

# Report to Municipal Council



<b>Meeting Date:</b> October 2, 2024	<b>Report Date:</b> October 25, 2024
<b>Reason Before Council:</b> Financial Approval	<b>Priority:</b> Normal
<b>Department:</b> Transportation/ Public Works	<b>Type of Meeting:</b> Committee of the Whole

**Report Title:** Work Order / Fleet Operations Software

## **Recommended Resolution:**

That Council re-allocates the approved 2024 budgeted amount of \$20,000 for work order software to the purchase of fleet operations software.

## **Analysis & Background:**

The 2024 approved budget included an amount of \$20,000.00 for the purchase of work order software. The intent of this software was to provide a method in which to track / record internal and external work orders, facility inspections, asset maintenance and utilize for operational compliance.

During demonstrations of software, it was noted that it could not provide all functionalities that are required for road maintenance standard reporting and CVOR requirements. The Municipality is currently tracking work orders and inspection compliance with internal processes that can be continued to be applied until the next budget process, whereas the fleet operations software (Global Positioning System and Automatic Vehicle Location) is a technology that can not be created internally and is required for compliance and litigation purposes for Public Works. The software, specifically GPS, Video and LTE is also of interest to the Fire Department to support their CAD software. The technology will be able to track the location of all municipal vehicles and equipment in real-time, monitor and manage fleet maintenance schedules, provide information on vehicle positions, speeds, routes and record when specific maintenance operations are completed.

The intent of purchasing the fleet operations software this year would be to integrate it into a work order software in 2025 to have a complete asset tracking and regulatory compliance technology.

**Prepared By:** Michelle Clark, Director of Operations