

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 Adelanto Enterprise Systems

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Animal License	HDL Companies	Animal License	Animal License	Animal Control	Daily	Daily
ArcGIS	ESRI	Mapping	Geographic Information Systems	GIS	As Needed	As Needed
Business License	HDL Companies	Business License	Business License	Finance	Daily	Daily
ci.adelanto.ca.us	CivicPlus	City Official Website (ci.adelanto.ca.us)	Web Site	IT & various departments	As Needed	As Needed
Granicus	Granicus	Legislative Management - Civic Streaming -- City Council, Planning Commission & Oversight Board	Other	City Clerk, Planning, IT & Granicus	As Needed	As Needed
Microsoft Admin 365	Microsoft	Email & User Management System	Email System	IT	Daily	Daily
Facebook	Facebook	Official Facebook Page (https://www.facebook.com/CityofAdelanto)	Social Media	IT	As Needed	As Needed
Government Outreach	GoGov	Code Enforcement Management	Code Enforcement	Code Enforcement/IT/City Admin	Daily	Daily
HR	Paychex	HR System	Human Resources	HR & PayChex	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
MaaS360	Verizon	Mobile Device Management System	Telecommunication	IT	Daily	Daily
Municipal Code	American Legal Publishing	Municipal Code (http://www.amlegal.com/codes/client/adelanto_ca/)	Other	City Clerk	As Needed	As Needed
New World	Tyler Technologies	Utility Management	Utility Billing	Water, Finance & PERC	Daily	Daily
New World	Tyler Technologies	Financial Management	Financial System	Finance	Daily	Daily
Online/Phone IVR	Paymentus	Water & Sewer IVR Online/Phone Payment System	Other	Water, PERC, NWS & Paymentus	As Needed	As Needed
Payroll	Paychex	Payroll	Other	Finance & PAYCHEX	Daily	Daily
Permit Data Base	Camino	Permitting, Pursuant to California Code of Regulations, T-24	Permit System	Building & Safety/CAA/IT	Daily	Daily
Quests CMx	Questys Solutions	Permanent Document Retention System	Document Management	City Clerk, Building, Finance	Daily	Daily
SCADA	SCADA	Water Management Control System	Other	Water, IT & PERC	As Needed	As Needed
Connectwise	Connectwise	Help Desk Ticketing System	IT Records	IT	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Twitter	Twitter	Official Twitter Page (https://twitter.com/CityofAdelanto)	Social Media	IT	As Needed	As Needed
Instagram	Instagram	Official Instagram Page (https://www.instagram.com/_cityofadelanto/)	Social Media	IT	As Needed	As Needed
Linktree	Linktree	Collection of city social media and informational links (https://linktr.ee/cityofadelanto)	Social Media	IT	As Needed	As Needed
Zoom	Zoom	Video Conferencing, Remote City Council Meetings, Remote Planning Commission Meetings	Telecommunications	IT	Daily	Daily