

OZONE ACTION DAY PLAN 2016-17

I. INTRODUCTION

The U.S. Environmental Protection Agency (EPA) released a more stringent “health-based” air pollution standard on October 1, 2015, potentially impacting San Antonio’s air quality attainment status. Air quality is a significant priority for City Council, as it has an impact on our community’s public and economic health. The EPA updated its air quality standards for ground-level ozone to 70 ppb in response to a careful examination of thousands of studies showing that the 75 ppb standard set in 2008 was not protective enough of public health. A stricter standard means additional regulations for businesses that plan to expand or are potentially relocating to San Antonio.

The City of San Antonio has taken an active leadership role to implement pollution prevention measures year-round, especially during the Ozone Action Day (OAD) Season. The Ozone Action Day program targets specific days that may result in high ozone levels. The TCEQ notifies the community of an impending Ozone Action Day by 2 PM the day prior to an anticipated high ozone day in order to provide the community time to modify activities. Through outreach efforts, citizens are provided information on altering activities that reduce emissions and pollution and consequently lower ozone levels.

This *Ozone Action Day Plan* establishes guidelines and procedures for reducing emissions of ozone-forming compounds into the atmosphere, both on OAD as well as throughout the ozone season. City Departments, through voluntary compliance with the Ozone Action Day Program, will modify certain activities on OADs. This year will be the thirteenth year that the City has reviewed and implemented a plan to reduce ozone. All essential and emergency services remain unaffected. Since the implementation of the OAD Program, many Governmental Agencies, School Districts, and Industries have developed their own Ozone Action Day Plans. To date, over 300 plans were developed by the private industry, local Governments, school districts, and Clean Cities Coalition Stakeholders. These Agencies have voluntarily committed to reducing air pollution by submitting their plans to the Council of Governments for record.

II. BACKGROUND AND HISTORICAL INFORMATION

What is ground-level ozone? Ground-level ozone is the major component of smog and is not typically emitted directly from any source. Ozone is generally created in urban environments as a result of air pollution. Uncontrollable factors such as sunlight, high temperatures and low winds combine with controllable emissions to form ground-level ozone. Emissions that contribute to ozone formation can be grouped into two basic classes: 1) volatile organic compounds (VOCs), such as fuels, solvents, paints, etc. and 2) oxides of nitrogen (NOX), which form as a by-product of combustion. Ground-level ozone can damage your health, aggravating allergies, asthma, and lung disease. Groups, such as children, field workers and the elderly, are most sensitive to increased levels of ground-level ozone.

The City believes that San Antonio can achieve clean air this ozone season if the entire community works together to reduce emissions, especially on Ozone Action Day. To date, the San Antonio region has implemented numerous voluntary emission reduction programs, including episodic and year-round programs, use of alternative fuels in local fleets, and technical studies to characterize our situation. The two largest local sources contributing to ozone in San Antonio are: (1) area sources, such as residential and commercial painting,

refueling activities, and construction sources; and (2) mobile sources including automobiles, trucks, etc. In order to improve air quality in San Antonio, reducing emissions from automobile engines is critical.

III. EMISSION REDUCTION MEASURES

Many City departments' operations consist predominantly of indoor duties. However, the use of City vehicles is sometimes required. Therefore, emission reduction measures are related to: (1) the use of alternative fuels in the entire City fleet; (2) reductions in emission from fueling activities; and (3) reductions in vehicle miles traveled, including trip reduction, car-pooling, rescheduling and encouraging use of public transit.

Refueling Plan

Gasoline pumps at Northeast, Northwest, Southeast, and Zarzamora Fleet Maintenance Service Centers, and the Patrol East, Patrol South, Patrol North, Police Headquarters Fueling Facility, Prue Road, Police Academy and the Airport are upgraded with vapor recovery systems. With this addition, vehicles will be allowed to refuel without restrictions during the ozone season. Vehicles refueling with diesel, propane or compressed natural gas are not to be restricted, nor will vehicles refueling at a service center retrofitted with Stage II VRS. All essential emergency service vehicles are allowed to refuel as needed.

IV. OZONE ACTION DAY NOTIFICATION PROCEDURE

To implement this Ozone Action Day plan and to monitor progress and compliance, each department Director has appointed one individual, Department Sustainability Liaison to ensure that all of the City's efforts are coordinated. The Government and Public Affairs Department through an all COSA user email will notify all employees when an ozone action day is announced by the Texas Commission on Environmental Quality. The Liaison is then responsible for ensuring all departmental personnel are notified.

When an Ozone Action Day is called:

1. The TCEQ will notify the AACOG by 2:00 PM the day prior to the predicted event. AACOG administers a broadcast system to over 300 organizations in the San Antonio region notifying them of an upcoming OAD. The Health Department is the first point of contact at the City.
2. The Health Department will notify all City employees including each Liaison. Notification will be made by e-mail to all city employees. Alternative notification arrangements can be made for Liaisons who do not have regular access to the City email system. Employees will also be notified by an e-mail message sent to all COSA users from the Health Department. DEAs are responsible for notifying their department and all employees who do not have access to e-mail. Employees are encouraged to respond to notifications received from TransGuide, local media, or other forms of communication.
3. Employees may contact the Health Department, at 207-2071, or the TCEQ hotline, at 1-800-64-TEXAS, if they need to confirm an ozone action day or are not receiving notification.

The individual Department Directors and liaisons will be responsible for the implementation of their departmental action plan. The Office of Sustainability will assist in insuring compliance by monitoring and providing recommendations to the Departments.

V. DEPARTMENT SUSTAINABILITY LIAISONS

DEPARTMENT	LIAISON
Animal Care Services	Lorraine Martinez
Aviation	Steven Southers/ Joshua Heiss
Building and Equipment Services	Sharron Harris
Center City Downtown Operations	Veronica Garcia
City Attorney/Office of Diversity and Inclusion	David Kurpgeweit
City Auditor	Doug Francis
City Clerk	Rosalinda Diaz
City Council Offices	Laura Cantu
Convention and Visitors' Bureau	Stephanie Acevedo
Convention Sports and Entertainment Facilities	Wanda Williams
Culture and Creative Development	Victoria S. Garcia
Development Services	James Flood
Eastpoint	Yolanda Marquart
Economic Development	Carmen Almaguer
Finance	Guillermo Castoreno
Fire/EMS	Andrew Estrada
Government and Public Affairs	Eduardo Carrasco
Historic Preservation	Cory Edwards
Human Resources	Ana Bradshaw/Caitlin Buchanan
Human Services	Eric Teague
Information Technology Services	Silvia McCollom
Library	Raymond Fraga
Management and Budget	Katherine Mason
Municipal Court	Luis Valderrama
Parks and Recreation	Phillip Covington
Pre-K for SA	Vickie Garza/Sarah Perez
Planning and Community Development	Bobbie Hamilton
Police	Frank Garcia
San Antonio Metropolitan Health District	Mimmy Juarez
Solid Waste Management Department	Angelica Zuniga
Sustainability	Liza C. Meyer
Transportation & Capital Improvements	Jean Martinez
Tricentennial Office	Sarah McLornan

