

# SAN ANTONIO INTERNATIONAL AIRPORT

9800 Airport Boulevard  
San Antonio, Texas 78216



## Sustainability Plan 2011/2012

*Prepared by: San Antonio International Airport  
Environmental Stewardship Division*



**CITY OF SAN ANTONIO**  
**SAN ANTONIO AIRPORT SYSTEM**

December 13, 2011

All Aviation Department Employees

2011/2012 Aviation Sustainability Plan

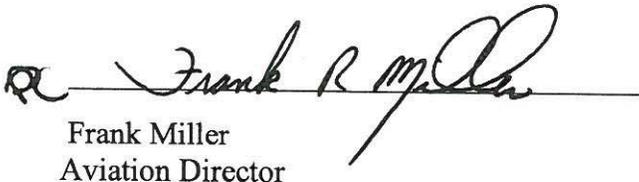
Sustainability planning is one of the means by which we can insure a "Greener Airport" and a more sustainable community. Implementation of such a plan will help in managing our community's direction and ensuring that we can provide a livable community with an environment conducive to present and future residents and citizens.

With this in mind I request that each of you make a commitment to:

- Support the City's in the Sustainability Program
- Read, understand and personally adopt the principles of the 2011/2012 Aviation Sustainability Plan
- Encourage adherence to the principles of sustainability by those you manage, supervise or work besides
- Take steps to monitor and report your efforts to implement the plan
- Actively participate and contribute in the preparation of the annual Sustainability Template that the Department prepares to reflect its success over the past year.
- Contribute your own ideas for actions and activities that you and those you work with might enhance the present plan.

The attached 2011/2012 Aviation Sustainability Plan is hereby adopted as the official policy of the Aviation Department and shall be implemented in all aspects of managing and operating the Airport in regard to sustainability. I have tasked the Environmental Stewardship Division with encouraging all Divisions to implement these policies.

Issued this 20 Day of December 2011

  
Frank Miller  
Aviation Director

Loyce D. Clark, Assistant Director \_\_\_\_\_  
Steven Southers Environmental Stewardship Manager  12-13-11

## **2011/2012 Aviation Sustainability Plan**

### **Objectives**

A "Sustainability Plan" demonstrates how an entity may make measurable progress toward more efficient use of energy, water and materials while reducing negative environmental and social impacts. The 2011/2012 Aviation Sustainability Plan complements the City's effort to provide sustainability leadership in the community.

### **Prerequisites**

Previously the City Council and City Manager issued Administrative Directives and/or adopted ordinances that support the City's intent to create a sustainable environment through the operations of the City of San Antonio. Examples of such policies include but are not limited to the following:

- AD 9.1 Recycling Participation, 06-01-09
- AD 9.2 Environmentally Preferred Purchasing Policy, 04-02-10
- Fleet Environmental Acquisition Policy, Ordinance 2010-01-15-0335, 04-15-10
- Green Events Certification, Ordinance 2010 -04-08-0303, 04-08-10
- Mayor's Sustainable Building Task Force, Ordinance 2009-03-12-0179, 03-12-10
- City of San Antonio Drought Operations Plan
- City of San Antonio Air Quality Health Alert Plan
- City of San Antonio Energy Efficiency Plan
- Aviation Teleconferencing Plan
- Mission Verde Plan, 02-04-10
- Energy Policy for Facility Operations, 05-04-09

The 2011/2012 Aviation Sustainability Plan has 7 components or areas of concern as follows:

- 1. Waste Management & Recycling**
- 2. Energy Efficiency**
- 3. Purchasing**
- 4. Property Management**
- 5. Transportation**
- 6. Driving in Field Operations**
- 7. General**

## 1. Waste Management & Recycling

The amount of waste products sent to a landfill or an incinerator is indicative of a community's sustainable health because it:

- renders land unproductive,
- can emit methane and other gases that reduce air quality,
- endangers water supplies,
- can increase rodent and insect growth and
- is normally incompatible with most land use and adversely impacts the economic value of adjacent properties.

### **ACTION -**

- a. In order to encourage the recycling of waste products recycling bins should be provided in:
  - i. all office and work areas
  - ii. all common areas
  - iii. all public areas
  - iv. all apron areas subject to FOD control

*NOTE: Presently the airport recycles pallets, food grease, scrap metal, copier toners and cardboard.*

- b. In order to reduce paper consumption staff, should not print hard copies of email communications unless necessary. When printing multipage documents these should always be printed on two sides to reduce paper usage and conserve resources.
- c. In an effort to reduce paper waste produced by junk mail employees should take the time and steps to unsubscribe to junk mail.
- d. All tenants should be encouraged to recycle.

## 2. Energy Efficiency

Energy generation is one of the largest consumers of natural resources as well as a major contributor to poor air quality. Reduction in energy consumption therefore reduces the amount of natural resources consumed in energy generation and improves air quality through lower emissions.

### **ACTION -**

- a. When leaving a room that will remain unoccupied for 15 minutes or more all lights and nonessential equipment shall be turned off.

- b. When leaving a room for the day all lights and equipment shall be turned off. Equipment refers to all electrical powered appliances, office machines etc. that do not have a power save cycle and can be powered down without affecting the conduct of business or operations overnight. The use and power down of computers is governed by separate policy and is not intended to be covered by this document.
- c. Under the City Manager's Directive<sup>1</sup> thermostats in City occupied office areas shall be set to the following ranges:
  - i. Summer 74-76 occupied, 84-86 unoccupied
  - ii. Winter 68-70 occupied, 58-60 unoccupied
- d. Refrigerators and heaters are discouraged in individual work spaces. A common shared refrigerator may be installed in employee break rooms but such equipment shall be Energy Star<sup>2</sup> rated.

Refrigerators shall be allowed only in employee break rooms, conference rooms, and where business activities require such. If a Division does not provide a refrigerator for its employees the Division Manager may approve personal refrigerators if they are Energy Star rated and are to serve at least five employees. Installation of such refrigerators may not take place until facilities maintenance authorizes the installation in writing.

*NOTE: As an interim policy, it is recognized that not all existing refrigerators in use at the present time are Energy Star rated. Such refrigerators may continue to be used for the next (3) three years but must be replaced on or before the end of September 2014 with an Energy Star rated refrigerator. Any new refrigerator installed during the three year grace period must be Energy Star rated.*

Personal heaters may be used if facilities maintenance authorizes in writing that the loading of the electrical circuit will not create an overload. In no case shall a personal heater be used if the cubicle, room or facility has a minimum maintained temperature of 68-70 occupied, 58-60 unoccupied as directed by the City Manager. In addition the following safety requirements must be met before using a personal heater:

- IFC 605.10.1 Should be approved for commercial use by an OSHA recognized laboratory such as Underwriters Laboratory
- IFC 605.10.2 Portable, electrical space heaters shall be plugged directly into an approved receptacle
- IFC 605.10.3 Portable, electrical space heaters shall NOT be used with extension cords (i.e. power strips, surge protectors)
- IFC 605.10.4 Portable, electrical space heaters shall NOT be operated within three (3) feet of any combustible materials i.e. furniture, paper, clothing drapes. Portable, electric space heaters shall be operated only in locations for which they are listed

- Place the heater on a level, hard and nonflammable surface (such as ceramic tile floor), not on rugs or carpet (rugs and carpet are combustible materials)
  - Must be equipped with a tip-over switch (if the heater is tipped over it will automatically turn off)
  - Should be the type with ceramic heating elements and draws a maximum of 1500 watts (less is better)
  - Must NOT be the type with heating coils
- e. Whenever prudent L.E.D. lighting technology shall be used in new and remodeling construction projects (airfield, ramp areas, parking and building interiors).

### 3. Purchasing

Sustainability can be improved through preferential purchasing. Therefore, staff is directed to take the following actions when considering a purchase action subject to state and local purchasing laws. Employees of the City of San Antonio shall conduct all official activities in an energy and resource-efficient manner, in accordance with the rules and guidelines set forth in the City's Environmentally Preferred Purchasing Policy noted in A.D.9.2. Further all City activities will be conducted in a manner that safeguards taxpayer funds, and promotes sustainable practices, and fosters market demand for environmentally-friendly products and services. The actions below apply only to purchases over which the Aviation Department has control.

#### **ACTION -**

- a. Office supplies shall be ordered from the "Greener Office" list when possible. If other vendors are considered they shall be required to provide a list of their products which meet the "Greener Office" standard.
- b. All in-house and outsourced printed materials whether by offset printing or by digital printers/copiers shall be on recycled paper with low or no VOC<sup>3</sup> inks.
- c. Purchasing decisions will favor the purchase and use of recycled products.
- d. In order to conserve fuel and reduce vehicle emission purchasing policies shall favor the purchase and use of locally produced products.
- e. In order to reduce the amount of hazardous or toxic products entering the waste stream staff shall favor the purchase and use of non-toxic products.
- f. In order to reduce the impact on landfills and recycling minimal packaging shall be considered when purchasing products.

*Note: A simple guideline for minimal packaging is to buy products that are packaged as a group instead of individually.*

- g. Guidelines for objectively measuring progress for reducing the impact of purchasing shall be developed by the Procurement Office. Division Liaisons shall report the quantitative results of the reductions and submit the results to the Division's Assistant Director for inclusion in the Aviation Department's annual Sustainability Report.

#### 4. Property Management

Property management provides a means to significantly impact the Aviation Department's sustainability efforts. The following property management objectives shall be applied in all Divisions of the Department and to all properties operated by the Department. In addition, the staff shall encourage existing tenants to abide by the Department's Sustainability Plan. Upon the execution of new or renewed lease agreements tenants shall be encouraged to comply with the property management objects of the 2011/2012 Aviation Sustainability Plan.

##### **ACTION -**

- a. Energy and water consumption, where feasible, shall be monitored and maintained in a data file in order to be able to assess the effectiveness of implementing Sustainability objectives.
- b. The Airport Maintenance Division's Sustainability Liaison shall develop and provide to all Aviation employees a procedure for reporting plumbing leaks or failures. The procedure shall include a call back to the staff reporting the plumbing leak or failure that the problem had been corrected or addressed. For reporting purposes the length of time to respond and the estimated gallons lost should be recorded.
- c. The Airport Maintenance Division Sustainability Liaison shall develop a schedule and plan for replacing aged and non-working lighting, bathroom fixtures, HVAC equipment, windows, etc with high efficiency replacements.
- d. Recognizing that the Airport is the main gateway for a large number of tourists and conventioners visiting San Antonio all efforts shall be made to ensure that entryway landscaping be maintained and properly watered during drought periods. In keeping with the above, staff shall prepare an auxiliary watering plan and landscaping program that will keep the landscape alive and vibrant while still meeting SAWS drought management guidelines. Such a plan may incorporate concepts such as water recapture and reuse.
- e. The facilities maintenance team shall use environmentally friendly cleaning products. Requests for replacement of any cleaning products that are not environmentally friendly should be forwarded to the Division Sustainability Liaison.
- f. Maintenance teams shall turn off or unplug unnecessary lighting and nonessential equipment when leaving a room or building for the evening.

- g. Maintenance teams shall utilize used and refurbished materials in lieu of new products as much as possible.
- h. Low VOC paints and other “less toxic” coatings shall be used whenever possible in painting and/or finishing.
- i. Fabricated items shall be designed to provide for opportunities to recycle used materials.
- j. A method shall be put in place to monitor and measure progress in reducing consumption of materials.

## 5. Transportation

The Department’s sustainability transportation objectives are primarily concerned with reducing emissions, conservation of petroleum based fuels, and reduction of traffic congestion.

### **ACTION -**

- a. All Division Sustainability Liaisons shall encourage employees to join the NuRide<sup>4</sup> and VIA EZ Rider Programs<sup>5</sup>. The Liaisons will also provide for inclusion in the annual Sustainability Plan report the number and percent of employees in the Division enrolled in NuRide.
- b. Aviation employees shall whenever possible use web and/or teleconferencing in lieu of meetings. Due to the size of the Department and the location of the employees on our campus web and/or teleconferencing is an effective means to reduce emissions, fuel consumption and employee travel time.
- c. Each year the Sustainability Liaison shall record and submit the number and percent of the employees in his/her Division who usually drive alone to work.
- d. Employees shall exercise “Energy Efficient Driving Habits”<sup>6</sup>.

## 6. Driving in Field Operations

Reduction in fuel consumption and vehicle emissions may be obtained by modifying driving habits and the use of vehicles. Employees driving on airport property or in City owned vehicles off Airport property shall apply the following:

### **ACTION -**

- a. No employee shall leave an unoccupied vehicle idling. An exception is made when animals such as working and/or service dogs are required to be left in a car unattended by their handler or another human occupant.
- b. All employees shall check the vehicle’s tires for proper inflation at the time of each fuel fill up.

- c. No employee shall leave items in a car which might be deemed excess weight. It is recognized that some vehicles by nature of use will have tools in them that are used on a daily basis and as such are not counted as excess weight. However, loads of building materials, equipment, plans, etc. that are simply being transported from point "A" to deposit at point "B" should not be left in the vehicle longer than 24 hours.
- d. Mileage for each vehicle shall be recorded quarterly along with the amount of fuel dispensed for the vehicle in order that fuel efficiency might be determined.

## 7. General

The 2011/2012 Aviation Sustainability Plan shall be monitored by the Sustainability Coordinator. Division Managers and/or their designee shall monitor and administer each Division's responsibilities under the Plan. Each Division will submit periodic reports including input for the annual Sustainability Report as requested by the Department's Coordinator.

### **ACTION -**

- a. Environmental Stewardship Manager and/or his designee with the Director's approval shall serve as the Coordinator for the Aviation Department.
- b. The Sustainability Coordinator shall prepare and submit an annual statement of sustainability progress to the Office of Environmental Policy. In addition, the Sustainability Coordinator shall cause the report to be posted on the Aviation Department's website.
- c. Each Division Manager shall serve as the Division's Sustainability Liaison or appoint a staff member to serve as the Division's Sustainability Liaison. The Division's Sustainability Liaisons shall have authority to act on behalf of the Division in matters regarding the Sustainability Plan and its component parts.
- d. Each Sustainability Liaison shall monitor and report once a year on the number and percent of their employees who have attended training in the Green Living Program.
- e. Terminal vendors/concessionaires shall be urged to use reclaimed and/or green building materials when remodeling or building out their tenant space.
- f. Department and vendors/concessionaires shall design construction projects to meet as many LEED goals as possible and to exclusively use sustainable or recycled materials when feasible.

<sup>1</sup>The City Manager provided a directive to the Executive Team in May of 2009 regarding an "Energy Policy for Facilities Operations" that required all

*thermostats to be adjusted to maintain the best possible comfort levels for all employees with the following recommendations:*

*Summer: 74-76 degrees (occupied); 84-86 degrees (unoccupied)*

*Winter: 68-70 degrees (occupied); 58-60 degrees (unoccupied)*

<sup>2</sup>*Energy Star is an international standard for energy efficient consumer products originated in the United States of America. Devices carrying the Energy the Energy Star logo, such as computer products and peripherals, kitchen appliances, buildings and other products, generally use 20 to 30% less energy than required by federal standards.*

<sup>3</sup>*VOC (volatile organic compound) refers to organic chemical compounds which can affect the environment and human health.*

<sup>4</sup>*The NuRide service is free for commuters to use and is being sponsored by the City of San Antonio, USAA and dozens of other San Antonio businesses. Using NuRide is considered an incidental use of the City's computer system and is allowable under City policy. City employees can sign up today for NuRide at [www.nuride.com](http://www.nuride.com) and use promo code "COSA2010" to immediately get 1,000 points toward any reward, including \$5 off H-E-B groceries, a free hand-made milkshake from Cheesy Jane's, a free popcorn at Santikos Theaters or dozens of other valuable rewards.*

<sup>5</sup>*All City of San Antonio employees can ride VIA buses and streetcars free just by showing the VIA operator your employee I.D. with VIA EZ Rider sticker. The free rides are valid on any mainline bus or streetcar, anytime, to go anywhere. Call Human Resources Customer Service at (210) 207-8705 if you have questions regarding these stickers. (Free rides do not apply to special Event, VIAtrans or Starlight Service)*

<sup>6</sup>*Energy efficient driving includes such habits as:*

- Drive at posted speed limits. This is a tip that may save a life as well as fuel. EPA estimates a 10 to 15 percent improvement in fuel economy by driving 55 instead of 65 mph. On the highway, use cruise control whenever possible.*
- Accelerate smoothly and brake gradually. Jackrabbit starts waste fuel.*
- Don't be an aggressive driver. Time studies show that fast starts, weaving in and out of traffic and accelerating to and from a stop sign or traffic light don't save much time but do waste fuel and wear out car components such as brakes and tires faster.*
- Don't idle for more than 30 seconds. Today's engines don't need to be warmed up. Prolonged idling creates excess emissions and wastes fuel. Start the car and immediately drive away.*
- Don't drive at higher speeds with windows wide open. It decreases vehicle aerodynamics on highways and lowers fuel economy.*

## **SUPPORT DOCUMENTATION**

**AD 9.1 Recycling Participation, 06-01-09**

**AD 9.2 Environmentally Preferred Purchasing Policy  
04-02-10**

**Fleet Environmental Acquisition Policy, Ordinance  
2010-01-15-0335, 04-15-10**

**Green Events Certification, Ordinance  
2010-04-08-0303, 04-08-10**

**Mayor's Sustainable Building Task Force, Ordinance  
2009-03-12-0179, 03-12-10**

**City of San Antonio Drought Operations Plan**

**City of San Antonio Air Quality Health Alert Plan**

**City of San Antonio Energy Efficiency Plan**

**Aviation Teleconferencing Plan**

**Mission Verde Plan, 02-04-10**

**Energy Policy for Facility Operations, 05-04-09**

**AD 9.1 Recycling Participation, 06-01-09**

# CITY OF SAN ANTONIO



<b>Administrative Directive</b>	AD 9.1 Recycling Participation
<b>Procedural Guidelines</b>	Guidelines to increase recycling participation by City employees and tenants in City Facilities.
<b>Department/Division</b>	Solid Waste Management
<b>Effective Date</b>	June 1, 2009
<b>Project Manager</b>	David Newman, Assistant Director

## Purpose

This Administrative Directive defines and provides guidelines for recycling of materials in City of San Antonio facilities by City of San Antonio employees and City of San Antonio facility tenants.

## Policy

City employees generate and discard waste paper, soda cans, plastic bottles, and other potentially recyclable commodities while performing their work activities at City facilities. It is the policy of the City to promote the recycling of commodities by City employees while at a City facility and tenants of City facilities conducting their business in that City facility. Increasing recycling by City employees and City facility tenants is expected to reduce waste disposed of at a landfill, reduce disposal costs, and increase recycling revenue.

