



**2018-2020**  
**City of San Antonio**  
**- Ozone Action Day Plan**

**Office of Sustainability**  
**September 2018**

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### OZONE ACTION DAY PLANS

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## I. Introduction

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

As of September 24<sup>th</sup>, 2018, Bexar County was officially announced to be in ‘Marginal’ nonattainment by the EPA. Marginal nonattainment areas are those closest to being within the designated attainment standard as stated in the previous paragraph at the current level of 70 ppb or lower. The City of San Antonio (CoSA) now has until December 2020 to meet the EPA maximum of 70 ppb. It is our goal to reach attainment by 2020 and help achieve this we have convened an internal CoSA ozone attainment workgroup to coordinate activities that have air quality benefits for residents as well as city operations. Our focus in the immediate term is reducing NOx and VOCs (exhaust, fuel, and strong cleaners). While these are the targets many departments will be able to add to these concerns with their own departmental goals as well.

This *Ozone Action Day Plan* establishes guidelines and procedures for reducing emissions of ozone-forming compounds into the atmosphere, both on OAD as well as throughout the ozone season. City Departments, through voluntary compliance with the Ozone Action Day Program, will modify certain activities on OADs. This year will be the thirteenth year that the City has reviewed and implemented a plan to reduce ozone. All essential and emergency services remain unaffected.

## II. Ozone Basics

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

The City believes that San Antonio can achieve clean air this ozone season if the entire community works together to reduce emissions, especially on Ozone Action Day. To date, the San Antonio region has implemented numerous voluntary emission reduction programs, including episodic and year-round programs, use of alternative fuels in local fleets, and technical studies to characterize our situation. The two largest local sources contributing to ozone in San Antonio are: (1) area sources, such as residential and commercial painting, refueling activities, and construction sources; and (2) mobile sources including automobiles, trucks, etc. In order to improve air quality in San Antonio, reducing emissions from automobile engines is critical.

### **III. Emission Reduction Measures**

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

#### **Refueling Plan**

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

### **IV. OZONE ACTION DAY NOTIFICATION PROCEDURE**

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

When an Ozone Action Day is called:

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

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

## V. Department Specific Plans

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

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

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**  
Because OADs are declared with only one-day notice, this practice of delaying meetings should be encouraged year-round.
- **Practice appropriate vehicle operating tips.**  
For example, such as shutting off the engine when parked, avoiding excessive idling such as sitting at drive-thru's and leaving the vehicle running while parked. Operate the vehicle only on an as-needed basis to reduce emissions. Avoid travel through known congested areas whenever possible.
- **Consider your work schedule to reflect limiting vehicle and equipment use.**  
Encourage multiple crew transports using higher occupancy rate vehicles.
- **Reschedule nonessential operations.**

For example, lawn maintenance, tree trimming, and use of power saws, generators, etc., which include other gasoline-powered equipment.

- **Reschedule nonessential outdoor painting activities and activities requiring solvent use.**

Postpone all solvent and paint use to evenings or on a non-Ozone Action Day.

- **Reschedule nonessential paving activities.**

Year-round, all departments will implement the following:

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

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

## **VI. Departmental Plans**

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

**Animal Care Services**  
**Arts and Culture**  
**Aviation**  
**Building and Equipment Services**  
**City's Attorney's Office**  
**Office of City Clerk**  
**Office of City Council**  
**Convention Sports and Entertainment Facilities**  
**Development Services**  
**Equity Office**  
**Finance**  
**Fire Department**  
**Government and Public Affairs**  
**Human Services**  
**Human Relations**  
**Information Technology Services Department**  
**Innovation**  
**Neighborhood and Housing Services Department**  
**Office of Historic Preservation**  
**Parks & Recreation**  
**Planning Department**  
**Police Department**  
**PreK-4 SA**  
**San Antonio Metropolitan Health Department**  
**San Antonio Public Library**  
**Transportation & Capital Improvements**  
**Tricentennial Office**  
**Solid Waste Management Department**