VI. DEPARTMENT SPECIFIC PLANS

Because of the emission reductions resulting from the use of alternative fuels and the installation of vapor recovery systems at fueling facilities, the Ozone Action Day Plan was modified to provide more flexibility in vehicle operations. However, there are still some activities, such as the use of small gasoline-powered equipment that do not have catalytic converters, street paving, paint striping, and others, that remain prohibited on OAD. On OAD, individual departments will implement the following:

The following departments will implement department-specific plans taking into account their specialized services and goals, examples of proactive policies are:

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**
Because OADs are declared with only one-day notice, this practice of delaying meetings should be encouraged year-round.
- **Practice appropriate vehicle operating tips.**
For example, such as shutting off the engine when parked, avoiding excessive idling such as sitting at drive -thru's and leaving the vehicle running while parked. Operate the vehicle only on an as-needed basis to reduce emissions. Avoid travel through known congested areas whenever possible.
- **Consider your work schedule to reflect limiting vehicle and equipment use.**
Encourage multiple crew transports using higher occupancy rate vehicles.
- **Reschedule nonessential operations.**
For example, lawn maintenance, tree trimming, and use of power saws, generators, etc., which include other gasoline-powered equipment.
- **Reschedule nonessential outdoor painting activities and activities requiring solvent use.**
Postpone all solvent and paint use to evenings or on a non-Ozone Action Day.
- **Reschedule nonessential paving activities.**

Year-round, all departments will implement the following:

- 1) **Flextime:** Each Department will evaluate and implement their approved flextime policy with the purpose of minimizing congestion during peak traffic hours.
- 2) **Telecommuting:** Each Department will evaluate and implement a seasonal or year round telecommuting policy to minimize the overall number of vehicles traveling to and from City work areas.
- 3) **Service Contracts:** Department specific Ozone Action Day requirements will be incorporated into purchase and service contracts.
- 4) **Annual In-House Training:** Development of an annual training program to increase awareness of Ozone Action Day responsibilities of Departments and employees.
- 5) **Encourage use of public transportation and carpooling.** The City has a bus pass program and a carpool program for its employees. Call 207-1449 for more information on how to participate.
- 6) **Practice energy conservation** in City buildings, including but not limited to: turning off lights and computers and limiting air conditioning uses.

- 7) **Educational materials** on ozone action day and air quality in general are available to all employees and customers through the [Alamo Area Council of Governments](#). To request education materials or for staff assistance in presentations, please contact the Office of Sustainability at 207-1449.
- 8) Employees are encouraged to implement similar emission reduction measures at their homes.

Departments are directed to follow the plan as outlined above and to reschedule nonessential activities that result in emissions during OAD. Department Directors may modify this plan on a case by case basis if certain activities are essential to meet departmental goals. However, it is vital to our community that each City employee provides an example of what can and must be done to improve air quality.

The following departments will implement department-specific OADPs, taking into account their specialized services, goals and commitment to air quality:

AVIATION

Policy

The Aviation Department fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days and year-round. The Aviation Department will implement the following procedures:

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible and offer teleconference options for meetings as much as possible.**
- **Consider work schedule to reflect limiting vehicle and equipment use.**
- **Division Specific Measures (Identified Below).**

Employee Education Program

Aviation Department staff will be updated via electronic mail, or by other means as necessary on the importance and benefits of reducing emissions during called Ozone Action Days and reminded year-round through training and e-mails. Information received from the COSA related to Air Quality will be immediately forwarded via emails to all associated division staff to ensure awareness of updated requirements.

Compliance and Monitoring Methodology

The Government and Public Affairs Department will notify all COSA employees when an ozone action day is announced by the Texas Commission on Environmental Quality through an all COSA User e-mail. The Aviation Department's Sustainability Officer will then start the notification of the requirement to initiate division Ozone Action Day specific measures through a group e-mail to all the division managers.

Monitoring of identified Division Specific Ozone Action Day measures will be accomplished through observations performed by Environmental Stewardship Division personnel during required inspections on Ozone Action Days. Instances of noncompliance with the identified division specific measures will be investigated by the Aviation Department's Sustainability Officer. If required, the Aviation Department will hold group discussions in staff meetings about the suggested Ozone Action Day measures to find solutions for any challenges that are identified.

Aviation Department - Division Specific Measures:

Airport Rescue & Fire Fighting:

- All drills, and training events will be rescheduled to off-peak times.
- Housekeeping duties which involve the use of motor vehicles or motorized equipment will be rescheduled.
- Suspend Hose and Driving Practice.
- Suspend outdoor cooking events to non-OADs.
- Reschedule nonessential inspections on Airport Facilities.

Airport Maintenance:

- Except as required for compliance with Federal Aviation Regulations, mowing, trimming, and landscape activities which require the use of gasoline powered engines will be altered to non-OADs or deleted for a cycle.
- All exterior painting activities will be rescheduled during OADS, and occur at non peak times on non-OADs.
- Construction activities, equipment operation, and asphalt pavement placement will be rescheduled for non-OADs unless deemed essential to airport operations.
- All herbicide and pesticide applications will be altered to non-OADs.

HVAC

- Suspend Recovery and charging of Freon during OADs commonly found in HVAC Refrigeration systems at the Airport buildings.
- Suspend any non-emergency work on the chillers at the Combined Utility Plant (CUP) during OADs (this is to prevent accidental activation of the Freon system to the atmosphere each chiller contains 2800 lbs of Freon. The CUP maintains 3 chillers).
- Suspend any AHU (Air Handler Unit) coil cleaner during OADs.

Airport Police and Ground Transportation

- Agents will monitor curbside activities at the terminals for excessive idling of vehicles and assist with public advisories.
- Reschedule nonessential inspections of Airport Facilities during OADs.

Airport Operations

- Will monitor conditions of vehicular use on the Air Operations Area of the Airport, as well as aircraft engine run-ups, and work closely with tenants to assist in control of excess emissions.
- All nonessential inspections that require vehicle use will be altered to off-peak times during OADs.

Environmental

- Reschedule nonessential inspections of Airport Facilities during OADs.
- Participate in Teleconference meetings on OADs.

Planning & Engineering

- Monitor construction activities and work closely with contractors to reschedule activities, reduce the use of or completely cease those functions or equipment operations which will contribute to poor air quality.
- Participate in Teleconference meetings on OADs.

- Any required travel during an OAD will be to the required destination or service function as required.

Airport Parking

- Ensure all lot entries are in operation to avoid lines of idling vehicles waiting for entry. Likewise, monitor exit lane traffic and staff exit booths accordingly, to avoid excessive lines of idling vehicles waiting to exit.
- Parking shuttle buses will practice appropriate vehicle operating tips, such as shutting off the engine when parked and operating on an as-needed basis. Excessive idling will be avoided unless passenger comfort is adversely affected.

Automotive Shop

- Vehicle engine test runs will be altered to off-peak times or rescheduled for a later date.
- Painting on vehicles or equipment will be prohibited during OADs.
- No fuel transport will be accepted for off-loading on OADs. All other off-loads of fuel will be limited to very early mornings or late evenings.

