

**COUNTY COUNCIL  
FOR MONTGOMERY COUNTY, MARYLAND**

---

By: Transportation and Environment Committee at the  
request of the County Executive

---

**SUBJECT:** County Environmental Policy

**Background**

1. The County Council and the County Executive determined that individual County Government agencies and departments operate under a variety of policies, procedures, mandates, visions, and mission statements, but no overarching County environmental policy exists under which environmental initiatives are planned, implemented, and evaluated.
2. The County wishes to be recognized as a leader in the area of environmental policy by other public and private organizations that operate both in the County and in the region. Adoption of a comprehensive environmental policy will better position the County to lead by example.
3. The County desires to increase the awareness of all county agencies, departments, and employees that their actions have environmental consequences and that we all have a responsibility to promote public health, environmental resource management, and environmental protection.
4. In April 2000 the County Department of Environmental Protection developed the Montgomery County Environmental Assessment 2000, an assessment of countywide baseline conditions and indicators to evaluate the quality of environmental resource conditions. The baseline conditions and indicators were evaluated for air quality, energy consumption, hazardous materials, noise, biodiversity, stream and groundwater quality, water supply, stormwater and watershed management, forest conservation, recycling and transportation. These assessments identified the status and trends in protecting the public health and the environment for these indicators of the quality of life in the County. This document provides the type of indicators and trend analyses that are useful in directing resources in the County for measurable and effective environmental improvements.
5. A County environmental policy will provide a framework to County departments and agencies to identify resource needs to accomplish environmental objectives and goals. An environmental policy will also assist elected officials in directing resources to promote sound environmental practices.

6. Public outreach, comment, and input are critical components of successful initiatives and must be specifically incorporated into the environmental policy framework.
7. The Department of Environmental Protection has successfully piloted a program that coordinated the development of Environmental Management Systems (EMS) in several executive branch departments. Participating departments reviewed their operating practices and procedures to identify opportunities for greater environmental compatibility. This program required environmental awareness education for both management and staff before each department developed its own list of improved practices that allowed it to conduct its work with greater environmental sensitivity.

**Action**

The County Council for Montgomery County, Maryland, approves the following resolution:

**1. Establishment of the Environmental Policy Implementation Task Force**

An Environmental Policy Implementation Task Force (EPITF) is hereby established to promote communication and coordination of County agencies and departments in the development of internal environmental actions that achieve the goals of the county's Environmental Policy.

The Task Force has the following duties and responsibilities:

- a. Develop an Environmental Issues and Actions Report.
- b. Develop environmental reporting standards that can be used to collect the costs of all environmental actions and related activities of all departments and agencies into standard classifications.
- c. Review budget initiatives proposed by departments and agencies that would have a significant environmental impact, and forward recommendations to the Council as appropriate.
- d. Seek public input on environmental issues and work with member agencies to ensure that information on environmental issues is effectively disseminated to the public.
- e. Consider amendments to the County Code that would make the Task Force a permanent interagency committee, and forward any recommendations to the Council within 6 months after this resolution is adopted.

The Task Force must be composed of a senior manager that the Council invites each of the following to designate:

- i. The Chief Administrative Officer
- ii. Montgomery County Public Schools
- iii. Montgomery College
- iv. County Planning Board
- v. Washington Suburban Sanitary Commission

- vi. Staff Director of the County Council, who serves as an ex officio, non-voting member

The chair of the Task Force must be the member designated by the Chief Administrative Officer. The chair is responsible for the normal duties of a committee chair, including calling meetings, appointing chairs of subcommittees, and other duties as appropriate. The Task Force must meet at least quarterly to promote the goals of this Environmental Policy.

The Task Force may create one or more subcommittees composed of senior level staff members.

The Department of Environmental Protection (DEP) must provide the staff support required by the Task Force and any subcommittees to coordinate meetings, provide support functions, provide technical and policy guidance, and related duties as needed for the Committee and subcommittees to effectively perform their responsibilities as assigned. The Task Force must advise the DEP Director of the level support it requires.

## 2. **Environmental Issues and Actions Report**

The Environmental Policy Implementation Task Force, with staff support from DEP, must prepare an Environmental Issues and Actions Report for the County on the following schedule:

- Issue a draft report within 90 after this resolution is adopted.
- Hold a public forum within 30 days after the draft report is released.
- Issue a final report to the County Council no later than 30 days after the public forum.

This report must identify priority environmental issues in the County and recommend potential best practices that can be taken to improve environmental quality within governmental agency practices. The environmental issues addressed in this report must include, but need not be limited to, the issues outlined in DEP's *Environmental Assessment 2000*.

The Council may review and adopt this report as a reference document for the development of Environmental Action Plans by agencies and departments.

## 3. **Environmental Action Plans**

Each County agency and department is requested to develop an Environmental Action Plan (EAP) addressing selected environmental issues identified in the Environmental Issues and Actions Report. Each agency and department must identify the environmental issues that it wishes to address and propose appropriate environmental actions it would implement to address these issues.

The Task Force must compile agency Environmental Action Plans and report this information to the Council within one year after this resolution is adopted.

**4. Environmental Management Systems**

The Council encourages the use of the principles contained in the Environmental Management Systems (EMS) (International Organization for Standardization 14001) or a similar approach in the development of each agency and departmental Environmental Action Plan. The Task Force must encourage cooperative training efforts between the agencies and recommend actions to minimize costs and maximize coordination of training needs. The Department of Environmental Protection staff should function as a resource on environmental compliance issues.

