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 and Form 700 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 for an amount not to exceed $114,000 for the period June 1, 2018 through May 31, 2023 for online campaign report and Form 700 filing and tracking, including a public financing module.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION
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 $22,800 (010-2101-410-3013). Over the span of the contract and subsequent renewals, the total amount will not exceed $114,000.

The CMS number for the contract amendment is CMS No. TQKRZB.

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 over 40 campaign committees, 15 officer filers, numerous candidates and ballot measure committees during an election cycle, and over 600 Form 700 filers consisting of commissioners, employees and city consultants. Tracking this amount of paperwork 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 the data 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 11 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. After the passage of the public financing program, NetFile completed significant work to tailor a special module for the City to administer the program. The added public financing module and the future effort to allow commissioners to file Form 700s electronically results in additional costs. 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 with less use of durable resources and fossil fuels.

CONTACT PERSON
Mark Numainville, City Clerk, 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 30 city campaign committees as well as over 700 Form 700 filers; and

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

WHEREAS, since the implementation of the NetFile in 2007, staff efficiencies have 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, since the start of the current contract NetFile has completed significant work to tailor a special module for the City to administer the public financing program; and

WHEREAS, funds are available in the current year budget in the general fund, budget code 010-2101-410-30-13 and contract has been entered into the City contract database, and assigned CMS No. TQKRB.

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 for an amount not to exceed $114,000 for the period June 1, 2018 through May 31, 2023 for online campaign report and Form 700 filing and tracking. A record signature copy of said contract and any amendments to be placed on file in the Office of the City Clerk.