

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 RANCHO MIRAGE

City of Rancho Mirage Catalog of Enterprise System

Pursuant to SB 272 Government Code Section 6270.5

| <u>#</u> | <u>Vendor</u> | <u>Product</u> | <u>System Purpose</u> | <u>Categories, Layers, or Modules</u> | <u>Custodian</u> | <u>Collection Frequency</u> | <u>Update Frequency</u> |
|----------|---------------|----------------|------------------------------|--|-----------------------------------|-----------------------------|-------------------------|
| 1 | Tyler | MUNIS | Financial System | - Accts Receivable - Accounts Payable - Payroll - Fixed Assets - General Ledger -Personnel Maintenance -Timesheets | Finance | Daily | Daily |
| 2 | Tyler | EnerGOV | Community/Permits Management | -Business License -Permitting -Inspections- Manages and provides access to building and miscellaneous permits, plan-checks | Building & Safety/Code Compliance | Daily | Daily |
| 3 | Laserfiche | Laserfiche | Records Management | Document Management | City Clerk | Daily | Daily |
| 4 | Microsoft | Office365 | Email System | Enterprise Electronic Mail | Information Services | Daily | Daily |
| 5 | Microsoft | Server | File Server | Department-specific shared file folders; User-specific file folders; miscellaneous application-generated files e.g.: Word documents, Excel | Information Services | Daily | Daily |



CITY OF RANCHO MIRAGE

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|----|-----------|-----------------|--|--|-----------------------------------|-----------|-----------|
| | | | | spreadsheets, etc. | | | |
| 6 | Dell | Spiceworks | Helpdesk System | Other | Information Services | Daily | Daily |
| 7 | CoreLogic | MetroScan | Database of residential, commercial, industrial, and vacant property | Vacant Property Information | Economic Development | As Needed | As needed |
| 8 | vmWare | vmWare ESXi | Bare-metal hyper-visor that installs directly on top of a physical server and partitions it into multiple virtual machines | Virtual System | Information Services | As Needed | As Needed |
| 9 | AutoDesk | AutoCAD | Computer Aided Design and Drafting | Engineering | Engineering | As Needed | As Needed |
| 10 | WordPress | Website | City Website | Content management for web posting/ calendars/notices | Marketing and Public Relations | Daily | Daily |
| 11 | Bluebeam | Revu | Plan reviews | Plan reviews | Public Works/Development Services | Daily | Daily |
| 12 | ESRI | ArcGIS Online | Geographic Information | GIS Software | Information Service | Daily | Daily |
| 13 | NeoGOV | NeoGOV | Application Tracking | Application Tracking | Human Resources | Daily | Daily |
| 14 | Granicus | Host Compliance | Short-Term Rental Compliance | Address Identification, Compliance Monitoring, 24/7 Hotline and Mobile Permitting & Registration | Building & Safety/Code Compliance | Daily | Daily |