

## **RESOLUTION 2302-25**

### **A RESOLUTION OF THE CITY OF WINTER PARK, FLORIDA, APPROVING THE USE OF ELECTRONIC SIGNATURES ON GOVERNMENT DOCUMENTS; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City has the authority under the City Charter, Section 2(b), Article VIII of the State Constitution, and Section 166.021(1), Florida Statutes, to exercise any power for municipal purposes except where expressly prohibited by law; and

**WHEREAS**, The Florida Electronic Signature Act, Chapter 688, Florida Statutes, provides that an electronic signature may be used to sign a writing and shall have the same force and effect as a written signature; and

**WHEREAS**, the City has accepted and continues to accept electronic signatures on contracts and similar documents but wishes formally to authorize electronic signatures on resolutions, ordinances, commission minutes and other official City documents; and

**WHEREAS**, the City seeks to utilize the DocuSign software to electronically sign resolutions, ordinances, commission minutes, and other official City documents; and

**WHEREAS**, signatures made using DocuSign software meet the statutory requirements for valid electronic signatures per the Florida Electronic Signature Act; and

**WHEREAS**, the City Commission of the City of Winter Park finds that this Resolution approving and adopting the Citizen Participation Plan is in the interests of the public health, safety, and welfare.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Winter Park, Florida, that:

**SECTION 1. Recitals.** The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Resolution.

**SECTION 2. Electronic Signatures Permitted for Official City Documents.** The City Commission hereby approves the use of electronic signatures on resolutions, ordinances, commission minutes, and other official government documents of the City of Winter Park. Such electronic signatures must comply with the Florida Electronic Signature Act, Chapter 688, Florida Statutes, or any other applicable law.

**SECTION 3. Severability.** If any section, subsection, sentence, clause, phrase, word or provision of this Resolution is for any reason held invalid or

unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Resolution.

**SECTION 4. Conflicts.** In the event of a conflict or conflicts between this Resolution and any other ordinance or provision of law, this Resolution controls to the extent of the conflict, as allowable under the law.

**SECTION 5. Effective date.** This Resolution shall become effective immediately upon adoption by the City Commission of the City of Winter Park, Florida.

**PASSED AND RESOLVED** this 9th day of July, 2025, by the City Commission of the City of Winter Park, Florida.

**CITY COMMISSION OF THE CITY OF  
WINTER PARK, FLORIDA**

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Mayor Sheila DeCiccio

ATTEST:

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Rene Cranis, City Clerk