



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/26/2019

Agenda Placement: 6Q

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: John Tuteur - Registrar of Voters
Elections

REPORT BY: John Tuteur, Assessor-Recorder-County Clerk - 253-4459

SUBJECT: Assessor-Recorder-County Clerk ex officio Registrar of Voters Requests Board Approval of Acquisition of E-filing system for Form 700 and Campaign Reports

RECOMMENDATION

Assessor-Recorder-County Clerk ex-officio Registrar of Voters requests approval of and authorization for the Chair to sign the following agreements with Southtech Systems Inc. for the term of February 26, 2019 through June 30, 2020 with automatic extensions for two additional years:

1. An agreement for an annual amount of \$10,415 to provide an e-filing system for Fair Political Practices Commission required Statements of Economic Interest (Form 700); and
2. An agreement for an annual amount of \$9,411 to provide an e-filing system for Fair Political Practices Commission required campaign reports.

EXECUTIVE SUMMARY

Assessor-Recorder-County Clerk ex officio Registrar of Voters is the filing officer for Form 700 Statements of Economic Interest and Fair Political Practices Commission (FPPC) campaign reports for local candidates and committees. Today's action will change from a paper based system to an electronic filing system for both types of reports and will provide secure filing for 700 filers and public access to filings with proper redaction.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? Yes

Where is it budgeted?	E-filing of Form 700 Statements of Economic Interest and campaign reports will cost approximately \$20,000 per year with the first year extending to June 30, 2020. Funds for the period February 26, 2019 through June 30, 2020 will be included in the 6 month budget update.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	Annual subscription fees will be budgeted for each fiscal year.
Consequences if not approved:	The County Clerk ex officio Registrar of Voters is the mandated filing officer by action of the Board of Supervisors. This service will assist in performing those mandated duties. If not approved, Napa County will not join 41 other California counties using e-filing. The open government pillar and goal of the strategic plan to increase web-based inquiry for the public will not be implemented. Filer and staff productivity will remain impacted without offsetting cost savings through e-filing.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Assessor-Recorder-County Clerk ex officio Registrar of Voters is the filing officer for Form 700 Statements of Economic Interest and Fair Political Practices Commission (FPPC) campaign reports for local candidates and committees. These filings are now done by hard copy paper filings. The FPPC has certified vendors for electronic filing of Form 700. Throughout California, 41 counties are using certified e-filing systems for Form 700 filing. Moving to e-filing is commensurate with the strategic plan pillar of open government by providing public access over the web to view Form 700s and campaign reports. The Election Division estimates that the annual cost of e-filing is more than offset by savings in staff costs for both filers and election division staff who process these documents. The vendor has two separate e-filing programs: one for Statements of Economic Interest and a second for local campaign reporting. Because the two systems are independent, the county is signing two contracts.

The election division solicited proposals from the vendors whose systems are certified by the FPPC and reviewed both programs for features and compatibility with our current practices. We also conducted a cost comparison which showed that the selected vendor was the best buy for the features offered. The system will provide online filing capability for all county Form 700 filers and local campaign reporting entities. The system will also track ethics and sexual harassment training. All Form 700s and campaign reporting will be available in appropriately redacted format on the County website. All information transmitted through the system is public information with the exception of certain data that will be redacted. This vendor provides the same service statewide to the Fair Political Practices Commission; is already familiar to our staff; provides redaction services for paper forms; copies liaisons when emails are sent to filers; is reasonably priced and allows client to modify letters sent to filers.

Implementation of e-filing of Statements of Economic Interest requires certification by the California Fair Political Practices Commission and a \$1,000 filing fee. Vendor has agreed to credit Napa County with that same amount

so that eDisclosure contract amount includes the filing fee.

Southtech Inc. is based in Riverside California. Neither of the certified vendors are local.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi