Senate Bill 272

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems by July 1, 2016 with annual updates.

Enterprise System

A software application or computer system that collects, stores, exchanges and analyzes information that the agency uses that is both of the following:

- A multi-departmental system or a system that contains information collected about the public.
- A system that serves as an original source of data within an agency.

An Enterprise System does not include any of the following:

- Information Technology security systems, including firewalls and other cybersecurity systems.
- Physical access control systems, employee identification management systems, video monitoring and other physical control systems.
- Infrastructure and mechanical control systems, including those that control or manage street lights, electrical, natural gas or water or sewer functions.
- Systems related to 911 dispatch and operation or emergency services.
- Systems that would be restricted from disclosure by Section 6254.19.
- The specific records that the information technology system collects, stores, exchanges or analyzes.

Requirements

1. Create a catalog of enterprise systems, containing:
   - Current system vendor
   - Current system product
   - System’s purpose
   - A description of categories or types of data
   - The department that is the prime custodian of the data
   - The frequency that system data is collected
   - The frequency that system data is updated

2. To make the catalog publicly available upon request
3. To post the catalog in a prominent location on the agency’s website

Exception

If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.
<table>
<thead>
<tr>
<th>Product</th>
<th>Vendor</th>
<th>Purpose</th>
<th>Data Category</th>
<th>Custodian</th>
<th>Collection frequency</th>
<th>Update frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 Miles</td>
<td>22 Miles</td>
<td>Digital display software</td>
<td>Other</td>
<td>City Manager Dept - Conference Center Division</td>
<td>As Needed</td>
<td>As Needed</td>
</tr>
<tr>
<td>ArcGIS</td>
<td>ESRI</td>
<td>General purpose GIS software system used for sharing GIS resources (maps, geodatabases, and tools).</td>
<td>Geographic Information Systems</td>
<td>Information Resources Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>AutoTurn</td>
<td>Transoft Solutions, Inc.</td>
<td>Assess vehicle turning space for designers, planners, architects or engineers</td>
<td>Engineering</td>
<td>Public Works - Traffic Engineering</td>
<td>As Needed</td>
<td>As Needed</td>
</tr>
<tr>
<td>Bang the Table</td>
<td>Granicus, Inc.</td>
<td>Complete suite of listening, information, analysis, reporting and relationship management features, enabling our clients to mix and match precisely the right online tools for their community engagement objectives</td>
<td>Customer Information System</td>
<td>City Manager</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>BlueBeam Plan Revu</td>
<td>BlueBeam Inc</td>
<td>Online Plan Review</td>
<td>Permit System</td>
<td>Community Development - Permits &amp; Inspection</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>BOSSDesk</td>
<td>Business Oriented Software Solutions</td>
<td>Help desk and asset management system for information technology requests and assets.</td>
<td>Other</td>
<td>Information Resources Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Budgeting and Planning</td>
<td>OpenGov, Inc</td>
<td>Budgeting software for operating budgeting, workforce planning, capital planning, and budget book</td>
<td>Financial System</td>
<td>Finance Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Cassie</td>
<td>Librarica LLC</td>
<td>Public computer time and print management</td>
<td>Other</td>
<td>Library Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Community Data Block Grant Application</td>
<td>City Data Services</td>
<td>Store, display, and summarize individual program administration information, individual program contract information, reports, fiscal information to assist with the management of Community service activities, and transmit sub-recipient report information into HUD's reporting system, IDIS.</td>
<td>Other</td>
<td>Community Development - Housing</td>
<td>As Needed</td>
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<td>Product</td>
<td>Vendor</td>
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<td>Data Category</td>
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<tr>
<td>Contentdm</td>
<td>OCLC, Inc.</td>
<td>Storage of library digital content shared with the public</td>
<td>Asset Management</td>
<td>Library Department</td>
<td>As Needed</td>
<td>As Needed</td>
</tr>
<tr>
<td>CopLogic</td>
<td>Lexis Nexis, Inc.</td>
<td>Collect non-urgent complaints and reports of crime.</td>
<td>Public Safety</td>
<td>Police Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Crossroads</td>
<td>Crossroads</td>
<td>Collects collision data for analysis of road design</td>
<td>Public Safety</td>
<td>Public Works Department - Traffic Engineering Division</td>
<td>As Needed</td>
<td>As Needed</td>
</tr>
<tr>
<td>Desk Officer Reporting System (DORS)</td>
<td>LexisNexis</td>
<td>Allows online reporting of crimes from citizens</td>
<td>Public Safety</td>
<td>Police Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Digital ReeL</td>
<td>BMI Imaging</td>