## Policy Applies To

<input type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Current Temporary Employees
<input checked="" type="checkbox"/> Current Full-Time Employees	<input checked="" type="checkbox"/> Current Volunteers
<input checked="" type="checkbox"/> Current Part-Time Employees	<input checked="" type="checkbox"/> Current Grant-Funded Employees
<input checked="" type="checkbox"/> Current Paid and Unpaid Interns	<input checked="" type="checkbox"/> Police and Fire Academy Trainees
<input checked="" type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

## Definitions

<b><u>ADMINISTRATIVE DIRECTIVE</u></b>	City of San Antonio document used to convey the City's governance on policies and procedures.
<b><u>CITY EMPLOYEE</u></b>	A City of San Antonio employee, including civilian employees and uniformed employees.
<b><u>CITY FACILITY</u></b>	A building owned by the City of San Antonio or leased to the City of San Antonio and where City Employees meet to conduct their normal and typical work activities.

<b><u>FACILITY TENANT</u></b>	An individual, business, partnership or other recognized business entity contractually bound to the City of San Antonio so as to operate within a City-owned structure in return for payment to the City of San Antonio in the form of cash or in-kind services. Typical facility tenants include lessees, delegate agencies, non-profits, and contractors.
<b><u>RECYCLE / RECYCLING</u></b>	Separating clean commodities [e.g., paper, glass, aluminum cans, metal cans, cardboard, and plastics] from the waste stream and placing these commodities into a designated receptacle for transport to the materials recovery facility, i.e., recycling facility, where these commodities are processed and sold.
<b><u>COMMODITIES</u></b>	Consumable items whose physical characteristics allow the item to be reused and are identified as acceptable recycling material for the Solid Waste Management Department's Recycling Program. These items include various paper fibers such as: office paper, junk mail, cardboard, magazines, newspapers, and phone books; clean food and beverage containers such as: glass bottles and jars, aluminum and metal cans, and plastic containers with the recycling logo and the numbers #1 through #7.
<b><u>GARBAGE</u></b>	Spent, unwanted and/or discarded materials to be disposed of at a sanitary landfill, including: soiled food containers, liquid saturated paper products, and other debris.
<b>Policy Guidelines</b>	
<b><u>General Guidelines:</u></b>	<ul style="list-style-type: none"> <li><b>A.</b> City employees shall recycle clean commodities while in a City Facility.</li> <li><b>B.</b> Customers, guests, visitors, etc. should be encouraged to recycle while visiting a City facility.</li> <li><b>C.</b> Soiled recycling commodities must be rinsed clean prior to placing the commodity into the recycling receptacle. Soiled commodities that cannot be rinsed clean by minimal effort are allowed to be disposed of as garbage</li> <li><b>D.</b> Clean recycling commodities shall be placed into recycling receptacles and not into trash receptacles.</li> <li><b>E.</b> Under no circumstances shall City Employees place garbage into the recycling receptacles.</li> </ul>
<b>Roles &amp; Responsibilities</b>	
<b><u>All Employees</u></b>	Employees shall follow this Administrative Directive during their work shift at a City Facility.

<p><b><u>Departments</u></b></p>	<p><b>A.</b> Departments shall support and maximize all recycling efforts within their department and with their contractors, vendors, and delegate agencies, as appropriate.</p> <p><b>B.</b> Each Department shall designate at least one individual as their Departmental Recycling Coordinator that, in addition to their normal work duties, shall promote recycling and monitor their department's recycling outputs.</p> <p><b>C.</b> Departments shall ensure that each City-owned facility has convenient recycling receptacles, including desk-side bins, bins for common areas, and larger containers, as necessary.</p> <p><b>D.</b> Departments shall ensure that each City-owned facility officing City Employees has recycling service either provided by the Solid Waste Management Department, a City annual Contract, or a third-party.</p> <p><b>E.</b> Departments shall ensure that employees working in non-City owned facilities are provided convenient opportunities to recycle their commodities.</p> <p><b>F.</b> Departments with existing leases of City-owned facilities shall coordinate with the occupant of their facility and encourage the occupant to recycle their commodities.</p> <p><b>G.</b> Departments executing new leases of City facilities shall request that the tenant, recycle their commodities.</p> <p><b>H.</b> Departments shall ensure that information on how and what to recycle is openly posted and available for everyone to view.</p> <p><b>I.</b> Departments shall ensure that employees read this Administrative Directive and sign an acknowledgement form.</p>
<p><b>Attachments</b></p>	
<p><u>N/A</u></p>	

Information and/or clarification may be obtained by contacting the Solid Waste Management Dept. at 207-6428.

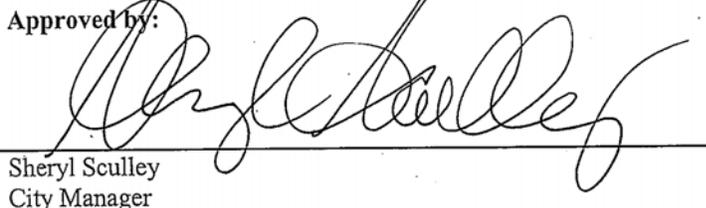
  
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 David W. McCary  
 Solid Waste Management Director

5/15/09  
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 Date

Approved by:

  
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 Frances Gonzalez  
 Assistant City Manager

5/19/09  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Sheryl Sculley  
 City Manager

5-21-09  
 \_\_\_\_\_  
 Date

**AD 9.2 Environmentally Preferred Purchasing Policy**  
**04-02-10**

# CITY OF SAN ANTONIO



<b>Administrative Directive</b>	<b>A.D. 9.2 Environmentally Preferred Purchasing Policy</b>
<b>Procedural Guidelines</b>	Guidelines for establishing environmentally preferred practices for all City departments.
<b>Department/Division</b>	Purchasing and General Services
<b>Effective Date</b>	April 2, 2010
<b>Project Manager</b>	Melissa Galvan, Executive Assistant Purchasing and General Services

## Purpose

The purpose of this Administrative Directive (A.D.) is to provide City of San Antonio employees with rules and guidelines for environmentally-friendly purchasing and acquisition practices in order to minimize environmental impacts relating to our work that shall serve as a guide for official activities.

## Policy

Employees of the City of San Antonio shall conduct all official activities in an energy and resource-efficient manner, in accordance with the rules and guidelines set forth in the Environmentally Preferred Purchasing Policy (EPPP—Attachment A). Further, all City activities will be conducted in a manner that safeguards taxpayer funds, promotes sustainable practices, and fosters market demand for environmentally-friendly products and services.

## Policy Applies To

<input type="checkbox"/> External & Internal Applicants	<input checked="" type="checkbox"/> Current Temporary Employees
<input checked="" type="checkbox"/> Current Full-Time Employees (Classified & Unclassified)	<input checked="" type="checkbox"/> Current Volunteers
<input checked="" type="checkbox"/> Current Part-Time Employees	<input checked="" type="checkbox"/> Current Grant-Funded Employees
<input checked="" type="checkbox"/> Current Paid and Unpaid Interns	<input checked="" type="checkbox"/> Police and Fire Academy Trainees
<input checked="" type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

## Definitions

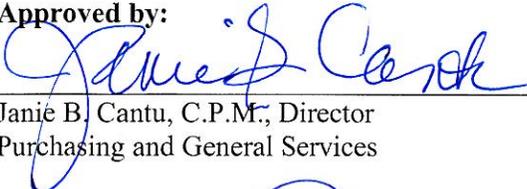
<b><u>Administrative Directive</u></b>	City of San Antonio document used to convey the City's governance on policies and procedures.
<b><u>Alternative Fuel</u></b>	Non-petroleum-based fuels that are made from bio-based or other unconventional methods, including biodiesel, ethanol, compressed natural gas, and other approved alternatives.
<b><u>City Employee</u></b>	A City of San Antonio employee, including civilian employees and uniformed employees.

<b><u>City Facility</u></b>	A building owned by the City of San Antonio or leased to the City of San Antonio and where City Employees meet to conduct their normal and typical work activities.
<b><u>City Tenant</u></b>	An individual, business, partnership or other recognized business entity contractually bound to the City of San Antonio so as to operate within a City-owned structure in return for payment to the City of San Antonio in the form of cash or in-kind services. Typical facility tenants include lessees, delegate agencies, non-profits, and contractors.
<b><u>Energy Star</u></b>	Energy Star certified appliances or products, as approved by the US Environmental Protection Agency and Department of Energy.
<b><u>Environmental</u></b>	The environmental aspects of internal department operations and activities, including those aspects related to purchasing, energy, and transportation functions.
<b><u>Greenhouse Gas</u></b>	Carbon dioxide, methane, nitrous oxide, hydro fluorocarbons, per fluorocarbons, and sulfur hexafluoride.
<b><u>Life-Cycle Cost</u></b>	The entire life-cycle of a product, project, or measure is taken into consideration as a measure of fiscal considerations.
<b><u>Recycling</u></b>	Separating clean commodities [e.g., paper, glass, aluminum cans, metal cans, cardboard, and plastics] from the waste stream and placing these commodities into a designated receptacle for transport to the materials recovery facility, i.e., recycling facility, where these commodities are processed and sold.
<b><u>Sustainable</u></b>	Operating conditions which encourage the use of present resources with the needs of future generations in mind. This includes the triple-bottom-line of social, economic, and environmental responsibility.
<b><u>Sustainability Task Force (STF)</u></b>	The City of San Antonio's internal task force related to environmental policies and strategies. It consists of departmental and executive leadership and convenes regularly to discuss policy recommendations and strategies to facilitate sustainable operations within the City.
<b>Policy Guidelines</b>	
<b><u>Guidance</u></b>	This Environmentally Preferred Purchasing Policy and subsequent environmental Administrative Directives shall serve as the official guide for all City purchasing and acquisition procedures.

<b>Roles &amp; Responsibilities</b>	
<b><u>Departments</u></b>	Each department Director will review this policy and provide department employees, volunteers, and interns with print or electronic access to it. It is the responsibility of the Department Directors to make their employees aware of the identity of the designated spokesperson(s) for their department. (Specific departmental provisions are described in detail in the EPPP).
<b><u>Sustainability Task Force</u></b>	The Sustainability Task Force will review and provide support for this Administrative Directive.
<b><u>Employees</u></b>	Employees are expected to review and comply with the policies listed here as they relate to their specific duties.
<b><u>Office of Environmental Policy</u></b>	Responsible for providing educational and technical assistance. This includes reviewing the status of purchasing policies; assisting in the presentation of policy items to the Sustainability Task Force; and providing outreach to affected departments where necessary.
<b><u>Office of Management and Budget</u></b>	Responsible, along with the Director of the Office of Environmental Policy, to oversee the appropriate budgetary concerns of enforcing this order; perform periodic evaluations of its progress; and offer guidance about the fiscal viability of future purchasing policies.
<b>Attachments</b>	
<b><u>Attachment A</u></b>	Environmentally Preferred Purchasing Policy
<b><u>Attachment B</u></b>	Acknowledgement Form

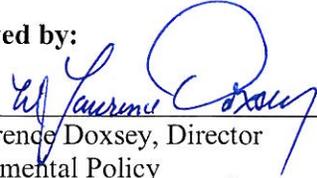
This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Office of Environmental Policy or the Purchasing and General Services Department.

Approved by:

  
\_\_\_\_\_  
Janie B. Cantu, C.P.M., Director  
Purchasing and General Services

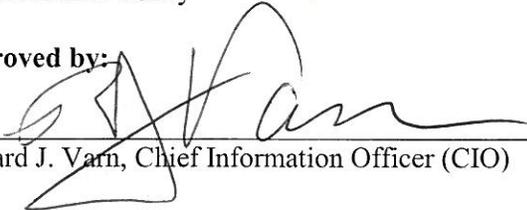
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Date

Approved by:

  
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W. Laurence Doxsey, Director  
Environmental Policy

4/2/10  
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Date

Approved by:

  
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Richard J. Varn, Chief Information Officer (CIO)

4/6/2010  
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Date

Approved by:

  
\_\_\_\_\_  
Penny Postoak Ferguson  
Assistant City Manager

4/10/2010  
\_\_\_\_\_  
Date

Approved by:

  
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Sheryl Sculley  
City Manager

4-10-10  
\_\_\_\_\_  
Date

**CITY OF SAN ANTONIO**  
**Environmentally Preferred Purchasing Guidelines**  
**(Attachment A)**

**April, 2010**

**1. Purpose**

Environmentally preferred purchasing means products or services that have a reduced effect on human health and the environment when compared to competing products or services that serve the same purpose. Environmentally preferred purchasing considers both cost and the environmental impacts of a product or service.

The success of an environmentally preferred purchasing program is dependent on the collective effort and commitment of all City staff that is involved with the procurement of goods and services.

The purpose of this policy is to support the purchase of recycled and environmentally preferred products in order to minimize environmental impacts relating to our work. The Purchasing and General Services Department recognizes our employees can make a difference in favor of environmental quality. The aim of the Environmentally Preferred Purchasing Policy is to prompt all City staff involved in the procurement of goods and services to use environmental responsibility as a factor in their purchasing decisions. The Environmentally Preferred Policy will address:

- Office supplies/equipment
- Cleaning and landscaping supplies
- Water and Energy conservation products
- Printing and mail supplies, including paper products
- Other i.e., Food Service Contracts, Meeting Facility Standards

These preferred products will be purchased using the guidance and certification of the following organizations:

- The United States Environmental Protection Agency (USEPA)
- Green Seal
- Energy Star
- The United States Department of Agriculture (USDA)
- Electronic Products Environmental Assessment Tool (EPEAT)
- Forest Stewardship Council (FSC)

**2. Definitions**

"Recycling" means the processing of used or waste material so that it can be used again, instead of being wasted.

"Contractor" means any person, group of persons, consultant, designing architect, association, partnership, corporation, or other business entity that has a contract with the City of San Antonio (including suppliers) or serves in a subcontracting capacity with an entity having a contract with the City of San Antonio for the provision of goods or services.

"Designated products" means recycled and environmentally preferable products and materials designated by the Purchasing department and all City departments pursuant to this policy.

"Environmentally preferred products" means products that have a lesser or reduced effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

"Minimum content standards" means standards maintained by the Purchasing Agency and the respected department specifying the minimum level of recovered material and/or post-consumer material necessary for designated products to qualify as recycled products.

"Post-consumer material" means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. "Post-consumer material" is a part of the broader category of "recovered material".

"Practicable" means satisfactory in performance and available at a fair and reasonable price.

"Price-preference" means a percentage of increase in price the City of San Antonio will pay to obtain a designated product.

"Recovered material" means waste material and by-products which have been recovered or diverted from solid waste, but do not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

"Recycled paper" means paper meeting the City of San Antonio's minimum 30% post consumer recycled content.

"Recycled product" means a product manufactured using recovered material and meeting the City of San Antonio's Minimum Recycled Content Standards.

### **3. Policy**

The City shall acquire its goods and services in a manner that complies with federal, state, city laws and other requirements (e.g. city resolutions). The City shall purchase and use materials, products and services which are fiscally responsible, reduce resource consumption and waste, promote opportunities to lesser advantaged segments of the community, perform adequately and promote human health and well-being.

Environmental factors to be considered in selecting products with provisions about specific chemicals, e.g. avoiding VOCs or harsh solvents/abrasives when possible to include:

- Goods and services which can be manufactured, used and disposed of in an environmentally responsible way
- Manufactured with a high recycled content
- Recycled or reused
- Lower energy usage/cost of operating equipment prior to purchase
- Employ suppliers that are committed to environmental improvement
- Reduced 'whole life' costs and impacts when assessing equipment

Fiscal factors to be considered include but are not limited to:

- Lowest total cost
- Leveraging City buying power
- Impact on staff time and labor
- Long-term financial/market changes
- Technological advances in a rapidly changing market

City departments shall use, where feasible, products that perform and have the least damaging/most beneficial environmental impact, including new environmentally preferred products, reusable products, recycled content and recycled products. Recognizing the City's role as a major purchaser of goods and services, the City shall seek opportunities to encourage and influence markets for environmentally preferable products through employee education, supporting pilot testing of potential new products, adopting innovative product standards and specifications and contracts, leveraging city wide buying expertise and embarking on cooperative ventures with other jurisdictions. All departments shall use and require their contractors and consultants to use, products manufactured with the maximum practicable amount of recovered material, especially post-consumer material. Several contracts have been awarded which provide energy efficiency and green products such as alternative fueled vehicles and equipment, recycled paper products and office supplies.

#### 4. Responsibilities of Each Department

Each department shall be responsible for the implementation of this policy and shall:

- A. Evaluate each recycled or environmentally preferred product to determine the extent to which the product may be practicably used by the department;
- B. Ensure that contracts issued by City departments require recycled and environmentally preferred products whenever practicable.
- C. Ensure that all printing by departments use recycled paper and bears the chasing arrow logo or other imprint identifying it as such; follow stewardship council guidelines
- D. Ensure that requests for bids and proposals issued by the City require that contractors and consultants use recycled paper and both sides of the paper sheets whenever practicable;
- E. Use both sides of paper sheets whenever practicable in printing and copying;
- F. Report total purchases of environmentally preferred, recycled and non-recycled products by department annually to the Purchasing and General Services Department and the Office of Environmental Policy;
- G. Develop, evaluate and maintain information about environmentally preferred and/or recycled products containing the maximum practical amount of recycled materials. Cross feed information to other departments/divisions when potential use of a product exists;
- H. Develop specifications used in public bidding aimed at eliminating barriers to purchasing recycled content products, such as outdated or overly stringent products specifications and specifications not related to product performance;
- I. Ensure that procurement documents issued by the department require environmentally preferred alternatives whenever practical;
- J. Educate and promote this policy through appropriate staff and maintain documentation of successes, pitfalls, changes, etc.

