
City Council Regular Meeting

DEPARTMENT: Legal and Purchasing

FROM: Justin Scharnhorst, Assistant to the City Manager

MEETING: July 24, 2023

SUBJECT:

Consider approval of a resolution adopting an electronic signature policy. (*Staff Contact: Justin Scharnhorst, Assistant to the City Manager*)

SUMMARY:

The proposed electronic signature policy sets forth a procedure for signing documents and records. The chief purpose of the proposed policy is to ensure that any electronic signatures used on City contracts are verifiable, storable, preservable, and compatible with current City software applications. The proposed policy would apply to (i) City contracts that are equal to or less than \$50,000.00 in value, (ii) City contracts and closing documents involving the purchase or sale of real estate that have been approved by the City Council, (iii) City contracts formed as a result of the City's solicitation of bids and proposals, and (iv) all contract approved by the City Council of the City of Burleson. Of course, the proposed policy is subject to the City's purchasing policy and other applicable laws regarding the formation and execution of City contracts. The policy would not allow for electronic signatures on ordinances, resolutions, and minutes. Staff believes the policy promotes paperless processing, reduces the reliance and cost of paper transactions, and allows quicker access to documents.

OPTIONS:

- 1) Example: Approve as presented
- 2) Example: Approve with changes
- 3) Example: Deny

RECOMMENDATION:

Approve as presented

PRIOR ACTION/INPUT (Council, Boards, Citizens):

N/A

FISCAL IMPACT:

N/A

STAFF CONTACT:

Name: Justin Scharnhorst

Title: Assistant to the City Manager

jscharnhorst@burlesontx.com

817-426-9646