

Ozone Action Day Plan



Table of Contents

Table of Contents	2	Office of Innovation	19
Acronyms and Abbreviations	3	Office of Management & Budget	20
Administrative Directives	3	Office of Risk Management	20
Introduction	4	Office of the City Attorney	21
311 Customer Service Office	4	Office of the City Auditor	21
Animal Care Services Department	4	Office of the City Clerk	22
Aviation Department	5	Office of the City Council	22
Building & Equipment Services Department	6	Office of the City Manager	23
City Center Development & Operations Department	6	Office of the Mayor	23
Communications & Engagement	7	Planning Department	23
Compliance, Opportunity & Access	8	Pre-K 4 SA	24
Convention & Sports Facilities	8	Public Works Department	25
Department of Arts & Culture	9	San Antonio Fire Department	25
Department of Human Services	11	San Antonio Metropolitan Health District	26
Department of Resilience & Sustainability	12	San Antonio Municipal Court	27
Development Services Department	13	San Antonio Parks & Recreation Department	27
Economic Development Department	13	San Antonio Police Department	28
Finance Department	14	San Antonio Public Library	28
Government Affairs Department	14	Solid Waste Management Department	29
Human Resources Department	15	Transportation Department	29
Information Technology Services Department	16	Workforce Development Office	30
Military & Veteran Affairs Department	16	World Heritage Office	30
Neighborhood & Housing Services Department	16	Appendix A: Ozone References	31
Office of Emergency Management	18		
Office of Historic Preservation	18		

Acronyms and Abbreviations

ACS	Animal Care Services	IMP	Infrastructure Management Plan
AACOG	Alamo Area Council Of Governments	ITSD	Information Technology Services Department
BESD	Building & Equipment Services Department	LED	Light-Emitting Diode
BMM	Building Maintenance Mechanic's Vehicle	LOTG	Library On The Go Vehicle
C&E	Communications & Engagement	LRW	Little Read Wagon Outreach Vehicles
CAAP	Climate Action And Adaptation Plan	MVAD	Military And Veteran Affairs Department
CCDO	City Center Development & Operations	NHSD	Neighborhood & Housing Services Department
CMO	City Manager's Office	OAD	Ozone Action Day
CoSA	City Of San Antonio	OCC	Office Of The City Clerk
CSF	Convention & Sports Facilities	OHP	Office Of Historic Preservation
DEI	Diversity, Equity & Inclusion	OMB	Office Of Management & Budget
DHS	Department Of Human Services	SAPD	San Antonio Police Department
DSD	Development Services Department	SAPL	San Antonio Public Library
DSL	Department Sustainability Liaison	SWMD	Solid Waste Management Department
EDD	Economic Development Department	TCEQ	Texas Commission On Environmental Quality
EPA	U.s. Environmental Protection Agency	VOC	Volatile Organic Compounds
ERCOT	Electric Reliability Council Of Texas	VROOM	Vroom! Teen Outreach Vehicle
GHG	Greenhouse Gas	VRS	Vapor Recovery Systems
HDRC	Historic And Design Review Commission	WDO	Workforce Development Office
HR	Human Resources Department	WFH	Work From Home
HVAC	Heating, Ventilation, And Air Conditioning	WHO	World Heritage Office

Administrative Directives

The following Administrative Directives relate either directly or indirectly to lowering ozone levels and/or improving air quality.

- [AD 1.3 Anti-Idling for City-Owned Vehicles](#)
- [AD 1.4 Municipal Facilities Energy Policy](#)
- [AD 1.8 City Vehicle Use](#)
- [AD 4.21 Remote Work Program](#)
- [AD 9.1 Recycling Participation](#)
- [AD 9.2 Environmentally Preferred Purchasing Policy](#)
- [AD 9.3 Sustainable Fleet Acquisition & Management Policy](#)

Introduction

The San Antonio area is designated as nonattainment for ground-level ozone by the Environmental Protection Agency (EPA). A nonattainment designation means that San Antonio has not met the standard for ground-level ozone because our ozone levels are too high. Because of San Antonio's nonattainment designation, there are more federal regulations for San Antonio businesses and vehicle emissions testing will begin in the next few years. More importantly, the health of San Antonio residents continues to be negatively impacted, especially children, the elderly, and communities of color who are disproportionately affected on days with high ozone levels. It is critical that on Ozone Action Days, every City department do everything possible to help lower ozone levels.

This Ozone Action Day Plan establishes guidelines and procedures for reducing emissions of ozone-forming compounds on Ozone Action Days. Many of the strategies contained in this plan can be put into action on both Ozone Action Days and throughout the rest of the year. Each City of San Antonio (CoSA) Department has drafted its own Ozone Action Day Plan based on each departments' unique situation, abilities, and constraints. This Ozone Action Day Plan is not intended to obstruct, hinder, or impede the operations or functions of any CoSA department. Furthermore, the policies and procedures contained in this Ozone Action Day Plan are not intended to compromise the health and safety of the public, and therefore, all essential and emergency services will remain unaffected. Rather, this Ozone Action Day Plan is intended to supplement the policies and procedures of CoSA departments while promoting awareness of the actions we can all take to improve air quality and reduce ozone.

To learn more about ozone and the issues surrounding ozone, please review [Appendix A: Ozone References](#).

311 Customer Service Office

The Office of Customer Service/311 has implemented the following processes to reduce emissions and address Ozone Action Days:

- Increased the number of telecommuters. Originally, we had 5 slots reserved for telecommuters, we have increased the number to 18.
- 311 Management has been provided with laptops.
- Staggered scheduling for the 311 Representatives and Management.
- Encouraged the use of the CoSA Bus Pass program.
- Increased the use of Zoom, Microsoft Teams, WebEx, and teleconferencing for training, meetings, and interviews.
- Added solutions to our Knowledge Base regarding services/programs/guidelines aimed at reducing emissions and providing resources to citizens.

