



ANTONIO R. VILLARAIGOSA
MAYOR

EXECUTIVE DIRECTIVE NO. 10

Issue Date: July 18, 2007

Subject: Sustainable Practices in the City of Los Angeles

As the City of Los Angeles continues to grow, it is incumbent upon us to ensure that we do so in an environmentally sustainable manner. My vision for our City is to transform Los Angeles into the cleanest and greenest big city in the country. The way the City conducts its day-to-day operations, develops policies and procedures, and engages all Angelenos will demonstrate to the world that the City of Los Angeles is a global city where environmental sustainability and economic prosperity can co-exist. We can lead in advancing environmental stewardship practices, including energy and water efficiency and procurement practices, by implementing an aggressive green building program, and by promoting creative technology and dedicating resources to innovation.

Adoption of a Statement of Sustainable Building Policies for Buildings in the City

Long-term sustainability cannot be achieved without significant changes to the way that buildings are currently designed and constructed. By holding its own buildings and its departments to high standards for green building, the City is striving to be a role model for good "green" behavior, promoting understanding of green building among its own staff, and providing visible examples of how cost-effective green development can be done.

To assist the private sector in achieving advances in green building, I **direct the Environmental Affairs Department, City Planning Department, Department of Building and Safety, General Services Department and Bureau of Engineering, in cooperation with the Housing Department, Fire Department, Department of Recreation and Parks, Department of Water and Power, Port of Los Angeles, Los Angeles World Airports (LAWA), and the Community Redevelopment Agency of Los Angeles (CRA/LA) and Housing Authority of the City of Los Angeles (HACLA), to create and adopt a Statement of Sustainable Building Policies to guide the private sector's decision-making processes for planning, construction and renovation of buildings in the City. These principles, at minimum, shall cover the areas of sustainable design, energy and atmosphere, materials and resources, water**



efficiency, landscaping and transportation resources, and be consistent with current tenets in local and national building codes.

This Statement of Sustainable Building Policies shall be submitted to the Office of the Mayor within 6 months from the issuance date of this Directive.

Review of Current Departmental Practices

Sustainable practices and technologies are continuously changing due to advances in the private business sector and academia. The City's practices must keep up with these advances, and evolve with best practices and cutting edge technologies being developed now and in the future. To that end, **General Managers and Directors of all City Departments and offices and all Boards and Commissions of City government – including proprietary departments – shall assess the status of their internal policies, procedures, programs and initiatives to identify those areas that could be made more sustainable and encourage more environmentally-friendly behavior and practices.** General Managers shall report back to the Office of the Mayor, with a copy to the Environmental Affairs Department, within 9 months from the issuance date of this Directive. The above-entitled Statement of Sustainable Building Policies may be used as a guide in developing the Department's assessment.

Adoption of Departmental Sustainable Plans

Leadership in environmental sustainability starts with visionary internal city policies and practices. Therefore, **I am directing General Managers and Directors of all City Departments and offices and all Boards and Commissions of City government – including proprietary departments – to create and adopt Departmental Sustainability Plans to guide their respective functions, practices and policies,** which should include all the policies, procedures, programs, and initiatives needed to increase their respective internal environmental efficiencies, incorporating the elements described below. This plan, at minimum, shall cover the areas of sustainable design, energy and atmosphere, materials and resources, water efficiency, landscaping and transportation resources.

- Reduce energy and water use in all City facilities and operations to the maximum extent feasible;
- Procure environmentally preferable products whenever possible, consistent with the City Charter and other legally-prescribed purchasing requirements, where criteria have been established by governmental or other widely recognized authorities, such as the Environmental Protection Agency Recycled Materials Advisory Notice Purchasing Guidelines;
- Incorporate sustainable policies and goals into contracting opportunities wherever possible;

- Implement programs to assist the City in meeting or exceeding the goal of 70 percent waste diversion by 2015;
- Use non-toxic products whenever possible for operations and maintenance activities;
- Limit air pollutants from daily activities, including vehicle emissions;
- Provide periodic training to staff on environmental policies, practices and programs; and
- Integrate sustainable policies into all public outreach and operational interaction.

General Managers shall report back to the Office of the Mayor, with a copy to the Environmental Affairs Department, within 9 months from the issuance date of this Directive. The above-entitled Statement of Sustainable Building Policies may be used as a guide in developing the Department's Sustainable Plan.

