

# Agenda Report



**MEETING DATE:** Tuesday, December 10, 2024

**TO:** City Council

**FROM:** CITY CLERK ORTIZ

**SUBJECT: APPROVAL OF SEVENTH AMENDMENT TO AGREEMENT WITH DOCUSIGN, INC. FOR ELECTRONIC SIGNATURE SOLUTION SERVICES IN AN AMOUNT NOT TO EXCEED \$43,243.20**

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## **RECOMMENDED ACTION:**

Staff recommends that the City Council approve a resolution approving the seventh amendment to the agreement with DocuSign, Inc. for electronic signature solution services, in an amount not to exceed \$43,243.20, extending the term for one year, and authorizing the City Manager to execute same.

## **BACKGROUND:**

In March 2020, the Covid-19 pandemic impacted City operations across various departments due to County-wide shelter in place orders. To help ensure continuation of proper review and approval of City documents in a timely and safe manner, the City Clerk's office researched digital signature solution services and selected DocuSign, Inc., a widely accepted electronic signature software, as best fitting the City's needs. The City entered into an initial agreement with DocuSign, Inc. in an amount of \$12,420 for 20 eSignature Business Pro accounts for a one-year term, in accordance with the City's Purchasing Procedures for equipment and supplies of less than \$20,000 (WMC 3-5.200). Prior to this, all documents, including but not limited to contracts, contract amendments, agreements, bids, leases, resolutions, ordinances, and Notices of Completion addressed to the Santa Cruz County Recorder's officer required physical signing of documents.

## **DISCUSSION:**

The advantages of utilizing digital signatures became clear as the City continued to adapt to ongoing challenges resulting from the pandemic. After the original one-year term expired, the City renewed the agreement with DocuSign on an annual basis. With increases in subscription costs, the purchase of additional user accounts, and added enhanced account features, the cumulative total for services will exceed \$100,000, requiring Council approval for renewal of the annual subscription.

Costs per year to date are outlined in the table below.

<b>Year</b>	<b>Amendment</b>	<b>Cost</b>	<b>Reason</b>
2020	N/A	\$12,420	Original Agreement
2020	1	\$1,547.90	Additional Licenses
2021	2	\$16,301.25	Annual Renewal
2021	3	\$17,746.94 <b>(\$25,116- \$7,369.06 credit)</b>	Additional Features; prorated amount & credit of \$7,369.06 given for previous annual renewal
2022	4	\$4,985.80	Additional Licenses
2022	5	\$34,776	Annual Renewal
		<b>Total: \$87,777.89</b>	
2023	6	\$35,644.25	Annual Renewal
2024	7	\$43,243.20	Annual Renewal
		<b>Total: \$166,665.34</b>	

**STRATEGIC PLAN:**

This recommendation is consistent with the following Council Strategic Goal:

- 7-Efficient and High Performing Government – Renewing the agreement with DocuSign, Inc. will allow for continued use of electronic signatures, which has enhanced efficiency of the City’s process for executing documents necessary for continuation of a wide range of its daily operations.

**FINANCIAL IMPACT:**

Total cost of the renewal is \$43,243.20, which will bring the cumulative total to \$166,665.34, to be paid out of account 160-7360.

**ALTERNATIVE ACTION:**

Council could elect not to approve renewal of the DocuSign, Inc. subscription, and instead revert to the traditional way of reviewing and signing documents in person.

**ATTACHMENTS AND/OR REFERENCES (If any):**

None.