

**CITY OF MONROE**  
**RESOLUTION NO. 006/2020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MONROE, WASHINGTON, AUTHORIZING THE USE OF  
DIGITAL AND ELECTRONIC SIGNATURES IN THE CITY  
OF MONROE.

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WHEREAS, an electronic signature is an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record; and

WHEREAS, a digital signature is one type of electronic signature that contains a digital certificate, issued by a licensed certificate authority, behind the signature and offers authentication when sending a “signed” electronic document; and

WHEREAS, electronic signatures may be used for official public business to provide reasonable assurance of the integrity, authenticity, and nonrepudiation of an electronic communication with the adoption of appropriate legislative authority; and

WHEREAS, the state legislature, to the extent not already authorized by federal or state law, authorizes electronic dealings for governmental affairs and intends to promote electronic transactions and remove barriers that might prevent electronic transactions with governmental entities; and

WHEREAS, a digital signature is as legal, valid, effective, and enforceable as a written signature; and

WHEREAS, a valid digital signature that is issued by a certificate authority provides the following protections:

1. Verifies the signer is who they represent themselves to be because the signer has had to prove their identity to a certificate authority to obtain the digital signature;
2. Confirms the signature was applied to the document and not copied from another document because the signature file is cryptographically bound to the document; and
3. Ensures the document was not altered after it was signed.

WHEREAS, a digitally-signed document is an original of the document; and

WHEREAS, the private key used to create a digital signature is the personal property of the subscriber and is exempt from public inspection and copying under Chapter 42.56 RCW; and

WHEREAS, the method and process for electronic submissions and the use of electronic signatures must be established by ordinance, resolution, policy, or rule; and

WHEREAS, digital and electronic signatures provide a convenient, time-saving, and secure way of signing electronic documents; and

WHEREAS, the use of digital and electronic signatures for City documents and to conduct City business, where appropriate and permitted by law, will lessen administrative demands, improve efficiency, increase access to public information for all Monroe residents, leverage the City's investments in digital technology, and provide for predictable processes throughout the City; and

WHEREAS Governor Jay Inslee's Stay Home/Stay Healthy Order requires business be conducted utilizing all social distancing protocols, which can limit or hinder the City's ability to conduct business by its inability to have documents signed in a timely manner;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

THAT, City of Monroe employees who are designated by the City Council and/or the Mayor or his/her designee may sign City documents digitally if such an option is available, providing the following:

1. The City employee is authorized by the City Council or the Mayor and/or his/her designee to sign the document;
2. The digital certificate utilized by the City employee in connection with the digital signature is obtained from a certification authority in compliance with state law;
3. The digital certificate is not expired when the authorized City employee signs the document digitally;
4. The City employee does not provide information to the certification authority they know to be untrue; and
5. The digital signature contains the following information:
  - a. A hand-written representation of the City employee's signature;
  - b. A typed representation of the City employee's name and title; and
  - c. The date and time of the signature.

THAT, in addition to the foregoing, the Mayor, or his/her designee, may approve use of an electronic signature for official public business conducted by a City of Monroe Department if the process employed for the electronic signature provides for security, authentication, record integrity, and non-repudiation of the electronic communication.

THAT, a City document that is required by law to be signed in non-electronic media may not be digitally or electronically signed.

THAT, an electronically or digitally signed document shall be deemed the equivalent of an original signed document if the individual or entity signing the document has complied with the provisions of this Resolution.

ADOPTED by the City Council of the City of Monroe, at its regular meeting thereof, and APPROVED by the Mayor this 12<sup>th</sup> day of May, 2020.

Approved: May 12, 2020  
Effective: May 12, 2020

CITY OF MONROE, WASHINGTON

(SEAL)



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Geoffrey Thomas, Mayor

ATTEST:



[Becky Hasart \(May 13, 2020\)](#)

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Becky Hasart, Interim City Clerk

# For Signature: RES 006/2020 Digital and Electronic Signatures

Final Audit Report

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