

**City of Palmer
Action Memorandum No. 17-014**

Subject: Authorize the City Manager to Sign Amendment No. 2 to the Visitors Information Services Contract Awarded to the Palmer Museum of History and Art to Reflect Payments for 2017

Agenda of: February 28, 2017

Council Action: **Approved** **Amended:** _____
 Denied


Originator Information:

Originator: Community Development Director Sandra Garley

Department Review:

| Route to: | Department Director: | Signature: | Date: |
|-----------|-----------------------|--|------------|
| x | Community Development |  | 01/24/17 |
| x | Finance |  | 01/24/2017 |
| _____ | Fire | _____ | _____ |
| _____ | Police | _____ | _____ |
| _____ | Public Works | _____ | _____ |

Approved for Presentation By:

| | Signature: | Remarks: |
|---------------|---|----------|
| City Manager |  | _____ |
| City Attorney | _____ | _____ |
| City Clerk | _____ | _____ |

Certification of Funds:


Total amount of funds listed in this legislation: \$ 70,115.00

This legislation (√):

- Creates revenue in the amount of: \$ _____
- Creates expenditure in the amount of: \$ 70,115.00
- Creates a saving in the amount of: \$ _____
- Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): 01-01-20-6030 Contractual Services
- Not budgeted

Director of Finance Signature: 

Attachment(s):

- Amendment No. 2 to Contract for Visitor Information Services
- Contract for Visitor Information Services approved March 10, 2015

Summary Statement:

Approval of this Action Memorandum will authorize this year’s payments to the Palmer Museum of History and Art (PMHA) for Visitors Information Services as approved in the FY 2017 Budget on December 13, 2016. The \$70,115.00 approved for FY 2017 is a 12% increase over FY 2016. The increased costs represent increased costs due to the new minimum wage (8.75 to 9.80) and increased monthly expenses due to necessary updates to the Visitor Information Services phone system.

The City requires the Visitor Information Center to be open seven days a week from May through September and further requires that at least two PMHA staff members are in the Center during hours of operation.

The City’s original contract with the Palmer Museum of History and Art to staff and operate the Visitors Information Center was signed on March 24, 2009. There were five one-year extensions to the 2009 contract before the City published a notice for a Request for Proposals for this professional service in January 2015. The current contract was awarded to the Palmer Museum of History and Art on March 2015.

The following table shows the history and compensation in the current contract for these services.

| <u>Document</u> | <u>Approved by Council</u> | <u>Action Memorandum</u> | <u>Compensation</u> |
|-----------------------|----------------------------|--------------------------|---------------------|
| Contract for Services | March 10, 2015 | AM 15-027 | \$ 61,400 |
| Amendment #1 | February 9, 2016 | AM 16-017 | \$ 61,400 |

Administration’s Recommendation:

To approve Action Memorandum No. 17-014 authorizing the City Manager to sign Amendment 2 to the Contract for Visitors Information Services awarded to the Palmer Museum of History and Art on March 10, 2015 to reflect payments for 2017.