<td>Permanent preservation and web based viewing of microfilm archives used in Public Works, Police, and Information Resources.</td>
<td>Data Storage</td>
<td>Information Resources Department</td>
<td>As Needed</td>
<td>As Needed</td>
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<td>Docusign</td>
<td>Carasoft Technology Corporation</td>
<td>Electronic signatures</td>
<td>Document Management</td>
<td>Information Resources Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>DonorPerfect</td>
<td>SofterWare, Inc.</td>
<td>Fundraising and donor management system solution to manage contacts, send communications, create special event forms, project management, donation processing, reporting, and analysis.</td>
<td>Customer Information System</td>
<td>Community Services Department, Library</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>Eagleview</td>
<td>Pictometry, Inc</td>
<td>GIS Oblique Imagery Subscription</td>
<td>Geographic Information Systems</td>
<td>City Manager - Information Systems Division</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>Eden</td>
<td>Tyler Technologies</td>
<td>Financial management system</td>
<td>Financial System</td>
<td>Finance Department</td>
<td>Daily</td>
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<td>EKOS Fuel Management Solution</td>
<td>Ekos</td>
<td>Provides real time access to fuel site compliance and all transactions.</td>
<td>Other</td>
<td>Public Works - Fleet Division</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Product</td>
<td>Vendor</td>
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<td>Energy Manager</td>
<td>Brightly Software, Inc.</td>
<td>Energy tracking solution for electricity, natural gas and water usage. Helps promote conservation.</td>
<td>Other</td>
<td>Finance Department</td>
<td>As Needed</td>
<td>As Needed</td>
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<td>File on Q</td>
<td>File on Q</td>
<td>Evidence management system</td>
<td>Public Safety</td>
<td>Police Department</td>
<td>As Needed</td>
<td>As Needed</td>
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<td>Fire RMS</td>
<td>ESO</td>
<td>Fire Department records management system used to manage day-to-day operations, planning, field operations, decision support, and communications.</td>
<td>Public Safety</td>
<td>Fire Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>First Arriving Digital Dashboard</td>
<td>First Arriving, Inc</td>
<td>Dashboard showing critical incident information</td>
<td>Public Safety</td>
<td>Fire Department</td>
<td>As Needed</td>
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<tr>
<td>FTO - Field Training Officer Program</td>
<td>Lefta Systems, Inc</td>
<td>Field Training Officer Program</td>
<td>Public Safety</td>
<td>Police Department</td>
<td>As Needed</td>
<td>As Needed</td>
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<td>Gasboy</td>
<td>Gilbarco Veeder-Root, Inc</td>
<td>Fuel system software management</td>
<td>Other</td>
<td>Public Works - Fleet Division</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Google Apps</td>
<td>Google</td>
<td>Email, calendar, and collaboration</td>
<td>Email System</td>
<td>City Manager - Information Systems Division</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>GoTo Connect</td>
<td>GoTo Technologies, Inc</td>
<td>Enterprise communications and voicemail</td>
<td>Other</td>
<td>City Manager - Information Systems Division</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Product</td>
<td>Vendor</td>
<td>Purpose</td>
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<td>Grant, Loan, and Compliance Application</td>
<td>City Data Services, Inc.</td>
<td>Grant, Loan, and Compliance Application Management</td>
<td>Customer Information System</td>
<td>Community Development Department - Housing</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>In-car Video and Body Cams</td>
<td>In-Car Video and Body Cams</td>
<td>In-Car Video and Body Cams Recording</td>
<td>Public Safety</td>
<td>Police Department</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Insight</td>
<td>Neogov</td>
<td>Applicant tracking system that allows the City to post jobs on website, accept online applications, and score automatically.</td>
<td>Human Resources</td>
<td>Human Resources Department</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>IPS</td>
<td>Infor</td>
<td>Used to manage, track, and report information about City assets, permits, and code enforcement. Including inventory, maintenance, and customer service requests.</td>
<td>Asset Management</td>
<td>Public Works Department and Community Development Department</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Ivvy Sales, Catering, and CRM</td>
<td>Ivvy, Inc.</td>
<td>Event management software used for event orders, contact management, inventory management, and reporting.</td>
<td>Customer Information System</td>
<td>City Manager Department - Conference Center Division</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Koha</td>
<td>ByWater Solutions, LLC.</td>
<td>Integrated Library system (ILS) used to manage the library data including the public catalog, circulation, patrons, cataloging, reports, acquisitions, and serials.</td>
<td>Data Storage</td>
<td>Library Department</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>LicenseTrack, PetTrack, ParkingTrack, and PaymentCentral</td>
