



The CITY OF DAYTONA BEACH

“THE WORLD'S MOST FAMOUS BEACH”

Date: October 26, 2017
To: James V. Chisholm, City Manager
From: Patricia Bliss, Chief Financial Officer *P. Bliss*
Subject: Credit Card Merchant Services for Club Prophet System

Request:

City Commission to adopt a resolution to award credit card merchant services to Electronic Transaction Systems (ETS) Corporation, 20135 Lakeview Center Plaza, Ashburn, VA 20147.

Considerations:

The current point of sale system (POS) at the golf and tennis facilities is Club Prophet Systems (Proshopkeeper). The system has been in use by the City since 2001 and has been an excellent record keeping tool for inventory and transactional data.

To enhance credit card security and comply with the EMV technical standard, or chip technology, Club Prophet needs to complete the installation of chip readers at the golf and tennis facilities. Club Prophet's exclusive merchant services credit card provider is ETS Corporation in conjunction with Merrick Bank Corporation and new contracts are requested.

Credit card transactions have two components: interchange fees and merchant service charges. Interchange fees are dictated by the Credit Card Associations (i.e. Visa, MasterCard) and are non-negotiable. Merchant services charges are assessed by ETS and Merrick Bank. ETS charges \$0.10 per transaction plus markup depending on credit card type ranging from 0.0015 to 0.0050 of the transaction amount (sales). The estimated annual merchant service fees for golf and tennis centers are \$4,700 and \$2,400 respectively.

The request is for the authorized signatories for the merchant applications and agreements (contracts) to be the City Manager and the Chief Financial Officer. The CFO will be authorized to complete any additional forms and designate online access. The CFO also will be authorized to review and adjust which merchant services are selected for the City in order to accommodate the rapid changes in technology and to ensure internal procedures are followed.

The agreements are on a month-to-month basis and renews by successive months unless terminated. The City has the ability to terminate upon 30 day notice. The City Manager is requested to be authorized to exercise termination of the agreements.

Funding:

Funds are available in the Golf Course Fund 450-180780-572-549016-000000 and the Tennis Center Fund 470-180790-572-549016-000000.

Recommendation:

City Commission approve the resolution to award credit card merchant contracts to ETS Corporation 20135 Lakeview Center Plaza, Ashburn, VA 20147. I request that this item be included on the next available commission meeting agenda.