



SEWERAGE AND WATER BOARD OF NEW ORLEANS

April 7, 2017

Strategy Committee
Sewerage and Water Board of New Orleans
New Orleans, Louisiana

Subject: Monthly Human Resources Activity Report for the Period March 1 – March 31, 2017

Dear Directors:

Please find below an account of various Board human resources activities for the period March 1- March 31, 2017. This monthly snapshot is presented to keep you abreast of the progress and challenges related to the Board's ability to hire and retain the best qualified candidates to perform the Board's important work.

Human Resources Activities

Beginning Vacant Positions: 327

Ending Vacant Positions: 317

New Hires: 31

Resignations: 8

Retirement: 0

DROP Program Participants: 123

- Beginning Balance: 122
- New Member(s): 2
- Member(s) Removed: 1

Promotions: 3

Disciplinary Actions: 21

- Reprimands: 3
- Suspensions: 6
- Terminations: 12

Thank you.



Sharon Judkins
Deputy Director-Administration

Cc: Attachments

Monthly Activity Report
Resignation Analysis
Drop Summary

March Monthly Activity Report

DATE	ACTION	JOB TITLE	REASON
New Hires:			
3/13/2017		Laborer	
3/13/2017		Laborer	
3/20/2017		Laborer	
3/20/2017		Laborer	
3/20/2017		Laborer	
3/20/2017		Laborer	
3/27/2017		Laborer	
3/27/2017		Laborer	
3/13/2017		Management Development Specialist II	
3/13/2017		Meter Reader	
3/13/2017		Office Assistant II	
3/20/2017		Office Assistant Trainee	
3/27/2017		Office Support Specialist	
3/13/2017		Senior Quality Assurance Control Manager	
3/20/2017		Utilities Plant Worker	
3/20/2017		Utilities Plant Worker	
3/20/2017		Utilities Plant Worker	
3/20/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Utilities Plant Worker	
3/27/2017		Water Service Inspector I	
Total	31		

Resignations:			
3/1/2017	Laborer		Accepted employment outside of Civil Service
3/9/2017	Laborer		Accepted employment outside of Civil Service
3/9/2017	Laborer		Accepted employment outside of Civil Service
3/29/2017	Laborer		Accepted employment outside of Civil Service
3/9/2017	Office Assistant II		Accepted employment outside of Civil Service
3/20/2017	Office Assistant IV		Accepted employment outside of Civil Service
3/20/2017	Utilities Maintenance Master Specialist I		Other reasons
3/3/2017	Office Assistant III		Transferred to City
Total		8	
Retirements:			
Total		0	
DROP:			
Started DROP			
3/1/2017	Administrative Support Supervisor III		Added DROP
3/1/2017	Automotive Section Supervisor		Added DROP
Total		2	
Ended DROP			
3/14/2017	Facilities Engineering Specialist		Ended DROP
Total		1	
Promotions:			
3/20/2017	Administrative Support Specialist IV		
3/21/2017	Networks Maintenance Technician II		
3/20/2017	Office Assistant II		
Total		3	
Disciplinary Actions:			
3/1/2017	Emergency Suspension	Networks Maintenance Technician II	Physical altercation
3/3/2017	Reprimand	Laborer	Attendance
3/14/2017	Reprimand	Laborer	Attendance
3/24/2017	Reprimand	Power Dispatcher I	Department Policy Violation
3/6/2017	Suspension	Laborer	Preventable accident
3/6/2017	Suspension	Networks Maintenance Technician I	Preventable accident
3/6/2017	Suspension	Networks Maintenance Technician I	Preventable accident
3/20/2017	Suspension	Networks Maintenance Technician II	Insubordination
3/27/2017	Suspension	Office Assistant II	Threatening and profain language

3/3/2017	Termination	Laborer	Job abandonment
3/6/2017	Termination	Laborer	Theft
3/16/2017	Termination	Laborer	Job abandonment
3/17/2017	Termination	Laborer	Verbal threat
3/23/2017	Termination	Laborer	Job Abandonment
3/23/2017	Termination	Laborer	Job Abandonment
3/28/2017	Termination	Laborer	Job offer rescinded
3/21/2017	Termination	Networks Maintenance Technician I	Substance abuse failure
3/6/2017	Termination	Networks Senior Maintenance Technician I	Theft
3/6/2017	Termination	Networks Senior Maintenance Technician II	Theft
3/6/2017	Termination	Water Service Inspector I	Job abandonment
3/16/2017	Termination	Water Service Inspector I	Job abandonment
Total	21		

Resignations for March 2017

Date	Reason	Job Title
3/1/2017	Accepted Employment Outside of Civil Service	Laborer
3/9/2017	Accepted Employment Outside of Civil Service	Laborer
3/9/2017	Accepted Employment Outside of Civil Service	Laborer
3/29/2017	Accepted Employment Outside of Civil Service	Laborer
3/9/2017	Accepted Employment Outside of Civil Service	Office Assistant II
3/20/2017	Accepted Employment Outside of Civil Service	Office Assistant IV
3/20/2017	Other Reasons	Utilities Maintenance Master Specialist I
3/3/2017	Transferred to the City	Office Assistant III

