

APPENDIX A

Chapter 2.30 ELECTRONIC SIGNATURES

2.30.010 Purpose and Intent.

This chapter is intended to enable the city to use electronic records, electronic signatures, and digital signatures to the fullest extent allowed by law. All use of electronic records, electronic signatures, and digital signatures by the city shall further be in accordance with the written policies and/or administrative regulations promulgated and amended from time to time by the city manager or designee

2.30.020 Definitions.

- A. “Electronic signature” has the same meaning as in Section 1633.2 of the California Civil Code.
- B. “Digital signature” has the same meaning as in Section 16.5 of the California Government Code.
- C. “Transaction” has the same meaning as in Section 1633.2 of the California Civil Code.
- D. “UETA” means the Uniform Electronic Transaction Act, commencing at Section 1633.1 of the California Civil Code.

2.30.030 Electronic and Digital Signatures Accepted.

- A. An electronic signature that conforms with this chapter and City policies constitutes a signature and shall have the same force and effect as the use of a manual signature using ink applied to paper.
- B. In any transaction with the City, in which the parties have agreed to conduct the transaction by electronic means, the City may use and accept an electronic signature, if the electronic signature complies with the UETA.
- C. In any written communication with the City, in which a signature is used or required, the City may use or accept a digital signature, if the digital signature complies with Section 16.5 of the California Government Code.
- D. The City may use electronic signatures on ordinances and resolutions.
- E. The City may use electronic signatures on any public meeting materials, which include but are not limited to agendas, meeting minutes, and notifications.
- F. The City Manager or designee shall determine the documents for which the City may use and accept electronic or digital signatures in accordance with state law and this chapter.

2.30.040 Accepted Technologies.

The City Manager or designee shall determine acceptable technologies and vendors under this section to ensure the security and integrity of any data and signatures. In determining which technologies and vendors are acceptable for digital signatures, the City Manager or designee shall comply with all applicable laws and regulations,

including but not limited to ensuring that the level of security used to identify the signer of a document and the level of security used to transmit the signature are sufficient for the transaction being conducted.