identified types of soil within the park system. This information will provide a wealth of knowledge for those charged with future development and planning of our parks.

ANNUAL EMS AUDIT

Summarize the results of the Annual EMS Audit your community performed on the Quality of Life Plan.
 No Audit performed

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. Articles in the (2) local newspapers, a citywide newsletter, information on utility bills, public meetings (Mayor had four citywide meetings last year to promote our new recycling program.

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. The City of Portage Green Team desires to continue our membership in the Indiana CLEAN Community program. The five new objectives for the next three years will be decided at our meeting on March 11th, 2013.

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).
None known at this time.
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.
Yes
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
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?
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 during the past year.
6. How have community residents and businesses reacted to your community participating in the Indiana CLEAN Community Challenge?
People see the signs and know the city is participating but do not really get involved themselves, other than thru the recycling program. Businesses are not really educated on the CLEAN Challenge as they are not involved in the five activities we did in the past three years. Those citizens/businesses that are aware of the program are very supportive of the 'green' effort by our city.
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?
Our Quality of Life Plan was more than successful. We had major changes in paper reduction, recycling, created a compost facility that is up and running, are currently undergoing major changes to some of our buildings to reduce energy costs and for the first time in the history of Portage were able to undergo a tree inventory in our Parks Department.

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 City of 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) 03/11/2013
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Please submit your CLEAN Community Challenge Annual Performance Report to:

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