

# CITY OF BEECH GROVE QUALITY OF LIFE PLAN



Prepared for:

City of Beech Grove  
806 Main Street  
Beech Grove, IN 46107

Prepared By:



*More than a Project™*

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City of Beech Grove Quality of Life Plan documents and records are maintained as described in the Document Control and Record Keeping procedure. Printed documents are not controlled or updated.

## INTRODUCTION

The Indiana Comprehensive Local Environmental Action Network (CLEAN) Community Challenge is a voluntary recognition program managed by the Indiana Department of Environmental Management (IDEM).

### 1.0 MISSION STATEMENT

The City of Beech Grove is committed to preserving and protecting the beauty of its community through continual environmental improvements, compliance with requirements, making voluntary commitments and pollution prevention. The City will protect the community’s resources and will strive to enhance the citizens’ quality of life by providing a clean and healthy environment. The City will share environmental decisions and performance through community outreach programs with residents, businesses and industries.

See Attachment A for a signed copy of the mission statement adopted through resolution.

### 2.0 ROLES AND RESPONSIBILITIES

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

Primary Contact	Secondary Contact
Dennis Buckley, Mayor 806 Main Street Beech Grove, IN 46107 317-803-9111 Dennis.Buckley@beechgrove.com	Brad Meriwether, Director of Public Works 5520 Churchman Avenue Indianapolis, IN 46203 317-378-3931 Brad.Meriwether@beechgrove.com

#### 2.1 Mayor

The Mayor is responsible for:

- Approving and communicating the Beech Grove’s Mission Statement;
- Providing the resources necessary to develop and implement the QLP, including associated procedures and goals;
- Appointing and supporting the Stakeholder Committee Leader;
- Reviewing the QLP (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.

## 2.2 Stakeholder Committee Leader

The Stakeholder Committee Leader is the individual identified within the Stakeholder Committee who has the responsibility and management authority for implementing the QLP. The Stakeholder Committee Leader is responsible for:

- Day to day control over the QLP and associated documents;
- Providing QLP 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 secondary 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.

\*Brad Meriwether, Director of Public Works, is the designated Stakeholder Committee Leader.

## 2.3 Stakeholder Committee

The Stakeholder Committee is a cross-functional team comprised of individuals within the community that helps to facilitate QLP 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 QLP development, implementation, monitoring, and maintenance (including QLP 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 QLP;
- Participating in audits on the QLP 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
Dennis Buckley	Mayor	317-803-9111	Dennis.Buckley@beechgrove.com
Brad Meriwether	Director of Public Works	317-378-3931	Brad.Meriwether@beechgrove.com
Tom Hannan	Parks Director	317-363-5699	Tom.Hannan@beechgrove.com
Mark Swartz	Chief of Police	317-803-9115	Mark.Swartz@beechgrove.com
Lynn Rekeweg	Fire Dept. Battalion Chief	317-339-8406	Lynn.Rekeweg@beechgrove.com
Angel Calvert	Facility Manager – Hornet Park Community Center	317-803-9086	Angel.Calvert@beechgrove.com
Paul Severance	Beech Grove Resident	317-788-7795	PSeverance1@mac.com
Calvin Davis	Ray’s Trash Service, Inc.	317-339-7857	N/A

## 2.4 Consultant

Wessler Engineering will serve as consultant to the Stakeholder Committee in creating the QLP for the City. Wessler Engineering will also be responsible for coordinating and facilitating Stakeholder Committee meetings and serving as the City’s primary liaison to IDEM’s CLEAN Community Challenge Program Manager.

City of Beech Grove Quality of Life Plan documents and records are maintained as described in the Document Control and Record Keeping procedure. Printed documents are not controlled or updated.

## 3.0 ENVIRONMENTAL GOALS

### 3.1 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. An environmental aspect is an element of a community's activities or services that can interact with the environment. An environmental impact is any change to the environment, whether adverse or beneficial, wholly or partially resulting from a community's activities or services.