## **VII. Departmental Ozone Action Day Plans**

### **Animal Care Services Department**

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

- Department will email Ozone Action Plan to employees once an Ozone Action Day is announced and supervisors will brief employees on any work duty changes.
- Outreach operations will be curtailed or deferred as much as possible, so long as the health of the animals and the safety of the community we are caring for is not compromised.
- Non-Enforcement-related employees should remain in one location during the workday if possible.
- Employees are encouraged to bring a lunch or walk to a nearby restaurant.
- Employees will be efficient as possible as they plan their daily activities and trips.
- Department encourages the use of employee Alternate Work Schedules as long as core operations are not affected.
- Employees are encouraged to car pool and use public transportation and reduce air pollution during non-work hours.
- Employees will minimize scheduling off-site morning meetings. Encourage the use of teleconference meetings.
- Department will be working with Finance and ITSD to make it easier for residents to pay online or via phone.
- Employees will avoid excessive and unnecessary idling (such as when there are no animals being housed in a truck) during work and encouraged to do so during non-work hours.
- Department will reschedule bin-mail deliveries to department locations.

## Arts and Culture

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

- Minimize scheduling of morning meetings between the hours of 8 a.m. and 9 a.m., when possible.
- Teleconferencing will be encouraged to avoid travel for meetings scheduled throughout the day.
- Encourage staff to practice at work energy reduction activities such as:
- Turn off lights in conference room when meetings are completed
  - Log off computer at the end of the day
  - Turn off computer monitor at the end of the work day

Encourage staff to practice appropriate vehicle operations such as:

- Shutting off the engine when parked
- Avoid rush hour when slowdowns on roads are most common
- Avoid excessive idling such as sitting at drive-thru windows 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 when possible
- Ensure personal vehicles are functioning properly by maintaining the exhaust system, proper air pressure in tires, and oil changes
- Avoid unnecessary driving by combining trips and carpooling
- Refuel after 6 p.m., or after dusk
- Encourage use of public transportation, cycling, and rideshare
- Encourage the use of alternative-fuel vehicles, such as natural gas, electric and hybrid vehicles
- Bring lunch to work or walk to lunch rather than drive

Encourage staff to practice other at home energy reduction activities, such as:

- Limit the use of lawn mowers and outdoor grills to after 6 p.m., or utilize push mowers, manual rakes and brooms
- Use environmentally friendly products (for example, hair gel instead of hair spray)
- Store and dispose of chemicals correctly - follow manufacturers' recommendations for use and properly seal cleaners, paints, and other chemicals to prevent evaporation into the air.
- Conserve energy by turning home air conditioning

- thermostat up to at least 78 as the **EPA** recommends
- Utilize fans, turn the thermostat up when not at home, close blinds to reduce sun penetration
  - Turn off or unplug electrical devices when not in use - computers can heat up rooms
  - Install LED lights that utilize less energy
  - Consider using gas logs instead of wood, if using a wood-burning stove or fireplace insert, make sure it meets EPA design specifications.
- 
- **Flextime:** Arts & Culture will evaluate the possibility of implementing a flextime policy with the purpose of minimizing congestion during peak traffic hours.
  - **Telecommuting:** Arts & Culture will evaluate the possibility of implementing a seasonal or year-round telecommuting policy to minimize the overall number of vehicles traveling to and from City work areas.
  - **Preservation of Trees:** The department will encourage staff to follow the City's Landscape and Tree Preservation Ordinance which attempts to preserve existing trees and encourages the planting of new trees when and where possible in order to improve air quality.
  - **Employee Education Program:** The department will implement an employee educational program with information disseminated via e-mail and bulletin board postings on the importance and benefits of reducing emissions during called Ozone Action Days along with year-round discussions.
  - **Compliance and Monitoring Methodology:** The department will hold group discussions in staff meetings about Ozone Action Day measures to identify problems and find solutions early on.

## **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, with the exception of tasks deemed essential to safety and security.
- 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 OADDs if deemed essential.
- HVAC will suspend Freon recovery operations during OADDs.
- 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 OADDs.
- 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 OADDs. 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.

## **Building and Equipment Services**

### **Policy**

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

- Minimize scheduling of morning meetings between the hours of 8:00 AM and 9:00 AM when possible or teleconference.
- Reschedule non-essential operations such as landscaping activities or exterior painting.

- Alternative fuel vehicles will be used first before a gasoline-powered vehicle for approved travel.
- Idling of vehicles or equipment being repaired or serviced by Fleet Shops will be kept to an absolute minimum. Only public safety vehicles (Police & Fire) will be road tested.
- Use low-VOC paint and cleaning products, no oil paint.
- Employees will be encouraged to use public transportation or carpool.
- Employees will be encouraged to bring lunch and eat in break room instead of driving to pick up food and/or eating in their car.
- All gasoline powered equipment will not be utilized.

