



# Administrative Report

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H.3., File # 22-4138

Meeting Date: 5/10/2022

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**To:** MAYOR AND CITY COUNCIL  
**From:** JENNIFER PAUL, FINANCE DIRECTOR

**TITLE**

APPROVE CONTRACTS UNDER \$35,000:

1. APPROVE AN AGREEMENT WITH DOCUSIGN, INC. FOR ELECTRONIC SIGNATURE SERVICES IN AN AMOUNT OF \$4,424.94 FOR UP TO 500 E-SIGNATURE ENVELOPES AND \$8.80 PER EACH ADDITIONAL E-SIGNATURE ENVELOPE EXCEEDING THE ALLOWANCE FOR THE TERM MAY 10, 2022 TO MAY 9, 2023.

**EXECUTIVE SUMMARY**

Approve Contracts Under \$35,000

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

Contract & Insurance