



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley

From: Sally Nash, Director of Planning and Zoning, and Brian Paquin, MIT Manager

Date: September 10, 2021

Subject: O-35-21, Acceptable Forms Signature – for the purpose of authorizing automated or computer generated electronic or digital signatures for certain official City documents.

The purpose of this ordinance is to allow for digital signatures to be accepted in lieu of written signatures for certain electronic applications deemed appropriate by the City Manager. This would allow these processes to be completed without in-person interaction and in their entirety from web-based or other online applications. Providing an alternative to in-person interactions will increase efficiency and productivity by reducing the staff time required to process them. This is of particular importance with the City's upcoming EnerGov project, which will replace the Trakit system for processing permits and licenses by the end of 2021, as well as for the development of future applications that require electronic or digital signatures.

Prepared by Sally Nash, Director of Planning and Zoning, and Brian Paquin, MIT Manager