

CITY OF SOUTHPORT QUALITY OF LIFE PLAN

April 7, 2014



PRIMARY CONTACT:

Mayor Jesse Testruth
6901 Derbyshire Road
(317) 786-3585
mayor@southport.in.gov

SECONDARY CONTACT:

Joseph Haley
6901 Derbyshire Road
(317) 364-3581
Specialteacher77@yahoo.com

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1. Mission Statement

The City of Southport is consigned to protecting and enhancing its environment by joining with the Indiana Clean Community Challenge. It includes compliance with government requirements as set forth by IDEM and the U.S. Environmental Protection Agency and voluntary commitments that are specific to the environment of Southport. The high level goals are to prevent pollution of the environment, strive for continuous environmental improvement, encourage the prudent use of energy resources within our local government and to disseminate information regarding decisions impacting the environment and the progress made in achieving those goals to the community. Feedback and suggestions from stakeholders will be solicited at regular intervals as to satisfaction with efforts to date or the need for upgrades to meet changing needs.

A signed copy of the mission statement adopted through resolution is attached as Attachment A.

2. Roles and Responsibilities

The purpose of this procedure is to identify and communicate the roles and responsibilities associated with implementing and maintaining the City of Southport's Quality of Life Plan (QLP).

Mayor

The Mayor is responsible for:

- Approving and communicating the City of Southport's Mission Statement;
- Providing the resources necessary to develop and implement the Quality of Life Plan (QLP), including associated procedures and goals;
- Appointing and supporting the Stakeholder Committee Leader;
- Reviewing the Quality of Life Plan (including objectives, targets, and action plans) with the Stakeholder Committee Leader on an annual basis;
- Ensuring compliance with all applicable environmental laws, regulations, and permit conditions; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

Stakeholder Committee Leader

Definition: The individual(s) identified within the stakeholder committee who has the responsibility and management authority for implementing the Quality of Life Plan.

The Stakeholder Committee Leader is responsible for:

- Day to day control over the Quality of Life Plan and associated documents;

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- Providing Quality of Life Plan performance updates to the Mayor to identify areas for improvement/modification;
- Implementing, monitoring, and maintaining the QLP, including associated procedures and goals;
- Coordinating quarterly stakeholder committee meetings and annual QLP audits;
- Serving as the municipality’s liaison to IDEM’s CLEAN Community Challenge Program Manager; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

Stakeholder Committee

Definition: A cross-functional team made up of individuals within the community that helps to facilitate Quality of Life Plan implementation.

The Stakeholder Committee is responsible for:

- Meeting quarterly to identify changes in operations which require revisions to the QLP;
- Providing assistance to the Stakeholder Committee Leader with Quality of Life Plan development, implementation, monitoring, and maintenance (including Quality of Life Plan procedures and goals);
- Performing other QLP tasks as assigned by the Stakeholder Committee Leader;
- Working with their respective departments to implement the stakeholder committee’s initiatives;
- Organizing and participating in employee training as indicated in the Quality of Life Plan;
- Participating in audits on the Quality of Life Plan and associated documents annually after the date of CLEAN designation; and
- Incorporating environmental and pollution prevention planning in the development of new processes and services, and modification of existing processes and services.

The Stakeholder Committee is comprised of the following municipal representatives.

Name	Title/Department	Phone	E-mail
Jesse Testruth	Mayor	(317) 786-5489	mayor@southport.in.gov
Joe Haley	City Council Person	(317) 786-5489	specialteacher77@yahoo.com
Rob Bettcher	Maintenance Head	(317) 786-5489	ZOMBIEROBB@HOTMAIL.COM
Angie Kerner	Parks Department	(317) 786-5489	Jus2cruise46203@sbcglobal.net
Thomas Vaughn	Police Chief	(317) 786-5489	Tvaughn105@netzero.com
Rose Harrison	Administrative Assistant	(317) 786-5489	cityadmin@southport.in.gov

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3. Environmental Goals

Identifying and Prioritizing Aspects and Impacts

The purpose of this procedure is to establish methods for identifying and prioritizing the potential environmental aspects associated with municipal activities and services.

Environmental Aspect: An element of a community's activities or services that can interact with the environment.