The Purchasing and General Services Department shall:

- Provide departments with information to facilitate their evaluation and purchase of designated products and inform them of their responsibilities under this policy;
- Revise minimum content standards as necessary to ensure that designated products contain the maximum practicable amount of recovered material and are consistent with Guidelines and regulations promulgated by the United States Environmental Protection Agency, the State of Texas, and other Federal and State agencies;
- Ensure that environmentally preferable products are designated whenever practicable;
- Work in conjunction with the Office of Environmental Policy to transmit minimum content standards to departments;
- Assign appropriate personnel to evaluate each designated product to determine the extent to which it may be practicably used by the department and its contractors;
- Seek opportunities to cooperate with other jurisdictions to enhance markets for environmentally preferred products, to obtain favorable prices and to reduce waste packaging and product by combining purchases/contracting for the same or similar precuts and promoting the use of recycled-content products, recyclable products and other environmentally preferred precuts to potential vendor to the City by publicizing their availability;
- Encourage vendors to offer alternative environmentally friendly products in their offerings to the City.
- Ensure that environmentally preferable paper products such as 35% post-consumer recycled content paper is used when providing print services to the various City departments or include FSC certification fiber to preserve forest lands made with process chlorine-free (PCF) or elemental chlorine free (ECF) pulps uncoated papers; coated papers yield very little recyclable fiber.

The Office of Environmental Policy (OEP) shall provide:

- Education and technical assistance. OEP shall develop tools for disseminating information to City staff about reusable, recycled content, recyclable and otherwise environmentally preferred products; about vendors and City contract for such products and about user groups and other opportunities to test and discuss new products.

The Purchasing and General Services Department and the Office of Environmental Policy shall coordinate with departments to collect data for performance tracking and evaluation of the City's environmentally responsible purchasing program and compile records for the purpose of producing an annual summary of the City's environmentally preferred purchasing actions and for evaluating the effectiveness of these actions in reducing the environmental impacts of City procurement.

**5. Supporting the Green Markets Initiative**

Nothing in this policy shall be construed as requiring a department to procure products that perform inadequately for their intended use or are unavailable at a reasonable price in a reasonable period of time. Nothing contained in this policy shall preclude departments from requiring recycled material content as a bid specification. However, it is strongly encouraged for departments to utilize products that are environmentally friendly, recycled, and/or beneficial to the environment. Reports from departments will provide information for summations of implementation of this policy. The report will require reasons for any non-adherence to this policy.

**Fleet Environmental Acquisition Policy, Ordinance  
2010-01-15-0335, 04-15-10**

AN ORDINANCE 2010-04-15-0335

**ESTABLISHING AND ADOPTING A VEHICLE FLEET ENVIRONMENTAL ACQUISITION POLICY, CONSISTENT WITH THE CITY OF SAN ANTONIO'S MISSION VERDE SUSTAINABILITY PLAN THAT WILL GUIDE FUTURE VEHICLE AND FUEL ACQUISITIONS FOR THE CITY'S FLEET.**

\* \* \* \* \*

**WHEREAS**, consistent with the objectives of the Mission Verde Sustainability Plan, the Office of Environmental Policy, in coordination with several other City Departments, developed a Vehicle Fleet Environmental Acquisition Policy; and

**WHEREAS**, the Vehicle Fleet Environmental Acquisition Policy is based on four key elements: Lead by Example; Improve Air Quality; Reduce Greenhouse Gas Emissions; and Reduce Dependency on Oil as a vehicle fuel; and

**WHEREAS**, this ordinance establishes and adopts a Vehicle Fleet Environmental Acquisition Policy, emission and greenhouse gas reduction targets for the year 2020, and requires the consideration of Total Cost of Ownership, as factors in the evaluation of future vehicle fleet acquisitions and fuel purchases; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

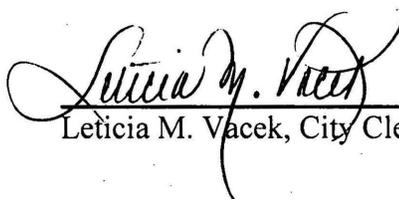
**SECTION 1.** The Vehicle Fleet Environmental Acquisition Policy, developed to support the objectives of the Mission Verde Sustainability Plan, is hereby established and adopted by the City Of San Antonio. A copy of the Vehicle Fleet Environmental Acquisition Policy is attached as **Exhibit "A"** and made a part hereof and incorporated herein for all purposes.

**SECTION 2.** This ordinance shall be effective immediately upon passage by eight or more affirmative votes; otherwise, it shall be effective on the tenth day after passage.

**PASSED and APPROVED** this 15th day of April, 2010.

  
M A Y O R  
Julián Castro

**ATTEST:**

  
\_\_\_\_\_  
Leticia M. Vacek, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
for Michael D. Bernard, City Attorney

## **CITY OF SAN ANTONIO VEHICLE FLEET ENVIRONMENTAL ACQUISITION POLICY**

### **Policy Statement: Sustainability**

We live in a world of volatile energy prices, increasingly scarce resources, vigorous world competition and technological innovation. Such rapid changes touch the lives of every San Antonian. How we respond to these changes will define us as a city and determine the quality of our lives and our economic fate.

The Mission Verde Sustainability Plan, adopted by Resolution of the City Council on February 4, 2010, is based on a simple principle: in meeting our needs today we cannot compromise the ability of future generations of San Antonians to meet their needs. This is sustainability.

By adopting Mission Verde, the City Council has directed the establishment of environmental sustainability initiatives and policies for the City of San Antonio.

This Vehicle Fleet Environmental Acquisition Policy is consistent with the mandate in the Mission Verde Sustainability Plan to have the City lead by example and will consider, when appropriate, the total cost of ownership of all City vehicles prior to acquisition by factoring in improved air quality, reductions in greenhouse gas emissions and the use of alternate fuel sources to decrease our dependency on oil instead of considering only the upfront cost of a vehicle.

Using this policy, it is anticipated that initially vehicle acquisition costs will rise, but over the life of the vehicle the City will realize both tangible savings in lower maintenance costs and decreased cost of fuel, and intangible savings by improving the air quality for the City.

The components of this policy, including but not limited to total cost of ownership of the vehicle and the consideration of environmental sustainability factors, will be used to develop specifications, to the extent possible, for the City's solicitation documents and for vehicle selection when using cooperative purchasing contracts.

This Vehicle Fleet Acquisition Policy provides a framework for future fleet acquisitions, addresses environmental strategy, and promotes the use of alternative fuels. The goal of this policy is to help improve air quality in San Antonio, reduce greenhouse gas emissions and reduce dependency on the use of oil as the fuel source for vehicles.

### **Background:**

As part of the FY 2010 Budget Development Process completed in the summer of 2009, City staff recommended and planned for the development of a Comprehensive Fleet Study. The City's team working on this effort was led by the Office of Innovation and

Reform within the City's Budget Office, and included members from the Office of Environmental Policy, Fleet Operations Department and Finance Department. This team has developed a Vehicle Fleet Acquisition Policy that targets the reduction of greenhouse gas emissions and air quality gas emissions through selective acquisitions of vehicles for the City fleet.

A regional air quality emissions inventory and analysis was performed by the Alamo Area Council of Governments in 2005 which provided an overview of greenhouse gas emissions and set a baseline for targeted future reductions. In 2009 an update to the study identified greenhouse gas and air quality "smog" emission sources and identified the City's vehicular impact on regional air quality.

The City currently has over 4,400 units in its motorized vehicle fleet consisting of police cruisers, sedans, trucks and heavy equipment such as street paving machines. Although the City vehicle fleet represents only a small percentage of vehicles in Bexar County (approximately one third of one percent of registered vehicles) producing a relatively small amount of vehicle related air quality emissions (less than one half of one percent), the City will lead by example consistent with the Mission Verde Sustainability Plan.

**Policy Goals:**

This policy is guided by five goals:

1) Use "Total Cost of Ownership" analysis to establish bid specifications for vehicle acquisitions.

A Total Cost of Ownership analysis is composed of elements to be considered in addition to the initial cost of a vehicle and will give weight to the other factors and goals of the policy. These factors may include total fuel costs over the lifespan of the vehicle, maintenance and repair costs, as well as resale value. Additionally, the Total Cost of Ownership analysis has the ability to account for the City's sustainability leadership, increased use of alternate fuel, reductions in greenhouse gas emissions, increases in air quality though reductions in air quality gas emissions, and minimizing the operational impact on the vehicle operator, all within the future fiscal constraints and realities, while maintaining the ability to fully support City operations and services.

2) Reduce Greenhouse Gas Emissions.

Gases that trap heat in the atmosphere which contribute to potential climate change are often called greenhouse gases. Some greenhouse gases such as carbon dioxide occur naturally and are emitted to the atmosphere through natural processes and human activities. Other greenhouse gases (e.g., fluorinated gases) are created and emitted solely through human activities. The principal greenhouse gases that enter the atmosphere because of human activities are:

Carbon Dioxide (CO<sub>2</sub>): Carbon dioxide enters the atmosphere through the burning of fossil fuels (oil, natural gas, and coal), solid waste, trees and wood products, and also as a result of other chemical reactions (e.g., manufacture of cement). Carbon dioxide is also removed from the atmosphere (or "sequestered") when it is absorbed by plants as part of the biological carbon cycle.

Methane (CH<sub>4</sub>): Methane is emitted during the production and transport of coal, natural gas, and oil. Methane emissions also result from livestock and other agricultural practices and by the decay of organic waste in municipal solid waste landfills.

Nitrous Oxide (N<sub>2</sub>O): Nitrous oxide is emitted during agricultural and industrial activities, as well as during combustion of fossil fuels and solid waste.

Fluorinated Gases: Hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride are synthetic, powerful greenhouse gases that are emitted from a variety of industrial processes.

This Policy establishes a greenhouse gas emissions reduction target of 17% below 2005 levels by 2020. According to the AACOG Inventory Report, in 2005 the level of CO<sub>2</sub>, a representative greenhouse gas, directly attributable to City vehicles was 41,147 metric tons. A 17% reduction in these levels will result in a CO<sub>2</sub> emission level attributable to City vehicles of 34,142 metric tons by 2020.

### 3) Improve Air Quality.

Air quality is affected by emissions of pollutants from vehicles and other sources and is commonly referred to as 'ozone' or 'smog'. Ozone (O<sub>3</sub>) is found in two layers of the atmosphere, the stratosphere and the troposphere. In the stratosphere (the atmospheric layer 7 to 10 miles or more above the earth's surface) ozone is a natural form of oxygen that provides a protective layer shielding the earth from ultraviolet radiation. In the troposphere (the layer extending up 7 to 10 miles from the earth's surface), ozone is a chemical oxidant and major component of photochemical smog. Ozone in the troposphere is produced through complex chemical reactions of nitrogen oxides, which are among the primary pollutants emitted by combustion sources; hydrocarbons, released into the atmosphere through the combustion, handling and processing of petroleum products; and sunlight.

Ground-level or "bad" ozone is not emitted directly into the air, but is created by chemical reactions between oxides of nitrogen (NO<sub>x</sub>) and volatile organic compounds (VOC) in the presence of sunlight. Emissions from industrial facilities and electric utilities, motor vehicle exhaust, gasoline vapors, and chemical solvents are some of the major sources of NO<sub>x</sub> and VOC. A VOC is any organic compound that participates in atmospheric photochemical reactions except those designated by EPA as having negligible photochemical reactivity.

This Policy will improve air quality in San Antonio and establishes an air quality gas emissions reduction target of 30% below 2009 levels by 2020 to support regional Air Quality Attainment status and help the region to remain in compliance with federal air quality standards. According to the AACOG Inventory Report, in 2009 the level of nitrogen oxides (NO<sub>x</sub>), a representative air quality emission, directly attributable to City vehicles was 156.35 tons. A 30% reduction in these levels will result in an air quality gas emission level attributable to City vehicles of 109.45 tons by 2020.

4) Reduce Dependency on Oil, increase alternative fuel options for the City's fleet and reduce fuel usage.

Alternative vehicle fuels include biodiesel, electricity, ethanol, hydrogen, natural gas and propane. A number of City vehicles currently use alternative fuels.

This Policy will increase the use of alternative fuels by increasing the number of City vehicles capable of utilizing those fuels, increase the purchase of alternative fuels by the City and developing the infrastructure for new alternative fuel sources. This Policy will consider the use of additional and innovative fuel sources for use by all City vehicles when appropriate and consistent with the vehicle's intended use.

5) Leverage grant and other opportunities to help in funding Policy initiatives.

This Policy will insure that the City actively seek and apply for grant and rebate programs at all levels to assist in funding the incremental costs for vehicles, develop new or improved infrastructure and increase the use of alternative fuels.

#### **Implementation:**

This Policy will be continually updated and evaluated as new products and technologies become available that will have a greater impact on the environment and lead to increased sustainability.

Initially, this policy will be implemented in two phases:

Phase I - includes the FY 2010 purchase of all Hybrid sedan non-emergency vehicles within an upcoming sedan procurement. This phase also includes a pilot program to use an Ethanol (E85) fuel blend for selected flex fuel vehicles and the purchase of propane trucks.

Phase II - will include the annual evaluation of acquisitions strategy as part of the budget development process. In addition, this phase will include city-wide conversion to Ethanol (E10) fuel blend for all traditional gasoline vehicles.

The Fleet Environmental Acquisition Policy is one of three components being evaluated as part of the Comprehensive Fleet Study being conducted by the Innovation and Reform unit within the City's Budget Office. The three components of the study include this Fleet

Environmental Acquisition Policy, a financial review of the budgeting and vehicle replacement process, and a vehicle utilization study.

A combination of strategies will be required for the City to attain its goal by 2020 of greenhouse gas emissions that are 17% below 2005 levels and air quality emissions that are 30% below 2009 levels.

This Vehicle Fleet Acquisition Policy provides a framework for future fleet acquisitions, addresses environmental strategy, and promotes the use of alternative fuels. The goal of this policy is to help improve air quality in San Antonio, reduce greenhouse gas emissions and reduce dependency on the use of oil as the fuel source for vehicles.

**Green Events Certification, Ordinance  
2010-04-08-0303, 04-08-10**

AN ORDINANCE 2010-04-08-0303

AMENDING CHAPTER 26 OF THE CITY CODE OF THE  
CITY OF SAN ANTONIO, TEXAS RELATING TO  
POLLUTION CONTROL TO PROVIDE FOR GREEN  
EVENTS CERTIFICATION, PROVIDING FOR A  
PENALTY, PUBLICATION AND AN EFFECTIVE DATE.

\* \* \* \* \*

**WHEREAS**, consistent with the objectives of the Mission Verde resolution, the Office of Environmental Policy, in coordination with several other City Departments, developed a Green Events policy to target the reduction of waste, energy and materials consumption at medium and large-scale events occurring through City contracts and permits for usage of City-owned properties; and

**WHEREAS**, the City of San Antonio's Green Events Certification Program is based on four key elements: Education – ensure community event producers have the knowledge to minimize their environmental impact; Measurement – provide means to estimate environmental and economic benefits; Recognition – provide awards and encourage events to apply for awards that recognize outstanding accomplishments; and Regulation – create a requisite baseline level of achievement from events needing City permits and/or use of City property and funds; and

**WHEREAS**, this ordinance amends the City Code to require events meeting certain criteria to obtain a Green Event Certification whereby event organizers will be required to complete a Green Event Scorecard for submittal along with each City reservation contract or permit; the scorecard will contain the various “green” measures and practices that event organizers can implement to obtain certification; provides that event venues can apply for listing as certified green event facilities; provides for exceptions; allows non-mandated events to voluntarily obtain a Green Events Certification; and establishes a fee for events that choose to purchase a Green Event Certification in lieu of implementing “green” practices; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** Chapter 26, Pollution Control, of the City Code of the City of San Antonio is hereby amended by adding the language as underlined below as a new Article III to read as follows:

**Article III Green Events Certification**

**Sec. 26-30. Definitions.**

For this article, the following definitions shall apply, unless the context clearly indicates otherwise:

Certification holder shall mean a person issued a Green Event certification pursuant to this article.

City manager shall mean the city manager of the City of San Antonio or designated representative.

City owned property shall mean all facilities, parks, and other real property owned or controlled by the City of San Antonio.

Director shall mean the Director of the Office of Environmental Policy or designated representative.

Event shall mean any organized gathering of individuals.

Green Event Certification shall mean an event that has received certification as green because of the resource conservation measures that will be employed during the event and the subsequent reduction of waste, energy and materials consumption.

Green Event Facility shall mean a building or facility that has been previously certified by design and best management practices as a Green Event compliant venue. If the building or facility capacity is under 2,000 occupants a certification level of 'Silver' or higher is required. If the building or facility capacity is 2,000 or more occupants, a certification level of 'Gold' or higher is required.

Green Event Scorecard shall mean the listing of measures that an event can utilize to obtain the various levels of compliance with this article, as developed and maintained by the OEP. Each measure is assigned a number of points that can be combined toward achieving a certification level of Silver, Gold, Platinum, and Verde.

Large scale event shall mean an event with a total of two thousand or more participants and support personnel.

Medium scale event shall mean an event with a total of one thousand or more, but less than two thousand, participants and support personnel.

Mission Verde shall mean the sustainability resolution adopted and endorsed by the City of San Antonio.

OEP shall mean the Office of Environmental Policy of the City of San Antonio.

Organize shall mean to arrange systematically as an individual or with a committee or group for harmonious or united action.

Person shall mean an individual, corporation (including a government corporation) organization, governmental subdivision or agency, federal agency, state, political subdivision of a state, interstate agency or body, business or business trust, partnership, association, firm, company, joint stock company, commission, or any other legal entity.

**Sec. 26-31. Green Event Certification Required.**

(1) No person shall organize any medium or large scale event on City owned property or requiring a right of way permit without having first obtained a Green Event Certification. No

person shall organize any medium or large scale event receiving City funding or sponsorship which is valued at half or greater of the total event costs without having first obtained a Green Event Certification.

(2) All medium scale events at City owned property or requiring a right of way permit must obtain a certification of 'Silver' or higher. All large scale events at City owned property or requiring a right of way permit must obtain a certification of 'Gold' or higher. Events receiving City sponsorship which is valued at half or greater of the total event costs must obtain a certification of 'Platinum' or higher.

(3) Event venues can apply to the Director for listing as certified green event facilities. Event organizers that are using the green event certified facilities would not need to complete the scorecard unless they wish to be recognized for higher levels of certification than the event facility includes.

**Sec. 26-32. Exceptions.** This article shall not apply to:

- (1) Events with less than a total of one thousand participants and support personnel; or
- (2) Events and parades not providing or including food or beverages as a part of the event; or
- (3) Events held on City owned property that is managed or operated for the City under a third party lease; or
- (4) Any event held at a Green Certified Facility; or
- (5) Any event that is held on private property and the event is not receiving City funding or sponsorship which is valued at half or greater of the total event costs.

**Sec. 26-33. Standards for Issuance of Certification.**

(1) The City shall uniformly treat each application in a just, fair, and nondiscriminatory manner bearing in mind that the objective of the green events policy is to target the reduction of waste, energy and materials consumption at events.

