



## Agenda Item Summary Sheet

Item No: **E-5**  
Meeting Date: **May 5, 2021**

**Item Title:** Consideration of electronic signature and seal for conducting Town business

**Item Summary:**

The attached resolution authorizing electronic signatures and use of Town seal in conducting Town of Nags Head business transactions is provided for Board consideration at the May 5<sup>th</sup> Board of Commissioners meeting.

The process of using electronic signatures/seal will allow limited use by Town officials/employees approved by Board action to sign binding legal documents on behalf of the Town.

Number of Attachments: 1

**Specific Action Requested:**

Attached resolution provided for Board consideration.

Submitted By: Administrative Services

Date: April 28, 2021

**Finance Officer Comment:**

No unbudgeted fiscal impact. The electronic signatures/seal process will provide increased efficiency and assist with using less/saving paper in Town operations.

Signature: Amy Miller

Date: April 28, 2021

**Town Attorney Comment:**

N/A

Signature: John Leidy

Date: April 28, 2021

**Town Manager Comment and/or Recommendation:**

I concur with staff.

Signature: Greg Sparks

Date: April 28, 2021

A handwritten signature in black ink, appearing to read "Greg Sparks", is written over the signature line.