Administrative Report

H.5., **File #** 21-2809 **Meeting Date:** 8/3/2021

To: **MAYOR AND CITY COUNCIL**

From: ELEANOR MANZANO, CITY CLERK

TITLE

APPROVE FIRST AMENDMENT TO PROJECT SERVICES AGREEMENT WITH NETFILE, INC. FOR AN ANNUAL AMOUNT NOT TO EXCEED $8,300 OR $24,900 FOR THE DURATION OF THE AGREEMENT FOR E-FILING AND PLATFORM ADMINISTRATION FOR CAMPAIGN FINANCE DISCLOSURE AND CONFLICT OF INTEREST STATEMENTS AND EXTEND THE TERM TO SEPTEMBER 5, 2024 WITH THE OPTION FOR TWO ADDITIONAL ONE-YEAR EXTENSIONS

EXECUTIVE SUMMARY

Approval of this agreement extends the current agreement with Netfile, Inc. for a period of three years. Netfile provides a secure administration system of electronic submission (e-filing) of Fair Political Practices Commission (FPPC) Campaign Finance Disclosure forms and Statements of Economic Interest (Form 700), as mandated by the Political Reform Act and the City's Conflict of Interest Code. The agreement allows for two additional 1-year extensions.

BACKGROUND

The Redondo Beach Municipal Code mandates online electronic filing of FPPC Campaign Finance Disclosure Statements and Statements of Economic Interest (Form 700), public documents, as identified in the Political Reform Act (PRA) and the City's Conflict of Interest Code. The City entered into an agreement with Netfile on September 6, 2016 to build and maintain the Redondo Beach electronic filing platform.

Upon successful electronic submission, filings required by the PRA or submission of Form 700's (Title 87200) to the FPPC are automatically transmitted via Netfile, which is publicly accessible on their website as well as on the City's website (public portal <https://public.netfile.com/pub2/?AID=CRB>).

Netfile's support and e-filing assistance has been exceptional over the course of the existing agreement. Since contracting with Netfile in 2016, 229 California agencies utilize Netfile e-filing systems. Attached is a communication from Netfile documenting unique features they provide in support of a sole source award.

COORDINATION

The agreement was prepared in coordination with the City Attorney's office.

FISCAL IMPACT

The City Clerk's Office has sufficiently budgeted for FY 2021-22 services.

ATTACHMENTS

First Amendment - Netfile, Inc.
Original Agreement - September 2016
Certificate of Insurance
Netfile Letter