

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: DINA MANIS, CITY CLERK  
SUBJECT: PUBLIC RECORDS ACT MANAGEMENT SOLUTION  
AGREEMENT AMENDMENT WITH NEXTREQUEST

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the City Clerk's Office that the Council, by resolution, approve and delegate authority to the City Manager or designee to execute an amendment to the City's Existing Order Forms and Agreements (F001873) and any necessary related documents with NextRequest LLC with offices in San Francisco, California, to modify scope, extend for an additional three years, and add compensation in the amount of \$35,679.29 for a total not to exceed amount of \$118,435.06.

---

EXECUTIVE SUMMARY

NextRequest LLC is the cloud-based public records request management portal the City of Santa Rosa uses for residents and City staff to manage public records requests in accordance with the California Public Records Act (CPRA). NextRequest provides the ability for the public to submit, track and manage their requests, while allowing staff the technology to manage and track the public records request process more efficiently. This aligns with Council Goal #6 – Achieve Organizational Excellence, by delivering outstanding services to the community.

BACKGROUND

In 2018 the City completed an RFP for a CPRA management solution and selected NextRequest Co. (now NextRequest LLC) based on scoring criteria and was awarded a 5-year agreement in the amount of \$82,755.77.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

AMENDMENT TO AGREEMENT F001873 – NEXTREQUEST PUBLIC RECORDS  
MANAGEMENT SOLUTION  
PAGE 2 OF 2

The current Agreement F001873 is set to end in November 2023. This amendment to Agreement F001873 extends the agreement for an additional three years and adds compensation for each year. To date, NextRequest has met the requirements of the agreement, providing an online platform for public records request management that is efficient and accessible for both the public and city-wide staff. The agreement terms have been modified from previous terms to eliminate the redaction module, which staff determined as an inefficient and costly tool, and will be replaced with the retention module. The retention module allows for effective compliance with our retention schedule and other Public Records Act requirements.

FISCAL IMPACT

The agreement modification keeps the annual increases limited to 3.5% within the multi-year agreement, to allow for application improvements, new features, and inflation.

The continuation of the agreement with NextRequest will be funded with budgeted funds within the City Clerk's FY 2023-24 budget and subsequent fiscal year budgets.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Agreement F001873
- Resolution/Exhibit A - Amendment

PRESENTER

Dina Manis, City Clerk