



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: March 2, 2026

To: Honorable Mayor and City Council

Date: March 2, 2026

From: Meaghan Hassel-Shearer, City Clerk – (650) 558-7203

Subject: Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with NetFile for the Period of July 1, 2026, through June 30, 2031, for the Electronic Filing of Statements of Economic Interest and Campaign Statements, and for Required AB 1234 and SB 827 Trainings, for an Amount Not to Exceed \$41,500

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute a professional services agreement with NetFile for the period of July 1, 2026, through June 30, 2031, for:

- the electronic filing of statements of economic interest and campaign statements
- required AB 1234 ethics training
- required SB 827 fiscal and financial training

The total amount of the professional services agreement for the five-year period is \$41,500.

BACKGROUND

At their December 21, 2021, meeting, the City Council adopted Ordinance 2002, which allows the City to accept electronic filings for both:

- campaign statements (460s) – forms that disclose contributions to local candidate and ballot measure campaigns
- statements of economic interest (Form 700s) – forms that designated public officials and employees are required to file on an annual basis

With the adoption of Ordinance 2002, the City contracted with NetFile to purchase their electronic filing system for campaign statements and statements of economic interest for \$4,900 a year.

NetFile's system saved staff time through the automation of deadline reminders and proper storage and maintenance of records. NetFile also assists individuals who need to file 460s or Form 700s, as it walks them through the process and assists them with their questions. Additionally, for campaign statements, the system assists candidates by totaling contributions and keeping track of their donors.

DISCUSSION

On October 11, 2025, Governor Newsom signed into law SB 827. SB 827 is a “Good Governance” measure designed to improve fiscal oversight and ethical standards in local government. The law introduced two major mandates starting January 1, 2026.

1. Mandatory Fiscal and Financial Training

The State is now requiring two hours of fiscal and financial training be completed within six months of an individual’s start date and then repeated every two years. Individuals who are subject to this training are:

- elected officials,
- department heads and local agency executives, and
- appointed officials who make financial recommendations

For the City of Burlingame, this will include the City Council, Commissions, Boards, Department Heads, and select staff such as the Deputy City Manager and Assistant City Attorney.

2. Expanded Ethics Training (AB 1234)

SB 827 also updated the scope of the existing AB 1234 ethics training framework. Under SB 827, the requirement expanded to include department heads and similar administrative officers who were previously exempted in many jurisdictions. Also, new officials must now complete the ethics training within six months of starting service, which shortens the previous one-year period.

For the City of Burlingame, this will include all individuals who are required to file a statement of economic interest with the City pursuant to Resolution Number 058-2024.

Pursuant to SB 827, starting July 1, 2026, cities must post clear instructions on their websites regarding how the public can request training records. Agencies also must maintain proof of training for at least five years.

In order to ensure the City meets the State’s mandates under SB 827, staff contacted NetFile for assistance. NetFile is offering AB 1234 training and the two-hour fiscal training under SB 827. In addition, NetFile will be able to send out reminders, track when individuals need to retake trainings, and keep accurate records of all training certificates. Staff will benefit from the organization of having individuals’ statements of economic interest, trainings, and campaign statements all conveniently located in one place.

The proposed agreement with NetFile is for a five-year period at a cost of \$8,300 a year, for a total cost of \$41,500. Additionally, NetFile is waiving charges for the first four months of service and won’t begin charging the City until July 1, 2026.

FISCAL IMPACT

The contract with NetFile is \$8,300 per year and will be funded in the City Clerk's Department budget. The cost will be factored into the FY 2026-27 budget as it is being provided to the City for the remainder of this fiscal year at no cost.

Exhibits:

- SB 827
- Resolution Number 058-2024
- Original Agreement
- Resolution
- Proposed Agreement