

# STAFF REPORT

<b>MTG. DATE:</b>	<b>August 17<sup>th</sup>, 2022</b>
<b>TO:</b>	Utility Commission
<b>FROM:</b>	Brian Peterson - Deputy Director of Public Works & Utilities
<b>RE:</b>	<b>KorTerra for Utility Locating</b>

## BACKGROUND

The Village receives all one call tickets via fax. Locators were required to pick up printed copies of every ticket assigned to them at the office and return to the office each time an emergency ticket was received. We are seeking to implement a more modern, efficient ticket management solution to increase efficiency and deliver cost savings with a manageable learning curve for locators and administrators.

## OVERVIEW

KorTerra can advance the Village's ticket management procedures with the latest technology that is intuitive and easy for all users to operate.

- Facility Mapping enables the Village to easily screen tickets that do not require a locate and avoid costs associated with unnecessarily sending a locator to the job site.
- Automated emergency notifications ensure that locators do not need to return to the office for all emergency tickets and can respond more quickly, resulting in safety increases. A remote notification can create overall efficiency gains and reduced locator overtime costs.
- Attachments allow locators to capture a more complete record with every locate.

## COST

KorTerra Solution Investment	Ticket Volume	Annual Subscription
2022	2,000 Tickets	\$9,215 (Includes training and implementation)
2023	2,000 Tickets	\$7,475
2024	2,000 Tickets	\$7,475

KorTerra Solution	Ticket Volume	Per Unit Cost	Estimated Annual Cost
KorTerra	2,200 Tickets	\$.44 / Ticket	\$7,475
KorTerra Solution Training	4 Hours of training		\$840 (One time fee)
One-Time Implementation Fee	Dedicated Project Manager responsible for configuring your environment to support your contractor interface and your facility mapping integration.		\$900 (One time fee)

**Offering Details**

Three-year agreement.

**RECOMMENDATION**

I recommend the Utility Commission approve the Department moving forward with the implementation of KorTerra to our utility locating operations. Through the process of talking with KorTerra I involved our Utility Technician wanting to make sure, that this was a direction that would address concerns in the field. I am pleased to report that this option was embraced by staff. The costs will be shared over Water and Sewer budgets and could be absorbed immediately.