

RESOLUTION NO. _____(CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE APPROVING SEVENTH AMENDMENT TO AGREEMENT WITH DOCUSIGN, INC. FOR ELECTRONIC SIGNATURE SOLUTION SERVICES, INCREASING CONTRACT COMPENSATION IN AN AMOUNT NOT TO EXCEED \$43,243.20; AND AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE SAME

WHEREAS, In March 2020, the COVID-19 pandemic impacted City operations due to social distancing and shelter-in-place orders imposed by the County of Santa Cruz; and

WHEREAS, the City needed to adapt and implement new procedures to allow for proper review and approval of official City documents; and

WHEREAS, the City identified DocuSign as the leading digital signature procurement system widely accepted by local jurisdictions; and

WHEREAS, Section 3-5.200 of the Municipal code provides that purchases of equipment and supplies for less than Twenty Thousand and no/100ths (\$20,000.00) Dollars and nonprofessional services for less than Ten Thousand and no/100ths (\$10,000.00) Dollars, if authorized by a department head, may be purchased without the bidding procedures of this chapter and without a written contract with the vendor; and

WHEREAS, in May 2020, the City entered into an initial agreement with DocuSign, Inc. for electronic signature solution services in the form of 20 eSignature Business Pro for Gov accounts in an amount of \$12,420; and

WHEREAS, in November 2020, a First Amendment was executed for purchase of an additional five (5) eSignature Business Pro for Gov accounts in an amount of \$1,547.90; and

WHEREAS, in May 2021, a Second Amendment was executed to renew the City's annual subscription in an amount of \$16,301.25; and

WHEREAS, in December 2021, a Third Amendment was executed to add one (1) account and convert all existing accounts to Enterprise Pro for Gov, adding features including envelope editing and signing group capabilities in an amount of \$25,116; and

WHEREAS, at the time the Third Amendment was executed, the City received a prorated credit for the prepaid portion of the previous amendment in an amount of \$7,369.06; and

WHEREAS, in May 2022, a Fourth Amendment was executed for the purchase of an additional ten eSignature Enterprise Pro for Gov accounts in an amount of \$4,985.80; and

WHEREAS, in December 2022, Fifth Amendment was executed to renew the City's annual subscription in an amount of \$34,776; and

WHEREAS, on December 2023, a Sixth Amendment was executed to renew the City's annual subscription in an amount of \$35,644.25; and

WHEREAS, a seventh amendment is required to execute a new annual subscription, in an amount of \$43,243.20 (from \$123,422.14 to \$166,665.34).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:

1. Entering into a contract with DocuSign is not subject to review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21000, et seq. and the CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et. seq.), including without limitation, Public Resources Code section 21065 and California Code of Regulations 15378 as it is not a "project" that may cause a direct, or reasonably foreseeable indirect, physical change in the environment and if a "project," is exempt under the "common sense" exception (14 Cal. Code Regs. § 15061(b)(3)) because it can

be seen with certainty that there is no possibility that this action may have a significant effect on the environment.

2. That the Seventh Amendment to the Agreement between the City of Watsonville and DocuSign, Inc., a copy of which is attached hereto and incorporated herein by this reference, is hereby approved.

3. The City Manager is hereby authorized and directed to execute said Amendment for and on behalf of the City of Watsonville with minor revisions that may be approved by the City Manager and the City Attorney.
