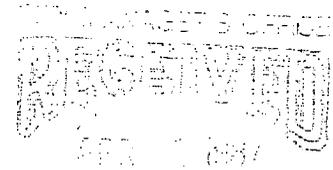


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**COMMUNITY/CONVENTION CENTER**

CITY OF SACRAMENTO

March 30, 1987



City Council  
Sacramento, California

Honorable Members in Session

Subject: Consultant to Develop Computerization for  
the Sacramento Community/Convention Center

**SUMMARY**

On December 2, 1986, the City Manager approved the execution of a consultant agreement (Number 86096) to develop a plan for the computerization of various functions at the Sacramento Community/Convention Center. The master plan is now complete, and it is desired that approval be given for the execution of a consultant agreement for the next phase consisting of the development of a detail design, as well as conceptual approval for the expenditure of approximately \$100,000.00 in fiscal year 1987-1988 for the purchase of hardware and software as proposed in the Community/Convention Center budget.

**BACKGROUND**

Three years ago, the Community/Convention Center acquired its first micro-computer, and since that time has been increasing its dependence and use of microcomputers for a variety of processes, including production of expense/revenue reports, labor distributions and word processing. This has resulted in more effective use of staff time and improved information flow.

It has been recognized for some time that substantial improvements in productivity could be realized through the creation of a computer system that provided for a common data base accessible by the Administration, Box Office, Accounting, Events, and Operations Divisions. Such a system would provide for the manipulation of data to produce the variety of reports and documents needed by each division, a word processing system accessible by all clerical staff, automation of the Box Office procedures and ticketing functions, automation of labor cost distributions, automation of the booking system, automation of the manifests prepared by the Event Coordinators, direct interface to the City's Financial System (LGFS), and related procedures.



23.

To determine the desirability and feasibility of such a system, with the assistance of the Management Information Executive Committee and Data Management Department, a consultant was retained to determine the scope and priorities of processes to be automated, recommend a method for integrating the various automated projects and processes, analyze data flow within the Community/Convention Center, develop a detailed description of the processes to be automated, perform a feasibility and cost-effectiveness analysis, and include these items in a master plan document, a copy of which is attached for your reference. The total cost for this phase was \$17,327.20.

Pro-Star was selected as the consultant for Phase One. Their work was completed in an efficient and thorough manner, as is evidenced by the quality of their report. Pro-Star has indicated they are willing to assign the same consultant to Phase Two should their company be awarded the contract for consultant services. Substantial savings in time and money would be realized if Council approves the use of Pro-Star for Phase Two on a sole source basis since their consultant is thoroughly familiar with the operations of the Community/Convention Center, the operating parameters of the computer system, and the various software systems currently available for reservation services at these facilities.

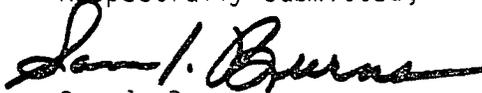
#### FINANCIAL

Funds for Phase Two of this project are available in the Community/Convention Center's 1986-1987 operating budget. No additional appropriations are being sought. Funds for the purchase of software and hardware in an amount approximating \$100,000.00 are included in the operating budget request for fiscal year 1987-1988.

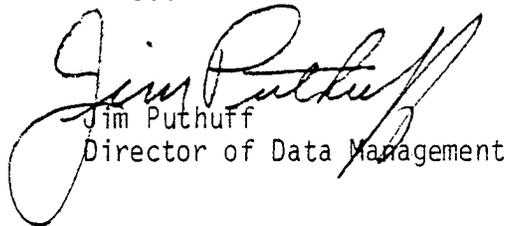
#### RECOMMENDATION

It is recommended that the City Council approve the attached resolution authorizing the City Manager to execute a consultant services agreement in an amount not to exceed \$15,000.00 with Pro-Star on a sole source basis.

Respectfully submitted,



Sam J. Burns  
Director



Jim Puthuff  
Director of Data Management

#### RECOMMENDATION APPROVED:



Walter J. Slive  
City Manager

Attachments

**RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

WITH

PRO-STAR

BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SACRAMENTO  
THAT:

City Manager be authorized to execute a consulting services  
agreement for an amount not to exceed \$15,000.00 with PRO-STAR.

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Mayor

ATTEST:

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City Clerk