

**Stephanie Rawlings-Blake**  
Mayor



Room 250  
City Hall  
Baltimore, MD 21202

November 9, 2016

**TO:** The Honorable Stephanie Rawlings-Blake, Mayor  
Kaliopé Parthemos, Chief of Staff  
Khalil Zaied, Deputy Mayor of Operations  
Sameer Sidh, Director of CitiStat

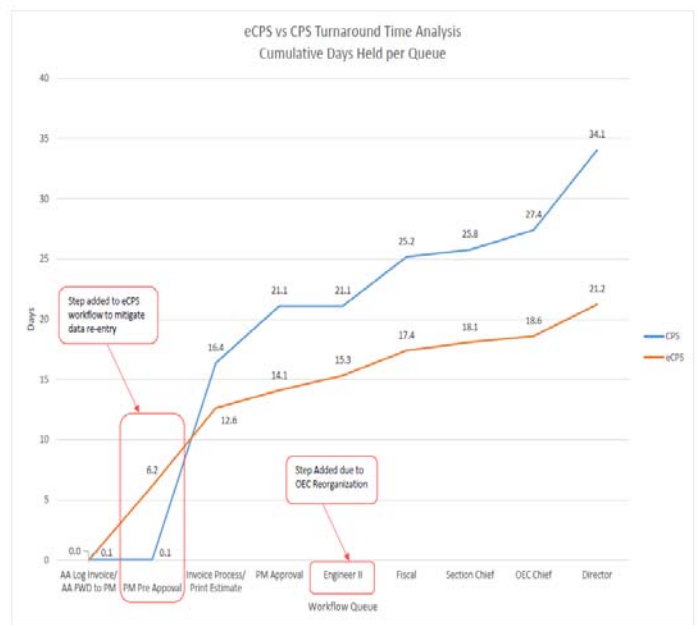
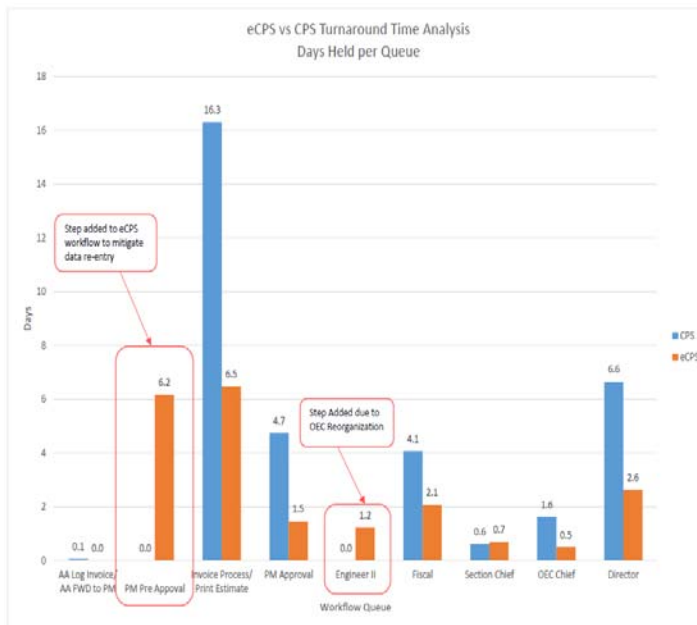
**FROM:** CitiStat Team

**SUBJECT:** DPW- Bureau of Water & Wastewater, Executive Briefing



• **Making Progress**

- **Electronic Consultant Payment System.** The Bureau of Water and Wastewater has implemented an electronic invoice approval process through CM-14 and OnBase to improve the timeliness of vendor payments. The graph on the left shows the average days an invoice is held in each step of the process. The graph on the right shows the average cumulative number of days for an invoice to be processed through the new electronic process compared to the old payment process. The new process takes an average of 21.2 days which is approximately 13 days faster than the old payment process.





- **Needs Improvement**

- **Preventative Maintenance Inspections.** The Bureau of Water and Wastewater has approximately 71 vehicles overdue for their preventative maintenance (PMs) appointments, which is approximately 6.7% of the total fleet. It is imperative for vehicles to be turned over for PMs regularly in order to avoid greater long term cost and repairs. A list of the 71 vehicles have been sent over to the Bureau of Water and Wastewater. Below, the top chart shows the breakdown of the 71 overdue vehicles by days overdue.

# of Days Overdue	Quantity
0-99	50
100-199	6
200-299	9
300-399	4
400-499	2
<b>Total</b>	<b>71</b>