BUILDING AND EQUIPMENT SERVICES

In support of reducing emissions on designated Ozone Action Days, the department will implement the following procedures and guidelines:

- Minimize scheduling of morning meetings between the hours of 8:00 AM and 9:00 AM when possible or teleconference.
- Idling of vehicles or equipment being repaired or serviced by Fleet Shops will be kept to an absolute minimum. Only public safety vehicles (Police & Fire) will be road tested.
- Use low-VOC paint and cleaning products, no oil paint.
- Employees will be encouraged to use public transportation or carpool.

In addition, BESD currently utilizes Stage 1 Vapor Recovery Systems (VRS) at all City fueling facilities. VRS are in place on underground fuel storage tanks to enable recycling of fumes from the underground storage tank back to the tanker truck.

Employee Education Program

Department staff will be notified regarding Ozone Action Days. Handouts/educational material will be posted in common areas and break rooms to inform employees on ways to minimize ozone emissions.

Compliance and Monitoring Methodology

Department will review compliance with department guidelines on a monthly/bi-monthly basis.

CITY CLERK

The Office of the City Clerk (OCC) supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days and year-round:

The OCC will implement the following procedures during Ozone Action Days and Year-Round:

- Minimize scheduling of morning meetings between the hours of 8:00a.m and 9:00a.m when possible
- Utilize teleconferencing
 - For meetings when possible
- Practice appropriate vehicle operating tips

- Use vehicle on an as-needed basis
- Shut off engine when parked
- Avoid excessive idling
- Turn off vehicle when parked
- Avoid fueling vehicle during Ozone Action Days when possible
- Encourage use of public transportation and carpooling
 - Bus Pass Program
 - Carpool Program
- Practice energy conservation in office to include
 - Light sensors installed
 - Turn off lights when exiting room
 - Turn off computer monitors

CONVENTION & VISITORS BUREAU

The San Antonio Convention & Visitors Bureau fully supports the City's *Ozone Action Day Plan* which establishes guidelines and procedures for curtailing emissions of ozone-forming compounds into the atmosphere. The CVB has implemented the following procedures and guidelines both on Ozone Action Days (OADs) as well as throughout the ozone season.

Ozone Action Day Plan

- Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.
- **Flextime:** Each Division has evaluated and implemented their approved flextime policy with the purpose of minimizing congestion during peak traffic hours.
- **Telecommuting:** Each Division has evaluated and implemented a seasonal or year round telecommuting policy to minimize the overall number of vehicles traveling to and from City work areas.
- **Encourage the use of public transportation and carpooling.**
- City bus pass
- San Antonio B cycle program
- **Practice energy conservation in City buildings. including but not limited to:**
- Turning off lights in unoccupied rooms
- Setting thermostats to maintain the best possible comfort level for all employees.
- **Annual In-House Training:** Development of an annual training program to increase awareness of Ozone Action Day responsibilities of Departments and employees at a quarterly staff meeting.
- Educate employees on reducing emission reduction measures at work and their homes.
- **Service Contracts:** Department specific Ozone Action Day requirements are incorporated into the Office Depot purchase and service contract, to include a minimum requirement of \$50.00 or more per order.

Employee Education Program

Department staff will be updated via electronic mail on the importance and benefits of reducing emissions during called Ozone Action Days and year-round. Educational materials and communication regarding ozone action day and air quality information received from the COSA in general will be made available to all employees through the departments Sustainability Coordinator will be immediately forwarded to all department staff.

Compliance and Monitoring Methodology

The Sustainability Coordinator will assist in insuring compliance by monitoring and providing recommendations such as flextime and/or other OAD measures to identify problems and find solutions early on.

Employees are directed to follow the plan as outlined above and to reschedule nonessential activities that result in emissions during OADs. Department directors may modify this plan on a case by case basis if certain activities are essential to meet departmental goals. However, it is vital to our community that each City employee provides an example of what can and must be done to improve air quality.

CONVENTION SPORTS AND ENTERTAINMENT FACILITIES

The following items will pertain to the Convention and Sports Facilities Department during Ozone Action Days (OAD). Exceptions will be made for activities deemed essential for events.

Department Policy

- Scheduling of morning meetings will be minimized between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconferencing will be used. Since OAD's may be declared with only one-day notice, meetings may be delayed or postponed when appropriate.
- The following vehicle operating tips will be followed at all times:
 - Turn off vehicles when parked to avoid excessive idling
 - Use vehicles on an as-needed basis to reduce emissions
 - Avoid traveling through known congested areas whenever possible
 - Consider work schedules to limit vehicle and equipment use
- Employees will be encouraged to car pool or use public transportation
- Battery powered equipment will be utilized
- Lighting Levels will be reduced
- HVAC cooling temperatures will be increased in the building, reducing heating temperature

The following tasks will be rescheduled with the exception of tasks deemed essential for events:

- Forklift usage
- Use of vehicles and gasoline powered equipment such as leaf blowers, pumps, etc.
- Testing of the emergency generator
- Painting activities
- Contracted services
- Filling of equipment propane bottles
- Banking and running of boilers

Employee Education Program

CSF staff will be provided this information and will receive updates through emails and postings in break areas regarding the importance and benefits of reducing emissions during Ozone Action Days and all year. Information received from the COSA will immediately be sent to all department staff.

Compliance and Monitoring Methodology

CSF will discuss Ozone Day practices with employees in pre-shift and staff meetings to identify what is working sufficiently and any issues. Solutions will be developed in early stages. This policy will be reviewed quarterly to ensure it is effective.

CULTURE & CREATIVE DEVELOPMENT

Policy

The Department for Culture and Creative Development (DCCD) fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days and year-round. In order to reach COSA's goal of achieving clean air this ozone season, DCCD will implement the following procedures and guidelines.

Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.

Because OADs are declared with only one-day notice, this practice of delaying meetings will be encouraged year-round.

Flextime.

DCCD practices a flextime policy with the purpose of minimizing congestion during peak traffic hours. Staff schedules are staggered between 7:30 am and 6:00 pm.

Practice appropriate personal vehicle operating tips.

DCCD will encourage staff to: shut engines off when parked, avoid excessive idling such as sitting at drive -thru's and leaving the vehicle running while parked. Operate vehicles only on an as-needed basis to reduce emissions. Avoid travel through known congested areas whenever possible.

Encourage use of public transportation and carpooling.

DCCD will continue to encourage staff to participate in COSA's bus pass, B-Cycle and carpool programs.

Practice energy conservation

DCCD will encourage staff to turn off lights and computers when not in use.

Employee Education Program.

Department staff will receive training to increase awareness and encourage working together to reduce emissions and will be updated via electronic mail, bin mail, or by other means as necessary on the importance and benefits of reducing emissions during called Ozone Action Days and year-round. Information received from the COSA will be immediately forwarded to all department staff.

- *Contractor Education Program* - DCCD will also share COSA Ozone Action Day information with contractors in order to further encourage our citizenry to actively participate in the goal of improving San Antonio's air quality.

