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.

City of Petaluma Enterprise Systems Generated May 23, 2019

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Code Enforcement	Comcate	Log and manage code enforcement reports of violations, remediations	Code Enforcement	PD	As Needed	As Needed
Constant Contact	Constant Contact	Mailing list subscritption management	Email System	Information Technology	As Needed	As Needed
CopLogic	CopLogic	Collect non-urgent complaints and reports of crime	Customer Information System	Police	Daily	Daily
Crossroads Collision	Crossroads	Record and report on traffic collisions; locations, vehicles, other data	Public Safety	Police	As Needed	As Needed
Document imaging and management	Laserfiche	Scan, index, store documents - contracts, meeting agenda and minutes, council actions	Document Management	City Clerk	As Needed	As Needed
DropBox	DropBox	Infrequent file transfer. Staff posts responses to Public Records requests, exchanges design data with contractors.	Networking	Several departments	As Needed	As Needed
Eden Business Licenses	Tyler/ Eden	Manage city business licenses, holders, contacts; collect business tax	Business License	Finance	Daily	Daily
Eden Financials	Tyler/ Eden	Manage all City financials - general ledger, accounts payable, accounts receivable, project accounting, payroll	Financial System	Finance	Daily	Daily
Eden Permitting	Tyler/ Eden	Manage permit applications, approvals	Permit System	Building Division	Daily	Daily
Eden Utility Billing	Tyler/ Eden	Collect meter data, maintain customer accounts, manage payments, manage utility billing services	Utility Billing	Finance	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
engagEPetaluma	Public Stuff / Accela	Collect comments, complaints of needed repairs and service	Customer Information System	Information Technology	Daily	Daily
Enterprise Voice Mail	Cisco	Accept and record voicemail messages from callers, within the phone system	Other	Information Technology	Daily	Daily
ETrak Plus	Etrak	Recreation - reservations, sign ups for classes and facilities	Recreation Software	Recreation Services	Daily	Daily
Firehouse	Xerox	Manage Fire Dept.'s service call records. Contains call location, symptoms, disposition.	Public Safety	Fire Dept.	Daily	Daily
GovernmentJobs.com	Neogov	Job applicants can input job application data, resumes, supplemental questionnaire responses.	Human Resources	Human Resources	Daily	Daily
Granicus	Granicus	Provide public meeting audio/video recordings, deliver agenda, staff reports, meeting minutes	Other	Information Technology	As Needed	As Needed
Laserfiche	Laserfiche	Process document imaging, storage, retention. Contains scanned paper documents, meeting minutes, Council and committee and commission actions, contracts, agreements	Document Management	City Clerk	Daily	Daily
MS Exchange	Microsoft	All official City email between internal and external entities.	Email System	Information Technology	Daily	Daily
Museum software	Past Perfect	Catalog historical items for the PD - photos, etc.	Document Management	PD	As Needed	As Needed
Parcel Viewer	ESRI	Manage parcel, City facilities, street information, and address data on property within the Petaluma City limits	Geographic Information Systems	GIS	Monthly	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
RemitPlus	Jack Henry	Bulk check processing	Financial System	Finance	Daily	Daily
Sharefile - cloud file storage	Citrix	Store files offsite for transmitting to other entities; may contain copies of documents and reports	Data Storage	Information Technology	Daily	Daily
VoIP phone system	Cisco	Make/initiate and accept voice telephone calls over the data network	Other	Information Technology	As Needed	As Needed
Volunteer Management Info	VIMS	collect contact and applications for PD volunteers	Customer Information System	Police Dept	As Needed	As Needed
Wincite	Phoenix	Process payments on parking citations.	Financial System	Finance Dept.	Daily	Daily
XProtect	Milestone	Surveillance video recordings collected on certain City property locations	Other	Information Technology, Police Dept.	Daily	Daily