



County of Los Angeles
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WILLIAM T FUJIOKA
Chief Executive Officer

December 23, 2008

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TO: Supervisor Don Knabe, Chairman
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FROM: William T Fujioka
Chief Executive Officer

REQUEST APPROVAL TO ESTABLISH A GREEN BUILDING IMPLEMENTATION TASK FORCE (ITEM NO. 76, NOVEMBER 18, 2008 AGENDA)

On November 18, 2008 your Board approved the Green Building Ordinances as prepared by County Counsel. In addition, your Board approved a motion instructing the Chief Executive Office (CEO), in coordination with the Departments of Public Works (DPW) and Regional Planning (DRP), to develop an informational memo that establishes the charter for the Green Building Implementation Task Force (Task Force).

The Attachment to this memo contains the charter for the Task Force and outlines the purpose, goals, composition, procedures and responsibilities of the Task Force. It also provides guidelines for the operational development and enhancement of the Task Force including the formation of a number of committees and public advisory groups, the purpose of which are defined.

The purpose of the County of Los Angeles Green Building Program Implementation Task Force is to provide support for and promote the Green Building Program and to provide recommendations to the Regional Planning Commission and the Board of Supervisors necessary for the sustainability of the Program.

The CEO, or his designee, will chair the Task Force and will coordinate implementation of the Green Building Program's goals in collaboration with the Directors of DPW and DRP.

It is our intent to move forward with the establishment of the proposed Green Building Program Implementation Task Force by formally requesting the County departments and organizations listed in the Attachment to provide nominees to the Task Force. We hope to convene the first meeting of the Task Force in January of 2009.

c: County Counsel
Director, Public Works
Director, Regional Planning

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GREEN BUILDING PROGRAM IMPLEMENTATION TASK FORCE

PURPOSE

The purpose of the County of Los Angeles Green Building Program Implementation Task Force (Task Force) is to provide support for and promote the Green Building Program (Program) and to provide recommendations to the Regional Planning Commission (RPC) and the Board of Supervisors for the sustainability of the Program.

Goals

The Task Force goals include:

- Reviewing new versions of the approved third-party standards (green building standards and rating systems adopted by independent organizations) and Title 24 energy standards annually, or more often as needed, and make a recommendation as to whether to accept or deny the new requirements in their totality to the RPC, and, upon appeal, to the Board of Supervisors;
- Ensuring that new State of California Building Standards are incorporated into the County's Green Building Program;
- Recommending updates or amendments to the Green Building and Drought-Tolerant Landscaping Ordinances based upon new or modified requirements developed through additional research of the Task Force;
- Recommending updates or amendments to the Green Building and Drought-Tolerant Landscaping Ordinance's Technical Manual or other supporting technical documents;
- Reporting to the County Board of Supervisors by April 2010 on the effectiveness of the Green Building Program including landscaping guidelines for residential projects and provisions relating to exemptions for warehouse and industrial manufacturing buildings;
- Providing assistance and helping disseminate information to the public and County employees regarding the Green Building, Low Impact Development, and Drought-Tolerant Landscaping Ordinances;
- Facilitating information sharing among staff to create a stronger interest and commitment to sustainable development.

Composition

The Chief Executive Office (CEO), or his designee, will chair the Task Force and in collaboration with the Directors of the Departments of Public Works (DPW) and Regional Planning (DRP) will coordinate implementation of the Program's goals. The Task Force shall consist of a maximum of 20 persons; it will consist of County staff and identified stakeholders. The identified stakeholders may vary, depending on the needs of the group, but the following will be initially requested to make nominations:

County Staff	Public Stakeholders
1) Chief Executive Office	9) Licensed architect nominated by the LA American Institute of Architects (AIA) Chapter
2) Community Development Commission	10) Licensed contractor nominated by the LA Building Industry Association (BIA) Chapter
3) Fire	11) Licensed electrical and/or mechanical engineer nominated by the LA BIA Chapter
4) Internal Services	12) Residential developer nominated by the LA BIA Chapter
5) Member of the Energy and Environmental Team	13) Commercial developer nominated by the LA Chapter of the National Association of Industrial and Office Property Owners (NAIOP)
6) Parks & Recreation	14) Leadership in Energy and Environmental Design (LEED) Accredited Professional planner nominated by US Green Building Council (USGBC)
7) Public Works	15) Licensed landscape architect nominated by the Southern California Chapter of American Society of Landscape Architects
8) Regional Planning	16) Public member - green activist nominated by the 1 st Board office
	17) Public member - green activist nominated by the 2 nd Board office
	18) Public member - green activist nominated by the 3 rd Board office
	19) Public member - green activist nominated by the 4 th Board office
	20) Public member - green activist nominated by the 5 th Board office

In developing the Task Force, the CEO shall strive for diversity in County representatives by ensuring representation of various departmental staff levels. The diverse composition will not only assist in the identification of implementation as well as policy type risks and opportunities, but also ensure comprehensive buy-in from all departments. The diverse composition will create a sense of commitment and common understanding among all levels of employees. In asking for nominations for public stakeholders the CEO shall ask the Board Deputies and associations for names of those that have previously shown an interest in green development.

RESPONSIBILITIES

Meetings

The Task Force shall hold regular publicly noticed meetings on a monthly basis. The meetings shall be convened by the Chairperson. The posting of public notices, and the taking and reporting of minutes shall be the responsibility of a County department participating on the Task Force as designated by the CEO; this responsibility shall rotate annually.

Committees

The Task Force may establish the following committees; additional committees may be established if necessary to accomplish the goals of this Task Force. All committees shall be chaired by a County employee appointed by the Task Force Chair. The committees shall be composed of both Task Force members and other stakeholders with knowledge, experience and interest in green building and drought-tolerant landscaping.

