

## Staff Report

**Subject:** Approval of Quote from Toast, Inc. for the software and equipment to allow Recreation to accept credit card payments at concession stands

**Author:** Alison Bruton, Purchasing Agent

**Department:** Recreation

**Meeting Date:** March 15, 2022

**Item Description:** Approval of Quote from Toast, Inc.

**Summary Recommendation:** Staff recommends approval of the Quote from Toast, Inc. for the software and equipment to allow Recreation to accept credit card payments at concession stands.

### Executive Summary/Background:

- Toast is a payment processing system that is going to replace what we currently have for recreation concessions. We had built POS terminals to use Point & Pay credit card processing that the rest of the county uses but the process was so difficult that no one ever used it. Currently concessions are a cash only operation, which makes it difficult for parents and kids at sporting events.
- Toast will allow them to take credit card payments or cash payments. It integrates the cash drawer into the system and will print receipts for the customers. This will also have a “kitchen” display so that orders can be processed and prepped as they come in. It has a customer facing display and payment point so that the customer can see their order and make their payment with their card without having to hand it to someone. This promotes security of the cards.
- The system is able to generate reports so that staff can see daily transactions and totals. This gives them the ability to plan and order supplies appropriately. Having the integrated cash drawer allows for better tracking and management of cash and allows for easier reconciling the till at the end of the day.
- This quote is for the Clarence Morgan Complex and staff has plans to add this system to other concession stands as well.

### Alternatives for Commission to Consider

1. Approval of Quote from Toast, Inc. for the software and equipment to allow Recreation to accept credit card payments at concession stands for a one-time payment of \$2,892.80 and a recurring fee of \$133.00
2. Take no action

**Recommended Alternative:** 1

**Other Alternatives:** 2

**Department Review:** Finance, County Manager, Purchasing

**Funding Source:** Recreation Operating Budget

**Attachments:** Quote from Toast, Inc.