



CITY OF HOUSTON

Administrative Procedure

Subject: **Environmental Coordinating Council**

A.P. No:

9-1

Effective Date:

November 21, 2011

1. AUTHORITY

1.1 Article VI, Section 7a, City Charter of the City of Houston.

2. PURPOSE

2.1 To coordinate environmental work among all City departments.

3. OBJECTIVE

3.1 To continue to place environmental staff within operating departments and to coordinate environmental issues and activities across departments through an Environmental Coordinating Council.

4. SCOPE

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

5. DEFINITIONS

Environmental staff – City employees who perform tasks relating to 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.

6. RESPONSIBILITIES

- 6.1 The Environmental Coordinating Council is responsible for coordinating environmental investigation and enforcement work across departments to ensure that the City creates synergies and efficient approaches.
- 6.2 The Environmental Coordinating Council is responsible for maintaining an electronic environmental case management system and continuing to enhance cross-departmental environmental education.

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- 6.3 The Environmental Coordinating Council is responsible for coordinating communications regarding environmental matters, including but not limited to maintaining the www.greenhoustontx.gov website, interfacing with 3-1-1, printing the environmental violations handbook and routinely updating it, and promoting the City's environmental accomplishments and responsibilities in external forums.
- 6.4 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.

7. PROCEDURES

- 7.1 The Council shall be composed of at least one representative from the following departments, or their successor departments: Public Works and Engineering, Health, Aviation, General Services, Fire, Legal, Municipal Courts, Parks, Solid Waste, and any other department with environmental responsibilities.
- 7.2 The Council shall be chaired by the representative selected for Health. The Vice Chair shall be held by the representative from Public Works and Engineering. The Chairperson or Vice Chairperson must attend each scheduled meeting.
- 7.3 At the Mayor's discretion, a member of the Mayor's staff may be appointed and given general oversight over the Council.
- 7.4 The Council shall convene once a month at a minimum.
- 7.5 The Council may invite 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 Chair and Vice Chair shall strive to maintain an optimal number of participants that is sufficient to facilitate meaningful discussion in a timely manner at each meeting.
- 7.6 The Chair of the Environmental Coordination Council shall publish an agenda prior to each monthly Council meeting.

8. CONFLICT AND REPEAL

- 8.1 This Administrative Procedure supersedes Executive Order 1-17, Environmental Coordinating Council, signed June 29, 2009, which shall be of no further force or effect.