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from a community's activities or services.

- A. The Stakeholder Committee will meet to identify and prioritize the municipality's environmental aspects. This process includes:
 1. Identifying which municipal operations, services, or departments to include in the Quality of Life Plan. The City of Southport has identified the scope of this Quality of Life Plan to include the operations undertaken at the following departments: parks, street, public safety, police, and public works.
 2. Identifying the activities occurring within those operations to determine the municipality's environmental aspects. This is done during a site visit from IDEM and using IDEM's *Environmental Impacts for Municipal Operations Database*;
 3. Determining what potential environmental impacts are associated with each aspect;
 4. Establishing and defining ranking criteria to determine the significance of each aspect;
 5. Prioritizing the aspects in order of their significance; and,
 6. Selecting the threshold number to determine significance.

See Attachment B for a list of the prioritized aspects and impacts, including the ranking criteria and their definitions.

Identifying Objectives and Targets

The purpose of this procedure is to establish methods for establishing objectives, targets, and action plans for each identified environmental aspect.

1. The City of Southport will select a minimum of five environmental aspects to work on during each three year CLEAN designation period. The Stakeholder Committee will determine objectives, targets, and action plans associated with each aspect.
2. The Stakeholder Committee will document and update the objectives, targets, and action plans at least quarterly in preparation for the CLEAN Community Challenge Annual Performance Report.

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3. New departments or operations being added to the Quality of Life Plan will be evaluated for environmental aspects and potential environmental impacts using procedural Step A above.

See Attachment C for Southport's five environmental aspects, including legal requirements, targets, action plans, and measurement parameters.

4. Implementation and Operation Procedures

Document Control

The purpose of this procedure is to establish methods for controlling documents associated with the City of Southport's Quality of Life Plan (QLP) including creating, maintaining, revising, and using QLP documents.

Creating Documents

1. Five environmental goals have been selected by members of the Stakeholder Committee. Once these goals have been approved by the IDEM Representative documents will be created per the timelines found in the action plan that will be used to evaluate progress if not measurable or to record progress if the goal can be measured quantitatively. Work instructions will be created as a set of guidelines to explain each goal and how the baseline is established and progress evaluated or measured.
2. Documents will be created by the administrative assistant, based upon suggestions from the stakeholder committee. Once created they will be reviewed by the committee and revised for final use.
3. New documents will indicate they are related to the Quality of Life Plan (in a header or title) and contain the date of creation and revision date (if applicable). The Stakeholder Committee Leader and administrative assistant will be responsible for ensuring that these documents are available to the people who need them. Once the documents have been created they will be reviewed by the Mayor and stakeholder committee, edited as needed and submitted for use.
4. Approved documents will be sent electronically to the Stakeholder Committee Leader. All documents will be maintained by the Stakeholder Committee Leader. All Documents and records will be maintained in e-format and paper copies will be maintained that have not been marked for deletion. The e-formatted copies will be maintained in a cloud storage system and the paper copies will be maintained in file cabinets in the Mayor's office.
5. Requests for additional documents including necessary details can be submitted to the Stakeholder committee leader and forwarded to the Admin Assistant as needed.

Document Revision

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1. Quarterly meetings will be used as reference points for discussion regarding committee satisfaction with document quality and need for revision.
2. If revision is necessary it will be decided at the meeting in bullet point 1 above that either the Stakeholder Committee Leader or the administrative assistant will do the edit.
3. All documents will be labeled with date of creation or revision
4. Obsolete documents will be labeled obsolete and date determined as such.

Managing Documents

1. Document management will be a process that begins with stakeholder input with document creation done by the administrative assistant, review and editing by the stakeholder committee, approval by the Mayor and final version creation dated and labeled.
2. The administrative assistant will be responsible for document management and documentation will be provided as to the document management process.
3. Paper documents will be stored in the Mayor's office in a file labeled Clean Community Challenge. The latest version and the most prior version will be maintained, labeled and dated. Paper documents will be uncontrolled documents. Earlier versions will be destroyed as new versions are created. Electronic Versions will be stored in the Cloud drive and will serve as control documents from which paper versions are created.
4. The stakeholder committee will be advised immediately upon creation of new versions via email. Version verification will be part of quarterly reviews. The general community will be notified on the city website.
5. The mayor, web master and stakeholder committee chair person will have access to and ability to review all documents.

