



Office of the City Manager

INFORMATION CALENDAR  
May 14, 2019

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Phillip L. Harrington, Director, Public Works

Subject: Public Works Department Reaccreditation by the American Public Works Association

INTRODUCTION

The Public Works Department (Department) successfully completed its department self-assessment process and was reaccredited by the American Public Works Association (APWA) in March 2019. The APWA Accreditation Program<sup>1</sup>, established in 1996, formally verifies and recognizes public works organizations throughout the United States and Canada for compliance with recommended practices established within the public works industry. Accreditation serves as a catalyst for the Department to focus attention on its procedures, which are at the center of the self-assessment process. The self-assessment process engages all levels of the Department, which results in improvements to operations and more effective and efficient services to our community.

CURRENT SITUATION AND ITS EFFECTS

To maintain APWA Accreditation, the self-assessment process must be completed every four years. In addition to the Department's routine, seasonal, and special project activities, Public Works spent substantial time over many months to complete the self-assessment, which entails the review of and demonstration of compliance with the over 300 separate operating management practices. A site visit by a team of outside professional Public Works evaluators on March 4 and 5, 2019, completed the reaccreditation process. The evaluators were impressed with the Department's level of engagement and professionalism throughout the process.

Maintaining APWA Accreditation advances the City's Strategic Plan goals to

- provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.
- provide an efficient and financially-health City government.
- create a resilient, safe, connected, and prepared city.
- be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community.
- attract and retain a talented and diverse City government workforce.

<sup>1</sup> [https://www.apwa.net/MYAPWA/Events/Accreditation/MyApwa/Apwa\\_Public/Education\\_and\\_Events/Agency\\_Accreditation.aspx](https://www.apwa.net/MYAPWA/Events/Accreditation/MyApwa/Apwa_Public/Education_and_Events/Agency_Accreditation.aspx)

### BACKGROUND

The Public Works Department initially achieved full accreditation from APWA in 2000, the fourth agency in the Nation to do so, and has been re-accredited three subsequent times (in 2004, 2009, and 2014). Maintaining this accreditation is critical in supporting the Department's mission of providing quality services to the Berkeley community with pride, courtesy, and excellence.

### ENVIRONMENTAL SUSTAINABILITY

Thorough review of the Department's policies and procedures ensures staff are trained in best practices which supports waste reduction, stormwater protection and compliance with regulations that protect the environment.

### POSSIBLE FUTURE ACTION

The updated policies and procedures obtained through the self-assessment process will help staff follow best management practices. In addition, the data compiled will be used to build the foundation for the Department's portion of the City's new intranet. Each division of Public Works will receive a compilation of the relevant policies and practices to facilitate onboarding of new employees and continuous training of existing employees.

### FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

Reaccreditation will take place in the fall of 2022 and will incur a cost of about \$10,000 to APWA. Staff time will also be utilized for the reaccreditation process.

### CONTACT PERSON

Joy Brown, Senior Management Analyst, Public Works, 510-981-6629  
Phil Harrington, Director, Public Works, 510-981-6300

### Attachment:

1: APWA Letter of Reaccreditation



AMERICAN PUBLIC WORKS ASSOCIATION

Your Comprehensive  
Public Works Resource

www.apwa.net

1200 Main Street, Suite 1400  
Kansas City, MO 64105-2100  
816-472-6100 800-848-APWA  
fax 816-472-1610

1275 K Street NW, Suite 750  
Washington, DC 20005-4083  
202-408-9541  
fax 202-408-9542

March 13, 2019

Mr. Phillip Harrington  
Director of Public Works  
2180 Milvia Street  
Berkeley, CA 64704

Dear Mr. Harrington,

It is with great pleasure we inform your agency of the action of the APWA Accreditation Council to award full Accredited to your agency for the ensuing four-year period effective September 29, 2018. Berkeley was the fourth agency to achieve Accreditation in December 2000. You have led the way and helped establish the standard by which more than 150 agencies are now measured. Your continued commitment to, and more importantly, achievement of excellence cannot be overstated.

Congratulations to you, accreditation manager Joy Brown, and City Manager Dee Williams-Ridley, as well as each member of your agency. We trust you have found great benefits in working through the Accreditation process and in maintaining Berkeley Public Works as a premier agency in North America.

Your final site visit results as well as an electronic file of the accreditation logo is being forwarded to Ms. Brown. You may use this logo for your use in publicizing your accreditation (common practices are to include it on websites, letterhead company shirts, etc.). Additionally, APWA is providing you with two complimentary Accredited Agency decals in hopes you will proudly display them in prominent places. Additional decals are available through the APWA Store at [www.apwa.net/store](http://www.apwa.net/store) (search Accreditation Decal Sticker).

Once again, congratulations on a job well done.

Sincerely,

Becky Stein  
Director of Education & Credentialing

Encl. Accreditation Agency decals  
CC: Joy Brown, Accreditation Manager

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