



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**February 4, 2025**

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**TOPIC:** Lobbyist Filing System

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**AGENDA TITLE**

Agreement Amendment to Add Lobbyist Registration Forms and Reports to Online Electronic Filing System (General Fund)

**RECOMMENDED ACTION**

Authorize the City Manager to execute a first amendment to agreement with NetFile to add a Lobbyist E-Filing and Administration System to the existing online subscription services for FPPC filing, increasing the compensation by \$25,584 for a total amount not-to-exceed \$120,584, and exerting the two-year extension expiring July 31, 2027 (Agreement No. A-2025-XXX).

**GOVERNMENT CODE §84308 APPLIES:** Yes

**DISCUSSION**

On July 19, 2022, the City Council adopted Ordinance No. NS-3022 adding Article XI "Lobbyist Registration" to Chapter 2 of the Santa Ana Municipal Code (SAMC). Since that time, several steps have been made to implement the Lobbyist Program. A registration [form](#) is available via the City's website. There are currently nine registered lobbyists in the City. As part of the Fiscal Year 2023/24 Budget process, City Council approved various fees pertaining to the Lobbyist program as part of the Uniform Schedule of Miscellaneous Fees, including an initial registration fee, an annual re-registration fee, and a late report filing fee. Fees have yet to be assessed, pending full implementation of the program.

Ordinance NS-3022 requires registration forms and disclosure reports to be filed using the City Clerk's electronic filing system. While the web-based form has been sufficient in obtaining general registration information, it is inadequate for filing quarterly and annual reports and does not meet the electronic filing system requirement of the ordinance. The City Clerk's Office already contracts with NetFile for online subscription services to facilitate required Fair Political Practices Commission (FPPC) filings such as campaign disclosure reports and Statements of Economic Interests (Form 700). NetFile

has a Lobbyist E-Filing and Administration System which meets the City's needs for an electronic filing system for the Lobbyist Program. The NetFile system is familiar to many users, provides an administrative component for staff to manage deadlines and communications, and provides transparent access to the public for filed forms and reports via a search page.

Approval of the amendment to the NetFile agreement will allow staff to implement the lobbyist electronic filing system and work with existing and future lobbyists to file their registration forms and quarterly and annual reports while making all forms and reports publically available. Approval will also authorize payments for lobbyist services provided by NetFile since November 20, 2024.

### **ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

### **FISCAL IMPACT**

Funds in the pro-rated amount of \$6,584 for Fiscal Year 2024-25 are available in the City Clerk's Contract Services-Professional expenditure account. Funding for subsequent fiscal years will be included in the proposed budgets for City Council consideration.

<b>Fiscal Year</b>	<b>Accounting Unit-Account#</b>	<b>Fund Description</b>	<b>Account Unit, Account Description</b>	<b>Amount</b>
FY 2024-25	01107031-62300	City Clerk	Contract Services - Professional	\$6,584
FY 2025-26	01107031-62300	City Clerk	Contract Services - Professional	\$9,500
FY 2026-27	01107031-62300	City Clerk	Contract Services - Professional	\$9,500
Total				\$25,584

### **EXHIBIT(S)**

1. Amendment to Agreement with NetFile

Submitted By: Jennifer L. Hall, City Clerk

Approved By: Alvaro Nuñez, City Manager