Reason	# of Resignations	% of Total Resignations
Accept Employment Outside of City Civil Service	6	75%
Avoid Disciplinary Action		
Continue Education		
Ill Health		
Left City		
Other Reasons	1	12.5%
Returned to School		
Transfer and/or Promotion to the City	1	12.5%
Total	8	100%

DROP SUMMARY REPORT

TITLE	START	END	TIME REMAINING (yrs)	AVG TIME REMAINING (YRS)	TOTAL EMPLOYEES ON DROP
POWER DISPATCHER 3	4/1/2012	4/1/2017	0.00	2.78	123
SENIOR PRINCIPAL ENGINEER	4/1/2012	4/1/2017	0.00		
SR. OFFICE SUPPORT SPECIALIST	4/9/2012	4/9/2017	0.02		
CHIEF ACCOUNTANT	4/30/2012	4/30/2017	0.08		
WATER SERVICE INSPECTOR 3	4/30/2012	4/30/2017	0.08		
UTIL MAINT MASTER SPECIALIST 2	5/1/2012	5/1/2017	0.08		
PUMPING STATIONS SUPV	5/1/2012	5/1/2017	0.08		
ATTORNEY 4	5/1/2012	5/1/2017	0.08		
ENGINEERING TECHNICIAN	6/1/2012	6/1/2017	0.17		
AUTOMOTIVE SECTION SUPERVISOR	6/1/2012	6/1/2017	0.17		
PUBLIC WORKS SUPERVISOR 3	6/17/2012	6/17/2017	0.21		
WATER PURIFICATION OPERATOR 4	7/1/2012	7/1/2017	0.25		
FIELD SERVICE SUPERVISOR	9/1/2012	9/1/2017	0.42		
NETWORKS ZONE MANAGER 1	9/8/2012	9/8/2017	0.44		
NET SENIOR MAINTENANCE TECH 2	10/7/2012	10/7/2017	0.52		
WAREHOUSE & SUPPLIES MGR	1/3/2013	1/3/2018	0.76		
NET SENIOR MAINTENANCE TECH 1	1/21/2013	1/21/2018	0.81		
NET SENIOR MAINTENANCE TECH 2	3/1/2013	3/1/2018	0.92		
EQUIPMENT OPERATOR 3	3/1/2013	3/1/2018	0.92		
PUMPING STATIONS SUPV ASST	3/1/2013	3/1/2018	0.92		
UTIL MAINT MASTER SPECIALIST 2	4/1/2013	4/1/2018	1.00		
Employees within 1 year:				21	
OFFICE SUPPORT SPECIALIST	5/1/2013	5/1/2018	1.08		
UTILITIES MAINT SUPERVISOR	5/1/2013	5/1/2018	1.08		
OFFICE SUPPORT SPECIALIST	5/1/2013	5/1/2018	1.08		
NET SENIOR MAINTENANCE TECH 2	5/31/2013	5/31/2018	1.17		
NET SENIOR MAINTENANCE TECH 1	6/1/2013	6/1/2018	1.17		
DEPUTY SPECIAL COUNSEL	6/1/2013	6/1/2018	1.17		
NET MASTER MAINTENANCE TECH 2	6/1/2013	6/1/2018	1.17		
OFFICE ASSISTANT 3	6/3/2013	6/3/2018	1.18		
PUMPING STATIONS SUPV	7/31/2013	7/31/2018	1.33		
OFFICE ASSISTANT 3	8/1/2013	8/1/2018	1.34		
OFFICE ASSISTANT 3	8/1/2013	8/1/2018	1.34		
NET MASTER MAINTENANCE TECH 2	8/12/2013	8/12/2018	1.37		
PUMPING PLANT OPERATOR	9/1/2013	9/1/2018	1.42		
ENGINEERING SPECIALIST	10/1/2013	10/1/2018	1.50		
NET QUALITY ASSUR & SFTY INSPC	11/1/2013	11/1/2018	1.59		
FLEET SERVICES SUPERVISOR	11/1/2013	11/1/2018	1.59		
MANAGEMNT DEVELOPMNT SPECLST 2	12/1/2013	12/1/2018	1.67		
STEAM PLANT ENGINEER 2	12/2/2013	12/2/2018	1.67		
UTIL MAINT MASTER SUPERVISOR	1/3/2014	1/3/2019	1.76		
LEGAL ADMINISTRATIVE ASSISTANT	1/3/2014	1/3/2019	1.76		
PUBLIC WORKS MAINTENANCE SUPT	1/3/2014	1/3/2019	1.76		
NETWORKS MAINTENANCE TECH 2	1/27/2014	1/27/2019	1.83		