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 (OAD) 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 as efficient as possible as they plan their daily activities and trips.
- ACS encourages the use of employee Alternate Work Schedules and Work from Home options if core operations are not affected.
- Employees are encouraged to carpool 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 to the greatest degree possible.
- ACS 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.
- Employees are encouraged to use the department's electric and hybrid vehicles for conducting ACS business, when available and appropriate.
- Department will reschedule bin-mail deliveries to department locations.

Aviation Department

Airport Rescue & Fire Fighting

- All drills and training events will be rescheduled to off-peak times.
- Housekeeping duties which involve the use of motor vehicles or motorized equipment will be rescheduled.

Airport Maintenance

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

Heating, Ventilation, and Air Conditioning (HVAC)

- Suspend Recovery and charging of Freon during OADs commonly found in HVAC Refrigeration systems at the Airport buildings.
- Airport Police and Ground Transportation
- Agents will monitor curbside activities at the terminals for excessive idling of vehicles and assist with public advisories.
- Reschedule nonessential inspections of Airport Facilities during OADs.

Airport Operations

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

Planning & Engineering

- Monitor construction activities and work closely with contractors to reschedule activities, reduce the use of or completely cease those functions or equipment operations which will contribute to poor air quality.
- Participate in Video Conference meetings (WebEx, Zoom, Teams) on OADs.
- Any required travel during an OAD will be to the required destination or service function as required.

Airport Parking

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

Automotive Shop

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

Building & Equipment Services Department

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 a.m. and 9:00 a.m. 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 CoSA 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 Center Development & Operations Department

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

- Department will follow all guidelines set forth by AD 1.4 Municipal Facilities Energy Policy.
- 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.
- Department will minimize scheduling of in-person morning meetings between the hours of 8 a.m. and 9 a.m. when possible or schedule a virtual meeting instead.



- Employees who are authorized to work remotely will be encouraged to do so. Virtual meetings will be scheduled when possible.
- Employees will be encouraged to use alternative forms of transportation such as biking, taking the bus, walking, and carpooling.
- We will continue to adhere to A.D. 1.3 in which there will be no unnecessary vehicle idling at any time during the use of a City vehicle.
- Energy conservation will be practiced in City buildings, including but not limited to turning off lights; turning off computers; and limiting air conditioning uses.
- The following tasks will be rescheduled with the exception of tasks deemed essential for operations or events: use of vehicles and gasoline powered equipment such as leaf blowers, lawn mowers, power saws, generators, etc.; exterior painting; spraying of insecticides and pesticides.
- Department vehicles will be refueled in the late afternoon or evening, and tanks will not be topped off.
- The Parking Division will monitor City-operated parking facilities to ensure that entry & exit lane traffic is flowing efficiently to avoid excessive lines of idling vehicles at all access points.

Employee Education Program

- Department staff will be notified regarding Ozone Action Days. Supervisors will brief employees on any work duty changes. Educational materials will be posted in break rooms.

Compliance and Monitoring Methodology

- Department will review compliance with department guidelines on a regular basis.

Communications & Engagement

Communications & Engagement (C&E) initiatives to provide ongoing support of improving San Antonio's air quality on Ozone Action Days and year-round is as follows:

We are provided with a one-day notice of an upcoming OAD –

- The Ozone Action Day notification will provide C&E with the opportunity to implement our initiatives, while maintaining appropriate staffing levels.

On Ozone Action Days the Communications & Engagement Team will:

Staff Schedules

- Flex schedules:
 - » Arrive and depart to and from work after peak traffic commute time.
- Telecommute: If possible, to save time, money, and reduce emissions and traffic congestion. C&E staff have City issued laptops.
 - » Teleconference/WebEx:
 - o Use teleconferencing technologies instead of driving to meetings.
 - » Exceptions:
 - o Scheduled City department meetings and City Council meetings requiring C&E staff to be present.

Transportation

- Alternate Modes of Transportation, if in-office work is necessary:
 - » Share a ride/carpool to work or use public transportation.
 - » Encourage staff to walk or bicycle or use a scooter.
- Limit Driving:
 - » Bicycle or walk to errands when possible.
 - o Combine errands and reduce trips, to drive fewer miles each day.

- » Limit engine idling, such as avoiding drive-thru facilities or other situations where the vehicle idles for an extended period-of-time.
- Avoid refueling vehicles:
 - » If a vehicle must be refueled, fill up as late in the day as possible, when temperatures are cooler.
 - » Always make sure gas caps are tightly closed.

Two consecutive Ozone Action Days

- On occasion, there are two/three consecutive Ozone Action Days:
 - » Allow staff to telecommute or work a flex schedule on Ozone Action Days. Supervisors will ensure appropriate staffing levels.
 - » Encourage staff to walk, carpool, ride a bus or bicycle, use a scooter, or rideshare, in combination with a one-day flex or telecommuting work schedule on Ozone Action Days.

Annual OAD Presentations

- Schedule annual Department-wide Ozone Action Day presentation:
 - » Provide Ozone Action Day and Air Quality educational materials.
 - » Provide staff with information on how to implement emission reduction measures at their homes.

Rewards

- Develop a rewards system for staff opting to walk, carpool, ride a bus or bicycle, use a scooter, or rideshare on an Ozone Action Day.

Compliance, Opportunity & Access

- 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 Compliance, Opportunity & Access Department will provide for flexible workday start and end times for the purpose of minimizing congestion during peak traffic hours.
- Telecommuting: The Compliance, Opportunity & Access Department will evaluate and implement a seasonal or year-round telecommuting policy to minimize the overall number of vehicles traveling during OADs.

Convention & Sports Facilities

DEFINITION: An Ozone Action Day is declared by the Texas Commission on Environmental Quality (TCEQ) as having atmospheric conditions favorable for producing high levels of ozone air pollution.

PURPOSE: Ozone Action Days require measures to be taken to reduce the impact on the environment, with employee and public safety a priority.

