City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** August 27, 2025

2. **Primary contact person and Department requesting agenda item:** Holly Barham, Director, I.T. Services & Christen Watts, GIS Manager

3. **Requested Council meeting date:** October 14, 2025

4. **Subject:** ACME Contract Renewal for Nature Center.

5. **Action Requested:** Adoption of a resolution authorizing the City Manager to renew the contract with ACME Technologies, Inc. for software licensing and maintenance at the WNC Nature Center.

6. **Note if time sensitive, and why:**

7. **Potential fiscal impact(s) - if known by staff at time of request:** The 1-year renewal contract will cost $24,400.00 for FY26 and will be funded from the Community & Regional Entertainment Facilities Department. This will make the 4-year lifetime amount of the contract equal $113,600.00.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).**
    - In FY23, Request for proposals (298-WNCNCPOS2023) was conducted to select the vendor for this service.
    - No additional vendor outreach was conducted for this renewal.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** N/A

10. **Identify key issues:**
    - On March 22, 2023 the WNC Nature Center Education Department went live with ACME software solutions for summer camp registration, shortly followed by the Admissions Office with Point-of-Sale ticketing on May 3, 2023.
    - This contract renewal would allow the WNC Nature Center to continue offering admissions to the award winning facility.
    - Currently the ACME software is providing guest and membership tracking, with both online ticket sales and at the admissions office, summer camp registration and logging guest zip codes.
    - The City and WNC Nature Center have been using ACME Software for over two years and staff are familiar with its strengths, limitations and support process.