Designation of Departmental Sustainability Liaisons

Sustainable practices cut across departmental and agency functions. To assist in the coordination of efforts throughout the City family, I **direct all General Managers and Directors of all City Departments and offices and all Boards and Commissions of City government – including proprietary departments – to designate a staff member to act as liaison to a Mayor's Sustainability Practices Cabinet, to meet monthly and to be co-chaired by the Deputy Mayor for Energy and the Environment and the Environmental Affairs Department.** That individual must have the authority and responsibility to effectively coordinate the department or agency's programmatic work with the Cabinet, and to assist and monitor departmental or agency compliance with this Directive. The duties of the Sustainability Liaison shall include:

- Attending the meetings of the Sustainable Practices Cabinet;
- Reviewing departmental internal policies and programs;
- Developing and administering the Sustainable Plan of the respective department, agency or bureau including specific best management practices;
- Coordinating and sharing best practices with other Sustainability Liaisons;
- Reporting on progress being made by the respective department, agency, or bureau on sustainability goals; and,
- Creating the Annual Sustainability Report.

Each department, office, or commission shall provide to the Deputy Mayor for Energy and Environment and the Environmental Affairs Department the name, position title and contact information for their respective Sustainability Liaison by no later than August 16, 2007. A new Sustainability Liaison shall be designated within 30 days of a vacancy.

Annual Departmental Sustainability Report

I direct all General Managers and Directors of all City Departments and offices and all Boards and commissions of City government – including proprietary departments – to submit for my review an annual Sustainability Report, which will detail their respective efforts and achievements in the previous fiscal year in reaching sustainability goals and adopting best management practices. This report shall be submitted annually to the Mayor's Office, with a copy to the Environmental Affairs Department, by June 30th of each year.

Summary of Required Actions

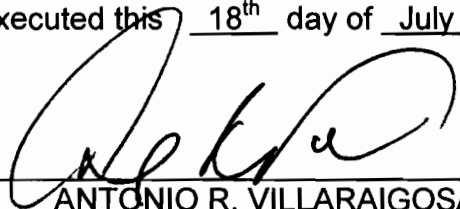
Pursuant to this Executive Directive, the following instructions shall be implemented:

1. Adopt a Statement of Sustainable Building Policies to assist the private sector – within six months of issuance of this Directive
Environmental Affairs Department, City Planning Department, Department of Building and Safety, General Services Department and Bureau of Engineering, in cooperation with the Housing Department, Fire Department, Department of Recreation and Parks, Department of Water and Power, Port of Los Angeles, Los Angeles World Airports (LAWA), and the Community Redevelopment Agency (CRA/LA) and Housing Authority of the City of Los Angeles (HACLA), shall create and adopt a Statement of Sustainable Building Policies for buildings in the City and shall report back to the Office of the Mayor within six months.
2. Review Current Practices – within nine months of issuance of this Directive
All General Managers and Directors of all City Departments and offices and all Boards and commissions of City government – including proprietary departments – shall review their existing internal policies, procedures, programs and initiatives to identify those areas that could be made more sustainable, and shall report back to the Office of the Mayor, with a copy to the Environmental Affairs Department, within nine months.
3. Adopt a Sustainability Plan – within nine months of issuance of this Directive
All General Managers and Directors of all City Departments and offices and all Boards and commissions of City government – including proprietary departments – shall create and adopt a Departmental Sustainability Plan, and shall report back to the Office of the Mayor, with a copy to the Environmental Affairs Department, within nine months with details confirming their compliance with this Directive.

4. Designate a Sustainability Liaison – by August 16, 2007
All General Managers and Directors of all City Departments and offices and all Boards and commissions of City government – including proprietary departments – shall designate a liaison to the Mayor’s Sustainable Practices Cabinet, by August 16, 2007.

5. Submit Annual Sustainability Reports – by June 30th of each year
All General Managers and Directors of all City Departments and offices and all Boards and commissions of City government – including proprietary departments – shall submit an annual Sustainability Report to the Mayor, with a copy to the Environmental Affairs Department, by June 30th of each year.

Executed this 18th day of July, 2007



ANTONIO R. VILLARAIGOSA
Mayor