ACTION: The Alamodome, Carver Community Cultural Center and Henry B. Gonzalez Convention Center operating plan for an Ozone Action Day includes the recommendations of TCEQ, Electric Reliability Council of Texas (ERCOT) and the City of San Antonio that are applicable to our building and its operations. During any Ozone Action Day, the following steps shall be completed. Exceptions will be made for activities deemed essential for events:

CSF Department Policy

- Scheduling of morning meetings will be minimized between the hours of 8-9 a.m., when possible, or teleconferencing will be used. Since an Ozone Action Day may be declared on late notice, meetings may be delayed or postponed when appropriate.



- Remote Work Schedules have been developed and implemented.
- The following vehicle operating tips will be followed:
 - » 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.
 - » Combine business-related errands to reduce trips.
 - » Limit refueling and do not top off vehicle gas tank.
- Employees will be encouraged to carpool or use public transportation.
- Battery-powered equipment will be utilized.
- Lighting levels will be reduced. During non-event days, outside building lighting will be moderated to essential lighting. Decorative up-lighting and event lighting shall be off between 3-8 p.m., though parking lot and pedestrian pathway lighting shall remain on.
- Predicated on event load, HVAC cooling temperatures will be increased in the buildings, reducing heating temperature. All non-essential HVAC equipment will be shut down between 3-8 p.m.
- During a non-event day, temperature set points for all areas of the Alamodome shall be raised to 78 degrees or higher between 3-8 p.m. During event days, temperature set points will be raised to 78 degrees during that time in unoccupied spaces.

The following tasks will be rescheduled, except those deemed essential for events:

- Forklift usage, as well as use of gasoline-powered equipment such as leaf blowers and mowers, pumps, vehicles, etc.
- Testing of the emergency generator.
- Painting activities.
- Contracted services being done onsite that are utilizing fuel-based equipment.
- 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.

Department of Arts & Culture

The Department of Arts & Culture fully supports the City of San Antonio (CoSA) policy for curtailing emissions on designated Ozone Action Days and year-round. The Department of Arts & Culture 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 energy-reduction activities at work 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 workday.

- 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 regular 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 ridesharing.
 - » 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.
 - » 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 and follow manufacturers' recommendations for use.
 - » 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 degrees as recommended by the EPA.
 - » 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.
 - » 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: The Department of Arts & Culture will evaluate the possibility of implementing a flextime policy with the purpose of minimizing congestion during peak traffic hours.
- Telecommuting: The Department of 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 CoSA work areas.
- Preservation of Trees: The Department of Arts & Culture will encourage staff to follow CoSA's Landscape and Tree Preservation Ordinance which attempts to preserve existing trees and encourages the planting of new trees when and where possible to improve air quality.

Employee Education Program

The Department of Arts & Culture 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 Ozone Action Days along with year-round discussions.

Compliance and Monitoring Methodology

The Department of Arts & Culture will hold group discussions in staff meetings about Ozone Action Day measures to identify problems and find solutions early on.

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.

Landscaping and Building Maintenance

- On Ozone Action Days Responsible staff will reschedule nonessential operations such as landscaping activities and tree trimming services.
- The use of gasoline powered equipment on Ozone Action Days should be avoided, when possible.
- 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, if possible, during Ozone Action Days. These nonessential activities can include site visits, audits, and inspections.
- All staff will be encouraged to carpool or use public transportation on Ozone Action Days.

Roles and 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.



Department of Resilience and Sustainability

The Department of Resilience and Sustainability (DRS) fully supports the City of San Antonio's (CoSA) commitment to reducing emissions on designated Ozone Action Days and throughout the year. While remote work is one of several tools available to reduce vehicle emissions, the department will also implement a range of strategies—including flexible scheduling, transit use, and operational adjustments—based on operational needs and staff roles. The following procedures outline how DRS will contribute to citywide air quality goals while maintaining continuity of service.

Office Operations

- On Ozone Action Days, staff will be notified by the Department Director. The notifications will include guidance on remote work, transit use, and other emissions-reducing actions.
- Ozone Action Days do not automatically trigger a work-from-home requirement, nor replace employees' regular hybrid schedules. Staff is required to report to work, unless authorized to remote work as other measures to reduced emissions are exhausted.
- Commuting and transit during Ozone Action Days:
 - » Practice appropriate vehicle operating tips.
 - » Minimize travel by gasoline-powered vehicles, utilize EV or Hybrid Vehicles, walk, bike, use public transit, or carpool for your commute and offsite meetings.
 - » Avoid congested routes when feasible.
- Scheduling during Ozone Action Days:
 - » Flex time may be used to reduce peak-hour commuting.
 - » Avoid scheduling in person meetings between peak commute times 7:30 – 9 am.
 - » Provide virtual options for joining meetings, where possible when meetings cannot be moved to a later time.
- Energy Conservations during Ozone Action Days:
 - » Turn off unused lights.
 - » Adjust thermostats.
 - » Power down electronics.
 - » Unplug idle devices.
- Year-Round the Department will:
 - » **Encourage Energy Conservation:** Implement energy-saving practices at City Tower and home offices: turn off unused lights, adjust thermostats, power down electronics, and unplug idle devices.
 - » **Apply Sustainable Breakroom Practices:** Use shared, reusable kitchenware (e.g., ceramic mugs, metal utensils). Encourage bringing lunch from home or walking to nearby restaurants.
 - » **Support Digital Collaboration:** The Department will maintain hybrid work schedules with at least one WFH days per week per employee. Use Microsoft Teams and text messaging to reduce unnecessary travel and improve coordination. Promote carpooling and resource sharing via internal channels.
 - » **Transition to Paperless Processes:** Continue transitioning program applications (e.g., Green Events) to digital formats in collaboration with ITSD.
 - » **Practice Appropriate Vehicle Operating Tips:** Turn off vehicles when parked, avoid excessive idling, avoid travel through known congested areas,
 - » **Employee Education:** Host conversations regarding the Ozone Action Day Plan at least twice a year, ensuring staff is aware of the importance of reducing emissions and reviews OAD plan for improvement of actions.