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

### **Employee Education Program**

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

### **Compliance and Monitoring Methodology**

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

## **City Attorney's Office**

The City Attorney's Office fully supports the City of San Antonio Policy for curtailing emissions on designated Ozone Action Days and year-round.

On Ozone Action Days, the City Attorney's Office will implement the following:

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible.**
- **Encourage teleconferencing to avoid travel for meetings scheduled throughout the day**
- **Encourage appropriate vehicle operating tips when driving is unavoidable.**
- **Encourage use of public transportation, carpooling or other alternative transportation.**

Year-round, the City Attorney's Office will

- **Flextime:** Evaluate an approved flextime policy with the purpose of minimizing congestion during peak traffic hours
- **Telecommuting:** Evaluate a seasonal or year-round telecommuting policy to minimize the overall number of vehicles traveling to and from City work areas
- **Service Contracts:** Team with Departments to incorporate specific Ozone Action Day requirements into purchase and service contracts
- **Annual In-House Training:** Develop an annual training program to increase employee awareness of Ozone Action Day responsibilities. This training will include educational materials available through the Alamo Area Council of Governments.
- **Energy Conservation Practices:** Practice energy conservation in City buildings, including but not limited to: turning off lights; turning off computers; limiting air conditioning uses

## **Office of the City Clerk**

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

The OCC will follow the procedures listed below to reduce Ozone Action Days and Year-round:

- Meetings
  - Schedule meetings in early morning between the hours of 8:00 a.m. and 10:00 a.m. when possible
  - Utilize Teleconferencing when possible
  - Carpool to meetings
  - Take public transportation
- Practice appropriate vehicle operating tips
  - Use vehicle on an as-needed basis
  - Turn off vehicle when parked
  - Avoid excessive idling
  - Avoid fueling vehicle during Ozone Action Days

- Encourage use of public transportation and carpooling
  - Bus Pass Program
  - Carpool Program
- Flex Schedules
  - Evaluate and provide a modified schedule for employees using public transportation
  - Propose an alternate work schedule to reduce ozone pollution due to traffic congestion

## **Office of City Council**

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

- Minimize scheduling of morning meetings between the hours of 8am and 9am when possible.
- Encourage teleconferencing to avoid travel for meetings scheduled throughout the day.
- Utilize District Field Offices for meetings when possible to minimize travel.
- Practice appropriate vehicle operating tips:
  - Shutting off the engine when parked
  - Avoid excessive idling such as sitting at drive-through windows 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 when possible
- Encourage use of public transportation and carpooling.
- Encourage walking to a nearby restaurant if leaving for lunch.
- Activate & equip both Conference Rooms to allow for video conferencing & virtual meetings

### **Employee Education Program**

The department will implement an employee educational program with information disseminated via e-mail and bulletin board postings on the importance and benefits of reducing emissions during called Ozone Action Days along with year-round discussions.

### **Compliance and Monitoring Methodology**

The department will hold group discussions in staff meetings regarding ozone action day measures in order to identify problems and identify solutions

## CONVENTION AND SPORTS FACILITIES DEPARTMENT

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

### Department Policy

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

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

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

## **Employee Education Program**

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

## **Development Services Department**

### **Policy:**

Development Services Department (DSD) fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days (OAD) and year-round. As such, DSD will observe COSA's Administrative Plan and adhere to the set standards as outlined in the City's OAD Plan. In line with the plan, DSD will continue or implement the following guidelines for FY 2019:

- Continue to use the Route Optimization tool to help streamline the inspection process; this tool ensures inspection-vehicles utilize optimized routes therefore providing reduced fuel usage, lower emissions, and lower maintenance costs
- Monitor fleet vehicle-idling through Telematics (vehicle-based GPS) functionality, starting Q2FY19
- Continue to educate all (field and office) staff on avoiding vehicle-idling
- Increase the number of online land development records (plats, zoning, board of adjustment, rights determination) processed with the implementation of BuildSA
- Increase the number of online submissions and retrievals of plan sets, documents and re-submittals using the Electronic Plan Review Portal
- Car pool to field site meetings when the opportunity allows

## **Fire Department**

- 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 burn permits.

