

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ADMINISTRATOR FOR THE DEPARTMENT OF PUBLIC WORKS TO EXECUTE AN ACCREDITATION AGREEMENT WITH THE AMERICAN PUBLIC WORKS ASSOCIATION (APWA) FOR FISCAL YEAR 2017 BUDGET, IN THE AMOUNT OF FIFTEEN THOUSAND DOLLARS (\$15,000.00).

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHATTANOOGA, it is hereby authorizing the Administrator for the Department of Public Works to execute an Accreditation Agreement with the American Public Works Association (APWA) for Fiscal Year 2017 Budget, in the amount of \$15,000.00.

ADOPTED: _____, 2016

/mem

City of Chattanooga



Resolution/Ordinance Request Form

Date Prepared: 6/9/2016

Preparer: Britt Elmore

Department: Public Works

Brief Description of Purpose for Resolution/Ordinance:

Res./Ord. # _____ Council District # 3

A City Council resolution is requested to authorize the Administrator of the Public Works Department to execute an Accreditation Agreement with the American Public Works Association (APWA) for FY2017 budget in the amount of \$15,000.00

Name of Vendor/Contractor/Grant, etc.	<u>APWA</u>	New Contract/Project? (Yes or No)	<u>Yes</u>
Total project cost \$	<u>15,000.00</u>	Funds Budgeted? (YES or NO)	<u>YES</u>
Total City of Chattanooga Portion \$	<u>15,000.00</u>	Provide Fund	<u>1100</u>
City Amount Funded \$	<u>-</u>	Provide Cost Center	<u>K00101</u>
New City Funding Required \$	<u>\$ -</u>	Proposed Funding Source if not budgeted	<u>N/A</u>
City's Match Percentage %	<u>0%</u>	Grant Period (if applicable)	_____

List all other funding sources and amount for each contributor.

<u>Amount(s)</u>	<u>Grantor(s)</u>
_____	_____
_____	_____
_____	_____

Agency Grant Number _____

CFDA Number if known _____

Other comments: (Include contingency amount, contractor, and other information useful in preparing resolution)

Approved by: _____

Reviewed by: FINANCE OFFICE

DESIGNATED OFFICIAL/ADMINISTRATOR

Please submit completed form to @budget, City Attorney and City Finance Officer

Revised: 1/26/09



City of Chattanooga

Mayor Andy Berke

MEMORANDUM

Date: June 9, 2016

To: Justin Holland, Administrator
Department of Public Works

From: Britt Elmore, Accreditation Manager

**RE: Accreditation Agreement with American Public Works Association (APWA)
For FY2017 Budget**

The purpose of the accreditation is to formally verify and recognize the City of Chattanooga Department of Public Works for compliance with the recommended practices set forth in the APWA Public Works Management Practices Manual. The objectives of the accreditation program: create impetus for organizational self improvement and stimulate a general raising of standards; participate in a voluntary evaluation and educational program rather than simply meet regulations; recognize good performance and provide motivation to maintain and improve performance; improve performance and the provision of services; increase professionalism, and instill pride among agency staff, elected officials and the community. The City of Chattanooga will be the only municipality in Tennessee with an APWA accredited public works department.

ACCREDITATION COUNCIL
OF THE
AMERICAN PUBLIC WORKS ASSOCIATION
**APPLICATION
FOR
VOLUNTARY ACCREDITATION**
Eighth Edition

Agency Name: * City Of Chattanooga Public Works Department

*An entire operating division of a public works agency can apply for accreditation if it is a separate, semi-autonomous unit of government.

Street Address: 1250 Market Street, Suite 2100

City: Chattanooga

State: Tennessee

Zip: 37402

Mailing Address: _____

(if different from street address)

City: _____ State: _____ Zip: _____

• Parent Agency's Chief Executive Officer: Mayor Andy Berke
Title: Mayor Elected - Or Appointed -

• Public Works Agency's Chief Executive: Justin Holland
Title: Administrator Public Works Elected - Or Appointed -
Phone: (423) 643-6010 FAX: _____ E-Mail: jholland@chattanooga.gov
APWA Member? -- Yes, I.D. Number 636585 -- No
APWA Agency Member? -- Yes, Contact (423) 643-6010 -- No

• Public Works Agency's Accreditation Manager: Britt Elmore
Title: Civil Engineer
APWA Member? -- Yes, I.D. Number 797304 -- No
Phone: (423) 643-6048 FAX: _____ E-Mail belmore@chattanooga.gov

The public works agency is responsible for the Functional Areas, which are checked on the reverse side of this application form. The agency is responsible for addressing all recommended practices in the Functional Areas for which the public works agency has responsibility. Each area is covered by a separate chapter in the *Public Works Management Practices Manual* and forms the basis for fees charged for the accreditation process.