The Stakeholder Committee will meet to identify and prioritize the municipality's environmental aspects. This process includes:

- Identifying which municipal operations, services, or departments to include in the Quality of Life Plan. Beech Grove has identified the scope of this QLP to include the operations undertaken at the following departments: Public Works, Parks, Fire, Police and City Hall.
- 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*;
- Determining what potential environmental impacts are associated with each aspect;
- Establishing and defining ranking criteria to determine the significance of each aspect;
- Prioritizing the aspects in order of their significance; and,
- 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.

### 3.2 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.

The Stakeholder Committee have selected five environmental aspects to address during each three-year CLEAN designation period. The Stakeholder Committee have determined objectives, targets, and action plans associated with each of the five aspects. The Stakeholder Committee will review the objectives, targets, and action plans at least quarterly in preparation for the CLEAN Community Challenge Annual Performance Report. New departments or operations being added to the QLP will be evaluated for environmental aspects and potential environmental impacts using the *Identifying and Prioritizing Aspects and Impacts* procedure.

See Attachment C for Beech Grove's goals to address five environmental aspects, including legal requirements, targets, action plans, and measurement parameters.

## 4.0 IMPLEMENTATION AND OPERATION PROCEDURES

### 4.1 Document Control

The purpose of this procedure is to establish methods for controlling documents associated with Beech Grove's QLP including creating, maintaining, revising and using QLP documents.

#### 4.1.1 Creating Documents

Stakeholder Committee members within the designated lead department are responsible for creating the necessary documents associated with assigned tasks. The Stakeholder Committee Leader will assist as needed. The Stakeholder Committee members will bring draft documents to quarterly Stakeholder Committee meetings for review and discussion. These documents will be reviewed for clarity and brevity. The documents will be labeled in the title to indicate they are related to the QLP. The date of creation and revision date (if applicable) will also be included. Approved documents will be provided to the Stakeholder Committee Leader.

#### 4.1.2 Revising Documents

Any member of the Stakeholder Committee can revise a QLP document, though the expectation is that revisions will come from within the lead department to the applicable environmental project so that one person is working on the document at a time. The member will make appropriate changes, then bring to quarterly Stakeholder Committee meetings for review and approval. Revised documents will be identified by including the revision date on the document, which also serves to identify when a previous document has become obsolete. Obsolete documents will be replaced with revised documents once they have been reviewed and approved by the Stakeholder Committee.

#### 4.1.3 Managing Documents

The Stakeholder Committee Leader is responsible for managing the original and revised copies of documents associated with the QLP. All documents will contain the date of issue if new or the date of revision if revised. Each department will have a hard copy and/or electronic copy of the QLP and associated documents. Stakeholders and employees are responsible for ensuring they have the most recent version of a document. A master hard copy and master electronic copy of the QLP will be maintained at the City Clerk's office. Outdated or obsolete documents will also be stored at the Stakeholder Committee Leader's office according to their retention period as indicated in the Record Retention Table provided in Attachment D.

### 4.2 Record Keeping

The purpose of this procedure is to establish methods for maintaining and disposing of records relating to Beech Grove's QLP. A record is a document providing evidence of activities performed, including complaint records, standard operating procedures, copies of educational information, copies of advertisements, training records, purchase receipts, disposal documentation, incident reports, inspection records, audit results and records of legal requirements.

Documents that are generated due to environmental monitoring and measurements, environmental legal requirements and QLP procedural requirements qualify as QLP records. Beech Grove will maintain evidence and records of QLP procedures and activities performed. These records are useful references for the Stakeholder Committee to implement, maintain, and improve the QLP. All environmental and QLP related records will be maintained as indicated in the Record Retention Table provided in Attachment D. QLP related records may be destroyed any time after their retention period.

### **4.3 Communication**

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

#### **4.3.1 Internal Communication**

Information between departments is shared at department head meetings and/or quarterly Stakeholder Committee meetings. Department heads share information with employees at department meetings on a varied basis. Information is also shared with employees via email and phone calls.

Contractors are kept informed on the municipality's commitment to the environment. Contracts contain information on environmental issues relating to the particular work being performed. The department head is responsible for ensuring the contractors adhere to the contract.

#### **4.3.2 External Communication**

Inquiries and complaints are routed to a particular department depending on the nature of the inquiry, primarily through emails. The department is then responsible for examining the situation and creating solutions if needed. Records of complaints are kept at individual departments, either through emails or a complaint form. The supervisor of each department is responsible for ensuring follow-up is completed on necessary items.