<td>Progressive Solutions</td>
<td>Manage business and pet licensing. Track, issue, and renew parking permits. Integrated payment cashiering solution that eliminates double entry of receipts.</td>
<td>Financial System</td>
<td>Finance Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Mark43 Records Management System</td>
<td>Mark43, Inc.</td>
<td>Police department records management system</td>
<td>Public Safety</td>
<td>Police Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Product</td>
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<td>MeterManager</td>
<td>POM Incorporated</td>
<td>Polling software to monitor transactions at the meters</td>
<td>Financial System</td>
<td>Public Works Department - Parking Division</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>METR - Management of Employee Training Records</td>
<td>Lefta Systems, Inc</td>
<td>Management of Employee Training Records</td>
<td>Public Safety</td>
<td>Police Department</td>
<td>As Needed</td>
<td>As Needed</td>
</tr>
<tr>
<td>Microsoft 365</td>
<td>Microsoft Inc</td>
<td>Email, calendar, storage, and internal website</td>
<td>Email System</td>
<td>City Manager - Information Systems Division</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Monday Project and Work Management</td>
<td>Monday.com</td>
<td>Project and task management software</td>
<td>Other</td>
<td>City Manager - Information Systems Division</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>Museum Software</td>
<td>PastPerfect Software, Inc.</td>
<td>Catalog historical items for the museum</td>
<td>Document Management</td>
<td>Library Department</td>
<td>As Needed</td>
<td>As Needed</td>
</tr>
<tr>
<td>NetFile</td>
<td>Netfile, Inc.</td>
<td>Electronically file form 700 and campaign documents</td>
<td>Document Management</td>
<td>City Clerk</td>
<td>Annually</td>
<td>Annually</td>
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<tr>
<td>OnBase</td>
<td>Hyland Software</td>
<td>Document management and meeting agenda and minutes automation.</td>
<td>Data Storage</td>
<td>Information Resources Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Papercut NG</td>
<td>PaperCut</td>
<td>Print cost management</td>
<td>Other</td>
<td>City Manager - Information Systems Division</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>Perform</td>
<td>NeoGov Inc.</td>
<td>Employee evaluations</td>
<td>Human Resources</td>
<td>Human Resources Department</td>
<td>As Needed</td>
<td>Daily</td>
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<td>Product</td>
<td>Vendor</td>
<td>Purpose</td>
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<td>Poll Everywhere</td>
<td>Poll Everywhere</td>
<td>Text polling software for live audience feedback.</td>
<td>Other</td>
<td>City Manager</td>
<td>As Needed</td>
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<tr>
<td>PowerTime</td>
<td>PowerDMS, Inc.</td>
<td>Police employee scheduling system</td>
<td>Other</td>
<td>Police Department</td>
<td>As Needed</td>
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<td>ProcureNow</td>
<td>OpenGov, Inc</td>
<td>Request for proposals online portal</td>
<td>Financial System</td>
<td>Finance Department</td>
<td>As Needed</td>
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<td>PRTG</td>
<td>Paessler</td>
<td>Network monitoring</td>
<td>Networking</td>
<td>Information Resources</td>
<td>As Needed</td>
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<tr>
<td>Rapid Plan</td>
<td>Invarion</td>
<td>Traffic control planning</td>
<td>Transit</td>
<td>Public Works Department, Traffic Engineering</td>
<td>As Needed</td>
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<tr>
<td>Rental Registry</td>
<td>Tolemi, Inc.</td>
<td>Property Registration and Reporting Platform</td>
<td>Customer Information System</td>
<td>Community Development Department - Housing</td>
<td>As Needed</td>
<td>As Needed</td>
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<td>Revize eGOV CMS</td>
<td>Revize, LLC</td>
<td>City website and content management system</td>
<td>Web Site</td>
<td>City Manager's Department - Community Outreach</td>
<td>Daily</td>
<td>As Needed</td>
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<td>RFID</td>
<td>Invengo Americas Corp.</td>
<td>Library asset management system</td>
<td>Asset Management</td>
<td>Library Department</td>
<td>As Needed</td>
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<td>Simpler Systems</td>
<td>Simpler Systems</td>
<td>Financial data apps to navigate Eden financial data to provide detailed reports</td>
<td>Financial System</td>
<td>Finance</td>
<td>Daily</td>
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<td>Simpleview CMS</td>
<td>Simpleview</td>
<td>Content management service and social content creation services.</td>
<td>Web Site</td>
<td>City Manager - Monterey Conference Center</td>
<td>As Needed</td>
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<tr>
<td>Product</td>
<td>Vendor</td>
<td>Purpose</td>
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<tr>
<td>Slate and Building Blocks</td>
<td>Tolemi, Inc.</td>
<td>Residential rental licensing and inspection workflow management software (Slate), data integration and analytics software (BuildingBlocks)</td>
<td>Customer Information System</td>
<td>Community Development Department - Housing</td>
