

Memorandum

REPORT TO: City Commission

FROM: Alex Newby, Deputy City Clerk
Mike Maas, City Clerk
Jon Henderson, Assistant City Manager

SUBJECT: Authorize the City Manager to Sign an Annual Renewal with DocuSign for Electronic Signature Software

MEETING DATE: July 1, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign an Annual Renewal with DocuSign for Electronic Signature Software

STRATEGIC PLAN: 6.3 Climate Action: Reduce community and municipal Greenhouse Gas (GHG) emissions, increase the supply of clean and renewable energy; foster related businesses.

BACKGROUND: In September of 2021, the City of Bozeman consolidated numerous individual and departmental accounts into an Enterprise account with DocuSign to more closely track usage and related expenditures through a [Master Services Agreement](#). This agreement allowed the City to better gauge its organizational wide usage and to appropriately identify future costs. Based on actual usage the City is increasing its allocation for electronic signature usage as represented by the new renewal amount. In August 2024, an [annual renewal agreement](#) was approved by the City Commission. This year's renewal is a continuation with updated volume based on actual usage by all City Departments.

UNRESOLVED ISSUES: None identified.

ALTERNATIVES: As per Commission

FISCAL EFFECTS: The \$45,818.62 annual cost is within the appropriated amount for the City Clerks' operating budget.

Attachments:
[DocuSign Annual Renewal](#)

Report compiled on: June 18, 2025