

Catherine E. Pugh
Mayor



Room 250
City Hall
Baltimore, MD 21202

**PRIVILEGED AND CONFIDENTIAL
MEMORANDUM:**

December 9, 2016

TO: The Honorable Mayor Catherine E. Pugh
Tisha Edwards, Chief of Staff
Peter Hammen, Chief of Operations
James T. Smith Jr., Chief of Strategic Alliances
Karen Stokes, Director of Government Relations
Sam Sidh, CitiStat Director

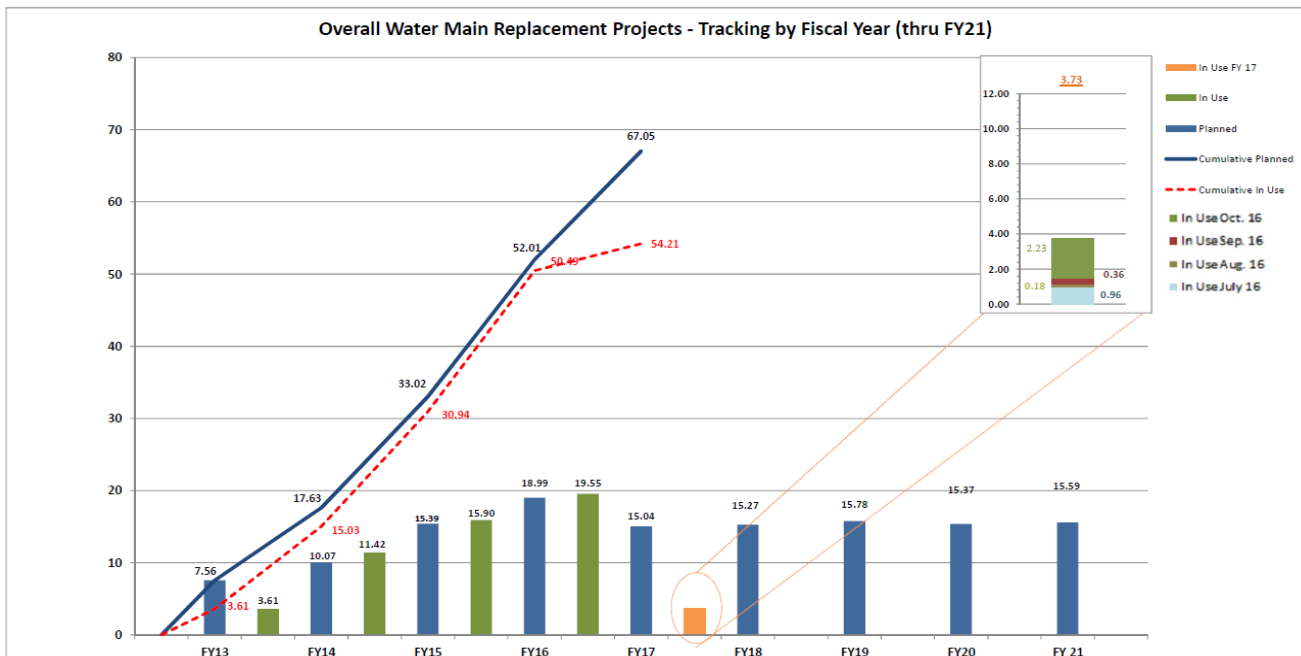


FROM: CitiStat Team

SUBJECT: DPW: Bureau of Water and Waste Water CitiStat Meeting

• **Making Progress**

- **Fiscal Year 2017 Goals.** The Bureau of Water and Wastewater is aggressively replacing water mains in order to address Baltimore City's aging water infrastructure. The Bureau of Water and Wastewater has exceeded its fiscal year 2016 goal of replacing 18.99 miles by completing 19.55 miles. The previous goal for fiscal year 2017 was 11.81 miles of water mains to be replaced. After internal conversations within the Department of Public Works the FY17 goal was adjusted to 15.04 in order to meet the goal of 15 miles per fiscal year. This was accomplished by advertising a project that was initially on the shelf. The original reduction to 11.81 miles from 15 miles was due to budgetary constraints. The graph below shows the number of water main miles replaced and currently in use as of November 1, 2016.





- **OEC Permanent Restoration.** The Office of Engineering and Construction has begun pulling monthly reports from CM-14, which show all of the street cuts in need of permanent restoration created by DPW contractors. The Restoration Work Log report produced by the Project Controls office shows 219 open cuts with 13 designated as overdue, which is a decrease from the 379 open cuts and 24 overdue cuts reported at the previous CitiStat meeting. At the previous month’s CitiStat meeting the Bureau of Water and Wastewater stated that the majority of the overdue cuts were under one particular project. It was reported at the previous meeting that there was an issue with the Department of Transportation not providing the permits required for the contractor to perform the work. This issue has since been addressed. A list of all the cuts that are over 120 days old is shown below:



Restoration Work Log

All Projects - Construction

Summary			
Total: 473	Open: 219	Overdue: 13	Closed: 254

Overdue

Project	Item No.	Address	General Contractor	Status	Category	Dated Opened	Date Required	Date Closed	Turn Around
				Overdue		02/17/16	06/16/16		289
				Overdue	Concrete (Alley)	03/23/16	07/21/16		254
				Overdue	Asphalt (Street)	04/26/16	08/24/16		220
				Overdue	Concrete (Alley)	06/24/16	10/22/16		161
				Overdue	Sidewalk	07/07/16	11/04/16		148
				Overdue	Asphalt (Street)	07/08/16	11/05/16		147
				Overdue	Asphalt (Street)	07/08/16	11/05/16		147
				Overdue	Concrete (Street)	07/11/16	11/08/16		144
				Overdue	Sidewalk	07/12/16	11/09/16		143
				Overdue	Concrete (Alley)	07/14/16	11/11/16		141
				Overdue	Asphalt (Street)	07/15/16	11/12/16		140
				Overdue	Sidewalk	07/20/16	11/17/16		135
				Overdue		07/22/16	11/19/16		133

● **Needs Improvement**

- **Contractor Inspections.** In progress work locations are inspected by City inspectors and are documented daily via the Inspector Daily Reports (IDR) reports. IDR’s should be entered into the CM-14 database daily in order to be reviewed by Supervisors. An IDR report includes a work activity description, a list of the equipment on site, a list of personnel working the site, the number of hours each individual is present, and photos of the job site. The Bureau of Water and Wastewater has created a report that goes out weekly which identifies whether an IDR was created or approved. The report will also show whether certain fields in the IDR report were not filled out appropriately, such as “no picture”, “no work order” and “no weather.” At the last CitiStat meeting it was made clear that the backlog of unapproved and missing IDRs have been resolved. CitiStat requested a sample review of IDR quality. The results from the random sample of 135 IDRs are shown on the next page.



<u>Missing Information</u>	<u># of IDRs Not Meeting Criteria</u>	<u>% of IDRs Not Meeting Criteria</u>
Planned activities	82	60.7%
Crew start time	78	57.0%
Crew finish time	77	57.8%
Traffic control/road conditions	36	26.7%
Asset ID	47	34.8%
Exact work location	38	28.1%