Compliance and Monitoring Methodology

DCCD will hold discussions in staff meetings about the above noted Ozone Action Day measures to identify problems and find solutions early on, as well as determine staff compliance.

DEVELOPMENT SERVICES

Policy:

Development Services Department (DSD) fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days and year-round. DSD will implement the following procedures and guidelines for FY 2016.

- Continue to use Route Optimization tool to help streamline the inspection process; this tool ensures inspection-vehicles utilize optimized routes therefore providing reduced fuel usage, lower emissions, and lower maintenance costs
- Request for testing of the emergency generators to be rescheduled on non-OAD days
- Request for vendor grass cutting to be rescheduled on non-OAD days
- Continue to educate staff on avoiding vehicle-idling
- Ask staff to avoid vehicle idling during lunch breaks
- Encourage other means of transportation by installing employee bike racks late 2016 / early 2017
- Pilot employee carpooling incentive of designated parking spaces at the DSD location
- Continue to restrict the use of motor pool vehicles to essential use only
- Encourage stakeholders and staff to begin using WebEx for meeting teleconferences
- Inspections on maintenance permits (MEP) to be rescheduled on non-OAD days
- Tree Warranty Inspections to be rescheduled on non-OAD days
- Increase the number of online permits to-be-applied for by offering more permit types with the implementation of BuildSA/Accela software

Employee Education Program:

DSD staff will be updated on the importance and benefits of reducing emissions during called Ozone Action Days and year-round as follows:

- Employee Newsletter
- Department Monitor
- Department / Supervisor Meetings
- Trainings from the Office of Sustainability
- Distribute information received from COSA

Compliance and Monitoring Methodology:

DSD will complete the following tasks to ensure adherence to the OAD plan:

- Run queries on Tree Warranty and MEP inspections on designated OAD and compare totals to non-OAD to verify the number of inspections is reduced and OAD Operations Plan is working
- Track the number of online permits performed versus the walk in permit requests specifically on OAD
- Verify if the number of DSD WebEx meetings are tracked by IT and if so, use this tracking to monitor the number of teleconferencing meetings versus in-person meetings
- When implemented, track and monitor pilot carpooling program, including employee participation; gauge what is working and not working

EASTPOINT

Policy

The Office of EastPoint fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days as well as on a year-round basis.

The Office of EastPoint will implement the following procedures and guidelines:

- **Delayed Morning Meetings** – Meetings will be scheduled only after 9:00 a.m., on a year-round basis. If meeting must be held prior to 9:00 a.m., they will use teleconferencing. Propose a later starting time for incoming meeting notices.
- **Vehicle Operating Tips** – All employees must practice appropriate vehicle operating tips, whether using a City vehicle or a private vehicle. These tips include shutting off engine while parked; avoiding travel through known congested areas during peak hours. Also, using vehicle only on an as-needed basis—avoid using it for short trips when other modes of transportation, i.e., bus, bicycle or walking, can be utilized.
- **Flextime** – Due to the small size of the department, this option cannot be implemented with measurable results. Instead, following the Vehicle Operating tips above will aid in minimizing congestion during peak hours.
- **Telecommuting** – An evaluation will be made to determine the feasibility of implementing a year-round telecommuting policy.
- **In-House Training Program** – A continuous in-house program will be provided with updated education material on benefits of practicing all of the above.
- **Reducing Emissions** – Employees will be strongly encouraged to use public transportation through the Bus Pass and Carpool Programs.
- **Energy Conservation** – Employees will be reminded to turn off lights when leaving offices for extended periods and to make it a habit to turn off lights in areas, such as conference rooms, when they are not in use.
- **Compliance and Monitoring** – The Office of EastPoint will hold group discussions in staff meetings about flextime and/or other Ozone Action Day measures to identify problems and find solutions.

FIRE

- Reduce the movement of nonpublic safety city vehicles, i.e., and reschedule deliveries.
- Field (tanker) refueling operations will be suspended.
- Reschedule bonfire permits.
- Reschedule control burning permits.
- Reschedule blasting permits.
- Reschedule indoor pyro and outdoor fireworks displays.
- Reschedule nonessential inspections on commercial establishments.
- Suspend starting the apparatus, engines, generators and PPVs at shift changes.
- Suspend hose practice and driving practice.
- Reschedule preventative maintenance.
- Suspend outdoor cooking.

GOVERNMENT AND PUBLIC AFFAIRS

The City of San Antonio (CoSA) has taken an active leadership role to implement pollution prevention measures year-round, especially during the Ozone Action Day (OAD) Season which runs from April to October. The Government and Public Affairs Department will support CoSA's Sustainability Program by establishing the below guidelines and procedures year-round and during OADs.

GPA Department Policy

- Early morning meetings (8:00-9:00am) will be kept to a minimum or will accommodate individuals participating in the meeting by telephone.
- Meetings involving multi-site staff will be conducted through conference call or provide a call-in option.
 - Department managers will support the implementation of flextime and telecommuting, as appropriate, during OADs.
- Department staff will be informed of upcoming Ozone Action Days and receive information on actions that can be taken on high-ozone days to limit emissions.
- Department will:
 - Encourage the use of alternative modes of transportation such as the City-sponsored free bus pass, VIA Park and Ride program, bicycling, ride sharing and walking.
 - Post reminders about energy conservation practices.

Employee Education Program

- Department will coordinate with the Office of Sustainability to develop opportunities for staff to learn more about the CoSA Sustainability Program.
- Encourage GPA employees to take an anti-idling pledge *{Note: information will be provided at the next GPA department meeting}*.
- Share information with external stakeholders regarding Ozone Action Days.

Compliance and Monitoring

- Department will track the utilization rates of OAD specific practices to develop a baseline for GPA.

HUMAN RESOURCES

The Human Resources Department adheres to all implemented City of San Antonio (CoSA) policies, procedures, and guidelines. Supporting the CoSA's Sustainability Program, the Human Resources Department is committed to the below procedures and guidelines to support Ozone Action Days.

Department Policy

- I. Ozone Day of Policy: Through continuous communication and shared information, it is the department's goal to implement the following practices during designated Ozone Days:
 - a. Reschedule morning meetings when feasible.
 - b. Encourage conference calls and WebEX meetings.
 - c. Encourage employees to bring a "brown-bag."
 - d. Consider refueling vehicles on alternative days.
- II. Year Round Policy: Through continuous communication and shared information, it is the department's goal to implement and continue with the following practices:
 - a. Encourage use of City-sponsored free bus pass and use of VIA Park and Ride program.

- b. Continue offering online services and programs like “Chat with a Recruiter.”
- c. Post reminder signs to shut off lights in common areas.
- d. Utilize webinar format for trainings and continue long-term exploration of Module for training modules.

Employee Education Program

- III. The Human Resources Department is committed to continuous communication through the use of department-wide HUM10 emails and posts via social media.

Compliance and Monitoring

- IV. The Human Resources Department is committed to tracking email notification correspondence regarding the above policies.
- V. The Human Resources Department is committed to tracking the posting of signs in all common areas by May 31, 2016.

