

RESOLUTION NO. 2087

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES
ADOPTING A POLICY ON THE USE OF ELECTRONIC SIGNATURES**

WHEREAS, Chapter 19.360 of the Revised Code of Washington authorizes the City to adopt a policy allowing electronic signatures, unless a writing or signature is required by federal or state law; and

WHEREAS, the City Council approved Resolution 2030 on March 11, 2019, adopting the City's Purchasing Policy, which specifies that the City may accept and use electronic signatures and that DocuSign is the third party electronic signature provider for the City; and

WHEREAS, Council now wishes to extend the use of electronic signatures to Council actions beyond just contracts to all instruments which are not required to be signed with wet ink under state or federal law; and

WHEREAS, Council now wishes to formally adopt a policy regarding the use of electronic signatures.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that the attached Policy on Electronic Signatures is hereby adopted.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 4th day of May, 2020.

Laurie Gere

LAURIE M. GERE, MAYOR

Approved as to form and legality:

Darcy Swetnam

Darcy Swetnam, WSBA #40530
City Attorney

ATTEST:

Steven D. Hoglund

Steve D. Hoglund, City Clerk Treasurer

City of Anacortes, Washington
POLICY ON ELECTRONIC SIGNATURES

Purpose

This policy on electronic signatures for the City of Anacortes is developed to promote efficiency to conserve public resources, develop guidelines for the use of electronic signatures for City transactions, to ensure the integrity of electronic signatures, and to identify DocuSign as the approved third-party entity providing electronic signatures for the City of Anacortes. An electronic signature is an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record.

Policy

1. The City encourages electronic transactions and the use of electronic signatures, and recognizes electronic signatures as legally binding and equivalent in force and effect to a wet ink signature.
2. The City hereby authorizes the use of the DocuSign electronic signature platform to affix electronic signatures to City records. No other method of affixing electronic signatures is recognized by the City without further action of Council.
3. The Mayor, City Clerk, City Attorney, Department Directors, and their designees are authorized to use DocuSign electronic signature platform to affix electronic signatures to City records as provided in this policy.
4. The DocuSign electronic signature platform is authorized to affix electronic signatures to the following records: any and all contracts and agreements to which the City is a party, Claim Vouchers approved by the City Council, minutes of City Council meetings, and Resolutions and Ordinances adopted by the City Council.
5. Electronic signatures may be used on City records requiring execution by a third party.
6. Electronic signatures cannot be applied using another employee's name. Records signed on behalf of the Mayor, City Clerk, City Attorney, or Department Director by a designee shall use their own electronic signature.
7. An electronic signature is an acceptable substitute for a wet signature on records requiring the signature of any record whenever the use of a wet signature is authorized or required, except as provided herein.
8. If an electronic signature is used for interstate transactions or for documents required by the US Federal government, the electronic signature shall comply with the requirements of the Electronic Signatures in Global and Electronic Commerce Act.
9. This policy in no way affects the City's ability to conduct a transaction using a physical medium and shall not be construed to prohibit the use of wet signatures.

Certificate Of Completion

| | |
|---|-------------------------------|
| Envelope Id: 6BF6BBE3F9B7427DB58128BBDE02FE94 | Status: Completed |
| Subject: SIGNATURE REQUIRED: Approved Resolution 2087 | |
| Source Envelope: | |
| Document Pages: 2 | Signatures: 3 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | City Clerk |
| Time Zone: (UTC-08:00) Pacific Time (US & Canada) | PO Box 547 |
| | 904 6th St |
| | Anacortes, WA 98221 |
| | cityclerk@cityofanacortes.org |
| | IP Address: 23.90.91.2 |

Record Tracking

| | | |
|---------------------|-------------------------------|--------------------|
| Status: Original | Holder: City Clerk | Location: DocuSign |
| 5/4/2020 7:00:46 PM | cityclerk@cityofanacortes.org | |

Signer Events

Darcy Swetnam
darcys@cityofanacortes.org
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
Using IP Address: 23.90.91.2

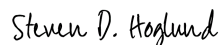
Timestamp

Sent: 5/4/2020 7:03:37 PM
Viewed: 5/6/2020 8:57:40 AM
Signed: 5/6/2020 8:57:54 AM

Electronic Record and Signature Disclosure:

Accepted: 5/6/2020 8:57:40 AM
ID: 8221996c-9793-43a2-a9b3-65e1ec86539e

Steven D. Hoglund
steveh@cityofanacortes.org
Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 23.90.91.2

Sent: 5/4/2020 7:03:37 PM
Viewed: 5/4/2020 7:06:42 PM
Signed: 5/4/2020 7:24:39 PM

Electronic Record and Signature Disclosure:

Accepted: 1/8/2019 2:26:27 PM
ID: 9b1630a8-aa5f-4ac5-93eb-5700d104d979

Laurie Gere
laurieg@cityofanacortes.org
Security Level: Email, Account Authentication (None)



Signature Adoption: Pre-selected Style
Using IP Address: 23.90.91.2

Sent: 5/4/2020 7:03:37 PM
Viewed: 5/5/2020 9:53:44 AM
Signed: 5/5/2020 9:54:00 AM

Electronic Record and Signature Disclosure:

Accepted: 5/5/2020 9:53:44 AM
ID: 527199ab-ac18-4aab-8965-24ea3a07d946

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

| | | |
|----------------------------------|---------------|------------------|
| Certified Delivery Events | Status | Timestamp |
|----------------------------------|---------------|------------------|

| | | |
|---------------------------|---------------|------------------|
| Carbon Copy Events | Status | Timestamp |
|---------------------------|---------------|------------------|

| | | |
|-----------------------|------------------|------------------|
| Witness Events | Signature | Timestamp |
|-----------------------|------------------|------------------|

| | | |
|----------------------|------------------|------------------|
| Notary Events | Signature | Timestamp |
|----------------------|------------------|------------------|

| | | |
|--------------------------------|---------------|-------------------|
| Envelope Summary Events | Status | Timestamps |
|--------------------------------|---------------|-------------------|

| | | |
|---------------------|------------------|---------------------|
| Envelope Sent | Hashed/Encrypted | 5/4/2020 7:03:37 PM |
| Certified Delivered | Security Checked | 5/6/2020 8:57:40 AM |
| Signing Complete | Security Checked | 5/6/2020 8:57:54 AM |
| Completed | Security Checked | 5/6/2020 8:57:54 AM |

| | | |
|-----------------------|---------------|-------------------|
| Payment Events | Status | Timestamps |
|-----------------------|---------------|-------------------|

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|---|
| Electronic Record and Signature Disclosure |
|---|

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|--------------------|---|
| Operating Systems: | Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X |
| Browsers: | Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only) |

| | |
|----------------------------|--|
| PDF Reader: | Acrobat® or similar software may be required to view and print PDF files |
| Screen Resolution: | 800 x 600 minimum |
| Enabled Security Settings: | Allow per session cookies |

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