DROP SUMMARY REPORT

WATER PURIFICATION OPERATOR 2	2/1/2014	2/1/2019	1.84	
PUMPING AND POWER PLANT OPR	2/1/2014	2/1/2019	1.84	
NET MASTER MAINTENANCE TECH 2	2/13/2014	2/13/2019	1.87	
PUMPING AND POWER PLANT OPR	3/1/2014	3/1/2019	1.92	
PUMPING STATIONS SUPV ASST	3/1/2014	3/1/2019	1.92	
Employees within 2 years:				27
WATER PURIFICATION OPERATOR 3	6/4/2014	6/4/2019	2.18	
SR. OFFICE SUPPORT SPECIALIST	6/6/2014	6/6/2019	2.18	
EQUIPMENT OPERATOR 2	9/1/2014	9/1/2019	2.42	
OFFICE ASSISTANT 3	10/1/2014	10/1/2019	2.50	
NETWORKS MAINTENANCE TECH 1	10/30/2014	10/30/2019	2.58	
NET SENIOR MAINTENANCE TECH 1	10/31/2014	10/31/2019	2.59	
UTILITY SENIOR SERVICES MGR	10/31/2014	10/31/2019	2.59	
MANAGEMNT DEVELOPMNT SPECLST 2	11/1/2014	11/1/2019	2.59	
PUMPING PLANT OPERATOR	11/1/2014	11/1/2019	2.59	
WATER PURIFICATION OPERATOR 1	11/20/2014	11/20/2019	2.64	
MANAGEMNT DEVELOPMNT SPECLST 2	11/30/2014	11/30/2019	2.67	
AUTOMOTIVE MAINT. TECHNICIAN	12/1/2014	12/1/2019	2.67	
ADMIN. SUPPORT SUPERVISOR 3	12/15/2014	12/15/2019	2.71	
NET SENIOR MAINTENANCE TECH 2	12/19/2014	12/19/2019	2.72	
PUMPING STATIONS SUPV ASST	12/31/2014	12/31/2019	2.75	
NET MASTER MAINTENANCE TECH 1	12/31/2014	12/31/2019	2.75	
STEAM PLANT ENGINEER 2	1/24/2015	1/24/2020	2.82	
PUMPING STATIONS SUPV ASST	2/1/2015	2/1/2020	2.84	
UTILITY SERVICES ADMINISTRATOR	3/1/2015	3/1/2020	2.92	
FIELD SERVICE SUPERVISOR	3/15/2015	3/15/2020	2.96	
OFFICE SUPPORT SPECIALIST	3/28/2015	3/28/2020	2.99	
STEAM PLANT ENGINEER 1	3/31/2015	3/31/2020	3.00	
Employees within 3 years:				22
OFFICE ASSISTANT 4	4/1/2015	4/1/2020	3.01	
PUMPING AND POWER PLANT OPR	8/1/2015	8/1/2020	3.34	
FLEET SERVICES MANAGER	8/7/2015	8/7/2020	3.36	
STEAM PLANT ENGINEER 4	9/22/2015	9/22/2020	3.48	
POWER DISPATCHER 4	9/22/2015	9/22/2020	3.48	
FIELD SERVICE SUPERVISOR	10/1/2015	10/1/2020	3.51	
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	3.59	
FIELD SERVICE SUPERVISOR	11/1/2015	11/1/2020	3.59	
NET SENIOR MAINTENANCE TECH 1	11/1/2015	11/1/2020	3.59	
ADMIN. SUPPORT SUPERVISOR 3	11/26/2015	11/26/2020	3.66	
CHIEF ACCOUNTANT	11/28/2015	11/28/2020	3.67	
PUBLIC WORKS SUPERVISOR 2	12/2/2015	12/2/2020	3.68	
ENGINEER INTERN 2	12/21/2015	12/21/2020	3.73	
NET SENIOR MAINTENANCE TECH 2	12/30/2015	12/30/2020	3.75	
NET MASTER MAINTENANCE TECH 1	12/30/2015	12/30/2020	3.75	
SR. OFFICE SUPPORT SPECIALIST	1/1/2016	1/1/2021	3.76	
AUTOMOTIVE SERVICES SUPERVISOR	1/8/2016	1/8/2021	3.78	
UTIL MAINT MASTER SUPERVISOR	1/8/2016	1/8/2021	3.78	
UTIL MAINT MASTER SUPERVISOR	1/8/2016	1/8/2021	3.78	
UTIL MAINT MASTER SUPERVISOR	1/11/2016	1/11/2021	3.79	
NET SENIOR MAINTENANCE TECH 1	2/1/2016	2/1/2021	3.84	
NET SENIOR MAINTENANCE TECH 2	2/29/2016	3/1/2021	3.92	
Employees within 4 years:				22

