



City of Hallandale Beach City Commission Agenda Cover Memo

Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

Meeting Date:	March 21, 2018	Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance	Other	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>		1st Reading	2nd Reading
	X		Public Hearing: <i>(Enter X in box)</i>		Yes	No
Funding Source:	Funding for the APWA Accreditation (\$11,300) will be requested during the FY18/19 Budget Process		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No
	APWA Training (\$1,180): 490-3310W-555040 (General Employee Training)					X
Account Balance:	490-3310W-555040: \$2,490		Quasi Judicial: <i>(Enter X in box)</i>	Yes		No
					X	
Project Number :	NA		RFP/RFQ/Bid Number:	NA		
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i>			
	X		Safety	<input checked="" type="checkbox"/>		
			Quality	<input checked="" type="checkbox"/>		
			Vibrant Appeal	<input type="checkbox"/>		
Sponsor Name:	Roger M. Carlton, City Manager		Department: Public Works	Steven F. Parkinson, P.E., PWLF, Assistant City Manager/Public Works Director		

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE A

CONTRACT WITH THE AMERICAN PUBLIC WORKS ASSOCIATION (“APWA”) TO COMPLETE THE APWA ACCREDITATION PROCESS FOR AN AMOUNT NOT TO EXCEED ELEVEN THOUSAND THREE HUNDRED DOLLARS (\$11,300) DOLLARS; FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED DOCUMENTS TO EFFECTUATE THE CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

Background

The Public Works Department is seeking to obtain Accreditation from the American Public Works Association (APWA). The APWA has developed a self-assessment and accreditation program to enhance the effectiveness of agencies and ensure their competency in the delivery of public works operations and services. The self-assessment and accreditation process entails a thorough evaluation of the Department in thirty-eight (38) practice areas (Exhibit 2). The objectives of the accreditation program are to:

- Create an impetus for organizational self-improvement and to stimulate a general increase in standards,
- Offer a voluntary evaluation and education program rather than government-regulated activity,
- Recognize good performance and motivate to maintain and improve performance,
- Improve public works performance and the provision of services,
- Increase professionalism,
- Instill pride among agency staff, elected officials and the local community.

The APWA Accreditation program was established in 1996. Currently, there are approximately 100 accredited agencies in the United States. Seventeen (17) of these agencies are in the state of Florida. APWA Accreditation is voluntary and is designed to provide guidance and technical resources to Public Works Managers as they seek to evaluate and upgrade the performance of their agency.

Current Situation

The Department of Public Works has decided to pursue accreditation through the APWA. Three (3) Roger’s Raiders, Kristin Ramirez, Faith Phinn and Eric Houston, have been assigned to this project. The Raiders are assigned to assist the department in gathering information for a portion of the accreditation areas. Mary Francis Jeannot, Public Works Assistant Director of Administration, will manage the project for the department.

As part of this process, the Department of Public Works will engage in an exercise that will formalize the department’s process for continuous self-assessment and improvement. The department will standardize the basis for performance and conform to a recognized body of management practices. The APWA Accreditation program will provide the framework for strategic planning and allow the department to gain greater insight into the services that they provide. The program will also serve as a catalyst for change, provide a better orientation

process for employees, provide training for supervisors and will aid in the creation of a more efficiently managed department.

The Department will identify the accreditation practice areas that are under its purview. During this process, the Department will gather documentation which may include but is not limited to contracts, agreements, ordinances, organizational charts, and standard operating procedures (SOPs) to support compliance with the various practice areas defined in the program. During this process, the Department will identify areas of deficiencies and take corrective measures by developing SOPs, establishing ordinances, modifying existing processes, etc. The APWA provides software to streamline documentation collection and task assignments.

The APWA requires that each Agency pursuing accreditation enter into a contract (Exhibit 3). The contract stipulates the responsibilities of the APWA Accreditation Council and of the Agency seeking accreditation. The APWA Accreditation Council is responsible for providing necessary documentation, forms, and instructions regarding the accreditation process. The Agency is responsible for conducting the self-assessment and promptly providing all relevant information to the APWA. Relevant information includes all documents, files and records required by the Council to evaluate the Agency in order to determine its eligibility for accreditation. The contract also specifies the term of the contract, the time and manner of payments, and all legal elements typically spelled out in a contractual document.

The successful process of accreditation requires the following key elements:

- Committed leadership
- High degree of employee involvement
- Organized system of documentation
- Commitment to improvement

The absence of any one of these factors will greatly diminish, if not negate, the program's effectiveness.

Fiscal Impact:

The cost of the APWA Accreditation program is based on a fee structure defined in the application (Exhibit 4). The City of Hallandale Beach's Public Works Department will be charged a fee of \$11,300 to complete the accreditation process. This process will take 12 to 36 months based on the department's resource availability. Funding for the accreditation process will be requested during the FY18/19 budget.

On April 20, 2018, the City will host an APWA workshop given to familiarize City staff with the process and provide valuable insight that will help the City effectively complete the accreditation process. This workshop will be opened to attendees from outside agencies for a \$25 registration fee. The cost of the workshop is approximately \$1,180. By opening the workshop to outside agencies the City will recuperate a portion of this expenses. Funding for this training is available in 490-3310W-555040 (General Employee Training).

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-5, Award of Contract, of the City of Hallandale Beach Code of Ordinances, the City Manager shall have the authority to recommend to the City Commission award of contracts.

Proposed Action:

Staff recommends approval of the attached resolution authorizing the City Manager to enter into a contract with the American Public Works Association (APWA) to assist the Department of Public Works to complete the APWA Accreditation process, in an amount not to exceed \$11,300.

Attachment(s):

- Exhibit 1 – Resolution
- Exhibit 2 – APWA Accreditation Practice Areas
- Exhibit 3 – APWA Accreditation Agreement
- Exhibit 4 – APWA Accreditation Application

Prepared by:

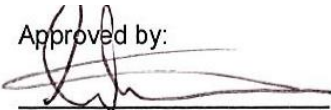


Faith Phinn, Financial Management Analyst



Susan Fassler, Green Initiatives Coordinator

Approved by:



Steven F. Parkinson, Assistant City Manager and Director of Public Works