



City Council Meeting Staff Report

Meeting Date: May 13, 2025

Subject: Consideration and Adoption of Resolution Approving an Electronic Signature Policy

Prepared By: Bill Zenoni, City Manager

Recommendation: Staff recommends that the Wheatland City Council consider adopting the resolution approving an Electronic Signature Policy.

Discussion: The City's current practice is to require manual signatures on all legally binding documents. Advances in technology have increased the use and security of electronic document management. California legislation (Government Code section 16.5 and Civil Code section 1633.1) authorize the use of digital signatures on written documents with a public entity. Digital signatures have the same force and effect as a manual signature if the following five attributes are required:

1. It is unique to the person using it.
2. It is capable of verification.
3. It is under the sole control of the person using it.
4. It is linked to data in such a manner that if the data are changed, the digital signature is invalidated.
5. It conforms to regulations adopted by the Secretary of State.

The City Attorney, working with staff, has drafted an Electronic Signature Policy which is in compliance with State legislation and which will improve the efficiency of current City processes, including the ability to sign up for a City business license or utility services online. This policy will not supersede laws specifically requiring a written signature, nor does it limit the right or option to conduct a transaction on paper or non-electronic forms. The policy provides that the City will accept electronic signatures as legally binding and equivalent to hand-written signatures on those transactions for which the parties have agreed to conduct the transaction by electronic means. If the Electronic Signature Policy is approved by the City Council, the City Manager will coordinate the selection of an appropriate electronic signature method with the City Attorney and City Clerk.

Fiscal Impact: The estimated annual cost of implementing this policy is approximately \$1,000.

Attachments:

1. Resolution
2. Electronic Signature Policy