DROP SUMMARY REPORT

NET MASTER MAINTENANCE TECH 1	4/1/2016	4/1/2021	4.01
POWER DISPATCHER 3	4/1/2016	4/1/2021	4.01
OFFICE ASSISTANT 4	4/1/2016	4/1/2021	4.01
PUBLIC WORKS MAINTENANCE WKR 1	6/1/2016	6/1/2021	4.17
NET SENIOR MAINTENANCE TECH 2	6/1/2016	6/1/2021	4.17
PUBLIC WORKS MAINTENANCE WKR 1	6/4/2016	6/4/2021	4.18
LABORATORY TECHNICIAN 3	7/1/2016	7/1/2021	4.25
PUMPING STATIONS SUPV	8/1/2016	8/1/2021	4.34
PUMPING AND POWER PLANT OPR	8/1/2016	8/1/2021	4.34
UTILITY SERVICES ADMINISTRATOR	9/1/2016	9/1/2021	4.42
FACILITIES ENGINEERING SPCL	9/7/2016	9/7/2021	4.44
ADMIN. SUPPORT SUPERVISOR 3	10/8/2016	10/8/2021	4.53
PUMPING PLANT OPERATOR	11/1/2016	11/1/2021	4.59
NET SENIOR MAINTENANCE TECH 1	11/1/2016	11/1/2021	4.59
PUBLIC WORKS MAINTENANCE WKR 2	11/1/2016	11/1/2021	4.59
ENGINEER INTERN 2	12/1/2016	12/1/2021	4.67
SR. OFFICE SUPPORT SPECIALIST	12/1/2016	12/1/2021	4.67
OFFICE SUPPORT SPECIALIST	12/1/2016	12/1/2021	4.67
NET MASTER MAINTENANCE TECH 1	12/28/2016	12/28/2021	4.75
PUMPING AND POWER PLANT OPR	12/31/2016	12/31/2021	4.76
ENGINEERING DIVISION MANAGER	1/1/2017	1/1/2022	4.76
SR. OFFICE SUPPORT SPECIALIST	1/2/2017	1/2/2022	4.76
WATER PURIFICATION OPERATOR 4	1/2/2017	1/2/2022	4.76
PUMPING AND POWER PLANT OPR	1/3/2017	1/3/2022	4.76
WATER PURIFICATION OPERATOR 2	1/5/2017	1/5/2022	4.77
POWER DISPATCHER 2	1/8/2017	1/8/2022	4.78
BUYER 2	2/4/2017	2/4/2022	4.85
FIELD SERVICE SUPERVISOR	2/13/2017	2/13/2022	4.88
ADMIN. SUPPORT SUPERVISOR 1	2/28/2017	2/28/2022	4.92
AUTOMOTIVE SECTION SUPERVISOR	3/1/2017	3/1/2022	4.92
ADMIN. SUPPORT SUPERVISOR 3	3/1/2017	3/1/2022	4.92

Employees within 5 years: 31

DROP SUMMARY REPORT

MARCH SUMMARY

TITLE	EFFECTIVE DATE	ACTION
AUTOMOTIVE SECTION SUPERVISOR	3/1/2017	ADDITION
ADMIN. SUPPORT SUPERVISOR 3	3/1/2017	ADDITION
FACILITIES ENGINEERING SPCL.	3/14/2017	DELETION



SEWERAGE AND WATER BOARD

Inter-Office Memorandum

Date: April 1, 2017

From: Willie Mingo, Director of Procurement
Purchasing Department

Thru: Vicki Rivers, Deputy Director
Sewerage and Water Board New Orleans - Logistics

To: Sharon Judkins, Deputy Director
Sewerage and Water Board New Orleans- Administration

Re: **Executive Director's Approval of Contracts of \$1,000,000.00 or less**

1. Tanner Industries.
735 Davisville Rd; Southampton, PA 18966
 - Purchase of Anhydrous Ammonia
 - 1st and final renewal Start date:5/1/17
 - \$358,050.00 annually
2. Sterling Water Technologies LLC.
P O Box 536258: Pittsburgh, PA 15253
 - Purchase of Liquid Polyphosphate
 - 1st and final renewal Start date :5/1/17
 - \$287,600.00 annually
3. Hamp's Enterprises
1319 Newton Street, New Orleans, LA. 70114
 - Purchase of Reclaim Asphaltic Pavement (RAP)
 - 1ST and Final Renewal Start Date 5/1//17
 - \$225,000.00 annually

4. Crescent Ford Trucks
6121 Jefferson Hwy, Jefferson, LA. 70123
 - Installation of Automotive Remanufactured Engines and Related Parts
 - 1st and Final Renewal Start Date 5/1/17
 - \$362,425.00 annually
5. Bollinger Armature Services LLC
615 Destrehan Ave, Harvey, LA 70058
 - Contract 6260-Rewind of Constant Duty Motors 1 & 2 at DPS #6 & DPS #7
 - 90-Day completion upon the notice to proceed
 - \$595,000.00
6. Houma Armature Works & Supply LLC
2534 Cummins Rd, Houma, LA 70363
 - Contract 6261-2017 Rewind of Sewage Pump Motor at Sewage Pumping Station #21
 - 90 Day Completion upon the notice to proceed
 - \$93,160.00
7. BLD Services, LLC
2424 Tyler Street, Kenner, LA 70062
 - Contract 2127- Algiers Lock Forebay Waterline Replacement
 - 90 Day Completion upon the notice to proceed
 - \$271,375.00
8. Cimsco Inc
221 Canal Street, Metairie, LA 70005
 - Purchase of R.D. Wood Gate Valve Parts
 - One time purchase
 - \$93,900.00

