

CITY OF SAN ANTONIO DROUGHT OPERATIONS PLAN



City of San Antonio

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I. INTRODUCTION

The City of San Antonio's *Drought Operations Plan* (DOP) goes into effect when the Edwards Aquifer level drops to 660 feet or below and Stage One Water Restrictions are announced. Predictions of persistent dry weather signal the probability that the aquifer level is likely to continue falling. According to the City's Aquifer Management Plan Ordinance, the level must stay above 660 ft. for 30 days to end Stage One Drought Restrictions. The DOP remains in effect until the end of Stage One is officially announced. In the event that we enter more stringent water restriction levels, Stage One requirements remain in effect in addition to any other requirements depending on the stage of drought restrictions. For example, when entering Stage Two, there are additional water conservation requirements in addition to those listed under Stage One.

Drought restrictions mark the beginning of stricter water use guidelines that apply throughout the City of San Antonio. This pertains not only to residential and commercial water users but also to City operations. For example, public fountains that rely on potable water may not be used during drought restrictions. However, there are a number of other potential water saving strategies unique to each department. As part of an effort to comply with Drought restrictions as well as set an appropriate example for the community, all COSA departments were asked to submit their specific compliance plans to the Office of Environmental Policy.

This Drought Operations Plan establishes guidelines and procedures for limiting water consumption by COSA departments during drought restriction periods as well as throughout the entire calendar year. City Departments, through compliance with the DOP, will modify certain activities during Stage One restrictions. All essential and emergency services remain unaffected. Many local public and private entities have already voluntarily taken action to reduce water consumption. These efforts are commendable and offer useful examples of conservation efforts that help save water year-round. This document is intended in part to provide a list of best management practices (BMPs) that will serve as a useful reference which each department should emulate in addition to following the steps in their own plans.

II. BACKGROUND AND HISTORICAL INFORMATION

Why do we have drought restrictions? The Edwards Aquifer is our primary source of clean water and serves the diverse needs of our community including household use, agriculture, industry, and recreation. We are fortunate that it is self-sustaining in terms of refilling and naturally filtering water and provides us with a source of abundant clean water. In spite of these qualities there are limits to its productive capacity and in especially dry years it is important to conserve water not only for future consumption but also to protect endangered species that rely on this water source.

The City believes that San Antonio can conserve water by making relatively minor behavioral changes if the entire community works together to use water wisely, especially during drought restriction. To date, the San Antonio region has implemented numerous voluntary water conservation programs, most notably in conjunction with San Antonio Water System (SAWS). Still, there is more that can be done and in order to conserve water in San Antonio and leadership from the City is critical.

III. WATER CONSERVATION MEASURES

Many City functions consist predominantly of office duties and therefore do not represent visibly water-intensive activities. However, with 12,000+ employees the City of San Antonio represents one of the largest regional employers. This also means there are various opportunities for water conservation within COSA operations. Overall, heavy water consumption is generally related to: (1) landscape maintenance and outdoor watering; (2) washing cars and other heavy equipment; and (3) outdoor leisure activities, including swimming pools and water recreation.

IV. DROUGHT RESTRICTIONS NOTIFICATION PROCEDURE

To implement this DOP and to monitor progress and compliance, each department Director has appointed one individual for as an official representative insuring that all of the City's efforts are coordinated. Stage One Drought Restrictions are announced by official declaration from the City Manager. This will consist of a memo from the City Managers Office as well as announcements through All-COSA emails and other designated formats. The Office of Environmental Policy (OEP) will work with each coordinator when drought restrictions are announced to provide technical assistance. The departmental representatives are then responsible for ensuring all staff are notified. When Stage One Drought Restrictions are announced:

1. The City Manager's Office will make an official announcement to the public as well as City departments.
2. The Office of Environmental Policy will notify each departmental representative or alternate. Notification will also be made to all city employees by e-mail. Alternative notification arrangements can be made for departmental representatives who do not have regular access to the City email system. Departmental representatives 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 COSA email, local media, or other forms of communication.
3. Employees may contact the Office of Environmental Policy, at 207-1449 if they need to confirm a DOP or are not receiving notification.

