



NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: November 18, 2025

TO: Board of Supervisors

FROM: Shannan Moon, Sheriff-Coroner-Public Administrator

SUBJECT: Resolution authorizing the execution of Amendment No. 2 to the agreement with Teleosoft, Inc. for services related to establishing a public portal interface that will facilitate online civil services and payment, resulting in an increase to the contract amount by \$70,433.40, increasing the maximum not-to-exceed amount to \$140,220.40 and approving the related budget amendment (4/5 affirmative vote required)

RECOMMENDATION: Adopt the resolution.

FUNDING: Additional funding of \$56,046.00 for fiscal year 2025/26 (one time implementation fee of \$49,362.00 plus \$6,684.00 in on-going license maintenance fee) is not included in the Sheriff's Office Admin Services current year budget and therefore a budget amendment is required. Use of Civil Fund 1168 revenues typically offset the annual cost for Teleosoft, however, there is insufficient fund balance to fully fund the additional costs. The Sheriff's Office will use a combination of Civil Fund 1168 and Rural Counties Fund 1171 fund balance. There is no General Fund impact.

BACKGROUND: The Sheriff's Office provides service of civil process within the County of Nevada. Revenues from civil process fees are deposited in Civil Fund 1168. Civil Fund 1168 monies are used to support equipment and software used in the service of civil process.

The Teleosoft, Inc. software solution (CountySuite:Sheriff) was implemented by the County in fiscal year 2015/16 via Resolution 15-471. The initial term of the original agreement ended at the end of June 2024 and a new agreement focusing on ongoing services and maintenance was adopted via Resolution 24-324 for the fiscal years 2024/25 through 2027/28.

In 2022, the State of California passed legislation that required the County to offer an electronic payment option for civil processes by 2026. The Sheriff's Office has determined that the most effective way to do this is by having Teleosoft establish a public portal whereby customers will be able to submit both civil documentation and payment online. For these added services, there is a one-time cost of \$49,362.00 to implement the solution and an on-going license maintenance annual fee of \$6,684.00 that will escalate annually. The total additional cost for fiscal years 2025/26 through 2027/28, the final year of the existing agreement, is \$70,433.40. The total not-to-exceed contract amount increases from \$69,787.00 to \$140,220.40. Teleosoft estimates that it will take six to nine months to fully implement the public portal.

Initiated by: Georgette Aronow
Approved by: Shannan Moon