9. Oliver H. Van Horn
4100 Euphrosine Street, New Orleans, LA 70125

- Purchase of Eighteen Inch Variable Speed Lathe
- One time purchase
- \$81,040.00

10. Houma Armature Works and Supply LLC
2534 Cummins Rd., Houma, LA 70363

- Purchase of (2) 275K Diesel Generators
- One time purchase
- \$134,000.00 each

11. Hammerman & Gainer, Inc
1010 Common Street Suite 2600, New Orleans, LA. 70122

- Professional Claim Services
- 1-year with 3 (1) year renewals
- \$37,000 annually

12. GCR Inc
2921 Lakeshore Drive suite 500, New Orleans, LA 70122

- Development of policies & procedures to guide procurement activities using federal funding
- Start date: 12/12/16
- Not to exceed \$27,707.00

13. Eutis Engineering
3011 28th Street, Metairie, LA. 70002

- Construction materials testing & inspection services for New Orleans East Basin-West Lake Forest/Read Blvd. West Sewer Rehabilitation Construction Contract -30206
- Start date November 16, 2016
- Not to exceed \$66,625.23

- Upon request, complete contract available for review in Procurement office.

Cc: Lawrence Williams

SEWERAGE AND WATER BOARD OF NEW ORLEANS



2017 Work Plan

Sewerage and Water Board of New Orleans

2017 WORK PLAN

Below is a summary of the Initiatives/Milestones outlined by the Executive Management of the Sewerage and Water Board of New Orleans which is to be achieved during the year as defined by this Work Plan.

EXECUTIVE DIRECTOR

	Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1	Propose more flexible Human Resources system	1/1/2017		
2	Initiate Community education program on Drainage obligation and implementation strategies (Adaptation Strategy)	1/1/2017		
3	Update Board Strategic Plan	1/1/2017		
4	Continue process improvement initiatives to improve customer services in network management, meter reading, customer service, human resources, and logistics.	1/1/2017		
5	Execute Joint Infrastructure Recovery Program.	1/1/2017		

COMMUNICATION

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1 Improving customer/media communications	1/1/2017		<p>Working with internal departments on providing a quicker, more effective customer response.</p> <ul style="list-style-type: none"> • Installing internal video system • Revamping Networks/Customer communications • Revamping Network Written Communications • Incorporating the new billing system to “speak” to customers about S&WB construction/repairs/improvements in their area • Working more closely with the media on positive S&WB stories. • Providing stories about individual S&WB employees to media for consideration and coverage
2 Implementing a Branding Strategy to streamline the appearance of S&WB	1/1/2017		<ul style="list-style-type: none"> • Collaborating with GNOF and NORAH on Green Infrastructure projects • Work with Environmental Affairs on developing curriculum for K-12 students • Provide photos for the S&WB FAQs in order to post on web • Resume taping of the FAQs to display on the monitor in the lobby • Work with media on coverage of SELA’S Napoleon Ave Phase 2 completion
3 New Communications RFP	In progress		<ul style="list-style-type: none"> • Develop permanent Communications staff to include Social Media professional • Launch Social Media presence • Procure additional communications

consultant for communications
projects.

CONTINUOUS IMPROVEMENT

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1 Improve Customer Service capabilities	1/1/2017	12/31/2017	Develop Customer Satisfaction Surveying Program to under the "Voice of the Customer" to reduce time between problem identification and resolution for customer complaints.
2 Enhance SWBNO's business performance.	1/1/2017	12/31/2017	<ul style="list-style-type: none"> • Implement 2017 Overtime and Standby Time Management Strategy to reduce premium pay while sustaining operations. • Establish measurements and business performance. Create and present ONLINE Daily Status Report to Executive Director. The Daily Status Report will provide information on the Sewerage and Water Board's financial, operational, safety, risk and organizational (or personnel) resiliency postures to assist in executive decision-making. • Establish measurements and business performance.
3 Enhance employee capabilities.	1/1/2017	12/31/2017	<ul style="list-style-type: none"> • Review of Networks Organization. Define and implement best practices from industry, government, and business.

Engineering and Construction

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1 Create Sustainable Organization	1/1/2017		<ul style="list-style-type: none"> • Manage organizational structure compatible with SWBNO growth and (as appropriate) DPW programs; maintain organizational charts. • Complete staffing of the SWB FEMA PM team positions • Gain approval of pay grades necessary to hire Electrical, Mechanical and Civil Engineering Department Managers, solicit and hire for positions. • Fill opening for senior and entry level Electrical engineering positions • Fill opening for Mechanical Engineering position. • Fill openings for entry, midlevel, and senior level Stormwater Management team • Initiate hiring and development of Project Management Group for Non-FEMA funded programs
2 New Contract Resources	1/1/2017		<ul style="list-style-type: none"> • Pervious Pavement Maintenance contract • Electrical Feeder System Repair and Maintenance contract • FOG Sewer System Cleaning contract