(2) A 'Green Events Planning Guide' shall be developed by the OEP and outline how to organize and coordinate a certifiable green event. The guide shall describe how to minimize and offset the impact of an event.

(3) The event organizers will complete a 'Green Events Scorecard' which shall be made available by the relevant City department controlling the facility, issuing the permit, or providing funding or sponsorship which is valued at half or greater of the total event costs. The 'Green Events Scorecard' will be submitted along with each city contract, permit application, or as otherwise required for events covered by the ordinance. The 'Green Events Scorecard' shall contain the various measures and practices available to qualify for the required point standards needed for certification for the applicable event.

(4) Event organizers will have the opportunity to purchase necessary certification points from OEP by contributing to the "Mission Verde Offset Fund". Proceeds from the fund will go towards local environmental activities. The "Mission Verde Offset Fund" fees are \$55.00 per point for medium scale events and \$75.00 per point for large scale events. These amounts may be changed to fit future needs to reinforce effectiveness of this ordinance. For example, an event

with 15,000 participants that requires a Gold rating and chooses to do none of the scorecard items can pay an offset cost of \$4,500.00 to the "Mission Verde Offset Fund" to pay for local environmental activities such as tree plantings or energy conservation programs.

(5) Non-mandated events can voluntarily complete and submit a 'Green Events Scorecard' to the OEP and contribute to the "Mission Verde Offset Fund" to purchase points needed for certification or to voluntarily provide support for local environmental programs. All events completing a scorecard will receive a "green event" rating to use in event advertising and publications.

**Sec. 26-34. Application for Certification.**

(1) A person seeking issuance of a Green Event Certification shall complete the 'Green Events Scorecard' and file an application with the City on forms provided by the relevant department in charge of the facility, responsible for issuing the permit, or providing funding or sponsorship which is valued at half or greater of the total event costs.

(2) An application for a Green Event Certification shall be filed with the relevant department with the applicable contract or permit application.

(a) The application shall contain the following information:

- (1) The name and contact information of the person seeking to conduct the event;
- (2) Where the event is to be held for or by an entity, rather than an individual, the name, address, and telephone number of the entity and the name, address, and telephone number of the head of the entity;
- (3) Where the event is to be held by or for any person other than the applicant, documentation evidencing authority to make the application;
- (4) The name and contact information of the person who will be the event chairperson and who will be responsible for conducting the event;
- (5) The date the event will be conducted;
- (6) The location of the event;
- (7) The approximate number of persons who will participate in the event;
- (8) The time when the event will begin and end;
- (9) The purpose of the event; and

(b) Any other information which the Director finds necessary to an evaluation of the request under the standards for issuance set forth in section 26-33. If any of the above required information is included on the standard application form for the permit or contract required by the relevant City department or otherwise filed and available to the City for enforcement of this ordinance, the information does not have to be duplicated for the 'Green Event Scorecard.'

**Sec. 26-35. Notice of Rejection; Appeal.**

(1) The relevant City department shall act upon the application for a certification within five (5) calendar days after it has been filed with the required permit application or contract. If the relevant City department does not approve the application, they shall mail, by e-mail if an address is provided, or by certified mail/return receipt requested, to the applicant, within ten (10)

calendar days after the date upon which the application was filed, a notice of their action, stating the reason for the denial of a permit.

(2) The applicant shall have the right to appeal a denial of a certification to the Director by filing notice of appeal with the City Clerk within seven (7) calendar days after receipt of the notice provided above. The appeal shall be heard within ten (10) calendar days of the filing of the appeal. The Director or the Director's designee shall hear the appeal as soon as practicable. The decision of the Director or the designee is final.

**Sec 26-36. Duties and Costs to be Paid by Certification Holder.**

(1) Each certification holder shall comply with all requirements of this article, the 'Green Event Scorecard', the certification directions and conditions, the requirements of the contract or permit issued by the relevant department and with all applicable laws and ordinances. The certification holder shall attest no later than thirty days after the event is completed that they have complied with all the measures on the 'Green Events Scorecard' which they proposed to implement to obtain the certification.

(2) The Director shall create written standard procedures to be used by relevant City departments for issuance of certifications, enforcement, and the evaluation and assessment of facilities and events in conformity with this section. City staff will conduct periodic random checks of events that have received certification to verify compliance with this article.

(3) If an applicant owes fees not timely paid in connection with an event previously approved and conducted, the applicant shall, prior to approval of the application for a certification pay these fees.

**Sec 26-37. Revocation of Certification.**

The Director shall have the authority to revoke a certification issued pursuant to this article when the conditions supporting the findings made by the relevant City department pursuant to section 26-33 change in such a way, prior to the date on which the event is to be held, that a certification would not otherwise be issued.

**Sec 26-38. Penalty for Violation.**

The violation of any of the rules and regulations set forth in this article is hereby declared to be unlawful and punishable in accordance with section 1-5.

\* \* \* \* \*

**SECTION 2.** Any person who engages in any activity specified in Section 1 above may be subject to prosecution for a Class C misdemeanor and a fine not to exceed \$500.00.

**SECTION 3.** All other provisions of Chapter 26 of the City Code of San Antonio, Texas shall remain in full force and effect unless expressly amended by this ordinance.

**SECTION 4.** Should any Article, Section, Part, Paragraph, Sentence, Phrase, Clause, or Word of this ordinance, for any reason be held illegal, inoperative, or invalid, or if any exception to or limitation upon any general provision herein contained be held to be unconstitutional or invalid or ineffective, the remainder shall, nevertheless, stand effective and valid as if it had been enacted and ordained without the portion held to be unconstitutional or invalid or ineffective.

**SECTION 5.** The City Clerk is directed to publish notice of this Ordinance in accordance with Section 17 of the Charter of the City of San Antonio. The penalty, fine or forfeiture provisions in this ordinance shall apply five days after publication.

**SECTION 6.** The publishers of the City Code of San Antonio, Texas are authorized to amend said Code to reflect the changes adopted herein and to correct typographical errors and to format and number paragraphs to conform to the existing code.

**SECTION 7.** Funds generated by this ordinance will be deposited into Fund 11001000, Internal Order 280005500002, General Ledger 4407725.

**SECTION 8.** The financial allocations in this Ordinance are subject to approval by the Chief Financial Officer (CFO), City of San Antonio. The CFO may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 9.** This ordinance shall be effective immediately upon passage by eight or more affirmative votes; otherwise, it shall be effective on the tenth day after passage. The certification requirements in this ordinance shall be required for all applicable events commencing on or after January 1, 2011.

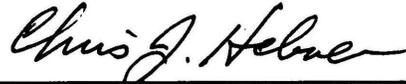
**PASSED and APPROVED** this 8th day of April, 2010.

  
M A Y O R  
Julián Castro

**ATTEST:**

  
for Leticia M. Vacek, City Clerk

**APPROVED AS TO FORM:**

  
for Michael D. Bernard, City Attorney

**Mayor's Sustainable Building Task Force, Ordinance  
2009-03-12-0179, 03-12-10**

AN ORDINANCE 2009-03-12-0179

**APPROVING AND ADOPTING THE RECOMMENDATIONS OF THE MAYOR'S SUSTAINABLE BUILDING TASK FORCE, PROVIDING FOR AMENDMENTS TO THE CITY CODE TO IMPLEMENT CERTAIN RECOMMENDATIONS, PROVIDING FOR AN EFFECTIVE DATE AND FOR SEVERANCE.**

\* \* \* \* \*

**WHEREAS**, during the 2009 State of the City Address, Mayor Phil Hardberger announced his "Mission Verde" effort to begin building a 21st Century energy infrastructure for the City of San Antonio; and

**WHEREAS**, as a component of the "Mission Verde" plan, the Mayor established a Sustainable Building Task Force, consisting of representatives from key stakeholder groups whose mission was "to develop building strategies that enhance San Antonio's capacity to experience a resilient and environmentally sensitive future, emphasizing and focused on energy and water conservation"; and

**WHEREAS**, the City of San Antonio supports the adoption and implementation of energy provisions that result in energy savings of 15% or greater than the currently adopted code in 2008 (International Energy Conservation Code (IECC) 2000 with 2001 supplement and American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) 90.1 1999), the goal of 30% energy savings in 2012 over the currently adopted code in 2008 (IECC 2000 with 2001 supplement and ASHRAE 90.1 1999), the goal of net-zero carbon by 2030 with the intent to provide flexibility to permit the use of innovative approaches and techniques to achieve the effective use of energy and to reduce greenhouse gas and ozone precursor emissions in San Antonio and which is not intended to abridge safety, health, or environmental requirements contained in other applicable codes or Ordinances; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The San Antonio City Council approves and adopts the recommendations of the Mayor's Sustainable Building Task Force as provided for in this Ordinance.

**SECTION 2.** This Ordinance shall regulate the design and construction of new buildings, building additions, or level 3 alterations as defined in the International Existing Building Code 2006 for the effective use of energy and will take effect on January 1, 2010. This Ordinance shall be publicly reviewed before March 1, 2012. After that date, it shall be reviewed, and amended as needed, every three years at a minimum. The Director, Planning and Development Services Department, shall be permitted to approve specific computer software (including at least one free, publicly-available source), worksheets, compliance manuals, and other similar materials that meet the intent of this Ordinance.

**SECTION 3.** Chapter 6, Article XV. International Energy Conservation Code, section 6-658 is amended by adding a Preamble and new sections (b) and (c), and to reflect the following changes underline indicating new.

## ARTICLE XV. INTERNATIONAL ENERGY CONSERVATION CODE

PREAMBLE: The City of San Antonio supports the adoption and implementation of energy provisions that result in energy savings of 15% or greater than the currently adopted code in 2008 (IECC 2000 with 2001 supplement and ASHRAE 90.1 1999), the goal of 30% energy savings in 2012 over the currently adopted code in 2008 (IECC 2000 with 2001 supplement and ASHRAE 90.1 1999), the goal of net-zero carbon by 2030 with the intent to provide flexibility to permit the use of innovative approaches and techniques to achieve the effective use of energy and to reduce greenhouse gas and ozone precursor emissions in San Antonio and which is not intended to abridge safety, health, or environmental requirements contained in other applicable codes or Ordinances.

The City of San Antonio approves the goals of the following recommendations of the Sustainable Building Task Force:

1. That the Planning and Development Services Department, Office of Public Utilities within Finance, and the Office of Environmental Policy coordinate with CPS Energy and San Antonio Water System (SAWS) to evaluate a new construction residential and commercial financial incentive program to include the provision of specific rebates or other incentives, with an ultimate goal of achieving net zero carbon by 2030 and be designed to reward improved performance in a scaled fashion, within the current limitations of all applicable laws and regulations.
2. That the City of San Antonio create a marketing and education awareness campaign which is a unified comprehensive community-wide outreach effort supporting an advanced sustainable buildings initiative.
3. That CPS Energy and SAWS provide existing rebate and incentive information to the City of San Antonio to coordinate and promote incentives to provide one-stop information.
4. That the Planning and Development Services Department, with assistance from the Office of Environmental Policy, provide information on sustainable building practices and incentives to encourage residential and commercial developers to exceed minimum code requirements and serve as a clearinghouse for green building information from a wide and ever-increasing variety of sources.
5. That the City of San Antonio Office of Environmental Policy coordinate education awareness with other agencies or organizations that include workshops, trainings, and seminars which will provide sustainable building practices for residential and commercial buildings that exceed minimum code requirements.
6. That the City of San Antonio evaluate the feasibility of offering a property tax exemption for new homes and tax abatement or phase-in for new commercial buildings that achieve high energy performance levels, including participation in a third party verified green rating system addressing residential and commercial building. Such considerations may include a minimum HERS score for residential buildings.

7. That the City of San Antonio evaluate the feasibility of offering an additional amount of property tax abatement or phase-in for new homes and commercial buildings that utilize on-site renewable energy.
8. That the City of San Antonio Office of Environmental Policy promote an annual San Antonio Green Leadership awards program to recognize all new residential and commercial builders, architects, and others that significantly exceed the minimum code and to post those names on the City's website and through additional public media outlets.
9. That CPS Energy and SAWS evaluate incentives and rebates to support energy and water conservation for programs that exceeds code and include such programs in a unified city-wide promotion.
10. That the City of San Antonio evaluate the feasibility of funding for incentives through the Planning and Development Services Department, which could include fast-track permitting and reimbursement of fees, within the limitations of the current enterprise organization structure.
11. That energy incentives be provided to achieve 30% or greater savings above the currently adopted energy code; and
12. That a Stakeholder Sustainable Building Committee (SSBC) be formed which consists of representatives of architectural, engineering, construction, development, green building and building code professionals. Among other duties, the SSBC would monitor the implementation of the recommendations of the Mayor's Task Force on Sustainable Buildings and meet as needed but not less often than every three years to review COSA sustainability energy policies and goals. The SSBC would measure periodic progress and recommend the establishment or modification of interim goals to attain agreed long-term goals. Interim and long-term goals would be evaluated and recommended for amendment as required on the basis of sustainable environmental and community benefits, return on investment and practical impact on the regulated community. In 2012 the interim goal would target 30% above the current code in effect in 2008 (IECC 2000 with 2001 supplement and ASHRAE 90.1 1999); incentives will increase proportionately to achieve greater savings. Finally, should the energy needs/uses of existing buildings be examined in the future, the SSBC would be charged with the responsibility to present recommendations to City Council.

**Sec. 6-658. Adoption of the International Energy Conservation Code.**

- (a) The 2000 International Energy Conservation Code with 2001 supplement is hereby adopted as the energy conservation code for the city. The 2000 International Energy Conservation Code with 2001 Supplement is incorporated herein as fully as if set out at length and three (3) copies of both have been and are now filed in the office of the city clerk for permanent record and inspection

pursuant to section 17 of the City Charter. From the date on which the article shall take effect, the provisions thereof are controlling within the limits of the city.

(b) Beginning January 1, 2010, energy usage in one-and two-family and multi-family dwellings, 3 stories or less, must achieve an efficiency rate of 15% above the current City of San Antonio energy code that was in effect in 2008 (IECC 2000 with 2001 supplement and ASHRAE 90.1 1999) by complying with any of the following options:

1. IECC 2009 (as approved and/or amended by the City of San Antonio and/or Energy Systems Laboratory (ESL)). This meets the 15% standard referenced above.
2. Energy Star Certification Compliance. This meets the 15% standard referenced above.
3. Software or energy modeling tools or prescriptive building packages approved by the City of San Antonio Building Official and/or ESL. A demonstrated passing score satisfies the 15% standard referenced above.
4. Approved compliance methods as adopted by the State of Texas and/or Energy Systems Lab (ESL). A demonstrated passing score satisfies the 15% standard referenced above.
5. Build San Antonio Green, USGBC LEED-H, or other third-party certification program that meets or exceeds the energy requirements as approved by the Code Official shall be considered in compliance. This meets the 15% standard referenced above.

(c) Beginning January 1, 2010, buildings not covered in (b) above must achieve an efficiency rate of 15% above the current City of San Antonio energy code that was in effect in 2008 (IECC 2000 with 2001 supplement and ASHRAE 90.1 1999) by complying with any of the following options:

1. COMcheck or other software as approved by Planning and Development Services based on existing codes (ASHRAE 90.1 1999 & IECC 2000 with 2001 supplements) showing 15% or above the passing score.
2. COMcheck based on ASHRAE 90.1 2007. A passing score satisfies the 15% standard referenced above.
3. COMcheck based on IECC 2009 (when IECC 2009 is available and approved by ESL). A passing score satisfies the 15% standard referenced above.
4. ASHRAE 90.1 2007 energy modeling analysis approved methods. This meets the 15% standard referenced above.

5. ASHRAE Advanced Energy Design Guidelines. This meets the 15% standard referenced above.
6. Software or energy modeling methods or prescriptive building packages as adopted by the City of San Antonio Building Official and/or ESL. A demonstrated passing score satisfies the 15% standard referenced above.
7. Approved compliance methods that meet the new energy requirements herein as adopted by the State of Texas. A demonstrated passing score satisfies the 15% standard referenced above.
8. USGBC LEED or other third-party certification program that meets or exceeds the energy requirements as approved by the Code Official shall be considered in compliance.
9. Performance rating calculations and documentation shall be in accordance with the International Building Code, "Performance Rating Method", and shall be submitted with each application for a building permit. Documentation, including calculations, shall be prepared by a registered design professional.

**SECTION 4.** Chapter 6, Article III. Building Code, is amended to reflect the following changes, underline indicating new:

**Sec. 6-37. Local Amendments to the IBC**

\*\*\*\*\*

**SECTION 1502  
DEFINITIONS**

**1502.1 General.** The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, have the meanings shown herein.

**Energy Star Certified Roof:** Applicable to 2:12 sloped roofs or less. A roof that is Energy Star certified. Energy Star is a joint program of the US Environmental Protection Agency and the Department of Energy.

\*\*\*\*\*

**SECTION 1506  
MATERIALS**

**1506.1 Scope.** The requirements set forth in this section shall apply to the application of roof-covering materials specified herein. Roof coverings shall be applied in accordance with this chapter and the manufacturer's installation instructions. Installation of roof coverings shall comply with the applicable provisions of Section 1507. Beginning January 1, 2010, Energy Star Certified roofs shall be required on all new buildings with a roof slope of 2:12 or less.

Exception: Buildings with a use classification of Group R-2, R-3, or R-4 and 3 stories or less.

**SECTION 5.** Chapter 6, Article V. Mechanical Code, is amended to reflect the following change, underline indicating new:

**Sec. 6-67. Amendments**

\*\*\*\*\*

**107.2.1 New, Altered, extended or repaired systems.** New mechanical systems and parts of existing systems, which have been altered, extended, renovated or repaired, shall be tested as prescribed herein to disclose leaks and defects. Beginning January 1, 2010, all ducts in unconditioned spaces of all new Group R-3 Residential occupancies shall be duct tested prior to covering or concealment as prescribed herein to disclose leaks and defects.

**SECTION 6.** Chapter 6, Article XIII. International Residential Code is amended to reflect the following change, underline indicating new:

**Sec. 6-631. Local Amendments to the IRC**

\*\*\*\*\*

**SECTION R109  
INSPECTIONS AND TESTING**

**R109.1 Types of inspections and tests.** For onsite construction, from time to time the building official, upon notification from the permit holder or his agent, shall make or cause to be made any necessary inspections and tests and shall approve that portion of the construction as completed or shall notify the permit holder or his or her agent wherein the same fails to comply with this code.

