

APPROVED

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BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 19-043

DATE February 20, 2019

C.D. #

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AUTHORIZE THE DEPARTMENT OF RECREATION AND PARKS TO UTILIZE AND ACCEPT ELECTRONIC SIGNATURES FOR DOCUMENTS, CONTRACTS AND AGREEMENTS

AP Diaz	_____	V. Israel	_____
R. Barajas	_____	S. Piña-Cortez	_____
H. Fujita	_____	*N. Williams	<u>NDW</u>



General Manager

Approved X Disapproved _____ Withdrawn _____

RECOMMENDATIONS

1. Authorize the Department of Recreation and Parks (RAP), including the President of the Board of Recreation and Park Commissioners (Board), the Board Secretary and the General Manager, to utilize and accept electronic signatures for any document, contract and agreement, except where such electronic signature is prohibited by state or federal law; and
2. Instruct the General Manager, with the assistance of the Risk Manager, to create guidelines and protocols for RAP staff to ensure the authentication, identification, and verification of signers, and to preserve the integrity of electronically signed documents, including but not limited to creating a system for designating an "official" copy of any such signed document.

SUMMARY

An electronic signature refers to a process of attaching an encoded signature to an electronic document. The use of an electronic signature can result in overall process efficiency and cost savings as it can minimize the time and funds it takes to deliver a document from one entity to another. Another advantage of electronic signatures is that there is less worry about security than with paper, which can easily be tampered with. While it may seem counterintuitive to say that electronic signatures can increase security, unlike paper documents, electronically signed records also contain traceable information on who signed the document, when it was signed, and where it was signed. While there are still some security concerns, electronic signatures are now widely used in private affairs, legal dealings, business transactions, and even as part of official government documents, including those signed by the Mayor.

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It must be noted that an electronic signature is distinct from a digital signature, which is a cryptographic mechanism used to implement electronic signatures. The objective of an electronic signature is to quickly authenticate a document with a uniquely identifiable mark that doesn't require the use of paper and pen. In addition to the previously discussed cost savings, the automated processes of electronic signing brings greater efficiency to an organization. Instead of sending a document to one party, getting them to print, sign, and scan it, sending it to the next party, and repeating the process down the line, everyone can sign off within seconds.. Also, there is obvious savings on items such as paper, copying, packaging, and shipping.

Upon approval of this report, RAP would be authorized to accept electronic signatures under the restrictions identified in the Recommendation of this Report.

FISCAL IMPACT STATEMENT

None at this time. However, RAP may find it advantageous to contract with an electronic document management company in the future. Any such contract would follow the normal approval protocols.

This Report was prepared by Harold Arrivillaga, Commission Executive Assistant I, Board of Recreation and Park Commissioners Office.