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
3. 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