

AGENDA SUMMARY

The City of Daytona Beach

DEPARTMENT/DIVISION: Finance STAFF CONTACT: Patricia Bliss, Chief Financial Officer ITEM TITLE: Merchant Services Contracts approval with ETS Corp	Meeting Date: 12/06/2017 First Agenda Action: 12/06/2017 Second Agenda Action:
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ACTION (check one): Presentation Discussion Resolution Ordinance
 Resolution – PUBLIC HEARING Ordinance on first reading – PUBLIC HEARING





IS ITEM BUDGETED: YES NO BUDGET \$ _____
 TOTAL COST \$ 7,100

VISION PLAN/STRATEGIC PLANNING INITIATIVE: Improve access for citizens through inclusive approaches to governing, planned change and visible accountability

BACKGROUND: City Commission to adopt a resolution to approve credit card merchant services contracts with Electronic Transaction Systems (ETS) Corporation, 20135 Lakeview Center Plaza, Ashburn, VA 20147, for the golf and tennis facilities. 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. The estimated annual merchant service fees for golf and tennis centers are \$4,700 and \$2,400 respectively. The contracts are on a month-to-month basis and renews by successive months unless terminated. The City has the ability to terminate both contracts upon 30 day notice. The City Manager is requested to be authorized to exercise termination of the contracts. The request is to authorize the City Manager to sign the merchant applications and agreements (contracts) and the Chief Financial Officer 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. Funds are available in the Golf Course Fund and Tennis Center Fund.

STAFF/BOARD RECOMMENDATION: Chief Financial Officer recommends approval.

REVIEWED BY AS REQUIRED:

DEPT./DIVISION HEAD	PURCHASING	LEGAL	CITY MANAGER
 DATE: <u>11/27/17</u>	 DATE: <u>11/27/17</u>	 DATE: <u>11/28/17</u>	 DATE: <u>11/29/17</u>