The Ordinance Amendment Committee shall recommend to the Task Force amendments to the Green Building and Drought-Tolerant Landscaping Ordinances and Technical Manual that address the following: 1) new versions of approved third-party standards, 2) modifications regarding Title 24 energy standards, and 3) modifications to the Manual due to modifications to the ordinances or new information or technology available.

This Committee shall analyze the Leadership in Energy and Environmental Design Neighborhood Development (LEED-ND) program and requirements. The Committee shall prepare a report that describes when LEED-ND can be incorporated into the green program. If incorporating LEED-ND is not feasible, the Committee shall develop a similar program to be administered by DPW. This analysis shall be within the report submitted to the Board in April 2010.

This Committee shall develop guidelines on the use of green building materials and drought-tolerant landscaping requirements for building remodels and additions for all project classifications. In addition, the Committee shall develop voluntary guidelines for incorporating green measures into existing projects for all classifications. This analysis shall be within the report submitted to the Board in April 2010.

Working with the Monitoring Committee, the Ordinance Amendment Committee shall analyze the feasibility of developing a sustainability system that is unique to Los Angeles County. This analysis shall be within the report submitted to the Board in April 2010.

The Landscaping Committee shall develop and maintain information for the County's Green Building Technical Manual that includes general and technical information regarding drought-tolerant landscaping, landscape irrigation requirements, and Frequently Asked Questions. The Committee shall create submittal and compliance forms, and site plan examples.

The Landscaping Committee shall also continue formulating the drought-tolerant plant list, and provide exceptions or specifics regarding planting in particular circumstances. Once the list and Manual is complete it shall be approved by the RPC. The Committee shall also develop procedures by which the plant list may be modified or added to.

This Committee shall work with the Outreach Committee to develop an education program that could incorporate a full-service website that includes the Drought-Tolerant Landscaping Ordinance, interpretation of the ordinance, PowerPoint presentations, kids' activities, a planting toolkit with information on designs and products for new developments to enhance cooling. The outreach could include tree care and maintenance demonstrations, workshop programs, and tours.

This Committee shall identify sources to purchase drought-tolerant plants located throughout the County and publish within a LA County Green Directory. The Committee shall work with vendors to develop a partnership to ensure they are available for residents to purchase in all parts of the County.

The Outreach Committee shall develop informational materials and outreach action plans to inform the residents of Los Angeles County and special interest groups that include neighborhood watch groups, town councils, chambers of commerce, and Boards of Realtors regarding the Green Building, Low Impact Development, and Drought-Tolerant Landscaping Ordinances. In addition, the Committee shall provide ideas for sharing information among County staff in appropriate departments to create a stronger interest and commitment to green building and sustainable development.

The Outreach Committee shall develop a green website that is linked from DRP's home website. This green website shall also link to DPW's and the Energy and Environmental Team's website (when it is complete). The website shall include the features provided by the Landscape Committee. Additional materials produced by the Committee can include: interpretation or simplified guide of the Green Building Ordinance, a Green Building Directory that includes architects, construction companies, designers and consultants and material sources; handouts that describe sustainable building materials and methods; product information binders and samples at all Building and Safety offices; and approved third-party systems brochures. All informational documents and manuals shall be multi-lingual to meet the needs of the constituents.

The Committee should hold public events and other information campaigns, provide press releases, hold tours, parties or other recognition events to highlight the County's efforts and encourage the private sector to follow in our footsteps. The Committee shall use the resources of the CEO and DPW Public Information Officers to assist with these events. The Committee shall reward local businesses, community organizations, and residents for their efforts by making recommendations to the Green Awards Committee already established by the Board.

The Outreach Committee shall assist DRP and DPW, and any other department as requested, with staff training and education plans.

The Monitoring Committee shall develop forms and a process to monitor plans submitted to DRP and DPW that include green building and drought-tolerant landscaping elements. The Committee shall identify and track all LEED certified development within the unincorporated County. The Committee shall also monitor how landscaping elements are being incorporated into residential projects in the unincorporated County. In addition, any warehouse and industrial/manufacturing buildings that have been submitted for plan check should be reviewed periodically by the Committee so that it is informed about implementation issues in this type of buildings.

The Incentive Committee shall provide, and regularly update, a list of State, federal and local incentives and rebates for renewable and efficiency products. The Committee shall be able to provide the instructions and/or forms to businesses or residents interested in these incentives and rebates. The Incentive Committee shall also research grants available to local jurisdictions for providing sustainable communities.

Each committee shall establish an annual meeting schedule. The Committee meetings may be held in a specific location and/or via conference calls at the discretion of the chairs. The results of committee meetings shall be reported at each monthly Task Force meeting.

Public Advisory Groups

The Task Force may create Public Advisory Groups that include relevant external stakeholders who may assist in promoting regional collaboration. The Public Advisory Groups shall include members of the public, members of professional associations, and members of special interest groups. The Public Advisory Groups will provide professional and technical advice to the Task Force and its committees. In addition, through the Public Advisory Groups, residents will be able to provide information and seek assistance on green programs or activities they have already established in their neighborhoods, as well as identify barriers to complying with the Green Building Program. The Public Advisory Groups shall participate in the Task Force and committees meetings as issues warrant.

Reports

The Task Force shall provide a report to the Board in April 2010 and annually every year thereafter, unless requested otherwise by the Board. The reports shall include summaries from each committee, as well as providing steps to remediate any concerns or obstacles to green building development and/or innovations.

12/22/2008