



A Year in Review-2007



Introduction

The Year in Review is a summary of the activities and achievements of the City of Baytown staff for the calendar year 2007 and also a summary of projects in progress. The review is divided by functional area:

Public Safety (Police, Fire and Rescue, Emergency Management, Public Safety Communications, and Health and Emergency Medical Services Departments),

Developmental Services (Utilities, Baytown Area Water Authority, Public Works, Engineering, Planning and Development Services Departments),

Culture and Leisure Services (Parks and Recreation Department and Sterling Municipal Library), and

Administrative Services (Legal, City Clerk, Information Technology Services, Financial Services and Human Resources and Civil Service Departments).

PUBLIC SAFETY

Police Department

Fire and Rescue Services

Emergency Management

Public Safety Communications Division

Health Department

Police Department

Completed

Crime Rate

- ✓ Reduced the crime rate by 4.41% in the number of UCR offenses as compared to the number of offenses for 2006. This was a decrease of 158 offenses
- ✓ Responded to 57,873 calls for service or 2,619 less calls in 2007 as compared to 2006
- ✓ Provided staff assistance to the newly re-created Crime Control and Prevention District (CCPD)
- ✓ Provided community education to citizen groups
- ✓ Crime Control and Prevention District funded twelve Police Officers, two DOT (commercial vehicle enforcement) officers, one police sergeant, vehicles and the Mobile Data Terminal (MDT) Program

Patrol

- ✓ Officers attended courses on tactical Emergency Vehicle Operations and Law Enforcement Safety and Operational Tactics
- ✓ Conducted an Alert Active Shooter course with the cooperation of the Goose Creek Consolidated Independent School District
- ✓ The twelve hour shift plan completed its first full year and has been working well
- ✓ Recruited qualified applicants in this highly competitive market

Homeland Defense

- ✓ All employees were required to participate and complete additional training this year in the Incident Command System as well as functional exercises
- ✓ Awarded a \$175,000 grant for additional equipment under the BZZP Program in 2006. Purchased handheld thermal imaging search camera, spotting scope, and optics image scope, night vision enhancement goggles, GPS Mapsource software, Kawasaki Mule ATV, Marine GPS and a 16 foot center console boat with trailer

Police Academy

- ✓ Received approval of \$35,900 in grant funding for training classes in 2007 through HGAC
- ✓ Conducted over 15, 000 hours of training

Accreditation

- ✓ Achieved accreditation by CALEA in November 2007

Community Services

- ✓ Participated in 161 events, contacting approximately 9,817 citizens
- ✓ Presented the DARE program to over 1,700 fifth grade students in all 13 elementary schools
- ✓ 6,477 tips received by Crime Stoppers resulted in 1,426 arrests and clearing 1,796 cases

Jail Administration

- ✓ Supervisors attended management training, hosted by the Human Resources Department, and will continue to look for additional training to assist them as supervisors
- ✓ Implemented a “Jail FTO” program in order to increase the level of training that is provided to new employees in the jail
- ✓ All jailers are currently certified jailers

Fire and Rescue Services

Operations Division

- ✓ Purchased and placed in service a new 2000 gpm pumper through funding provided by the Fire Control, Prevention, and Emergency Medical Services District
- ✓ Placed Air Cascade Trailer in service
- ✓ Continued to purchase safety equipment for firefighters (SEMS, voice amps, etc.)
- ✓ Participated in the 27th Anniversary of Share Your Christmas
- ✓ Participated in the Muscular Dystrophy Association’s Fill The Boot Campaign
- ✓ All new members received the NIMS IS-100, IS-200, IS-700, and IS-800 training
- ✓ Participated in Medex Drill

Hazardous Materials and Homeland Security

- ✓ Hazardous Materials Team members responded to 38 incidents in 2007
 - 6 fuel spills
 - 4 investigations
 - 8 natural gas leaks
 - 4 vehicle accidents
 - 1 utility emergency
 - 4 chemical spill
 - 3 mutual aid responses
- ✓ Provided Advance CAMEO training for Haz-Mat team members at the Harvard School of Public Health
- ✓ Received a Grant from the CEDAP (Commercial Equipment Direct Assistance Program) for a Sapphire Gas infrared gas analyzer for use by our Hazardous Material Response Team.
- ✓ Submitted a CEDAP (Commercial Equipment Direct Assistance Program) Grant proposal to acquire a chemical identification kit (infrared substance analyzer and a four gas analyzer for use by our Hazardous Material Response Team)
- ✓ Updated the equipment and storage on both the Hazmat 4 vehicles
- ✓ Conducted decon training for both the hazmat team and all engine companies
- ✓ Purchased and placed in service an Area Rae Monitor system for the Hazardous Material Team
- ✓ Conducted quarterly meetings to review and update Hazmat team operating procedures, shift responsibilities and equipment
- ✓ Participated in a National WMD response with the FBI, Harris County, Houston, and Fort Bend County
- ✓ Started attending the quarterly Haz-mat regional response team training
- ✓ Completed standardize response procedures between the Hazmat response team and the City of Baytown Waste water treatment

- ✓ Conducted training on Haz-mat incident management and table top exercises and actual simulated incident response
- ✓ Attended monthly meetings with LEPC and area industrial partners
- ✓ Participated in the planning and actual Annual Med-Ex drill

Training and Safety

- ✓ A total of 8,953 man-hours of training was received by 93 people
- ✓ Received funding through the Fire Control, Prevention and Emergency Medical Services District approved by voters and added a Lieutenant for the Training Department
- ✓ Purchased approximately 17 acres from ExxonMobil for a training field (funded by the Fire Control, Prevention and Emergency Medical Service District)
- ✓ Engine Company participated in Fire Company training at the Houston Fire Department Command Center
- ✓ All members participated in Live Burn training at La Porte Training Field covering standpipe operations, fire extinguishers, ventilation practices, rapid intervention and fire extinguishers
- ✓ Company officers attended the Instructor I course
- ✓ Started the Driver Operator course
- ✓ All companies attended Air management, Mayday, Elevator rescue, and Fire Ground size up training
- ✓ Updated the Rookie Phase training program
- ✓ Crews attended TEEEX Traffic Safety for the First Responders
- ✓ Monitored and provided safety training and inspections of all members and stations
- ✓ Attended monthly meetings of CIMA, Port Security, and LEPC
- ✓ Worked on hiring process for vacant firefighter positions
- ✓ Currently hold certifications as a Texas Commission on Fire Protection Certified Training facility in the following categories:

In House:

- Driver/ Operator
- Fire Officer I
- Fire Officer II
- Fire Instructor I
- Fire Instructor II
- Fire Instructor III
- Hazardous Material

Distance Learning:

- Driver Operator
- Fire Officer I
- Fire Officer II
- Fire Instructor I
- Fire Instructor II
- Fire Instructor III
- Hazardous Materials

Emergency Medical Services

- ✓ All crews completed CPR training.

- ✓ Two new Zoll AEDs were purchased and placed in service
- ✓ All personnel completed the Bloodborne Pathogens Class online

Fire Prevention Bureau

- ✓ Completed 1,853 man hours attending 212 training classes
- ✓ Completed 235 Plans Reviews in 246.5 man hours
- ✓ Attended 601 meetings in 744.5 man hours
- ✓ Completed 60 Fire Alarm tests/inspections in 65 man hours
- ✓ Completed 908 General Fire Inspections in 908 man hours
- ✓ Completed 47 Flow/Hydro tests in 45 man hours
- ✓ Made 48 Knox box deliveries
- ✓ Completed 4 oil well inspections
- ✓ Completed 107 written reports in 143.5 man hours
- ✓ Presented 42 Public Education Fire Prevention Programs reaching 2,109 citizens
- ✓ Conducted 64 Fire Investigations
- ✓ Made 36 Emergency Incident Responses
- ✓ Provided support to 33 Community Special Events and 132.5 man hours
- ✓ Conducted 60 Resource Management Activities in 146 man hours

In Progress

Operations Division

- ◆ Fire Station 5
 - Continue to work with Architect to get station built within budget
 - Purchase needed equipment for new station
- ◆ Bonds
 - Began planning for stations 6 and 7
- ◆ FCPEMSD
 - Acquiring land from ExxonMobil for Training Field
 - Receive RFQ and RFP for design of training field
 - Research future purchase of fire apparatus
- ◆ Purchase new Rescue and extrication tools
- ◆ Update high-rise firefighting tools on all fire apparatus
- ◆ Place in service pulse oxygen meter and glucose meters on all fire companies

Training

- ◆ Continue to develop our career development program
- ◆ Continue to train all officers and equipment operators to State Fire Officer I and Fire Officer II, which includes Instructor I
- ◆ Continue to train all fire fighters and equipment operators to State Driver Operator
- ◆ Planning on providing Confined space and High Angle rescue training
- ◆ Start the development of a master plan for the Baytown Fire Department Training Field
- ◆ Provide training in vehicle extrication, RIC operations, Hose evolutions
- ◆ Dave Dobson will teach his renowned Art of Reading Smoke to all companies



Hazardous Materials

- ◆ Update Haz-Mat trailer with generator, safety lighting and air conditioning
- ◆ Review operating procedures and crew responsibilities
- ◆ Provide Haz-Mat Tech training to 14 members in order to maintain Haz-mat team staffing

Fire Prevention Bureau

- ◆ 2,000 man hours attending 225 training classes
- ◆ 300 Plans Reviews in 350 man hours
- ◆ 600 meetings in 750 man hours
- ◆ 120 Fire Alarm tests/inspections in 200 man hours
- ◆ 1,000 General Fire Inspections in 1,200 man hours
- ◆ 70 Flow/Hydro tests in 70 man hours.
- ◆ 63 Knox box deliveries
- ◆ 5 oil well inspections in 10 man hours
- ◆ 110 written reports in 150 man hours
- ◆ 60 Public Education Fire Prevention Programs reaching 2,500 citizens.
- ◆ 100 Fire Investigations
- ◆ 40 Emergency Incident Responses
- ◆ Support to 30 Community Special Events and 120 man hours
- ◆ 60 Resource Management Activities in 120 man hours

