

ORDINANCE NO. 20-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO, ADDING A NEW SECTION 2-2-80 TO THE CASTLE PINES MUNICIPAL CODE CONCERNING USE OF ELECTRONIC SIGNATURES

WHEREAS, the City of Castle Pines is a home rule municipal corporation governed by a Home Rule Charter (“Charter”); and

WHEREAS, the City currently utilizes electronic signatures on ordinances, resolutions, contracts, executive orders, declarations, and other City instruments in accordance with the Colorado Uniform Electronic Transactions Act, C.R.S. 24-71.3-101 *et seq.*; and

WHEREAS, the City Council wishes to formalize the practice of electronic approval and signature of City instruments in order to facilitate the ongoing business of the City and its relationship with the public, and to provide certainty to the persons, organizations, and governments with whom the City contracts and otherwise interacts.

THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO, ORDAINS:

Section 1. The recitals contained above are incorporated herein by reference and are adopted as findings and determinations of the City Council.

Section 2. The Castle Pines Municipal Code is hereby amended to add a new Section 2-2-80, currently “reserved”, to read in full as follows:

Sec. 2-2-80. - Electronic signatures.

(a) *Definitions.* For the purposes of this section, the words and terms used shall be defined as set forth in the Colorado Uniform Electronic Transactions Act, currently contained in Title 24, article 71.3 of the Colorado Revised Statutes, as the same may be amended from time to time. The definitions of words and terms set forth in the remainder of this chapter shall also apply herein to the extent that they are not inconsistent therewith.

(b) *Authorization.* Whenever any provision of the Charter, this Code or any ordinance, rule, regulation, executive order, or policy of the City expresses a requirement for a signature of any person or the city seal to be affixed or associated with any form or document, that requirement shall be deemed to be fully satisfied by an electronic signature or seal when supplied in the manner specified by the City.

Section 3. Publication and Effective Date. The City Clerk is hereby directed to cause publication of this Ordinance in accordance with Section 6.5 of the Charter. This Ordinance shall be effective thirty (30) days after final publication on the City’s official website and posting at the City Clerk’s office pursuant to Section 1-3-40 of the Municipal Code.

INTRODUCED, READ, AND PASSED ON FIRST READING, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO the 28th day of April, 2020.

READ, PASSED, AND ADOPTED ON SECOND READING, FOLLOWING A PUBLIC HEARING, AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO the 12th day of MAY, 2020.



DocuSigned by:
Tera Stave Radloff
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Tera Stave Radloff, Mayor

ATTEST:
DocuSigned by:
Tobi Basile
AD03A3B02032499
Tobi Basile, CMC, City Clerk

Approved as to form:
DocuSigned by:
Linda C. Michow
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Linda C. Michow, City Attorney

CERTIFICATION OF PUBLICATION

I hereby attest and certify that the within and foregoing Ordinance was introduced and read on first reading on April 28, 2020; published by title only in the *Douglas County News-Press*, together with the statement that “[t]he complete text of the ordinance is available through the City Clerk’s office and on the City’s official website with second reading and public hearing to be held on May 12, 2020”; and finally passed and adopted by the City Council on May 12, 2020, following a duly noticed public hearing and published on the City’s official website and posted at the City Clerk’s office on April 29, 2020.

ATTEST:
DocuSigned by:
Tobi Basile
AD03A3B02032499
Tobi Basile, CMC, City Clerk