



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 15, 2023

Originating Department: Finance Department

Agenda Title: Request for Authorization For The Town Manager to Complete
An Application Regarding Changes to Dockmaster Credit Card
Processing System

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake
Park, ou=Town Manager,
email=jdagostino@lakeparkflorida.gov, c=US
Date: 2023.03.10 16:34:26 -05'00' **Date:** _____

Cost of Item: Varies **Funding Source:** Marina

Account Number: 800-49600 **Finance Signature:** Jeffrey P. Duvall Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o, ou, email=jduvall@lakeparkflorida.gov, c=US
Date: 2023.03.08 13:40:30 -05'00'

Advertised:

Date: N/A **Newspaper:** _____

Attachments: _____

Please initial one:

X Yes I have notified everyone

Not applicable in this case

Summary Explanation/Background:

In December 2022 Staff was notified by Dockmaster support, the Marina's accounting system, that it was changing the credit card processing company used to route electronic transactions. The Town is required to complete and sign an online service application with Dockmaster. Virtually all of the Marina's payments are processed through electronic payment systems and this application is required to continue processing these payments.

Dockmaster previously provided this service through a third party and is now consolidating this service in order to standardize and control fees. The fees associated with this service are in excess of \$10,000 annually which is consistent with the previous service company.

Recommended Motion: I move to authorize the Town Manager sign a new credit card processing agreement with the Marina's accounting system Dockmaster.