

RESOLUTION NO. 17-031

ESTABLISHING COUNCIL POLICY 000-23 FOR ELECTRONIC SIGNATURE

FINDINGS

1. The use of electronic signatures on legally-binding documents has become increasingly prevalent.

2. The City's current signature process entails routing physical documents via interoffice mail. This internal process can be streamlined through implementation of electronic signatures. The benefits of electronic signatures are simple and numerous: they cut down on the paper, time and cost associated with transmitting and approving physical documents, and can offer an easily accessible audit trail of the modification, editing, and approval and signature of documents.

3. Adoption of an Electronic Signature Policy would authorize the City to accept an approved "digital signature," a type of electronic signature that has the same force and effect as a manual signature, in lieu of a written signature, on a document in which a signature is required or used.

4. This action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:

1. The foregoing Findings are adopted by the City Council as though set forth in full.
2. Council Policy No. 000-23 is established as indicated in the draft policy attached hereto.
3. This Resolution shall take effect immediately following its adoption.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 20th day of December, 2017, by the following vote:

AYES: Mayor Kampe, Councilmembers Cuneo, Fischer, Garfield, Peake, and Smith.

NOES: None.

ABSENT: Councilmember Huitt.

APPROVED:

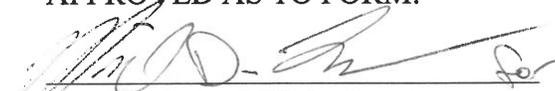

BILL KAMPE, Mayor

ATTEST



SANDRA KANDELL, City Clerk

APPROVED AS TO FORM:



DAVID C. LAREDO, City Attorney