- Reschedule blasting permits.
- Reschedule indoor pyro and outdoor fireworks displays.
- Reschedule nonessential inspections on commercial establishments.
- Suspend starting the apparatus, engines, generators and PPV's at shift change.
- Suspend hose practice and driving practice.
- Reschedule preventative maintenance.
- Suspend outdoor cooking.

## **Equity Office**

- Encourage use of public transportation and carpooling.
- Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible.
- Encourage the use of web conferencing for scheduled and ad-hoc meetings.
- Employees should remain in one location during the workday if possible.
- Encourage employees to bring a lunch or walk to a nearby restaurant.
- Flextime: The Office will provide for flexible workday start and end times for the purpose of minimizing congestion during peak traffic hours.
- Telecommuting: The Office will evaluate and implement a seasonal or year round telecommuting policy to minimize the overall number of vehicles traveling during OADs.

## **FINANCE**

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

- Encourage use of public transportation and carpooling.
- Minimize scheduling of morning meetings during peak traffic hours when possible.
- Teleconferencing will be encouraged to avoid travel for meetings scheduled throughout the day.
- Practice appropriate vehicle operating tips:
  - o Shutting off the engine when parked

- o Avoid excessive idling such as sitting at drive-through windows and leaving the vehicle running while parked
- o Operate the vehicle only on an as-needed basis to reduce emissions
- o Avoid travel through known congested areas when possible
- Staff is encouraged to contact their Manager to determine if any of the following would be practical in their area:
  - o **Flextime:** Each division could consider implementing a flextime policy with the purpose of minimizing congestion during peak traffic hours during Ozone Action Days.
  - o **Telecommuting:** Each division could consider implementing a seasonal telecommuting policy to minimize the overall number of vehicles traveling to and from City work areas during Ozone Action Days. Each division shall analyze workload and available personnel with the potential of designating personnel for working from home as appropriate.

#### **Employee Education Program**

The department will implement an employee educational program with information disseminated via e-mail and bulletin board postings on the importance and benefits of reducing emissions during called Ozone Action Days along with year-round discussions.

#### **Compliance and Monitoring Methodology**

The department will hold group discussions in staff meetings regarding ozone action day measures in order to identify problems and identify solutions proactively.

## **Government and Public Affairs**

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

#### **GPA Department Policy**

- Early morning meetings (8:00-9:00am) will be kept to a minimum or will accommodate individuals participating in the meeting by telephone.

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

#### **Employee Education Program**

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

#### **Compliance and Monitoring**

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

## **Human Resources**

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

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

Year-round, all departments will implement the following:

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

turning off lights and computers and limiting air conditioning uses.

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

## **Department of Human Services**

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

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

### **General Guidelines**

- Landscaping and Building Maintenance:
  - Responsible staff will reschedule nonessential operations, such as: landscaping activities and tree trimming services on Ozone Action Days
- The use of gasoline powered equipment on Ozone Action Days, when possible, should be avoided.

### **General Guidelines**

- Nonessential outdoor painting activities or activities requiring the use of solvents will be rescheduled, as needed.
- Activities requiring the paving of parking lots or use of sealants to coat/strip lots will also be rescheduled, when possible.

### **Departmental Operations**

- Division staff will minimize scheduling of morning meetings, between the hours of 8:00 a.m. and 9:00 a.m., when possible, or use teleconference capabilities to reduce the number of staff and other attendees traveling to off-site meetings.
- Additionally, other program activities involving participant transportation will be rescheduled, as possible, during Ozone Action Days. These nonessential activities can include: site visits, audits, and inspections.
- All departmental staff will also be encouraged to car pool or use public transportation on designated Ozone Action Days.

### **Roles and Responsibilities**

- Employee Responsibilities:
  - DHS staff is responsible for ensuring individual job performance and division business needs are not impacted in implementing these guidelines.
  - DHS staff charged with managing and maintaining facilities are responsible for working with contractors and other personnel to ensure implementation of this policy.
- Supervisors and Managers are responsible for discussing this policy with their employees and obtaining signed acknowledgement forms reflecting receipt and understanding of this Department Directive.
- DHS Sustainability Liaison Responsibilities:
  - Designated staff is responsible for providing notification to the Director's Office and Division management of designated Ozone Action Days.
  - The Sustainability Liaison will also work with department management to make educational materials, provided by the Office of Sustainability, available to staff and customers, where possible, and include these materials in annual departmental in service and/or trainings.