HUMAN SERVICES

In support of the City of San Antonio’s plan to take an active leadership role to implement pollution prevention measures year-round, especially during the Ozone Action Day (OAD) Season, the Department of Human Services (DHS) will follow the plan below. Through these efforts and available education opportunities for staff, DHS commits to assist the City of San Antonio’s overall efforts to reduce ozone levels.

Guidelines established in this policy target departmental activities to follow when Ozone Action Days are declared. These activities are intended to help lower high ozone levels and will be required to be adhered to by all DHS staff and for activities at DHS operated facilities.

- Landscaping and Building Maintenance:
 - Responsible staff will reschedule nonessential operations, such as: landscaping activities and tree trimming services on Ozone Action Days
 - The use of gasoline powered equipment on Ozone Action Days, when possible, should be avoided.
 - Nonessential outdoor painting activities or activities requiring the use of solvents will be rescheduled, as needed.
 - Activities requiring the paving of parking lots or use of sealants to coat/strip lots will also be rescheduled, when possible.
- Departmental Operations:
 - Division staff will minimize scheduling of morning meetings, between the hours of 8:00 a.m. and 9:00 a.m., when possible, or use teleconference capabilities to reduce the number of staff and other attendees traveling to off-site meetings.
 - Additionally, other program activities involving participant transportation will be rescheduled, as possible, during Ozone Action Days. These nonessential activities can include: site visits, audits, and inspections.
 - All departmental staff will also be encouraged to car pool or use public transportation on designated Ozone Action Days.
- Employee Responsibilities:
 - DHS staff is responsible for ensuring individual job performance and division business needs are not impacted in implementing these guidelines.

- DHS staff charged with managing and maintaining facilities are responsible for working with contractors and other personnel to ensure implementation of this policy.
- Supervisors and Managers are responsible for discussing this policy with their employees and obtaining signed acknowledgement forms reflecting receipt and understanding of this Department Directive.
- **DHS Sustainability Liaison Responsibilities:**
 - Designated staff is responsible for providing notification to the Director's Office and Division management of designated Ozone Action Days.
 - The Sustainability Liaison will also work with department management to make educational materials, provided by the Office of Sustainability, available to staff and customers, where possible, and include these materials in annual departmental in service and/or trainings.
- **Compliance and Monitoring**
 - The DHS Sustainability Liaison will work with department management to review plan expectations.
 - Upon notification of an Ozone Action Day, the Sustainability Liaison will notify both the Division Managers and Mobility Service Manager to take appropriate steps to comply with the plan.
 - The DHS Sustainability Liaison will follow-up with Division Managers and the Mobility Service Manager to ensure guidelines established in this policy were followed and identify any barriers to full implementation.

INFORMATION TECHNOLOGY SERVICES

In addition to supporting the published policy, ITSD's Plan for Ozone Action is as follows:

Department Policy During Ozone Action Season and Year-Round

1. On known Ozone Action Days, avoid scheduling morning meetings when feasible.
2. Include WebEX conferencing options for all meetings that include invitees from other sites.
3. Optimize route plans for equipment moves, consolidate or reschedule deliveries as feasible.
4. Adhere to no-idling guidelines for City and personal vehicles.
5. Increase use of flexible work schedules as appropriate and feasible.

Employee Education Program

This and other periodic communications will be used to educate and inform employees of program details and recommend actions to support Sustainability measures. Managers are encouraged to include a "Sustainability Moment" at all staff moments to share actions and ideas.

Compliance and monitoring methodology

1. Sr. Manager quarterly summaries of Ozone Action steps towards above six policy goals.
2. ITSD will track utilization/adoption of WebEx and report trend quarterly.
3. Staff is encouraged to register with NuRide to record and report eco-friendly commuting.

INNOVATION

The Office of Innovation adheres to all implemented City of San Antonio (CoSA) policies, procedures, and guidelines. Supporting the CoSA's Sustainability Program, the Office of Innovation is committed to the below procedures and guidelines to support Ozone Action Days.

Ozone Action Day Policy

It is the Office's goal to implement the following practices during designated Ozone Days:

- Reschedule morning meetings when feasible.
- Encourage conference calls and WebEX meetings.
- Encourage employees to practice appropriate vehicle operating tips in personal vehicles or utilize public transportation.

Year Round Policy

It is the Office's goal to implement/continue with the following practices year-round:

- Minimize the scheduling of external meetings between the hours of 8:00 a.m. and 9:00 a.m.
- Encourage use of City-sponsored free bus pass and use of VIA Park and Ride program.
- Encourage walking, bicycling, or taking public transportation to all downtown meetings.
- Encourage use of teleconference or WebEX for meetings requiring a commute, when feasible.
- Post reminder signs to shut off lights in common areas.

Employee Education Program

- Innovation staff will be updated on the importance and benefits of reducing emissions during called OADs and year-round.
- Information received from COSA regarding sustainability will be immediately forwarded to all department staff.

Compliance and Monitoring

- The Office of Innovation is committed to tracking email notification correspondence regarding the above policies.
- The Office of Innovation is committed to tracking the posting of signs in all common areas by May 31, 2016.

MANAGEMENT AND BUDGET

The Office of Management and Budget (OMB) adheres to all implemented City of San Antonio (CoSA) policies, procedures, and guidelines. The Office of Management and Budget will implement the following procedures and guidelines to curtail emissions on Ozone Action Days (OAD) and year-round:

Department Policy

I. Ozone Action Day Policy:

Through continuous communication and shared information, it is OMB's goal to implement the following practices during designated OADs:

- a. Reschedule external meetings scheduled between 8:00 a.m. and 9:00 a.m. or teleconference when feasible. If meeting cannot be moved, make best effort to consolidate trips to reduce emissions.

- b. Encourage conference calls and WebEX meetings when feasible.
- c. Encourage employees to practice appropriate vehicle operating tips in personal vehicles or utilize public transportation.

II. Year Round Policy:

Through continuous communication and shared information, it is OMB's goal to implement and continue with the following practices:

- a. Minimize the scheduling of external meetings between the hours of 8:00 a.m. and 9:00 a.m.
- b. Encourage use of City-sponsored free bus pass and use of VIA Park and Ride program.
- c. Encourage use of teleconference or WebEX for meetings requiring a commute, when feasible.
- d. Encourage walking, bicycling, or taking public transportation to all downtown meetings.
- e. Practice energy conservation by posting reminder signs to shut off lights in common areas and offices, when not in use.

III. Employee Education Program

a. OMB staff will be updated on the importance and benefits of reducing emissions during called OADs and year-round. Information received from COSA will be immediately forwarded to all department staff.

IV. Compliance and Monitoring

- a. OMB is committed to tracking correspondence via email and presentations regarding the above policies.
- b. OMB is committed to tracking the posting of signs in all common areas by May 31, 2016.

