

## RESOLUTION NO. 1177

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, PIERCE COUNTY, WASHINGTON, ESTABLISHING A METHOD AND PROCESS FOR THE USE OF ELECTRONIC SIGNATURE TECHNOLOGY AND TO USE THE SERVICES OF DOCUSIGN TO AFFIX ELECTRONIC SIGNATURES TO ELECTRONIC RECORDS.**

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**WHEREAS**, RCW 19.360.020(5) as well as Section 18 of Engrossed Substitute Senate Bill 6028 (“Uniform Electronic Transactions Act”) allows a city to permit the use of electronic signature technologies, and to establish a method and process for such use by ordinance, resolution, policy, or rule; and

**WHEREAS**, using electronic signature technology can benefit the City of Gig Harbor (the “City”) by decreasing the City’s reliance on paper transactions and physical documents, thereby saving time and reducing the costs associated with conducting City business; and

**WHEREAS**, City staff have conducted a preliminary business assessment and risk analysis of electronic signature providers in order to provide reasonable assurances of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used; and

**WHEREAS**, City staff recommends the use of DocuSign as the City’s initial electronic signature service provider; and

**WHEREAS**, the City Council has considered how the use of electronic signatures may impact or improve citizen’s access to and ability to participate in governmental affairs, and reliance on City business conducted electronically.

**NOW THEREFORE**, the City Council of the City of Gig Harbor, Washington, resolves as follows:

Section 1. The foregoing recitals are incorporated and fully made a part of this Resolution.

Section 2. The City Council finds it to be in the public interest to allow the use of electronic records and electronic signatures for City business to the fullest extent allowed by law.

Section 3. The City Council recognizes that in many situations the use of a written, affixed by hand, or “wet” signature created when a person physically marks a document with the intent to sign the record could be replaced with an electronic

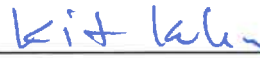
signature which would have the same force and effect, except as required otherwise by law.

Section 4. The City Council authorizes the Mayor, Mayor Pro Tempore, City Administrator, and other designees, to use the DocuSign electronic signature platform or any future replacement of such platform, either of which are in compliance with the Standards adopted by the City, to affix electronic signatures to electronic records.

Section 5. The City Council directs the City Administrator to adopt any necessary administrative policies or processes to implement the use of electronic signatures by the City and prescribe when and how such signatures will be allowed consistent with this resolution and in compliance with the provisions of RCW Chapter 19.360 and Engrossed Substitute Senate Bill 6028 ("Uniform Electronic Transactions Act").

Section 6. This resolution shall take effect and be in force immediately upon its passage.

**PASSED** by the City Council this 11th day of May, 2020.



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Kit Kuhn, Mayor

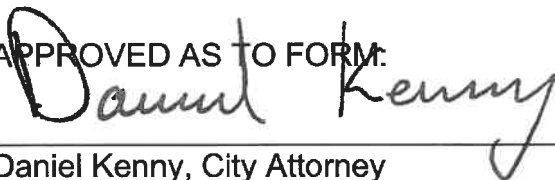
AUTHENTICATED:



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Molly Towslee, City Clerk

APPROVED AS TO FORM:



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Daniel Kenny, City Attorney