



SUMMARY REPORT

Agenda Date: 9/15/2020

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Clerk-Recorder-Assessor
Staff Name and Phone Number: Kim Barrett 565-3471
Vote Requirement: Majority
Supervisory District(s): Countywide

Title:

Debit and Credit Card Payment Services Agreement for Clerk-Recorder-Assessor Records and Documents

Recommended Action:

Authorize the Clerk-Recorder-Assessor to execute an agreement with Automated Merchant Systems, Inc. to continue to provide transaction gateway, processing and settlement services of credit card transactions for copies of official public records, other filed documents, marriage license applications, and other financial transactions made over the internet, from September 12, 2020 through September 11, 2023.

Executive Summary:

To continue to provide the public with the option to purchase records and services over the Internet, the Clerk-Recorder-Assessor wants to continue providing the ability for the public to purchase copies of Official Public Records, file Fictitious Business Name Statements, apply for Marriage Licenses, and purchase other documents and services virtually. Automated Merchant Systems, Inc. (AMS), offers an online payment option that is integrated with Tyler Eagle Recorder, the Clerk-Recorder-Assessor's Recording, Vital Records, and Cashiering System. Depending on the document type, documents are either available for immediate download once the online payment is processed, or sent directly to a queue for staff to process and mail out, thus providing customers with a fast, convenient option to obtain needed documents. This has been an integral option to provide remote services, including video conference marriage license and ceremony appointments, during the COVID-19 health emergency.

Discussion:

In April of 2014, the Clerk-Recorder-Assessor's office purchased Tyler Eagle Recorder software as their Recording, Vital Records, and Cashiering system. Since the purchase of the system, Tyler has released software updates and developed new system enhancements. One of the available options is an eCommerce Module that allows for the online purchase of document copies. Tyler, together with Automated Merchant Systems, Inc., provides an integrated payment processing system for members of the public to go online, search the document indexes, then choose to purchase a copy. Once the payment information has been received and processed, the customer will receive a link allowing them to download the image(s). The fee for this service is currently \$2.00 per transaction, and is charged directly to the customer.

Prior Board Actions:

Agenda Date: 9/15/2020

09-12-2017 - Authorized the Clerk-Recorder-Assessor to execute a contract with Automated Merchant Services

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

There is no impact to the Clerk-Recorder-Assessor budget. Fees are charged by Automated Merchant Systems directly to the customers.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1 - Contract Extension Amendment 2020-2023

Related Items "On File" with the Clerk of the Board:

Copy of Agreement with Automated Merchant Systems, Inc.