Archiving Documents

1. The Stakeholder Committee Leader or administrative assistant will be responsible for managing outdated QLP documents in the "QLP Document Archive" folder on the hard drive. Documents which become outdated are removed from points of issue to prevent their unintended use. Those documents will be replaced with an updated version.
2. Approved revisions that have been labeled and submitted will render previous versions of the document of the same subject as outdated. Outdated documents will be stored electronically in a file and in a folder that is labeled archived documents

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Record Keeping

The purpose of this procedure is to establish methods for maintaining and disposing of records relating to the City of Southport's Quality of Life Plan.

Record Definition: A document stating results achieved or providing evidence of activities performed. These include complaint records, training records, incident reports, inspection records, audit results, and records of legal requirements such as permits.

1. Documents generated as support for the Southport QLP will be considered part of that plan and must be preserved and evaluated for revision, archiving or destroyed as decided by the stakeholder committee and approved by the Mayor. They will be labeled and dated for reference
2. Good record keeping will provide the support needed to review the history and progress of the QLP.
3. All environmental and QLP related records will be maintained as indicated in the Record Retention Table (Attachment D).
4. QLP related records may be destroyed any time after their retention period and approval of the Clean Challenge Committee.

Communication

The purpose of this procedure is to establish methods for managing internal and external communications regarding environmental issues.

Internal Communication

1. Normal modes of communication for city employees occur over the phone, through email or face to face.
2. Each board conducts regular monthly meeting with its members.
3. The Board of Public Works provides oversight and communicates licensing and environmental issues to contractors.

External Communication

1. Inquiries can be to the Mayor's office via phone or email or walk in. It is then decided how to appropriately handle the inquiry/complaint.
2. An inquiry/complaint will be addressed immediately if possible otherwise it is forwarded to the appropriate party for resolution and a follow up is done either by phone or email.
3. Board members or the Mayor follow up depending on the issue. Acceptance of an inquiry or complaint for action is deemed sufficient proof that the inquiry/ complaint will be forwarded to the appropriate personal.

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4. Our website keeps track of all inquiries and complaints that come in; each one is issued a tracking number to the inquirer.
5. All inquiries and complaints are acknowledged within 48 hours.
6. Follow up is given once an inquiry/complaint has been successfully resolved. If an issue cannot be resolved the party making the original inquiry/complaint is given a response explaining why it was not able to be resolved.

Emergency Preparedness and Response

The purpose of this procedure is to identify and respond to environmental emergencies and prevent and mitigate the associated environmental impacts.

1. Southport does not have heavy industry or any business presence involving the use or storage of hazardous chemicals or pollutants, but there are oil supply lines that run underneath some of the streets. In the event of a break in the line or some type of leakage, the Southport police department would contact the IFD to manage the emergency and the Southport police department would provide traffic control. One other but less serious potential environmental hazard would involve overflow or drainage creating issues with Buck Creek. The emergency action would be for the Southport CERT team to respond by first setting up a NIMS site (National Incident Management Site). They would then evaluate the emergency to see if other agencies should be called or if the emergency can be handled locally. Their response would be coordinated with the Southport Police who would set up a perimeter to isolate the incident and manage traffic flow for the safety of the community. There is a very small potential that a hazardous chemical spill could happen if a transport vehicle were passing through. In that case the IFD would be contacted and the Southport police would establish a perimeter to isolate the barrier and manage traffic.
2. There is a written plan in place, and the Mayor is in process of evaluating and updating the content.
3. Any emergency would require the Southport Police to first respond, evaluate and decide if anyone other than them needs to coordinate the emergency.
4. Employees are aware of emergency preparedness and response procedures. The procedure would be to contact the Southport police department. They in turn would contact the appropriate provider or service as stated in # 1 above.
5. Emergency response activities are reviewed for effectiveness following an incident or emergency by the Mayor, police chief and whatever other departments the Mayor deems necessary.

Employee Training

The purpose of this procedure is to establish methods for educating municipal employees of environmental issues relating to the City's activities and developing a system to maintain training records.

