



Electronic Signatures

PRESENTED TO THE CITY COUNCIL ON
JULY 24, 2023

History

- 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
- By approving, Council will enable staff to expand its current program, that consists of routing administrative contracts that are ready for approval through DocuSign
 - Utilizing this process expedites the contract review and approval process, and
 - Streamlines how the city sends documents to the City Secretary's Office for retention purposes
- This function will assist with capturing more functionalities of the contract process in an effort to promote paperless processing
 - By adopting this resolution staff will have the ability to route council contracts through this process
 - This will reduce staff time entering contracts into the city's financial software to create an encumbrance against the approved contract, creating a more holistic process.

History Continued

- 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
- The proposed policy is subject to the City's purchasing policy and other applicable laws regarding the formation and execution of City contracts

Council Action

- Approve a resolution adopting an electronic signature policy.
- Deny resolution