We hereby apply for voluntary accreditation by the Accreditation Council of the American Public Works Association. By this application, the agency acknowledges its commitment to accreditation and is willing to devote the resources necessary to complete the accreditation process. The agency is prepared to provide such information necessary for the Council to fairly evaluate the agency's eligibility for accreditation.

Executed this ____ day of _____, 201__.

By: _____, Title: _____

(typed or printed name)

DETERMINATION OF FEES AND APPLICABLE FUNCTIONAL AREAS

Which of the following functions does your department administer, manage, or provide services -- either directly or through a contractor or outside vendor? The department is responsible for an entire chapter if they have any involvement in any portion of the practices contained in a chapter, even if another department or agency has ultimate responsibility. If there is any accountability—the whole chapter applies. Explain reason for not being responsible or accountable for a particular functional area.

FUNCTIONAL AREA (Chapter Number)			REASON FOR NON-RESPONSIBILITY
	YES	NO	
Chapter 1-9			Required for all agencies
Planning and Development (10)		x	Managed by LDO and ECD
Code Enforcement (11)		x	Managed by LDO and ECD
Engineering Management (12)	x		
Bid Process (13)	x		
Project Management (14)	x		
Right-of-Way Management (15)		x	Managed by DOT
Utility Coordination (16)	x		
Facilities Management (17)		x	
Equipment and Fleet Management (18)		x	
Parks, Grounds, and Forestry (19)	x		
Solid Waste Management (20)	x		
Solid Waste Collection (21)	x		
Solid Waste Recycling and Reuse (22)	x		
Solid Waste Disposal (23)	x		
Street Maintenance (24)	x		
Street Cleaning (25)	x		
Snow and Ice Control (26)	x		
Stormwater and Flood Management (27)	x		
Vector Control (28)		x	Not maintained in Hamilton County
Potable Water Distribution System (29)		x	TN American Water and Hixson Utility
Water Treatment (30)		x	TN American Water and Hixson Utility
Wastewater Collection and Conveyance (31)	x		
Wastewater Treatment and Disposal (32)	x		
Traffic Operations (33)		x	Managed by DOT
Parking (34)		x	Chattanooga Parking Authority
Cemeteries (35)		x	No cemeteries managed by PW
Airports (36)		x	Chattanooga Airport Authority
Transit Operations (37)		x	Managed by CARTA
Bridges (38)		x	Managed by DOT
Beach Management (39)		x	No beaches managed by PW
Environmental Management System (40)	x		
TOTALS (please enter a number for both Yes and No)	25	15	Total for Yes and No must equal 40

Fees for accreditation are as follows: All applicants are responsible for Chapters 1 through 9 in the *Public Works Management Practices Manual*, regardless of functional responsibilities.

Each functional area is represented by a separate chapter in the manual. Conversely, each chapter will be counted as a functional area for the purpose of determining accreditation fees.

Part A: Base Fee by Agency Population (2010 Census Data)

Check	POPULATION		Extension
	Under 10,000	\$1,500	
	10,001 to 25,000	\$2,500	
	25,001 to 50,000	\$6,500	
	50,001 to 100,000	\$9,000	
	100,001 to 300,000	\$11,000	\$11,000.00
	300,001 to 1,000,000	\$15,000	
	More than 1,000,000	\$18,000	
	Subtotal Base Fee		\$ 11,000.00

Part B: Functional Area Fee (Added to the Base Fee)

Functional Areas	FUNCTIONAL AREAS		Extension
9	First 9 Chapters (Required for all agencies)	\$800	\$800.00
16	Each additional chapter (Maximum fee for additional chapters is \$4,800)	\$200 each	\$ 3,200.00
	Subtotal Functional Area Fee		\$ 4,000.00

Total Fee (add Base Fee and Functional Area Fee) \$15,000.00

Calculation of fees is subject to verification by the Accreditation Council. Additional fees will be charged for Functional Areas, which should have been included in the original calculation.

¹ Excludes on-site assessment costs, instructional materials, reference materials, subscriptions, consulting, or other services purchased directly from the American Public Works Association.

Forward 2 copies of signed accreditation agreement, application, and statement of support from chief administrative officer and payment information to: APWA Director of Accreditation, 2345 Grand Blvd, Suite 700, Kansas City, MO 64108-2625.

rev 10-13