Emergency Management

Completed

- ✓ Attended 135 meetings to liaison with neighboring jurisdictions, and various county and state agencies, to participate in regional emergency planning activities totaling 488 man hours
- ✓ Delivered 14 Public Education programs reaching 1,175 citizens
- ✓ Passed the State Administration Authority Audit of Homeland Security Grant equipment
- ✓ Conducted or participated in 6 Disaster Drills and Exercises including the State Hurricane Exercise, the annual Medex Drill and Hurricane Storm Watch
- ✓ Maintained the Advanced Planning Standard rating from the Division of Emergency Management
- ✓ Completed the Community Capability Assessment Tool as part of the regional assessment program
- ✓ Completed and formalized the Hurricane Evacuation Hub Operations Plan
- ✓ Helped in the formation of the Baytown Amateur Radio Club and acquired ham radio equipment for the EOC
- ✓ Participated in the National Hurricane Conference, the Texas Hurricane Conference, the Industrial Fire, Safety and Security Conference, and the State Homeland Security Conference
- ✓ Helped organize and conduct the annual Hurricane Preparedness Town Meeting
- ✓ Arranged for the National Weather Service to conduct Skywarn training classes in Baytown
- ✓ Conducted weekly evacuation planning meetings with special needs facilities within Baytown

- ✓ Developed a mutual aid agreement with the City of Humble for emergency sheltering of response personnel
- ✓ Provided ICS 300 and 400 training for City personnel
- ✓ Participated in the Emergency Management Performance Grant program for FY2007

Public Safety Communications Division

Completed

- ✓ Assisted with opening of new EOC
- ✓ Participated in Statewide Hurricane Drill
- ✓ Completed MDT project for Fire and EMS
- ✓ Conducted Community Hurricane Workshop which was broadcast on Channel 16
- ✓ Participated with presentation of Bond Projects which were passed in November 2007
- ✓ Completed digital 800 MHz radio purchase for Fire and EMS
- ✓ Attended several emergency management training classes and conferences
- ✓ Completed University of Houston Management Training Program
- ✓ Completed successful MEDEX 07 Drill with Chevron-Phillips
- ✓ Purchased Shelter in Place Informational signs
- ✓ Purchased Connect-CTY services for providing information to the public
- ✓ Continued to work on Special Needs Evacuation issues with local nursing homes
- ✓ Hosted meeting with State of Texas GDEM Chief to discuss hurricane related topics
- ✓ Assisted PD in CALEA project
- ✓ Conducted successful preparation exercises during hurricane season
- ✓ Assisted Mont Belvieu PD with Dispatcher training
- ✓ Completed ICS 300 & 400 training

Health and Emergency Medical Services Department

Completed

Mosquito Control Division

- ✓ Acquired budgeted new truck with ULV and GPS Data-master
- ✓ Acquired second GPS Data-master for second ULV sprayer
- ✓ Installed passive GPS tracking unit for remaining mosquito control truck with electric sprayer
- ✓ Upgraded one mosquito control technician to a Sr. Mosquito Control Technician
- ✓ Hired Sr. Mosquito Control Technician
- ✓ Logged over 660 hours of spray time
- ✓ Logged over 8,100 miles for spray activities
- ✓ Teamed with Harris County for three larvacide treatments of the Baytown Nature Center

Environmental Health Division

- ✓ 786 total permits issued



- ✓ 1,778 inspections conducted
- ✓ Complaints investigated increased to 403
- ✓ Increased revenues from \$125,875 to \$128,758
- ✓ Received budgeted noise meter
- ✓ Participated in city-wide National Night Out program
- ✓ Participated in city-wide Baytown Business Expo
- ✓ Participated in City of Baytown Health Fair
- ✓ Began enforcement of voter approved smoking ban
- ✓ Transitioned Neighborhood Protection operations to report to Environmental Health Manager
- ✓ Participated in City of Baytown Health Fair
- ✓ Participated in Chevron Health Fair
- ✓ Participated in Bayer Safety & Health Fair
- ✓ Supervised 1,786 court probationers generating more than 12,500 man-hours of Community Service work
- ✓ Community Service probationers mowed 616 public owned properties, cleared 21 dumpsites, cleaned approximately 425 miles of streets and picked up an estimated 111 tons of trash and waste materials

Neighborhood Protection Division

- ✓ Conducted annual city-wide Don't Mess With Texas Trash-Off Clean-Up event
- ✓ Conducted annual city-wide Texas Recycles Day event
- ✓ Conducted annual local West Baytown Fall Clean-Up event
- ✓ Conducted annual local Downtown Texas Avenue Clean-Up event
- ✓ Conducted Household Hazardous Waste & E-Waste Collection event in conjunction with Storm Water Management Program
- ✓ Participated in Second Baptist Church Street Cleanup
- ✓ Participated in city-wide National Night Out program
- ✓ Participated in city-wide Baytown Business Expo
- ✓ Recipient of 3rd Place Keep Texas Beautiful Government Project Award for Community Service Station Project
- ✓ Received Keep Texas Beautiful Governor's Community Achievement Award of Excellence for Keep Baytown Beautiful Program
- ✓ Received Keep Texas Beautiful Gold Star Affiliate Award for Keep Baytown Beautiful Program
- ✓ Prepared and submitted Award Application for The Baytown Sun, 1st Place winner in Keep Texas Beautiful Media-Newspaper Award category
- ✓ Participated in *Keep Texas Beautiful Annual Convention and Awards Conference*
- ✓ Participated in *A Passion For Service* seminar
- ✓ Participated in *Illegal Dumping Enforcement Training* seminar
- ✓ Participated of *Leadership & Management Certification Program* seminar
- ✓ Purchased new truck for old Neighborhood Protection truck totaled in vehicle accident
- ✓ Purchased and implemented tracking devices and software for all Neighborhood Protection trucks
- ✓ Hired two budgeted Neighborhood Protection Officer vacancies

Stormwater Management Division



- ✓ Produced the Storm Water Pollution Prevention for Construction Sites training video for local developers and construction site managers
- ✓ Held the Multi-Sector General Permit Compliance Workshop for local industrial facilities as part of the City's required Supplemental Environmental Projects for the EPA
- ✓ Designed, printed, and distributed three brochures for storm water pollution prevention for commercial facilities for Garden Centers and Nurseries, Automotive Centers and Restaurants
- ✓ Oversaw the development of Storm Water Pollution Prevention Plans for three city-owned facilities requiring coverage under the Multi-Sector General Permit – Parks Maintenance Facility, Fleet Maintenance Facility, and the Police and Fire Maintenance Facilities
- ✓ Held two public workshops for review of the City's Storm Water Management Plan
- ✓ Provided Storm Water newsletter articles for each Marsh Matters newsletter published in 2007
- ✓ Participated in Trash-Off Day
- ✓ Co-sponsored and attended the Household Hazardous Waste event
- ✓ Provided educational displays for the CP Chem, Bayer, and City of Baytown Health Fairs and the Business Expo
- ✓ Conducted 989 construction site inspections
- ✓ Distributed 2,845 storm water brochures
- ✓ Followed up on 18 storm water pollution complaints
- ✓ Reviewed 45 sets of construction plans for storm water compliance
- ✓ TEEX training for the Stormwater Specialist for Storm Water Management Permitting and Regulatory Overview and Storm Water Construction Activities Qualified Personnel Certification

Emergency Medical Services Division

- ✓ 8,266 Total EMS responses
- ✓ 5,280 Total patient transports
- ✓ More than \$1,045,000 in revenue generated due to increased billing productivity, change in fee schedule, 9% increase in call volume, and 9% increase in billable calls (transports)
- ✓ Received third Emergency Medical Services fleet replacement (Frazer Model) utilizing Fire Control, Prevention, and Emergency Medical Services Special District tax funds
- ✓ Completed competitive salary survey for regional EMS services allowing City of Baytown EMS to receive market adjustment to become more competitive in the market place
- ✓ Received replacement Zoll E Series 12 Lead ECG Monitor / Defibrillator utilizing Fire Control Prevention Emergency Medical Services Special tax District funds
- ✓ Completed update of Emergency Medical Services treatment protocols
- ✓ Received City of Baytown Health Department EMS Provider License renewal with the State of Texas Department of State Health Services
- ✓ Received City of Baytown Health Department EMS Continuing Education Program certification with the State of Texas Department of State Health Services for in-house Continuing Education training
- ✓ EMS Coordinator appointed to East Texas Gulf Coast Regional Trauma Advisory Council (RAC-R) Disaster Committee Chair
- ✓ EMS Coordinator appointed to East Texas Gulf Coast Regional Trauma Advisory Council (RAC-R) Board of Directors
- ✓ Attended required committee meetings for RAC-R and RAC-Q allowing receipt of County 3588/911 and County 1311 Distribution Funds

- ✓ Received \$3,000 grant funding for dash mounted GPS units through South East Texas Trauma Regional Advisory Council (RAC-Q), purchased and installed GPS units in front line ambulances
- ✓ Certified 12 field Paramedics in Pre-hospital Trauma Life Support through a grant received from RAC-Q
- ✓ Three field Paramedics received Pre-hospital Trauma Life Support Instructor Certifications
- ✓ Three field Paramedics received Basic Cardiac Life Support Instructor Certifications
- ✓ Three field Paramedics received Child Passenger Safety Technician Certifications
- ✓ Health Department Director and EMS Coordinator co-authored an abstract with Dr James Bernick in the Journal of the American Geriatrics Society “Implementation of Executive Order RP57; Local Disaster Planning for Senior Residents “ Volume 55, Page S 175
- ✓ Implemented additional billing software module allowing utilization of electronic filing and deposits for faster accounts receivable processing with Medicare
- ✓ 12 Paramedics attended the 2007 Texas EMS Conference and received continuing education credits through DSHS
- ✓ Purchased Intubation manikins for each EMS station through grant monies, to maintain Paramedics skills proficiency
- ✓ Inspected 57 private ambulances for City of Baytown ambulance permits per city ordinance

Animal Services Division

- ✓ Transitioned operations from Police Department to Health Department starting October 1, 2007
- ✓ Installed security fencing around perimeter of shelter and work areas
- ✓ Enlarged the parking and work areas with recycled asphalt
- ✓ Installed temperature controlled storage container and pad at rear of shelter
- ✓ Hired Division Coordinator (new position)
- ✓ Increased cat and raccoon traps from 6 to 34, dog traps from 1 to 3 and squirrel traps from 3 to 15

