

MEMORANDUM



TO: VICTOR CARDENAS, CITY MANAGER
FROM: JEFFREY HERCZEG, DIRECTOR OF PUBLIC WORKS
SUBJECT: DPW ACCREDITATION ASSET MANAGEMENT POLICY
DATE: JUNE 26, 2026

The Department of Public Works (DPW) initiated the process of becoming an American Public Works Association (APWA) Accredited Agency in 2022. For four years DPW staff have worked diligently to assess operations and identify improvements to establish an agency-wide culture of continuous improvement.

We are now in Phase 4 Evaluation (see attached road map) and have scheduled our site visit for the week of August 10, 2026 (Phase 5). An Agency Evaluation team will spend the week reviewing our policy/practices manual and make a recommendation on accreditation.

The APWA Management Practices Manual, Chapter 10, Asset Management System is one of the 10 chapters required for accreditation. The critical requirement for **Chapter 10** is codification of an Asset Management Policy. A draft version of the Asset Management Policy created by staff is included herein and will be presented for acceptance at a future City Council Meeting.

The Draft Policy Asset Management Policy includes:

- **Guiding Principles**
 - Management, Appearance, and Change/Improvement
- **Objectives**
 - Criticality, Life Span, Replacement, Disruption, Schedule, etc.
- **Asset Inventory**
 - Cityworks and GIS
- **Asset Condition**
 - Asset Management Plans and Master Plans
- **Asset Inspection**
 - Inspection Timeline and References



ACCREDITATION ROAD MAP



The Department of Public Works Asset Management Policy

This policy is direction for operating, preserving, and investing in the City of Novi's physical assets in a way that aligns with our Mission, Values, and Vision. This responsibility is not taken lightly as City of Novi residents interact with and rely on these assets every day. Considering the importance of the City's assets, a comprehensive asset management plan is critical to their success. The asset management plan is meant to consistently guide staff across divisions and support the delivery of outstanding community services in the most financially and environmentally sustainable manner possible. This policy demonstrates a department-wide commitment to the good stewardship of physical assets, and improved accountability and transparency to the community through the adoption of best practices regarding asset management planning.

Guiding Principles

- 1. Management of physical assets shall be done safely and in a financially and environmentally sustainable manner.**
- 2. Assets shall be kept in good physical appearance.**
- 3. The asset management policy will be open to change and improvements as technology advances and the environment changes with time.**

Implementation of the asset management **Principles** is based on common set of **Objectives** to guide Department of Public Works staff.

Principals

- 1. Management of physical assets shall be done safely and in a financially and environmentally sustainable manner.**
 - a. **Objective #1** - The most critical asset is the people who work at the City. Safety while managing City assets is a top priority.
 - b. **Objective #2** - Life span of all physical assets shall be considered during the design phase of a project or before a purchase.
 - c. **Objective #3** - Replacement of assets shall be based on a life cycle analysis.
 - d. **Objective #4** - During construction activities, disruption to the public shall be minimized whenever possible.

2. Assets shall be kept in good physical appearance.

- a. **Objective #1** - All physical assets shall be assessed and maintained based on their pre-defined inspection schedule and when there is public concern.
 - i. Public concerns can be reported via phone, email, or in person. A work order in Cityworks will be created when public concern is noted.
- b. **Objective #2** - All equipment shall be inspected before use.

3. The asset management policy will be open to change and improvements as technology advances and the environment changes with time.

- a. **Objective #1** - A complete inventory of all City assets shall be retained and updated within 6 months of obtaining a new asset.
- b. **Objective #2** – The asset management policy will be reviewed, and revised as needed, every 4 years to ensure it remains current and aligns with APWA accreditation, improvements in technology, and actual City practices.

DPW maintains an inventory of all major assets. Inventory records can be used to schedule and budget for maintenance, repairs, and/or replacement of these assets.

DPW utilizes Cityworks asset management software RTA to track assets within the City of Novi. This program allows for the mapping of various assets and the association of those assets with relevant technical and financial information. The program features an extensive list of assets tracked, including forestry assets, signs, roads, non-motorized pathways, bridges, lights, guard rails, pavement markings, parking lots, cross connection assets, water/sewer assets, stormwater assets, irrigation, trash collection, and more. Service requests and work orders are issued to the components of these asset categories. Labor, materials, equipment, and associated costs are recorded in the Cityworks Asset Management System.

