

RESOLUTION NO. 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF TEMECULA ESTABLISHING AN ELECTRONIC
SIGNATURE USE POLICY**

WHEREAS, under California law, the use of electronic signatures is at the option of the parties, including public agencies, involved in a transaction; and

WHEREAS, California Government Code Section 16.5 expressly authorizes municipalities to use electronic signatures with appropriate security standards in place; and

WHEREAS, the Uniform Electronic Transactions Act (“UETA” codified at Civ. Code § 1633.1 et seq.) generally governs the use of “electronic signatures” by parties to a transaction, and Government Code section 16.5 governs the specific use of “digital signatures” (a type of electronic signature) by and in transactions with public entities; and

WHEREAS, a digital signature is a digital code that uniquely identifies and authenticates the sender (and is subject to State regulations on approved technologies), an electronic signature is broadly defined to include a typed name concluding an email, a digital image of a handwritten signature, and the click of an “I accept” button on an e-commerce site; and

WHEREAS, using appropriate electronic signature technology would allow the City to collect and preserve signatures on documents quickly, securely, and efficiently, and also reduce use of paper, facilitate document retention, and generally contribute to a sound City-wide records management system; and

WHEREAS, electronic signatures vary in their level of security, user-friendliness, and verifiability, the conditions under which they are accepted for public records are a governmental affair for the City to determine and for which the City may set policy; and

WHEREAS, City staff has increasingly been asked to execute contracts electronically under the provisions of the UETA, but has been unable to do so without a policy from the City Council authorizing electronic signatures; and

WHEREAS, the City Council desires to enact a policy authorizing the use of electronic signatures on certain City documents.

WHEREAS, the City Council expressly finds and determines that electronic signatures, with the appropriate safeguards, integrity, and security of data will greatly improve the effectiveness and efficiency of City operations.

WHEREAS, the City seeks to provide its residents, businesses, vendors, and contractors the opportunity to submit information or transact business with the City electronically to the greatest extent practicable; and

WHEREAS, the City will continue to operate under the UETA, any other applicable laws, and other appropriate industry standards.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TEMECULA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: The City of Temecula Electronic Signature Use Policy, attached as Exhibit A of this Resolution, is hereby adopted. The City Manager or his designee, in consultation with the City Attorney, may subsequently amend the Policy and adopt additional guidelines as necessary to implement the Policy's stated purpose.

SECTION 2: This Resolution will become effective immediately upon adoption.

SECTION 3: The City Clerk shall attest and certify to the passage and adoption of this Resolution and thereupon the same shall take effect and be in force and effect in accordance with its terms.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Temecula this 25th day of February, 2025.

Brenden Kalfus, Mayor

ATTEST:

Randi Johl, City Clerk

[SEAL]

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss
CITY OF TEMECULA)

I, Randi Johl, City Clerk of the City of Temecula, do hereby certify that the foregoing Resolution No. 2025- was duly and regularly adopted by the City Council of the City of Temecula at a meeting thereof held on the 25th day of February, 2025, by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

Randi Johl, City Clerk