



Office of the City Manager

CONSENT CALENDAR
November 18, 2025

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Mark Numainville, City Clerk

Subject: Contract: General Code, LLC for Berkeley Municipal Code Publishing Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract with General Code, LLC, for online and printed code publishing services for the Berkeley Municipal Code from November 20, 2025 through November 19, 2030 for a total not to exceed amount of \$75,000.

FISCAL IMPACTS OF RECOMMENDATION

The term of the contract with General Code, LLC for code publishing services will be five years, with \$15,000 allocated per year for a total not to exceed amount of \$75,000. Funding for the contract is available in the City Clerk Department's Fiscal Year 2026 General Fund. 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

General Code, LLC (General Code), provides the City with code publishing services for the City Charter and Berkeley Municipal Code (Code). These services include codification of ordinances into the existing Code, electronic publishing of the Charter and Code on the City's website, internet services to support the electronic Code, and semi-annual full Code reprints. The Code and Charter are presently approximately 2,200 pages. The web platform for the online Code provides for responsive design to smartly fit the user's screen size and is compatible with different devices. The web platform also includes enhanced settings to increase accessibility for individuals with disabilities, and allows the user to customize the appearance of the site, including fonts, colors, and how much text is displayed. The navigation and searchability of the Code allows for robust searching, saving, sharing, bookmarking, and printing, resulting in enhanced transparency and a user-friendly experience.

The existing contract expires on December 21, 2025 and this new contract with General Code will allow for continuation of code publishing services through November 19, 2030.

BACKGROUND

The City Clerk Department is responsible for the processing of ordinances adopted by the City Council, and ensuring the maintenance and updating of the Code and Charter. In 2008, staff reviewed proposals for code publishing services, including the full conversion of the print and electronic Code. Code Publishing Company was selected and worked with staff to both convert the electronic code to an HTML format online that allowed users to search, read, and print information more easily, as well as manage the conversion and reformatting of the hardcopy Code book. The project also entailed on-going incorporation of adopted ordinances into the Code, including maps, diagrams, charts, and tables, as well as maintenance of a general alphabetical subject index. In 2021, General Code acquired Code Publishing Company, and General Code continues to provide code publishing services and fulfill all terms of the existing contract with the City of Berkeley.

In August 2025, the City released Request For Proposal (RFP) Specification No. 26-11755 for code publishing services. City staff compiled a list of codification vendors, and sent each of them notice of the availability of the RFP. One response was received, and a panel of City staff performed a review of the submitted proposal. General Code, LLC was selected based on their ability to meet the selection criteria, including technical ability to perform the service, expertise, references and customer service, and turnaround time of service provided.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

This contract ensures the continuation of maintenance and support of the electronic version of the Code on the City's website. The electronic Code is updated as ordinances become effective, features robust search capabilities, and provides users with the option of viewing and printing the Code by title, chapter, or section. The electronic version of the Code has reduced printing requirements, as users are able to access the Code from electronic devices and selectively print on an as-needed basis.

RATIONALE FOR RECOMMENDATION

General Code has provided the City with a high level of customer service and competitive pricing. In addition, they provide highly detailed editing and proofreading services, management of complex Code organization, and offer modern online features including responsive design for mobile viewing, a customizable interface for improved accessibility for individuals with disabilities, and advanced searching and navigation tools for increased efficiency and transparency.

ALTERNATIVE ACTIONS CONSIDERED

The City Council could consider not approving this contract, however the City does not currently have in-house resources to update and maintain the Code in the same manner as a professional codifier. Maintaining the hardcopy and electronic Code requires a high level of technical and editorial expertise. Staff recommends a contract for this

specialized service, as it will allow for Code maintenance and updates in a timely and cost-effective manner.

CONTACT PERSON

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

Attachments:

1: Resolution

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

CONTRACT: GENERAL CODE, LLC FOR BERKELEY MUNICIPAL CODE AND CITY
CHARTER PUBLISHING SERVICES

WHEREAS, the City Clerk Department is responsible for the processing of ordinances adopted by the City Council, and ensuring the maintenance and updating of the Berkeley Municipal Code and City Charter; and

WHEREAS, General Code, LLC, is the City's current vendor for code publishing services, and continues to provide the City with a high level of customer service and competitive pricing; and

WHEREAS, the existing contract for code publishing services expires on December 21, 2025 and staff recommends a contract for this specialized service; and

WHEREAS, in August 2025, the City released Request For Proposal Specification No. 26-11755 for code publishing services and a panel of City staff selected General Code, LLC based on their ability to best meet the selection criteria; and

WHEREAS, funds in the amount of \$75,000 are allocated in the General Fund budget for this contract.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with General Code, LLC, for Berkeley Municipal Code and City Charter publishing services for the term of November 20, 2025 through November 19, 2030, for a total not to exceed amount of \$75,000.