

ORIGINAL

CITY OF ORTING
WASHINGTON

RESOLUTION NO. 2021-01

A RESOLUTION OF THE CITY OF ORTING,
AUTHORIZING THE USE OF ELECTRONIC RECORDS
AND SIGNATURES, AND ADOPTING A POLICY FOR THE
USE OF ELECTRONIC SIGNATURE TECHNOLOGY.

WHEREAS, by Engrossed State Senate Bill 6028, effective June 11, 2020, the Washington state legislature adopted the Uniform Electronic Transactions Act (UETA), which permits state and local agencies to use and accept electronic signatures, unless a “wet” signature is required under a state or federal law applicable to the document; and

WHEREAS, using electronic signature technologies can benefit the City of Orting (the “City”) by decreasing the City's reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting City business; and

WHEREAS, prior to use of an electronic signature, the UETA requires the City to adopt a policy governing the manner and format in which electronic records must be created, generated, sent, received and stored, and the type of electronic signature required, the manner and format in which an electronic signature must be affixed to a record, and the criteria that must be met by any third party for submission of an electronic signature, to ensure the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used; and

WHEREAS, City staff recommends the use of an electronic signature platform to promote time and cost-savings efficiencies by decreasing the City’s reliance on physical records and signatures; and

WHEREAS, the City Council finds that the use of electronic signatures will positively impact and improve citizen’s access to and ability to participate in governmental affairs, and reliance on City business conducted electronically;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ORTING, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Authorization of Electronic Records and Electronic Signatures. The City Council hereby authorizes the use, creation, and acceptance of electronic records and electronic signatures to the fullest extent allowed by state and/or federal law, subject to the policies, applicable rules, and regulations as authorized by this resolution.

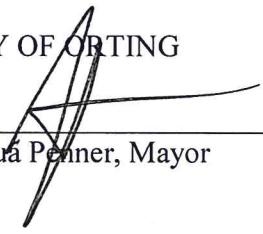
Section 2. Recognizing the Validity of Certain Electronic Signatures. The City Council hereby recognizes that electronic signatures are valid, except as required otherwise by law, to the same extent a physical signature would be valid, if electronic signatures comply with all applicable state and/or federal laws as well as the policy, rules, and regulations authorized by this resolution.

Section 3. Adoption of Policy Pertaining to Electronic Signatures. The City Council hereby adopts the policy attached hereto as Exhibit A and authorizes the Mayor to adopt any additional necessary administrative policies or processes to implement the use of electronic signatures by the City consistent with this resolution and in compliance with the provisions of RCW Chapter 19.360.

Section 4. Effective Date. This resolution shall take effect and be in full force immediately upon its passage.

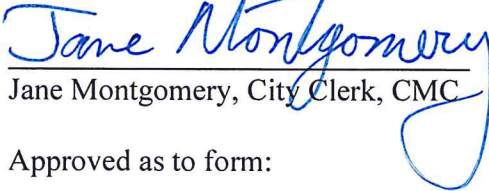
**PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON
THE 27th, DAY OF JANUARY, 2021.**

CITY OF ORTING



Joshua Penner, Mayor

ATTEST/AUTHENTICATED:



Jane Montgomery, City Clerk, CMC

Approved as to form:

Charlotte A. Archer
Inslee Best
City Attorney