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
			<ul style="list-style-type: none"> • Imaging contract • Construction contract; Program Management and Enforcement contract • Delgado Engineering Tech Staff Development Program • Board-wide Facilities SCADA contract
3 Engineering Program Management –Major Projects	1/1/2017		<ul style="list-style-type: none"> • West Side CWP Re-Development • HMGP Power Plant Restoration • HRWRP CY and TG4 Restoration • Water Hammer Implementation • Door Unit Chemical Feed Facility • Critical Facilities/EOC Headhouse Re-purposing • SSERP and ESSA Contract Implementation • Sewer System Model Contract • WRL • Sewer Lift Station Program
4 Consultant Management	1/1/2017		<ul style="list-style-type: none"> • Revise contract templates, create atmosphere of expecting best practices for our consultants and hold them accountable for the result (or lack of result) of their work. • Re-format and re-solicit engineering services contracts for both the pre-approved consultant

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
			list and aging contracts.
5 Staff Management	1/1/2017		<ul style="list-style-type: none"> • Elevate the bar of expectations of staff and hold them accountable through QA/QC reviews of work performed and routine performance reviews • Reward staff for achievements in job performance and success in training/education programs and expanded technical and/or management capabilities through promotional programs available to SWBNO. • Establish goals and deadlines for all activities and measure results. • Enforce/expand current training requirements; promote participation. • Develop succession planning program.
6 Capital Program Management and Implementation	1/1/2017		Develop singular revolving Capital Project priority list based upon but separate from segregated capital budget.
7 FEMA Restoration/Grant Program Execution/DWP Settlement Program Management	1/1/2017		<ul style="list-style-type: none"> • Expand Resilient Design/Green Infrastructure Initiative • Establish Stormwater Management team to identify and analyze opportunities Stormwater

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
			<p>Mitigation</p> <ul style="list-style-type: none"> Integrate activities of Stormwater management team with CNO Capital Planning on HMGP Grant Programs and Stormwater Ordinance Issues SWBNO \$500k Annual Grant Program
<p>8 Create more efficient/enhanced work space at CWP (or other desired locations)</p>	<p>1/1/2017</p>		<ul style="list-style-type: none"> Create short term CWP office to accommodate SWB PDU and growing engineering and operations activities Transform file stacks to open area for staffing Re-configure large open areas where feasible to partition for additional work spaces with modular or built-in spaces Remove museum pieces from operational area, clean offices of clutter and excess furniture to create more useable space. Consolidate Environmental Department with other CWP Engineering operations
<p>10 CWP Corridor to Mississippi River</p>	<p>1/1/2017</p>		<ul style="list-style-type: none"> Determine available ownerships through Department of Property Management, NORA, etc. to identify critical parcels for acquisition.

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
11 Develop GIS Department	1/1/2017		<ul style="list-style-type: none"> Working with Bob Miller assisting his development of a new GIS department structure separate from IT.
12 Develop Energy Reduction Strategy	1/1/2017		<ul style="list-style-type: none"> Manage carbon footprint quantification with CNO Identify and quantify detailed energy consumption Alternative Fuels Grant for Vehicle Replacement
13 Tropical and other Emergency Response Preparation	1/1/2017		<ul style="list-style-type: none"> EOC, IT, and Critical Services Facility Housing and Food/Water/Beverages Safety/Medical Contingency Preparedness
14 GP2W Issues	1/1/2017		<ul style="list-style-type: none"> Facility maintenance/Janitorial Conference Room, Lavatory, Site and Overall Facility Maintenance Break Facilities, better/more vending offerings On-site food vendors Reconfigure and Expand Available Parking

FINANCIAL ADMINISTRATION

	Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1	Implement Redesigned Customer Service Processes.	1/1/2017	12/31/2017	
2	Initiate Development of Stormwater Billing System.	1/1/2017	12/31/2017	
3	Implement Human Resources / Timekeeping / Payroll System.	1/1/2017	12/31/2017	
4	Reallocate Expenses Between Water, Sewer, and Drainage Systems.	1/1/2017	12/31/2017	
5	Re-bid Information Systems Staffing Contract.	1/1/2017	12/31/2017	
6	Collect School System Bills.	1/1/2017	12/31/2017	
7	Issue Bonds for Sewer System.	1/1/2017	12/31/2017	
8	Produce 2016 CAFR.	1/1/2017	12/31/2017	
9	Produce 2016 Report on Operations.	1/1/2017	12/31/2017	

Operations

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1 Power plant resiliency	1/1/2017		<ul style="list-style-type: none"> • Dedicated Power station • Michoud tower • Construction of Two Towers • Surge Monitors • Turbine 6 Upgrades
2 SELA	1/1/2017		<ul style="list-style-type: none"> • Complete Jefferson, Claiborne and Napoleon projects • Progress on Florida and Louisiana • Complete design of first phase Gen. DeGaulle canal • Complete Drainage hydraulic model
3 Consent decree	1/1/2017		<ul style="list-style-type: none"> • Meet Consent Decree Deadlines • Complete Sewer hydraulic model • Restart Preventive Maintenance to meet Consent Decree commitment
4 Interagency coordination	1/1/2017		<ul style="list-style-type: none"> • Corps of Engineers • Levee Boards • Jefferson Parish
5 OT Reduction/Distribution	1/1/2017		750 hours max per person
6 Preventive maintenance tasks	1/1/2017		<ul style="list-style-type: none"> • Restart preventive maintenance program for water valves, hydrants and sewer manholes, line