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

V. DESIGNATED DEPARTMENTAL CONTACTS

DEPARTMENT	ADVISOR	PHONE
Animal Care Services	Melissa McMahan	207-6681
Aviation	Steven Southers/ Randy Gray	207-3402/ 207-3511
Capital Improvement Management Services	Trudy Bussey	207-0177
City Attorney	Martha G. Sepeda	207-8959
City Auditor	Elsa Smithwick	207-2677
City Clerk	Tina Flores	207-6993
Communications and Public Affairs	Angelita DeLeon	207-7234
Community Initiatives	Lauren Quinlan	207-6563
Convention and Visitors' Bureau	Alice M. Lee	207-6851
Convention Sports and Entertainment Facilities	Theodore Knappick	207-3603
Cultural Affairs	Lewis Andrews	207-6962
Customer Service/311	Terri Salazar	207-3313
Downtown Operations	Lincoln St. George	207-7895
Economic Development	Anita Martin/Ed Summers Susan Rios/Ed Davis	207-3901/ 207-3949/ 207-8163/ 756-4198
Environmental Policy	Liza C. Meyer	207-6449
Finance	Leticia Wawrzyniak	207-8648
Fleet Maintenance and Operations	Bonnie Marks	207-8381
Fire/EMS	Arthur Villarreal	207-6631
Grants Monitoring & Administration	Connie Munoz	207-5474
Human Resources	Micheraie Canales	207-6506
Information Technology Services	Curtis Klaerner	207-7575
International Affairs	Cynthia Silva	207-8190
Intergovernmental Relations	Sally Basurto	207-7197
Library	Richard Denning	207-2625
Management and Budget	Tad Wille	207-8019
Military Affairs	Sandra Cesena	207-2712
Municipal Court	Mary Atkinson	207-7364
Housing & Neighborhood Services	Richard Collins	207-5408
Parks and Recreation	Janet Martin	207-6090
Planning and Development Services	Terry Kannawin	207-6535
Police	Frank Garcia	207-6029
Public Works	Christie Chapman	207-8017
Purchasing and General Services	Samuel Longoria	207-5639
San Antonio Metropolitan Health District	Doug Eckhardt	207-8849
Solid Waste Management Department	Stephen W. Haney	207-6413

VI. EFFECTS OF DROUGHT RESTRICTIONS ON CITY DEPARTMENTS

HIGHLIGHTS -

Primary restrictions include one day-a-week irrigation with an irrigation system on assigned day. Hand watering, use of soaker hose or drip allowed any day or time. All fountains using potable water to be turned off and drained. New landscape installation is to be avoided when possible. Where new landscape is installed a new landscape variance is to be obtained from SAWS (on-line 24hr turn around). Power washing to be coordinated with SAWS. Athletic field managers wishing to irrigate more than once a week will need to complete and submit an advanced Athletic Field plan found at www.saws.org. Facilities utilizing non-potable water for irrigation or other use will provide signage at the site of use. Facilities without visible street addresses should consider Wednesday as the assigned watering day.

All departments must abide by the following guidelines during Drought Restrictions and are encouraged to do so throughout the year:

- **Restrict all unnecessary outdoor water use to an absolute minimum.**
City-owned public water features such as fountains and water art shall be turned off until the end of drought restrictions.
- **Minimize watering schedules to designated days and times.**
During Stage 1, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days before 10 a.m. and after 8 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler allowed on weekends. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 2, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation system or 5-gallon bucket is permitted every day between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 3, all City Departments will limit watering with an irrigation system or sprinkler to once every other week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation is permitted every Monday, Wednesday, or Friday between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.

- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).
- **Practice appropriate water usage habits.**
For example, fix any broken or misoriented sprinkler heads, avoid excessively watering grass or other landscapes, setting sprinklers to run during daylight hours, and avoid any other practices that may be seen as flagrant water usage.
- **Immediately report any major or ruptured water lines.**
For any major leaks immediately contact San Antonio Water System to make a service call as soon as possible.
- **Practice water conservation**
In City buildings, including but not limited to: turning off faucets when not in use and fixing any plumbing leaks.
- **Car & Vehicle Washing**
During Stage 1, all City Departments will limit City vehicle washing to once per week except for health, sanitation, and safety reasons. Police and Fire Departments may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
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- **Educational materials**
Literature on the Drought Restriction and water conservation in general are available to all employees and customers. To request education materials or for staff assistance in presentations, please contact the Office of Environmental Policy at 207-1449.
- **Continue Best Practices at Home**
Employees are encouraged to implement similar water conservation measures at their homes.

VII. DEPARTMENT SPECIFIC PLANS

The following departments will implement department-specific DOPs, taking into account their specialized services and goals:

Aviation
Capital Improvement Management Services
City Attorney's Office
Communications and Public Affairs
Convention, Sports, & Entertainment Facilities
Customer Service/311
Department of Community Initiatives
Downtown Operations
Office of Environmental Policy
Fire
Fleet Maintenance and Operations
Human Resources Department
Office of Military Affairs
Parks & Recreation
Planning and Development Services
Police
Public Works
Purchasing
San Antonio Metropolitan Health District
San Antonio Public Library
Solid Waste Management Department

Note: Operations of these departments include the use of equipment that may result in significant air emissions. Specific plans are also included for departments which deliver health and public safety related services.