**R109.1.2 Plumbing, mechanical, gas and electrical systems inspections and tests.** Rough inspections of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, before fixtures or appliances are set or installed, and prior to framing inspection.

**Exception:** Back-filling of ground-source heat pump loop systems tested in accordance with Section M2105.1 prior to inspection shall be permitted.

Beginning January 1, 2010, for all one-and two-family dwellings, all ducts in unconditioned spaces shall be duct tested prior to covering or concealment to disclose leaks and defects. Tests shall be made by an independent certified RESNET energy rater or an alternate approved by the building official using objective, verifiable testing criteria and results provided to the building official. Apparatus, material and labor required for testing a mechanical system shall be furnished by the independent certified RESNET energy rater or building official approved alternate. Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with this code. The work or installation shall then be resubmitted to the building official for inspection and testing.

SECTION 7. Chapter 24, Article II. Plumbing Code, of the City Code of San Antonio, Texas, is amended to reflect the following changes, underline indicating new:

**Sec. 24-12. Amendments**

\*\*\*\*\*

**402.8 Certain Plumbing Fixtures.**

When installing gravity flush toilets, bathroom aerators, showerheads, urinals in new buildings on or after January 1, 2010, unless specifically stated otherwise, the fixtures will meet or exceed the following performance standards; and where the Environmental Protection Agency has accepted that specific plumbing fixtures by make and model, meet or exceed the WaterSense standards, such fixtures installed will be from the most current listing available at the time of installation:

- a. Gravity flush toilets shall have a maximum average water use of no more than 1.28 gallons per flush.
- b. Faucet aerators for bathrooms shall have a maximum water flow of 1.5 gallons per minute.
- c. Showerheads shall have a maximum water flow of 2.0 gallons per minute. All associated valves must be appropriate to the flows.
- d. Urinals in commercial buildings shall have a maximum water use of 0.5 gallons per flush.

\*\*\*\*\*

**609.11 Hot Water Lines.**

Buildings with a use classification of Group R-2, R-3, or R-4, as defined in the International Building Code and that are 3 stories or less without a dedicated hot-water return line with runs exceeding 20 feet between the heating element and the end use fixture shall be insulated with R-4 sleeve insulation or with materials approved by the Planning and Development Services Department (such as 5/8" foam). A dedicated return loop with an on-demand system is an acceptable alternative. Insulation will not be required to be continuous through studs.

SECTION 8. The following sections of Chapter 34, Water and Sewers, of the City Code of San Antonio, Texas, is amended to reflect the following changes, underline indicating new and strikeout deleted:

**Sec. 34-271. Definitions.**

\*\*\*\*\*

*Large property* means a tract of land or several tracts of land managed as a group such as commonly found in neighborhood common areas or medians and street setbacks commonly found associated with commercial development regardless of the number of meters or individual parcel sizes associated with the property [~~owned by a general customer~~] that equals or exceeds five (5) acres in size and has an irrigation system covering all or a portion of the property.

Large property means a tract of land or several tracts of land managed as a group such as commonly found in neighborhood common areas or medians and street setbacks commonly found associated with commercial development regardless of the number of meters or individual parcel sizes associated with the property ~~{owned by a general customer}~~ that equals or exceeds five (5) acres in size and has an irrigation system covering all or a portion of the property.

Large use property means any property that uses 1 million gallons of water or more for irrigation purposes in a single calendar year.

\*\*\*\*\*

**Sec. 34-273. Activities to be regulated on or after January 1, 2006.** is amended by the following changes to sections (1) and (2) and the addition of new sections (8), (9), and (10), as follows:

\*\*\*\*\*

- (1) ***Minimum irrigation area and flow direction.*** Newly installed irrigation systems using pop-up spray or rotor technology shall not be used in landscaped areas which have both:
- a. Dimensions less than five (5) feet in length and/or width; and,
  - b. Impervious pedestrian or vehicular traffic surfaces along two (2) or more perimeters.

Where pop-up sprays and rotor heads are allowed in newly installed irrigation systems, they:

- a. Must direct flow away from any adjacent impervious surface; and
- b. Shall not be placed within four (4) inches from an impervious surface.
- c. Irrigation systems newly installed in one-and two-family dwellings may not cover more than 10,000 square feet of landscape with spray or rotor irrigation heads. The use of drip irrigation or micro-sprays may be used to expand the coverage size upon approval of the landscape plan by SAWS.

(2) ***Annual irrigation system analysis for athletic fields, golf courses, large use and large properties.***

- a. An annual irrigation system analysis shall be required for all athletic fields, golf courses, large use and large properties and shall be submitted in writing to the San Antonio Water System Conservation Department on or before May 1st of each year ~~{, beginning on May 1, 2006}~~. Golf courses, athletic fields, and large properties that meet the definition of large use and large use properties regardless of size including residential properties must have a licensed irrigator sign-off on the annual irrigation system analysis. Golf courses, either than those utilizing recycled water for irrigation in accordance with an agreement with SAWS, shall comply with residential irrigation requirements on areas other than tee boxes, fairways and greens.

\*\*\*\*\*

**(8) Certain Plumbing Fixtures.**

When installing gravity flush toilets, bathroom aerators, showerheads, urinals in new buildings on or after January 1, 2010, unless specifically stated otherwise, the fixtures will meet or exceed the following performance standards; and where the Environmental Protection Agency has accepted that specific plumbing fixtures by make and model, meet or exceed the WaterSense standards, such fixtures installed will be from the most current listing available at the time of installation:

d. Urinals in commercial buildings shall have a maximum water use of 0.5 gallons per flush.

**(9) Coin Operated Washing Machines.**

All newly installed coin-operated washing machines including, but not limited to those that might be found in laundry-mats, apartment houses, dorms or other communal use situations shall be selected from Consortium for Energy Efficiency (CEE) that meet or exceed the most current Tier 2 water and energy standards as determined by the CEE.

**(10) Hot Water Lines.**

Buildings with a use classification of Group R-2, R-3, or R-4, as defined in the International Building Code and that are 3 stories or less without a dedicated hot-water return line with runs exceeding 20 feet between the heating element and the end use fixture shall be insulated with R-4 sleeve insulation or with materials approved by the Planning and Development Services Department (such as 5/8" foam). A dedicated return loop with an on-demand system is an acceptable alternative. Insulation will not be required to be continuous through studs.

\*\*\*\*\*

**Sec. 34-275. Landscaping regulations generally applicable on and after January 1, 2006.** is amended by the addition of a new section (6) as follows:

\*\*\*\*\*

**(6) Irrigation system use, setting and schedule recommendations.**

All irrigators installing irrigation systems permitted by the City of San Antonio shall provide to the irrigation system owner a recommended seasonal irrigation schedule and instructions on how to use the irrigation system and set the controller. Seasonal schedules provided will be approved by the SAWS Conservation Director or designee. The schedule will be affixed to the irrigation controller or an adjacent wall.

\*\*\*\*\*

**SECTION 9.** The City Council finds that the amendments to Chapter 34 of the San Antonio Municipal Code as described above are in the nature of tariff revisions to terms and conditions of water delivery service by the San Antonio Water System. Further, the City Council finds that the amendments are in the public interest; and are fair, reasonable, and non-discriminatory.

**SECTION 10.** To the extent there is a conflict with another Ordinance or provision of the City Code, this Ordinance shall supersede.

**SECTION 11.** All other provisions of the City Code of San Antonio, Texas shall remain in full force and effect unless expressly amended by this Ordinance.

**SECTION 12.** Should any Article, Section, Part, Paragraph, Sentence, Phrase, Clause, or Word of this Ordinance, for any reason be held illegal, inoperative, or invalid, or if any exception to or limitation upon any general provision herein contained be held to be unconstitutional or invalid or ineffective, the remainder shall, nevertheless, stand effective and valid as if it had been enacted and ordained without the portion held to be unconstitutional or invalid or ineffective.

**SECTION 13.** The City Clerk is directed to publish notice of this Ordinance in accordance with Section 17 of the Charter of the City of San Antonio.

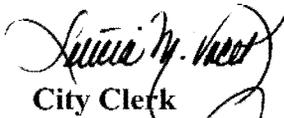
**SECTION 14.** The publishers of the City Code of San Antonio, Texas, are authorized to amend said Code to reflect the changes adopted herein and to correct typographical errors and to format and number paragraphs to conform to the existing code.

**SECTION 15.** This Ordinance shall take effect on January 1<sup>st</sup>, 2010.

**PASSED AND APPROVED** this 12<sup>th</sup> day of March, 2009

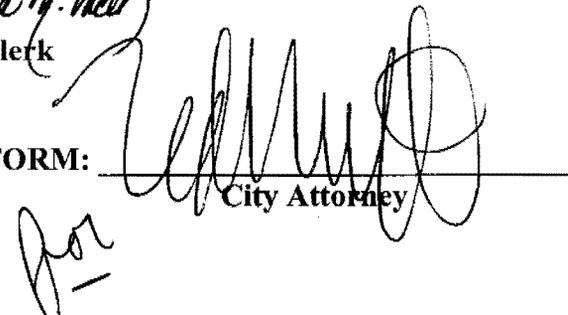
  
M A Y O R

ATTEST:

  
City Clerk



APPROVED AS TO FORM:

  
City Attorney



# **City of San Antonio Drought Operations Plan**

# CITY OF SAN ANTONIO DROUGHT OPERATIONS PLAN



City of San Antonio

Office of Environmental Policy

Street Address:

Point of Contact: Liza Meyer

P.O. Box 839966

Liza.Meyer@sanantonio.gov

San Antonio, Texas 78283-3966

(210) 207-1449

# **CITY OF SAN ANTONIO DROUGHT OPERATIONS PLAN**

## **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	Ronnie Guest	207-6699
Aviation	Steven Southers/ Randy Gray	207-3402/ 207-3511
Capital Improvement Management Services	To Be Determined	
City Attorney	Martha G. Sepeda	207-8959
City Auditor	Elsa Smithwick	207-2677
City Clerk	Tina Flores	207-6993
Code Enforcement	To Be Determined	
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
Development Services	Terry Kannawin	207-6535
Downtown Operations	Lincoln St. George	207-7895
Economic Development	Ed Davis	756-4198
Environmental Policy	Liza C. Meyer	207-6449
Finance	Leticia Wawrzyniak	207-8648
Fleet Maintenance and Operations	Alyssa Munoz Lopez	207-2102
Fire/EMS	Arthur Villarreal	207-6631
Grants Monitoring & Administration	Connie Munoz	207-5474
Human Resources	Micheraie Canales	207-6506
Information Technology Services	To Be Determined	
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	Frank Sherman	207-1337
Municipal Court	Sabrina Galindo	207-1333
Housing & Neighborhood Services	Richard Collins	207-5408
Parks and Recreation	Janet Martin	207-6090
Planning and Community Development	Joe G. Mendoza	207-2731
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](http://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.
- 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.
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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.
- 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.

**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](http://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:

- **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>).
- 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.**  
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>).
- 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**

- 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.
- 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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### **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.
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#### **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.
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- 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 no water waste due to a faulty sprinkler head or other repair issues.

**Exemption from Watering Restrictions-** The Planning and Development Services Department has implemented 100% reclaimed water use for irrigation and is therefore exempt from watering restrictions under the Drought Operations Plan. SAWS has verified and approved this system and has posted signs indicating that the facility uses only reclaimed water for irrigation. For information on the use of reclaimed water for irrigation please contact the SAWS Conservation Department.

### **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.

### **Issuance of Temporary Certificate of Occupancy**

During Stage 3 and Stage 4 water restrictions, when landscaping is the only outstanding final inspection, the department will waive the fees for a Temporary Certificate of Occupancy. The Temporary Certificate of Occupancy will be issued for 90 days for commercial projects and 120 days for residential projects.

### **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.

- 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.

### **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.

- 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>).

**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.
- 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.

**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.
- 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>).

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.
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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>).

**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.
- 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.

**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](mailto: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:

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

**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.

**City of San Antonio Air Quality Health Alert Plan**

# AIR QUALITY HEALTH ALERT PLAN 2009

## I. INTRODUCTION

For many years, local air quality monitors in the San Antonio region recorded ozone levels near the limit of the concentrations allowed by the federal clean air (8-hour average) ozone standard. The U.S. Environmental Protection Agency (EPA) clean air guidance<sup>1</sup> states that the Metropolitan Statistical Area (MSA) is the presumptive boundary for implementation of mandatory air quality planning policy and programs if the region records ozone levels in violation of the standard. Until 2004, the San Antonio MSA consisted of Bexar, Guadalupe, Comal and Wilson Counties<sup>2</sup> and was the focus of early local air quality planning efforts within the San Antonio region. Expecting that this area could become designated as non-compliant or “non-attainment”, in 2002 the Alamo Area Council of Governments (AACOG) and the Counties and Cities within the air quality region submitted an Early Action Compact to the Texas Commission on Environmental Quality (TCEQ) and the EPA. Under this agreement, the EPA agreed to designate the area “non-attainment (deferred)” and did not require implementation of any of the traditional “non-attainment” planning and programmatic mandates. More importantly, the area was given an opportunity to implement strategies quicker to clean up the air faster.

The San Antonio region demonstrated attainment with the 8-hour ozone standard based on air quality data from 2005, 2006, and 2007. Thanks to the terms of the Early Action Compact, the San Antonio region was declared “attainment” or fully compliant with the federal ozone standard in 2008.

However, on March 12, 2008 the EPA revised the air quality standard to become more stringent. The new 2008 8-hour standard<sup>3</sup> is .075 parts per million (ppm). The objective of the new standard is to increase protection of public health and sensitive trees and plants. Based on air quality data from 2005-2007, the Bexar County area does violate the new standard of .075 ppm. As a result, San Antonio may likely be designated non-attainment in March 2010. For these and other reasons, it is important that the City of San Antonio stay vigilant.

The City of San Antonio has taken an active leadership role to implement pollution prevention measures year-round, especially during the Air Quality Health Alert (AQHA) Season. The AQHA program targets specific days that may result in high ozone levels. The TCEQ notifies the community of an impending AQHA by 2 PM the day prior to an anticipated high ozone day in order to provide the community time to modify activities.

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<sup>1</sup> "Boundary Guidance on Air Quality Designations for the 8-Hour Ozone National Ambient Air Quality Standards (NAAQS or Standard)," EPA, March 28, 2000. Online: <http://www.epa.gov/ttn/naaqs/ozone/ozonetech/boundary1.pdf>

<sup>2</sup> The San Antonio Metropolitan Statistical Area now comprises eight counties (Atascosa, Bandera, Bexar, Comal, Guadalupe, Medina, Kendall, and Wilson Counties). Reference page 48 (54 of 154), November 2007 (OMB Bulletin No. 08-01). Online: <http://www.whitehouse.gov/omb/bulletins/fy2008/b08-01.pdf>

<sup>3</sup> To attain the new 2008 federal 8-hour average ozone standard, the 3-year average of the fourth-highest daily maximum 8-hour average ozone concentrations measured at each monitor within an area over each year must not exceed 0.075 ppm. Online: <http://www.epa.gov/air/criteria.html>

Through outreach efforts, citizens are provided information on altering activities that reduce emissions and pollution and consequently lower ozone levels.

This *Air Quality Health Alert Plan* (AQHAP) establishes guidelines and procedures for reducing emissions of ozone-forming compounds into the atmosphere, both on “Alert” days as well as throughout the ozone season. City Departments, through voluntary compliance with the AQHAP, will modify certain activities on AQHA days. This year will be the tenth 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 AQHAP, many Governmental Agencies, School Districts, and Industries have developed their own Air Quality Plans. To date, over 300 plans were developed by private industry, Local Governments and 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 AQHA days. 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, encouraging use of public transit.

### **Refueling Plan**

Upon receiving AQHAD notification, Fleet Department on-duty supervisors at all fueling facilities will post AQHAD signs at entrance gates advising drivers of the next day’s AQHAD and to refuel before close of business.

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 have been 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 will not be restricted, nor will vehicles refueling at a service center retrofitted with Stage II VRS. All essential emergency service vehicles will be allowed to refuel as needed. A list of Designated Essential Vehicles have been established and are reviewed by the Public Works, Solid Waste Management, and Fleet Operations Department and maintained by the Fleet Operations Division.

### **City Motor Pool Operations**

During AQHADs, City motor pool vehicles will be issued only to drivers that have been cleared by their Department or Assistant Director, Liza Meyer, Office of Environmental Policy, or Appointed Department Environmental Advisor(s) to perform essential duties. Such authorization will be documented on an authorization form furnished by each department to the Fleet Operations Department.

## **IV. AIR QUALITY HEALTH ALERT DAY NOTIFICATION PROCEDURE**

To implement this AQHAP and to monitor progress and compliance, each department Director has appointed one individual for the Department Environmental Advisors (DEA) insuring that all of the City's efforts are coordinated. The Office of Environmental Policy will notify each coordinator when AQHA are announced by the TCEQ. The DEA is then responsible for ensuring all departmental personnel are notified. When an Air Quality Health Alert Day is called:

1. The TCEQ will notify the AACOG by 2:00 PM the day prior to the predicted event. AACOG administers a fax broadcast system to over 300 organizations in the San Antonio region notifying them of an upcoming AQHAD. The Office of Environmental Policy is the first point of contact at the City.
2. The Office of Environmental Policy will notify each DEA or alternate. Notification will be made by e-mail to all city employees by e-mail. Alternative notification arrangements can be made for DEAs 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 Office of Environmental Policy. 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. Station One will have a direct calling list for weekend notification.
4. Employees may contact the Office of Environmental Policy, at 207-1449, or the TCEQ hotline, at 1-800-64TEXAS, if they need to confirm an AQHAD or are not receiving notification.

