

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME  
AUTHORIZING THE CITY MANAGER TO RENEW THE SERVICE AGREEMENT  
WITH DOCUSIGN FOR THE PERIOD MARCH 30, 2026, TO MARCH 29, 2029, FOR  
THE ELECTRONIC SIGNING OF DOCUMENTS FOR A TOTAL AMOUNT OF  
\$105,408**

**WHEREAS**, on March 16, 2020, San Mateo County issued a stay-at-home order that required City staff to work remotely; and

**WHEREAS**, in order to ensure that contracts, resolutions, and other documents were able to move forward, the City entered into an agreement with DocuSign; and

**WHEREAS**, the DocuSign platform allows staff to obtain electronic signatures on City contracts, resolutions, and other documents; and

**WHEREAS**, over the past year, the City utilized DocuSign to sign 1,748 documents; and

**WHEREAS**, utilizing DocuSign allows the City to more easily sign documents and ensure that City records are properly retained; and

**WHEREAS**, the annual cost of DocuSign's platform is \$35,136.00; and

**WHEREAS**, the cost of DocuSign's platform for a three-year period from March 30, 2026, to March 29, 2029, is \$105,408.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGAME DOES  
RESOLVE AS FOLLOWS:**

The City Manager is hereby authorized to execute a service agreement with DocuSign for the period March 30, 2026, to March 29, 2029, in the form attached hereto as Exhibit A, for \$105,408, to allow for the electronic signing of documents.

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Mayor

I, MEAGHAN HASSEL-SHEARER, City Clerk of the City of Burlingame, do hereby certify that the foregoing Resolution was introduced at a regular meeting of the City Council held on the 16th day of March, 2026, and was adopted thereafter by the following vote:

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

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City Clerk