



**CITY OF BELLE ISLE, FLORIDA  
ELECTRONIC SIGNATURE POLICY**

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APPROVED DATE: \_\_\_\_\_

Policy is approved and effective as indicated.

EFFECTIVE DATE: August 6, 2024

RESOLUTION NO: 24-12

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Rick Rudometkin, City Manager

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**A. Purpose**

This policy defines the guidelines for establishing electronic signature use in the city, promoting efficiency, and conserving public resources.

**B. Scope**

This policy establishes guidelines for the use of electronic signatures for certain City transactions and provides reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used by the City.

**C. Procedures**

Reducing the City's reliance on paper-based transactions will improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impact. Streamlining the processes described herein that require wet signatures and replacing them with electronic signatures, when practicable and necessary, is consistent with the intent of Florida law to promote electronic transactions and remove barriers that might prevent the use of electronic transactions by governmental entities.

**D. Definitions**

Designee	A City employee designated by the City Manager or City Clerk to sign City records on their behalf using an electronic signature.
Electronic Signature	An electronic process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.
Record	Information inscribed on a tangible medium or stored in an electronic or other medium is retrievable in perceivable form, except as otherwise defined for state or local agency record retention, preservation, or disclosure.
Wet Signature	A signature created when a person physically marks a document with the intent to sign the record.

## E. Policy

- Pursuant to City Council Resolution 24-12, the City authorizes using the DocuSign electronic signature platform, or any future replacement of such platform, to affix electronic signatures to City records.
- The City Manager, City Clerk, Police Chief, Department Directors, and their designees are authorized to use the DocuSign electronic signature platform or any future replacement of such platform to affix electronic signatures to City records as provided in this policy, except as required otherwise by law.
- The City recognizes electronic transactions and electronic signatures as legally binding and equivalent in force and effect as wet signature.
- The DocuSign electronic signature platform, or any future replacement of such platform, is authorized to affix electronic signatures to the following records: Minutes of City Council Meetings, resolutions and Ordinances Adopted by the Council, Grants and Agreements Approved by the City Council, Human Resources Employee Information and any and all contracts and agreements to which the City is a party, except as required otherwise by law.
- Electronic signatures may be used on City records requiring execution by a third party.
- This Policy may be modified, rescinded, or replaced at any time by the City Manager.
- Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the City Manager, City Clerk, or Department head by a designee shall use their own electronic signature.
- An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or required, except as provided herein.
- If an electronic signature is used for interstate transactions for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in the Global and Electronic Commerce Act.

This policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed as prohibiting the use of wet signatures.