The individual Department Directors and DEAs 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. DEPARTMENT ENVIRONMENTAL ADVISORS

DEPARTMENT	ADVISOR	PHONE
Animal Care Services	Melissa McMahan	207-6681
Aviation	Frances Sherertz/Steve Southers/ Randy Gray	207-3533/ 207-3402/ 207-3511
Capital Improvement Management Services	Trudy Bussey	207-0177
City Attorney	Ramiro Gonzales/ Mary E. Torres/ Martha G. Sepeda	207-4490/ 207-8981/ 207-8959
City Auditor	Elsa Smithwick	207-2677
City Clerk	Rose Randle/ Tina Flores	207-7253/ 207-6993
City Council Offices	Chris Callanen	207-7045
City Manager's Office	Mary Perez	207-4478
Code Compliance	Steve Lopez	416-5993
Communications and Public Affairs	Tiffany Edmonds/ Angelita DeLeon	207-2098/ 207-7234
Community Initiatives	Juan Morales/ Lauren Quinlan	207-5846/ 207-6563
Convention and Visitors' Bureau	Alice M. Lee	207-6851
Convention Sports and Entertainment Facilities	Dave Kubena/ Theodore Knappick	207-5611/ 207-6303
Cultural Affairs	Lewis Andrews	207-6962
Customer Service/311	Terri Salazar	207-3313
Development Services	Brenda Guzman	207-8371
Downtown Operations	Bruce Martin/ Lincoln St. George	207-7426/ 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	207-1449
Finance	Leticia Wawrzyniak	207-8648
Fleet Maintenance and Operations	Catarino Deluna/ Bonnie Marks	207-8386/ 207-8381
Fire/EMS	Arthur Villarreal	207-6631
Grants Monitoring & Administration	Connie Munoz	207-5474
Human Resources	Micheraie Canales	207-6505
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
Mayor's Office	Jaime Castillo	207-7083
Military Affairs	Frank Sherman/ Sandra Cesena	207-1337/ 207-2712
Municipal Court	Mary Atkinson	207-7364
Housing & Neighborhood Services	Richard Collins	207-5408
Parks and Recreation	Debbie Thompson/ Janet Martin	207-3021/ 207-6090
Planning and Development Services	Joe G. Mendoza/ Terry Kannawin	207-2731/ 207-6535
Police	Jesus Salazar/ Frank Garcia	207-7680/ 207-6029
Public Works	Christie Chapman	207-8017
Purchasing and General Services	Ron Griego/ Samuel Longoria	207-8228/ 207-5639
San Antonio Metropolitan Health District	Kyle Cunningham/ Doug Eckhardt	532-5471/ 207-8849
Solid Waste Management Department	Erika Phillips/ Stephen W. Haney	207-6470/ 207-6413

## VI. ADMINISTRATIVE DEPARTMENTS' PLAN

Because of the emission reductions resulting from the use of alternative fuels and the installation of vapor recovery systems at fueling facilities, the AQHAP 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 AQHADs. On AQHADs, all departments will implement the following:

- **Restrict all movement in City vehicles to an absolute minimum.**  
Use of City Motor Pool vehicles will be restricted to essential use only. Meetings requiring traveling by City vehicles are to be canceled, or implement the use of e-mail and conference calls.
- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**  
Because AQHADs 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-Air Quality Health Alert 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 AQHA requirements will be incorporated into purchase and service contracts.
- 4) **Annual In-House Training:** Development of an annual training program to increase awareness of AQHAP responsibilities of Departments and employees. Placement of the AQHAP into orientation packets for new employees.

- 5) **Encourage use of public transportation and carpooling.** The City has a bus pass subsidy program and a carpool program for its employees. Call 207-1449 for more information on how to participate. Flexibility on start times will be granted to employees who ride the bus or carpool on AQHADs.
- 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 the AQHAP and air quality 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.
- 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 AQHADs. 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.

## **VII. DEPARTMENT SPECIFIC PLANS**

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

**Alamodome**  
**Aviation**  
**Convention Sports and Entertainment Facilities**  
**Office of Environmental Policy**  
**Fire**  
**Fleet Maintenance and Operations**  
**Metropolitan Health District**  
**Parks & Recreation**  
**Planning and Development Services**  
**Police**  
**Metropolitan Health District**  
**Public Works**  
**Purchasing**

**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.**

### **ALAMODOME**

Modify or reschedule activities to assist in reducing the amount of VOC and NOx generated.

- The use of forklifts will be restricted to essential use only.
- Little to no use of vehicles and gasoline powered equipment. This will be rescheduled to non-AQHA days or only as critical needs develop.

- All gasoline powered equipment such as leaf blowers, pumps, etc. will not be utilized.
- Testing of the emergency generator will be rescheduled to non-AQHA days as needed.
- All painting activities will be rescheduled to non-AQHA or with the exception of event days.
- Notice will be provided to Alamodome clients/tenants concerning AQHA measures and advising them of recommendations to assist the City in reducing the amount of VOC and NOx generated.
- Battery powered ground equipment will be utilized on AQHA days.
- Equipment propane bottles will not be filled until after critical AQHA hours or for essential use only.
- Boilers will be banked and ran for essential use during AQHA days.

### **AVIATION**

- Airport Rescue & Firefighting will reschedule or delete job tasks as follows:
  - All drills and equipment testing will be rescheduled to off-peak times.
  - Housekeeping duties which involve the use of motor vehicles or motorized equipment will be rescheduled.
  - Parking shuttle buses will practice appropriate vehicle operating tips, such as shutting off the engine when parked and operating on an as-needed basis.
- Airport Maintenance will reschedule or delete job tasks as follows:
  - 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 off-peak times or deleted for a cycle.
  - All exterior painting activities will be rescheduled.
  - Construction equipment and asphalt pavement placement will be scheduled for optimum air quality days.
  - Construction activities may take place during AQHADs if deemed essential.
- HVAC will suspend Freon recovery operations during AQHADs.
- Airport Police and Ground Transportation Agents will monitor curbside activities at the terminals for excessive idling of vehicles and assist with public advisories.
- 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 AQHADs.
- Planning & Engineering will 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.
- Airport Parking will 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.
- No fuel transport will be accepted for off-loading on AQHADs. All other off-loads of fuel will be limited to very early mornings or late evenings.

- Automotive shop vehicle engine test runs will be altered to off-peak times or rescheduled for a later date.

### **CONVENTION SPORTS AND ENTERTAINMENT FACILITIES**

- The Convention Sports and Entertainment Facilities Department will modify or reschedule activities to assist in reducing the amount of VOC and NOx generated.
- Use of Convention Facilities' forklifts will be restricted to essential use only. As much as possible, all use will be rescheduled to non-AQHADs.
- All gasoline powered equipment such as leaf blowers, pumps, etc., will not be utilized.
- Testing of the emergency generator will not be scheduled.
- All painting activities will be rescheduled.
- All contracted services that can be rescheduled to non-AQHADs will be rescheduled.
- Notices will be provided to Convention Facilities Clients concerning AQHAD Measures and advising them on how to assist the City in reducing the amount of VOC and NOx generated emissions.
- Posting of Air Quality Health Alert notice will be posted on the marquee.

### **OFFICE OF ENVIRONMENTAL POLICY**

On AQHADs, the following practices will be implemented:

- Provide updates and notices to DEAs and the Department of Communications and Public Affairs regarding AQHADs.
- Answer questions from City departments and the general public about appropriate practices during AQHADs.
- Reschedule nonessential construction.
- Staff shall limit travel through telework or teleconferencing or use public or alternate transit options for travel.
- Alternate work scheduling will be implemented to allow supervisors to permit employees flex-time scheduling and telecommuting.

### **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.

### **FLEET MAINTENANCE AND OPERATIONS**

- The use or operations of gasoline driven lawn mowers, edgers, blowers, power saws, generators, etc., will be prohibited. Repairs to such equipment may be undertaken but testing will be delayed until the advisory has been lifted.
- Idling of vehicles or equipment being repaired or serviced will be kept to an absolute minimum. Only public safety vehicles (Police & Fire) will be road tested.
- Motor Pool vehicles will only be issued to drivers that have been cleared to perform essential duties.
- Meetings which require the movement of personnel by vehicle will be re-scheduled to begin not earlier than 10:00 a.m.
- Painting on vehicles or equipment will be strictly prohibited.
- For vehicles assigned to each division, travel will not be initiated without the approval of the DEA. Request for such travel must be justifiable as essential to operations.
- Approved travel will be restricted to the essential function justified only.
- Idling of vehicles during approved travel must be kept to the absolute minimum. Under no circumstances will vehicles be left idling for the sole purpose of keeping the vehicle cool through use of the air conditioning system.
- The use of gasoline engine driven compressors to power pneumatic tools on service vehicles will be closely monitored by section supervisors. Except for tasks requiring impact wrenches, compressors will not be started.

### **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.
- Short notice leave requests will be considered if employees remain at home.
- Employees should remain in one location during the workday if possible.
- Bringing a lunch or walking to a nearby restaurant will be encouraged.
- Vector Control operations will be substituted with in-service training.
- All operations of Animal Control and emergency Bee Calls will be exempted.
- All employees are expected to comply with the provisions of this plan. Supervisors will be held accountable for the implementation of said plan.

### **PARKS & RECREATION**

On AQHADs, the following operations will be suspended:

- Mowing and edging with 4-stroke cycle gasoline powered equipment with the exception of 2-stroke cycle equipment that uses a tier 2 engine.

- Spraying of insecticides and herbicides.
- Mixing, paving, and street patching in parks with hot asphalt concrete.
- Nonessential construction and heavy equipment use.
- Graffiti removal by spraying.
- Parking lot striping and sign painting by spraying.
- Non-essential 4-cycle mowing equipment or engines.

#### **PLANNING AND DEVELOPMENT SERVICES**

- On AQHADs, supervisors will have an appointed number of personnel to meet them at the different service centers for the purpose of car-pooling to work.
- Supervisory personnel will transport the mail from the different service centers.
- Overtime which requires use of vehicles will be limited, except for emergencies.
- There will be no sign pickup by the Sign Section.
- There will be no bus bench ad inspections.
- Modified (flex time) reporting times will be considered for employees using public transportation.

#### **POLICE**

Each Division ensures that all Units within the Division have an AQHAP that will be implemented upon notification of an AQHAD. Unit AQHAP's are formulated to the activities of each individual Unit.

Individual Unit AQHAP's should include items from the following:

- Reduce use of nonemergency vehicles
- Reschedule nonessential operations
- Enforce polluting vehicle ordinances or statutes (Uniform Division)
- Curtail use of Police Department Fleet
- Driver training for cadets and in-service will be delayed until 9:00 a.m. on AQHADs.

#### **PUBLIC WORKS**

On AQHADs, the following practices will be implemented:

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

- Crews will be reassigned to various manual tasks such as erecting signs, site cleanup, etc.

### **SOLID WASTE MANAGEMENT**

On AQHADs, the following practices will be implemented:

- Reschedule nonessential operations using gasoline-powered equipment, such as lawn mowers, edgers, blowers, power saws, tree trimmers, and generators.
- Reschedule graffiti removal activities.
- Freon extraction shall be suspended.
- Reschedule nonessential construction.
- Operation of construction and heavy equipment will be restricted to essential use.
- Personnel shall be assigned at the job site to limit travel.
- Alternate work schedules will be implemented to allow supervisors to permit employees flex-time scheduling and telecommuting.
- Crews will be reassigned to various manual tasks such as erecting signs, site cleanup, etc.

## **VIII. 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.

### **Ultra-low Sulfur Diesel**

- Implemented voluntary introduction of an ultra low sulfur 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 and City Motor Pool Operations**

- The installation of Stage I and Stage II VRS, all vehicles, gasoline, diesel, and propane, were allowed to refuel at all facilities without restrictions. All employees were strongly encouraged to refuel after 3 PM the day before an AQHAD episode.
- During AQHADs, City motor pool vehicles are issued only to drivers cleared to perform essential duties by their Department Director, Assistant Director or Liza Meyer, Office of Environmental Policy.

### **Emissions Testing**

- The Fleet Department 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 has a bus pass subsidy program for its employees.
- The Motor Pool has Monthly Bus Passes for use by employees as an alternative to using Motor Pool vehicles.

### **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**

On October 1, 2007 the City initiated a 5-year, \$33 million Traffic Signal System Modernization/Synchronization Program that consists of three components:

- Comprehensive Communications Network which will provide a direct communications link to each traffic signal to provide remote accessibility that will allow staff to address operational issues in a timely manner;
- Advanced Traffic Signal Control System that provides operational flexibility necessary to implement complex traffic signal timing plans; and
- Traffic Signal Coordination which will develop and implement optimal timing plans for the City's 1,200+ traffic signals necessary to allow for the movement of the greatest number of vehicles through a group of traffic signals with minimal stops.

The City matched funds of \$2,847,360.00 in Federal Highway Administration (FHWA) funds from the Intelligent Transportation System (ITS) grant program which are being used to fund the new timing plans.

Just over 400 of the 1200 traffic signals have been upgraded under this program.

- In 2004 and 2005 the City installed high-efficiency LED traffic signals for 1097 traffic intersections. The City is currently identifying funding to begin the replacement process.

### **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 trees 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 Environmental Policy, in conjunction with Planning and Development Services Department developed and achieved Council approval for advanced residential and commercial building codes as part of the Mayor's Task Force on Sustainable Buildings.

### **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.

### **Free Downtown Hybrid Parking**

- Vehicles displaying an authorized vehicle placard are allowed to park free at any downtown parking meter.

# **City of San Antonio Energy Efficiency Plan**

**To Be Provided by the Office of Environmental Policy**

## **Aviation Teleconferencing Plan**

**From:** Debbie Drew

**Sent:** Monday, April 21, 2008 12:03 PM

**To:** Alfredo Martinez; Barbara Prossen; Dan Gallagher; David Hebert; Dennis Atkinson; Eric Kaalund; Frances Sherertz; Gary A. Cramer; Greg Lawrence; Griselda Sanchez; Jennifer Hogancamp; John Kokesh; Lisa Brice; Mark Webb; Melvin Keilers; Philip Campos; Raymond Perales; Ronald Bruner; Ryan Rocha; Steven Southers; Tim O'Krongley; James Caldwell

**Cc:** Cheryl Caylao

**Subject:** Teleconferencing Services

Aviation Management Team:

Aviation now has teleconferencing capability, in that we have been assigned a "877" number to use for teleconferences with outside parties. The only issue is, we only have ONE number for the entire department to use, so it needs to be "booked" like a conference room.

If you would like to use the teleconference number, please contact Cheryl Caylao, as she is managing the booking of the teleconference services to make sure that it is not double-booked. When you contact Cheryl, please include the following in your request:

- \* Contact Person and phone # (ex. Debbie Drew, 7-3856)
- \* Date and time of call (ex. Monday, May 1, 2:00 pm)
- \* Est. Length of call (ex. 1 hour)
- \* Cost Center to be billed (ex. 3301010001)

Feel free to contact me with any questions.

Debbie

>

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>From: Diana Gonzalez (ITSD)

>Sent: Wednesday, April 09, 2008 9:36 AM

>To: Debbie Drew; James Caldwell; Alfonso Gary Lopez

>Subject: Te

**Mission Verde Plan, 02-04-10**

*conserve.*

*create.*

*grow.*

*Transportation  
& Land Use*

*Energy  
Infrastructure*

*Clean & Green  
Tech*

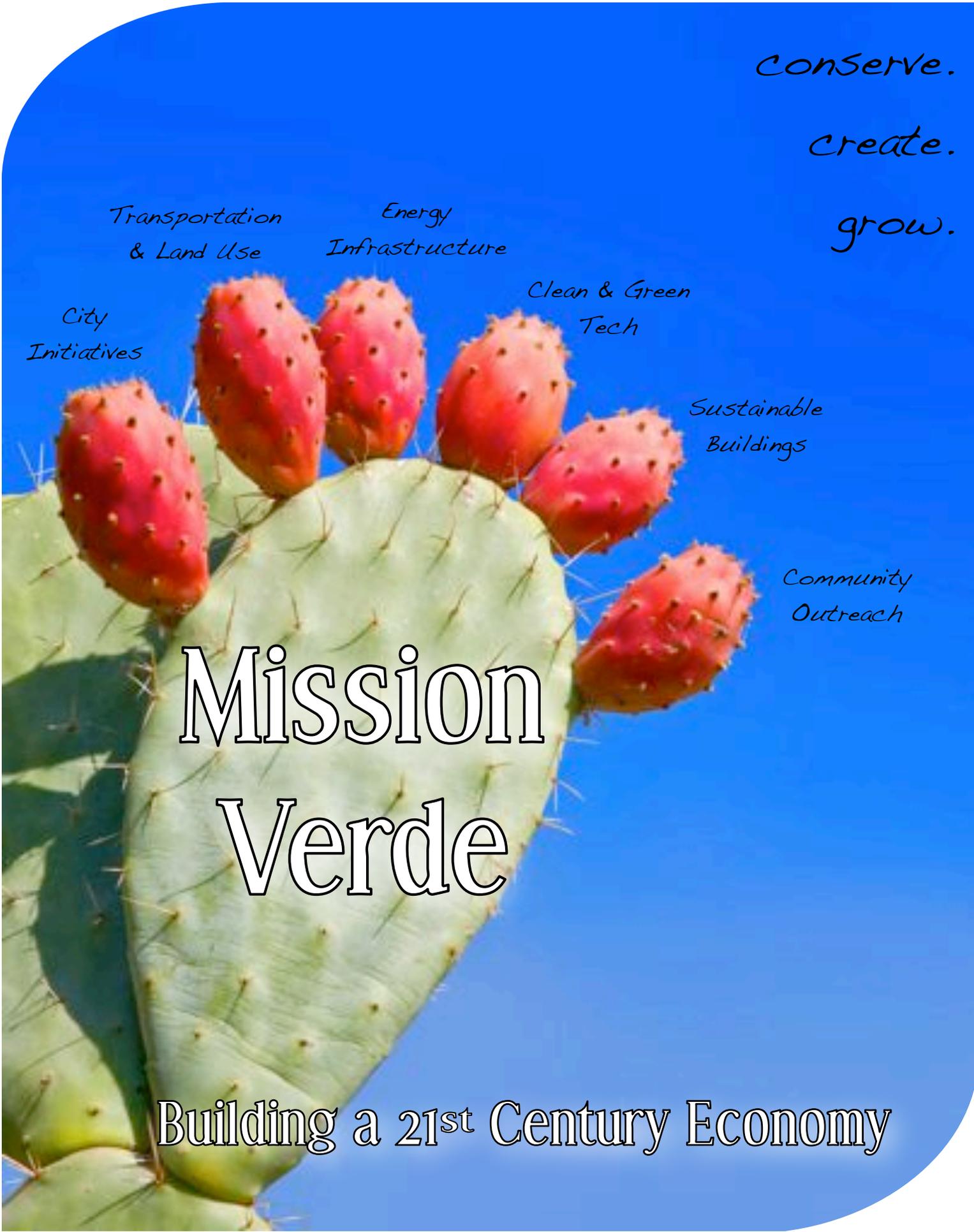
*City  
Initiatives*

*Sustainable  
Buildings*

*Community  
Outreach*

# Mission Verde

*Building a 21<sup>st</sup> Century Economy*



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## Introduction

We live in a world of volatile energy prices, increasingly scarce resources, vigorous world competition and technological innovation. Such rapid changes touch the lives of every San Antonian. How we respond to these changes will define us as a city and determine the quality of our lives and our economic fate. They represent perhaps the greatest challenge facing our city.