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The City of Southport will ensure employees' environmental awareness and competence through one or more of the following methods:

- Departmental meetings
- Bulletin Boards/Fact Sheets
- E-mails
- Memos

Awareness and training for potential environmental hazards consists of on the job training from experienced staff.

Department heads are responsible for maintaining records of the trainings provided (attendance sheets, information shared, etc.). City Board and Police Department leadership maintains training records for the Southport Police Department. CERT Leadership maintains training records for the CERT Team.

5. Monitoring and Progress Review

Internal Audit

The purpose of this procedure is to establish methods for conducting audits on the City of Southport's Quality of Life Plan (QLP). The purpose of a QLP audit is to determine if the QLP:

- Is functioning effectively as written or if modifications need to be made;
- Has been properly implemented, monitored, and maintained; and
- Continues to meet Indiana CLEAN Community Challenge program requirements.

1. The Stakeholder Committee Leaders will schedule an audit of the Quality of Life Plan at least annually. The stakeholder committee will participate in the audit.
2. The audit will include the Quality of Life Plan, its associated documents, and procedures.
3. The audit will also include a comparison of all objectives and targets to the baseline data established for each action plan.
4. The audit will also look for evidence that the procedures identified in the QLP are being implemented and that they continue to be effective.
5. The stakeholder committee will record audit notes and findings using the Quality of Life Plan Audit Form provided by the CLEAN Community Challenge Program or a similar audit form created by the municipality.
6. Deficiencies identified during the audit will be assigned to a stakeholder committee member for follow up. Results from follow up activities will be shared at quarterly stakeholder committee meetings.
7. During the annual audit, results from previous audits will also be reviewed to determine if deficiencies were resolved.
8. Audit results will be shared with the Mayor and department heads.

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9. Audit results will be included in the CLEAN Community Challenge Annual Performance Report which is due to the Indiana Department of Environmental Management and municipal officials each year on the first Monday in March.
10. Audit results are stored in accordance with the Quality of Life Plan Record Keeping Procedure.

6. Community and Business Outreach

The purpose of this procedure is to establish methods for:

Informing the community and local businesses of important issues relating to the municipality's environmental performance; and

Informing the community and businesses of the municipality's progress toward achieving objectives and targets.

The Stakeholder Committee Leader will ensure at least one of the following methods to inform the community and local businesses on important issues relating to the municipality's environmental performance and on the municipality's progress towards achieving objectives and targets:

1. Environmental performance information and progress towards objectives and targets will be shared with the residents and businesses of Southport throughout the year using one or more of the methods identified below.
2. The Stakeholder Committee Leader will retain copies of information shared with the community and businesses regarding the city's environmental performance and progress towards objectives and targets. These copies may include printed and electronic copies of meeting notes, presentation notes, webpage views, letters, brochures, copies of press releases, etc.
 - Website
 - Press releases
 - Quarterly city newsletters
 - Utility Bills
 - Phone, mail, e-mail
 - Meet and greet events
 - Door to door information sharing
 - Semi-annual recycling and hazardous waste pick up newsletter
 - City council meetings

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7. - History of Revisions

Revision Date	Description of Change	Person Responsible for Revision
December 13, 2013	Original QLP created	Stakeholder Committee Leader
April 7, 2014	Revisions made by CLEAN program manager	Susan Harrington

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ATTACHMENT B = SIGNIFICANT ASPECTS IMPACTS LIST

Aspect	Impact	Activity	Frequency of Impact	Severity of Impact	Opportunity for Improvement	Significance
Electricity use for exterior lighting (office buildings, parks, fields)	Deplete natural resources	Utility Operation	5	5	5	15
Land use (brownfields, conservation)	Improve land use	Community-wide	5	4	5	14
Debris in waterways	Soil and water contamination, flooding	Community-wide	5	4	5	14
Soil erosion	Water contamination	Community-wide	5	4	5	14
Code enforcement	Deplete natural resources	Police	5	4	5	14
Fuel Use in fleet of vehicles	Deplete natural resources	Police and Maintenance	5	3	5	13

