



155 F Road Loxahatchee Groves, FL 33470

TO: Town Council of the Town of Loxahatchee Groves

FROM: Valerie E. Oakes, Town Clerk

DATE: August 6, 2024

SUBJECT: Approval on *Resolution No. 2024-52 - Adopting an Electronic Signature Policy*

Background:

The Electronic Signature Policy (ESP) is designed to streamline our processes, enhance efficiency, and reduce our reliance on paper documents, which will provide cost savings.

The purpose of the ESP is to provide a clear framework for the use of electronic signatures within our organization. This policy ensures that electronic signatures are used appropriately and securely, in compliance with relevant laws and regulations.

This policy applies to all elected and appointed officials, employees, contractors, vendors, and agents of the Town of Loxahatchee Groves who are authorized to use electronic signatures in the course of their duties. It covers all documents and transactions where electronic signatures are deemed acceptable.

The Town Clerk's office will oversee the implementation of the Electronic Signature Policy, providing necessary training and support to all relevant personnel.

The adoption of electronic signatures marks a significant step towards modernizing our operations and enhancing our efficiency. We are confident that this policy will facilitate smoother and faster transactions while maintaining the highest standards of security and compliance.

Financial Impact:

The approximate financial impact will be less than \$2,500.00 annually, utilizing this policy for the execution of contracts, minutes ordinances and resolutions.

Recommendation:

Motion to approve *Resolution No. 2024-52* adopting an electronic signature policy.