### **Compliance and Monitoring**

- The DHS Sustainability Liaison will work with department management to review plan expectations.

- Upon notification of an Ozone Action Day, the Sustainability Liaison will notify both the Division Managers and Mobility Service Manager to take appropriate steps to comply with the plan.
- The DHS Sustainability Liaison will follow-up with Division Managers and the Mobility Service Manager to ensure guidelines established in this policy were followed and identify any barriers to full implementation.

## **Information Technology Services Department**

### Department Policy During Ozone Action Season and Year-Round

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

### Employee Education Program

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

### Compliance and monitoring methodology

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

# Innovation

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

## Office Policy

### I. Ozone Action Day Policy

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

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

### II. Year Round Policy

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

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

## Employee Education Program

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

## **Compliance and Monitoring**

- III. The Office of Innovation is committed to tracking email notification correspondence regarding the above policies.
- IV. The Office of Innovation is committed to tracking the posting of signs in all common areas by October 31, 2018.

## **Neighborhood and Housing Services Department**

### **Policy**

Neighborhood and Housing Services Department (NHSD) fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days as well as on a year-round basis. NHSD will implement the following procedures and guidelines:

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

# Office of Management and Budget

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

## Department Policy

### I. Ozone Action Day Policy:

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

- a. Reschedule external meetings scheduled between 8:00 a.m. and 9:00 a.m. or teleconference when feasible. If meeting cannot be moved, make best effort to consolidate trips to reduce emissions.
- b. Encourage conference calls and WebEX meetings when feasible.
- c. Encourage employees to practice appropriate vehicle operating tips in personal vehicles or utilize public transportation.

### II. Year Round Policy:

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

- a. Minimize the scheduling of external meetings between the hours of 8:00 a.m. and 9:00 a.m.
- b. Encourage use of City-sponsored free bus pass and use of VIA Park and Ride program.
- c. Encourage use of teleconference or WebEX for meetings requiring a commute, when feasible.
- d. Encourage walking, bicycling, or taking public transportation to all downtown meetings.
- e. Practice energy conservation by posting reminder signs to shut off lights in common areas and offices, when not in use.
- f. Practice appropriate vehicle operating tips:
  - Shutting off the engine when parked
  - Avoid excessive idling such as sitting at drive-through windows 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 when possible

### **III. Employee Education Program**

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

### **IV. Compliance and Monitoring**

OMB is committed to tracking correspondence via email and presentations regarding the above policies.

## **San Antonio Metropolitan Health Department**

San Antonio Metropolitan Health District (Metro Health) fully supports the City of San Antonio (COSA) Policy for curtailing emissions on designated Ozone Action Days and year-round. Department will implement the following procedures and guidelines.

- Department will email Ozone Action Plan to employees once an Ozone Action Day is announced and supervisors will brief employees on any work duty changes.
- Outreach operations will be curtailed or deferred as much as possible, so long as the health of our clients is not compromised.
- Employees should remain in one location during the workday if possible.
- Employees are encouraged to bring a lunch or walk to a nearby restaurant.
- Employees will be efficient as possible as they plan their daily activities and trips.
- Vector Control operations will be complaint driven or substituted with an in-service training.
- Department encourages the use of employee Alternate Work Schedules (a policy is in place).
- Employees are encouraged to car pool and use public transportation and reduce air pollution during non-work hours.
- Food and Environmental Health section will locate vehicles and assign Sanitarians closer to their work sectors. Sanitarians will inspect food courts and other locations where multiple inspections can be made in the same area.
- Employees will minimize scheduling off-site morning meetings. Encourage the use of teleconference meetings.
- Department will be working with Finance and ITSD to make it easier for residents to pay online or via phone.

- Department is creating a Telecommuting Policy.
- Employees will avoid excessive idling during work and encouraged to do so during non-work hours.
- Department will reschedule bin-mail deliveries to department locations.

