

RESOLUTION NO. 4275

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO AUTHORIZING THE USE OF DIGITAL SIGNATURES FOR TOWN DOCUMENTS AND WRITTEN COMMUNICATION WITH THE TOWN

WHEREAS, on April 23, 2019, the Town Council considered the staff report providing background and recommendations related to this resolution; and

WHEREAS, the Town Council finds that authorizing the use of digital signatures for Town documents and written communication with the Town is in the public interest.

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby resolves as follows:

Section 1. Environmental Review

The Town Council finds that adoption of this resolution is exempt from the California Environmental Quality Act, Public Resources Code section 21000 *et seq.* ("CEQA"), because it can be seen with certainty that there is no possibility that the activity authorized herein may have a significant effect on the environment. (CEQA Guidelines §15061(b)(3)).

Section 2. Adoption of Digital Signature Policy

The Town Council hereby authorizes the use of digital signatures within the meaning of section 16.5 of the California Government Code to complete any transaction or communication with the Town for which the parties have agreed to conduct the transaction or communication by electronic means, subject to the following provisions.

1. When a record is required to be in writing, an electronic record satisfies that requirement, if it is in accordance with the Uniform Electronic Transactions Act (California Civil Code §§ 1633.1 *et seq.*).
2. When a signature is required, the digital signature must satisfy the requirements set forth in section 16.5 of the California Government Code.
- C. This section is intended to enable the Town to use electronic records and digital signatures to the fullest extent allowed by law.

Section 3. Effective Date

This Resolution shall take effect immediately upon adoption by the Town Council.

Section 4. Severability

The Town Council hereby declares every section, paragraph, sentence, clause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this resolution is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not

affect the validity or constitutionality of the remaining sections, paragraphs, sentences, clauses or phrases.

The foregoing Resolution was adopted at the regular meeting of the San Anselmo Town Council held on April 23, 2019, by the following vote:

AYES: Brown, Coleman, Colbert
NOES: None
ABSENT: Greene, Wright
ABSTAIN: None



Matt Brown, Mayor

ATTEST:



Carla Kacmar, Town Clerk