### **4.4 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.

Each department head is responsible for identifying potential hazards in each department, including keeping the Material Safety Data Sheets (MSDSs) or Safety Data Sheets (SDSs) for chemicals used. MSDSs or SDSs are readily available to all employees in their work areas. MSDSs or SDSs are kept in a clearly labeled binder or folder in a central location in each department. In the case of a spill or leak, spill response procedures are in place through each facility's Stormwater Pollution Prevention Plan (SWPPP). Employees are trained in proper materials handling, spill prevention and clean-up techniques of all materials used onsite. Spill recovery is an immediate response after a spill and thorough to prevent material from contaminating stormwater runoff. Spill kits with absorbent material are provided.

The City of Beech Grove maintains an emergency response plan. The emergency response plan outlines the logistical strategies necessary during a disaster. The City's emergency response preparedness program is maintained and supervised by the Fire Chief at Station 101 located at 330 East Churchman Avenue and the Police Chief at the Police Station located at 340 East Churchman Avenue. The Fire and Police Chiefs ensure that all employees have received the appropriate level of emergency preparedness based on the National Incident Management System. Periodic drills are run to ensure that department heads are aware of their responsibilities in the case of an emergency. Following an incident or emergency, the Fire and Police Chiefs evaluate the effectiveness of the response plans.

### **4.5 Employee Training**

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

Environmental awareness and competency training is the foundation for employee awareness, involvement and commitment to environmental protection as an ongoing responsibility of their work life. It is fundamental to the efficient and effective implementation and execution of the QLP. The City of Beech Grove ensures employees' environmental awareness and competence through one or more of the following methods: departmental head meetings, departmental meetings or emails. Department heads are responsible for maintaining records of the trainings provided (agendas, sign-in sheets, etc.).

## 5.0 MONITORING AND PROGRESS REVIEW

### 5.1 Internal Audit

The purpose of this procedure is to establish a method for auditing Beech Grove's QLP. The purpose of an 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.

The Stakeholder Committee Leader will schedule an audit of the QLP at least annually with the Stakeholder Committee. The Stakeholder Committee will audit the QLP and its associated documents and procedures. The audit will also include a comparison of all objectives and targets to the baseline data established for each action plan. The Stakeholder Committee will look for evidence that the procedures identified in the QLP are being implemented and they continue to be effective. Results from previous audits will also be reviewed to determine if previous deficiencies were resolved.

The Stakeholder Committee will record audit notes and findings using the QLP Audit Form provided by the CLEAN Community Challenge Program Manager or a similar audit form created by the municipality. 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.

Audit results will be shared with the Mayor and department heads and 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, two months after the date of CLEAN designation. Audit results are stored in accordance with the QLP Record Keeping Procedure.

## 6.0 COMMUNITY AND BUSINESS OUTREACH

The purpose of this procedure is to establish methods for sharing environmental and QLP information with the public. The Stakeholder Committee will use 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:

- Website
- Press releases
- Utility bills
- TV/Radio
- Phone, mail, email
- Special events

City of Beech Grove Quality of Life Plan documents and records are maintained as described in the [Document Control](#) and [Record Keeping](#) procedure. Printed documents are not controlled or updated.

## 7.0 HISTORY OF REVISIONS

Revision Date	Description of Change	Person Responsible for Revision

City of Beech Grove Quality of Life Plan documents and records are maintained as described in the Document Control and Record Keeping procedure. Printed documents are not controlled or updated.

## **ATTACHMENT A**

### Mission Statement

## RESOLUTION # 6, 2015

**Resolution #6, 2015** is a resolution that approves the Mayor's Comprehensive Local Environmental Action Network (CLEAN) mission statement which is as follows:

**Mission Statement:** "The City of Beech Grove is committed to preserving and protecting the beauty of its community through continual environmental improvements, compliance with requirements, making voluntary commitments and pollution prevention. The City will protect the community's resources and will strive to enhance the citizens' quality of life by providing a clean and healthy environment. The City will share environmental decisions and performance through community outreach programs with residents and industries."