In Progress

Mosquito Control Division

- ◆ Hiring of budgeted second full-time mosquito control operator
- ◆ Continued with using GPS to map storm drains
- ◆ Working with both Harris County agencies to sustain and increase larvacide treatments to four at the Baytown Nature Center
- ◆ Planning to place traps in each zone to provide improved mosquito surveillance

Environmental Health Division

- ◆ Finalizing delivery of new web based food establishment inspection program
- ◆ Hiring of budgeted third (EHS) Environmental Health Specialist
- ◆ Designing a food handler course for front line food service employees
- ◆ Reviewing ordinances that require inspection and licensing of daycare facilities
- ◆ Implementing minimum criteria to meet FDA’s Voluntary National Retail Food Regulatory Program Standards



- ◆ Reviewing food permit fees and surveying for possible fee increase

Neighborhood Protection Division

- ◆ Coordination of Keep Baytown Beautiful program with the Baytown Beautification Advisory Commission
- ◆ Coordination of Adopt-A-Street program with the Baytown Beautification Advisory Commission
- ◆ Transitioning inspectors to different inspection zones
- ◆ Preparing submissions to Keep Texas Beautiful Awards
- ◆ Initial planning and organization for Trash-Off 2008

Stormwater Management Division

- ◆ Implement web based construction inspection program
- ◆ Submit Storm Water Management Permit application to State
- ◆ Purchase pet waste containers and interpretive signs for Goose Creek Trail
- ◆ Development of utility bill inserts for storm water issues
- ◆ Development of slide shows for Channel 16
- ◆ Increasing participation in the gutter patrol for storm drain marking
- ◆ Preparation of draft ordinances for illicit discharge and detection, construction site runoff control and new development and re-development site runoff control
- ◆ Purchase of spill response kits for city facilities

Emergency Medical Services Division

- ◆ Order fourth Emergency Medical Services fleet replacement (Frazer Model) utilizing Fire Control Prevention Emergency Medical Services Special District tax funds
- ◆ Order two replacement Zoll E Series 12 Lead ECG Monitors / Defibrillators utilizing Fire Control Prevention Emergency Medical Services Special District tax funds
- ◆ Order and strategically distribute additional, Zoll AED Plus, public access defibrillators for city departments and public gathering places
- ◆ Continue updating and developing of Special Needs Database in case of city mandated evacuation due to hurricane or other eminent disaster
- ◆ Co-author abstract with Dr James Bernick, for the Journal of the American Geriatrics Society, on the use of Continuous Positive Airway Pressure on geriatric patients in the pre-hospital setting
- ◆ Continue to update emergency medical services treatment protocols to keep up with ever changing technology and trends
- ◆ Initiate periodic maintenance program with EMSAR to service patient stretchers on a semi-annual basis
- ◆ Initiate participation in the Cardiac Arrest Registry to Enhance Survival (CARES) program with Emory University, to track cardiac arrest statistics on survivability and treatment modality
- ◆ Continue to work with RAC-Q compiling airway statistics and stroke data
- ◆ Enhance Quality Improvement / Quality Assurance program to have more participation from Medical Directors and Fire Department



- ◆ Continue to work with City Management and Baytown Fire and Rescue Service on a possible fire / EMS merger plan
- ◆ Enhance in-house continuing education training program through additional training opportunities and programs

Animal Services Division

- ◆ Review current ordinance for potential revision mid-year 2008
- ◆ Investigate possible installation of gas operated incinerator behind the shelter
- ◆ Filling all vacancies and training new personnel to meet new State training requirements
- ◆ Schedule shelter kennel renovations for January 2008 (installing trench drains at rear of kennels and additional air ventilation in main dog kennel)
- ◆ Review current policies and procedures to insure appropriate and consistent operations for the animals and citizens
- ◆ Install shelter operations software by April 2008

DEVELOPMENTAL SERVICES

Utilities

Baytown Area Water Authority

Public Works Department

Engineering Department

Planning and Development Services

Utilities

Completed

- ✓ Design of offsite sewer package II
- ✓ Design of Lakewood sewer rehabilitation Phases II & III
- ✓ Design and construction of Pruett Estates sewer rehabilitation
- ✓ Design and construction of Downtown Texas Avenue Sewer rehabilitation
- ✓ Design of West Baytown Phases II & III
- ✓ Construction of Needlepoint 1 million gallon elevated water storage tank
- ✓ Water line replacement at Mayhaw, Hackberry, W. Homan and W. Francis
- ✓ Woodlawn lift station rehabilitation
- ✓ Central District Wastewater Treatment Plant rehabilitation

In Progress

- ◆ Construction in progress of the offsite sewer package II
- ◆ Design of West District plant expansion to 8 million gallons per day capacity
- ◆ Construction of North East WWTP
- ◆ Construction of North East offsite sewer system package I
- ◆ Design of water and sewer system along N. Main from Cedar Bayou Lynchburg to Wallisville Road
- ◆ Installation of BAWA transmission line along Wallisville Road
- ◆ Construction in progress of the Lakewood sewer rehabilitation Phases II & III
- ◆ Design of Gulf Coast lift station replacement
- ◆ Design of Goose Creek trunk line rehabilitation
- ◆ Water line replacement at Lindberg, Hawthorn, Edison and Burbank

Baytown Area Water Authority

Completed

- ✓ Air conditioning design
- ✓ Inspection and repairs of high voltage electrical distribution system and motor control centers

In Progress

- ◆ Installation of 30" & 16" transmission mains
- ◆ Installation of new A/C equipment and duct work
- ◆ Replace 24" raw water line at forebay pump station

Public Works Department

Completed

- ✓ Assisted with city wide National Night out program
- ✓ Assisted with July 4th celebration
- ✓ Assisted with Christmas parade
- ✓ Assisted with Christmas on Texas Avenue
- ✓ Assisted with Christmas decorations
- ✓ Assisted with flag installation along Texas Avenue
- ✓ Assisted with City wide trash off event
- ✓ Assisted with annual West Baytown fall clean up
- ✓ Assisted with annual Texas recycling day
- ✓ Assisted with street crack sealing contract striping
- ✓ Picked up 54,232 cubic yards of brush
- ✓ Collected 57,297 cubic yards of junk at the junk drop-off center
- ✓ Sold 2,900 permits for residents to use the junk drop-off center
- ✓ Maintained 2,602 linear feet of storm ditches
- ✓ Swept 1,500 miles of streets
- ✓ Picked up 900 Christmas trees
- ✓ Used 2,428 tons of asphalt for street patching
- ✓ Installed 22 driveways
- ✓ Piped 10 ditches
- ✓ Permanently closed J. B. Lefevre from Airhart Drive to Pine Street
- ✓ Completed the following capital drainage projects:
 - HCFC – Q102 – 00 – 00 from 146 to Tri Cities Beach Rd.
 - Beaumont Street
 - South Road

In Progress

- ◆ North Main/Alexander Drive signal synchronization design
- ◆ Re-striping for 2007/2008 budget
- ◆ Additional re-striping for the mill and overlay project
- ◆ Bowie drainage project
- ◆ Julie Ann Villa drainage improvements design
- ◆ Painting of dump trucks and picker trucks for beautification purposes
- ◆ Massey Tompkins @ Barkuloo traffic study
- ◆ Texas Avenue pavement markings
- ◆ Red light camera project
- ◆ Garth Road signal coordination

Engineering Department

Completed

- ✓ 2006 Annual Crack Sealing
- ✓ 2006 Mill & Overlay
- ✓ 2006 Water Service Line Relocation



- ✓ Bayland Island Ship Store Renovations
- ✓ Central District Wastewater Treatment Plant Rehabilitation
- ✓ City Hall Expansion
- ✓ Country Club View Lift Station
- ✓ Emergency Operations Center
- ✓ Environmental Detention Ponds
- ✓ Fire Department Equipment Shelter
- ✓ Fire Station #3 Expansion
- ✓ Garth Road Median Removal
- ✓ Gulf Coast Lift Station
- ✓ Park Street Elevated Water Tower Rehabilitation
- ✓ Pinehurst Drainage
- ✓ Pruett Estates Rehabilitation
- ✓ Raccoon Drive Reconstruction
- ✓ Wayne Gray Sports Complex Parking Lot
- ✓ West District Headwork
- ✓ West District Wastewater Treatment Plant Expansion
- ✓ Woodlawn Lift Station

In Progress

- ◆ 2001 Street Bond Phase III
- ◆ 2001 Street Bond Phase IV (District 1 & 3)
- ◆ 2007 Annual Crack Sealing
- ◆ 2007 Annual Mill & Overlay
- ◆ 2007 Annual Sewer Rehabilitation
- ◆ 2007 Street Bond Program - Phase I
- ◆ 2007 Water Service Line Relocation
- ◆ Aquatics Facility design
- ◆ Baker Road Extension
- ◆ Baker Road Sanitary Sewer Rehabilitation
- ◆ BAWA 30"/16" Transmission Line
- ◆ BAWA Air Conditioning
- ◆ BAWA Raw Water Line
- ◆ Bowie Street Drainage
- ◆ Central Heights Sanitary Sewer Rehabilitation
- ◆ East District Landfill Remediation
- ◆ Fire Fighter Memorial
- ◆ Fire Station #5
- ◆ Fire Station #6
- ◆ Fire Training Facility Site Investigation
- ◆ Garth Road & Independence Boulevard Signal
- ◆ Goose Creek Stream Phase IV
- ◆ Goose Creek Trails Phase III
- ◆ Goose Creek trunk line
- ◆ Memorial High School sanitary sewer
- ◆ Jenkins Park Addition Phase I



- ◆ Julie Anne Villa Drainage
- ◆ Lakewood Sanitary Sewer Rehabilitation Phase II & III
- ◆ Maintain GIS Maps
- ◆ Maintain City Benchmarks
- ◆ Massey Tompkins @ Barkuloo Traffic Signal
- ◆ Needlepoint Elevated Water Tower
- ◆ North Main and Alexander Synchronization
- ◆ North Main Utility
- ◆ Northeast Wastewater Treatment Plant
- ◆ Northeast Wastewater Treatment Plant Off-Site I
- ◆ Northeast Wastewater Treatment Plant Off-Site II
- ◆ Northeast Wastewater Treatment Plant Off-Site III
- ◆ Old Courts Facility and Police Academy Renovation
- ◆ Park Street Elevated Storage Tank
- ◆ Public Works Maintenance Building
- ◆ Texas Avenue Streetscape
- ◆ Texas Avenue/Oak Tree Median & Paving
- ◆ Thompson Road Utility Relocation
- ◆ TxDot Brinsap - Bridge Repair
- ◆ Water Line Attachment to Bridge Crossing at Goose Creek
- ◆ Water Tower Circulation Alternatives
- ◆ West Baytown Sewer Rehabilitation phase II & III
- ◆ Wisconsin Traffic Signal
- ◆ Approximately 8 residential subdivisions under observation
- ◆ Approximately 35 commercial development projects under observation
- ◆ Approximately 8 Subdivision Plans Reviewed
- ◆ Approximately 49 plans reviewed for commercial development