Development Services Department

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. DSD will observe CoSA's Administrative Plan and adhere to the set standards as outlined in CoSA's OAD Plan. In line with the plan, DSD will continue or implement the following guidelines for FY 2022:

- Continue to use our Inspector Route Optimization tool to help streamline the completion of over 1K daily inspections; this tool ensures department fleet vehicles used by staff to perform building inspections utilize optimized routes, therefore providing reduced fuel usage, lower emissions, and lower maintenance costs.
- Continue to monitor fleet vehicle-idling and other similar driver behavior through department telematics solution (vehicle-based GPS tool, Geotab).
- Continue to remind all (field and office) department staff to avoid vehicle-idling and follow all applicable policies and procedures, such as Administrative Directive 1.3, Anti-Idling for City-Owned Vehicles, AD 1.8 City Vehicle Use, DSD SOP 105, City Vehicle Procedures, and DSD SOP 156, Geotab.
- Promote the use of Accela/BuildSA system for all transactions as our new e-business model, including land development records (plats, zoning, board of adjustment, rights determination), building permit applications and the associated submission and retrieval of by customers of plan sets and related documentation, decreasing customer trips to the One Stop and encouraging online/virtual services.
- Encourage hybrid work schedules (remote or work from home, either on a regular schedule or on as needed basis), to minimize or avoid driving altogether. Replace desktop PCs with laptops and purchase additional laptops to support work from home efforts throughout the department. Use Cisco WebEx, Microsoft Teams, or other virtual platforms to "meet" rather than traveling by car. Carpool to field site meetings when the opportunity allows, and it is safe to do so.
- Implement employee-endorsed recommendations in response to AD 1.4, Municipal Facility Energy Policy, including the removal of personal appliances and purchase of Energy Star-efficient appliances for breakrooms.
- Work with Building and Equipment Services staff to monitor building temperature settings and prepare for the replacement of the facility HVAC system (estimated to begin in FY 2023).

Economic Development Department

The San Antonio Economic Development Department (EDD) fully supports the City of San Antonio (CoSA) policy for curtailing emissions on designated Ozone Action Days and year-round. The Economic Development Department will implement the following procedures and guidelines:

- Department will notify employees through email and Microsoft Teams when an Ozone Action Day is announced and distribute the departmental Ozone Action Plan. Supervisors will brief employees on any assignment changes.
- Employees will minimize vehicle usage by telecommuting, if schedule allows, and adjusting scheduled office meetings to virtual ones.
- Telecommuting employees are encouraged to practice energy conservation by keeping as many lights and electronics off at home and make use of natural light when possible.
- Flextime and telecommuting hybrid schedules will be reviewed and approved by supervisors to limit unnecessary excessive idling during peak traffic hours.
- Employees that cannot telecommute are encouraged to use alternate modes of transportation such as public transportation or carpool and limit idle vehicle time by packing a lunch or walking to a local restaurant.
- Department purchase and service contracts will contain agreements that may require the vendor(s) to adjust fulfillment and or delivery methods to comply with efforts to reduce emissions.
- The EDD Sustainability Committee will provide an annual in-house training for employees which provides education materials and resources that promote the Ozone Action Day responsibilities.

Finance Department

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:
 - » 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.
- Staff is encouraged to contact their Manager to determine if any of the following would be practical in their area:
 - » Flextime: Each division could consider implementing a flextime policy with the purpose of minimizing congestion during peak traffic hours during Ozone Action Days.
 - » Telecommuting: Each division could consider implementing a seasonal telecommuting policy to minimize the overall number of vehicles traveling to and from CoSA 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 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 to identify problems and identify solutions proactively.

Government Affairs Department

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 Affairs Department will support CoSA's Sustainability Program by establishing the following guidelines and procedures year-round and during OADs:

- Early morning meetings, 8:00 a.m. - 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.
- Managers will support the implementation of flextime and telecommuting, as appropriate, during OADs.
- 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.
- The Government Affairs Department will:
 - » Encourage the use of alternative modes of transportation such as the CoSA-sponsored bus pass, VIA Park and Ride program, bicycling, ridesharing, and walking.
 - » Post reminders about energy conservation practices.

Employee Education Program



- The Government Affairs Department will:
- Coordinate with the Office of Sustainability to develop opportunities for staff to learn more about the CoSA Sustainability Program.
- Encourage Government Affairs Department employees to take an anti-idling pledge.
- Share information with external stakeholders regarding Ozone Action Days.

Compliance and Monitoring

- The Government Affairs Department will track the utilization rates of OAD-specific practices to develop a baseline.

Human Resources Department

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 OADs. On OADs, the Human Resources Department 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 OADs are declared with only one-day notice, this practice of delaying meetings should be encouraged year-round.
- Practice appropriate vehicle operating tips.
 - » Shutting off the engine when parked
 - » Avoiding excessive idling such as sitting at drive-throughs 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 limit vehicle and equipment use.
- Encourage using higher occupancy rate vehicles.
- Reschedule nonessential operations such as lawn maintenance, tree trimming, and the use of power saws, generators, and 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.

Year-round, the Human Resources Department will implement the following:

- Flextime: Evaluate and implement approved flextime policy with the purpose of minimizing congestion during peak traffic hours.
- Telecommuting: Evaluate and implement a seasonal or year-round telecommuting policy to minimize the overall number of vehicles traveling to and from CoSA work areas.
- 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 employees.
- Encourage use of public transportation and carpooling. CoSA 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 CoSA buildings, including but not limited to turning off lights and computers and limiting air conditioning use.
- 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.

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.
- Adhere to no-idling guidelines for City and personal vehicles.
- Increase use of flexible work schedules as appropriate and feasible.
- Telecommuting to minimize the overall number of vehicles traveling to and from City work areas during Ozone Action Days.
- Encourage use of public transportation and carpooling.

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
- 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.

Military & Veteran Affairs Department

The Military and Veteran Affairs Department (MVAD) fully supports the City of San Antonio (CoSA) policy for curtailing emissions on designated Ozone Action Days.