<td>As Needed</td>
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<tr>
<td>SmartRec</td>
<td>Amilia, Inc.</td>
<td>Recreation management system</td>
<td>Recreation Software</td>
<td>Parks and Recreation Department</td>
<td>Daily</td>
<td>As Needed</td>
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<tr>
<td>Social Tables</td>
<td>Social Tables</td>
<td>Online reservation system</td>
<td>Customer Information System</td>
<td>Conference Center</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>StreetSaver</td>
<td>StreetSaver</td>
<td>Tracking and managing pavement inventory</td>
<td>Asset Management</td>
<td>Public Works Department</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>Survey Monkey</td>
<td>Survey Monkey</td>
<td>Surveys</td>
<td>Other</td>
<td>City Manager - Information Systems Division</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>Telestaff</td>
<td>Kronos</td>
<td>Time and attendance tracking of fire department employees</td>
<td>Other</td>
<td>Fire Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>The Marina Program</td>
<td>Nautical Software Solution</td>
<td>Harbor customer management database with reservation management, point of sale, billing, and reporting system.</td>
<td>Customer Information System</td>
<td>Community Services Department, Harbor Division</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>TIBA Parking Systems</td>
<td>TIBA</td>
<td>Parking Management System for the Garages</td>
<td>Other</td>
<td>Public Works Department - Parking Division</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Trackability</td>
<td>Recordables, Inc.</td>
<td>Risk claim management and tracking</td>
<td>Other</td>
<td>Finance Department</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>Traffic Collision Database</td>
<td>Crossroads</td>
<td>Provides analysis of traffic collision information.</td>
<td>Public Safety</td>
<td>Police and Public Works Department</td>
<td>Daily</td>
<td>Daily</td>
</tr>
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<td>Product</td>
<td>Vendor</td>
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<tr>
<td>Traffic Management System</td>
<td>Western Systems, Inc</td>
<td>Advanced traffic management signal system</td>
<td>Engineering</td>
<td>Public Works</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Tree Plotter</td>
<td>Plan IT Geo, Inv.</td>
<td>Tree management software to map and manage urban forest</td>
<td>Asset Management</td>
<td>Parks and Recreation Department</td>
<td>As Needed</td>
<td>As Needed</td>
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<tr>
<td>Veeam Backup and Replication</td>
<td>Veeam</td>
<td>Virtual infrastructure backup and recovery</td>
<td>Backup</td>
<td>Information Resources Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Veritone Contact</td>
<td>Veritone</td>
<td>Assist officers with stop data collection</td>
<td>Public Safety</td>
<td>Police Department</td>
<td>As Needed</td>
<td>As Needed</td>
</tr>
<tr>
<td>Virtual Timecard Interface</td>
<td>Intellitime Systems Corporation</td>
<td>Employee time input and tracking</td>
<td>Financial System</td>
<td>Finance Department</td>
<td>Daily</td>
<td>Daily</td>
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<tr>
<td>Volgistics</td>
<td>Volgistics, Inc.</td>
<td>Manages City’s volunteer applications and schedules.</td>
<td>Human Resources</td>
<td>Human Resources</td>
<td>As Needed</td>
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<td>vSphere</td>
<td>VMware</td>
<td>Virtualized server infrastructure</td>
<td>Virtual System</td>
<td>Information Resources Department</td>
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<td>Wasabi</td>
<td>Wasabi Technologies, Inc.</td>
<td>Cloud data storage</td>
<td>Data Storage</td>
<td>City Manager - Information Systems Division</td>
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<tr>
<td>Web based Grant, Loan, and Compliance Management Services</td>
<td>City Data Services, Inc.</td>
<td>Web-based grant and loan management services for public services, economic development, single family housing and multi-family housing programs and projects.</td>
<td>Customer Information System</td>
<td>Community Development Department - Housing</td>
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<td>Product</td>
<td>Vendor</td>
<td>Purpose</td>
<td>Data Category</td>
<td>Custodian</td>
<td>Collection frequency</td>
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<td>Workspace</td>
<td>VmWare, Inc.</td>
<td>Mobile device management</td>
<td>Asset Management</td>
<td>City Manager - Information Systems Division</td>
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<td>Wrike</td>
<td>Wrike, Inc.</td>
<td>Project management and collaboration software</td>
<td>Other</td>
<td>City Manager - City Clerk Division</td>
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<td>Yardi Voyager</td>
<td>Yardi, Inc.</td>
<td>Property management and accounting platform for both residential and commercial entities</td>
<td>Customer Information System</td>
<td>Community Development Department - Property Management</td>
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<td>Zoom Gov</td>
<td>Zoom</td>
<td>Online Meeting solution</td>
<td>Other</td>
<td>Information Resources Department</td>
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