Planning and Development Services

Completed

Planning Division

- ✓ Completed the update of the 2020 Comprehensive Plan creating the 2025 Comprehensive Plan
- ✓ Completed the Market Analysis for Downtown Area One
- ✓ Completed the design of the street signs for Baytown Downtown Area One
- ✓ Amended Chapter 130 “Zoning” to include Light Industry and Heavy Industry Zoning Districts. In addition this amendment to Chapter 130 changed the way property is annexed in the city. Previously when property was annexed it came into the city as Mixed Use--the least restrictive zoning classification. With the amendment the property is annexed into the city as Neighborhood Conservation--the most restrictive zoning classification
- ✓ Amended Chapter 18 “Building” to include buffer zones for Light Industry and Heavy Industry Zoning Districts



- ✓ Amended Chapter 126 “Subdivision” to include construction standards for street paving in the Light Industry and Heavy Industry Zoning Districts
- ✓ The Planning and Zoning Commission approved 22 commercial final plats and 1 residential final plat containing 123 lots
- ✓ Staff prepared 11 annexation service plans for 2007

Building Services Division

- ✓ Issued 57 permits for new commercial projects
- ✓ Issued 360 permits for commercial additions and remodels
- ✓ Issued 302 permits for new residences
- ✓ Issued 259 permits for residential additions & remodels
- ✓ Issued a total of 4,588 permits
- ✓ Conducted 1,446 plan reviews
- ✓ Conducted 12,243 separate inspections
- ✓ Investigated 272 complaints
- ✓ Recertificated the city’s Community Rating System rating which provided flood insurance policy holders in the floodplain a 20% discount on their insurance premiums and a 10% discount for those outside the floodplain
- ✓ Completed demolition of the dilapidated Taft Circle Apartments
- ✓ The Building Inspection Department was evaluated by ISO to establish a Building Code Effectiveness Grade. Achieved a rating of 4 on a scale of 1 – 10 with 1 being exemplary
- ✓ Filled the vacant Plan Reviewer position
- ✓ Filled the vacant Deputy Building Official position
- ✓ Filled the vacant Permit Technician position
- ✓ Upgraded part time Sign Inspector position to full time
- ✓ Reviewed and presented the 2006 International Codes to council for adoption as the construction codes for Baytown
- ✓ Promoted public awareness campaign of the then impending FEMA mandate to adopt the new Flood Insurance Rate Maps for floodplain management in Baytown
- ✓ Revised and updated department documents to facilitate better internal communication and external awareness of the codes
- ✓ Two additional staff members successfully passed the State Code Enforcement Officer Certification test
- ✓ Assisted the Legal staff in drafting and presenting a new multifamily dwelling ordinance to improve the property maintenance aspect of apartment complexes
- ✓ Compiled and presented evidence to the Urban Rehabilitation Standard Review Board to order the demolition of 20 dilapidated buildings at the Lakeview Terrace Apartment complex
- ✓ Accomplished a successful campaign to have over 30 obsolete signs removal from various locations around the city

Community Development Division

- ✓ Completed the annual Community Development Block Grant Action Plan and budget process, including 8 meetings and public hearings
- ✓ Completed the Analysis of Impediments to Fair Housing Choice and Fair Housing Plan as required by HUD
- ✓ Developed a Fair Housing Complaint Form and posted information on website



- ✓ Held Project Tour and luncheon for the Community Development Advisory Committee (CDAC) and visited 42 CDBG-funded projects
- ✓ Implemented the Residential Sewer Line Repair and Replacement Program
- ✓ Developed and distributed a general brochure to highlight available CDBG Programs
- ✓ Worked with property owners of 13 single-family rental homes to make substantial repairs to 12 units and condemned one
- ✓ Reconstructed 7 homes for low-income households
- ✓ Assisted 22 low-moderate income families to purchase their first home
- ✓ Held 9 English and Spanish-language homebuyer education workshops with 179 homebuyers attending
- ✓ Demolished 47 dilapidated structures and worked with property owners to repair 21 vacant structures
- ✓ Provided 4,798 one-way rides to 262 low-income senior and disabled citizens
- ✓ Provided financial assistance to Our Promise for West Baytown, the Baytown Family YMCA, New Horizon Family Center, and Baytown Resource and Assistance Center
- ✓ Used CDBG funds to directly assist 1,045 low to moderate-income persons

In Progress

Planning Division

- ◆ Creating a Unified Land Development Code to expand the number of zoning categories, amend our development standards and further expedite our development review process
- ◆ Creating a tree preservation ordinance
- ◆ Reviewing and updating the 2010 Decennial Census Local Update of Census Addresses (LUCA)
- ◆ Update the Development Guide to reflect the recent amendments to the Code of Ordinances
- ◆ Prepare a RFP for consultant services to develop a Transportation Master Plan

Building Services Division

- ◆ Several staff members preparing for additional certification, i.e. commercial building inspector, permit technician, mechanical inspector, code enforcement officer and floodplain manager
- ◆ Reviewing the 2008 National Electrical Code in anticipation of presenting it to council to consider for adoption as the electrical code for the city
- ◆ Pursuing a qualified candidate to fill the Apartment Inspector position
- ◆ Updating documents to be placed on the city web site
- ◆ Working with the Lakeview Terrace apartment complex on the rehabilitation of the remaining 32 buildings
- ◆ Facilitating improved Development Review Committee communication related to plan review comments and project approval

Community Development Division

- ◆ Preparing the Request for Proposals application forms for 2008-09 CDBG funds
- ◆ Updating the Standard Operating Procedures Manuals to reflect updated compliance forms and internal policies for housing programs



- ◆ Drafting a detailed process guide and program awareness initiative for the Single-Family Rental Inspection Program
- ◆ Assisting with the implementation of the Baytown Circulator Program
- ◆ Researching the feasibility of an annual bid process for demolition and/or housing rehabilitation
- ◆ Working to demolish and re-occupy Lakeview Terrace Apartments



CULTURE AND LEISURE SERVICES

Parks and Recreation Department

Sterling Municipal Library

Parks and Recreation Department

Completed

Parks Division

- ✓ Constructed Baytown Skate Park at Jenkins Park
- ✓ Received 2007 Coalition of Recreational Trails Annual Achievement Award for Maintenance and Rehabilitation – The Cary Bayou Trail – Phases I and II
- ✓ Planted more than 90 trees in various parks
- ✓ Community Center Landscape Project
- ✓ Installed the new “Confederate Naval Works at Goose Creek” historical marker at Bayland Park
- ✓ Relocated the “Bayland Orphanage” Historical Marker next to the Confederate Naval Works Marker
- ✓ Bowie School Park Playground Relocation
- ✓ Roseland Park Improvements:
 - Trail Expansion – Completed the loop trail
 - Lighting Improvements
 - Constructed two new picnic shelters
 - Replaced outfield fence
- ✓ Community Center Sound System Improvements
- ✓ Sensory Garden at the Baytown Nature Center Butterfly Garden
- ✓ Renovations of the basketball court at N.C. Foote Park
- ✓ Texas Avenue Oak Tree termite removal and treatment
- ✓ Goose Creek Stream Trail connector trail at 2101 Market Street to the Market Street sidewalk and to the parking lot at the old Baytown Rentals Building
- ✓ Marina Ship Store Exterior Renovations
- ✓ Control Link Remote Lighting Controls was installed at Jenkins Park (Baytown Teenage Baseball Association) fields
- ✓ Central Little League Park Improvements
 - Extended the outfield fence from 125 feet to 200 feet to allow full use of the field
 - Replaced shingle roof with green metal
- ✓ Replaced the roof of the North Little League Park concession/press box building with a green metal roof and replaced the siding with hardiplank
- ✓ Renovated the concession building at Westwood Park for West Little League by replacing the post and replaced roof with a green metal roof
- ✓ “Clean-Up” Project with Second Baptist Church of Baytown of the TxDOT Landscape on Highway 146 between N. Main and Alexander Drive
- ✓ Constructed Jenkins Park Restroom
- ✓ Replaced all shelters shingle roofs with green metal at Allenbrook Park
- ✓ Park Service Center Improvements
 - Replaced tractor shed metal roof
 - Constructed and enclosed Pesticide room to house spray truck and supplies
- ✓ Painting of the Baytown Rentals Building

- ✓ Bicentennial Park Improvements:
 - Main Stage Expansion and replaced all wood decking
 - Backstage Improvements
 - Trail Extension
- ✓ Wayne Gray Sports Complex Improvements:
 - Roofs installed over all 16 bleachers, fencing was added on the East Road side (Girls Softball side) for protection against foul balls from other fields
 - An additional section was added to the five row bleachers that are located under the roofs
 - Installation of New Scoreboards (8)
 - Repaving of the East Road Parking Lot
 - Drainage improvements between the two complexes
 - Construction of a joint usage Storage Building for GFSA and Parks Department
 - Installed concrete curbs and built grass islands in the leave outs in the parking lot on the North Main side of the park

