

# VILLAGE OF ROSCOE

## AGENDA ITEM - STAFF REPORT



**Agenda Item:** MaintainX Maintenance (Work Order) Software

**Date:** June 13, 2024

**Meeting:** Committee of the Whole – June 18, 2024

**Prepared by:** Troy Taylor

**Department:** Public Works

### Overview/Background Information

This Software is a replacement for the old-style public works work order system. This new software will make writing workorders more efficient by being able to write them faster, get them to the crews faster, more specific with the type of work that needs to be done, use less paper, etc.

Please see Christine's (Public Works Admin. Assistant) attached summary of how she processes the old work orders compared to the new process of MaintainX.

### Key Issues

- Tracking analytics will be easier.
- Searching for work orders will be faster
- Be able to track time and expenses better compared to older style work orders.
- Use less ink and paper with new program
- Ability to send new work orders to crews while they are in the field working already.
- \* This software was less expensive then others we sampled.

### Fiscal Note/Budget Impact

- \$393.96 per user X 10 users = \$3,939.60
- \$1,500 onetime implementation fee
- Total for first year = \$5,439.60

### Prior Legislative Actions

This is a first read.

### Action Required/Recommendation

Staff recommends the purchase of MaintainX maintenance software for use of creating work orders for Public Works.

### Attachments

- Price quote from MaintainX
- Comparison of current process vs. MaintainX