## **San Antonio Public Library**

- Central Library and all Branch Libraries will display approved Ozone Action Day awareness fliers at reference desks.
- Non-essential deliveries or transfers will be rescheduled.
- Essential delivery transfers or deliveries that require vehicle use will be altered to off-peak times whenever possible
- Idling of maintenance and delivery vehicles will be kept to the absolute minimum. Vehicles will not be left idling for the sole purpose of keeping the vehicle cool through use of the air conditioning system.
- Vehicle refueling will be rescheduled to Non-OADs whenever possible
- Meetings which require the movement of personnel by vehicle will be re-scheduled to begin not earlier than 9:00 a.m. whenever possible
- Teleconferencing will be encouraged to avoid travel for meetings scheduled throughout the day.
- Testing of the emergency generator will be re-scheduled to a Non-OAD
- All outdoor and nonessential indoor painting activities will be rescheduled.
- All gasoline powered maintenance equipment operated by SAPL maintenance staff such as leaf blowers, pressure washer pumps, etc. will not be utilized, except to address immediate safety concerns.

## **Office of Preservation**

### **Action Plan**

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**  
Because OADs are declared with only one-day notice, this practice of delaying meetings should be encouraged year-round. In general, teleconferencing is encouraged as an alternative to on-site meetings whenever possible.
- **Practice appropriate vehicle operating tips.**

For example, such as shutting off the engine when parked, avoiding excessive idling such as sitting at drive-thru's and leaving the vehicle running while parked. Operate the vehicle only on an as-needed basis to reduce emissions. Avoid travel through known congested areas whenever possible.

- **Consider your work schedule to reflect limiting vehicle and equipment use.** Schedule necessary site visits between the hours of 8 am and 9 am. Carpool or consolidate trips whenever possible.
- **Reschedule nonessential operations.** For example, routine patrolling and site visits should be limited during OADs. Administrative in-office work is encouraged over the use of a vehicle during OADs.

Year-round, the Department will implement the following:

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

## **Parks and Recreation**

### **Policy**

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

- **Minimize scheduling of morning meetings between the hours of 8:00 a.m. and 9:00 a.m. when possible or teleconference.**
  - Because OADs are declared with only one-day notice, this practice of delaying meetings will be encouraged year-round.
- **Practice appropriate vehicle operating tips.**
  - Shut off vehicle engines when parked and operate vehicles only on an as-needed basis to reduce emissions.
  - Avoid travel through known congested areas whenever possible.
- **Reschedule nonessential operations.**
  - Includes: Park Property maintenance (mowing), tree trimming, and use of power saws, generators, etc. which include other gasoline-powered equipment.
- **Reschedule nonessential outdoor painting activities and activities requiring solvent use.**
  - Postpone all solvent and paint use to non-Ozone Action Days.
- **Reschedule nonessential paving activities.**
- **Telecommuting:**
  - Parks will continue to promote telecommuting to minimize the overall number of vehicles traveling to and from City work areas.
- **Service Contracts:**
  - Parks will continue to incorporate and enforce OAD requirements into mowing contracts and other service agreements.
- **Annual In-House Training:**
  - Parks will develop and implement a brief employee training session to increase awareness of Department and staff OAD responsibilities.
- **Encourage use of public transportation and carpooling.**
  - Encourage staff to participate in VIA bus pass program for commuting to work and meetings.
- **Practice energy conservation in City buildings.**
  - Turn off lights and computers when not in use.
- **Electronically provide educational materials on OADs and air quality to staff.**

### **Employee Education Program**

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

- Department Sustainability Liaison (DSL) will send out educational information every newsletter.

- Reintroducing staff to employee bus program through VIA.
- Remind staff of the No-Idling Policy.
- Periodically provide correspondence with tips on the best times to refuel, etc.
- The DSL will modify its “Caught Being Green” staff recognition program to include ‘No-Idling’ with giveaways.
  - DSL will remind Managers and Supervisors of the importance of No-Idling policy.
  - DSL will encourage Managers and Supervisors to make park site visits to acknowledge employees that are not idling, and educate the employees that are idling.
  - Include ‘Caught Being Green’ staff recognitions in the Department newsletter.