Recreation Division

- ✓ 2006 TRAPS Region IV – “Excellence in Programming” Award for the Department’s “Tyke Hike” program
- ✓ 2006 Texas Amateur Athletic Federation – Athlete of the Year Award – Thomas Bates
- ✓ City of Baytown – Aquatics Facilities Master Plan
- ✓ 2007 Vegetation Management Seminar
- ✓ 2007 Youth Sports Expo
- ✓ 2007 Fun Time Fridayz
- ✓ 2007 Ballroom Dance
- ✓ 2007 Daddy & Me Dance
- ✓ 2007 Coastal Fishing Seminar
- ✓ 2007 Little League Opening
- ✓ 2007 Baytown Monthly Softball Tournaments
- ✓ 2007 Friday Night Round Robins
- ✓ 2007 Baytown Special Olympics Track Meet
- ✓ 2007 Baytown Skate Park Dedication & Ribbon Cutting
- ✓ 2007 Baytown Community Yard Sale (Spring)
- ✓ 2007 Memorial Day Service
- ✓ 2007 Pixie 8 & Under Softball Tournament
- ✓ 2007 Baytown / TAAF Men’s E State Tournament
- ✓ 2007 July 3rd and 4th Celebration
- ✓ 2007 Baytown Grito Fest
- ✓ 2007 Baytown Community Yard Sale (Fall)
- ✓ 2007 Baytown Senior Olympics Competition
- ✓ 2007 Fish-n-Fest Captain’s Party
- ✓ 2007 Fish-n-Fest Awards Party
- ✓ 2007 Baytown Company Cup Golf Tournament
- ✓ 2007 Baytown Company Cup 5K Run/Walk
- ✓ 2007 Baytown Halloween Carnival
- ✓ 2007 Baytown Arts & Craft Show
- ✓ 2007 Veteran’s Day Service
- ✓ 2007 Christmas Parade



- ✓ 2007 Art Show and Reception
- ✓ 2007 Baytown Toy Run
- ✓ Roseland Spray Park
- ✓ Swimming Pool Season
- ✓ Senior Recreation Center
- ✓ Athletics Programs
 - Flag Football Leagues
 - Adult Softball Leagues
 - Adult Softball Friday Night Round Robins
 - Adult Monthly Softball Tournaments
 - Youth Summer Track Program
- ✓ Leisure Programs
 - Tyke Hike
 - Kids Cook
 - Ballroom Dance
 - Skateboarding Camp
 - Sporties for Shorties
 - Messy Mitts
 - Treasure Hunt
 - Scrapbooking
 - Karate
 - Senior Stroll
 - Cheerleading
 - Gymnastics
 - CSI Camp
 - Santa's Helpers
 - Cookies with Santa
 - Letters to Santa
 - Mother Son Cookout
 - Family Fun Campout
 - Youth 3 on 3 Summer Basketball League
 - Duck Soup Family League
 - Skillz & Drillz Basketball Camp
 - Cake Decorating
 - Stampin' Up

Eddie V. Gray Wetlands Education and Recreation Center

- ✓ Installation was completed on Exhibit Hall air conditioning, funded by the Municipal Development District, allowing visitors to enjoy the facility year-round
- ✓ ExxonMobil Wetlands Ecology Program conducted (8th year) for all 5th graders in Goose Creek Consolidated ISD
- ✓ "Bayer Making Science Make Sense Program" conducted (7th year) as component to Wetlands Ecology Program
- ✓ Rotary Club of Baytown "Liquid Science" Program conducted (1st year) for all 8th graders in Goose Creek Consolidated ISD



- ✓ Conducted ten weeks of Summer Science Camps for 4th – 10th grade students. Camps included “Geology Rocks”, “Gone Fishin’”, “Crazy About Critters”, “Wild About Wildlife”, “Water Works Wonders”, “Creepy Creatures”, and “Art is Awesome”
- ✓ Conducted educational programs for pre-schools, churches, Girl Scouts, Boy Scouts, home-schooled, public schools within and outside of GCCISD (elementary through high school), private schools, daycares and senior citizen groups. Hosted Goose Creek Consolidated ISD’s summer ESL Science Camp at Wetlands Center and BNC
- ✓ Participated in outreach events:
 - “Houston Zoo Educator Day” at the Houston Zoo
 - “Youth Summit Day” at Armand Bayou Nature Center
 - Galveston Bay Foundation’s “Bay Day” at Kemah Boardwalk
 - “NatureFest” at Jesse Jones Park in Humble
 - TRAPS Region IV Workshop in Texas City
 - Crosby ISD’s “Adventure Day”
 - Sienna Plantation’s “Sports Center” Opening Day in Missouri City
 - San Jacinto Council’s Scout Fair at Reliant Arena
 - Texas Zoo’s “Earth Day Festival” in Victoria, Texas
 - Texas Parks and Wildlife Dept.’s EXPO in Austin
 - Pumphrey Elementary’s “Spring Carnival”
 - Onsite student classes at Timberwood Middle School, Oaks Elementary and Lakeland Elementary in Humble, Clear Creek PTA, and McWharther Elementary in Clear Creek.
 - Two-Year College Conference in Galveston, Texas
 - Baytown Rotary Club, La Porte Rotary Club, and Baytown Retired Teacher’s Association
- ✓ The Center hosted several environmental education events and workshops including the 2007 Baytown Trash Off event sponsored by the Baytown Health Department
- ✓ Conducted weekly “Gator Tales” program, a storytime/activity program for preschool through elementary-age children
- ✓ Improvements to the Center included renovations to existing exhibits and planning for additional exhibits:
 - Wetlands and Waterfowl Wall to highlight relationship between healthy wetlands and waterfowl populations
 - Preliminary planning for Salt Marsh Exhibit
 - Addition of several live animals to collection of snakes/gators/lizards/etc.
- ✓ Hosted several “The Wildest Birthday Party in Baytown” birthday parties
- ✓ Participated in Baytown’s Annual Christmas Parade with “Twas the Lights Before Christmas” float – won “Most Original Entry”
- ✓ Participated as educational exhibitor in Baytown’s July 4th Celebration and Grito Fest
- ✓ Wrote and published four issues of Wetlands Center’s newsletter “Marsh Matters”
- ✓ Hosted tours for local dignitaries and visitors including Congressman Gene Green, Harris County Commissioner Sylvia Garcia, Lee College CAO Dr. Bruce Scism, ExxonMobil Olefins Plant Manager Darrin Talley, Baytown Sun Publisher Cliff Clemmons, and Texas Sea Grant Director Bob Stickney

Baytown Nature Center

- ✓ Continued partnership with Houston Wilderness in their goal to promote outdoor environmental experiences in the Houston area
- ✓ A pair of Bald Eagles and a Surf Scoter caused a stir in the statewide birding community as they temporarily called the Baytown Nature Center home
- ✓ ExxonMobil employees once again chose the Baytown Nature Center as their project site during United Way's Day of Caring:
 - Volunteers planted trees at the Butterfly Garden and in the Cypresswood Loop Pond area
 - Constructed a shelter and bleacher pad to provide a shade and demonstration area for students during the Wetlands Ecology Program and the Liquid Science Program
- ✓ Hosted educational field trips for scout groups, church groups, schools, fishing clubs, senior citizen groups and tourists to promote the environmental wealth of the Nature Center
- ✓ Hosted Artist Boat of Galveston for week-long marsh grass planting with Houston area middle school students
- ✓ Conducted "Tyke Hike" program for preschoolers (2nd year), funded by ExxonMobil. Tyke Hike was awarded "Excellence in Programming" Award from TRAPS Region IV at the regional workshop in Texas City
- ✓ Began "Senior Stroll" program for senior citizens, modeled after the Tyke Hike program and funded by ExxonMobil
- ✓ Planned to host Port of Houston Authority's (POHA) Trash Bash Event (2nd year), but were rained out on the day of the event
- ✓ Planned and prepared for hosting Baytown's first "Nurture Nature" Festival in conjunction with POHA's Trash Bash, but this event was also cancelled due to severe weather
- ✓ Designed and built "Watering Hole" golf game for debut at Nurture Nature Festival. The activity is a 9-hole portable golf game that traces the hydrologic cycle from the Gulf of Mexico, through Texas and back to the Gulf
- ✓ Hosted the North American Butterfly Association's annual "Baytown Butterfly Count" for the eighth year resulting in 36 species of butterflies and 562 individual butterflies identified in the Baytown area
- ✓ Hosted the annual Audubon Christmas Bird Count in December, identifying a total of 61 species and 809 individual birds in the Baytown area
- ✓ Designed and constructed "Wildscape Water Garden" at the Nature Center Information Center with funding from Bayer Materials Science and Friends of the Baytown Nature Center
- ✓ Completed 3.2 acre salt marsh mitigation project for Port of Houston Authority; project area is adjacent to and will join with 37-acre salt marsh creation currently underway and funded by Natural Resource Trustee Program

In Progress

- ◆ Goose Creek Stream Phase IV Trail Project
- ◆ Sports Complex Family Aquatics Center Design
- ◆ Firefighter Memorial
- ◆ Control Link Remote Lighting Controls are being added to the Baytown Soccer Park, East Little League Park, Westwood Park and Central Little League Park
- ◆ Bicentennial Park Improvements:
 - Trail Extension to new firefighter memorial



- ◆ Wayne Gray Sports Complex Improvements:
 - Continue to improve playing surface on softball fields
 - Irrigation of Fields 7 and 8
- ◆ East Harris County Soccer Sports Complex
- ◆ Ship Store Renovations
- ◆ Natural Resources Trustee Program Grant project at the Baytown Nature Center
- ◆ Texas Parks and Wildlife Department – Recreational Trails Grant project at the Baytown Nature Center
- ◆ General Land Office – Coastal Management Program Grant for the Baytown Nature Center – Crystal Bay Shoreline Stabilization Project; wrote grant and have been awarded the project with construction to begin in 2009
- ◆ Eagle Scout Projects – Interpretive signage and parking lot at Brownwood Educational Pavilion at the Baytown Nature Center
- ◆ Facilities (Landscape) Upgrade project
- ◆ Construction of the Brownwood Drive Play Lot
- ◆ Bowie School Park Playground replacement
- ◆ Central Heights Park Playground upgrade
- ◆ Green Metal Roof Replacements at Unidad and Westwood Parks
- ◆ Baytown Dog “Bark” Park
- ◆ Unidad Park Skate Park
- ◆ Renovations at the Park Service Center
- ◆ Mill and Overlay of the parking lot at the Baytown Community Center

Sterling Municipal Library

Completed

- ✓ Implemented electronic signature system where patrons can give contact information to staff verbally and staff enter it into the computer and the patron then gives an electronic signature for verification
- ✓ Initiated Greeters who help patrons with filling out passport and library applications, self-check of materials, finding areas of the library, etc.
- ✓ Grouped together non-fiction materials covering the same subject on the shelves with easy to read signage to assist patrons looking for information in these specific areas
 - Teaching collection
 - Parenting
 - Travel
 - Home and Garden
 - Hobbies and Collectibles
 - Business
 - Self Help
- ✓ Reorganized Children’s area – materials were better grouped to reflect their reading level so that patrons could more easily find books appropriate for the reading level of their child
- ✓ Hired Materials Management position – a Supervising Librarian position was moved from Children’s services to oversee the Materials Management division