METROPOLITAN HEALTH DISTRICT

- Outreach operations will be curtailed or deferred as much as possible, so long as the health of our clients is not compromised.
- Employees should remain in one location during the workday if possible.
- Encourage employees to bring a lunch or walk to a nearby restaurant.
- Vector Control operations will be complaint driven or substituted with in-service training.
- Reschedule nonessential operation using gasoline-powered equipment, such as lawn mowers, edgers, blowers, power saws, and tree trimmers.
- All employees are expected to comply with the provisions of this plan. Supervisors will be held accountable for the implementation of said plan.

OFFICE OF HISTORIC PRESERVATION

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**
Because OADs are declared with only one-day notice, this practice of delaying meetings should be encouraged year-round. In general, teleconferencing is encouraged as an alternative to on-site meetings whenever possible.
- **Practice appropriate vehicle operating tips.**
For example, such as shutting off the engine when parked, avoiding excessive idling such as sitting at drive -thru's and leaving the vehicle running while parked. Operate the vehicle

only on an as-needed basis to reduce emissions. Avoid travel through known congested areas whenever possible.

- **Consider your work schedule to reflect limiting vehicle and equipment use.** Schedule necessary site visits between the hours of 8 am and 9 am. Carpool or consolidate trips whenever possible.

Year-round, the Department will implement the following:

- **Service Contracts:** Department specific Ozone Action Day requirements will be incorporated into purchase and service contracts.
- **Annual In-House Training:** Development of an annual training program to increase awareness of Ozone Action Day responsibilities of Departments and employees.
- **Encourage use of public transportation and carpooling.** The City has a bus pass program and a carpool program for its employees. Call 207-1449 for more information on how to participate.
- **Practice energy conservation** in City buildings, including but not limited to: turning off lights and computers and limiting air conditioning uses.
- **Educational materials** on ozone action day and air quality in general are available to all employees and customers through the [Alamo Area Council of Governments](#). To request education materials or for staff assistance in presentations, please contact the Office of Sustainability at 207-1449.
- Employees are encouraged to implement similar emission reduction measures at their homes.

PARKS & RECREATION

Policy

The Parks and Recreation Department fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days (OAD) and year-round. The Department will implement the following procedures and guidelines:

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**
 - Because OADs are declared with only one-day notice, this practice of delaying meetings will be encouraged year-round.
- **Practice appropriate vehicle operating tips.**
 - Shut off vehicle engines when parked and operate vehicles only on an as-needed basis to reduce emissions.
 - Avoid travel through known congested areas whenever possible.
- **Reschedule nonessential operations.**
 - Includes: Park property maintenance (mowing), tree trimming, and use of power saws, generators, etc., which include other gasoline-powered equipment.
- **Reschedule nonessential outdoor painting activities and activities requiring solvent use.**
 - Postpone all solvent and paint use to non-Ozone Action Days.
- **Reschedule nonessential paving activities.**
- **Telecommuting:**
 - Parks will continue to promote telecommuting to minimize the overall number of vehicles traveling to and from City work areas.

- **Service Contracts:**
 - Parks will continue to incorporate and enforce OAD requirements into mowing contracts and other service agreements.
- **Annual In-House Training:**
 - Parks will develop and implement a brief employee training session to increase awareness of Departmental and staff OAD responsibilities.
- **Encourage use of public transportation and carpooling.**
 - Encourage staff to participate in VIA bus pass program for commuting to work and meetings.
- **Practice energy conservation in City buildings**
 - Turn off lights and computers when not in use.
- **Electronically provide educational materials on ozone action day and air quality to staff.**

Employee Education Program

Parks and Recreation Department staff will be updated via electronic mail, bin mail, or by other means as necessary on the importance and benefits of reducing emissions during called Ozone Action Days and year-round. Information received from the COSA will be immediately forwarded to all department staff. The Department will also take the following steps to educate and recognize staff:

- Green Team will send out educational information every newsletter
 - Reintroduce NuRide to staff
 - Remind staff of the No-Idling policy
 - Periodically provide correspondence with tips on the best times to refuel, etc.
- The Green Team will modify its “Caught Being Green” staff recognition program to include “No-idling” with giveaways
 - Green Team will remind Managers and Supervisors of the importance of No-Idling policy
 - Green Team will encourage Managers and Supervisors to make park site visits to acknowledge employees that are not idling, and educate the employees that are idling.
 - Include “Caught Being Green” staff recognitions in the Department newsletter

Compliance and Monitoring Methodology

The Parks and Recreation Department will hold group discussions in staff meetings about OAD measures to identify problems and solutions.

POLICE

- Upon being notified of the designated Ozone Action Day by the Office of Sustainability, the Department’s Representative will notify appropriate Police staff, Assistant Chiefs, Deputy Chiefs, Training Academy and Fleet Management of the impending occurrence.
- Unit will adhere to the following:
 - Fuel unit vehicles on day before Ozone Action Day
 - Reschedule non-essential vendor operations
 - Reschedule meeting until after 9:30 a.m.
 - Reduce use of unit vehicles
 - Encourage employees to carpool or use public transportation

- Encourage employees to avoid polluting activities at home
- Department's Representative will prepare a report following Ozone Action Day stating unit compliance or reasons for non-compliance and forward to Administrative Services Officer.

PRE-K 4 SA

- I. **Introduction and Purpose:** Pre-K 4 SA supports the City of San Antonio's efforts to reduce air pollution and maintain a sustainable living and working environment. In accordance with this effort, Pre-K 4 SA enforces the following Ozone Action Day Plan for implementation year-round and especially during the Ozone Action Day (OAD) Season.

- II. **General Practices:** On OAD, the following practices will be implemented:
 - a.) Encourage commute alternatives for employees
 1. Telecommuting: Will be year-round and available for Center Directors, Assistant Directors, and Administration as workload or services allow with Supervisor permission
 2. Flex time: Seasonal and available for Administrative and support staff (upon approval) as long as workload or services allow with Supervisor permission
 3. Carpool/Public transportation: Year-round, City has a bus and carpool program for employees. Pre-K 4 SA will encourage staff to join the program.
 - b.) Postpone maintenance activities
 1. Vendors will be notified by 5:00 PM on the same day notification is received
 - i. Indoor and outdoor painting
 - ii. Lawn care/landscaping
 - c.) Encourage energy conservation within the workplace
 1. Turn off lights when possible
 2. Make education materials available online or through email
 3. Consider routes when scheduling meetings, making deliveries, etc.

