



Administrative Report

H.3., File # 22-4138

Meeting Date: 5/10/2022

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