AVIATION DEPARTMENT

Department operations policy for curtailing water use:

- Facility Maintenance Personnel have been informed of drought restrictions. They have been instructed to report all water waste issues to any supervisor. Supervisors should contact Norma Williams (207-3478) with the Report-A-Problem Program or Eugenio (Gene) Guerra, (207-3541) with the Horticulture Staff. Norma or Gene will contact the appropriate personnel to coordinate repairs.
- Building Maintenance Personnel have been instructed to monitor, on a daily basis, all facilities and grounds for water waste. They will report any issue to their supervisors immediately.

- Airport tenants should contact the Report a Problem at 207-3478 or via Aviation website to report locations and extent of water waste. Emergency or after business hours, tenants should call the Comm. Center at 207-3433.
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Employee educational program:

- Announcement and handout in Extended staff meeting.
- Posting of flyer in every division, especially in bathrooms and kitchens
- Periodic emails to employees with water saving tips.
- Article in next Aviation newsletter.

Compliance and monitoring methodology:

- Division Managers will report to coordinator weekly on water saving activities and education of employees and tenants.
- Coordinator will report to Director and AD's.

CAPITAL IMPROVEMENTS MANAGEMENT SERVICES

- Contractors will follow all drought restrictions as laid out in Chapter 34 Art. 4 Div 4
- A landscape variance is will be required for newly planted vegetation. Vegetation that has been installed earlier than 5 weeks from the date of entering drought restrictions will need to be watered according to current drought restriction rules. Newly planted landscapes that are installed after drought restrictions must obtain a variance – Variances can be obtained online at www.saws.org. Small beds or other vegetation

that is added to an existing landscape is not considered new and generally will not be eligible for a variance

- Contractors will be required to obtain a Texas pollutant discharge elimination system permit which required establishment of 70% vegetation coverage. This permit is to be in compliance with the EPA clean water act.

CITY ATTORNEY'S OFFICE

Department operations policy for curtailing water use

The City Attorney's Office has posted a drought restrictions flyer in three work locations of the office. We also sent an electronic message to all employees to include the drought restrictions flyer encouraging staff to be water cautious.

Compliance and monitoring methodology

We believe that our efforts will satisfy our departmental compliance requirement.

CITY CLERK'S OFFICE

Department operations policy for curtailing water use

Does not apply to this office.

Employee educational program

Our office will implement an employee educational program and present it at our staff meeting as well as post on our bulletin board.

Compliance and monitoring methodology

Does not apply to this office.

COMMUNICATIONS AND PUBLIC AFFAIRS DEPARTMENT

Department operations policy for curtailing water use

- Director of Communications and Public Affairs will encourage the Department staff to conserve water and reduce water consumption by any means available. Employees will be asked to keep water conservation in mind, and think of other ways to save at work and home.

Employee educational program

- Communication emailed to all department employees and posted on bulletin board that outlines the details of drought restrictions and includes water saving tips for work and home.
- The curtailing of water use will be communicated to all employees in regularly scheduled staff meetings.

CONVENTION, SPORTS & ENTERTAINMENT FACILITIES

Department operations policy for curtailing water use:

- **Minimize watering schedules to designated days and times.**
During Stage 1, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days before 10 a.m. and after 8 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler allowed on weekends. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 2, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation system or 5-gallon bucket is permitted every day between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
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- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.
- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).
- CSEF staff will request an exception in writing with SAWS under the “health and safety” rule to pressure wash certain areas in preparation of events and conventions.
- CSEF staff will water newly planted areas with a hand-held hose and soaker hoses or other permissible devices, as necessary.
- Convention staff will ensure the fountain located at the Alamodome is turned off.

Employee educational program

- The CSEF Department delivers information to its employees in four different ways. E-mail, pre-shift meetings, traditional bulletin boards and electronic bulletin boards. All of these methods will be utilized to communicate all drought restriction information.

Compliance and monitoring methodology:

- Our Alamodome Building Maintenance Manager is charged with ensuring that the department is complying with the water restrictions enacted by the City.

CUSTOMER SERVICE/311 -

Department operations policy for curtailing water use

- Customer Service will encourage the staff to conserve water and reduce water consumption by any means available. Employees will be asked to keep water conservation in mind, and think of other ways to save at work and home.

Employee educational program

- Communication emailed to all employees and posted on bulletin boards and restrooms that outlines the details of drought restrictions and includes water saving tips for work and home.
- The department's policy for curtailing water use will be communicated to all employees in regularly scheduled staff meetings.
- Water saving tips will be added to Customer Service/311 web site during drought restrictions.
- Water saving-tips will be posted in restrooms and break rooms.

Compliance and monitoring methodology

- Check all faucets in the break room for leaks and ensure that any problems are properly addressed.
- If leaks are found in the building employees should report them to the Purchasing and General Services immediately.

