



City of Grass Valley City Council Agenda Action Sheet

Title: Electronic and Digital Signature Policy

CEQA: Not a project

Recommendation: The Council should adopt Resolution 2024-82, establishing a policy authorizing the execution of the city documents under the Uniform Electronic Transactions Act (UETA) to allow the city to balance flexibility with the need for signature security and integrity.

Prepared by: Taylor Whittingslow, Deputy City Manager

Council Meeting Date: 11/26/2024

Date Prepared: 11/20/2024

Agenda: Consent

Background Information: With the enactment of the UETA (Uniform Electronic Transactions Act) by the State of California on January 1, 2000, electronic execution of contracts has become a standard and widely accepted method for entering into agreements, including purchasing transactions. Each year, the City processes many documents that could be managed and stored more efficiently through the use of electronic signatures. While requests for electronic contract execution are increasing, the City currently lacks a policy from the City Council authorizing their use.

Adopting electronic signatures offers numerous benefits, including:

- Reducing the time, paper, and costs associated with transmitting and approving physical documents.
- Enhancing customer service and providing greater convenience for individuals conducting transactions with the City.
- Improving records management practices.
- Establishing a clear and accessible audit trail for tracking document modifications and signatures.

Implementing electronic signatures aligns with the city's goal of offering additional convenience and efficiency, which is especially relevant in the era of flexible schedules and remote work.

The proposed policy authorizes the City Manager to select acceptable technologies and vendors that adhere to industry best practices, ensuring data security and signature integrity. In collaboration with the City Attorney and the City Clerk, the City Manager will determine which documents are eligible for electronic signatures.

Council Goals/Objectives: This action executes portions of work tasks towards achieving/maintaining Strategic Plan - Productive and Efficient Workforce.

Fiscal Impact: There is no fiscal impact due to this policy.

Funds Available: N/A

Account #: N/A

Reviewed by: _____ City Manager

Attachments:

- Resolution 2024-82
- Electronic & Digital Signature Policy