



**DATE:** November 14, 2016  
**TO:** Council Sustainability Committee  
**FROM:** Director of Utilities and Environmental Services

**SUBJECT**

Administrative Rule 3.9 – Environmentally Preferred Purchasing Policy

**RECOMMENDATION**

This is an informational report.

**SUMMARY**

In compliance with Administrative Rule 3.9, this report serves as an annual update to the Council Sustainability Committee (CSC) regarding the current efforts by City Departments in purchasing to minimize environmental impacts, toxics, pollution, waste, and hazards to workers and the community. While previous annual reports have provided a comprehensive list of sustainability efforts, staff is recommending a new approach. Rather than repeating on-going efforts on an annual basis, staff is proposing to report new sustainability practices to the Committee when and as appropriate.

**BACKGROUND**

Hayward’s General Plan, adopted by Council in 2014, includes the two following policies regarding environmentally preferred purchasing:

*PFS-2.3 – Sustainable Practices.* The City shall serve as a role model to businesses and institutions regarding purchasing decisions that minimize the generation of waste, recycling programs that reduce waste, energy efficiency and conservation practices that reduce water, electricity and natural gas use, and fleet operations that reduce gasoline consumption.

*PFS-7.9 – City Contracts.* The City shall continue to implement the Environmentally Friendly Preferred Purchasing Program by requiring City contractors to use best management practices (e.g., waste prevention, salvage and reuse, recycling and reusing) to maximize diversion of waste from landfills.

Administrative Rule 3.9, titled “Environmentally Preferred Purchasing Policy,” was established in 2010 for the purpose of setting a standard of environmentally preferable procurement, and to demonstrate the City’s commitment to environmental, economic, and social stewardship. The intent is to encourage, reward and foster vendors and manufacturers who: produce, deliver, and dispose of products that will improve the environmental quality of the region; integrate environmental considerations into every aspect of acquisition, while maintaining value standards and ultimately becoming a driving force responsible for lowering environmental impact. The Policy’s procedures call for an annual report that identifies the purchasing practices that minimize environmental impacts, toxics, pollution, waste, and hazards to workers and the community to be submitted to the Committee for review and then submitted to City Council.

Staff compiled the first annual report, summarizing the sustainable practices of City Departments, in [April 2013](#). Subsequent reports were provided to the Committee in [April 2014](#) and [December 2015](#).

## **DISCUSSION**

Most of the sustainability practices described in previous reports continue to be implemented throughout City Departments. Currently there are no new sustainable practices or purchases to report that have not already been communicated to the Committee or to Council. Staff is proposing that as new sustainability practices are adopted, they be reported to the Committee as they occur.

Staff continues to work with the Alameda County General Services Agency to implement best practices with respect to green purchasing. Staff will continue to work with the County and with the City’s internal Green Team to adopt best practices and report them to the Committee.

## **FISCAL IMPACT**

Generally, switching to less wasteful practices results in cost savings. Some efforts, such as energy efficiency improvements, require an upfront investment. Such costs and return on investment are analyzed on a project-level basis.

## **SUSTAINABILITY FEATURES**

Implementation of the City’s Environmentally Preferred Purchasing Policy seeks to reduce energy use; conserve water; and minimize waste, emissions, and transportation through purchases and contracts. These efforts support the City’s long term greenhouse gas reduction goals.

## **NEXT STEPS**

Staff will continue to report new internal sustainability practices to the Committee as they occur.

*Prepared by:* Erik Pearson, Environmental Services Manager

*Recommended by:* Alex Ameri, Director of Utilities and Environmental Services

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', is positioned above a horizontal line.

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Kelly McAdoo, City Manager