

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.