- III. **Standard Procedures:** Pre-K 4 SA will maintain standard sustainability processes year-round. Processes and procedures for OADs will differ slightly.
 - a.) Year-Round: In order to implement these procedures year-round, use discretion when scheduling meetings and traveling during peak traffic hours.
 - i. Encourage conference calls in lieu of in person meetings with Supervisor permission
 - ii. Flex time available at certain times of the year based on workload with Supervisor permission.
 - iii. Carpooling and public transportation is encouraged (information available online)
 - iv. Staff should take care to follow basic sustainability practices within the office (i.e. use of lights, developing routes for deliveries or meetings).

b.) OADs

- i. Department designees receive notification from the Health Department by around 2:00 p.m. the business day before.
- ii. Department designee will address an additional e-mail to main POC's involved in the sustainability measures (i.e. Facilities SMA, Directors, Assistant Directors, Administration Managers).
- iii. The following practices will go into place once notification is sent out
 1. Adjust meetings that are scheduled during peak hours
 2. Arrive earlier or later than usual and plan to do the same when leaving upon approval
 3. Indoor and outdoor maintenance will be postponed

IV. Departmental Practices for OADs:

- a.) Encourage commute alternatives for employees
- b.) Postpone maintenance activities
- c.) Encourage energy conservation within the workplace
- d.) Encourage employees to fuel up after 6:00 PM on alert days

TRANSPORTATION & CAPITAL IMPROVEMENTS

On OADs, the following practices will be implemented:

- Reschedule nonessential operation using gasoline-powered equipment, such as lawn mowers, edgers, blowers, power saws, tree trimmers, and generators.
- Reschedule nonessential street striping and other painting activities
- Field (tanker) refueling operations will be suspended during OADDs.
- Reschedule nonessential graffiti removal activities.
- Reschedule nonessential construction.
- Crews will be reassigned to various manual tasks such as erecting signs, site cleanup, etc. when necessary.
- Operation of construction and heavy equipment will be restricted to essential use.
- In-house paving operations and mixing of hot asphalt concrete will be restricted to essential use.
- Personnel shall be assigned at the job site to limit travel.
- Spraying of insecticides will be suspended.

SOLID WASTE MANAGEMENT

The Solid Waste Management Department fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days and year-round. Department will implement the following procedures and guidelines.

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**
 - Because OADs are declared with only one-day notice, this practice of delaying meetings should be encouraged year-round.
- **Flextime:** Each section in the SWMD has the opportunity of flextime based on supervisors discretion and if work flow permits.

Employee Education Program

Department staff will be notified via e-mail or by other means as necessary on the importance and benefits of reducing emissions during called Ozone Action Days and year-round. Information received from COSA will be forwarded to all department staff.

Compliance and Monitoring Methodology

Department will hold group discussions in supervisors meetings in regards to ozone action day measures to find solutions that can be practiced year around for ozone action day concerns.

TRICENTENNIAL OFFICE

The Tricentennial Commission Office fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days and year-round. Tricentennial Office will implement the following procedures and guidelines:

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**
- **Practice appropriate vehicle operating tips.**
 - For example, such as shutting off the engine when parked, avoiding excessive idling such as sitting at drive -thru's and leaving the vehicle running while parked. Operate the vehicle only on an as-needed basis to reduce emissions. Avoid travel through known congested areas whenever possible.
- **Encourage use of public transportation and carpooling.**
- **Flextime:** The Office will evaluate and implement approved flextime policy with the purpose of minimizing congestion during peak traffic hours.
- **Telecommuting:** Each Department will evaluate and implement a seasonal or year round telecommuting policy to minimize the overall number of vehicles traveling to and from City work areas.

Employee Education Program

Department staff will be updated via electronic mail, bin mail, or by other means as necessary on the importance and benefits of reducing emissions during called Ozone Action Days and year-round. Information received from COSA will be immediately forwarded to all department staff.

Compliance and Monitoring Methodology

Department will hold group discussions in staff meetings about flextime and/or other ozone action day measures to identify problems and find solutions early on.

VII. EXISTING CITY OF SAN ANTONIO LONG-TERM ACTIONS TO REDUCE EMISSIONS

The City of San Antonio has implemented a number of programs to reduce adverse impacts of emissions on air quality. The following programs have the long-term benefit of providing a cleaner year-round operation while allowing for an enhanced level of service to the community.

Reformulated Diesel

Implemented voluntary introduction of a reformulated diesel for the City's and off-road diesel vehicles

Air Improvement Resources (AIR) Committee

The City of San Antonio in partnership with Bexar County, Alamo Area Council of Governments, and the Metropolitan Planning Organization coordinates policy, technical, and outreach issues for the San Antonio area.

Public Education and Outreach

Work with area governmental entities and local media to develop outreach programs

Fuel Facilities Upgrade

- Stage I Vapor Recovery Systems (VRS) are in place on the underground gasoline storage tanks at all City fueling facilities to enable recycling of fumes from the underground storage tank back to the tanker truck .
- Stage II VRS are in place on gasoline dispenser pumps at all nine eligible fueling facilities to allow for recovery of gasoline vapors from vehicle refueling. The vapors are recycled back to the underground storage tank.

Ozone Season Refueling Plan

The installation of Stage I and Stage II VRS, allows all vehicles, gasoline, diesel, and propane, to refuel at all facilities without restrictions.

Emissions Testing

BES implements a modified Inspection & Maintenance (I/M) Program using a four-gas emissions analyzer. All vehicles are tested by the I/M Program during the annual safety inspection. Any identified problems are corrected and the vehicle is re-tested.

Employee Bus Pass Program

To encourage employee bus ridership, the City participates in VIA's EZ Rider Program.

Flextime Policy

The City has implemented a flextime policy for all employees. Department Director's shall implement their individual flextime programs for their employees.

Traffic Signal Modernization/Synchronization (TSSM) Program

A five-year Traffic Signal System Modernization (TSSM) Program was established in 2007 to re-time the City's 1,300 traffic signals, scheduled to be complete in 2012. The goal was to enhance traffic efficiency on our existing roadways using existing infrastructure. At the completion of this program, all traffic signals will continue to be evaluated for needed timing adjustments annually.

Preservation of Trees

The City's Landscape and Tree Preservation Ordinance attempts to preserve existing trees, encourage the planting of new trees, and encourage responsible development. The City's Arborist can provide information on how trees are beneficial to air quality.

Green Building Policy

- Policy commits future City commercial-type buildings be designed and constructed according to economical and technically feasible high performance building concepts including: energy efficiency, green building guidelines.

- The basis of the Policy guidelines will utilize the standards and requirements of the Silver Level under the U.S. Green Building Council's LEED rating system
- The Office of Sustainability, in conjunction with the Development Services Department, obtained Council approval for advanced residential and commercial building codes. By ordinance the Stakeholder Sustainable Building Committee will meet every three years to review the City's energy conservation code and provide a recommendation to City Council.

Hybrid Taxi Ordinance

This program offers additional taxicab permits based on the implementation of hybrid vehicles for taxicab fleets. Failure to implement this change to the City Code will limit taxi companies to the operation of older internal combustion engine taxicabs without incentives to utilize more environmentally friendly hybrids.

Energy Efficiency Revolving Fund

The City of San Antonio established the revolving Energy Efficiency Fund (EEF) in 2011 to fund energy conservation projects in its facilities in an effort to reduce utility expenditures. The EEF was established using \$4.6 million of the City's American Recovery and Reinvestment Act (ARRA) funds. Revenues for the fund are from two sources: utility rebates and avoided energy costs. The revenue from rebates is projected each fiscal year and then appropriated directly into the EEF. To capture avoided costs, the utility budgets for each department are set at the pre-energy retrofit level. Each month a one-twelfth transfer is made from the affected departments' utility fund into the EEF. Currently, there is approximately \$1.2 million revolved into the fund each year.



