

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 Burlingame Enterprise Systems Generated January 11, 2017

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
AccessBurlingame	SeeClickFix, Inc.	Provide a tool for citizens to document and report their concerns to City Hall	Other	City Manager's Office	As Needed	As Needed
ADP Payroll Services	ADP	Payroll processing of fire department personnel (Central County Fire Department)	Financial System	ADP Payroll Services/Information Technology	Daily	As Needed
ArcGIS	ESRI	All GIS functions related to public and internal GIS	Geographic Information Systems	Public Works/Information Technology	As Needed	As Needed
ASA firewall	Cisco	Network security	Security	Library Information Technology	As Needed	As Needed
Asset Management	Napa Tracs	Manage work orders on fleet infrastructure	Asset Management	Public Works Department	As Needed	As Needed
Authorize.net	Authorize.net	Processing of online credit card transactions for the Recreation Division	Recreation Software	Recreation Department	Daily	As Needed
AutoCAD	AutoDesk	Computer Aided Design and Drafting	Engineering	Public Works Engineering/Information Technology	As Needed	As Needed
AutoRead	Sensus	software used on handheld water meter readers for water billing purposes	Customer Information System	Finance/Information Technology	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Barracuda Backup	Barracuda Networks	End user data file and system file backup system	Backup	Information Technology	Daily	Daily
Barracuda Message Archiver	Barracuda Networks	Email archiving system	Email System	City Attorney/Information Technology	Daily	Daily
Budgeting	Rocket Software owns DBMS. Application developed, maintained, and supported in-house	Used to develop and report on budget vs expenditures	Financial System	Finance/Information Technology	As Needed	As Needed
City Intranet	Information Technology	Provide internal documents, forms, policies, time card schedules, etc.	Customer Information System	Information Technology	As Needed	As Needed
City Web Site	Vision Internet	Internet website	Web Site	City Manager/Information Technology	As Needed	As Needed
Digital Reel	BMI Imaging Systems	Legacy Police reports	Public Safety	Police Dept information technology	As Needed	As Needed
Discovery Layer	BiblioCommons	Enhance the look and feel of library catalog	Web Site	Library Information Technology	As Needed	As Needed
Email 365	Microsoft	Email	Email System	Library Information Technology	As Needed	As Needed
Exchange	Microsoft	Email System	Email System	Information Technology	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Finance	Rocket Software owns DBMS. Application developed, maintained, and supported in-house	Manage the City finances including, but not limited to, A/P, A/R, project and department expenditure tracking and reporting.	Financial System	Finance/Information Technology	Daily	Daily
Fire RMS	Zoll	Fire incident management	Public Safety	Central County Fire Department/Zoll	Daily	As Needed
Fleet Tracking	GPS Insight	Tracking of all City owned and operated vehicles	Asset Management	Public Works Department	Daily	Daily
Granicus	Granicus	Streaming of Council and other Commission meetings	Other	City Clerk/Information Technology	As Needed	As Needed
Helpdesk App	Software Sciences	Ticketing system	Other	Library Information Technology	As Needed	As Needed
Hitachi	Hitachi Data Systems	SAN data storage	Data Storage	Information Technology	Daily	Daily
Laserfiche	ECS Imaging	Document scanning	Document Management	Police Dept information technology	As Needed	As Needed
Legistar	Granicus	Workflow and agenda management system	Agenda Management	City Clerk/Information Technology	As Needed	As Needed
Library Catalog	Innovative	Library Catalog	Other	Library Information Technology	As Needed	As Needed
Lucity	Lucity	Management of customer requests and work orders (Public Works)	Other	Public Works/Information Technology	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Operations Management	CloudCompli	Management of storm water compliance	Public Safety	Public Works Department	As Needed	As Needed
Operations Management System	Cartegraph	Management of customer requests and work orders	Customer Information System	Public Works Department	Daily	Daily
Packet Shaper	Exinda	Managing traffic	Networking	Library Information Technology	As Needed	As Needed
Payroll	Rocket Software owns DBMS. Application developed, maintained, and supported in-house	Payroll processing including time card entry, paying staff (excludes fire department as they are on the ADP payroll system), and reporting to departments and external agencies	Financial System	Finance/Information Technology	As Needed	As Needed
Police dept Intranet	Netsential	Police Dept Intranet web site	Web Site	Police Dept information technology	As Needed	As Needed
Print/PC Managment	EnvisionWare	Print and management time on PC's	Other	Library Information Technology	As Needed	As Needed
Puma	Versatile Information Systems	Audio recording	Other	Police Dept information technology	As Needed	As Needed
RecEnroll	RecEnroll	Recreation class management system	Recreation Software	Recreation/Information Technology	Daily	Daily
RIMS	Sunridge Systems	Current CAD and records management	Public Safety	Police Dept information technology	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Safetynet	Hitech Systems	Maintain and manage CAD dispatch data prior to 2014	Public Safety	Police Dept information technology	Daily	Daily
SamrtPSS	VAS Security Systems	Surveillance cameras	Public Safety	Police Dept information technology	As Needed	As Needed
Sharepoint	Microsoft	Intranet	Other	Library Information Technology Dept	As Needed	As Needed
Shoretel	Shoretel	City-Wide phone system, voicemail and call routing	Other	Information Technology	Daily	As Needed
Splash Page	Aerohive	Policy acceptance	Security	Library Information Technology Dept	As Needed	As Needed
SQL Server	Microsoft	DBMS for almost all on-premise applications requiring database backend	Data Storage	Information Technology	Daily	Daily
Telestaff	Kronos	Fire personnel scheduling	Public Safety	Fire Dept./Kronos	Daily	As Needed
Trakit	CRW/Sungard	Permitting, planning, engineering	Permit System	Building/Information Technology	Daily	As Needed
Tree Keeper	Davey Tree Company	Maintenance of the City tree database in the Parks Division	Other	Parks Division	Daily	As Needed
Utility Billing	Rocket Software owns DBMS. Application developed, maintained, and supported in-house	Manage useage and billing for the City's Water customers	Utility Billing	Finance/Information Technology	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
VMWare	VMWare	Virtualization of server infrastructure	Networking	Information Technology	As Needed	As Needed
Web Help Desk	Perfect Tracker	IT Help Desk Ticketing System	Other	Information Technology	As Needed	As Needed