**WHEREAS,** by becoming a CLEAN Community, the City of Beech Grove 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 advantage when applying for grant opportunities.

**NOW BE IT RESOLVED** that this resolution will go into effect immediately after approval by the Common Council, signed by the Council President Pro-tem, attested by the Clerk Treasurer and signed by the Mayor.

Adopted this 6th day of July, 2015 by the Common Council of the City of Beech Grove, Indiana.

ORDINANCE / RESOLUTION Number #6, 2015

Adopted and Approved in an open meeting of the Common Council of the City of Beech Grove, Indiana on the 6<sup>th</sup> day of JULY 2015.

IN WITNESS WHEREOF; the parties hereto by their duly authorized officials have executed this agreement on the dates indicated below.

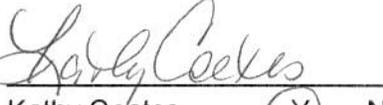
Mary Stewart  Y  N



Anthony Davidson  Y  N



David Harrison  Y  N

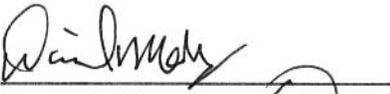


Kathy Coates  Y  N



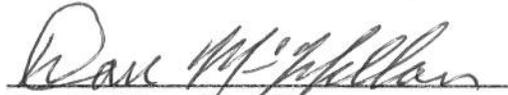
Edward Bell  Y  N  
(President Pro-Tem)

John Jennings  Y  N

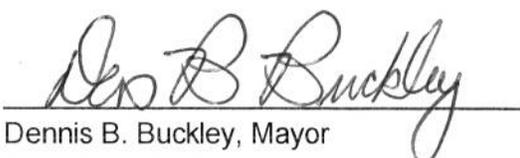


David Mobley  Y  N

Presented by me to the Mayor of the City of Beech Grove, Indiana on this 6<sup>th</sup> day of JULY, 2015 at 7:30 P.M.

  
Dan McMillan, Clerk Treasurer

Approved by the Mayor of the City of Beech Grove, Indiana this 6<sup>th</sup> day of JULY, 2015 at 7:30 P.M.

  
Dennis B. Buckley, Mayor  
City of Beech Grove

## **ATTACHMENT B**

### Prioritized Aspects and Impacts

**Prioritized Aspects and Impacts**

Activity	Aspect	Impact	Frequency of Impact	Degree of Impact	Potential Reductions	Significance
<b>General office activities</b> (purchasing, computer, telephone & copy machine use)	Solid waste	Decrease landfill space	5	4	4	13
	Electricity use	Deplete natural resources	5	3	3	11
	Electronic waste	Hazardous waste	2	4	4	10
	Paper use	Deplete natural resources	5	3	3	11
	Batteries	Hazardous waste	4	4	4	12
	Fluorescent bulbs	Hazardous waste	3	4	4	11
<b>Maintenance of facilities</b>	Chemical cleaners	Hazardous waste	4	2	3	9
	Electricity use	Deplete natural resources	5	3	3	11
<b>Indoor/outdoor lighting of facilities</b>	Electricity use	Deplete natural resources	5	3	3	11
	Fluorescent bulbs	Hazardous waste	3	4	4	11
<b>Public outreach/education, meetings/training</b>	Paper use	Deplete natural resources	3	3	3	9
<b>Street and sewer repair</b>	Fuel use	Deplete natural resources	3	3	2	8
	Air emissions	Degrade air quality	3	3	2	8
	Asphalt use	Deplete natural resources	3	2	2	7
<b>Stormwater management</b> (catch basin cleaning, structural BMP cleaning)	Litter/debris	Surface water pollution	3	2	3	8
	Fuel use	Deplete natural resources	3	3	2	8
	Air emissions	Degrade air quality	3	3	2	8
<b>Municipal trash collection</b>	Fuel use	Deplete natural resources	5	3	2	10
	Air emissions	Degrade air quality	5	3	2	10
	Solid waste	Decrease landfill space	5	4	4	13
<b>Deicing activities</b> (snow relocation & application of road salt)	Fuel use	Deplete natural resources	3	3	2	8
	Air emissions	Degrade air quality	3	3	2	8
	Road salt	Degrade water quality	3	3	3	9
<b>Maintenance of grass covered areas</b> (ROWS, facilities, athletic fields)	Fuel use	Deplete natural resources	3	3	2	8
	Air emissions	Degrade air quality	4	3	2	9
	Lawn chemicals	Degrade water quality	2	2	2	6
<b>Operating power tools</b>	Fuel use	Deplete natural resources	5	3	2	10
	Air emissions	Degrade air quality	5	3	2	10
<b>Driving vehicles</b> (Police, Fire, Parks, DPW & City Hall)	Fuel use	Deplete natural resources	5	3	2	10
	Air emissions	Degrade air quality	5	3	2	10
<b>Vehicle and equipment maintenance</b>	Automotive fluids	Hazardous waste	4	4	4	12
	Used tires	Banned from landfills	3	4	4	11

