CITY OF HOUSTON

EXECUTIVE ORDER

SUBJECT	ENVIRONMENTAL COORDINATING COUNCIL	E. O. No. 1-17
		Effective Date UPON APPROVAL

1. PURPOSE

1.1 To coordinate environmental work among all city departments.

1.2 To establish a Environmental Coordinating Council.

2. POLICY

It shall be the policy of the City of Houston to continue to place environmental staff within operating departments and to coordinate environmental issues and activities across departments through an Environmental Coordinating Council.

3. DEFINITIONS

3.1 Environmental Coordinating Council means a group of city employees, chaired by a senior member of the Mayor's staff, but if no such person is appointed by the Mayor, then the group shall be co-chaired by senior staff from the departments of Health and Human Services and Public Works and Engineering, or their successor departments. The remainder of the group shall be comprised of at least one representative from the following departments, or their successor departments: Aviation, General Services, Fire, Legal, Municipal Courts, Parks, Convention and Entertainment Facilities, Solid Waste, and any other department with environmental staff.

3.2 Environmental staff means city employees who perform tasks relating the city's compliance with, enforcement of, response to, or development of federal, state or local laws or regulations generally affecting air, water and soil. Environmental staff may include individuals who personally perform such tasks as well as those who manage others who perform such tasks.

4. SCOPE

This directive is applicable to all City of Houston Departments and Divisions, including the Mayor's Office.

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5. RESPONSIBILITIES

5.1 Environmental Coordinating Council is responsible for coordinating environmental investigation and enforcement work across departments to ensure that the City creates synergies and efficient approaches.

5.2 The Environmental Coordinating Council is responsible for maintaining an electronic environmental case management system and continuing to enhance cross-departmental environmental education.

5.3 The Environmental Coordinating Council is responsible for coordinating communications regarding environmental matters, including but not limited to maintaining the greenhoustontx.gov website, interfacing with 3-1-1, printing the environmental violations handbook (first published in 2007) and routinely updating it, and promoting the city's environmental accomplishments and responsibilities in external forums.

5.4 The Environmental Coordinating Council is responsible for identifying and supporting all departments to access opportunities for external funding for environmental projects, including grants and state or federal Supplemental Environmental Projects.

6. PROCEDURE

6.1 The chair (or co-chairs) of the Environmental Coordination Council shall establish a monthly meeting of the Council and shall invite, at a minimum, the members of the Council. Other invitees may include representatives from departments, city staff with interests in particular tasks of the Council, consultants to Council members and interns, externs and other volunteers of the city. However, the co-chairs shall strive to maintain an optimal number of participants that is sufficient to facilitate meaningful discussion in a timely manner at each meeting.

6.2 The chair (or co-chairs) of the Environmental Coordination Council shall publish an agenda prior to each monthly Council meeting.