DEPARTMENT OF COMMUNITY INITIATIVES

Department operations policy for curtailing water use

- Many DCI facilities are already restricting water use by suspending watering and other activities that require significant water usage. Facilities staff will be advised to curtail water use whenever possible and will be notified of the drought restrictions currently in place.

Staff and Client Education

- Each Day DCI serves hundreds of community members in learning centers, senior nutrition sites, and other community centers. DCI will provide educational materials to both staff and clients in these sites to ensure that the community is aware of the water restrictions. Information will be posted in high traffic areas in both English and Spanish. Communications staff will also include tips on saving water in the upcoming employee newsletter.

Long-Term Facility Improvements and Compliance and monitoring methodology

- Facilities Staff also identified opportunities for long-term water savings through improvements such as low-flow toilets, automatic sinks, and xeriscaping at DCI facilities.

DOWNTOWN OPERATIONS

Department operations policy for curtailing water use:

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allowed on weekends. Watering with a drip irrigation is permitted every Monday, Wednesday, or Friday between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.

- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.
- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).
- Reduce water waste by not allowing water to run off into a gutter, ditch or drain.
- Repair any water leaks promptly
- Reduce water consumption by any means available
- Encourage hand watering and use of drip irrigation
- Washing of impervious covers such as parking lots, driveways and sidewalks is prohibited, except to address health and safety concerns
- Turn off all water features and fountains that use potable water as the primary source of makeup water

Employee educational program

Conduct informational sessions with staff utilizing San Antonio Water System guidelines for efficient watering to include:

- Observing watering rules year round
- Reporting water waste when it is observed
- Education on water-saving techniques
- Adhering to watering requirements for landscape varieties
- Using soaker hoses and drip irrigation and how to regulate water flow properly

Compliance and monitoring methodology

- All Supervisors will be educated and required to monitor maintenance staff daily.
- Department personnel will be aware of drought restrictions guidelines and report water waste promptly.
- Plumbers will conduct regular inspections of all water systems and make repairs as needed.

OFFICE OF ENVIRONMENTAL POLICY

Department operations policy for curtailing water use

- The Office of Environmental Policy will encourage the staff to conserve water and reduce water consumption by any means available. Specifically, employees will be asked to use water sparingly when washing their lunch dishes in the break room sink, to include turning the when cleaning instead of letting it run constantly. Additionally,

employees will be asked not to leave the water running as they wash their hands. Employees will be asked to keep water conservation in mind, and think of other ways to save at work and home.

Employee educational program

- Communication emailed to all employees and posted on bulletin boards and restrooms that outlines the details of drought restrictions and includes water saving tips for work and home.
- The department's policy for curtailing water use will be communicated to all employees in regularly scheduled staff meetings.
- Water saving tips will be added to OEP web site during drought restrictions.
- Water saving-tips will be posted in restrooms, in the conference room, and break room.

Compliance and monitoring methodology

- Check all faucets in the OEP break room and rest room for leaks and ensure that any problems are properly addressed.
- If leaks are found in the building employees should report them to the Purchasing and General Services immediately.

FIRE

- **Minimize watering schedules to designated days and times.**
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Employee educational program

- Communication emailed to all employees and posted on bulletin boards and restrooms that outlines the details of drought restrictions and includes water saving tips for work and home.
- The department's policy for curtailing water use will be communicated to all employees in regularly scheduled staff meetings.

FLEET MAINTENANCE & OPERATIONS

Department operations policy for curtailing water use, if applicable:

- The City's carwash facilities have reclaim systems to recycle water. The water is pumped up to above ground tanks and is cleaned out through a filtration system. The only freshwater used is during the rinse cycle.

- Service centers have been instructed to close down the manual car wash and only allow its use in an emergency (or under dire circumstance) until water restrictions have been lifted.
- At a minimum, City equipment is washed or steamed cleaned at the specific area of concern (prior to repairs) to either remove oil base material, if the equipment presents a health hazard to the technicians or the use of water will alert technician to a suspected leakage problem with the equipment
- Fleet will shut water off if there is leakage and immediately report leakage to Asset Management for corrective action.
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Employee educational program

- The department will include a copy of SAWS' drought restrictions information sheet (English/Spanish version) to all employees with the May 1st paycheck.
- Information will also be contained in the Department newsletter – Issue date May 1, 2009
- Special meetings will be held by department managers, superintendents and supervisors to discuss employee questions and or concerns.

Compliance and monitoring methodology

- Fleet managers visit the service centers on a regular basis to make sure department remains in compliance.
- This topic is part of the regular superintendent meeting with managers and administrator.

HUMAN RESOURCES DEPARTMENT

Department operations policy for curtailing water use

- Human Resources Management will encourage the HR Department to conserve water and reduce water consumption by any means available. Specifically, employees will be asked not to wash their lunch dishes in the break room sink, but instead to clean them at home. Additionally, employees will be asked not to leave the water running as they wash their hands. HR employees will be asked to keep water conservation in mind, and think of other ways to save at work and home.