**5. Environmental Awards Program**

The Task Force, in coordination with the County Executive, must design an environmental awards program as a component of *Montgomery's Best* award program. This environmental awards program should recognize environmental leadership in promoting and implementing the objectives of the Environmental Policy. Agencies are encouraged to develop similar awards programs.

**6. Review of Environmental Policy**

This policy should be reviewed in the fifth year after adoption. A Councilmember may propose amendments at any time.

**7. Agency Governance**

Various County agencies have distinct governance processes. This Environmental Policy is intended to be managed through these existing processes. For the Washington Suburban Sanitary Commission, coordination with Prince George's County on certain issues may be required.

This is a correct copy of Council action.

  
\_\_\_\_\_  
Mary Edgar, CMC  
Clerk of the Council



**MONTGOMERY COUNTY COUNCIL**  
ROCKVILLE, MARYLAND

July 31, 2003

Bruce Romer, Chief Administrative Officer  
Montgomery County Government  
101 Monroe Street  
Rockville, MD 20850

*Bruce*  
Dear Mr. Romer:

On July 10, 2003, the T&E Committee held a worksession on Office of Legislative Oversight Report 2003-4, *An Emissions Analysis of the County and Bi-County Agency Fleets*. The T&E Committee appreciates the contributions of agency staff to date on this very important topic. This memo outlines the Committee's plan for working together to implement cost-effective strategies to address the public health impacts of emissions, improve our air quality and bring the region into compliance with the Clean Air Act.

After discussing OLO's report, the T&E Committee agreed that the Council needs to be better positioned to make informed FY 05 budget decisions about projects to reduce emissions. To accomplish this, the T&E Committee requests that each agency develop a preliminary list of strategies to reduce emissions and work with the Environmental Policy Implementation Task Force to create a list of priority projects.

The T&E Committee requests that the agencies participate in this exercise, following the two tasks outlined below. For reference, the T&E Committee's July 10<sup>th</sup> worksession packet is attached.

**TASK 1 –The T&E Committee requests each agency, by October 15, 2003, to provide the Environmental Policy Implementation Task Force with a list of short-term and long-term strategies to reduce emissions.**

In developing this list, each agency should address the following questions:

- A. Are there any practices your agency follows to reduce emissions that were not addressed in OLO Report 2003-4? This question is intended to insure the Council has a complete understanding of current agency practices.

- B. What are the “short-term” strategies your agency could implement to reduce emissions? The T&E Committee defines “short-term” projects as those lower cost projects that could be implemented easily. For each strategy, include:
- An estimate of the capital and/or operating costs and the basis for the estimate;
  - The pollutant(s) that would be reduced, e.g., nitrogen oxide (NOX), volatile organic compounds (VOC), or particulate matter (PM);
  - An estimate of the amount of savings for each pollutant and the basis for the estimate; and
  - An estimate of the cost effectiveness of the strategy, stated in cost per ton reduced.
- C. What are the “long-term” strategies your agency could implement to reduce emissions? Again, for each strategy, address the bulleted points listed above.

Please forward copies of your agency response no later than October 15, 2003 to:

- Paul Folkers, Chair of the Environmental Policy Implementation Task Force;
- David Lake, Special Assistant, DEP, who will serve as staff to the EPTF; and
- Keith Levchenko, Legislative Analyst, Council staff.

**TASK 2 – The T&E Committee requests that the Environmental Policy Implementation Task Force review the agencies’ responses and forward the agencies’ responses with a prioritized list of short-term and long-term project recommendations to the T&E Committee no later than November 15, 2003.**

The T&E Committee requests that the Environmental Policy Implementation Task Force take the lead in developing a priority list of projects for the T&E Committee’s consideration. The T&E Committee requests that the Environmental Policy Implementation Task Force forward all of the agencies’ short term and long term strategies to the Committee and, from these responses, identify:

- Lower cost items that could be implemented easily;
- Short term priority projects that could be implemented in FY 05; and
- Long term priority projects.

Mr. Romer, Chief Administrative Officer  
Page 3  
July 30, 2003

The T&E Committee also requests that the Environmental Policy Implementation Task Force comment on the value of setting emission reduction targets and, if so, what target would be reasonable for each pollutant.

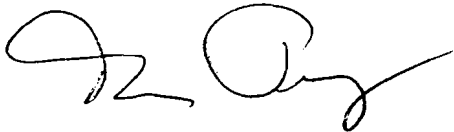
The T&E Committee intends to hold a worksession in mid-November to review the agencies' responses and the comments from the Environmental Policy Implementation Task Force. This timing should enable sufficient time for the Committee to then provide policy guidance as the agencies develop their FY 05 operating budget requests.

Again, the T&E Committee thanks staff for their continuing work on this very important issue. Please contact Keith Levchenko with any questions or concerns.

Sincerely,



Councilmember Nancy Floreen, Chair  
Transportation and Environment Committee



Councilmember Tom Perez, Lead for Environment  
Transportation and Environment Committee

Attachment

Copy: Councilmembers  
Paul Folkers, Assistant CAO  
James Caldwell, Director, DEP  
David Lake, Special Assistant, DEP  
Albert Genetti, Director, DPWT  
Keith Levchenko, Legislative Analyst