Initiatives/ Milestone		Start Date	Status/Completion Date	Comments
				inspections and cleanings <ul style="list-style-type: none"> • Meet consent decree requirements
7	Property Insurance Association of Louisiana (PIAL)	1/1/2017		Prepare for Fire Hydrant pressure inspections
8	Capital Budget	1/1/2017		
9	MACT 129 compliance	1/1/2017		Complete installation and testing ahead of March 21 deadline
10	FEMA-Sewer	1/1/2017		Begin construction of SPS 8
11	FEMA-Water	1/1/2017		<ul style="list-style-type: none"> • Complete construction on Garage 1 and Garage 2 • Complete Boiler repairs
12	FEMA-Power	1/1/2017		<ul style="list-style-type: none"> • Complete Turbine 4 repairs and Turbine 5 inspection • Issue NTP for Oak St. Intake Rehab and for Power House upgrades • Complete design for Turbine 3 for 2018 bid
13	Delgado Training Program	1/1/2017		Develop two year program in Electrical, Welding, and Machining for basic training of potential Facility Maintenance employees
14	Deferred Maintenance-Plants and Stations	1/1/2017		<ul style="list-style-type: none"> • Return Drainage Pumping to 100% • Replace protective dolphins at intakes

Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
15 Pipe Repair Backlog	1/1/2017		Use available resources to minimize growth of backlog-addressed delayed promotions and new hires and address lack of available equipment.
16 FEMA-Recovery roads	1/1/2017		<ul style="list-style-type: none"> • SWB Staff supported \$2.4B Recovery Roads program • Water and Sewer design and construction work remain ahead of New Orleans schedule • Develop expanded valve truck support and train contractors on flushing and chlorination procedures
17 Water Quality Master Plan	1/1/2017		<ul style="list-style-type: none"> • Gate Station Operations • DPW paving coordination • Networks Department • Veolia/Swiss RE recommendations

HUMAN RESOURCES/ADMINISTRATION

	Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1	Organization Analysis / Class / Compensation Study	1/1/2016	12/31/2017	<ul style="list-style-type: none"> • Review/Approve Study Results • Implement Accepted Recommendations
2	Re-engineer Hiring Process	1/25/2016	Ongoing	<ul style="list-style-type: none"> • Research and vet options for required changes • Develop change Implementation Plan • Monitor results
3	Develop A Training Unit	1/1/2017	7/1/2017	<ul style="list-style-type: none"> • Hire Appropriate Staff • Procure Training Supplies/Materials • Develop 2017 Training Strategy • Develop Training Policies and Procedures
4	Resolution of Civil Service Issues	1/1/2017	Ongoing	<ul style="list-style-type: none"> • Further Refine Plan/Strategy • Implement Plan
5	Continue to Enhance and Execute a Comprehensive Recruitment and Retention Strategy	1/1/2017	Ongoing	
6	Implement New Performance Management Systems	1/1/2017	Ongoing	
7	Renegotiate Health Insurance Plan Contract	2/1/2017	6/30/2017	

8	Develop Comprehensive Board-Wide Records Management System	1/1/2017	12/31/2017
9	Develop and/or Update Sewerage & Water Board's HR Policy/Procedures	1/1/2017	12/31/2017
10	Reform Disciplinary Process	1/1/2017	Ongoing

LEGAL DEPARTMENT

	Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1	Properly establish allocation of Federal, State and Local responsibilities and cost sharing regarding the operation, maintenance, repair, rehabilitation and replacement of the Permanent Canal Closures and Pumps of the USACE Lake Pontchartrain and vicinity Protection Projects.	1/1/2017		
2	Develop energy strategies to foster resiliency, while considering assistance from regulatory bodies and alternative means to accomplish that end.	1/1/2017		
3	Increase community awareness of SELA claims process in an effort to settle claims, thereby reducing litigation.	1/1/2017		
4	Respond efficiently and swiftly to public records requests to comply with state law.	1/1/2017		
5	Cost effectively reduce the settlement judgment list.	1/1/2017		