Employee educational program

- Communication emailed to all HR employees and posted on bulletin boards and restrooms that outlines the details of drought restrictions and includes water saving tips for work and home.
- The department's policy for curtailing water use will be communicated to all employees in regularly scheduled staff meetings.
- Water saving tips will be added to HR web site during drought restrictions.
- Water saving-tips will be posted in restrooms and break rooms.

Compliance and monitoring methodology

- Check all faucets in HR break room for leaks and ensure that any problems are properly addressed.
- If leaks are found in the building employees should report them to the Purchasing and General Services immediately.
- Remove soap and sponge from Break room sink to discourage employees from washing lunch dishes at work.

OFFICE OF MILITARY AFFAIRS

Department operations policy for curtailing water use

- The Office of Military Affairs will encourage the staff to conserve water and reduce water consumption by any means available. Specifically, employees will be asked to use water sparingly when washing their lunch dishes in the break room sink, to include turning the water off when cleaning instead of letting it run constantly. Additionally, employees will be asked not to leave the water running as they wash their hands. Employees will be asked to keep water conservation in mind, and think of other ways to save at work and home.

Employee educational program

- Communication emailed to all employees and posted on bulletin boards and restrooms that outlines the details of drought restrictions and includes water saving tips for work and home.
- The department's policy for curtailing water use will be communicated to all employees in regularly scheduled staff meetings.
- Water saving tips will be added to Office of Military Affairs web site during drought restrictions.
- Water saving-tips will be posted in restrooms, in the conference room, and break room.

Compliance and monitoring methodology

- Check all faucets in the Office of Military Affairs break room and rest room for leaks and ensure that any problems are properly addressed.
- If leaks are found in the building employees should report them to the Purchasing and General Services immediately.

PARKS AND RECREATION DEPARTMENT

Department operations policy for curtailing water use

Introduction

This plan provides guidelines for a systematic response, should the need arise, to reduce demand in the event of a water supply disruption or weather related water shortage. Long-term conservation will continue to be developed as part of an overall water management strategy.

Objectives

- To be in compliance with drought restrictions

Parks' Internal Operating Actions

- Initiate planning and preparation for drought restrictions, including an assessment of potential staffing impacts, training needs, and communications strategies including use of web-based information and informational signage.
- Focus attention on Best Management Practices for water conservation, including irrigation system periodic maintenance and repairs, mulching landscaped areas, turf aerification and adjustment of turf mowing heights
- Review proposed landscape additions and projects; consider postponement and define specific criteria for postponement

- Review aquatics programs and schedules for water conservation; limit hours for nonrecirculating water fountains and water play features
- Research technologies with the potential of providing water savings such as faucet aerators and automatic irrigation rain shut-off devices – implement new technologies as resources allow.
- Prioritize facility plumbing system repairs and periodic maintenance

Facilities, Vehicles, Athletic Fields

FACILITIES/PICNICS AREAS/PLAYGROUNDS

1. Use pressure washer only after an approved exemption from SAWS.
2. Clean as needed for public health and safety

VEHICLES

- During Stage 1, all City Departments will limit City vehicle washing to once per week except for health, sanitation, and safety reasons. Police and Fire Departments may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
- During Stage 2, all City Departments will limit City vehicle washing to once every two (2) weeks except for health, sanitation, and safety reasons. Police and Fire Departments may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
- During Stage 3, all City Departments will limit City vehicle washing to once a month except for health, sanitation, and safety reasons. Police and Fire Departments may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.

ATHLETIC FIELDS

1. Staff will coordinate with SAWS to conduct an audit for athletic fields requiring watering on more than one occasion per week up to the equivalent of one and a half inches of water per week. If this audit is not submitted, then the restriction of watering only once per week on the day designated by address will apply.
2. This rule also applies to athletic fields that are leased and maintained by the various sports groups.

IRRIGATION SYSTEMS

- **Minimize watering schedules to designated days and times.**
During Stage 1, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days before 10 a.m. and after 8 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler allowed on weekends. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 2, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation system or 5-gallon bucket is permitted every day between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 3, all City Departments will limit watering with an irrigation system or sprinkler to once every other week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation is permitted every Monday, Wednesday, or Friday between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.
- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).

Employee educational program

- Employee will receive education and information about the drought restrictions and our Drought Response Plan at staff meetings.
- Employees will be involved in the water conservation process through distribution of the Water Usage report.
- Employees will receive conservation tips via the department newsletter.

Compliance and monitoring methodology

- Staff will monitor sites during their routine maintenance.
- A letter was provided to all sport groups to address their adherence to Drought requirements.

