# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:**    July 2, 2013

**TO:**                     Mayor and Councilmembers

**FROM:**                Information Systems Division, Administrative Services Department

**SUBJECT:**          Contract With Deborah J. Aitkins For Database Consulting And Support

### RECOMMENDATION:

That Council authorize the City's General Services Manager to execute a professional services contract in an annual amount of $40,000 for three years with Deborah Aitkins to provide database consulting and support services to all City departments.

### DISCUSSION:

Every City department uses the Microsoft Access database product to track internal projects, administer department responsibilities, and provide reports that assist with departmental operation.

Some of these databases require expansion and upgrade to meet new requirements or to offer new features for management reporting or performance monitoring. Departments do not have the expertise to accomplish this and local expert resources have been used to accomplish these requests.  Deborah Aitkins has provided these update and support projects for 15+ years, has provided excellent responsive support, meeting all requirements as requested. She is intimately familiar with the various department databases and has kept her labor charges stable and the lowest known cost for these services.

In the past, each department contracted separately with Ms Aitkins.  In FY 2013, Information Systems led a single City contract for her services which was successful, is being continued for FY 2014, and recommended for three additional years.  Due to the large number of department requests, it is estimated that the FY 2014 total expenditures citywide will be $40,000 which requires Council approval.

Staff recommends that Council approve the citywide database consulting and support agreement.

**BUDGET/FINANCIAL INFORMATION:**

Funding is budgeted by departments for this service. Information Systems will review and pay submitted invoices and debit departments for the work done. This will not draw on the Information Systems Operating Budget.

**PREPARED BY:**    Tom Doolittle, Information Systems Manager

**SUBMITTED BY:**    Marcelo López, Assistant City Administrator / Administrative Services Director

**APPROVED BY:**    City Administrator's Office