City of Sonoma
CATALOG OF ENTERPRISE SYSTEMS
Pursuant to CA Government Code 6270.5

Updated June 10, 2019

Vendor	Product	System Purpose	Description of Categories or types of data	Custodian	Frequency Collected	Frequency Updated
Ricoh	DocuWare	Archived documents	Building Codes	Building Dept.	Every 3 years	Every 3 years
			Cemetery Contracts	Cemetery	Daily	Annually
			Approved Building Plans	Building Dept.	Daily	Annually
			City Project Files	Public Works	As Needed	As Needed
			Building Inspection Log Files	Building Dept.	Daily	Annually
			Planning Minutes	Planning Dept.	Monthly	Annually
			City Council Minutes	City Clerk	Bi-monthly	Annually
			Design Review Minutes	Planning Dept.	Monthly	Annually
			Planning Application Files	Planning Dept.	Daily	Annually
			Original Building Permits	Building Dept.	Daily	Annually
			Engineering Improvement Plans and Parcel Maps	Public Works	As Needed	As Needed
			Community Development Agency Minutes	City Clerk	As Needed	As Needed
			Building Address Files	Building Dept.	Daily	As Needed
			Sonoma Public Finance Authority	City Clerk	As Needed	As Needed
			Cultural & Fine Arts Commission Minutes	City Clerk	As Needed	Annually
			Traffic Safety Committee Minutes	City Clerk	As Needed	Annually
			City & CDA Audits/Financial Statements	Finance	Annually	As Needed
			Cemetery Minutes	City Clerk	As Needed	As Needed
			Parks & Recreation Minutes	City Clerk	As Needed	As Needed
			City Budgets	Finance	Annually	Annually
			Ordinances	City Clerk	As Needed	Annually
			Deeds & Easements	City Clerk	As Needed	Annually
			Community Housing Corporation Minutes & Agenda	City Clerk	As Needed	Annually
			Community Services & Environmental Commission Minutes	City Clerk	As Needed	Annually
			Burial Permits	Cemetery	As Needed	Annually
			Community Development Agency Resolutions	City Clerk	As Needed	As Needed
			City Council Resolutions	City Clerk	As Needed	Annually
			Environmental Advisory Commission Minutes	City Clerk	As Needed	Annually
			Successor Agency Resolutions	City Clerk	As Needed	Annually
			Encroachment Permits	Public Works	As Needed	Annually
PowerPlan Corp.	Power Plan	Budget preparation	Description and estimate of budget expenses and revenue	City Manager	Annually	Annually

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Vendor	Product	System Purpose	Description of Categories or types of data	Custodian	Frequency Collected	Frequency Updated
Accella, Inc.	Springbrook	Financial Accounting System	Accounts Receivable Accounts Payable General Ledger Utility Billing Payroll Fixed Assets Business Licenses Cash Management Animal Control Permits	Finance Finance Finance Finance Finance Finance Finance Finance Finance	Daily Daily Daily Daily Daily As needed Daily Daily As needed	Daily Daily Daily Daily Daily Annually Daily Daily As needed
Microsoft through CDW-G	Microsoft Office 365	Office automation	*[For creating documents, data analysis, e-mail, inspection logs, Transient Occupancy Tax reporting, etc.]* Word processing Spreadsheet Custom Databases E-mail	Varies; City Clerk is responsible for City records	Daily	Daily
ESRI and Lynx Technologies	Arc GIS	Geographical Information System	Mapping, property data, zoning data, topography, aerial mapping Utility data	Planning Dept. Public Works Dept.	As needed As needed	As needed As needed
ProudCity	WordPress 5.2.1	Web Site Content Management System	General Information	Varies; City Clerk is the primary custodian of City Records	Daily	Varies; daily to annually
InfoSend On-Line Billing Services	InfoSend	On-Line Utility Billing	Water billing	Finance	Weekly	Bi-weekly
iCompass	Meeting Manager	Meeting Manager	Meeting calendars, archived meetings, live stream interface, commission application forms, public records request forms.	City Clerk	Daily	Daily
Image Trend	Ortivus Amazon	EMS Billing for PCRs - RMS	Customer Ambulance Billing Information	Sonoma Valley Fire & Rescue Authority	Daily	Daily
Mobile MMS	Websoft Developers, Inc.	Maintenance & Work Order Management	Work Orders Back Flow Devices Stormwater Inspections Public Works Inspections Stormwater Illicit Discharge Incident Reports	Public Works Dept.	Daily As needed As needed As needed As needed	Daily Annually As Needed As needed As needed