Activity	Aspect	Impact	Frequency of Impact	Degree of Impact	Potential Reductions	Significance
<b>Vehicle and equipment washing</b>	Use of water	Deplete natural resources	4	2	2	8
<b>City special events</b>	Solid waste	Decrease landfill space	2	4	4	10
	Electricity use	Deplete natural resources	2	2	2	6
<b>Fire suppression/rescue</b>	Use of water	Deplete natural resources	3	2	1	6
	Chemical suppressants	Degrade water quality	3	2	1	6
<b>Living activities</b> (cooking & cleaning - Fire Department)	Electricity use	Deplete natural resources	5	3	2	10
	Chemicals	Hazardous waste	4	2	2	8
	Natural gas use	Deplete natural resources	5	2	2	9
<b>Natural areas land management</b>	Grass clippings & leaves	Decrease landfill space	4	3	3	10
	Native flora	Prevent erosion	2	4	4	10
<b>Spill mitigation</b>	Used absorbents	Hazardous waste	5	2	2	9
<b>Use of paints &amp; stains</b>	Paints & stains	Degrade water	3	2	2	7
	Used paints & stains	Hazardous waste	3	2	3	8
<b>Chemical use</b>	Aerosol cans	Degrade air quality	5	2	2	9
	Solvents	Hazardous waste	5	4	2	11
<b>Generator use</b>	Fuel use	Deplete natural resources	3	3	1	7
	Air emissions	Degrade air quality	3	3	1	7
<b>Ordinances, monitoring &amp; enforcement</b>	Aesthetics	Improve quality of life	3	4	3	10
<b>Heating</b>	Natural gas use	Deplete natural resources	5	2	2	9
	Electricity use	Deplete natural resources	5	3	2	10
<b>Cooling</b>	Freon	Degrade air quality	3	2	3	8
	Electricity use	Deplete natural resources	5	3	3	11
<b>Police – burning evidence</b>	Air emissions	Degrade air quality	3	2	1	6
<b>Police – shooting range</b>	Spent casings	Deplete natural resources	5	2	1	8
<b>EMS services</b>	Medical waste	Hazardous waste	5	3	1	9
<b>Leaf and brush collecting</b>	Solid waste	Decrease landfill space	3	3	5	11

## Definition of Ratings

<b>Frequency of Impact</b>
5 – Occurs daily
4 – Occurs weekly
3 – Occurs monthly/seasonally
2 – Occurs yearly
1 – Occurs rarely, if ever
<b>Degree of Impact</b>
5 – Extreme impact, impact irreversible
4 – Serious impact, impact reversible with substantial effort
3 – Moderate impact, impact reversible with moderate effort
2 – Minor impact, impact reversible with minor effort
1 – Trivial impact, impact likely to reverse itself naturally
<b>Potential Reduction in Waste, Emissions or Releases</b>
5 – Very likely
4 – Likely
3 – Somewhat likely
2 – Not likely
1 – No potential

