



CITY OF WAUKESHA

Administration

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Committee: Information Technology Board	Date: 3/6/2019
Common Council Item Number: #19-0333	Date: 3/19/2019
Submitted By: Chris Pofahl, IT Director/Mona Bauer, PRF	City Administrator Approval: Kevin Lahner, City Administrator KML
Finance Department Review: Rich Abbott, Finance Director RA	City Attorney's Office Review: Brian Running, City Attorney Click here to enter text.
Subject: Review and Act on the approval of the contract with Open Edge and authorize the Mayor to sign this contract and all future purchase orders of goods or services under our agreement with Open Edge.	

Details:
 PRF is looking for an integrated processor with the current registration software program: MaxGalaxy. PRF's goals are to provide PCI Compliance devices to face to face customers, offer customers the option to use AMEX and Discover Cards, and reduce costs associated with the current credit card processors. Open Edge processor meets all these goals. Currently PRF is using two different processors and paying two different rates. By adopting one processor and utilizing it through the registration software, the credit card process would be streamlined. Procedures such tracking fees, transactions and balancing register shifts would be positively affected by having one processor.

Options & Alternatives:
 The Park Rec registration system has limited processor compatibility and number of available processors such as Open Edge and Pay Pro Flow. We are currently using Pay Pro Flow which has higher processing and monthly fees and cannot provide an integrated, PCI compliant device. The other processors have the same limitations as Pay Pro Flow except for Open Edge.

Financial Remarks:
 The costs associated with the monthly transaction fees fluctuate throughout the year, but reoccurring monthly fees total \$40, which are accounted for in 5310.53490 – Recreation Other Operating Expenses and 5990.52195 – Park and Recreation Special Revenue – Credit Card Collection Fee of the 2019 Park Rec operating budget. The cost per card reader is \$249, which is included in the Community Investment Program, Equipment Replacement Fund Expenditure approved by Common Council last fall (0400-5314-68190).

Executive Recommendation:
 Review and Act on the approval of the contract with Open Edge and authorize the Mayor to sign this contract and all future purchase orders of goods or services under our agreement with Open Edge.

