MEMORANDUM

June 2, 2009

TO: David Dise, Director, Department of General Services

FROM: Chris Cihlar, CountyStat Manager

SUBJECT: Preventive Maintenance in Fleet Operations

The following items were identified for follow-up during the 6/2/2009 CountyStat meeting:

1. <u>Develop benchmark for mean distance between failure and turnaround time for each vehicle class to monitor and compare Montgomery County performance.</u>
    Responsible parties: Department of General Services
    Other parties involved: CountyStat
    Deadline: 7/31/2009

2. <u>Add mileage tracking accuracy as a submeasure of the Department of General Services and monitor change over time.</u>
    Responsible parties: Department of General Services and CountyStat
    Other parties involved: none
    Deadline: 7/17/2009

3. <u>Redefine mean distance between failure to only capture meaningful mechanical failures and document the repair types or other mechanisms used in the definition.</u>
    Responsible parties: Department of General Services
    Other parties involved: CountyStat
    Deadline: 7/17/2009

4. <u>Develop a regular reporting mechanism to examine percent of buses receiving preventive maintenance on time. Develop strategies for improving performance.</u>
    Responsible parties: Department of General Services
    Other parties involved: none
    Deadline: 7/31/2009

5. <u>Develop total cost of vehicle model for transit and light equipment vehicles to better understand which particular vehicle purchases are most cost effective.</u>
    Responsible parties: Department of General Services
    Other parties involved: Office of Management and Budget, CountyStat
    Deadline: 7/31/2009

cc: Timothy Firestine, Chief Administrative Officer
       Fariba Kassiri, Assistant Chief Administrative Officer