## **ATTACHMENT C**

### Environmental Initiatives

<b>Environmental Goal 1: Increase Recycling by the Community</b>				
<b>Aspect:</b> Solid waste				
<b>Impact:</b> Depletion of natural resources, decreased life of landfill/air emissions				
<b>Objective:</b> Reduce solid waste by the community through education of recycling program.				
<b>Target:</b> Increase the amount of solid waste recycled by the community by 10% each year.				
<b>Legal Requirements:</b> None				
<b>Reason(s) for Selecting this Aspect:</b> High significance score in prioritization process with potential for reductions.				
<b>Action Plan</b>	<b>Timeline</b>	<b>Lead Department or Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
1. Establish a curbside recycling program.	August 2015	Department of Public Works (DPW)	Parks Department	Recycling program established
2. Establish baseline over the first year of program, vendor to provide totals.	August 2015-2016 (first year)	DPW	Parks Department	Tons of recycled materials
3. Develop strategies to promote/educate recycling to the community (e.g., website, social media, utility mailers, school system).	August 2015 & ongoing	DPW	Parks Department	Strategies developed
4. Implement strategies to promote/educate recycling to the community.	August 2015 & ongoing	DPW	Parks Department	Strategies implemented
5. Review action plan quarterly to determine if action plan is progressing to meet target.	Quarterly	Stakeholder Committee	Stakeholder Committee	Tons of recycled materials

<b>Environmental Goal 2: Increase Native Flora</b>				
<b>Aspect:</b> Native flora				
<b>Impact:</b> Prevent erosion, improve air and water quality				
<b>Objective:</b> Increase native flora in the community through City projects.				
<b>Target:</b> Increase native flora through at least one City project per year.				
<b>Legal Requirement:</b> None				
<b>Reason(s) for Selecting this Aspect:</b> High significance score in prioritization process with potential for reductions. The City places high value on native flora.				
<b>Action Plan</b>	<b>Timeline</b>	<b>Lead Department or Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
1. Identify options for City project to increase native flora in the community (e.g., <u>new areas for planting, maintenance-replacing non-native flora, tree give-aways</u> ).	August 2015 & ongoing (annual)	Parks Department	Department of Public Works (DPW)	Options identified
2. Choose project, develop and implement plan, including whether to solicit partnership(s).	August 2015 & ongoing (annual)	Parks Department	DPW	Project chosen
3. If applicable, identify and facilitate partnership(s) for chosen project (e.g., <u>Keep Indianapolis Beautiful (KIB), Marion County Soil and Water Conservation District (SWCD)</u> ).	August 2015 & ongoing (annual)	Parks Department	DPW	Partnership(s) identified
4. Review action plan quarterly to determine if action plan is progressing to meet target.	Quarterly	Stakeholder Committee	Stakeholder Committee	Increased native flora, and whether to consider chosen project in future years

<b>Environmental Goal 3: Recycle Fluorescent Bulbs from Municipal Operations</b>				
<b>Aspect:</b> Fluorescent bulbs				
<b>Impact:</b> Hazardous wastes				
<b>Objective:</b> Recycle fluorescent bulbs from municipal operations.				
<b>Target:</b> Recycle 100% of fluorescent bulbs from municipal operations by the end of year one of CLEAN membership; maintain 100% recycling rate in subsequent years.				
<b>Legal Requirement:</b> Universal Waste Rule				
<b>Reason(s) for Selecting this Aspect:</b> High significance score in prioritization process with potential for reductions as fluorescent bulbs are mostly being discarded as trash by municipal departments.				
<b>Action Plan</b>	<b>Timeline</b>	<b>Lead Department or Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
1. Identify/develop process for storing used fluorescent bulbs at each department.	August 2015-2016 (first year)	Department of Public Works (DPW)	All other Departments	Process identified/developed
2. Communicate process for storing used fluorescent bulbs to each department.	August 2015-2016 (first year)	DPW	All other Departments	Process communicated either verbally or in writing
3. Provide storage containers to each department.	August 2015-2016 (first year)	DPW	All other Departments	Storage containers provided
3. Identify/develop process to collect stored used fluorescent bulbs so that each department is storing no more than 220 lbs. at a given time.	August 2015-2016 (first year)	DPW	All other Departments	Process identified/developed
4. Identify location/vendor to recycle fluorescent bulbs (e.g., <u>Indy ToxDrop, Lighting Resources, LLC</u> ).	August 2015-2016 (first year)	DPW	All other Departments	Location/vendor identified
5. Implement plan.	By August 2016 & ongoing	DPW	All other Departments	Recycling of fluorescent bulbs
6. Review action plan quarterly to determine if action plan is progressing to meet target.	Quarterly	Stakeholder Committee	Stakeholder Committee	100% of fluorescent bulbs being recycled

