



MEMORANDUM

To: Clerk of the Board of Supervisors

From: Office of the Treasurer & Tax Collector

Subject: Request for Retroactive Approval – Amendment No. 4 to Contract with Collection Solutions Software, Inc.

Date: November 7, 2025

The Office of the Treasurer & Tax Collector is requesting retroactive approval of Amendment No. 4 to the agreement with Collection Solutions Software, Inc. (CSS).

The Office has submitted a revised resolution and contract. The retroactive approval is being requested because the contract extension term begins December 1, 2025, and based on the legislative calendar, we do not anticipate the Board of Supervisors will be able to provide final approval until after that date.