PLANNING AND DEVELOPMENT SERVICES

Department operations policy for curtailing water use

Irrigation System - The department will only use reclaimed water in its irrigation system and coordinate with Facilities Maintenance to ensure watering is done in accordance with SAWS' watering schedule. In addition, the department will ensure no water waste due to a faulty sprinkler head or other repair issues.

- **Minimize watering schedules to designated days and times.**
During Stage 1, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days before 10 a.m. and after 8 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler allowed on weekends. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 2, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation system or 5-gallon bucket is permitted every day between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
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- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.
- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).

City Vehicle Car Washes –

- During Stage 1, all City Departments will limit City vehicle washing to once per week except for health, sanitation, and safety reasons. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
- During Stage 2, all City Departments will limit City vehicle washing to once every two (2) weeks except for health, sanitation, and safety reasons. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified

commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.

- During Stage 3, all City Departments will limit City vehicle washing to once a month except for health, sanitation, and safety reasons. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.

Water Use in the Building – staff is asked to continue to keep water conservation in mind when washing dishes and to think of other ways to save water at work and home.

Stage 1 - begins when the Aquifer level reaches 660 feet mean sea level at the monitored well.

Stage 2 - begins when the Aquifer level reaches 650 feet mean sea level at the monitored well.

Stage 3 - begins when the Aquifer level reaches 640 feet mean sea level at the monitored well.

Stage 4 - begins when the Aquifer level reaches 630 feet mean sea level at the monitored well.

- **Water waste is prohibited at all times.** Water waste includes allowing water to run off into a gutter, ditch, or drain; or failing to repair a controllable leak.
- **You should reduce water consumption** by any means available
- **Washing impervious cover** such as parking lots, driveways, streets or sidewalks is prohibited. Health and safety exceptions to this rule may be requested from SAWS in writing.

Employee educational program

The water restriction requirements are attached to this policy for staff's review. In addition, the department will post SAWS' flyers regarding water restrictions on the department's bulletin boards.

Compliance and monitoring methodology

Building - The department will report all issues of water waste due to leaks to Facility Maintenance and will follow up to ensure they are addressed in a timely manner.

Vehicles – The department will periodically audit billings from the Fleet Department to ensure staff is in compliance with respect to car washes.

POLICE SUBSTATIONS

Department operations policy for curtailing water use

Irrigation Systems:

- **Minimize watering schedules to designated days and times.**
During Stage 1, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days before 10 a.m. and after 8 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler allowed on weekends. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 2, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation system or 5-gallon bucket is permitted every day between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 3, all City Departments will limit watering with an irrigation system or sprinkler to once every other week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation is permitted every Monday, Wednesday, or Friday between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.
- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).

Vehicle Washing:

- During Stage 1, all City Departments will limit City vehicle washing to once per week except for health, sanitation, and safety reasons. Police and Fire Departments may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
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- During Stage 3, all City Departments will limit City vehicle washing to once a month except for health, sanitation, and safety reasons. Police and Fire Departments may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.

Employee educational program

- The Facilities Management Department will distribute information to all employees including, but not limited to; water saving tips, strategies, and information regarding the City’s drought restrictions provided by SAWS.
- Attached is the required information for dissemination to department personnel.

Compliance and monitoring methodology

- Usage of Police facility car washes will be restricted to twice a week at all police substations, training academy, and the headquarters building downtown.
- The car washes will be available for use on Tuesdays and Fridays only.
- Restrictions for usage on any other days will be accomplished by rendering the keypad inaccessible.

PUBLIC WORKS DEPARTMENT

Department operations policy for curtailing water use

Irrigation:

- **Minimize watering schedules to designated days and times.**
During Stage 1, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days before 10 a.m. and after 8 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler allowed on weekends. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 2, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation system or 5-gallon bucket is permitted every day between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
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Wednesday, or Friday between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.

- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.
- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).

Street maintenance:

- Permitted water usage for street maintenance is as follows:
 - Water utilized for compaction of streets asphalt applications and dust control.
 - Street sweepers
 - Removal of excess road material during construction to ensure public safety.

Traffic Operations:

- Pressure washing operations will be limited for crosswalks and traffic markings.
- During Stage 1, all City Departments will limit City vehicle washing to once per week except for health, sanitation, and safety reasons. Police and Fire Departments may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
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Storm Water Operations:

- To ensure compliance with drought restrictions, Stormwater staff will provide SAWS the locations where vegetation is re-established.
- Utilize reuse water for vegetation re-establishment.
- Channel regrading operations and operations utilizing recycled water are exempt.

PURCHASING AND GENERAL SERVICES DEPARTMENT

Department operations policy for curtailing water use

- **Minimize watering schedules to designated days and times.**
During Stage 1, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days before 10 a.m. and after 8 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler allowed on weekends. Watering with a hand-held hose is permitted at any time and any day.
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- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.
- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).

