



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Lee Price

**SUBJECT:** CONTINUATION AGREEMENT  
WITH WESTCOAST ONLINE  
DBA NETFILE

**DATE:** July 29, 2010

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## **RECOMMENDATION**

Adoption of a resolution authorizing the City Clerk to negotiate and execute a continuation agreement with Westcoast Online dba Netfile to provide online posting of campaign disclosure forms, statements of economic interest, and lobbyist registration forms, thereby increasing total compensation in an amount not to exceed \$275,000 and extending the term of the agreement to December 31, 2010.

## **OUTCOME**

Execution of the continuation agreement with Westcoast Online dba Netfile will allow the company to perform the applicable services for the Office of the City Clerk through the current election cycle.

## **BACKGROUND**

Since 2005, the Office of the City Clerk has had a contract with Netfile to host financial disclosures filed by candidates, employees, and lobbyists. Over the past two years, the service has been expanded to allow the direct on-line filing of Statements of Economic Interest filed by designated employees, commissioners and consultants and various campaign finance disclosure reports. The most recent contract extension expired June 30, 2010 and the City Clerk would like to extend the contract through the November 2010 election cycle. However, the City Clerk's contracting authority is limited to \$250,000 and the contract extension will exceed that limit by \$25,000. Therefore, the City Clerk is requesting authorization by the City Council to negotiate and execute a contract extension that will take the cumulative total of contracted service to \$275,000 and extend the contract period through December 31, 2010. Staff has already begun work on a new Request for Proposal process to obtain bids from potential providers and secure quotes for future services beginning January 1, 2011.

### ANALYSIS

The Office of the City Clerk recommends that the contract be extended so that these services are available through the November 2010 election cycle.

### EVALUATION AND FOLLOW-UP

The award of future contract(s) may be agendized for City Council consideration and approval upon completion of the RFP process.

### PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This memorandum does not meet any of the above criteria, but it is posted on the City's website for the August 3, 2010 City Council Agenda.

### COORDINATION

This memorandum was coordinated with the City Manager's Budget Office, Finance Department, and City Attorney's Office.

### COST SUMMARY/IMPLICATIONS

Contracts for these services were anticipated as part of the annual budget process and funding was appropriated in the General Fund to the Office of the City Clerk's Non-Personal/Equipment appropriation.

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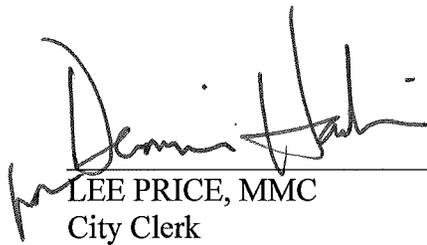
**BUDGET REFERENCE**

Fund #	Appn #	Appn Name	Total Appn	Contract Amount	2010-2011 Proposed Budget (Page) *	Last Budget Action (Date, Ord. #)
001	0452	City Clerk's Office Non-Personal/ Equipment	\$2,985,930	\$31,500	VIII-30	Ord. 28765 6/29/10

\* The 2010-2011 Proposed Budget was adopted by the City Council on June 29, 2010.

**CEQA**

Not a Project.

  
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LEE PRICE, MMC  
City Clerk

For questions please contact Dennis Hawkins, Assistant City Clerk, Office of the City Clerk, at (408) 535-1275.