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

TO: Office of Historic Preservation Staff

SUBJECT: Department Policy 104b – Ozone Action Day (OAD) Plan

DATE: April 29, 2016

This document outlines the Department's Ozone Action Day Plan in alignment with the general sustainability policy (104a).

Notification

To implement this Ozone Action Day plan and to monitor progress and compliance, each department Director has appointed one individual, Department Sustainability Liaison, to ensure that all of the City's efforts are coordinated. The Government and Public Affairs Department through an all COSA user email will notify all employees when an ozone action day is announced by the Texas Commission on Environmental Quality. The Liaison is then responsible for ensuring all departmental personnel are notified. When an Ozone Action Day is called:

1. The TCEQ will notify the AACOG by 2:00 PM the day prior to the predicted event. AACOG administers a broadcast system to over 300 organizations in the San Antonio region notifying them of an upcoming OAD. The Health Department is the first point of contact at the City.
2. The Health Department will notify all City employees including each Liaison. Notification will be made by e-mail to all city employees. Alternative notification arrangements can be made for Liaisons who do not have regular access to the City email system. Employees will also be notified by an e-mail message sent to all COSA users from the Health Department. DEAs are responsible for notifying their department and all employees who do not have access to e-mail. Employees are encouraged to respond to notifications received from TransGuide, local media, or other forms of communication.
3. Employees may contact the Health Department, at 207-2071, or the TCEQ hotline, at 1-800-64-TEXAS, if they need to confirm an ozone action day or are not receiving notification.

The individual Department Directors and liaisons will be responsible for the implementation of their departmental action plan. The Office of Sustainability will assist in insuring compliance by monitoring and providing recommendations to the Departments.

Action Plan

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**
 Because OADs are declared with only one-day notice, this practice of delaying meetings should be encouraged year-round. In general, teleconferencing is encouraged as an alternative to on-site meetings whenever possible.
- **Practice appropriate vehicle operating tips.**
 For example, such as shutting off the engine when parked, avoiding excessive idling such as sitting at drive -thru's and leaving the vehicle running while parked. Operate the vehicle only on an as-needed basis to reduce emissions. Avoid travel through known congested areas whenever possible.
- **Consider your work schedule to reflect limiting vehicle and equipment use.** Schedule necessary site visits between the hours of 8 am and 9 am. Carpool or consolidate trips whenever possible.



CITY OF SAN ANTONIO
OFFICE OF HISTORIC PRESERVATION

- **Reschedule nonessential operations.**

For example, routine patrolling and site visits should be limited during OADs. Administrative in-office work is encouraged over the use of a vehicle during OADs.

Year-round, the Department will implement the following:

- 1) **Service Contracts:** Department specific Ozone Action Day requirements will be incorporated into purchase and service contracts.
- 2) **Annual In-House Training:** Development of an annual training program to increase awareness of Ozone Action Day responsibilities of Departments and employees.
- 3) **Encourage use of public transportation and carpooling.** The City has a bus pass program and a carpool program for its employees. Call 207-1449 for more information on how to participate.
- 4) **Practice energy conservation** in City buildings, including but not limited to: turning off lights and computers and limiting air conditioning uses.
- 5) **Educational materials** on ozone action day and air quality in general are available to all employees and customers through the [Alamo Area Council of Governments](#). To request education materials or for staff assistance in presentations, please contact the Office of Sustainability at 207-1449.
- 6) Employees are encouraged to implement similar emission reduction measures at their homes.

Departments are directed to follow the plan as outlined above and to reschedule nonessential activities that result in emissions during OAD. This plan may be modified on a case by case basis if certain activities are essential to meet departmental goals.

A handwritten signature in black ink that reads "Shanon Shea Miller". The signature is written in a cursive, flowing style.

Shanon Shea Miller
Director
Office of Historic Preservation

CITY OF SAN ANTONIO
Information Technology Services Department

M E M O R A N D U M

TO: All ITSD Staff

FROM: Hugh Miller, Chief Technology Officer

COPIES: Office of Sustainability

SUBJECT: ITSD Support and Implementation of 2016 Air Quality & Ozone Action Day Plan

DATE: May 1, 2016

Ozone Action Season currently runs from April to October. However, actions and behaviors towards promoting Air Quality improvements are in place year-round. Please read the attached plan published by the Office of Sustainability to understand COSA and ITSD policies for Ozone Action Season and year-round.

In addition to supporting the published policy, ITSD's Plan for Ozone Action is as follows:

Department Policy During Ozone Action Season and Year-Round

1. On known Ozone Action Days, avoid scheduling morning meetings when feasible.
2. Include WebEX conferencing options for all meetings that include invitees from other sites.
3. Optimize route plans for equipment moves, consolidate or reschedule deliveries as feasible.
4. Adhere to no-idling guidelines for City and personal vehicles.
5. Increase use of flexible work schedules as appropriate and feasible.

Employee Education Program

This and other periodic communications will be used to educate and inform employees of program details and recommend actions to support Sustainability measures. Managers are encouraged to include a "Sustainability Moment" at all staff moments to share actions and ideas.

Compliance and monitoring methodology

1. Sr. Manager quarterly summaries of Ozone Action steps towards above six policy goals.
2. ITSD will track utilization/adoption of WebEx and report trend quarterly.
3. Staff is encouraged to register with NuRide to record and report eco-friendly commuting.

Please become familiar with this plan and help me in promoting a culture of environmental stewardship and sustainability in the workplace. With over 300 employees across five (5) different locations, ITSD is in a position to make a significant impact in the area of sustainability across the City of San Antonio.

If you have any questions, please feel free to contact me or a member of our Sustainability Coordination team: Silvia McCollom or Erica Granada.



SAN ANTONIO POLICE DEPARTMENT
 (Facilities Administration)
Standard Operating Procedure



Procedure 204.00
Air Quality Health Alert Day

Office with Primary Responsibility:	SSB	Forms Referenced in this Procedure:	None
Office, Section, Unit, or Detail and Office Symbol:	SFA	Number of Pages	1

RESPONSIBILITIES: To ensure that proper procedures are followed for designated Air Quality Health Alert Day (AQHA).

Tasks:

.01 Office Of Sustainability Policy Notification:

City **Office Of Sustainability Policy** staff notifies each Department's designated representative that the following day will be an Air Quality Alert Day.

.02 Facilities Manager Procedure:

- A. Upon being notified of the designated Air Quality Alert Day by **Office Of Sustainability Policy**, the Department's Representative will notify appropriate Police staff, Assistant Chiefs, Deputy Chiefs, Training Academy, and Fleet Management of the impending occurrence.
- B. Unit will adhere to the following:
 - 1. Fuel unit vehicles on day before Air Quality Health Alert Day.
 - 2. Reschedule nonessential vendor operations.
 - 3. Reschedule meetings unit after 9:30 a.m.
 - 4. Reduce use of unit vehicles.
 - 5. Encourage employees to car pool or use public transportation.
 - 6. Encourage employees to avoid polluting activities at home.
- C. Department's Representative will prepare a report following Air Quality Health Alert Day stating unit compliance or reasons for noncompliance and forward to Administrative Services Officer.

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