LOGISTICS

	Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1	Fill all existing vacant positions	1/1/2017	11/1/2017	Re-evaluate staff and their ability to accomplish goals for 2017 once all vacancies have been filled.
2	Complete off-site parking strategy	3/1/2017	7/1/2017	This initiative will increase parking for customers and provide parking for St. Joseph employees.
3	Continue assessment of all Board owned properties	1/1/2017	Ongoing	Ensure that facilities owned by SWB are in acceptable operating conditions.
4	Continue participation with other DBE agencies	2/1/2017	Continuous	<ul style="list-style-type: none"> SWB DBE program is a part of the Collaborative whose mission is to assist SLDBE firms by offering courses necessary for capacity building and by raising awareness on the procurement of goods and services. A Procurement Forecast Calendar is currently being developed to be published on the SWB website. EDBP will also distribute this calendar to SLDBEs.
5	Develop and implement compliance and monitoring strategies on all contracts	3/1/2017	8/1/2017	EDBP is establishing policies and procedures on how and when to conduct desk and field audits on all contracts issued by the SWB that has SWB participation goals on them.
6	Develop outreach programs for DBE firms	1/1/2017	Ongoing	<ul style="list-style-type: none"> Conduct workshops and seminars for certified DBE firms on "How to do business with the SWBNO" Participate in Build NOLA workshops and other technical assistance courses offered by other organizations

7	Develop attainable DBE participation goals	2/1/2016	Continuous	Work with user departments on assessing DBE goals
8	Hire a permanent director for EDBP	2/1/2017	5/1/2017	
9	Develop comprehensive Asset Management Program for fleet and equipment	4/1/2017	10/1/2017	The Equipment Management Information System (EMIS) division of Support Services is updating of stock of the Board. The overall Asset Management is a function of the Finance Department.
10	Revise the Take-Home Vehicle Policy	3/1/2017	5/1/2017	Establishing new guidelines for take-home vehicles and offering alternatives to employees with take-home to reduce their expense.
11	Enhance grass cutting, canal maintenance and graffiti removal	1/1/2017	12/31/2017	<ul style="list-style-type: none"> • Continue to hire laborers for the Ground Maintenance Department • Prepare bid specifications for contracts to cut and clean canal and dredging • Develop work plan for the Black Men of Labor to assist with canal maintenance and dredging
12	Update and revise the Procurement policies and procedures	1/1/2017	9/1/2017	<ul style="list-style-type: none"> • The new policies and procedures will encompass applicable Federal regulations • All facets of the current procedures will be re-vamped from beginning to end
13	Conduct training for all Board personnel on the new Procurement policies and procedures before implantation	10/1/2017	12/31/2017	

14	Review all Board issued contracts	2/1/2017	11/1/2017	<ul style="list-style-type: none"> • Communicate with the department that currently uses the contract • Develop specifications for expired contracts and put them out to bid • Develop specifications for services currently used but never bid and put them out to bid
15	Expand the offerings of Procurement	8/1/2017	12/1/2017	Assign buyers to user departments for better efficiencies and effectiveness
16	Implement a Procurement Forecast Calendar	7/1/2017	9/1/2017	Provide potential bidders with the opportunity to see what goods, services, and contracts the Board may procure in the future.

SECURITY

	Initiatives/ Milestone	Start Date	Status/Completion Date	Comments
1	Improve our ability to detect vulnerabilities through Homeland Security Cyber Hygiene Scans and IT Disaster Resiliency Assessment	1/1/2017	12/31/2017	• On-going
2	Installation and implementation of the S2 video management security software	1/1/2017	12/31/2017	• On-going
3	Implement a security guard patrol system through TrackTik for all locations	1/1/2017	6/1/2017	
4	Policy review initiative related to Security, Risk Management, and Emergency Management	1/1/2017	12/31/2017	• On-going
5	Increase our potential for conducting proactive investigations	1/1/2017	12/31/2017	• On-going
6	Convert the old Workers' Compensation claim data in Q&A into the Incident Management System	1/1/2017	12/31/2017	
7	Filing all vacancies	1/1/2017	12/31/2017	<ul style="list-style-type: none"> • Paralegal • USM-Safety • MDS II-Workers' Comp. • MDA I-Risk Management • MDA I- Emergency Mgmt. • Emergency Coordinator
8	Update and implement an evacuation plan for all locations	1/1/2017	12/31/2017	

9	Update SWB Emergency Response Plans	1/1/2017	12/31/2017	<ul style="list-style-type: none"> • Department Site Specific Plans • Business Continuity Plan Development • Communication Plan Update • Chemical Response Plan Update • Essential Employee Plan Update • Fleet Evacuation Plan Update • Hazard Mitigation Plan Update • Mississippi River Spill Plan Update • Severe Weather Plan Update • Rescue Plan Update
10	Implement the AlertUs System across SWB	1/1/2017	11/30/2017	
11	Submit request for approval from Second Injury Fund Board on all 2016 Claims	1/1/2017	4/1/2017	
12	Meet compliance with Medicare Section 111 Reporting and with Workers' Compensation First Report of Injuries	1/1/2017	6/1/2017	
13	Establish a protocol for Workers' Compensation and deductions through Cogsdale	1/1/2017	6/1/2017	
14	Implement a Status Board for Emergency Communications	1/1/2017	7/1/2017	

15	Access with ICS Training for EOC Team Members	1/1/2017	12/31/17	• On Going
16	Work with the City's NOHSEP in regards to WEBEOC/ NOLA Alerts	1/1/17	8/1/2017	