The City of Novi maintains a [Capital Improvement Program Dashboard](#). This interactive database tracks all Capital Improvements and allows for them to be placed on an interactive map. Users can click on an improvement and view all relevant technical, financial, and planning information. This proves extremely valuable for the Fleet Asset Management Division as they can track purchases

and capital maintenance as well as needed inventory additions/subtractions needed in coming years.

Most City assets are on a unique inspection schedule defined in an AMP or Master Plan.

Water/Sewer: The Water System Master Plan and AMP and Sanitary Master Plan reference the digital record of utilities using GIS.

- Cross-Connection inspections are tracked using Cityworks
- DPW tracks lift station inspections utilizing the Cityworks asset management software program.
- DPW tracks all sanitary sewer-related inspections utilizing the Cityworks asset management software program.

Stormwater Facilities: Stormwater facility maintenance shall be in full compliance with the City's MS4 permit and Stormwater Management Plan.

- The City has prioritized all catch basins for inspection. Catch basin inspections are scheduled and tracked in Cityworks.
 - High priority catch basins at the DPW are to be inspected monthly.
 - Medium priority catch basins are to be inspected annually and are located at the "Terminus of Gravel Roads."
 - All remaining catch basins are low priority and shall be inspected at least once every three years.
- Culverts are assessed quarterly or during/after major storm events.
- Many of the City's parks feature drainage ditches where the City's Field Operations staff perform inspections that consist of a visual evaluation to check for blockages or excessive sedimentation. Inspections occur during daily Park operations, or when complaints warrant an inspection.

Transportation:

- Roads/Bridges: Refer to Bridge Asset Management Plan (AMP), Transportation AMP, and Pavement AMP
- Non-Motorized: Neighborhood Sidewalk Repair Program (NSP) inspects all sidewalks along local roads on a district wide basis. Inspections for the NSRP and boardwalks are tracked utilizing Cityworks.

- Street Sweeping: A City contractor sweeps all streets at least twice a year regardless of priority ranking. DPW staff conducts parking lot sweeping as necessary.
- Markings: Roadway markings are visually assessed annually.
- Signals: Signals in pavement project areas are evaluated during the plan review phase.

Traffic Control Devices:

- Sign inspections are tracked using the Main Road Sign Inspection spreadsheet.
- Based on the Roadway Maintenance Guide, signs are inspected twice a year, and roadway markings are visually inspected annually.

Equipment/Fleet:

- DOT Daily Truck Inspection guidelines are adhered to before the operation of a City vehicle or DPW equipment.

Forestry:

- DPW maintains a Tree Management Plan, which outlines the maintenance of all forestry assets. The young tree training cycle involved pruning young trees every 3 years and routine pruning of established, mature trees is done roughly every 7 years. Inspections of trees within ROW and public parks are done regularly by a trained arborist.

**Detailed AMP's, Master Plans and Inspection schedules included below
(updated as needed numeric reference to APWA Manual)**

** links disabled for resilience and numeric references are other APWA Manual Chapters*

Asset	Notes
Water Main Valves	Water Distribution System Operation and Maintenance – Sixth Edition • Inspected annually • Vacuum relief/air release valves inspected after rains or floods 30.10 Drinking Water Distribution System – Fire Hydrant Inspection

