

City of Sonoma Enterprise System Catalog

Per Senate Bill No. 272, Chapter 795: Published June 2023

	<u>System Identifier</u>	<u>System's Purpose</u>	<u>Categories, Types of Data</u>	<u>Custodian</u>	<u>Frequency Collected</u>	<u>Frequency Updated</u>
1	Ricoh: DocuWare	Archived Documents	Cemetery Contracts	Cemetery	Daily	Annually
			Building Codes	Building Department	Every 3 Years	Every 3 Years
			Approved Building Plans	Building Department	Daily	Annually
			Capital Improvement Project Files	Public Works Department	As Needed	As Needed
			Building Inspection Log Files	Building Department	Daily	Annually
			Planning Commission Minutes	Planning Department	Monthly	Annually
			City Council Minutes	City Clerk's Department	Bi-monthly	Annually
			Design Review & Historic Preservation Commission Minutes	Planning Department	Quarterly	Annually
			Planning Application Files	Planning Department	Daily	Annually
			Original Building Permits	Building Department	Daily	Annually
			Engineering Improvement Plans/Parcel Maps	Public Works Department	As Needed	As Needed
			Sonoma Community Development Agency (CDA) Minutes	City Clerk's Office	As Needed	As Needed
			Building Address Files	Building Department	Daily	As Needed
			Cultural & Fine Arts Commission Minutes	City Clerk's Office	Quarterly	Annually
			Traffic Safety Committee Minutes	Public Works Department	Quarterly	Annually
			City/CDA Audits & Financial Statements	Finance	Annually	As Needed
			Parks, Recreation, & Open Space Commission Minutes	Public Works Department	Quarterly	Annually
			City Annual Budget	Finance	Annually	Annually
			City Council Ordinances	City Clerk's Office	As Needed	Annually
			City Council Resolutions	City Clerk's Office	As Needed	Annually
			Successor Agency Resolutions	City Clerk's Office	As Needed	Annually
			Encroachment Permits	Public Works Department	As Needed	Annually
			Burial Permits	Cemetery	As Needed	Annually
			Deeds & Easements	City Clerk's Office	As Needed	Annually
			Community Services & Environmental Commission Minutes	City Clerk's Office	As Needed	Annually
			Sonoma Community Housing Corporation Agenda & Minutes	City Clerk's Office	As Needed	Annually
2	PowerPlan Corporation: Power Plan	Budget Preparation	Description & estimates of annual budget expenses & revenues	City Manager's Office	Annually	Annually

3	Accella, Inc: Springbrook	Financial Accounting System	Accounts Receivables	Finance	Daily	Daily
			Accounts Payables	Finance	Daily	Daily
			General Ledger	Finance	Daily	Daily
			Utility Billing	Finance	Daily	Daily
			Payroll	Finance	Daily	Daily
			Fixed Assets	Finance	As Needed	Annually
			Business Licenses (Older than 2019)	Finance	Daily	Daily
			Animal Control Permits	Police Department	As Needed	Annually
			Cash Management	Finance	Daily	Daily
4	Microsoft CDW-G: Microsoft Office 365	Office Automation	[For creating/maintaining documents, data analysis, emails, inspection logs, Transient Occupancy Tax reporting, ect] Word Processing Spreadsheets Custom Databases Email	Varies: City Clerk's Office is responsible for all City records	Daily	Daily
5	ESRI/Lynx Technologies: Arc GIS	Geographical Information System	Mapping, property data, zoning data, topography, aerial mapping Utility Data	Planning Department Public Works Department	As Needed As Needed	As Needed As Needed
6	ProudCity: WordPress 5.2.1	Website Content Management System	General Information & Communications to the Public	Varies: City Clerk's Office is responsible for City records	Daily	Varies; Daily to Annually
7	Infosend: Infosend Online Billpay Services	Online Utility Billing System	Public Water Billing Portal	Finance	Weekly	Weekly
8	iCompass: Meeting Manager	Council, Commissions, & Committees Meeting Manager	Meeting calendars, archived meeting videos, live stream interface, commission application portal, public records request portal, public comment portal	City Clerk's Office	As Needed	As Needed
9	Mobile MMS: Websoft Developers, Inc.	Maintenance & Work Order & Public Works Invoice Approval Process Management	Work Order Back Flow Devices Stormwater Inspections Public Works Inspections Stormwater Illicit Discharge Incident Reports	Public Works Department Public Works Department Public Works Department Public Works Department Public Works Department	Daily As Needed As Needed As Needed As Needed	Daily Annually As Needed As Needed As Needed
10	Pagefreezer	Social Media and Website Archiving System	Website Archiving Solutions	City Clerk's Office	As Needed	As Needed
11	Social Media: YouTube, Instagram, Facebook	Various Communication Platforms	Posting various communications to the public	Varies: City Manager's and City Clerk's Office	Daily	Daily

12	OpenGov: Permitting	Government Licensing and Permitting Software	Processing and payment collection of various permits	Various: Building, Planning, Police, Public Works, Finance, Fire	Daily	Daily
13	NetFile	Political Reform Act Campaign online filing system	Online filing system of Conflict of Interest and Campaign Finance Reporting	City Clerk's Office	As Needed	Annually
14	Data Ticket, Inc.	Parking Citation Processing	Parking Citation processing and payment collection	Finance	Weekly	Monthly
15	HDL Companies: Business License	Business License Management Software	Business license processing and payment collection	Finance	Daily	Annually
16	Zoom	Video Conferencing	Video conferencing for various city meetings	Varies	As Needed	As Needed
17	BlueBeam Inc: BlueBeam Plan Revu	Plan Review System	Online plan check management system	Building	Daily	Daily
18	RingCentral	Communications System	Initiate and receive phone calls and messages	City-wide	Daily	Daily