



Office of the City Manager

CONSENT CALENDAR
April 14, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Mark Numainville, City Clerk

Subject: Contract No. 32400067 Amendment with Westcoast Online Information Systems, Inc. DBA NetFile for Online Campaign Reporting, Public Financing Administration, Form 700 Filing and Tracking, State Law SB 827 Fiscal & Financial Training and Tracking, and State Law AB 1234 Ethics Training and Tracking

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract amendment with Westcoast Online Information Systems, Inc. DBA NetFile to increase the not-to-exceed amount by \$11,850 for financial and ethics training tracking and administration for a total contract amount not to exceed \$182,550 within the original term of October 23, 2023 to September 20, 2028.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract will be available in the City Clerk's Department Fiscal Year 2026 General Fund and have been allocated in budget code 011-32-314-000-0000-000-411-611120. There are adequate funds in the account to cover estimated costs for the remainder of FY 2026. Allocations of funds for subsequent years will be subject to adoption of the Annual Appropriations Ordinance for that fiscal year.

CURRENT SITUATION AND ITS EFFECTS

NetFile provides the City with a comprehensive suite of services including Online Campaign Reports, Public Financing Administration, and Form 700 Filing and Tracking. Newly passed State Law SB 827 requires fiscal and financial training and tracking, which NetFile is already equipped to handle as part of their existing service offerings. Additionally, AB 1234 Ethics Training is also included in this amendment, ensuring elected officials and department heads remain compliant with the state requirements.

Senate Bill 827 adds over 300 required filers for the financial training that must be tracked. With this new addition to the existing 50 ethics training filers, an automated system was required to efficiently implement the new requirements and ensure compliance with state law.

BACKGROUND

The City originally contracted with NetFile in 2007. For over 18 years, NetFile has provided the City of Berkeley with a high level of customer service and competitive pricing. Filing tracking software is a key function of the City's role in maintaining good record keeping, and NetFile has been instrumental in fulfilling this function for the City of Berkeley.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the action requested in this report.

RATIONALE FOR RECOMMENDATION

NetFile software is an essential tool in the City Clerk Department to automate the filing, tracking, and administration of state and locally mandated filings. This automation has increased compliance and reduced errors by filers. It also allows the Department to “do more with less” by automating the tracking, notification, and enforcement of state and local mandates.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action needs to be considered at this time.

CONTACT PERSON

Mark Numainville, City Clerk, City Clerk Department, 981-6909

Attachment:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32400067 AMENDMENT: WESTCOAST ONLINE INFORMATION SYSTEMS, INC. DBA NETFILE FOR ONLINE CAMPAIGN REPORTING, PUBLIC FINANCING ADMINISTRATION, FORM 700 FILING AND TRACKING, AND TRACKING FOR STATE MANDATED TRAININGS

WHEREAS, the City of Berkeley entered Contract #32400067 with Westcoast Online Information Systems, Inc. DBA NetFile on October 23, 2023 with a not-to-exceed amount of \$170,700; and

WHEREAS, in accordance with the provisions of the Government Code, the Berkeley Charter, the Municipal Code, and the Conflict-of-Interest Code, the City Clerk is the filing officer for approximately 50 city campaign committees as well as over 700 Form 700 filers; and

WHEREAS, the City Clerk is the filing officer for up to 320 people annually to complete required Fiscal & Financial training; and

WHEREAS, the City Clerk is the filing officer for up to 50 people annually to complete Ethics Training; and

WHEREAS, tracking this volume of mandated filings requires an automated system that is powerful and efficient; and

WHEREAS, since the implementation of the NetFile in 2007, staff efficiencies have increased, errors on campaign filings have decreased, time that it takes to post filings to the web has been shortened, and public access to filings has improved; and

WHEREAS, funds are available in the current year budget in the General Fund, budget code #011-32-314-000-0000-000-411-611120.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract amendment with Westcoast Online Information Systems, Inc. dba NetFile to increase the not-to-exceed amount by \$11,850 for a total not to exceed amount of not to exceed \$182,550 for the period October 1, 2023 through September 30, 2028 for online campaign report, public financing, and Form 700 filing and tracking, SB 827 Fiscal & Financial training and tracking, and AB 1234 Ethics training and tracking. A record signature copy of said contract and any amendments to be placed on file in the Office of the City Clerk.

