



COUNTY OF HUMBOLDT

For the meeting of: 6/15/2021

File #: 21-635

To: Board of Supervisors

From: Clerk/Recorder

Agenda Section: Consent

SUBJECT:

Approve the Appropriation Transfer for the Purchase of DisclosureDocs and CampaignDocs Electronic Reporting System (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve an appropriation transfer to move existing funding from the fixed asset line 1100 140 8983 to 1100 140 2148 for the purchase of Granicus DisclosureDocs and CampaignDocs electronic reporting system (Attachment 1 and Attachment 2).

SOURCE OF FUNDING:

General Fund (1100)

DISCUSSION:

The California Political Reform Act of 1974 (PRA) (Government Code, Sections 84100-84511) requires the filing of campaign disclosure statements, including but not limited to local candidates for elective office, or those supporting or opposing local candidates or ballot measures. The PRA also requires all elected and appointed officials and designated employees to file Statements of Economic Interests (Form 700) (Government Code, Sections 87100-87505). The Office of Elections is the campaign finance reporting filing officer for the County of Humboldt for 14 elected county seats, 30 school districts, 44 special districts, 15 general purpose committees, and local measure committees. The Office of Elections is also the Form 700 reporting filing officer for 14 elected county seats, 52 appointed county seats, approximately 220 school district seats, approximately 150 special district seats, and candidates filing declaration of candidacy.

Currently, Elections tracks filer reporting and maintains electronic records manually. Manual administration of the county's campaign finance reporting and Form 700 reporting prohibits the Office of Elections from accepting electronically signed and filed documents from filers. This restriction has created many roadblocks for filers during the COVID-19 pandemic. Although electronic templates were provided to filers, many filers had limited access to printers, equipment to scan signed originals, and necessary mail return supplies (e.g. envelopes, postage).

In response to the COVID-19 pandemic, the Office of Elections continues to find ways to provide quality customer service to filers, streamline processes to maximize efficiency, and increase public transparency. Establishing an electronic reporting system provides many benefits to filers and the county.

On June 5, 2018, County Administrative Office - Information Technology (CAO-IT) received approval from the Board of Supervisors to enter into a service agreement with Granicus for its web-based public meeting software (Attachment 3). The Board of Supervisors authorized the Chair of the Board to execute amendments to the agreement. The Office of Elections will work with CAO-IT and Granicus to amend the existing agreement to include the DisclosureDocs and CampaignDocs modules and, upon approval of County Counsel, will ask the Chair to execute the amendment on behalf of the County.

Granicus is a web-based vendor-hosted application that utilizes “industry best practices” for securing data. Filers will be able to electronically sign and file campaign finance reports and Form 700 safely and securely. No printer or mail return supplies will be required for filing. Filers will not be charged a service or use fee. The electronic reporting system provides a module for the public to view filings, increasing transparency and reducing staff costs incurred by manually scanning, saving, and uploading filings to Elections’ website individually.

To accommodate the transition from paper to electronic filing, Granicus offers a one-on-one training with filers. The same will apply to candidates and treasurers during elections and post-election. Training includes the set-up of filers accounts and explaining the online process from data input to finalizing statements to e-file.

The Office of Elections will return to the Board this summer with an ordinance to govern campaign finance disclosure reporting.

FINANCIAL IMPACT:

The total annual cost of the Granicus DisclosureDocs and CampaignDocs reporting web platform service is \$17,818, which includes set-up, training, hosting, redaction, and subscription annual fee. Elections currently has funding allocated in the fiscal year 2020-21 budget for this purchase and will continue to allocate funding 1100 140 for future fiscal years.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework by providing community-appropriate levels of service, managing our resources to ensure sustainability of services, and fostering transparent, accessible, welcoming and user-friendly services.

OTHER AGENCY INVOLVEMENT:

County Administrative Office - Information Technology (CAO-IT)

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the appropriation transfer for purchase the Granicus DisclosureDocs and CampaignDocs modules. However, this alternative is not recommended as the

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Fair Political Practices Commission utilizes Granicus as its online reporting web platform for campaign finance and statements of economic interests and expanding Granicus services creates efficiencies and competencies in compatibility of services and reduces staff costs to manually perform these functions.

ATTACHMENTS:

Attachment 1: Appropriation Transfer

Attachment 2: Granicus Proposal

Attachment 3: June 5, 2018 Agenda Item & Granicus Contract

PREVIOUS ACTION/REFERRAL:

Board Order No.: C10

Meeting of: June 5, 2018

File No.: n/a