	- Valve inspection is performed by a contractor, completing approximately 20% of the system a year. Repairs identified are completed following inspection. - City staff repair valves as needed based on observations or reported issues.
Fire Hydrants	30.10 Drinking Water Distribution System – Fire Hydrant Inspection Regular flushing
Reservoirs	19.6 Storage Tanks - Inspected annually - Annual Spill Bucket tests, Annual Leak Detection tests, and Underground Storage Tank tests - Can be contracted out to companies that provide professional inspection services
Lift Stations	32.4 Facility Maintenance - Inspections per manufacturer’s recommendations - Depends on type of lift station (some annually, some weekly)
Sanitary Sewer and Manholes	Manhole Rehabilitation Project Proposal 11-08-2013 (no header).pdf 2024 Sanitary Sewer Standard Operating Procedures - Inspected and cleaned every 5-7 years - High maintenance areas (and associated manholes) are inspected and cleaned when significant buildup or blockages are found
Roads	TAMP 2025.pdf Pavement AMP.pdf - PASER data collected every 2 years Novi Stormwater Management Plan (SWMP) 2025 - All city streets and parking lots are swept 4x/year
Bridges	Bridge AMP 2025.pdf Contracts OHM Advisors to provide bridge inspection services annually
Non-Motorized Facilities	Sidewalk Maintenance Program - Reference, Requirements & Considerations.pdf Sidewalk Repair and Replacement Criteria 20200625.pdf Novi City Sidewalks Maintenance Program Options Sep 2018.pdf Safe Streets for All (SS4A) - Draft
Signs	Roadway Maintenance Guide – Section 10.4.1 Minimum Sign Retroreflectivity Requirements Maintenance of Signs and Devices.pdf Traffic Operations Policy - Signs should be inspected twice a year - Inspection includes night observation done from a vehicle using low beam headlights

	○ Signs that lack retro reflectivity scheduled for replacement • Overhead sign supports inspected annually • Torque of breakaway supports checked annually • Periodic cleaning scheduled for all signs
Markings	Roadway Maintenance Guide – Section 10.4.2 Traffic Operations Policy • Annual visual assessment and correction of all markings • Services contracted out
Signals	TAMP 2025.pdf Roadway Maintenance Guide – Section 10.4.3 • Signals in pavement project area are evaluated during pavement project planning ○ If signals are deficient, new/upgraded signals added to plan + budget
Culverts	TAMP 2025.pdf Roadway Maintenance Guide – Section 11.3 • Contracts OHM Advisors to provide bridge inspection services • Inspections conducted quarterly or during/after major storms ○ During storms, crews patrol critical areas to ensure inlets remain open ○ Sand/sediment deposits that collect in culverts should be removed asap
Catch Basins	Novi Stormwater Management Plan (SWMP) 2025 Catch Basin Inspection Example - Cityworks • High priority properties – DPW only • Monthly • Medium priority properties – terminus of gravel roads • Once a year • Low priority properties – all other city-owned catch basins • Once every 3 years
DPW Equipment + Vehicles	19.3 Operator Inspection 19.3a Motor Vehicle Operations Policy 19.3b PM Inspection Report 19.3c DOT Daily Truck Inspection • Any employee operating a vehicle will inspect the vehicle to ensure it is in sound operating condition ○ Basic inspection of lights, seatbelts, emergency flashers, etc. • DPW Equipment → use Department of Transportation (DOT) Pre-Trip Inspection Report • Preventative Maintenance Inspection Report

Emergency Response Vehicles	NFPA 1911 Standard for the inspection, Maintenance, Testing, & Retirement of In-Service Emergency Vehicles.pdf - Visual/operational checks are done within 24 hours of a run or weekly if no runs are done during the week - Defined systems checked → fire pump, warning lights, etc. (listed in NFPA 1911 4.5.4.1) - Complete inspection + diagnostic check conducted as frequently as recommended by manufacturer or once a year (whichever comes first) - Component inspections performed at least as frequently as recommended by manufacturer and when vehicle is reported to have defects/deficiencies
City Owned Stormwater Facilities	Novi Stormwater Management Plan (SWMP) 2025 MS4 Inspection Checklist Example – Cityworks MS4 Bioretention Facility Inspection Example - Cityworks - DPW and associated bioretention facilities – high priority level per SWMP requires monthly inspections and one (1) yearly inspection tracked through Cityworks - All other facility inspections are done on an as needed basis
Trees	2024 Tree Management Plan <i>Young Tree Training (YTT) Cycle</i>: pruning done on young trees (6 inches DBH) - Recommended 3-year YTT cycle <i>Routine Pruning (RP) Cycle</i> includes established, mature trees - Length of cycle based on tree population - Recommended 5-years, 7 if large population - City Forester recommends 7-year RP cycle for budgetary reasons - Inspections should be carried out regularly on trees in ROW and public places/parks - By trained arborist