

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 Madera Enterprise Systems Generated June 08, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
ACTIVE Net	Active Network	Recreation Program Management	Recreation Software	Parks and Communit Services Department	Daily	Daily
ADP	ADP	Time and Attendance and Payroll Systems	Human Resources	Human Resources	Daily	Daily
Animal License	Temple Consulting	Issue, track, and transact fees for Animal Licenses	Animal License	Finance Department	Daily	Daily
ArcGIS	ESRI	Mapping and Planning Software	Geographic Information Systems	Planning and Public Works Departments	As Needed	As Needed
AutoCAD	Autodesk	Engineering Design Software	Engineering	Engineering Department	As Needed	As Needed
Building Permits	Temple Consulting	Issue, track, and collect fees for building permits in the City of Madera	Permit System	Building Department	Weekly	Weekly
Business Licenses	Temple Consulting	Issue, track, and annual billing for business licenses within the City of Madera.	Business License	Finance Department	Daily	Daily
Code Enforcement	Buikin Systems	Case management for code enforcement purposes within the City of Madera.	Code Enforcement	Code Enforcement/Neighborhood Revitalization Department	Daily	Daily
Data Protection Manager	Microsoft	Backup systems software	Backup	Information Services Department	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Document Storage	Various	Storage of non-indexed documents related to daily business activities.	Data Storage	City of Madera	Daily	Daily
Email	Microsoft	City of Madera email system	Email System	Information Services Department	Daily	Daily
Fixed Assets	Sage	Track and manage all fixed assets for the City of Madera	Asset Management	Finance	Weekly	Weekly
Logic MDM	Sensus	Water Meter data management application suite	Other	Public Works Department	Daily	Daily
MAIS (Municipal Accounting Information System)	Temple Consulting	Core financials including all General Ledger, AP, AR, and Budgeting.	Financial System	Finance Department	Daily	Daily
RAIDS (Regional Analysis and Information Data Sharing) Online	Bair Analytics	Share crime data with the public through a crime map and analytics dashboard.	Public Safety	Police Department	Weekly	Weekly
Utility Billing	Temple Consulting	All processes related to water, sewer, and solid waste for the residents of the City of Madera.	Utility Billing	Finance Department	Daily	Daily