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Litter	Solid waste	Community-wide; Ground maintenance	5	3	5	13
Use of office equipment (computers, copiers)	Deplete natural resources	Office and oversight	5	3	5	13
Tree Planting	Improve air quality and reduce erosion	City property and Community wide	5	5	4	14
Paper use	Deplete natural resources	Office and oversight, Engineering	5	3	5	13
Contractor management (lawn care, road repair, signage, street cleaning, etc)	Deplete natural resources	Maintenance	5	3	5	13
Used bulbs (fluorescent, CFL, halogen)	Deplete natural resources	Utility Operation	3	5	5	13
Aerosol cans	Hazardous waste, degrade air quality	General maintenance	5	4	3	12
Departmental recycling program	Reduce natural resource	Office and	5	2	5	12

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	consumption	oversight				
Water use (cleaning, sanitary, offices, waste water plant)	Deplete natural resources	Utility Operation	5	3	4	12
Event Recycling	Solid waste	Community-wide	3	4	5	12
Considering environment in engineering plans (streets, sewers, MS4, sidewalks)	Reduce natural resource consumption	Engineering	3	3	5	11
Mulching	Eliminate pesticide and fertilizer use	Parks maintenance	2	4	5	11
Electricity use for interior lighting	Deplete natural resources	Utility Operation	5	2	4	11
Cooling buildings	Deplete natural resources	Utility Operation	5	2	4	11
Chemical storage	Soil and water contamination	Streets, parks, and transit management	5	2	4	11
Stormwater runoff	Water contamination	Parking lots, area in front of garage	3	3	4	10
Electronic waste	Hazardous waste	Community-wide	3	2	5	10

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Use of cleaning chemicals	Air emissions	Janitorial services	5	2	3	10
Restroom maintenance (cleaning, stocking, repairing, plumbing)	Solid waste, deplete natural resources	Parks maintenance	5	2	3	10
Salt delivery and loading	Soil and water contamination	Snow and ice management	3	3	4	10
Building construction and/or renovation	Solid waste, deplete natural resources, soil and water contamination	Building maintenance	2	2	5	9
Mercury-containing devices	Hazardous waste	Building maintenance community-wide	5	2	2	9
Complaint driven maintenance	Deplete natural resources	Maintenance	3	2	4	9
Snow removal (plowing and shoveling)	Deplete natural resources	Snow and ice management	3	3	3	9
Pothole maintenance	Deplete natural resources	Street maintenance	4	2	3	9
Alley maintenance	Deplete natural resources	Street maintenance	4	2	3	9

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Heating buildings	Deplete natural resources	Utility Operation	3	2	4	9
Planting perennials instead of annuals	Reduce natural resource consumption	Parks maintenance	2	1	5	8
Salt application	Soil and water contamination	Snow and ice management	3	2	3	8
Air compressor	Deplete natural resources	General maintenance	3	2	2	7
Playground maintenance	Deplete natural resources	Parks maintenance	3	2	2	7
Recreation programs and summer camps (supplies, trash, resource use)	Solid waste	Parks maintenance	2	2	3	7
Storage of salt	Soil and water contamination	Snow and ice management	3	2	2	7
Fuel spills	Soil and water contamination	Maintenance	1	1	3	5
Water leaks	Deplete natural resources	Utility Operation	1	2	2	5
Lead-based paint (i.e., old	Soil and water	General	1	1	2	4

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playground equipment or exterior bldg surfaces)	contamination	maintenance, painting of curbs				
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Definitions of Ratings
Frequency of occurrence
5 = Occurs daily
4 = Occurs weekly
3 = Occurs monthly or seasonal
2 = Occurs yearly
1 = Occurs rarely, if ever
Severity of Impact
5 = Very large, impact irreversible
4 = Serious (likely to result in severe or widespread damage to human health or the environment)
3 = Moderate (may affect resources beyond the property line, correction will take planning and company resources)
2 = Minor (may be self correcting or corrected easily and quickly with minimal time, effort, impact, and cost)
1 = No impact (unlikely to have an adverse impact on human health or the environment)
Opportunity for Improvement
5= Very likely

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4= Likely
3= Somewhat likely
2= Not likely
1= No potential
Significance
Determined by adding rankings. Aspects ranked 12 or greater are deemed significant.