- ✓ Provided more staff to work directly with the public; various job duties were combined and/or reassigned to allow additional time for staff to directly work with patrons
- ✓ Installed 16 laptop computers for use in the library by adult patrons and for use in computer classes through grant funding and funds from Friends of the Library
- ✓ Began offering 3 computer basics classes each week, one of which is in Spanish
- ✓ Friends provided funding for additional laptop computers, various display furniture, and funding to support the adult book club and the teen Leaders of the Library
- ✓ Improved the webpage to not only be more attractive and user friendly, but also to provide additional services to the public such as:
 - New and upcoming titles
 - Staff picks
 - Book of the day
 - Hurricane information
- ✓ Initiated downloadable audio books so that patrons are now able to download books to their home computer, or to their audio device from the home computer
- ✓ Implemented 24/7 reference through an agreement with the Harris County Public Library; the Sterling Library now offers patrons the opportunity to speak to a library representative 24 hours per day/7 days per week to receive answers to their questions
- ✓ Began registering patrons for passports for 4 hours each Saturday; we are the only location in the area to offer this convenience
- ✓ Contracts for the carpeting, painting and moving of library furniture for the remodeling project were all completed and awarded
- ✓ Received two grants totally \$8,000 to enhance their services to literacy students
- ✓ Increased bookmobile service and story time programming at ten locations and increased stops at local schools
- ✓ Improved home delivery by providing two additional stops at Edison Courts and Remington Park
- ✓ Literacy program was improved:
 - Small group ESL classes were begun
 - One-on-One Tutoring had a 25% increase in tutor volunteers
 - A Tutor Recognition Event was held to honor these volunteers
 - Dia de los Ninos was celebrated with an attendance of 70
 - A Literacy staff member attends the monthly Hispanic Chamber meetings

In Progress

- ◆ Painting and re-carpeting of complete library
- ◆ Development of a Children's website
- ◆ Development of subject groupings of materials
- ◆ Indexing of archival material
- ◆ Expanding computer classes to include an evening class
- ◆ Scanning of Bookmobile patrons records into the library patrons record base

ADMINISTRATIVE SERVICES

Legal Department

City Clerk

Information Technology Services

Finance Department

Human Resources Department

Legal Department

Completed

- ✓ Obtained pre-clearance from the U.S. Department of Justice for the municipal and special elections
- ✓ Continued subrogation efforts resulting in judgments totaling \$12,291.65, excluding pre- and post-judgment interest, the collection of \$77,724.31, and the suspension of 3 licenses
- ✓ Assist in the closeout of the settlement of the EPA Complaint concerning NPDES Permit No. TXU010261
- ✓ Assisted in the demolition of Taft Circle Apartments
- ✓ Prosecuted offenses in Municipal Court
- ✓ Revised the MDD's Small Business Loan Program to include affordable housing projects and micro-businesses and drafted the necessary documents for the first affordable housing loan under such program
- ✓ Assisted in settling the dispute between Harris County Fresh Water Supply District No. 1A and the City of Baytown concerning wastewater utility services and drafted related documents
- ✓ Monitored all outstanding claims and lawsuits against the City of Baytown
- ✓ Served as Chief Negotiator in the Collective Bargaining Meetings and finalized a three-year Collective Bargaining Agreement with the Firefighters' Union
- ✓ Developed numerous ordinances, including those relating to scrap and precious metals, automated red light enforcement, the bond election, adoption and amendments to the International Codes, the establishment of a public improvement district, landscaping requirements, subdivision regulations, watersheds, private sewer lines, flood damage prevention, irrigation permits, Public Information Act volume users, and establishing new zoning districts, overlay districts and other zoning text and map amendments, etc.
- ✓ Drafted various agreements, including a strategic partnership agreement with Chambers County MUD No. 1, an allocation agreement with MUD 510, Wastewater Transport Agreement with Spring Meadows MUD, etc.
- ✓ Finalized 7 Industrial District Agreements
- ✓ Acquired property for parks and engineering projects, including the 56.8632-acre park property and the Northeast District Wastewater Treatment Plant Off-site Projects

In Progress

- ◆ Assisting in the appeal of *Lowell, et al. v. City of Baytown* pertaining to firefighter longevity pay
- ◆ Assisting in the possible proceeding associated with barge terminal development along Cedar Bayou and the development of information submitted to the Corps
- ◆ Reviewing the Unified Land Development Code
- ◆ Drafting ordinances related to parking on yards, garage sales, special events, rights-of-way regulations, litter abatement, tree preservation, registration of multi-family dwelling complexes, etc.
- ◆ Acquiring easements and deeds for various engineering projects as well as for the emergency services training facility site
- ◆ Assisting in the sale/merger/transfer of the utility system at Bay Oaks Harbor



- ◆ Assisting with the resolution of issues concerning the construction of various City and BAWA projects, including the Emergency Operations Center and the BAWA 30” transmission line
- ◆ Advising staff and drafting the documents concerning the demolition of structures at 1200/1300 Northwood
- ◆ Working on Industrial District Agreements with new companies as well as existing companies whose agreements are expiring
- ◆ Obtaining pre-clearance from the U.S. Department of Justice for the upcoming municipal and special elections
- ◆ Administering Juvenile Probation/Alternative Sentencing Program (R.A.P.)
- ◆ Continuing efforts to sell foreclosed property at auction or through private sale agreements

City Clerk's Office

City Clerk

- ✓ Planned and implemented a city-wide records coordinator training by the Texas State Library and Archives Commission
- ✓ Completed an inventory and organization of off-site records facility ~1500 boxes/12 departments were inventoried
- ✓ Completed first city-wide records destruction since 1999 with 546 boxes destroyed.
- ✓ Secured funds to complete Phase III of the Records Management Program
- ✓ Developed and implemented a revised Public Information Policy
- ✓ Created electronic database to log public information requests and ensure compliance with the Texas Open Records Act
- ✓ Responded to 450 public information requests
- ✓ Created electronic indexes for alcoholic beverage permits, tow truck permits, and vehicle registrations
- ✓ Created electronic database with accompanying color coded filing system to track City Contracts and the Homebuyer's Assistance Program
- ✓ Completed an inventory of internal records in the City Clerk's Office
- ✓ Implemented a cross-training and sharing of information program during the creation of electronic database/index tasks in order to better serve the needs of the public
- ✓ Created internal purchasing policy making better use of departmental funds
- ✓ Rolled out a new electronic agenda process for City Council, BAWA, MDD, CCPD and FCPEMSD
- ✓ Attended and Prepared Minutes for 96 meetings
- ✓ Began Municipal Clerk's Certificate Program (City Clerk and Assistant)
- ✓ Restructured the City Clerk's Office area in order to have a more efficient use of space and provide a comfortable, customer oriented space for constituents, patrons and staff
- ✓ Installed search engine software to increase the department's capabilities for research, document retrieval and facilitate the use of an electronic filing system
- ✓ Purchased and installed the Lektriever filing system
- ✓ Attended Public Information Officer and Emergency Management training with the Governor's Division of Emergency Management
- ✓ Conducted Bond Election on November 6, 2007

In Progress

- ◆ Begin revising the City Clerk's Procedure Manual to eliminate outdated information and added new processes along with their respective applications/forms as well as create brochures for public information
- ◆ Continue working on Certified Municipal Clerk's Program
- ◆ Implement document imaging system

Municipal Court

- ✓ Implemented a \$35 summons fee in January, 2007, resulting in \$5,484 additional collections
- ✓ Converted filing system for record security, efficient filing, and a method of capturing judgment information with Judge's signature
- ✓ Implemented non-cash payment codes to track ticket collections lost due to dismissals
- ✓ Implemented a system to track multiple failure to appear incidents for a single defendant on the same charge
- ✓ Placed all 60 day warrant cases with the collection agency for collection
- ✓ Implemented a procedure to place DPS holds for non-payment or contempt
- ✓ Created procedure manual for INCODE in order to preserve and maintain data integrity
- ✓ Completed training program for INCODE software
- ✓ Completed training program for Jailers and Dispatchers
- ✓ Implemented Clerk's Certification Program to have all Clerks Level II certified by year end 2008
- ✓ Completed TCIC/NCIC Certification Program for Court Administrator and Administrative Assistant

In Progress

- ◆ Implement procedures for appeals of red light camera tickets
- ◆ Complete Municipal Clerk Certification
- ◆ Research the installation of an ATM machine in the lobby
- ◆ Research the installation of payment of fines by credit card

City Marshal

- ✓ Updated and implemented the Court's Security Program
- ✓ Implemented new courtroom procedures for defendants with outstanding arrest warrants
- ✓ Acquired MDTs (laptops) for both vehicles and began the configuration process
- ✓ Created and implemented new method for tracking departmental performance and warrant collection activity
- ✓ Conducted two city-wide warrant round-up programs
- ✓ Mailed 8,411 warrant letters
- ✓ Placed 10,000 first phone calls and 19,143 second phone calls to defendants with warrants
- ✓ Left 548 door hangars on homes of defendants with outstanding warrants
- ✓ Arrested 466 defendants and assisted the police department with 71 arrests
- ✓ Collected \$738,517.69 in warrants

In Progress

- ◆ Review and update the Office Standard Operating Procedures and submit to the Human Resources Department for approval
- ◆ Finalize implementing MDTs in both vehicles by acquiring air cards
- ◆ Implement HB 3613—Peace Officer ID cards

Information Technology Services

Completed

- ✓ Installed network, analog telephone and television cabling for the new Emergency Operations Center (EOC)
- ✓ Installed and configured desktops, projectors, printers, servers and VoIP telephones in the new emergency operations center
- ✓ Coordinated fiber optic Internet and redundant network connectivity with Comcast for the new EOC
- ✓ Completed in-house fiber optic network connectivity between the Police Academy, Emergency Operations Center and the Police Department
- ✓ Configured and installed new IBM Windows blade server and network storage device
- ✓ Coordinated contract and purchase of the COBAN in-car digital video recording system for seventeen public safety vehicles
- ✓ Coordinated contract, purchase and training on the QAlert system
- ✓ Transition of all City cell phones to AT&T and configuration of mobile email
- ✓ Complete application software upgrade for Police Department records management system
- ✓ Installed, configured and implemented mapping system for communication and police departments

