



MEMORANDUM

TO: Mayor Stokes and City Councilmembers

FROM: Nav Ota, Utilities Director
David Berg, Transportation Director

DATE: February 1, 2016

SUBJECT: American Public Works Association (APWA) Re-Accreditation

As you may recall, the American Public Works Association (APWA) requires organizations seeking re-accreditation to share the results with their elected governing body. Staff is pleased to update you on the results of the self-assessment of current business and operational practices in the Utilities and Transportation Departments as part of the APWA Re-Accreditation process, which resulted in both departments remaining 100% compliant.

Background:

The APWA Accreditation Program is a voluntarily program designed to formally verify and recognize public works agencies for compliance with internationally recognized best practices. The Transportation Department was accredited in 2007 and re-accredited in 2011. The Utilities Department was first accredited in 2004 and re-accredited in 2007 as well as 2011. Both departments were found to be 100% fully compliant with all 419 applicable best practices in 2011. Once an agency becomes accredited, it must go through a re-accreditation process every four years to maintain accredited status.

Current Efforts:

Pursuing APWA Re-Accreditation requires demonstrating compliance with every applicable practice across each business line. Both Utilities and Transportation are required to proceed through several phases to maintain accredited status:

- Self-Assessment Phase – Extensive self-audit of 420 business and operational practices (February 2015 - August 2015)
- Improvement Phase – Refinement and improvements to policies, practices, and procedures identified during assessment (September 2015 – October 2015)
- Evaluation Phase – Peer review by a team of evaluators from APWA of Utilities and Transportation's practices (November 3-5, 2015)
- Accreditation Phase – Approval for Re-Accreditation by APWA's governing Board of Directors (November 20, 2016)

The Self-Assessment, Improvement, and Evaluation phases have been completed. The results of this extensive self-audit of business and operational practices, summarized in

the attached report, are extremely positive. Overall, both departments remain 100% fully compliant with national “best practices” for public works agencies, three of which were identified as model practices. Model practices are practices that will be used as examples for other public works agencies seeking [re-]accreditation.

Attachments:

1) 2015 Site Visit Evaluation Results