

**CITY OF WHEAT RIDGE, COLORADO  
RESOLUTION NO. 18  
SERIES OF 2020**

**TITLE: A RESOLUTION OF THE CITY OF WHEAT RIDGE,  
COLORADO APPROVING THE USE OF ELECTRONIC  
CONSENT FOR SIGNATURES ON ORDINANCES,  
RESOLUTIONS, CONTRACTS AND OTHER INSTRUMENTS  
REQUIRING THE CITY'S SIGNATURE**

**WHEREAS**, the City of Wheat Ridge is a home rule municipality operating under a charter approved by its electors and governed by its City Council; and

**WHEREAS**, on March 10, 2020, the Governor of the state of Colorado declared a disaster emergency to be in effect due to the COVID-19 virus and declared pandemic; and

**WHEREAS**, on March 20, 2020, the City Council adopted Resolution 16, series of 2020 declaring an emergency on the same basis; and

**WHEREAS**, the City Council has and may in the future for an undetermined period of time, conduct meetings electronically by telephone and other electronic means, and

**WHEREAS**, City buildings will, to an exclusive or partial extent, be closed to the public during this time; and

**WHEREAS**, consistent with the Governor's declaration and protocols established by other municipalities throughout the state, the City and its employees have shifted to the conduct of official business by telephone, email, and other electronic means, rather than in person; and

**WHEREAS**, as a consequence of the foregoing, physical signature of ordinances, resolutions, contracts, proclamations and other instruments is not possible or practical; and

**WHEREAS**, the City Council wishes to authorize electronic approval and signature of such instruments, in order to facilitate the ongoing business of the City and its relationship with the public, other local governments, and the state of Colorado and to provide certainty to the persons, organizations, and governments with whom the City contracts and otherwise interacts; and

**WHEREAS**, in order to achieve these goals, the City Council intends this Resolution to provide authorization for execution of all such instruments by electronic consent.

**NOW, THEREFORE, BE IT RESOLVED** by the Wheat Ridge City Council:

**Section 1.** Until modified by amendment or repeal of this Resolution, all ordinances, resolutions, contracts, proclamations and other instruments of any kind or nature, providing for or otherwise requiring physical signatures by City officials and employees shall be permitted to be electronically approved by email consent of the required signers thereof, with a physical signature affixed at a later time, but such later physical signature shall not be a prerequisite to the immediate effectiveness of the instrument upon the signers' email approval or consent. It is the intention of the City Council that all parties dealing with the City in connection with any such instrument be entitled to rely upon the same, once electronically approved as provided herein, in the same manner as if a physical signature had been affixed. Documents calling for a notarial certification of City officials' signatures may instead be authenticated by the electronic signature of the City Clerk as provided herein. Individual documents filed with the City requiring signature, with the exception of filings in the municipal court, may similarly be approved and filed electronically.

**Section 2. Effective date.** This Resolution shall be effective upon approval by the City Council and electronic signature by the Mayor via the means described herein.

**DONE AND RESOLVED** this 30<sup>th</sup> day of March, 2020.

  
\_\_\_\_\_  
Bud Starker, Mayor

ATTEST:  
  
\_\_\_\_\_  
Steve Kirkpatrick, City Clerk

