



Baldwin County Commission

Legislation Text

File #: 21-0189, **Version:** 1

Meeting Type: BCC Regular Meeting

Meeting Date: 11/17/2020

Item Status: New

From: Cian Harrison, Clerk/Treasurer; John Marino, Chief Compliance Officer

Submitted by: Dana Austin, Staff Accountant

ITEM TITLE

Merchant Processing Application and Agreements for various Departments and Divisions

STAFF RECOMMENDATION

Take the following actions related to Merchant Services:

1) Approve Hancock Whitney Merchant Processing Application and Agreements, effective immediately upon signed agreements, terminating July 2, 2022. Fees for services agree with the Request for Proposal response approved by the Commission on July 2, 2019. Application and Agreements are for the following Departments/Divisions:

- a) Building Department
- b) Planning and Zoning Department
- c) Sales and Use Tax Department
- d) Administration and Parks Departments for Live Oak Landing
- e) Administration Department for the Animal Shelter
- f) Baldwin County Sheriff's Office Offender Registration Division
- g) Baldwin County Sheriff's Office Community Corrections Division; and

2) Approve the TransArmor Data Protection and Clover Security Services Participation Addendum to the Merchant Service Agreement for the Baldwin County Animal Shelter, effective immediately upon signed agreement, ending one (1) year from effective date with automatic renewal until terminated upon at least thirty (30) days' notice. TransArmor charges a \$9.95 monthly service fee; and

3) Approve the Authorize.Net Payment Gateway Account Setup Forms; effective immediately upon signed agreements, terminating at the Commission's discretion. Gateway fees include a monthly fee of \$15.00 for each location and a \$0.10 transaction fee and \$0.10 daily batch fee which are passed on to the credit card holder. The initial setup fee has been waived. Gateway Setup forms are for the following Departments:

- a) Planning and Zoning Department
- b) Administration and Parks Department for the Animal Shelter; and

4) Approve the Hancock Whitney Equipment Agreement for six (6) FD150 terminals for a cost of \$333.00 each, one (1) FD150 terminal at no cost, and one (1) Clover Go terminal for a cost of \$108.00 for a total cost of \$2,106.00; and

5) Adopt Resolution #2021-029, authorizing Clerk/Treasurer, Adria Cian Harrison, to sign necessary agreements and any other necessary supporting documents, as part of the Merchant Services, Virtual Terminal, and related Equipment setup process.

BACKGROUND INFORMATION

Previous Commission action/date: 07/02/2019

Background:

July 2, 2019: Merchant Services was awarded to Hancock Bank effective July 2, 2019 and terminating on July 2, 2022, with a discount rate of 0.0% and transaction fee of \$0.10.

The Building Department, Sales and Use Tax Department, and Animal Shelter merchant services was previously awarded to PayZoom with services terminating in 2019. Since COVID-19 these services have been provided on a month-by-month basis.

The Planning and Zoning Department, Administration and Parks Departments for Live Oak Landing, Baldwin County Sheriff's Office Offender Registration Division and Baldwin County Sheriff's Office Community Corrections Division have not had the ability to take payments by credit card.

FINANCIAL IMPACT

Total cost of recommendation: \$2,106.00 for equipment, \$15.00 monthly service fee for Planning and Zoning, and \$24.95 service fee for the Animal Shelter.

Budget line item(s) to be used: Budgeted in operational line items

If this is not a budgeted expenditure, does the recommendation create a need for funding?
No

LEGAL IMPACT

Is legal review necessary for this staff recommendation and related documents?
Yes

Reviewed/approved by: Brad Hicks, County Attorney, reviewed and approved 11/10/2020

Additional comments: N/A

ADVERTISING REQUIREMENTS

Is advertising required for this recommendation? No

If the proof of publication affidavit is not attached, list the reason: N/A

FOLLOW UP IMPLEMENTATION

For time-sensitive follow up, select deadline date for follow up: N/A.

Individual(s) responsible for follow up: Administration and Finance Accounting

Action required (list contact persons/addresses if documents are to be mailed or emailed):

- 1) Administration will get the Chairman and Administrator to sign Resolution #2021-029
- 2) Clerk/Treasurer will sign documents and Finance and Accounting will deliver them to the bank.

Additional instructions/notes: N/A