### **Compliance and Monitoring Methodology**

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

## **Planning Department**

*By 2040, Bexar County's population is expected to increase by approximately 1.1 million people. SA Tomorrow is an innovative, three-pronged planning effort to guide the city toward smart, sustainable growth. A component of our efforts to maintain the well-being of current and future residents is improved air quality. The Planning Department has implemented the following procedures and guidelines that support the San Antonio Ozone Action Plan.*

- **Energy Conservation** – Employees will be reminded to turn off lights when leaving offices and to make it a habit to turn off lights in areas, such as conference rooms, when they are not in use
- **Waste Management** – Employees will actively participate in recycling along with green purchasing
- **Water Efficiency** – In an effort to promote reusable water bottles, Planning coffee mugs were purchased for staff
- **Delayed Morning Meetings** – Meetings will be scheduled after 9:00 a.m., on a year-round basis. If meetings must be held prior to 9:00 a.m., they will use teleconferencing
- **Reducing Emissions** – Employees will be strongly encouraged to use public transportation through the Bus Pass and Carpool Programs

- **Compliance and Monitoring** – Staff meetings will include group discussions about flextime and/or other Ozone Action Day measures to identify problems and find solutions
- **Teleconference** – Some meetings will be moved to WebEx teleconference format
- **Vehicle Operating Tips** – All employees must practice appropriate vehicle operating tips, whether using a City vehicle or a private vehicle. These tips include shutting off the engine while parked; avoiding travel through known congested areas during peak hours. Also, using a vehicle only on an as-needed basis—avoid using it for short trips when other modes of transportation, i.e., bus, bicycle, or walking, can be utilized.
- **In-House Training Program** – A continuous in-house program will be provided with updated educational material on benefits of practicing all of the above

## **Police Department**

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

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

- Fuel vehicles on day before OADD whenever possible.
- Reduce use of non-emergency vehicles.
- Restrict use of motor pool vehicles to essential use only.
- Avoid excessive idling of vehicles.
- Reschedule non-essential operations
- Enforce polluting vehicle ordinances or statutes.
- Encourage employees to car pool or use public transportation
- Encourage employees to avoid polluting activities at their home.
- Testing of the emergency generators will be rescheduled to non-OAD days as needed.
- Vendor grass cutting will be rescheduled on OAD days, no gasoline powered equipment such as Lawn equipment will be used

## PRE-K FOR SA

**Introduction and Purpose:** Pre-K 4 SA supports the City of San Antonio’s efforts to reduce air pollution and maintain a sustainable living and working environment and working environment.

**General Practices:** On OAD, the following practices will be implemented:

- a. Encourage commute alternatives for employees.
  - i. Telecommuting: Will be year-round and available for Center Directors, Assistant Directors, and Administration as workload or services allow with Supervisor permission.
  - ii. Flex-Time: Seasonal, Administrative and Support Staff (upon approval) as long as workload or services allows.
  - iii. Carpool/Public Transportation: Year-round, City has bus and carpool programs for employees. Pre-K 4 SA will encourage staff to join in a program that fits their needs.
- b. Postpone maintenance activities
  - i. Vendors will be notified by 5:00 PM on the same day of notification.
    1. Indoor and Outdoor painting
    2. Lawn care/landscaping
- c. Encourage energy conservation within the workplace.
  - i. Turn off lights when possible
  - ii. Make education materials available online or through email.
  - iii. Consider routes when scheduling meetings, making deliveries, etc.

**Standard Procedures:** Pre-K 4 SA will maintain standard sustainability processes year-round. Processes and procedures for OAD’s will differ slightly.

- a. Year-round: In order to implement these procedures year-round, use discretion when scheduling meetings and traveling during peak traffic hours.
  - i. Encourage conference calls in lieu of in-person meetings upon approval.
  - ii. Flex-time utilization based on workload and upon approval.
  - iii. Carpooling and public transit is encouraged.
  - iv. Staff is to utilize best practices concerning sustainability efforts with the office (i.e. use of lights, developing routes for deliveries or meetings.)

b. OADs

- i. Department designees receive notification from Health Department by approximately 2:00 PM, (24 hour alert).
- ii. Department designees will notify by email main POC's involved in the sustainability measures. (i.e. Facilities SMA, Directors, Assistant Directors, and Administration Managers.)
- iii. The following practices will go into place once notification is made to all designees.
  1. Adjust meetings that are scheduled during peak hours.
  2. Arrive early or later than usual and plan to do the same when leaving based upon approval.
  3. Indoor and Outdoor maintenance will be postponed.