In Progress

- ◆ Configuration and full implementation of the QAlert system
- ◆ Installation and configuration of the COBAN server
- ◆ Installation and configuration of the Plate Scan server
- ◆ Transitioning current Windows Servers to the new IBM blade server
- ◆ Installation and configuration of security camera at Parks Service Center
- ◆ Configuration of network to work as a stand-alone operation at the EOC
- ◆ Install and configure hardware/software for accepting credit cards at utility billing and municipal court
- ◆ Install, configure and implement Microsoft Project software for Engineering Department

Financial Services Department

Completed

- ✓ Prepared 2007-08 Fiscal Year Budget for City of Baytown, Baytown Area Water Authority, Municipal Development District, Tax Increment Reinvestment Zone, Fire Control, Prevention and Emergency Medical Services District and Crime Control and Prevention District
- ✓ Submitted 2007-08 Budget for compliance review by the Government Finance Officers Association
- ✓ Received the Government Finance Officers Association Distinguished Budget Award for FY 2006-07 budget (13th consecutive year)
- ✓ Prepared 2005-06 Comprehensive Annual Financial Reports, which includes the following:
 - City of Baytown
 - Baytown Area Water Authority (BAWA)
 - Municipal Development District (MDD)
- ✓ Prepared Single Audit report on all federal and state grant programs
- ✓ Compiled and submitted information required for the Securities and Exchange Commission Continuing Disclosure
- ✓ Received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the FY 2005-06 Comprehensive Annual Financial Report (CAFR) (14th consecutive year)
- ✓ Prepared and presented quarterly financial status and/or investment reports for the City of Baytown, Baytown Area Water Authority and Municipal Development District
- ✓ Attended and supported Finance Bond Steering Committee Meetings for November 2007 Bond Election
- ✓ Coordinated debt issuance of \$6,510,000 Baytown Area Water Authority Water Supply Contract Revenue Refunding Bonds, Series 2007
- ✓ Coordinated debt issuance of \$13,000,000 Certificates of Obligation, Series 2007
- ✓ Coordinated debt issuance of \$1,000,000 Certificates of Obligation, Series 2007A, private placement
- ✓ Analyzed and compiled financial information for the Community Development Block Grant annual Grantee Performance Report (GPR) - completed and submitted in December 2007
- ✓ Completed six-month audit on sales tax receipts for two remaining Baytown zip codes
- ✓ Reviewed and processed calendar year end payroll changes
- ✓ Completed mid-year compensation changes
- ✓ Completed implementation of the final phase of GASB 34 for infrastructure reporting
- ✓ Completed Municipal Court cash receipt process integrating INCODE software with Pentamation software
- ✓ Completed review and reconciliation of United Health Care financial database to the general ledger
- ✓ Completed the Federal Emergency Management Agency (FEMA) State audit as a result of Hurricanes Katrina and Rita
- ✓ Completed the Texas Municipal League (TML) 2006-2007 Workers' Compensation Field Audit
- ✓ Completed transition from Champion Energy Services (CES) to GEXA Energy
- ✓ Filled vacant Admin Support Specialist position (resignation)
- ✓ Filled new Capital Asset Accountant position
- ✓ Filled vacant Accounting Specialist position (promotion to Capital Asset Accountant)



- ✓ Filled vacant Purchasing Manager position (resignation)
- ✓ Filled vacant Controller position (resignation)
- ✓ Processed and managed over 60 annual contracts for goods and services
- ✓ Managed formal bid and award of purchases exceeding \$25,000
- ✓ Converted to Texas Local Government Code Chapter 252 for levels of spending
- ✓ Completed remodel and carpeting of Finance-City Hall offices
- ✓ Conducted auction of surplus property
- ✓ Conducted spot audits of procurement card use
- ✓ Revised, with ITS, City of Baytown Cell Phone Policy in concurrence with service provider consolidation and switch-over
- ✓ Completed renewal for banking services contract
- ✓ Completed implementation of lockbox processing for utility payments
- ✓ Completed meter processing and prorating software modifications
- ✓ Awarded new contract for outsourcing utility bills and delinquent notices
- ✓ Expanded large meter testing and repair program from 49 to 124 meters tested
- ✓ Worked with Harris County Fresh Water Supply District #1A for correction of contract billing and payment of past due amounts
- ✓ Updated utility billing brochure with new rates for distribution to customers
- ✓ Compiled and produced monthly newsletter for insert in utility bills and for the City's web site
- ✓ Initiated lien filing procedures to address delinquent account write-offs
- ✓ Initiated meter warranty program to minimize or eliminate warranty repair costs

In Progress

- ◆ Coordinate debt issuance for City of Baytown Certificates of Obligation, Series 2008 (\$29,500,000) and City of Baytown General Obligation Bonds, Series 2008 (\$12,890,000)
- ◆ Implement Merchant Card processing with Chase Paymentech
- ◆ Complete Fiscal Year 2007 Audit including intensive year end work with independent auditors
- ◆ Enhance budget monitoring for 2008 Fiscal Year
- ◆ Automated Meter Reading Project (AMR) near completion and ahead of schedule; awaiting final transfer of Bay Oaks Harbor community to install automated meters
- ◆ Work with ITS to review feasibility to scan deposit contracts and other pertinent documents and attach directly to accounts in Pentamation
- ◆ Coordinate with Pentamation for the installation of the software modification to enable the production of an aging report
- ◆ Prepare for billing related to the new Private Sewer Line Improvement Program and Recycling Program
- ◆ Submit the Investment Policy to Government Treasurers of Texas for renewal of certification
- ◆ Submit the Comprehensive Annual Financial Report to the Government Finance Officers Association for consideration for the Certificate of Achievement for Excellence in Financial Reporting for fiscal year 2006-07
- ◆ Conduct actuarial study for Other Post Employment Benefits (OPEB) – GASB 43/45.
- ◆ Determine arbitrage calculation for outstanding bond issues (annually)
- ◆ Review and improve workload and performance measures for department (continuous)
- ◆ Finalize Finance Policies & Procedures Manual
- ◆ Review and improve various accounting procedures and processes



- ◆ Implement replacement of all analog copiers with digital copiers at reduced cost
- ◆ Remodel Bayland Island ship store
- ◆ Remodel Utility Billing office
- ◆ Replace carpeting and paint the interior of Sterling Municipal Library
- ◆ Energy Performance Contracting
- ◆ Transition to online auctions for disposal of surplus property
- ◆ Transition to Works Software for Bank of America procurement cards
- ◆ Switch to Chase Bank as procurement card supplier
- ◆ Installation of new computer software for Garage & Warehouse which will speed up input process and improve tracking of purchases and use of materials
- ◆ Continually training and cross-train staff in all divisions, as applicable

Human Resources and Civil Service Department

Completed

Recruitment/Employment

- ✓ Instituted the “Recruit for Loot”, the City’s employee referral program
- ✓ Created and maintained job postings on Channel 16
- ✓ Created and developed proactive recruitment display to be utilized for City Hall Lobby and future recruitment fairs
- ✓ Facilitated 2 Civil Service entrance examinations for the Police Department; the Police Department had 16 eligible applicants to test for vacant positions, and 9 passed
- ✓ Administered three promotional examinations for the Fire Department and two promotional examinations including assessment centers for the Police Department
- ✓ Developed full day employee orientation including sections on Employee Benefits, an Organizational Overview, Equal Opportunity/Prevention of Sexual Harassment/ADA/Hostile Work Environment Policies, Job Expectations, Quality Customer Service, Team Approach, Emergency Conditions Personnel Policy, Workers Compensation, Driving Safety, COB’s general safety policy and philosophy, and the Safety Incentive Program; conducted 21 sessions encompassing 193 new full time and part time employees attended
- ✓ Processed over 4,000 applications

Benefits/Compensation

- ✓ Analyzed Medical/Dental claims costs; after review it was decided that no increase in medical was necessary again this year
- ✓ Completed a review of the UHC system to ensure that all our benefits were correct in the Summary Plan Document and UHC computer program
- ✓ Conducted 9 meetings for Open Enrollment for Medical/Dental benefits explaining current benefits and the new programs
- ✓ Processed 102 changes on insurance choices for 2008
- ✓ Revised Benefits Brochure with annual updates

- ✓ Changed the Healthy Lifestyles Discount to include a tiered structure where those that qualified received \$300.00 off of their deductible and those that attempted received \$100.00 off the deductible
 - For 2008, 193 attempted to qualify with 108 qualifying for the \$300.00 and 4 qualifying for the \$100
 - For 2007, 116 employees attempted to qualify with 30 qualifying
- ✓ Coordinated annual health fair offering mammograms for female employees, prostate exams for male employees and blood work; 360 employees and 33 vendors attended
- ✓ Moved the flu shots to a separate date to enable better participation in Healthy Lifestyles Testing at the Health Fair; 202 employees received the vaccination
- ✓ Completed RFP's for bid on Life Insurance and Flexible Spending; instituted life insurance with guaranteed issues of \$100,000 for employees, \$20,000 for spouse and \$10,000 for Children:
 - 201 employees were issued life insurance for 2008, whereas 53 employees had life insurance in 2007
 - 105 employees participated in the Flexible Spending program
- ✓ Developed Retirement Information Brochure
- ✓ Processed 14 retirements
- ✓ Processed 50 International City/County Management Association Retirement Corporation catch-up provisions using early cash out
- ✓ Completed annual market analysis and compensation audit for four separate markets: general employees, police, EMS, and collective bargaining/fire; reviewed 41 requests for new or upgraded positions for the budget process to determine the appropriate pay level
- ✓ Worked with Finance/Utility Billing on realignment of positions and salaries to increase recruitment and retention

