



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Aniz Alani, Deputy City Attorney

Council Meeting Date: May 6, 2025

Agenda Item Wording: Public hearing, discussion, and consideration of approval of proposed amendments to an Ordinance of the City of Dripping Springs, Chapter 2, Administration and Personnel, adopting an Electronic Signatures Policy.

Agenda Item Sponsor: Mayor Bill Foulds, Jr.

Summary/Background: Under the Texas Uniform Electronic Transactions Act (Chapter 322, Texas Business and Commerce Code), an electronic signature is a legally valid alternative to an ink or “wet” signature in all but very few cases. The City seeks to modernize its administrative processes through the explicit recognition and implementation of electronic signatures for official business transactions. This ordinance establishes a comprehensive framework for the use and acceptance of electronic signatures in compliance with state law.

Examples of documents to which electronic signatures may generally be applied include: application forms; contracts; correspondence; internal forms, policies and procedures; invoices; permits; purchase orders and expenditure approvals; and timesheets.

Conversely, the ordinance provides that electronic signatures may not be used for the certification of City ordinances or resolutions, or negotiable financial instruments issued by the City, including checks. Although Texas law does not preclude the use of electronic signatures for these documents, these proposed limitations would be self-imposed by the City and therefore require approval by City Council through an ordinance amendment to modify.

The proposed policy creates clear guidelines for authentication requirements, security protocols, and record retention standards. It addresses specific limitations for certain document types while maintaining the legal equivalency between electronic and handwritten signatures for most City transactions.

Implementation of this policy will streamline administrative processes, reduce paper usage, enhance document tracking capabilities, and improve overall operational efficiency. The ordinance includes robust security measures such as multi-factor authentication and audit trail requirements to ensure the integrity of electronic transactions.

The policy integrates with existing City procedures while establishing new standards for digital document handling. It provides clear direction for staff regarding the proper use of electronic signatures while maintaining necessary security protocols.

**Commission
Recommendations:**

N/A

**Recommended
Council Actions:**

Staff recommends approval of the ordinance to modernize City operations and improve administrative efficiency.

Attachments:

Draft Ordinance