To curtail emission, MVAD will regularly:

- Conserve energy in the office by turning off lights at the end of the workday, and by adjusting the thermostat, when leaving for the day, to an energy efficient setting.
- Maximize opportunities to schedule virtual meetings.
- Between the hours of 8 a.m. and 9:30 a.m. and 3:30 p.m. to 5 p.m.: avoid scheduling in-person meetings to alleviate driving during high congestion times, which often result in increased driving times. One exception -- allow in-person meetings at locations along attendee's commute route.
- For off-site meetings, encourage locations within walking distance of MVAD office or along commute route if meeting time aligns with start / end of day.
- Encourage employees to operate virtually one day a week.

Specifically, on Ozone Action Days, MVAD will:

- Assign employees to work remotely/virtually, or;
- Require employees to use flex time to stagger inbound/outbound commutes to align with less-congested commute periods.
- If possible, reschedule in-person meetings to virtual/remote meetings.

Neighborhood & Housing Services Department

The Neighborhood & Housing Services Department (NHSD) supports the City of San Antonio (CoSA) policy for curtailing emissions on designated Ozone Action Days and year-round. NHSD will implement the following procedures and guidelines to reduce emissions on designated Ozone Action Days and year-round:

Office Operations

- On Ozone Action Days, staff may be notified by their supervisor and encouraged to work from home, where business operations allow.



- NHSD will continue offering and implementing hybrid work plans, that could include Alternate Work Schedules and/or remote workdays that will minimize vehicular travel throughout the year. Alternate Work Schedules with varying start and end times will be offered and implemented, where business needs allow, to minimize travel during peak hours and on certain days.
- Microsoft Teams, WebEx, e-mail, digital document signing platforms, and digital document portals are all important tools for NHSD staff, which will facilitate resource sharing from afar and discourage driving between City office locations, especially on Ozone Action Days.
- Energy conservation practices will be implemented at City Tower and home offices, including but not limited to:
 - » Turning off lights, where possible, in empty spaces that are adequately lit by sunlight or are no longer in use,
 - » Adjusting the thermostat,
 - » Utilizing shades or blinds to prevent sunlight from heating air-conditioned spaces,
 - » Turning off computers and larger electronic devices when not in use, and
 - » Unplugging unused devices.
- Staff will be encouraged to bring reusable utensils, coffee cups, drinking cups, plates and bowls, and other sharable, washable products to minimize single-use products.
 - » If leaving for lunch, staff will be encouraged to walk, bike, or use public transportation options to go out for lunch. NHSD will provide new staff with a list of local options near City Tower.
- Collaboration with the Office of Innovation and Information and Technology Services Department will be encouraged to find ways where NHSD activities that require applications or documents from residents and non-COSA staff can be submitted electronically, where possible, to reduce emissions and vehicular congestion from residents and non-COSA staff traveling to City offices.

Meetings / Events

- On Ozone Action Days, NHSD staff are encouraged to swap in-person meetings to virtual meetings (via Microsoft Teams, WebEx, or other telecommunication applications), if possible, unless business operations dictate otherwise.
- If in-person meetings are held off-site within a one-mile radius of City Tower, staff will be encouraged to walk, bike, or take public transportation to limit vehicular travel. If in-person meetings are held outside the one-mile radius of City Tower, staff will carpool in as few vehicles as possible, utilizing as many hybrid vehicles where possible, and/or take public transportation.

Personal or City Vehicle Use for Work

- All employees must practice appropriate vehicle operating tips, whether using a City vehicle or a private vehicle for work-related activities, including:
 - » Using vehicles on an as-needed basis to reduce emissions
 - » Avoiding using vehicles for short trips when other modes of transportation are readily available (i.e. bus, bicycles, scooters, walking, or carpooling)
 - » Avoiding travel through known congested areas where feasible
 - » Rescheduling travel or site visits on non-designated Ozone Action days where allowable
 - » Turning off vehicles when parked
 - » Avoiding excessive idling

Employee Education

NHSD will conduct an employee educational campaign with information disseminated via e-mail and during department meetings on the importance and benefits of reducing emissions during Ozone Action Days. This will include information provided by COSA and its partners.

Office of Emergency Management

The 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:

- » The Department will encourage utilizing Remote Work, when possible, if operations are not affected, and in accordance with AD 4.21 Remote Work Program.
- » The Department will operate City of San Antonio vehicles in accordance with A.D. 1.3 Anti-Idling for City-Owned Vehicles and will encourage employees to limit idling in personal vehicles.
- » The Department will encourage conservation of energy by following all guidelines set forth in AD 1.4 Municipal Facilities Energy Policy.

Office of Historic Preservation

The Office of Historic Preservation (OHP) fully supports the City of San Antonio (CoSA) policy for curtailing emissions on designated Ozone Action Days and year-round. The office will implement the following procedures and guidelines:

Office Operations

- The office will continue implementing division-specific hybrid work plans, to include at least one work from home (WFH) day weekly for each division to minimize vehicular travel throughout the year.
- On Ozone Action Days, staff will be encouraged to work from home as their schedule allows.
- Energy conservation practices will be implemented in City Tower including, but not limited to, turning off lights in empty rooms or in spaces that are adequately lit by sunlight, turning off computers when not in use, limiting air conditioning use, and unplugging unused devices.
- Staff will utilize the shared cafeteria and equip the space with metal utensils, ceramic coffee cups, glass drinking cups, ceramic plates and bowls, a coffee pot, Soda Stream, and other sharable wares that can be washed to minimize single-use products and facilitate resource sharing. Bringing lunches from home will be encouraged.
- If leaving for lunch, staff will be encouraged to walk to a nearby restaurant.
- Microsoft Teams will continue to be utilized as an integral tool for employee communication, which facilitates resource sharing, carpooling, the reduction of meetings (both on-site or virtual), and efficiency improvements that reduce the office's collective carbon impact.
- Flextime schedules will be offered and implemented where possible to minimize travel during peak hours.
- For OHP programs that require applications from residents, application forms will continue to be transitioned from paper to online in collaboration with ITSD.

