

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 05/04/09

Item Number: C-4

AGENDA ITEM: Approval of an Amendment to an Existing Professional Services Agreement with Danielle Bram for Geographic Information Systems (GIS) Development Support Services in an Amount not-to-exceed \$4,050.00 (for a Total Contract Amount Not-to-Exceed \$14,050).

Contact Person/Dept.: Michele Williams

Phone Number: (310) 253-5959

Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Public Hearing: ☐

Action Item: ☐

Attachments: ☐

Public Notification:

Master E-Mail Notification List (04/29/09); Danielle Bram, Consultant on 4/20/09

Department Approval:

John Richo (04/20/09)

City Attorney Approval:

Carol Schwab (by H. Baker) (04/29/09)

Chief Financial Officer Approval:

Jeff Muir (by M. Noller) (04/29/09)

City Manager Approval:

Jerry B. Fulwood (04/29/09)

RECOMMENDATION:

Staff recommends the City Council approve an amendment to the existing professional services agreement with Danielle Bram for Geographic Information Systems (GIS) development support services in the amount of \$4,050.

BACKGROUND

In 1998, the Information Technology Department initiated efforts to implement an enterprise GIS that would support the needs of all City departments. To date, this effort has resulted in the acquisition of over 100 digital data layers such as aerial photography, land parcels, street centerlines and department specific information. The primary objective of the City's GIS program is to create a stable and accurate GIS database and provide customized GIS applications, maps, and spatial analysis services to City departments and the public.

Currently, the IT Department employs one full-time GIS Analyst. Additionally, there are two GIS interns who provide dedicated support to the Public Works and Community Development Departments. The GIS program has become an integral component of the City framework, and staff and the public have become progressively more aware of its availability and benefits. As a result, the project workload and department requests have continued to increase dramatically.

DISCUSSION:

City of Culver City, California
City Council Agenda Item Report

In September 2007, the City executed a professional services agreement, which was administratively approved in the amount of \$10,000, with Danielle Bram to obtain GIS support services to assist with data maintenance and development. Prior to executing the contract, Mrs. Bram was employed with the City as a GIS Analyst for over six years. Mrs. Bram has over 12 years of experience in the GIS field and is very familiar with the City's specific operations.

Over the last nineteen (19) months, Mrs. Bram has worked intermittently as needed to assist the GIS program with data and application development which is required to support department mapping requests. The following list provides a summary of scope of services that have been performed by Mrs. Bram under her current contract with the City.

1. ***Parcel Data Process Improvement:*** Improved the process of importing, converting, and editing new parcel information obtained from the Los Angeles County Assessor every quarter. Improvements were made in processing by using new GIS technology (Model Builder) to automate a number of tasks that were previously done manually. This drastically reduces the amount of time to process new data and reduces human error. Danielle also wrote documentation for the new data update procedure. In addition to performing the quarterly update using the new process, Danielle performed an update of Culver City parcel attribute information consisting of zoning, split zoning, and land use information.
2. ***Address Data Update:*** Performed updates of address point data submitted by the Planning Division. She also created a database to report addresses which were identified as questionable and flagged for field checking and future follow up.
3. ***Business Data Process Improvement:*** Improved the process of importing, converting, and editing new business information obtained from the Finance Department every month. This resulted in reduced data processing time and human error.
4. ***Mail Label Application:*** Updated the application's backend database with current data for owners, occupants, and businesses. She also resolved an issue with the tabular data that previously wouldn't allow labels to be generated for addresses outside of the City.
5. ***Web Applications (Bus Routes and Vicinity Maps):*** Corrected data issues which resulted in not displaying descriptive map information.

City of Culver City, California
City Council Agenda Item Report

6. **Compatibility Testing (Web Applications with IE8):** Conducted tests of existing web applications with new Microsoft Internet Explorer (IE) 8 to ensure no errors and incompatibilities when the City migrates web browsers.

7. **U.S. Census Boundary:** Evaluated and provided direction regarding the reporting procedures required by U.S. Census to submit city boundary changes/corrections.

Staff is recommending the City Council approve an amendment to the existing professional services agreement to allow completion of updates to the sewer interactive web application. The sewer application is used to locate, identify and manage the City's sewer system. It is primarily used by the Engineering Division to help identify problem areas and assists with modeling scenarios to predict change impacts. The system provides staff with easy access via the City's Intranet to sewer data and their respective drawings.

The Engineering Division has completed an extensive data collection effort which resulted in historical sewer drawings being digitized. These documents along with relevant attribute data will be incorporated into the sewer application. Mrs. Bram was the primary developer of the existing application and has the required skill set related to the GIS development tools and system configuration. The effort to complete this project is estimated at 90 hours.

FISCAL ANALYSIS:

The proposed amendment would result in the expenditure of \$4,050 (90 project hours X \$45.00 per hour). Sufficient funds have been allocated in the IT Department's Other Contractual Services Operating Account, 10124100.619800, for Fiscal Year 2008-09.

ATTACHMENTS:

None.

MOTION:

That the City Council:

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City Council Agenda Item Report

1. Approve an Amendment to an existing Professional Services Agreement with Danielle Bram for Geographic Information Systems (GIS) development support services for the amount of \$4,050.00 (for an aggregate amount of \$14,050.00).
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.