



MEMORANDUM

To: Mayor and City Council

From: Christel Pettinos, City Secretary

Date: April 28, 2020

Reference: Consider approval of an Ordinance amending Chapter 1 “Administration”, Article 1-9 “Records Management Program” of the City of Coppell Code of Ordinances by adopting a new Section 1-9-14 “Electronic Signatures”, authorizing the usage of electronic signatures for city documents; and authorizing the Mayor to sign.

The Uniform Electronic Transaction Act (UETA), Business and Commerce Code, Chapter 322, is the Texas law that governs the use of electronic signatures. Business and Commerce Code §322.007(d) provides, “If a law requires a signature, an electronic signature satisfies the law.” Texas law further defines an “electronic signature” as “an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.” In order to authenticate a written electronic communication with an electronic signature transmitted, a city must adopt rules.

Since City Charter requires the Mayor and City Manager to execute many documents and the city secretary to attest items that are approved, it is advised to have a procedure in place that authorizes the acceptance of electronic signatures. While it is not legally required to have a policy in place, it is a recommendation from the City Attorney.