Employee Relations/Training

- ✓ Processed 30 complaints with a resolution of 27 complaints which included allegations of co-worker harassment, allegations of racial discrimination, along with allegations of unfair treatment from both supervisor and co-worker
- ✓ Conducted numerous employee/supervisor mediations to improve relationships for enhanced retention
- ✓ Investigated 25 complex complaints from both internal and external sources with a resolution to 23 complaints; investigations amounted to more than 250 contact hours
- ✓ Successfully responded to two Hostile Workplace Charges that were resolved without litigation
- ✓ Coordinated and successfully completed yearly employee activities, including: (1) City wide Christmas Luncheon, (2) Employee Holiday Gift – Turkey or ham, (3) Angel Tree, (4) Safety Luncheon with awards ceremony, and (5) Health Fair
- ✓ Coordinated annual Employee Assistance Program Citywide Training
- ✓ Provided more than 70 hours of live employee training saving the City approximately \$58,000 in outside consultant fees

- ✓ From January 2007, till present we have provided over 30 contact hours of live employee training – Getting Beyond The Image – Interviewing Skills for Managers, Powerful Communications Skills, CPR-First Aid Training, and Teambuilding Training
- ✓ Provided more than 60 contact hours of teambuilding to the City Clerk's Office, Public Works Department and the Library
- ✓ Conducted two extensive Management/Supervisory Training Programs in a joint effort with the University of Houston (48 hours each program); programs provide additional skills for managers and supervisors in dealing with day to day managerial challenges
- ✓ Distributed quarterly on-line management newsletter
- ✓ Coordinated and presented 59 outstanding attendance awards
- ✓ Increased the amount of training offered by outside vendors such as TML by hosting 4 TML Training classes and 1 TML regional Alliance Meeting for the Workers' Compensation Networks
- ✓ Distributed Anniversary Cards monthly for 1-4 year employees
- ✓ Conducted Hiring Authorities Training
- ✓ Coordinated annual ICMA meetings
- ✓ Coordinated Motivation/Morale training for managers

Administration/Policy

- ✓ Conducted four collective bargaining meetings and successfully negotiated a new three year agreement
- ✓ Instituted new service awards program
- ✓ Instituted bilingual pay testing and compensation for emergency service personnel and court interpreters
- ✓ Assisted with the revised casual dress policy
- ✓ Assisted management in determining workforce needs
- ✓ Assisted and coordinated rehabilitation for several employees
- ✓ Assisted in the transition of Animal Services Division from the Police to the Health Department
- ✓ Mediated one Equal Employment Opportunity Commission charge resulting in a Notice of Dismissal
- ✓ Successfully responded to the Texas Workforce Commission, Civil Rights Division charge of workplace harassment resulting in a Notice of Dismissal
- ✓ Coached supervisors through various employee consultations and due process hearings to make sure supervisors stayed within the law and increase the chance of reaching a resolution with the employee
- ✓ Processed 965 payroll data change forms including 193 new hires
- ✓ Created and revised job descriptions and corresponding database for the 2007-08 Fiscal Year

Risk/Safety

- ✓ Coordinated annual EMS Department, HazMat, and Special Weapons Attack Team (SWAT) physicals
- ✓ Coordinated annual rabies shots/titers for Animal Services Division employees
- ✓ Processed 74 workers' compensation claims with 7 resulting in lost time accidents in 2006-2007 costing the City, to date, \$186,793.00 and we had 76 workers' compensation claims

with 11 resulting in lost time in 2005-2006 costing the City, to date, \$264,571.00 in claims dollars

- ✓ Received an equity return of \$93,000 from the Texas Municipal League Risk Pool on the liability insurance due to maintaining a loss ratio below 100%
- ✓ Decreased general liability claims from 23 in 2005-06 to 16 claims in 2006-07
- ✓ Decreased premiums by approximately 30% for General Liability, Errors & Omissions and Law Enforcement Liability coverages
- ✓ Decreased automobile liability claims from 14 in 2005-06 to 9 claims in 2006-07
- ✓ Added animal mortality insurance coverage to cover the Police dogs in the event of injury or death
- ✓ Added comprehensive coverage to all vehicles and reduced the deductible on vehicle accidents to \$500
- ✓ Processed 74 workers' compensation claims, 16 general liability claims, 1 law enforcement liability claim, 1 errors and omissions liability claim, 9 automobile liability claims, 6 auto physical damage claims and 1 mobile equipment claim
- ✓ Negotiated the Stop Loss renewal reducing the increase from 14% to -10%.
- ✓ Implemented a City Wide Safety Incentive Program on January 1, 2007 where we awarded prizes to over 80% of our employees for each of the quarters
- ✓ Administered the Safe Driving Challenge and coordinated 4 luncheon celebrations for the winning departments
- ✓ Distributed monthly Traffic Safety Newsletter
- ✓ Developed and implemented an Accident/Incident Investigation policy
- ✓ Conducted 45 accident investigations utilizing new investigation policy
- ✓ Coordinated security surveys for: Community Center, Municipal Service Center, Municipal Service Center Yard, Utility Billing, Parks Yard, Fire Stations
- ✓ Reviewed 588 safety inspections and made corrective recommendations
- ✓ Coordinated safety training: heavy equipment, work zone safety, excavation, confined space, law enforcement liability, police emergency driving class, violence in the work place training, nutrition and physical fitness, and safety for first responders
- ✓ Conducted two CPR/AED training courses for 42 participants
- ✓ Coordinated Fire Extinguisher Inspection process City-wide
- ✓ Coordinated Safety Recognition Program kick off celebration
- ✓ Assisted departments to create and post evacuation maps to ensure they are posted in all City facilities
- ✓ Coordinated with Scott Air, Public Works and the Fire Department Hazmat division to evaluate the supplied air systems at the treatment plants to ensure regulation standards and a safe working environment for employees
- ✓ Conducted 67 safety meetings throughout the City on multiple topics including Bloodborne Pathogens training, workers' compensation update training, wellness information training, and driving safety classes
- ✓ Implemented bi-annual fire drills and evacuation procedures for City Hall
- ✓ Developed and implemented a Personal Protective Equipment Program to reduce the risk of injury by field employees

In Progress

Recruitment/Employment

- ◆ Continue executive recruitment for City Clerk, Director of Planning and Community Development, Director of Human Resources/Civil Service, Assistant Director of Public Works, and Assistant Director of Engineering
- ◆ Analyze creative recruitment strategies for hard to fill positions to better utilize available dollars
- ◆ Implement proactive recruitment display to be utilized for the City Hall lobby and future recruitment fairs
- ◆ Develop 30 minute Powerpoint presentation for Lobby Display
- ◆ Develop a more user friendly civil service testing process that would be more cost effective and is less labor intensive
- ◆ Develop a strategic recruitment campaign for police officers; i.e., lateral entry, reimbursement for paid academy, moving stipend
- ◆ Contribute to the future planning by addressing how to develop current employees to meet the future competency requirements
- ◆ Conduct the entrance level civil service examinations for the Fire and Police departments
- ◆ Conduct promotional examinations for the Fire and Police Departments

Benefits/Compensation

- ◆ Coordinate Wellness lunch and learn trainings
- ◆ Review further benefit options for employees
- ◆ Work with Holmes Murphy to investigate the need to do a RFP on the UHC contract
- ◆ Implement and market the new Employee Health and Wellness Clinic
- ◆ Review the Certification/Incentive Pay compensation
- ◆ Distribute updated medical insurance Standard Plan Document to all employees
- ◆ Review Health Benefit costs and creative plan designs for cost savings

Employee Relations/Training

- ◆ Continue conducting CPR/AED training
- ◆ Implement the Pilot Work Buddy Program
- ◆ Continue conducting Hiring Authorities Training
- ◆ Continue the “On the Spot Award” program
- ◆ Conduct the 2008 University of Houston Management/Supervisory training program
- ◆ Continue the monthly Anniversary Cards and Service Awards programs
- ◆ Conduct Conflict Resolution seminar for managers/supervisors
- ◆ Design enhanced interactive behavior based Interview Skills Training for frontline supervisors
- ◆ Develop and implement a Diversity Leadership course for managers and supervisors
- ◆ Conduct a seminar to improve managers/supervisors performance management skills
- ◆ Develop 30 minute PowerPoint recruitment presentation for Lobby Display and future recruitment fairs
- ◆ Coordinate financial seminars in conjunction with area credit unions

- ◆ Coordinate 2008 employee activities i.e. City wide Christmas Luncheon, Employee Holiday Gift – Turkey or ham, Angel Tree, Safety Luncheon with awards ceremony, and Health Fair
- ◆ Continue Focus Group meetings (expand to other supervisors who have not gone through leadership training); the Focus Group deals with leadership's day-to-day supervisory challenges

Administration/Policy

- ◆ Revise the Personnel Policy Manual/Administrative Rules where needed
- ◆ Assist management in determining future workforce needs
- ◆ Conduct Fair Labor Standards Act audit
- ◆ Develop work life program
- ◆ Lead in cultural change within Public Works division
- ◆ Develop and implement an Employee Recognition Program
- ◆ Develop and implement a performance management system
- ◆ Research instituting a literacy program
- ◆ Negotiate the re-opener clause of the Collective Bargaining Agreement
- ◆ Develop an Employee Tuition Reimbursement Program
- ◆ Research and Develop Sick Leave Pool Program

Risk/Safety

- ◆ Coordinate the 2008 annual rabies shots/titers for Animal Control employees
- ◆ Coordinate the 2008 annual physicals for HazMat, SWAT, and EMS employees
- ◆ Create supervisors check off brochure for workers' compensation
- ◆ Conduct an RFP for our Workers' Compensation coverage
- ◆ Develop City-wide Accident Review Board(s)
- ◆ Develop an employee Emergency Preparedness Guide and implement drills and procedures City-wide
- ◆ Implement bloodborne pathogens prevention program
- ◆ Implement hearing conservation program
- ◆ Implement hazard communication program
- ◆ Develop a confined space policy
- ◆ Organize the 2008 annual safety luncheon
- ◆ Coordinate security surveys for balance of City locations
- ◆ Continue distributing the monthly traffic safety newsletter and on-line management newsletter
- ◆ Finalize for approval the new Workers' Compensation Policy
- ◆ Finalize for approval the new substance abuse policy
- ◆ Finalize the safety program
 - Part 1 - Complete
 - Part 2 - Create and implement the general administrative policies and programs section of the Safety Manual
 - Part 3 – Create and implement the general safety rules, practices, and procedures section of the Safety Manual
- ◆ Develop and implement a comprehensive safe driving program

- ◆ Obtain final approval on an excavation policy

