



Administrative Report

H.5., File # 26-0272

Meeting Date: 5/5/2026

To: MAYOR AND CITY COUNCIL
From: STEPHANIE MEYER, FINANCE DIRECTOR

TITLE

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE A VOTE CENTER FACILITY USE AGREEMENT AND THE SAFE ELECTION PLAN WITH THE LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK FOR USE OF THE ALTA VISTA PARK COMMUNITY CENTER FOR THE STATEWIDE DIRECT PRIMARY ELECTION TO BE HELD ON JUNE 2, 2026 AT NO COST TO THE CITY FOR THE TERM MAY 5, 2026 TO SEPTEMBER 1, 2026

CONTACT: ELEANOR MANZANO, CITY CLERK

2. APPROVE AN AGREEMENT WITH DOCUSIGN, INC. FOR ELECTRONIC SIGNATURE SERVICES IN AN AMOUNT OF \$14,274.00 FOR UP TO 1,500 E-SIGNATURE ENVELOPES AND \$8.80 PER EACH ADDITIONAL E-SIGNATURE ENVELOPE FOR THE TERM MAY 10, 2026 TO MAY 9, 2029

CONTACT: ELEANOR MANZANO, CITY CLERK

EXECUTIVE SUMMARY

Approve Contracts Under \$35,000

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt & Signature - LA County Registrar-Recorder County Clerk
- Agmt - DocuSign, Inc.