

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 Monterey Enterprise Systems Generated May 03, 2019

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
22 Miles	22 Miles	Digital display software	Other	Conference Center	As Needed	As Needed
AdastraGov	AdastraGov	Labor costing, negotiations, and position budgeting	Human Resources	Human Resources Department	Daily	Daily
ArcGIS	ESRI	General purpose GIS software system used for sharing GIS resources (maps, geodatabases, and tools).	Geographic Information Systems	Information Resources Department	Daily	Daily
ArcServe	ArcServe	Physical server back up and recovery	Backup	Information Resources Department	Daily	Daily
BOSSDesk	Business Oriented Software Solutions	Help desk and asset management system for information technology requests and assets.	Other	Information Resources Department	Daily	Daily
Call Recording System	Voice Print International, Inc	Public safety telephone and radio recording	Public Safety	Police Department	Daily	Daily
Cassie	Librarica LLC	Public computer time and print management	Other	Library Department	Daily	Daily
CopLogic	CopLogic Inc.	Collect non-urgent complaints and reports of crime.	Public Safety	Police Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Delphi	Newmarket	Event management software used for event orders, contact management, inventory management, and reporting.	Other	Community Services Department, Conference Center Division	Daily	Daily
Desk Officer Reporting System (DORS)	LexisNexis	Allows online reporting of crimes from citizens	Public Safety	Police Department	Daily	Daily
Digital ReelL	BMI Imaging	Permanent preservation and web based viewing of microfilm archives used in Public Works, Police, and Information Resources.	Data Storage	Information Resources Department	As Needed	As Needed
DNN	DotNetNuke	Content management for City websites	Web Site	City Manager's Office, Community Outreach	Daily	As Needed
Docusign	Carasoft Technology Corporation	Electronic signatures	Document Management	Information Resources Department	Daily	Daily
DonorPerfect	SofterWare, Inc.	Fundraising and donor management system solution to manage contacts, send communications, create special event forms, project management, donation processing, reporting, and analysis.	Customer Information System	Community Services Department, Library	As Needed	As Needed
Eden	Tyler Technologies	Financial management system	Financial System	Finance Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Energy Manager	Dude Solutions	Energy tracking solution for electricity, natural gas and water usage. Helps promote conservation.	Other	Finance Department	As Needed	As Needed
Enterprise Voice Mail	Cisco	Accept and record voicemail messages from telephone callers	Other	Information Resources Department	Daily	Daily
Firehouse	Xerox	Fire Department records management system used to manage day-to-day operations, planning, field operations, decision support, and communications.	Public Safety	Fire Department	Daily	Daily
FTO - Field Training Officer Program	Lefta Systems, Inc	Field Training Officer Program	Public Safety	Police Department	As Needed	As Needed
Genetec	Genetec	Video security system	Security	Information Resources Department	Daily	Daily
Google Apps	Google	Email, calendar, and collaboration	Email System	Information Resources Department	Daily	Daily
Hansen	Infor	Used to manage, track, and report information about City assets, permits, and code enforcement. Including inventory, maintenance, and customer service requests.	Asset Management	Public Works Department	Daily	Daily
In-car Video and Body Cams	In-Car Video and Body Cams	In-Car Video and Body Cams Recording	Public Safety	Police Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Insight	Neogov	Applicant tracking system that allows the City to post jobs on website, accept online applications, and score automatically.	Human Resources	Human Resources Department	Daily	Daily
Insite360	Gilbarco Veeder-Root	Fuel management system	Other	Public Works	As Needed	As Needed
Koha	ByWater Solutions, LLC.	Integrated Library system (ILS) used to manage the library data including the public catalog, circulation, patrons, cataloging, reports, acquisitions, and serials.	Data Storage	Library Department	Daily	Daily
LicenseTrack, PetTrack, ParkingTrack, and PaymentCentral	Progressive Solutions	Manage business and pet licensing. Track, issue, and renew parking permits. Integrated payment cashiering solution that eliminates double entry of receipts.	Financial System	Finance Department	Daily	Daily
MeterManager	POM Incorporated	Polling software to monitor transactions at the meters	Financial System	Parking Division	Daily	Daily
METR - Management of Employee Training Records	Lefta Systems, Inc	Management of Employee Training Records	Public Safety	Police Department	As Needed	As Needed
Museum Software	PastPerfect Software, Inc.	Catalog historical items for the museum	Document Management	Museum	As Needed	As Needed
NetFile	Netfile, Inc.	Electronically file form 700 and campaign documents	Document Management	City Clerk	Annually	Annually
Plan It	Ragnasoft, Inc	Police automated scheduling and human resources management system.	Public Safety	Police Department	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
PRTG	Paessler	Network monitoring	Networking	Information Resources	As Needed	As Needed
Rapid Plan	Invarion	Traffic control planning	Transit	Public Works Department, Traffic Engineering	As Needed	As Needed
RecTrac and WebTrac	Vermont Systems	Recreation program offerings, registration, facility booking, and reservations.	Recreation Software	Community Services Department, Recreation Division	Daily	Daily
Simpler Systems	Simpler Systems	Financial data apps to navigate Eden financial data to provide detailed reports	Financial System	Finance	Daily	Daily
SIRE	Hyland Software	Document management and meeting agenda and minutes automation.	Data Storage	Information Resources Department	Daily	Daily
SnapSchedule	Business Management Systems	Used to schedule parking employee's shifts	Other	Parking Division	Daily	Daily
Social Tables	Social Tables	Online reservation system	Customer Information System	Conference Center	Daily	Daily
StreetSaver	StreetSaver	Tracking and managing pavement inventory	Asset Management	Public Works Department	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Telestaff	Kronos	Time and attendance tracking of fire department employees	Other	Fire Department	Daily	Daily
The Marina Program	Nautical Software Solution	Harbor customer management database with reservation management, point of sale, billing, and reporting system.	Customer Information System	Community Services Department, Harbor Division	Daily	Daily
Trackability	Recordables	Risk management software	Financial System	Finance	As Needed	As Needed
Traffic Collision Database	Crossroads	Provides analysis of traffic collision information.	Public Safety	Police and Public Works Department	Daily	Daily
Traffic Management System	Western Systems, Inc	Advanced traffic management signal system	Engineering	Public Works	Daily	Daily
Unidesk	Unidesk	VDI management and application layering	Virtual System	Information Resources Department	As Needed	As Needed
Veeam Backup and Replication	Veeam	Virtual infrastructure backup and recovery	Backup	Information Resources Department	Daily	Daily
Virtual Timecard Interface	Intellitime Systems Corporation	Employee time input and tracking	Financial System	Finance Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
VOIP Phone System	Cisco	Initiate and accept telephone calls over the data network	Other	Information Resources Department	Daily	Daily
Volgistics	Volgistics, Inc.	Manages City's volunteer applications and schedules.	Human Resources	Human Resources	As Needed	As Needed
vSphere	VMware	Virtualized server infrastructure	Virtual System	Information Resources Department	As Needed	As Needed