



AGENDA ACTION FORM

Consideration of a Resolution to Use Southern Automated Systems, Inc. to Accept Credit Card Payments for Kingsport City Court Citations

To: Board of Mayor and Aldermen

From: Chris McCartt, City Manager *CM*

Action Form No.: AF-91-2023

Work Session: April 17, 2023

First Reading: N/A

Final Adoption: April 18, 2023

Staff Work By: Captain Chris Tincher

Presentation By: Chief Dale Phipps

Recommendation:

Approve the Resolution

Executive Summary:

Approval of this resolution will allow the Kingsport Police Department to collect city court fines via online credit card payments through Southern Automated Systems, Inc. Currently, the Kingsport Police Department utilizes Southern Automated Systems, Inc. for municipal court software to manage citations and court dockets. Presently, citations must be paid either in person with cash or a credit card or by mailing a check or money order, and a clerk would then process the payment once received. Payments made through Southern Automated's credit card system are more efficient since the credit card processing software is also tied to the court management system.

Southern States Automated Systems, Inc. would agree to provide credit card payment services for the court to streamline this process and offer customers the convenience of online payments. This agreement would be at no cost to the Municipal Court. The customer would pay a convenience fee of \$4.50 plus 3% to Southern Automated Systems Inc. Funds for customer cases (fines and court costs) are deposited into the City's bank account. The convenience fee and percentage would be deposited into Southern Automated Inc.'s account.

Approving this resolution would significantly improve efficiency and customer service.

Attachments:

1. Resolution
2. Add Location form

	Y	N	O
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—