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## City Council

### Approval of a Resolution Authorizing the Use and Receipt of Electronic Signatures in Conducting Business at the City of Olympia

**Agenda Date:** 8/25/2020  
**Agenda Item Number:** 4.B  
**File Number:** 20-0655

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**Type:** resolution **Version:** 1 **Status:** Passed

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**Title**

Approval of a Resolution Authorizing the Use and Receipt of Electronic Signatures in Conducting Business at the City of Olympia

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Move to approve the Resolution Authorizing the Use and Receipt of Electronic Signatures in Conducting Business at the City of Olympia

**Report**

**Issue:**

Whether to authorize the use of digital and electronic signatures to conduct business at the City of Olympia.

**Staff Contact:**

Annaliese Harksen, Deputy City Attorney, Legal Department 360.753.8338

**Presenter(s):**

None - Consent Calendar Item

**Background and Analysis:**

As with the rest of the nation, the City has been forced to conduct business online since the start of the public health emergency related to COVID-19. State law has authorized municipalities to adopt the use of electronic signatures for quite some time, yet the City hadn't routinely used or accepted electronic signatures across multiple departments until the pandemic. The 2020 State Legislature passed the Uniform Electronic Transaction Act (SB 6028), aligning various state statutes and allowing municipalities to determine the extent they wish to use electronic signatures and records in doing business. The widespread need for and use of the ability to sign documents electronically has proven to be incredibly efficient in conducting business during COVID-19. Although past law allowed the City to use and accept electronic signatures by policy, the City wishes to formalize its use and acceptance

of electronic signatures by a resolution of the City Council.

**Neighborhood/Community Interests (if known):**

The use of electronic signatures has and will continue to make it more efficient for the community to do business with the City of Olympia not only during emergencies, but when normal activity resumes as well.

**Options:**

1. Approve the Resolution Authorizing Use of Electronic Signatures .
2. Direct staff to modify the Resolution.
3. Move to take no action.

**Financial Impact:**

No financial impact.

**Attachments:**

Resolution