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Attachment C Environmental Initiatives

Environmental Goal 1: Fuel Use				
Aspect: Fuel Use in Fleet of Vehicles				
Impact: Deplete Natural Resources				
Objective: Reduce Fuel Usage in Municipal vehicles				
Target: Reduce Fuel Usage by 3% in 2014, Reduce Fuel Usage by 2% in 2015, Reduce Fuel Usage by 2% in 2016				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: Pollution reduction. One of biggest line items of City budget, can result in big savings.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Using credit card statements, develop baseline of gallons of fuel used over a 12 month period for 2013	May 2014	Rose Harrison	Clerk Treasurer	Baseline established
Create tracking sheet for gallons of fuel used per month and begin utilizing	May 2014 and ongoing	Rose Harrison	Joe Haley	Tracking sheet created
Create and utilize logs of vehicle use, oil and gas used, and mileage driven for each city vehicle	May 2014 and ongoing	Rose Harrison	Joe Haley	Logs created and utilized by each driver

Communicate with employees regarding use of logs	May 2014	Mayor Testruth	Police Chief Vaughn	Training/meeting held
Establish written guidelines for boundaries driven, etc.	May 2014	Mayor Testruth	Police Chief Vaughn	Training/meeting held
Evaluate current preventive maintenance plan and determine if improvements can be made	June 2014	Rob Bettcher	Police Chief Vaughn and City Maintenance	Meeting held and improved maintenance plan implemented
Review action plan quarterly to determine if meeting targets	Quarterly	CLEAN Committee		Updated action plan/target; meeting notes

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Environmental Goal 2: Debris in Buck Creek				
Aspect: Debris in Water				
Impact: Soil and Water Contamination				
Objective: Clean Trash and Debris from Buck Creek				
Target: Creek dredging and bank stabilization completed by May 2017				
Legal Requirements: Marion County Soil and Water Conservation permit, Department of Natural Resources Construction in a Flood Plain permit, 401 Water Quality Certification from IDEM, 404 US Army Corps of Engineers general permit.				
Reason(s) for Selecting this Aspect: Was ranked highly significant on Aspects/Impacts list.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Evaluate current situation of Buck Creek and determine needs for dredging and stabilization	May 2014	Dave Keiser	Parks Department	Needs assessment completed
Develop written plan for necessary work	May 31, 2014	Dave Keiser	Parks Department	Written plan completed
Plan with federal government, Marion County and City of Southport for funding of project	May – December 2014	Dave Keiser	Parks Department	Funding plan in place

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Apply for necessary grant funding	January 2015 and ongoing	Dave Keiser	Parks Department	Funding agreements in place
Finalize design parameters for necessary work	April 2015	Dave Keiser	Parks Department	Report of parameters completed
Apply for all necessary permits	May 2015	Dave Keiser	Parks Department	Permits in place
Remove debris from creek	August 2015	Dave Keiser	Parks Department	Report of work completed
Perform bank stabilization	August 2015	Dave Keiser	Parks Department	Report of work completed
Train employees on proper maintenance of creek banks	October 2015 and ongoing	Dave Keiser	Parks Department	Employees trained
Review action plan quarterly to determine if meeting target	Quarterly	CLEAN Committee		Updated action plan/target; meeting notes

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Environmental Goal 3: Electricity Use				
Aspect: Electricity Use including use for interior lighting				
Impact: Deplete Natural Resources				
Objective: Reduce Total Electricity Consumptions in city building				
Target: Reduce Electricity Consumption by 3% in 2014, 2% in 2015 and 2% in 2016				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: Was ranked highly significant on Aspects/Impacts list.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Establish 12 month baseline, based on utility bills from 2013	May 2014	Rose Harrison	Joe Haley	Baseline established
Create tracking sheet for electricity used per month and begin tracking use	May 2014 and ongoing	Rose Harrison	Joe Haley	Tracking sheet created
Use the report from the August 2013 Energize Indiana evaluation to develop plan for reducing consumption	May 2014	Rose Harrison	Mayor's Office	Plan developed

