

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE
APPROVING AND ADOPTING A POLICY
AUTHORIZING THE USE AND ACCEPTANCE OF
ELECTRONIC SIGNATURES (E-SIGNATURES) ON CITY DOCUMENTS**

WHEREAS, federal and state regulations have provided sufficient guidelines to allow for the implementation of electronic content, electronic transactions and electronic signatures; and

WHEREAS, technology has developed to a level of sophistication to enable secure and verifiable electronic signatures; and

WHEREAS, City of Commerce continues to be a regional environmental leader, offering award-winning, grant-funded, publically-recognized programs, policies and services that are sought after and modeled by adjacent communities; and

WHEREAS, the use of e-signatures and digital signatures in City business will not only increase efficiency for staff, but also will provide a layer of convenience and efficiency for City residences who are in need of City services; and

WHEREAS, current law clarified that government agencies may use all types of electronic signatures, which includes digital signatures, in accordance with the Uniform Electronic Transaction Act, California Civil Code section 1633.1 *et seq.*; and

WHEREAS, the California Secretary of State has issued an opinion that the “digital” signature requirements of the Secretary of State Regulations (2 CCR 22000, *et seq.*) do not apply to the use of “electronic” signatures;

WHEREAS, the City Manager will oversee and determine, with the recommendation of the City Attorney and the City Clerk, or other designee, the appropriate use of electronic signatures for City documents; and

WHEREAS, adoption of an electronic signature policy is not a project subject to environmental review.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMMERCE DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Approve and adopt the Electronic Signature Use Policy, authorizing the use and acceptance of electronic signatures on City documents, which is attached as Exhibit A to this Resolution, and incorporated herein by this reference.

PASSED, APPROVED AND ADOPTED ON September 17, 2019.

John Soria, Mayor

ATTEST:

Lena Shumway, City Clerk