Meetings and Events

- Scheduling of morning meetings between the hours of 8 a.m. and 9 a.m. will be minimized, when possible, especially external meetings. If meetings must be scheduled during this period, they will include a virtual option or be fully virtual utilizing Microsoft Teams, WebEx, or a similar teleconference platform.
- Inclusion of a teleconference option will be encouraged for all meetings throughout the year, regardless of location, participants (internal vs. external), time of day, or day of the week.
- If meetings are required offsite, staff will carpool in as few vehicles as possible or take public transportation. If the meetings are within a mile radius of City Tower, staff will be strongly encouraged to walk, bike, or take public transportation to limit vehicular travel.
- For Ozone Action Days, staff will be encouraged to swap in-person meetings to virtual meetings or reschedule them if core operations are not affected.
- Subcommittee meetings for the Historic and Design Review Commission (HDRC), previously held in-person every other Tuesday and Wednesday, will be held virtually indefinitely, unless a site visit is required.

- For public meetings, including contractor training, community education events, and hands-on community service events, Ozone Action Day and associated emissions and climate information (air quality, reuse/waste reduction, etc.) will be implemented in curricula or public information documents where feasible or applicable.
- Meetings or public events will feature reusable dishware, metal coffee canisters, and recycling/organics collection whenever possible. Single use items will be avoided where feasible. A sustainable meetings/events policy will be developed within the department and implemented into departmental operations.

Fleet Operations

- Appropriate vehicle operating tips will be implemented, including:
 - » Using vehicles on an as-needed basis to reduce emissions
 - » Turning off vehicles when parked
 - » Avoiding excessive idling
 - » Avoiding travel through known congested areas where feasible
- Refueling and other maintenance of fleet vehicles will be postponed or rescheduled.
- Site visits will be rescheduled if core operations are not impacted.

Employee Education

The Office of Historic Preservation will implement an employee educational program with information disseminated via e-mail and in staff meetings on the importance and benefits of reducing emissions during Ozone Action Days along with year-round discussions. The office will hold group discussions in staff meetings regarding Ozone Action Day measures to identify problems and identify solutions. OHP work that aligns with the Climate Action and Adaptation Plan (CAAP) and contributes to the mitigation of greenhouse gas (GHG) emissions will be intermittently presented at office-wide staff meetings for discussion and idea generation on making our work more impactful.

Office of Innovation

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

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

Year-Round Policy

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

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

Employee Education Program

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

Compliance and Monitoring

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



Office of Management & Budget

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

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

Year-Round Policy

- Through continuous communication and shared information, it is OMB's goal to implement and continue with the following practices:
- Minimize the scheduling of external meetings between the hours of 8:00 a.m. and 9:00 a.m.
- Encourage use of CoSA-sponsored bus passes and VIA Park and Ride program.
- Encourage use of teleconference or WebEx for meetings requiring a commute, when feasible.
- Encourage walking, bicycling, or taking public transportation to all downtown meetings.
- Practice energy conservation by posting reminder signs to shut off lights in common areas and offices, when not in use.
- 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.

Employee Education Program

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

Compliance and Monitoring

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

Office of Risk Management

The 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:

- The Department will encourage utilizing Remote Work, when possible, if operations are not affected, and in accordance with AD 4.21 Remote Work Program.
- The Department will operate City of San Antonio vehicles in accordance with A.D. 1.3 Anti-Idling for City-Owned Vehicles and will encourage employees to limit idling in personal vehicles.
- The Department will encourage conservation of energy by following all guidelines set forth in AD 1.4 Municipal Facilities Energy Policy.

Office of the City Attorney

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

On Ozone Action Days, the Office of the City Attorney 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 Office of the City Attorney 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 CoSA 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 CoSA buildings including but not limited to turning off lights, turning off computers, and limiting air conditioning use.

Office of the City Auditor

The Office of the City Auditor will implement the following procedures and guidelines to help support reducing emissions on designated Ozone Action Days and year-round.

On Ozone Action Days, the Office of the City Auditor will implement the following:

- Consider teleconferencing for meetings scheduled throughout the day to avoid unnecessary travel.
- Incorporate flexibility with hybrid work-from-home schedule to allow days working from home to coincide with Ozone Action days.
- Encourage use of alternative travel including public transportation or carpooling.
- If driving, practice appropriate vehicle operating tips including turning off the vehicle when parked, avoiding idling, and avoiding refueling vehicle on Ozone Action Days.

Year-round, the Office of the City Auditor will:

- Continue the use of hybrid work-from-home schedules to minimize travel.
- Encourage the use of public transportation and carpooling.
- Encourage energy conservation procedures while in City buildings including:
 - » Turning off lights in conference rooms when not in use
 - » Turning off computers at the end of the workday
 - » Minimizing printing out hard copies of documents and printing double-sided when documents must be printed
 - » Using recycle bins located at each desk

Employee Education Program

The Office of the City Auditor will coordinate with the Office of Sustainability to develop opportunities for staff to learn about sustainability best practices.

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 the 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 8 a.m. and 9 a.m. 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 and equip both conference rooms to allow for video conferencing and 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 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 to identify problems and identify solutions.



Office of the City Manager

The City Manager's Office (CMO) fully supports the City of San Antonio (CoSA) policy for curtailing emissions on designated Ozone Action Days (OADs) and year-round. The CMO 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
- 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.
- Encourage walking to a nearby restaurant if leaving for lunch.

Year-Round

- City Hall is now equipped with motion-activated lights in all spaces to conserve energy when not in use.
- Increase use of flexible work schedules as appropriate and feasible to minimize congestion during peak traffic hours.
- Consider virtual meeting options for meetings that include invitees from other sites, especially during OADs.