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Meet with Head of Maintenance to discuss Energize Indiana Results	May 2014	Joe Haley	Maintenance	Decide on energy Measures
Encourage residents to utilize Energize Indiana	May 2014	Joe Haley	Mayor's office	Communicate via website and Energize Indiana brochures
Investigate opportunities for electricity reductions in street lights, including changing types of light bulbs, turning off, etc.	June 2014	Joe Haley	Maintenance Department	Topic for Quarterly Meeting, finished report.
Create and implement an SOP for electricity reduction and train employees	May 2014	Joe Haley	Clean Committee	Discussion and completed plan for education
Track monthly usage of electricity per building	May 2014 and Ongoing	Joe Haley	Clerk Treasurer's Office	Completed Tracking Sheet
Review action plan quarterly to determine if meeting target	May 2014 & quarterly	CLEAN Committee	Mayor's Office	Updated action plan/target; meeting notes

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Environmental Goal 4: Recycling				
Aspect: Departmental and Residential Recycling including electronics and scrap metal				
Impact: Reduce natural resource consumption, increase landfill life				
Objective: Establish a recycling program for the community.				
Target: Increase amount of recycling collected by 15% in the first year, then 10% each following year until May 2017				
Legal Requirements: e-waste requirements				
Reason(s) for Selecting this Aspect: Southport did not have a recycling program in place previously. Was ranked highly significant on Aspects/Impacts list.				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Develop a baseline of amount of materials currently being recycled (including plastics, cans, etc.)	May 2014	Joe Haley	Public Works	Written baseline of pounds of materials collected for a one-month time period
Establish new program, creating plans for where materials will be collected, schedule for pick-up, etc.	May 2014	Rob Bettcher	Public Works	Program established
Assess needs for collection containers	May 2014	Rob Bettcher	Public Works	Necessary containers in place

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Investigate e-waste collection alternatives. Consult with e-waste collection companies to determine least costly options.	May 2014	Rob Bettcher	Public Works	Alternatives considered and best option selected
Plan and implement 1 st recycling/e-waste collection event (including marketing event on web site, bulletin boards, etc.)	July 2014	Rob Bettcher	Public Works	Collection Event Held
Evaluate 1 st collection success & plan date for next one	August 2014	Rob Bettcher	Public Works	Written Evaluation, plans for next collection
Investigate/research opportunities for expanding recycling opportunities for residents	August 2014	Rob Bettcher	Public Works	Completed Meeting
Develop city owned recycling facility for scrap metal and e-waste collections	July 2015	Rob Bettcher	Public Works	Completed report identifying location, equipment and funding as applicable
Review action plan quarterly to determine if meeting target	Quarterly	CLEAN Committee		Updated action plan/target; meeting notes

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Environmental Goal 5: Tree Planting				
Aspect: Tree Planting				
Impact: Improve air quality, reduce erosion				
Objective: Beautify the community by planting trees on city property				
Target: Plant 25 trees on city property and implement a tree-giveaway event to distribute 50 trees to the public by December 2016				
Legal Requirements: None				
Reason(s) for Selecting this Aspect: To help soil erosion ,replace trees for air quality ranks high on aspect list and impacts list				
Action Plan	Timeline	Person Responsible	Partnering Departments	Performance Measures
Seek approval from parks department and city council for tree planting activities, if necessary	May 2014	Mayor Testruth	City Council / Parks Department	Approvals in place
Hold meeting to establish plan to plant trees on city property. Resources including material, labor and funding to be identified (Partner with Chad Butts of Boy Scouts and other volunteers.)	May 2014	Clean Committee	Parks Department	Completed meeting, plan established, partnerships established, volunteers obtained
Evaluate current situation of existing trees and determine location for needed tree planting	June 2014	Angie Kerner	Mayor's Office	Needs assessment completed

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Plant trees on city property	July 2015	Angie Kerner	Mayor's Office	Trees planted, number of trees recorded
Plan event for 1 st tree giveaway	September 2015	Angie Kerner	Mayor's Office	Material, labor, funding identified, date set
Evaluate success of tree giveaway event and plan for future events	November 2015	Angie Kerner	Mayor's Office	Evaluation completed and plans begun for potential future events
Review action plan quarterly to determine if meeting target	Quarterly	CLEAN Committee		Updated action plan/target; meeting notes