This plan, Mission Verde, speaks to this challenge. It is based on a simple principle: in meeting our needs today we cannot compromise the ability of future generations of San Antonians to meet their needs. This is sustainability. It is more than an environmental policy; it is an economic one. Saving energy saves money. Renewable energy creates economic self-reliance. Fewer cars on the road mean less pollution, which carries its own economic costs. A green infrastructure, powered by green technology, creates jobs.

This economic approach runs deep. It is being embraced around the world, from the European Union to China, from Singapore to Dubai. It is driving new technologies, new opportunities, and new jobs. It is expressed in the writings of the best-selling author and columnist Thomas Friedman and the noted economist Jeremy Rifkin, who both see this change as nothing less than the beginning of the Third Industrial Revolution and the future of the U.S. economy. It will be one of the most dramatic economic changes in world history.

San Antonio cannot afford to be left behind. We must invest in green technology, energy conservation, renewable energy, efficient transportation, and smarter buildings. We must build a new energy infrastructure that transforms our city from reliance on centralized power to distributed power. We must create a multi-modal transportation system that is integrated and efficient. We must bring venture capital to invest in new green businesses and technology. We must conserve, create, and grow.

With Mission Verde, San Antonio has a plan to do this. This plan not only allows San Antonio to participate in this new economy, but sets an example for others to follow. We can bring unique and innovative approaches to green infrastructure, green retrofitting, green jobs programs, and green venture capital. We can position ourselves to compete successfully in a 21<sup>st</sup> Century global economy. We can transform our city and improve the lives of all San Antonians. With Mission Verde, we control our destiny.

## The Plan—A Summary

Mission Verde was drawn up after close study of the economic conditions in San Antonio and pays careful attention to the city's assets and challenges in building a sustainable economy. The intent of the plan, as shown by Appendix One (Initial Estimates: the Scope of Mission Verde's Benefits), was to invest in energy saving initiatives that would save the

consumer and the community money, and serve as a catalyst for job creation and innovation. The plan is comprised of interlocking parts that successfully work in harmony. For example, the plan calls for the creation of a multi-tech venture capital fund. This is needed to help seed businesses that will drive new green and clean tech technology and business models. A Green Jobs program, also recommended in the plan, is designed so that those businesses will not falter due to lack of workers. As the City leads by example, another initiative of the plan, the City's policy choices will also create and test the market for green businesses. The plan is mindful of San Antonio resources ranging from its people to natural resources and financial building blocks, and it builds on those strengths in logical, achievable steps. It is designed not to be static, but to contain elements, such as the city's Office of Environmental Policy and the Green One-Stop Center, that can respond to changing conditions in San Antonio.

While the focus of this plan is energy, this is not to diminish the importance of other parts of a sustainable economy, such as water and open spaces. San Antonio has made great strides in both areas. In water, San Antonio is a national leader in conservation, thanks to the efforts of the San Antonio Water System (SAWS). San Antonio uses the same amount of water today as it did 20 years ago, even though the population of San Antonio has increased by 50%. Because of this, SAWS has saved \$550 million by not having to acquire new water resources. This has helped keep our water rates low and our conservation programs funded. In open spaces, San Antonio is developing an extensive linear park system, anchored by the 13-mile San Antonio River Improvement Project. San Antonio uses part of its sales tax for an innovative program to preserve sensitive aquifer features, which serves the dual purpose of creating parkland and preserving our aquifer. San Antonio also is developing a world-class park in Voelcker Park, a new 311-acre park that creates precious green space in a heavily developed part of town.

But it is energy that drives our economy, our foreign policy, and our environmental future. It is why President Obama said during the presidential campaign that energy was the number one domestic issue facing our country. It is why energy—how we create, move, manage, and use it—is at the heart of Mission Verde.

The table below is a graphic summary of the initiatives in Mission Verde.

**Mission Verde Initiatives, Overview**

Initiative		Description	Near Term Action Steps	
Energy Infrastructure	<b>#1: Build a 21<sup>st</sup> Century urban energy infrastructure in San Antonio with distributive energy</b>	Generate energy from renewable energy sources such as solar, wind, biomass and geothermal, originated from buildings and homes, stored until needed and connected with a multi-directional grid	<input checked="" type="checkbox"/> Dec 08 <input type="checkbox"/> Feb 09 <input type="checkbox"/> Mar 09 <input type="checkbox"/> Apr 09 <input type="checkbox"/> Apr 09	Conference call with lead consultant Hire Jeremy Rifkin & his team Bring consultant team to SA Receive plan from team Begin implementation
Clean and Green Technology	<b>#2: Create a multi-tech venture capital fund in San Antonio</b>	Build a regional fund headquartered in San Antonio, capitalized at \$100 million and managed by Brooke Private Equity Advisors	<input checked="" type="checkbox"/> Nov 08 <input checked="" type="checkbox"/> Dec 08 <input type="checkbox"/> May 09 <input type="checkbox"/> Fall 09	Feasibility study Commission Market Assessment Complete Market Assess. report Capitalization
	<b>#3: Create a Green Jobs Program in San Antonio</b>	Collaborate with employers and educators to match training for existing and emerging green and clean jobs with employer needs.	<input checked="" type="checkbox"/> Nov 08 <input type="checkbox"/> Feb 09 <input type="checkbox"/> Apr 09	Assessment of needs Hire consultant Implement program
	<b>#4: Use the City's economic development strategies to foster development of a 21<sup>st</sup> Century sustainable economy</b>	Use tax abatements, cluster development strategies, business attraction and retention programs focused on clean and green tech companies.	<input checked="" type="checkbox"/> Nov 08 <input type="checkbox"/> Ongoing	Target the clean/green tech industry Pursue clean/green tech businesses
	<b>#5: Adopt a green, high-performance building code for new residential and commercial construction</b>	Move in phases toward building codes that produce zero carbon by 2030	<input checked="" type="checkbox"/> Jul 08 <input checked="" type="checkbox"/> Jan 09 <input type="checkbox"/> Mar 09 <input type="checkbox"/> Jan 10	Task Force Recommend new code Adopt Recommendations New Code effective
Sustainable Buildings	<b>#6: Build a Green Retrofit Program for existing homes and buildings</b>	Expand free weatherization program combined with retrofit program paid for by a "Pay As You Save"® surcharge	<input checked="" type="checkbox"/> Jan 09 <input type="checkbox"/> Mar 09 <input type="checkbox"/> Spring 09	Green Retrofit report completed Design & implement pilot program Consolidate/expand programs

Initiative		Description	Near Term Action Steps	
<b>Transportation and Land Use</b>	<b>#7: Create an integrated, efficient multi-modal transportation system for San Antonio</b>	Pursue and fund light rail, high capacity rail and multiple transportation options	<input checked="" type="checkbox"/> July 08 <input checked="" type="checkbox"/> Jan 09 <input type="checkbox"/> Feb 09 <input type="checkbox"/> Feb 09 <input type="checkbox"/> Mar 09 <input type="checkbox"/> May 09	Convene Task Force Recommendations Begin regional planning Pursue Austin-SA rail funding Combine RMA & VIA Secure local option funding
	<b>#8: Create new sustainable real estate development that is mixed-use, mixed income, walkable and transit-oriented</b>	Utilize real estate investment funds to advance walkable, infill neighborhoods	<input checked="" type="checkbox"/> July 08	Invite Star Fund
<b>Community Outreach</b>	<b>#9: Create a Green One-Stop Center to coordinate sustainability efforts and to provide information to residents and businesses</b>	Centralize sustainability groups, facilitate their efforts, demonstrate sustainability, and offer one source of information to residents and businesses	<input type="checkbox"/> Ongoing <input type="checkbox"/> Apr 09 <input type="checkbox"/> Jul 09	Stakeholder planning sessions Programmatic design finalization Finalize conceptual plan
<b>City of San Antonio: Leading by Example</b>	<b>#10: Address sustainability and resource efficiency across City departments</b>	The Office of Environmental Policy and Sustainability Task Force will facilitate energy efficiency, waste reduction and vehicular emission improvements	<input type="checkbox"/> Spring 09 <input type="checkbox"/> Mar 09 <input type="checkbox"/> Apr 09	Expand OEP capacity Launch website Issue sustainability directive
	<b>#11: Maximize the Energy Efficiency of all City Facilities</b>	Audit and implement lighting, HVAC, energy and water improvements at city facilities	<input type="checkbox"/> Jan-Apr <input type="checkbox"/> Feb 09 <input type="checkbox"/> May 09	Audit and Assess Implement Phase 1 – internal funds Implement Phase 2 – external funds

## Energy Infrastructure

***Initiative #1: Build a 21<sup>st</sup> Century urban energy infrastructure in San Antonio with distributed energy.***



The hallmark of a 21<sup>st</sup> Century urban energy infrastructure will be distributed energy. This is a world where energy is generated through renewable energy sources such as solar, wind, biomass, and geothermal, originated from thousands of sources such as buildings and homes, stored until needed, and connected with a smart, multi-directional grid. This world will replace our current energy infrastructure, which is based on large, mostly fossil-fueled generating plants that transmit energy to consumers on a one-way grid.

It will be one of the most dramatic economic transitions in world history. The noted economist Jeremy Rifkin, who spoke of this new world at the CPS Energy Summit in the summer of 2008, calls this transition the “Third Industrial Revolution,” which will bring a “new era of ‘distributed capitalism’ in which millions of existing and new businesses and homeowners become energy players. In the process, we will create millions of green jobs, jumpstart a new technology revolution and dramatically increase productivity, as well as mitigate climate change.”

This transition is inevitable. It has already started in Europe, Asia, and the Persian Gulf. It is now coming to the United States. The question for San Antonio is whether we will lead,

join, or simply wait for others to make the transition while San Antonio falls irretrievably behind.

CPS Energy has spoken. It wants San Antonio to lead. On January 20, 2009, the CPS Energy Board adopted a Sustainable Energy Policy Statement that specifically endorsed the transition from a centralized power model to a distributed energy one. The Board also endorsed, as the means to achieve the transition, Jeremy Rifkin's Four Pillars approach—renewable energy, buildings as positive power plants, energy storage, and smart grids/plug-in vehicles.

It is time for the City of San Antonio to join with CPS Energy to make San Antonio a leader in this new energy world. By moving toward a distributed energy model now, San Antonio can become a flagship Energy City for the United States, create thousands of green jobs, foster new technologies and industries for San Antonio, and prepare our city to compete and lead in a 21<sup>st</sup> Century global economy. It is an opportunity San Antonio cannot miss. The question is how to begin this transformation.

On December 19, 2008, Mayor Hardberger hosted a conference call with Jeremy Rifkin, his Global CEO Roundtable, and the CPS Energy leadership. On the call representing Rifkin's team were architects, engineers, corporate CEO's, sustainability consultants, and renewable energy experts from around the world. His team included representatives from IBM, Siemens, Philips, GE, the Alliance to Save Energy, the GridWise Alliance, the US Green Building Council, CH2M Hill, and the Solar Energy Industries Association. Rifkin and his team represent a unique collaboration. Their message to San Antonio: they want to bring their unique collaboration of vision, expertise, and resources, to our city to transition San Antonio to a distributed energy model and make San Antonio, in Rifkin's terms, a flagship Third Industrial Revolution city. It is an unprecedented opportunity for our city.



### **Action**

*Move to transform San Antonio to a distributed energy system. Partner with CPS Energy to hire Rifkin and his team to develop step-by-step guidelines for implementing a distributed energy model in San Antonio.*

### **Timetable**

February 2009: Hire Rifkin and his team.  
March 2009: Bring Rifkin and his team to San Antonio.  
April 2009: Receive plan from Rifkin; begin implementation.

### **Related documents:**

CPS Energy Board of Trustees Sustainable Energy Policy Statement, adopted January 20, 2009

Jeremy Rifkin, *Leading the Way to the Third Industrial Revolution and a New Distributed Social Vision for the World in the 21<sup>st</sup> Century*

Jeremy Rifkin, *A Brief Summary of the Four Pillars of the Third Industrial Revolution*



## Clean and Green Technology Development

### *Initiative #2: Create a multi-tech venture capital fund in San Antonio.*

The key to creating the innovation and entrepreneurship needed to support a 21<sup>st</sup> Century sustainable economy is venture capital. Venture capital fosters new technologies, new companies, and new jobs. It energizes a community, moves it forward, and creates the foundation for sustainable economic growth. It is essential for a healthy, growing urban economy.

For San Antonio to achieve its full potential in biotechnology, high technology, clean and green technology, companies and entrepreneurs in San Antonio must have access to venture capital. The best way to do this is to create a multi-tech venture capital fund headquartered here in San Antonio.

We are well on our way toward achieving that end. In June, 2008, Mayor Hardberger commissioned a report on the feasibility of creating such a fund in San Antonio. The team assembled to do the report was Sustainable Systems (Oakland, CA), Economic Innovation International (Boston, MA), and Strategic Development Solutions (Los Angeles, CA). Together, these three firms have created more than 30 venture capital firms across the U.S. and around the world.

In November, 2008, the team issued a feasibility assessment report which concluded that San Antonio should pursue a multi-tech venture capital fund. The team recommended that the fund should be a regional fund headquartered in San Antonio and that it should be capitalized at \$100 million. It also recommended that the fund manager should be Brooke Private Equity Advisers, a world-class Boston-based private equity firm with close ties to Advent International, one of the world's largest private equity firms. (The head of Brooke Advisors, Peter Brooke, is the founder and chairman of Advent.)

On December 4, 2008, the San Antonio City Council appropriated \$75,000 to the fund building team to conduct the next phase, a market assessment report. When the market assessment report is done, the Fund will be ready for capitalization. Once it is capitalized, the Fund, with the leadership of the world-class fund building team and fund manager, will be able to put national venture capital to work in San Antonio, support local venture fund efforts, and accelerate the emergence of clean and green technology in San Antonio.

### **Action**

*Finalize the creation of a Multi-Tech Venture Capital Fund in San Antonio; move rapidly to capitalization.*

### **Timetable**

May 2009: Market Assessment Report  
Fall 2009: Begin capitalization

**Related documents:**

San Antonio Multi-Tech Venture Fund Feasibility Assessment Report, November 2008.

**Initiative #3: Create a Green Jobs Program in San Antonio.**

The transition to a distributed energy model, the creation of a \$100 million multi-tech venture capital fund, and the launching of a large-scale retrofitting program will generate thousands of green jobs that span many industries. These jobs will create new opportunities for San Antonians. To ensure that San Antonians, particularly the unemployed and underemployed, take advantage of these opportunities, we must provide training to match employer needs as they evolve. We must coordinate our workforce development resources and find funding to provide this training. This is the rationale for a deliberate, systematic Green Jobs Program.

In October 2008, the City of San Antonio hired Sustainable Systems to assess and make recommendations about the creation of a Green Jobs Program in San Antonio. Sustainable Systems partnered with the Council for Adult and Experiential Learning (CAEL), a leading national workforce intermediary based in Chicago with substantial experience designing and implementing workforce programs for cities, states, corporations, and industry sectors. Both came to San Antonio in November, 2008, and met with Workforce Solutions Alamo, Alamo Community Colleges, the University of Texas at San Antonio, the P-16 Plus Council of Greater Bexar County, CPS Energy, SAWS, and a variety of green employers. They concluded that San Antonio has the resources to create a Green Jobs Program, that it should do so, and recommended a set of action steps for creating such a program.

Now is the moment to create such a program. We need to design a comprehensive, large-scale Green Jobs Program which brings together key educators and employers in defined roles. The plan must respond to rapidly-changing conditions in the current workforce and anticipate new demands based on policy changes. We must move toward rapid implementation in order to put San Antonians to work in good-paying jobs with a future. By doing so, we will ensure that our new sustainable economy creates opportunities for all San Antonians.

**Action**

*Design and implement a comprehensive, large-scale Green Jobs Program based on the CAEL and Sustainable Systems action steps.*

## **Timetable**

February 2009: Hire consultants to work with local partners to design program.  
April 2009: Begin implementation.

## **Related documents:**

Report on Establishment of a Green Jobs Program in San Antonio, January 2009.

## ***Initiative #4: Use the City's economic development strategies to foster development of a 21<sup>st</sup> Century sustainable economy.***

Traditional economic development strategies apply to the development of a 21<sup>st</sup> Century sustainable economy. Tools such as tax abatements, cluster development strategies, and business attraction and retention programs can be targeted and tailored for green businesses. The City of San Antonio, for the most part, already has these tools in its business development toolbox. In 2005, San Antonio did a cluster analysis which identified leading clusters here, including Environmental or “clean and green” Technology, defined as companies that create jobs that improve environmental quality. This can involve remediation, improvement of the natural environment, conservation and efficient use of resources. It includes business activities in the research, development, services or manufacturing of products such as pollution control devices and systems, waste treatment processes and storage facilities, clean energy products and services, green building products and services, alternative transportation products and services, recycling, and site remediation technologies.

In November, 2008, the City Council approved clean and green technology as one of the targeted industries available for funding under the Economic Development Incentive Fund. Recently the City also approved tax abatement guidelines that favored green building practices, such as meeting Leadership in Energy and Design (LEED) Green Building Rating standards or participating in CPS Energy renewable energy programs.

The City now must use these tools to aid local businesses and attract new ones. There will be fierce competition for green technology businesses across the country. San Antonio must be prepared to compete and aggressively seek such businesses, as it has successfully done in other areas, such as healthcare, financial, and automotive manufacturing. Just as Toyota brought many auto suppliers in its wake, so can the next successful green technology businesses have a ripple effect on San Antonio's economy.

## **Action**

*Use the City's business development toolbox to attract and support new green technology businesses.*

## Timetable

Ongoing.

## Related documents:

Economic Development Incentive Fund Guidelines

Tax Abatement Guidelines, December 2008

## Sustainable Buildings

### *Initiative #5: Adopt a green, high-performance building code for new residential and commercial construction.*

Any strategy for significant electricity savings must address buildings. Buildings represent almost 75% of the electricity consumption in the country, and over 90% in San Antonio. Different approaches apply when dealing with new construction as opposed to existing buildings. The best way to address new construction is to develop a code that meets the specific needs of San Antonio by combining minimum standards, voluntary standards, and incentives.