1. Fire Academy	300 S. Callaghan	Mondays
2. Frank Wing	401 S. Frio	Mondays
3. DBSC (One Stop)	1900 S. Alamo	Mondays
4. E.E.O.C.	8130 Inner Circle	Mondays
5. International Center	203 S. St. Mary's	Tuesday
6. Animal Control Services	4710 Hwy 151	Mondays

Employee educational program

Periodic meetings will be conducted with all staff to explain the drought restrictions (hand out) from SAWS, and it will be posted in common areas. Staff will also be

directed to be conscientious of water usage, and to report any discoveries of water waste (continuous water flow or leaking faucets, flush valves, etc.).

Compliance and monitoring methodology

Staff will be monitoring irrigation systems for visual leaks and proper operation of the systems to ensure water is not directed into streets and sidewalks.

SAN ANTONIO METROPOLITAN HEALTH DISTRICT

Department Operations Policy for Curtailing Water Use

The purpose of this drought water management plan is as follows:

- To reduce water consumption and to conserve the available water supply in time of drought and emergency.
- To reduce the loss and waste of water.
- To improve efficiency in the use of water.
- To protect and preserve public health, welfare, and safety.

This drought operations plan is consistent with the drought restrictions (highlighted in bold print) below:

Water Waste is prohibited at all times

- SAMHD will reduce water consumption by any means available and coordinate efforts at each of its City-owned facilities and at its non-City owned/lease- occupied facilities.
- SAMHD will avoid water runoff flowing away from City property and leased property (where possible).
- SAMHD will notify lessors including University Health System of occupied leased facilities of actions being taken and request them to implement similar procedures.
- SAMHD will notify its lessees including University Health System of actions being taken and request them to implement similar procedures.

Minimize watering schedules to designated days and times.

During Stage 1, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days before 10 a.m. and after 8 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler allowed on weekends. Watering with a hand-held hose is permitted at any time and any day.

- During Stage 2, all City Departments will limit watering with an irrigation system or sprinkler to once per week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed

on weekends. Watering with a drip irrigation system or 5-gallon bucket is permitted every day between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.

- During Stage 3, all City Departments will limit watering with an irrigation system or sprinkler to once every other week and only on specified days between the hours of 3-8 a.m. and 8-10 p.m. Watering days are determined by the last digit of the street address with no watering by sprinkler, soaker hose, or irrigation system allowed on weekends. Watering with a drip irrigation is permitted every Monday, Wednesday, or Friday between the hours of 3-8 a.m. and 8-10 p.m. Watering with a hand-held hose is permitted at any time and any day.
- During Stage 4, all watering restrictions from Stage 3 remain in effect and a drought surcharge will be assessed on all accounts for water used or assumed to be used for irrigation.
- For specific watering information during all water conservation stages please refer to drought restriction guidelines as designated by San Antonio Water System: (<http://www.saws.org/Conservation/aquifermgmt/index.shtml>).

Washing impervious cover such as parking lots, driveways, streets or sidewalks is prohibited.

- SAMHD will prohibit hosing of buildings, windows, or other paved areas. Health and safety exceptions to this rule may be requested from Department Facilities Coordinator in writing. Areas approved by the Department Facilities Coordinator that affect public safety will be identified.
- SAMHD will inventory locations of all water sources including fire hydrants, irrigation systems, outdoor plumbing, indoor plumbing, etc.

The use of commercial car wash facilities is allowed any day.

- During Stage 1, all City Departments will limit City vehicle washing to once per week except for health, sanitation, and safety reasons. Police and Fire Departments may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
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- During Stage 3, all City Departments will limit City vehicle washing to once a month except for health, sanitation, and safety reasons. Police and Fire Departments may

wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.

Use of fountains, waterfalls, or other water features – outdoors or indoors – is prohibited, unless a variance has been granted for 100 percent non-potable water use.

Initiation of a Drought or Water Emergency Response Stage

The following actions will be taken when a drought or water emergency response stage is initiated:

SAMHD employees will be notified when any mandatory provisions of the drought response stages are triggered within one business day of receiving notification.

Only the City Manager or the official designee may order the termination of a drought or water emergency response stage.

If any mandatory provisions are terminated, SAMHD employees will be notified within one business day of receiving notification.

Employee Educational Program

- SAMHD will inform and educate its employees, contracted professionals, its lessors, lessees and the public about the drought contingency and water operations plan by the following means:
- Disseminating Drought Restriction Brochures at SAMHD Clinic and Office locations.
- Preparing a bulletin describing the plan and making it available at all SAMHD sites and other appropriate locations.
- Notifying partner organizations that staff is available to disseminate information as it becomes available through COSA Public Information.