Office of the Mayor

The 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:

- The Department will encourage utilizing Remote Work, when possible, if operations are not affected, and in accordance with AD 4.21 Remote Work Program.
- The Department will operate City of San Antonio vehicles in accordance with A.D. 1.3 Anti-Idling for City-Owned Vehicles and will encourage employees to limit idling in personal vehicles.
- The Department will encourage conservation of energy by following all guidelines set forth in AD 1.4 Municipal Facilities Energy Policy.

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 City of San Antonio Ozone Action Day Plan.

- Energy Conservation – Employees will be reminded to turn off lights in conference rooms and huddle 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, a water refilling station is available to all department 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.
 - » Department employees follow a hybrid work schedule with three (3) days in office and two (2) days remote work.
- 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 or MS Teams 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 and 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 the above.

Pre-K 4 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.

General Practices:

On OAD, the following practices will be implemented:

- Encourage commute alternatives for employees.
 - » Telecommuting: Will be year-round and available for Center Directors, Assistant Directors, and Administration as workload or services allow with Supervisor permission.
 - » Flextime: Seasonal, Administrative and Support Staff (upon approval) as long as workload or services allows.
 - » Carpool/Public Transportation: Year-round, CoSA has bus and carpool programs for employees. Pre-K 4 SA will encourage staff to join in a program that fits their needs.
- Postpone maintenance activities
 - » Vendors will be notified by 5:00 p.m. on the same day of notification.
 - o Indoor and outdoor painting
 - o Lawn care/landscaping
- Encourage energy conservation within the workplace.
 - » Turn off lights when possible
 - » Make education materials available online or through email.
 - » 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 OADs will differ slightly.

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

Ozone Action Days

- » Department designees receive notification from Health Department by approximately 2:00 p.m. (24-hour alert).
- » Department designees will notify by email main point of contacts involved in the sustainability measures. (i.e. Facilities Senior Management Analysts, Directors, Assistant Directors, and Administration Managers.

- » The following practices will go into place once notification is made to all designees.
 - o Adjust meetings that are scheduled during peak hours.
 - o Arrive early or later than usual and plan to do the same when leaving based upon approval.
 - o Indoor and Outdoor maintenance will be postponed.

Departmental Practices for OADs:

- Encourage commuting alternatives to employees.
- Postpone maintenance activities.
- Encourage energy conservation within the workplace.
- Encourage employees to refuel prior to 8:00 a.m. and after 6:00 p.m. on OADs.

Public Works Department

On Ozone Action Days (OAD), the following practices shall be implemented:

- Reschedule nonessential operations using gasoline powered equipment, such as 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 except for 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:

- 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.
- 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.
- Telecommuting.

San Antonio Fire Department

- Reduce the movement of non-public 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.



San Antonio Metropolitan Health District

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

Communications

- Ozone Action Days are declared by the Texas Commission on Environmental Quality (TCEQ) typically before 2 p.m. on the day prior to an Ozone Action Day.
- Metro Health will notify CoSA employees of an Ozone Action Day through a City Info email.
- Metro Health will notify local news media of an Ozone Action Day through a press release.
- Metro Health will notify various stakeholder groups of an Ozone Action Day through email.
- Metro Health will email Ozone Action Day Plan to employees once an Ozone Action Day is announced and supervisors will brief employees on any work duty changes.

Transportation

- Metro Health encourages utilizing Remote Work, when possible, if operations are not affected, and in accordance with AD 4.21 Remote Work Program.
- Metro Health encourages the use of employee Alternate Work Schedules when possible, if operations are not affected, and in accordance with Metro Health DM 4.21 Alternate Work Schedule.
- Employees should operate vehicles on an as-needed basis and remain in one location during the workday, if possible.
- Employees will minimize scheduling off-site morning meetings and schedule teleconference meetings, if possible.
- If travel is necessary, employees will plan their daily activities and trips as efficiently as possible. Avoid rush hour when traffic slowdowns are most common.
- Employees will reduce vehicle idling at work and are encouraged to do so during non-work hours. Shut off the engine when parked and limit vehicle idling by not using drive-thru windows.
- Employees should refrain from refueling on Ozone Action Days. If refueling is necessary, employees should refuel after 6 p.m. Always make sure gas caps are tightly closed.
- Ensure work and personal vehicles are functioning properly by maintaining the exhaust system, inflating tires to the proper air pressure, and performing regular oil changes.
- Employees are encouraged to carpool, use public transportation, use alternative transportation such as bicycling, and use alternative-fuel or electric vehicles.
- Employees are encouraged to bring a lunch or walk to a nearby restaurant.

Energy Conservation

- Metro Health will follow all guidelines set forth by AD 1.4 Municipal Facilities Energy Policy. Energy conservation, including but not limited to, turning off lights, turning off computers and electronics, and limiting air conditioning use will be practiced in all CoSA buildings.

Department-specific Plans

- Metro Health will reschedule bin-mail deliveries to department locations.
- Outreach operations will be curtailed or deferred as much as possible, so long as the health and safety of our clients is not compromised.
- Vector Control operations will be complaint-driven or substituted with an in-service training.
- 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.
- Metro Health will encourage residents to pay online or via phone to avoid unnecessary trips.
- The use of gasoline-powered equipment on Ozone Action Days should be avoided, when possible.



San Antonio Municipal Court

The 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:

- The Department will encourage utilizing Remote Work, when possible, if operations are not affected, and in accordance with AD 4.21 Remote Work Program.
- The Department will operate City of San Antonio vehicles in accordance with A.D. 1.3 Anti-Idling for City-Owned Vehicles and will encourage employees to limit idling in personal vehicles.
- The Department will encourage conservation of energy by following all guidelines set forth in AD 1.4 Municipal Facilities Energy Policy.

