

CITY OF  
**HAYWARD**  
HEART OF THE BAY

**Administrative Rule 3.9**  
**Annual Report**

**Corinne Ferreyra, Administrative Analyst I**  
Public Works - Utilities and Environmental Services

**April 3, 2013**



# Administrative Rule 3.9- Background

2009

- The CSC received a report titled “*City-Wide Energy Efficiency and Emission Reduction Efforts*”
- City’s Climate Action Plan adopted

2010

- Administrative Rule 3.9 established

2013

- Administrative Rule 3.9 Annual Report



# Administrative Rule 3.9 – Code Enforcement



## Paper Consumption

- 880 lb. reduction
- Gov't Outreach database
- Electronic file storage



## Vehicle Emissions

- Utilize software to schedule inspections
- Reduces excessive travel



## Refuse Abatement

- 89 abatements in 2012
- Reduction of waste into landfills



# Administrative Rule 3.9 – Development Services

Office  
Supplies and  
Practices

- Staples “Sustainable Earth”
- Recycling of paper, glass, plastic and organics

Ordinance  
Enforcement

- Green Building Ordinance
- Indoor Water Efficiency Ordinance



# Administrative Rule 3.9– Finance

- Online/over the phone services offered – reduces vehicle trips
- Bid language changed – no longer calls for “virgin” products
- Electronic correspondence with vendors

## Enterprise Resource Program

- Changes to make process more green
- Virtually PAPERLESS



# Administrative Rule 3.9– Human Resources

## TranBen Program

- Incentive to use public transportation
- Allows pre-tax wages to pay for some commuting expenses
- Employees can save money while reducing their carbon footprint



# Administrative Rule 3.9 – Library and Community Services



ACCESS HAYWARD - Windows Internet Explorer  
http://user.govoutreach.com/hayward/faq.php?cid=10983

File Edit View Favorites Tools Help

http://grants.resources.ca... ACCESS HAYWARD

**City of HAYWARD** Heart of the Bay

LIVING BUSINESS GREEN HAYWARD CITY GOVERNMENT ONLINE SERVICES EVENTS VOLUNTEERING

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**ACCESS HAYWARD**

### Library Cards

**Benefits of a Hayward Public Library Card:**

- Borrow books, movies, CDs, magazines and more - all for free!
- Free access to online databases, magazines, reference books, audiobooks, and ebooks from any internet-ready computer.
- Access the Internet or type and print a document on a library computer.



**How to get a Library Card**

*Already have a library card? [Log in](#)*

Your first card is free and Hayward residence is not required.

1. Complete an online Library card application.  
[Online Library Card Application](#)  
[Solicitud para una tarjeta de la biblioteca](#)
2. Come to the Accounts Desk at either the Main Library or Weekes Branch Library with identification that shows your current address:
  - California ID Card or driver's license; or
  - Utility bill, rent receipt, or mail that shows your correct address.

*Standard library cards are issued to anyone who can verify his or her current California address with acceptable ID. Otherwise, you are issued a provisional library card that allows you to check out one item and use a library computer.*

**If you are under 18 years old, you will need to be accompanied by a parent or guardian when you pick up your card.**

If you have difficulty with the online application, you can print out a paper application and bring it to the library with proper identification.

**Library Card Application**  
[Solicitud para una tarjeta de la biblioteca](#)

Done

- Online library card application
- Digital newsletters
- Certified Green Business



# Administrative Rule 3.9– Maintenance Services



Facility



Fleet



Landscape



Street



# Administrative Rule 3.9– Police Department

## Excess Evidence/Property



Recycle  
instead of  
dispose of

## Contract Requirements



Recycle  
paper  
shreds

## Facility and Equipment



Lighting,  
HVAC,  
digital  
record  
keeping



# Administrative Rule 3.9– Public Works – E&T

## LED

- Traffic signals (now the standard design)
- FY 12 - Replaced 72 high pressure sodium streetlights with LED streetlights with Energy Efficiency and Conservation Block Grant
- Remaining 7,750 street lights will be replaced this year (completion date: September)



## Pavement

- Full Depth Rehabilitation (FDR)
- Inspection staff enforce all recycling requirements



## Airport

- Noise ordinance compliance
- SWPPP inspections/monitoring
- Waste oil recycled
- New administrative building will include green considerations



# Administrative Rule 3.9– Public Works – E&T



# Administrative Rule 3.9– Public Works – E&T



# Administrative Rule 3.9– Public Works – U&ES



Water Conservation

- Route 238 Project
- Highland 1000 Reservoir
- Eden Youth Center
- Old City Hall



Solid Waste/Recycling

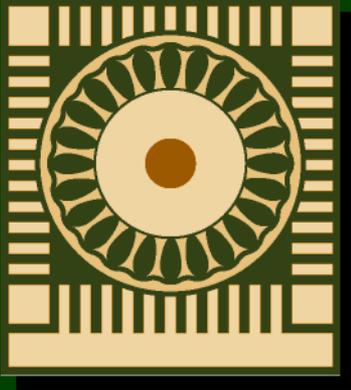
- 21 Alternative fuel collection vehicles
- LNG Plant
- Wind turbine energy
- 100% PCRC paper



# Administrative Rule 3.9– Next Steps

- Policy calls for the creation of a *standing committee*:
  - Draft guidelines that provide direction and clarity to carry out the policy
  - Facilitate necessary training or education to further implement the policy
  - Review policy language on a biannual basis





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