To achieve this, in July, 2008, Mayor Hardberger appointed the Mayor's Task Force on Sustainable Buildings. It is chaired by Ed Kelley, the former head of real estate at USAA and currently an advisor to the Pearl Brewery development. The Task Force has over 40 members from the community represented on its Executive and Advisory Committees. The membership is diverse, with elected officials, city staff, architects, builders, engineers, developers, and environmentalists. Stakeholders include the City of San Antonio, CPS, SAWS, the Real Estate Council, the Greater San Antonio Builders Association, the San Antonio Apartment Association, the AIA, the U.S. Green Building Council, and the Sierra Club. Technical support is provided by Lockheed Martin, the Energy Systems Lab at Texas A & M, Build San Antonio Green, AACOG, and the City's departments of Environmental Policy and Development Services.

After months of work, this comprehensive group has made the following recommendations for a new green, high performance building code in San Antonio:

- New residential/commercial construction must achieve overall energy savings of 15% over current San Antonio energy codes.
- The improved code will take effect on January 1, 2010.
- Builders have flexibility to meet this new standard by using several different methods of measurement or certification.
- In 2012, the interim goal is a code that produces 30% savings over current energy codes.
- In 2030, the goal is new buildings that are net-zero carbon.
- CPS will provide incentives to provide 30% or more savings over current code, with greater incentives for greater energy savings.

These recommendations represent a smart, stepped approach to energy efficiency and new construction. As builders adjust to a new standard, they can use incentives to reach a higher voluntary standard. As more homes and buildings are built to this new voluntary standard, it will become easier to move to a new higher minimum standard. This process can continue in a measured, continuous way until the City achieves the ultimate goal in 2030 of a net-zero carbon building.

### **Action**

*The San Antonio City Council should adopt the recommendations of the Mayor's Task Force and create a new green, high performance building code for new construction.*

### **Timetable**

March 2009: Adoption of recommendations by City Council

Jan. 1, 2010: Effective date of new code

### **Related documents:**

Recommendations of Executive Committee of the Mayor's Task Force on Sustainable Buildings, January 2009

List of members of the Executive and Advisory Committees of the Mayor's Task Force on Sustainable Buildings

### **Initiative #6: Build a Green Retrofit Program for existing homes and buildings.**

The largest electricity use in San Antonio is in existing homes and buildings. The challenge is how to make these homes and buildings more energy efficient without mandating retrofitting. CPS Energy already has extensive incentives, and is developing more, for the retrofitting of homes and buildings. But CPS Energy cannot do it alone. To take advantage of CPS's incentives, owners and residents must have access to the capital needed to retrofit their homes and businesses. But often San Antonians do not have access to this capital, particularly in these hard times.

To address this issue, Mayor Hardberger commissioned Sustainable Systems (Oakland, CA), Strategic Development Solutions (Los Angeles, CA), and Economic Innovation International (Boston, MA), to develop a business model for large-scale green retrofits in San Antonio's buildings and homes. Later, the Environmental Defense Fund provided a \$25,000 grant to assess the feasibility of the Pay As You Save® (PAYS®) platform, developed by the Energy Efficiency Institute (Vermont), as a business model for retrofits in San Antonio.

The two teams combined their efforts and recommended a two-prong approach to retrofitting in San Antonio. First, use a free weatherization program for retrofitting of low and mixed income neighborhoods. While San Antonio already has a limited amount of free weatherization, these programs could be consolidated and expanded, and take advantage of additional federal support for weatherization.

The second approach, for government, institutional, commercial, and higher income homeowners, is to use the PAYS (Pay As You Save) system. This system has several benefits:

- It requires no upfront payments.
- Retrofitting costs are paid through a surcharge on the CPS bill.
- The surcharge is less than the estimated energy savings from the retrofitting.
- The surcharge lasts for a specific time, but no longer than the useful life of the measures.
- Available incentives, such as from CPS or the manufacturer, can lower the retrofitting costs.

The Retrofitting team recommended that the City start a pilot program, using City buildings and possibly one commercial and multi-family building, and a few homes, to test the PAYS system. Lessons from the pilot can then be used to expand the system throughout the City. This system has the potential, working in tandem with the free weatherization program, to dramatically increase the energy efficiency of our existing building stock and create another essential part of a 21<sup>st</sup> Century sustainable economy in San Antonio.

#### **Action**

*Consolidate and expand the weatherization programs in San Antonio and begin a pilot program to test the PAYS system.*

## Timetable

Spring 2009: Begin design and implementation of pilot program and consolidate and expand weatherization programs.

## Related documents:

Report on Formation of a Green Retrofit Program, January 2009

## Transportation and Land Use

### *Initiative #7: Create an integrated, efficient multi-modal transportation system for San Antonio.*

One of the foundations of a 21<sup>st</sup> Century sustainable urban economy is an integrated, efficient multi-modal transportation system, something San Antonio currently does not have. In July 2008, Mayor Hardberger and County Judge Nelson Wolff appointed a 12-person task force to address this issue in San Antonio.



In January 2009, the task force made findings and recommendations. The findings are sobering:

- Our transportation needs outstrip our funding.
- New state and federal funding will favor mass transit.
- To be economically competitive, we must offer efficient public transit options.
- Of the nation's ten largest cities, San Antonio is the only one without public rail transit.
- San Antonio has essentially no comprehensive transportation plan or shared vision for our transportation future.
- Our various transportation entities do not coordinate well.

- Global conditions will favor communities with multiple transportation options over those with a single mode or fuel source.

But the task force also made recommendations that can eventually get us to the transportation system needed in San Antonio:

- Seek local option funding legislation from the State Legislature.
- Aggressively pursue federal funding of local and regional “high capacity transit.”
- Consolidate the Regional Mobility Authority and VIA Metropolitan Transit.
- Have VIA begun planning, funding, and development of an enhanced public transit system, including light rail.
- Support the Greater Austin San Antonio Corridor Council to create transportation options that can link the two cities and create the potential for larger industry clusters.
- Begin a community-based regional planning process.



The ultimate goal of the task force is to create a “Roadmap,” a transportation master plan for San Antonio that will create a sustainable transportation system for San Antonio.

Because San Antonio lags behind in transportation, we must waste no time in implementing these recommendations to develop the transportation system we need to support our expanding economy.

### **Action**

*Move as quickly as possible on the recommendations of the task force.*

## **Timetable**

- February 2009: Begin the public transit planning at VIA and the regional planning process. Pursue federal funding for Austin-SA “high capacity” rail with help from the SA-Austin Corridor Council.
- May 2009: Secure state legislation for local option funding and consolidation of the RMA and VIA.

## **Related documents:**

Recommendations to the Mayor and County Judge of the San Antonio/Bexar County Transportation Task Force, January 2009.

Housing and Transportation Affordability in the San Antonio Metropolitan Region, December 2008

## ***Initiative #8: Create new sustainable real estate development that is mixed-use, mixed income, walkable, and transit-oriented.***

Land use affects energy consumption, public health, economic development, and air and water quality. The Transportation Task Force found that there is a “strong relationship” between land use and transportation: dense, mixed-use, walkable, and transit-oriented development reduces vehicle travel. San Antonio is not known for this kind of development, but it has several emerging examples:

- The Pearl Brewery—an adaptive reuse of 22 acres bordered by the San Antonio River just north of downtown, that is creating a mixed use development with residential, retail, educational, entertainment, office and recreational uses;
- River North—a mixed use development around the San Antonio River also just north of downtown that is linked by walkable streets and a trolley and is based on a form-based code;
- Verano—the first large-scale new urbanist community planned for San Antonio. It will be the home for the new Texas A & M campus and will fuse green building and operations with sustainable pedestrian-oriented community design and best practices in land use, waste management, and transit.



The City of San Antonio also has one of the most progressive Uniform Development Codes in the country with its alternative use patterns such as mixed-use Traditional Neighborhood Development, Transit Oriented Development, In-Fill Development, Commercial Retrofits, and Form Based Development.

San Antonio has the tools to create sustainable real estate development. What is needed is capital. In July 2008, the same fund building team that is working on the Venture Capital Fund and the Green Retrofit Program brought the Star Fund of Texas to San Antonio. The Star Fund is a real estate investment fund based in Dallas that is dedicated to investing in sustainable development. As a result of the Mayor's Mission Verde effort, the Star Fund is now working with developers in San Antonio to provide equity capital, technical help, and gap financing for sustainable real estate development in San Antonio.

**Action**

*Take advantage of the Star Fund of Texas and other similar funds to invest in sustainable development for San Antonio.*

**Timetable**

Ongoing.

**Related documents:**

Report on the Star Fund of Texas, December 2008.



## Community Outreach

***Initiative #9: Create a Green One-Stop Center to coordinate sustainability efforts and to provide information to residents and businesses.***

San Antonio has a large number of groups working on different aspects of sustainability. These include CPS, SAWS, the City's Office of Environmental Policy, and AACOG, as well as stakeholders such as Build San Antonio Green, Solar San Antonio, and the Clean Tech Forum. With Mission Verde, there will be community-based sustainable efforts, such as the Green Retrofit and Green Jobs Program. It will be essential to coordinate these various sustainability groups and efforts and to create one central source of information for sustainability.

A Green One-Stop Center could house sustainability groups, coordinate their efforts, demonstrate sustainability, and provide one central and accurate source of information to

residents and businesses. It could be a City-owned facility or an independent non-profit that works with or is under contract to the City.

A committee has been formed under the leadership of the ACC and the Clean Tech Forum to explore the creation of a sustainability center called the Alamo Clean Tech Learning Center. The committee has representatives from the City, SAWS, CPS, the Pearl Institute, ACC, the Clean Tech Forum, Southwest Research Institute, Incarnate Word University, Solar San Antonio, as well as business and community leaders. The center could teach, coordinate, demonstrate and provide information on sustainability. Possible locations for the center include the Pearl Brewery and, ultimately, the new sustainable ACC development that will be built at the Playland site just north of downtown.

The efforts of this group should be the genesis of a public private partnership between the City and various stakeholders to create a sustainability center in San Antonio.

### **Action**

*Work with public and private stakeholders in creating a center to coordinate sustainability efforts and provide a central source of information for sustainability.*

### **Timetable**

April 2009: Finalize programmatic design

July 2009: Finalize conceptual plan

## **City of San Antonio: “Leading by Example”**

### **Initiative #10: Address sustainability and resource efficiency across City facilities and departments**

The City has organized two new tools to advance sustainability - the Office of Environmental Policy (OEP) and the Sustainability Task Force. The OEP facilitates the City’s coordinated movement toward energy efficiency, waste reduction, and vehicular emission improvements. The Sustainability Task Force brings key department directors together to spread best practices throughout the City. The Task Force consists of the City directors of Capital Improvements, Management Services, Finance, Fleet Maintenance and Operations, Office of Management and Budget, Purchasing and Contract Services, Solid Waste Management, and is chaired by the City’s Chief Information Officer and staffed by the OEP.

The goals of the Sustainability Task Force are:

- Increase accountability for efficient use of resources, support local economic development, and assist in protecting the environment;

- Maximize interdepartmental collaboration and knowledge sharing, and capture City wide efficiencies and cost savings;
- Integrate and improve existing operations;
- Provide a forum for communicating the City's sustainability efforts to the larger community;
- Assist the City to become a leader and a model to other communities in the application of sustainable technologies and practices.

The OEP has taken the lead to accelerate energy upgrades to City facilities. The Sustainability Task Force has recommended a key water saving project at HemisFair Park in partnership with SAWS, a plug-in hybrid research program in partnership with CPS Energy, a new Administrative Directive to house key sustainability policies relating to greening the City fleet, Environmentally Preferable purchasing, recycling in City facilities, and Telework.

### **Action**

*Take advantage of all opportunities to improve sustainability within City operations and track the best practices and policies that are being implemented so that those outside the City may learn from those examples.*

### **Timetable**

February – May 2009: Implement planned staff improvements to OEP in order to expand capacity.

March 2009: Launch a website hosting a best practices section and build an exchange mechanism with major businesses and other public entities within the region.

April 2009: Issue sustainability directive.



***Initiative #11: Maximize the Energy Efficiency of all City Facilities.***

A large number of technology enhancements in areas such as lighting and HVAC have become available since most City facilities were constructed and began operations. A systematic audit of opportunities for energy and water improvements followed by implementation of these improvements, using a range of financing options, will improve energy and water efficiencies, workplace quality, and generate cost savings. OEP has initiated this work with audits and implementation plans for lighting improvements in police substations. Preliminary audit results show an average of a 1.5 year payback for lighting improvements.

A plan and schedule is in place to complete audits of all older facilities and prioritize upgrades according to those with the most to gain in efficiencies from lighting improvements.

Next, OEP will evaluate the potential for a full range of possible sustainability and resource efficiency services and benefits for City properties. For example, using strategically located City properties for car sharing locations, tree planting, and/or urban gardens expand benefits to the community beyond the core services offered at the properties.

Moreover, the City will partner with CPS Energy and SAWS as early adopters of efficiency and conservation programs developed by the utilities. As CPS Energy and SAWS roll out advanced metering initiatives, the City will integrate the new meters and related technology to help speed integration and effective use throughout the city.

The City will analyze new methods for integrating and financing distributed renewable energy. As new bond funding tools become available such as Qualified Energy Conservation Bonds (QECCB) and Clean Renewable Energy Bonds (CREB), the City will take steps to use such tools to facilitate the use of renewable energy in City facilities and possibly for the community at large.

The City will broadly disseminate best practices and pilot findings as learning opportunities for everyone.

### **Action**

*Pursue new financing tools to accelerate energy and water efficiency improvements in City facilities as well as the community at large.*

### **Timetable**

February 2009: Conduct feasibility study of QECCB and CREB bonds.

Ongoing: Coordinate with CPS Energy and SAWS in rolling out the Advanced Metering Initiative

Ongoing: AIM (Audit, Implement, Measure) for energy and water efficiency improvements in City Facilities

Ongoing: Identification and implementation of additional sustainability and resource efficiency opportunities in relation to City facilities.

## **Conclusion**

San Antonio is at a crossroads, a choice of paths. The path of sustainability is a path that leads to the future, one in which San Antonio invests in itself, generates its own energy, creates its own jobs, and builds a vibrant, 21<sup>st</sup> Century economy. Mission Verde is this path. Its many pieces fit together as one. The commitment of this city and community to sustainability, and the comprehensive, economic approach laid out in this plan are what has drawn the internationally known Jeremy Rifkin to see San Antonio as an ideal site to develop a model energy infrastructure. It is what has drawn world-class fund builders and fund managers, nationally recognized workforce development organizations, and cutting-edge sustainability experts to San Antonio. They see the potential for San Antonio to become a leader in a new world. All that remains is for us to act on that potential.

### Appendix 1: Initial Estimates: the Scope of Mission Verde's Benefits

Initiative	Assumptions	Annual energy savings/generation			Local job creation		Annual greenhouse gas reduction	
		Megawatt-hours (MWh)	Equal to powering how many San Antonio homes?	Direct financial impact of energy savings	Permanent local jobs	Total annual salaries	Tons CO <sub>2</sub> equivalent	Equal to taking how many cars off the road?
<b>Multi-Tech Venture Capital Fund</b>	\$100M invested in attracting multi-tech businesses to San Antonio	--	--	--	3,000	\$100M	--	--
<b>Solar distributed generation</b>	9 jobs per MW, PV panels on 50,000 homes (3kW) and 6,000 businesses (16kW) → create 250MW capacity	400,000	30,000	\$30M	1,000	\$40M	250,000	40,000
<b>Residential Green Retrofit</b>	Benefits calculated for 2015 for 30% of San Antonio homes retrofit, 15% average household energy savings	300,000	20,000	\$25M	300	\$10M	200,000	35,000
<b>City Facility Green Retrofit</b>	All city facilities retrofit by 2015, 12% average facility energy savings	30,000	1,500	\$2M	20	\$0.5M	35,000	6,000
<b>CPS energy efficiency goals</b>	Achieve 2020 demand reduction potential of the “aggressive incentive scenario” in Nexant’s study	250,000	15,000	\$20M	5,500 jobs; local and non-local	Uncertain	150,000	25,000
<b>Task Force on Sustainable Buildings, 15% energy reduction mandate by 2010</b>	Benefits calculated for 2015, the 5 <sup>th</sup> year of the new codes	250,000	15,000	\$20M	--	--	150,000	25,000
<b>Task Force on Sustainable Buildings, 30% energy reduction goal</b>	Benefits calculated for 5 <sup>th</sup> year of achieving 30% energy reductions	450,000	35,000	\$35M	--	--	300,000	50,000

Note: This analysis offers an estimate of the scope of benefits achievable through the programs outlined in this plan. Only the direct benefits of Mission Verde initiatives have been calculated; there are significant additional benefits due to the economic multiplier effects of local job creation and investment of capital into green initiatives. Furthermore, programs that reduce energy demand allow San Antonio to avoid costs related to new energy generation and infrastructure (power plants, transmission lines, electrical substations, etc.). For example, CPS’ energy efficiency efforts are estimated to avoid \$1.4B in energy generation and infrastructure, per analysis conducted by energy consultant Nexant.

**Energy Policy for Facility Operations, 05-04-09**

**CITY OF SAN ANTONIO  
OFFICE OF THE CITY MANAGER**

**Interdepartmental Correspondence Sheet**

**TO:** Executive Team

**FROM:** Sheryl Sculley, City Manager 

**SUBJECT:** Energy Policy for Facility Operations - For Immediate Implementation

**DATE:** May 4, 2009

As a follow up to the April 21<sup>st</sup> sustainability initiatives memo, I am requesting the implementation of an "Energy Policy for Facilities Operations" to curtail energy waste occurring within all municipal facilities (owned and leased). The secondary policy objective is to raise awareness and responsibility for City employees to practice energy conservation as part of their work environment. Within the next few weeks, this energy policy will be rolled out through various outreach and guidance documents. In the interim, I am requesting that City employees follow the following policies during their work shift:

1. All lighting must be turned off in unoccupied rooms at all times, with the exception of security lighting.
2. All thermostats will be adjusted to maintain the best possible comfort level for all employees.  
Summer – 74-76 degrees (occupied); 84-86 degrees (unoccupied)  
Winter – 68-70 degrees (occupied); 82-84 degrees (unoccupied)

I am charging the Office of Environmental Policy (OEP) to be the lead agency to provide department guidance and to ensure compliance. In addition, OEP will establish an internal committee to foster energy conservation and efficiency practices for all City of San Antonio facilities.

The Purchasing and General Services Department in partnership with the Office of Environmental Policy will circulate an internal energy conservation campaign. The purpose of the campaign is to remind employees of the energy conservation policy and to announce conservation accomplishments

If you have any questions, you may contact Laurence Doxsey, Environmental Policy Director at 207-1721.