Compliance and Monitoring Methodology

- The SAMHD Department Facilities Coordinator will maintain contact with the Office of Environmental Policy and monitor all communication and implementation efforts.
- At each SAMHD site, a Facility Site Coordinator will be identified to assist in the implementation of SAMHD policy initiatives and commitments.
- Site Coordinators will maintain communication with SAMHD Department Facilities Coordinator on water management and drought restriction issues. A database of lessor contact information will be maintained for reporting water waste and emergency water leaks.

- SAMHD Health Facilities Division will intensify efforts on leak detection and repair. Evidence of leaks at the various SAMHD clinic sites will be reported and targeted for repairs as funds are available.
- SAMHD employee violations can be reported by telephone (210) 207-8694 or emailed to doug.eckhardt@sanantonio.gov. All reported violations will be investigated and confirmed prior to any personnel counseling or action being taken.
- Long term goals:
- SAMHD will develop an annual water conservation reports to carefully monitor meter water use and conservation efforts.
- SAMHD will encourage installation of water-conserving fixtures.

SAN ANTONIO PUBLIC LIBRARY

Department operations policy for curtailing water use

- The Library Department fully supports the City of San Antonio (COSA) Policy for curtailing water usage during time of restriction and will implement and adhere to all established procedures and guidelines.

Employee educational program

- Library staff will be updated via electronic mail, bin mail, or by other means as necessary on the importance and benefits of conserving water during times of restriction. Information received from the COSA will be immediately forwarded to all library staff.

Compliance and monitoring methodology

- With the exception of a very small round fountain on the third floor terrace, all other Central Library fountains use circulated potable water - not condensate water. The large fountains on the third floor will not be filled or operated during water restriction times. As long as the circular drive fountain water level does not need to be filled it can continue to run. Once the fountain needs to be refilled, it will be shut down until restrictions are lifted.
- The Central garden and library grounds irrigation system use condensate water so watering is accomplished at any time. The water feature at Igo branch library uses a combination of condensate and potable water so that feature will be shut down during times of restriction. All other locations with irrigation systems will have their timers

set to meet water restriction guidelines. The Library Department has an application approved by San Antonio Water System (SAWS) to pressure wash with notification to them. The application will be updated annually or sooner if needed. All SAWS authorization stickers have been affixed to related equipment.

SOLID WASTE MANAGEMENT DEPARTMENT

Department operations policy for curtailing water use

- Because of the nature of the work and safety requirements, water use is essential to the standard operations of the department. Recyclables must be kept clean in the body of vehicles. Debris and residue need to be removed from vehicle components such as transmissions, radiators, arm assemblies and windshields. Therefore, garbage trucks will be allowed to wash out the hopper, body and other necessary truck parts as needed.
- For the Solid Waste Management Depart (SWMD), water is not used within the daily waste collection process. Occasionally, water is used for dust control at the Bitters Brush Recycling Center and at various closed landfill sites. As an environmentally sensitive department, monitoring this type of water usage has always been a priority and will continue to be a priority. Additionally, SWMD will certainly work with other departments at the four service centers and at the SWMD administrative office to encourage water conservation and to reduce water consumption by any means available. For example, employees will be asked not to leave the water running as they wash their hands. SWMD employees will also be asked keep water conservation in mind, and think of other ways to save water at work and at home.
- During Stage 1, SWMD may wash vehicles twice a week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
- During Stage 2, SWMD may wash vehicles once every week for safety reasons but only on specified days. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.
- During Stage 3, SWMD may wash vehicles once a week for safety reasons but only on specified days and with the Director's approval. All City vehicle washings will be restricted to COSA vehicle service stations or SAWS certified commercial wash facilities. All City vehicles must use the lowest water consuming cycle at the commercial wash facilities.

Employee educational program

- An educational handout will be given to all SWMD employees and will be posted on bulletin boards, restrooms and break rooms which outlines the details of drought restrictions and includes water saving tips for work and home.
- The department's policy for curtailing water use will be communicated to all employees in regularly scheduled staff meetings.
- Water saving tips will be added to the SWMD web site during drought restrictions.

Compliance and monitoring methodology

- Managers and supervisors will be responsible for monitoring and reporting any observed water waste to the department's point of contact.
- In addition, as SWMD collection employees are out on a route and a leak or water wasting process is observed, the employee will be asked to report this to the department's point of contact.

Landscape Watering

Watering with an irrigation system or sprinkler is allowed only once a week before 10 a.m. or after 8 p.m. on your designated watering day as determined by your address:

Last Digit of Street Address	Watering Day
0 or 1	Monday
2 or 3	Tuesday
4 or 5	Wednesday
6 or 7	Thursday
8 or 9	Friday

No watering on weekends

For more information on how you can get personalized watering advice sign up for the SAWS WaterSaver eNewsletter

<http://www.saws.org/conservation/newsletter/>

Or contact the Office of Environmental Policy at 207-1449