



Office of the City Manager

CONSENT CALENDAR
September 24, 2019

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Mark Numainville, City Clerk
Subject: Contract No. 9900 Amendment: NetFile for Online Campaign Report, Form 700, and Lobbyist Registration Filing and Tracking

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 9900 with Westcoast Online Information Systems, Inc. dba NetFile, to increase the not-to-exceed amount by \$19,200 for a total not-to-exceed amount of \$133,200, to pay for regular annual maintenance costs for online campaign report and Form 700 filing and tracking, to add to the capacity of online filers by 350 to allow for the addition of commissioner Form 700 e-filing, and to add the services related to the new lobbyist registration filing system through May 31, 2023.

FISCAL IMPACTS

The annual cost for the NetFile system includes all maintenance, upgrades, and customer support costs. The annual General Fund cost for the NetFile system is \$27,600. Funding for the contract amendment is available in the FY 2020 budget (account code 011-32-314-000-0000-000-411-611120). Over the span of the contract, the total amount will not exceed \$133,200.

CURRENT SITUATION AND ITS EFFECTS

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 campaign reports for city campaign committees and candidates as well as Form 700 reports filed by commissioners, employees, and consultants.

The City accepts forms from numerous campaign committees during an election cycle, and over 500 Form 700 filers consisting of commissioners, employees and city consultants. Additionally, in 2017 NetFile added the public finance module to accommodate the adoption of the Fair Elections Act; pursuant to the adoption of the Lobbyist Registration Act in 2018, a lobbyist registration module has been added. Tracking this amount of data requires a robust and efficient system such as NetFile.

NetFile allows the City to publically post campaign disclosure statements and Form 700 much faster than previously possible. In addition, the data in the campaign filings is more searchable and can be easily downloaded for analysis by the public.

The NetFile system has been a proven success for the City since 2007. Over the past 12 years NetFile has worked closely with City staff on the development and improvement of the software. In 2014, NetFile performed significant work to assist with the City's transition to mandatory electronic filing. The effort to allow commissioners to file Form 700s electronically results in additional costs. The addition of a lobbyist tracking module has been added to the scope of services performed by NetFile. This amendment will allow the City to continue to use NetFile to maintain a high level of public transparency and process efficiencies through automation.

BACKGROUND

The NetFile system is web based and hosted by the vendor. The original purchase and use of NetFile in 2007 was approved by the city's Technology Governance Group, and it has not resulted in additional ongoing workload commitments for IT staff.

ENVIRONMENTAL SUSTAINABILITY

Electronic filing of Form 700s and campaign statements reduces the amount of paper filings as well as car trips to downtown to file forms in person. The automation and electronic disclosure of public information provides greater access to the public, while reducing the use of paper and fossil fuel.

CONTACT PERSON

Mark Numainville, City Clerk, (510) 981-6900

Attachments:

1: Resolution

RESOLUTION NO. -N.S.

CONTRACT NO. 9900 AMENDMENT: WESTCOAST ONLINE INFORMATION SYSTEMS, INC. DBA NETFILE FOR ONLINE CAMPAIGN REPORT AND FORM 700 FILING AND TRACKING

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 35 City campaign committees as well as over 500 Form 700 filers; and

WHEREAS, the addition of online commissioner Form 700 e-filing will result in significant environmental benefits, greater compliance by filers, and easier, more efficient filing process for commissioners, and efficiencies for city staff; and

WHEREAS, the addition of commissioners as electronic filers results in a modest increase in the contract cost to the City; and

WHEREAS, the newly adopted lobbyist registration ordinance requires that these new services be added to scope of services for NetFile; and

WHEREAS, tracking this amount of paperwork requires an automated system that is powerful and efficient; and

WHEREAS, since implementation of the NetFile system in 2007, staff efficiency has increased, overtime costs have been reduced, 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 011-32-314-000-0000-411-611120 and the contract has been entered into the City contract database.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 9900 with Westcoast Online Information Systems, Inc. dba NetFile, to increase the not-to-exceed amount by \$19,200 for a total not-to-exceed \$133,200 for the period June 1, 2015 through May 31, 2023 for online campaign reporting, lobbyist registration, public financing, and Form 700 e-filing and tracking. A record signature copy of said contract and any amendments is to be placed on file in the Office of the City Clerk.