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COMMON COUNCIL
CITY OF SOUTHPORT, 6901 DERBYSHIRE ROAD
SOUTHPORT, IN 46227
RESOLUTION 2013-9
CLEAN Community

WHEREAS, the Sustain Southport Committee will be applying to become a CLEAN Community by the end of 2013;
and

WHEREAS, by becoming a CLEAN Community, the City of Southport will receive numerous benefits to help educate and encourage residents and businesses to be energy efficient and environmentally conscious. These benefits include increased communication with the Indiana Department of Environmental Management, CLEAN signage, and a greater probability of success when applying for grant opportunities;

NOW, THEREFORE, BE IT RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF SOUTHPORT, MARION COUNTY, INDIANA, AS FOLLOWS:

Section 1. That the city fully approves the mayor's Sustain Southport Committee's Comprehensive Local Environmental Action Network mission statement (CLEAN) which follows:

The City of Southport is consigned to protecting and enhancing its environment by joining with the Indiana Clean Community Challenge. It includes compliance with government requirements as set forth by IDEM and the U.S. Environmental Protection Agency and voluntary commitments that are specific to the environment of Southport. The high level goals are to prevent pollution of the environment, strive for continuous environmental improvement, to encourage the prudent use of energy resources within our local government and to disseminate information regarding decisions impacting the environment and the progress made in achieving those goals to the community. Feedback and suggestions from stakeholders will be solicited at regular intervals as to satisfaction with efforts to date or the need for upgrades to meet changing needs.

Section 2. That the City of Southport will impact the community through its CLEAN Community practices and works of the Sustain Southport Committee.

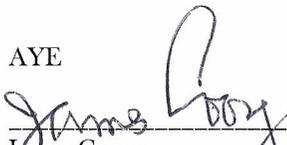
COMMON COUNCIL
CITY OF SOUTHPORT, 6901 DERBYSHIRE ROAD
SOUTHPORT, IN 46227

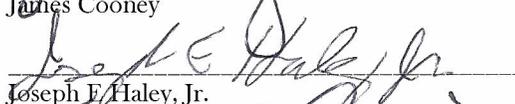
RESOLUTION 2013-9
CLEAN Community

ALL OF WHICH IS RESOLVED by the Common Council of the City of Southport, Marion County, Indiana
This 19th day of August, 2013

CITY OF SOUTHPORT COUNCIL MEMBERS

AYE


James Cooney


Joseph E. Haley, Jr.


Thomas E. Quinn


Nicholas Schmoll


Larry L. Tunget

NAY

James Cooney

Joseph E. Haley, Jr.

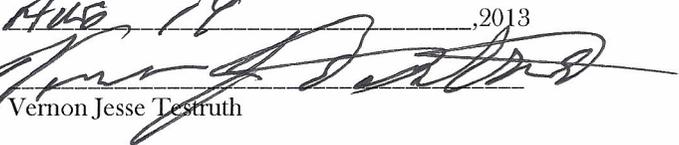
Thomas E. Quinn

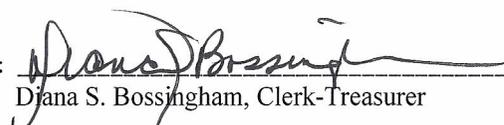
Nicholas Schmoll

Larry L. Tunget

Presented resolution to the Mayor on

Aug 19, 2013


Vernon Jesse Testruth

Attested by:  on August 19, 2013
Diana S. Bossingham, Clerk-Treasurer

Environmental Regulatory Records			
Name of Record	Person Responsible	Location	Retention Timeframe
NA			

Quality of Life Plan Records			
Name of Record	Person Responsible	Location	Retention Timeframe
Audit Results	Stakeholder Committee Leader		5 Years
Communication & Outreach Records	Stakeholder Committee Leader	Mayor’s Office	5 Years
Environmental Initiative Tracking Sheets	Stakeholder Committee Leader	Mayor’s Office	5 Years
Stakeholder Committee Meeting Minutes	Stakeholder Committee Leader	Mayor’s Office	5 Years
Training Records	Stakeholder Committee Leader	Mayor’s Office	5 Years