



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

18-0979

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: September 25, 2018

TITLE: Motion to Approve Amendment to Terms of Service for Credit Card
Processing Services – Elavon, Inc. - \$58,000

Recommendation

It is recommended that the City Commission approve an Amendment to Terms of Service, in substantially the form attached, for a 60-day contract extension with Elavon, Inc., (“Elavon”), for credit card processing services in the estimated amount of \$58,000.

Background

On November 1, 2016, the City Commission approved a contract amendment with Wells Fargo Bank N.A. (CAM 16-1186) to add merchant card services with Wells Fargo Merchant Services LLC (“Wells Fargo”) and transition those services from Elavon to Wells Fargo. Commencement of the transition from Elavon to Wells Fargo was delayed until January 2017 due to the City’s security metrics requirements to become Payment Card Industry (PCI) Data Security Standard compliant and the final execution of the Wells Fargo contract. The contract with Elavon has been continuously renewed to prevent interruption of services. The last extension was approved by the City Commission on December 19, 2017 and extended the contract to September 30, 2018 (CAM 17-1484).

All merchant accounts have switched to Wells Fargo except one utility billing account. Utility Billing staff is working to test and implement a new system (Invoice Cloud), which will enhance the neighbor’s website and in-person payment experience. In addition, the new system will assist the Information Technology Security team with PCI compliance. However, staff has encountered unexpected challenges, which requires configuration changes from the City’s Information Technology Department. The required changes will take some time to configure; therefore, a continuation of the Elavon contract for the specified period of October 1, 2018 to November 30, 2018 is necessary to ensure continuity of city operations.

Staff recommends a proprietary extension of the contract for credit card processing services with Elavon pursuant to Section 2-176(e)(2), Code of Ordinances of the City of Fort Lauderdale, Florida, as the services are not readily subject to competition for this transition period and time is of the essence.

Resource Impact

There is no current fiscal year impact associated with this action. Future expenditures of \$58,000 are subject to the FY 2019 Budget appropriations.

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Internal Support Cylinder of Excellence, specifically advancing:

- Goal 12: Be a leading government organization, managing resources wisely and sustainably.
- Objective 2: Routinely examine and improve procurement and payment processes.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan*: We are Community.

Attachment

Exhibit 1 – Elavon Amendment to Agreement

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