

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Manager/City Council

FROM: Randi Johl, Director of Legislative Affairs/City Clerk

DATE: February 25, 2025

SUBJECT: Adopt Resolution Establishing an Electronic Signature Use Policy

PREPARED BY: Erika Ramirez, Deputy City Clerk

RECOMMENDATION: That the City Council adopt a resolution entitled:

RESOLUTION NO.

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

BACKGROUND: Electronic and digital signatures have become increasingly common in public transactions, due to COVID-19 pandemic and working remotely. The City has been using traditional “wet” signatures for documents between the City and external parties. This policy will enable the City to use and accept approved electronic signatures, in lieu of written signatures, that comply with the requirements of California Government Code Section 16.5, the California Uniform Electronic Transactions Act (UETA) and other applicable laws and regulations in a voluntary capacity.

FISCAL IMPACT: None

ATTACHMENTS:

1. Resolution
2. Exhibit A – Electronic Signature Use Policy