**Departmental Practices for OADs:**

- i. Encourage commuting alternatives to employees.
- ii. Postpone Maintenance activities.
- iii. Encourage energy conservation within the workplace.
- iv. Encourage employees to fuel up prior to 8:00 AM and after 6:00 PM on OADs.

## **Transportation and Capital Improvements**

**On Ozone Action Days (OAD), 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 non-essential street striping and other painting activities.
- Limit construction activities to Tier IV diesel equipment.
- Field (tanker) refueling operations associated with oil emulsions will be suspended.
- Crews not using Tier IV equipment will be reassigned to various manual tasks such as erecting signs, site cleanup, etc., when necessary.
- Operation of construction and heavy equipment other than Tier IV diesel will be restricted to essential use.
- In-house paving operations and mixing of hot asphalt concrete will be restricted to essential use with the exception of milling processes to include prep work.
- Personnel shall limit travel.
- Spraying of insecticides or pesticides will be suspended.

### **Other Measures to be added on Ozone Action Days:**

- Special provision will be incorporated into construction plans and specifications that limit construction to Tier IV diesel equipment for TCI's contractors.
- Avoid unnecessary driving by bringing your lunch to work, combining errands, carpooling and trying out transportation alternatives such as walking and cycling.
- Avoid drive-thru facilities or other situations where your vehicle idles for an extended period of time.
- Avoid driving during peak congestion times, make sure to properly maintain your vehicle, avoid idling, and use the lowest-emission vehicle available when necessary to drive.
- Require all meetings provide a WebEx option for personnel offsite.

### **Potential Impacts:**

- Affect or possibly delay schedules for Level Service Agreements for pavement repairs, sidewalk repairs, guard rails repairs, and alley maintenance.
- Affect or possibly delay schedule for Street and Drainage Infrastructure Management Plans (IMPs).
- Affect or possibly delay tractor mowing and small gas powered equipment use to maintain our mowing cycle schedules.

## **Solid Waste Management Department**

In recognition of the importance of air quality, the Department has implemented the following standard procedures every day.

- Purchase vehicles that meet the newest EPA air quality standard
- Implemented a vehicle no idling policy
- Implemented a renewable energy project that captures methane gas and converts it to electricity and is currently researching the potential addition of solar panels
- Allow administrative staff to work alternative schedules

In addition, on Ozone Alert Days, the following additional practices will be implemented:

- Freon extraction shall be delayed for one day, depending on the availability of storage space for appliances

- Non-emergency meetings at the administrative office with field staff will be delayed or held via conference call
- A notice about the OAD will be added to the digital screens located at each service center to inform our employees
- The message on the digital billboard at the Bitters drop-off center will be changed to alert residents about the OAD

## **VIII EXISTING CITY OF SAN ANTONIO (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.

### **Air Improvement Resources (AIR) Committee**

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

### **Public Education and Outreach**

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

### **Fuel Facilities Upgrade**

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

### **Ozone Season Refueling Plan**

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

### **Emissions Testing**

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

### **Employee Bus Pass Program**

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

### **Flextime Policy**

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

### **Traffic Signal Modernization/Synchronization (TSSM) Program**

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

### **Preservation of Trees**

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

### **Green Building Policy**

- Policy commits future City commercial-type buildings be designed and constructed according to economical and technically feasible high performance building concepts including: energy efficiency, green building guidelines.
- The Office of Sustainability, in conjunction with the Development Services Department, obtained Council approval for advanced residential and commercial building codes. By ordinance the Stakeholder Sustainable Building Committee will meet every three years to review the City's energy conservation code and provide a recommendation to City Council.

## **IX City Employee and Department Recommendations**

1. Employees are given work credit for commuting to work utilizing VIA and taking advantage of Wi-Fi on their commute.
2. All Departments provide quarterly activity reports on progress concerning Ozone during current Non-Attainment period. During months with less likely OADs, reporting on anti-idling accomplishments, training, etc.
3. Annual reporting by each department concerning OAD's on HR required reporting at end of Fiscal Year. (Days employees telecommuted, accumulated quarterly reports, etc.)
4. Seek guidance from City Management concerning how each department is to handle mandatory commitments, i.e., 24-hour pothole response.
5. Require Department Directors to provide Telecommuting Plan (Alternate Staff)

6. Departments recognize teams or individuals as 'Green Team' Award winners on a quarterly basis.