San Antonio Parks & Recreation Department

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 offer teleconference options when appropriate.
 - » Because OADs are declared with only one-day notice, this practice of delaying meetings, or scheduling virtual meetings, will be encouraged year-round.
- Practice appropriate vehicle operating tips.
 - » In accordance with Administrative Directive 1.3 Anti-Idling for City-Owned Vehicles, staff will 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.
 - » Keep all vehicles properly maintained, including proper tire pressure.
- Reschedule nonessential operations as business practices allow.
 - » 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-OADs.
- Reschedule nonessential paving activities.
 - » Postpone all nonessential paving-related projects to non-OADs.
- 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, or City sponsored carpool and vanpool programs, for commuting to work and meetings.
- Practice energy conservation in City buildings.
 - » Turn off lights when not in use. When possible, turn off computers or place computers in sleep mode to help conserve energy.

- » Unplug appliances and electronics when not in use, as business practices allow.
- 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 designated OADs and year-round. Information received from the City 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 Administrative Directive 1.3, Anti-Idling for City-Owned Vehicles.
 - » Periodically provide correspondence with tips on the best times to refuel, etc.
- The DSL will update the Departmental “Caught Being Green” staff recognition program to include No-Idling recognition awards.
 - » 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 to 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.

San Antonio Police Department

Each Division ensures that all Units within the Division have an OAD Plan that will be implemented upon notification of an OAD. Unit OAD Plans are formulated to the activities of each individual Unit. Individual Unit OAD Plans should include items from the following:

- Fuel vehicles the day before an OAD 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 carpool or use public transportation.
- Encourage employees to avoid polluting activities at their home.
- Testing of the emergency generators will be rescheduled to non-OADs, if possible.
- Vendor grass cutting will be rescheduled on OADs, no gasoline-powered equipment, such as lawn equipment, will be used.

San Antonio Public Library

Public Services (assistance from Marketing)

- Central Library and all Branch Libraries will display approved Ozone Action Day awareness sign at reference desks.

Communications Team

- Display the approved digital Ozone Action Day awareness display at the Central Library and all Branch Libraries.



Fleet: Delivery, BMMs, LRW, VROOM and LOTG

- 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.

Facilities Division

- 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.

Library Leadership Team

- Meetings which require the movement of personnel by vehicle will be re-scheduled to begin not earlier than 9:00 a.m. whenever possible.
- Remote Work will be encouraged to avoid travel for meetings scheduled throughout the day.

Solid Waste Management Department

The Solid Waste Management Department (SWMDD) drives to over 382,000 residences three times per week to provide collection services. This is a service that cannot be done remotely and cannot be suspended for health and sanitation reasons. In recognition of the importance of air quality, we have implemented and continue the following practices:

- We purchase vehicles that meet the highest EPA air quality standard and perform regular maintenance on them
- Monitor compliance of the City's vehicle no-idling policy
- Operate a renewable energy project that captures methane gas and converts it to electricity
- Monitor and rebalance routes as needed to reduce miles driven per customer

In addition to the above measures, when Ozone Alert Days are identified, we implement the additional measures:

- Freon extraction shall be delayed for one day, depending on the availability of storage space for appliances
- Grinding of fine mulch at our Bitters location will be delayed for one day
- Non-emergency meetings that require driving will be delayed or held via conference call
- Administrative staff may be allowed to work an alternative schedule and/or work remotely, with manager's direction; approval depends on current workload
- Scheduled mowing will be delayed by one day

Transportation Department

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 except for 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 Transportation Department 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.
- 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 gasoline-powered equipment used to maintain mowing cycle schedules.

Workforce Development Office

The Workforce Development Office (WDO) fully supports the City of San Antonio (CoSA) policy for curtailing emissions on designated Ozone Action Days (OAD) and year-round. WDO will implement the following procedures and guidelines:

- Minimize scheduling of in-person morning meetings between the hours of 8:00am and 9:00am.
- Reduce vehicle emissions during the workday. For example:
 - » Shut off the engine when parked and avoiding excessive idling.
 - » Operate vehicles only as needed; and
 - » Avoid travel through known congested areas whenever possible.
- Leverage flextime with the purpose of minimizing congestion during peak traffic hours.
- Telecommute to minimize the overall number of vehicles traveling to and from City work areas.
 - » Standard WDO schedules offer telecommuting up to three days per week.
 - » In addition, telecommute on OADs if feasible.
- Develop an annual training program to increase awareness of OAD responsibilities.
 - » Educational materials are available at Alamo Area Council of Governments.
 - » Contact the Office of Sustainability at 207-1449.
- 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.
- Practice energy conservation in City buildings,
 - » Turn off lights and computers when not in use.
 - » Limit air conditioning if feasible.
- Implement similar emission reduction measures at home.



World Heritage Office

The World Heritage Office (WHO) 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:

WHO Specific Plans:

- Minimize scheduling of morning meetings between the hours of 8 a.m. and 9 a.m., when possible.
- Minimize off-site meetings and institute teleconferencing to avoid travel for meetings scheduled throughout the day.
- Employees are encouraged to bring a lunch or walk to a nearby restaurant.
- Encourage employees to be efficient as possible when planning daily activities and trips.
- Encourage use of public transportation, carpooling or other alternative transportation.
- Institute quarterly educational component focused on sustainability, climate change, and ozone depletion remediation at staff team meetings.

Ozone Action Days:

- Encourage telecommuting as appropriate to minimize the overall number of vehicles traveling to and from City work areas, especially on Ozone Action Days.

Energy Conservation Practices:

- Practice energy conservation in City buildings, including but not limited to turning off lights, turning off computers, and limiting air conditioning use.

Year-round, WHO will implement the following:

- Flextime: WHO will evaluate and implement their approved flextime policy with the purpose of minimizing congestion during peak traffic hours.
- Telecommuting: WHO will evaluate a seasonal or year-round telecommuting policy to minimize the overall number of vehicles traveling to and from City work areas.

Appendix A: Ozone References

City of San Antonio: [Air Quality Page](#)

Ozone Action Day alerts from TCEQ: [Email and Text Updates](#)

TCEQ: [Current Ozone 1-Hour Levels](#)

EPA: [Ground-level Ozone Pollution](#)

AirNow: [AirNow](#)

CDC: [Ozone and Your Health](#)

American Lung Association: [State of the Air Report](#)