<b>Environmental Goal 4: Collect Expired/Unwanted Medications from the Community</b>				
<b>Aspect:</b> Expired/unwanted medications				
<b>Impact:</b> Degrade water quality				
<b>Objective:</b> Collect expired/unwanted medications from the community to prevent water pollution.				
<b>Target:</b> Establish a permanent drop-off opportunity for residents; increase the amount of collected medications by 10% in subsequent years.				
<b>Legal Requirement:</b> None				
<b>Reason(s) for Selecting this Aspect:</b> Service is not currently being provided to the community; provides a practical opportunity to improve water quality.				
<b>Action Plan</b>	<b>Timeline</b>	<b>Lead Department or Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
1. Identify/install location(s) for continuous drop-off opportunity for residents.	By end of 2015	Police Department	City Hall	Locations identified/installed
2. Establish baseline for the first year of collections from the community, Police to quantify when discarding.	January 2016-2017	Police Department	City Hall	Units (lbs.) collected
3. Develop strategies for increasing participation in subsequent years (e.g., website, social media, utility mailers, school system).	January 2016 & ongoing	Police Department	City Hall	Development of strategies
4. Implement strategies for increasing participation.	January 2016 & ongoing	Police Department	City Hall	Implementation of strategies
5. Review action plan quarterly to determine if action plan is progressing to meet target.	Quarterly	Stakeholder Committee	Stakeholder Committee	Units (lbs.) collected

<b>Environmental Goal 5: Increase Recycling of Paper by Residents through Shredding Event(s)</b>				
<b>Aspect:</b> Solid Waste				
<b>Impact:</b> Depletion of natural resources, decreased landfill life/air emissions				
<b>Objective:</b> Increase recycling of paper by providing shredding event(s) to the community.				
<b>Target:</b> Increase the amount of recycled paper through shredding event(s) provided to the community by 10% each year.				
<b>Legal Requirement:</b> None				
<b>Reason(s) for Selecting this Aspect:</b> Shredding service not currently being provided to community; practical opportunity to increase recycling of paper by residents.				
<b>Action Plan</b>	<b>Timeline</b>	<b>Lead Department or Person Responsible</b>	<b>Partnering Departments</b>	<b>Performance Measures</b>
1. Plan shredding event(s) for 2016.	By end of 2015	Department of Public Works (DPW)	City Hall	Event(s) planned
2. Provide shredding event(s) to the community; establish baseline, vendor to quantify collected/recycled amounts.	January 2016-2017	DPW	City Hall	Event(s) provided, lbs. collected/recycled
3. Develop and implement strategies for increasing participation in shredding event(s) (e.g., website, social media, utility mailers, school system).	January 2016 & ongoing	DPW	City Hall	Development and implementation of strategies
4. Provide shredding event(s) to the community; vendor to quantify collected/recycled amounts.	January 2017 & ongoing	DPW	City Hall	Event(s) provided, lbs. collected/recycled
5. Review action plan quarterly to determine if action plan is progressing to meet target.	Quarterly	Stakeholder Committee	Stakeholder Committee	lbs. collected/recycled

## **ATTACHMENT D**

### Record Retention Table

<b>Environmental Regulatory Records</b>			
<b>Name of Record</b>	<b>Person Responsible</b>	<b>Location</b>	<b>Retention Timeframe</b>
NPDES Permit – Storm Water	MS4 Operator	City Hall	5 years

<b>Quality of Life Plan Records</b>			
<b>Name of Record</b>	<b>Person Responsible</b>	<b>Location</b>	<b>Retention Timeframe</b>
Audit Results	Stakeholder Committee Chair	Department of Public Works	5 years
Communication & Outreach Records	Stakeholder Committee Chair	Department of Public Works	5 years
Environmental Initiative Tracking Sheets	Stakeholder Committee Chair	Department of Public Works	5 years
Stakeholder Committee Meeting Records	Stakeholder Committee Chair	Department of Public Works	5 years
Training Records	Stakeholder Committee Chair	Department of Public Works	5 years