



CITY OF FERNLEY

CITY COUNCIL AGENDA REPORT

Meeting Date: August 18, 2021

REPORT TO:	Mayor and City Council
REPORT THRU:	Daphne Hooper, City Manager
REPORT FROM:	Kim Swanson, City Clerk
REVIEWED BY:	Denise Lewis, City Treasurer
REVIEWED BY:	Brandi Jensen, City Attorney

FINANCIAL IMPACT: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	CURRENTLY BUDGETED: Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>	FUND/ACCOUNT: 220-480-800
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ACTION REQUESTED: Consent Ordinance Resolution Motion Receive/File

AGENDA ITEM: (For Possible Action):
Approval of the contract with DocuSign subscription in an amount not to exceed \$3,000.00 utilizing the CARES Act funding.

Agenda Item Brief: Due to health and safety concerns and remote work schedules staff is recommending an electronic signature approval process for contracts and other city documents. Having an electronic approval process will expedite processes as well as save the City money.

Recommended Motion:
"I move to approve the contract with DocuSign subscription in an amount not to exceed \$3,000.00 utilizing the CARES Act funding."

Business Impact (per NRS Chapter 237):

A Business Impact Statement is Attached.

A Business Impact Statement is not required because this is not a rule (term excludes vehicles by which legislative powers are exercised under NRS Chapters 271, 278, 278A, or 278B).

See attached report for background, analysis, alternatives.

ALTERNATIVES:

The City Council could choose not to move forward with the DocuSign contract

BACKGROUND:

Allowing the use of DocuSign to electronically sign contracts as well as other city documents will promote efficiency, reduce staff time, paper usage, cost of postage and allow for a faster approval process. As people continue to practice social distancing for the foreseeable future, and avoiding face to face meetings, DocuSign offers a convenient solution, which allows signing a document from anywhere, from almost any device. This process is also extremely convenient for the recipient who does not need a DocuSign account to sign documents.

LEGAL IMPLICATIONS:

None

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS: