

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.

Redwood City Enterprise Systems Generated June 20, 2016

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Active.net/Active Network	Active Network	Facility Reservations, league management, class/training management	Recreation Software	Parks and Recreation	As Needed	As Needed
Budgeting-Rocket Software (maintained & supported in-house)	Modular Systems for support and license purchase	Used to develop & report on budget vs. expenditures	Financial System	Finance (All use; Finance biggest user)	Annually	Annually
CalOpps	Foster City	Employee Recruitment	Human Resources	HR	As Needed	As Needed
Codepal-Sybatech	Sybatech	Used to schedule, perform & bill Fire inspections	Public Safety	Fire	As Needed	As Needed
CodeRed/ECN	ECN	public Emergency Notification	Public Safety	All	As Needed	As Needed
Confluence/Atlassian	Atlassian	repository of information for city processes	Other	All	As Needed	As Needed
Constant Contact	Constant Contact	Mailing list management	Social Media	Manager, Library, Parks, Clerks	As Needed	As Needed
Council Chamber A/V	ICS	Presentation, voting, internet streaming of public meetings	Social Media	IT, Clerk	As Needed	As Needed
Crimereports.org	Crimereports.org	Public Access to Crime Data	Public Safety	Police	As Needed	As Needed
Dameware/Solarwinds	Solarwinds	Desktop remote-control & management	Networking	Police	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Desktop Authority/Dell	Dell	Log in script desktop management	Networking	IT	As Needed	As Needed
DeviceExpert/ManageEngine	ManageEngine	Network config. manager	Networking	IT	As Needed	As Needed
eTrackit-CRW	CRW	Permitting, planning & engineering	Permit System	Community Development	As Needed	As Needed
Exchange/Microsoft	Microsoft	Email	Email System	All	As Needed	As Needed
Finance-(Rocket Software; dev., maintained & supported in-house	Modular systems for support & license purchase	Used to manage the City Finances-including, but not limited to A/P, A/R, project & Dept. expenditure tracking & reporting	Financial System	All	As Needed	As Needed
Fire RMS-Zoll	Kronos	Fire personnel scheduling	Public Safety	Fire	As Needed	As Needed
Fleet Anywhere/Asset Solutions	Asset Solutions	Auto Shop Operations	Other	Public Works/Autoshop	As Needed	As Needed
GIS-ESRI	Modular Systems for support & license purchase	All GIS functions related to public & internal GIS	Geographic Information Systems	All	As Needed	As Needed
GIS (Internal Web) Autodesk	ESRI	All GIS functions related to public & internal GIS	Geographic Information Systems	All	As Needed	As Needed
Granicus	Granicus	Streaming of Council & other Commission meetings	Virtual System	Clerk, Community Development	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
InfoSend	Infosend	Utility Bill presentment & payment for customers	Utility Billing	Finance (Revenue Services)	As Needed	As Needed
Inframap	Inframap	Infrastructure Software	Geographic Information Systems	Public Works	As Needed	As Needed
Intranet/Redwood City	Redwood City	Documents, Timecard, Paystubs, etc.	Financial System	All	As Needed	As Needed
ipMonitor/Solarwinds	Solarwinds	Network Monitoring	Networking	Police	As Needed	As Needed
Kwiktag	Kwiktag	Legacy Document management	Document Management	Police	As Needed	As Needed
Lansweeper	Lansweeper	Network Inventory	Networking	Police	As Needed	As Needed
LaserFiche	ECS	Used for document management	Document Management	Clerk, Building, Attorney, & Finance	As Needed	As Needed
Learning Management/Co. of San Mateo	Co. of San Mateo	Employee Training Portal	Virtual System	All	As Needed	As Needed
MindMixer	MindMixer	Public Crowd Sourcing/Feedback	Social Media	All	As Needed	As Needed
Municode	Municode	Code of Ordinances	Code Enforcement	City Clerk	As Needed	As Needed
myRWC/Public Stuff	Public Stuff	Resident issue reporting & managing	Customer Information System	Managers Office, Police, Public Works, Community Development, Parks & Recreation	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Netop Live Guide/Netop	Netop	Video Chat Application	Social Media	Police	As Needed	As Needed
Passwork SelfService/Dell	Dell	Password Management	Security	Police	As Needed	As Needed
Payroll-(Rocket Software; dev., maintained & supported in-house)	Modular systems for support & license urchase	Used to process payroll-time card entry, paying staff, reporting to departments & external agencies	Financial System	All	As Needed	As Needed
Privelge Authority/Dell	Dell	User rights management	Security	Police	As Needed	As Needed
Pticket.com	Pticket.com	Pay a Parking Ticket	Other	All	As Needed	As Needed
RIMS/Sunridge Systems	Sunridge Systems	CAD/RMS/Mobile Computer Application	Public Safety	Police	As Needed	As Needed
Sedaru/ID Modeling	ID Modeling	Infrastructure monitoring	Utility Billing	Public Works	As Needed	As Needed
ShoreTel telephone system	Packet Fusion	VoIP telephone system	Other	IT	As Needed	As Needed
SIRE-Hyland	Hyland	Used to manage agenda & contract workflows	Document Management	All, however Clerk manages Agenda management & Attorney manages contract workflow functions	As Needed	As Needed
SQLServer/Microsoft	Microsoft	DBMS for almost all on-premise applications requiring database backend	Financial System	All	As Needed	As Needed
Summation - 360 (Integrated Voice Response (IVR)Paymentus	Paymentus	Utility Bill account information & payment through over telephone	Utility Billing	Finance (Revenue Services)	As Needed	As Needed

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
Telestaff-Kronos	Sybatech	Used to schedule, perform & bill fire inspections	Public Safety	Fire	As Needed	As Needed
TMA-TMA Systems	TMA Systems	Facility maintenance management	Asset Management	Public Works	As Needed	As Needed
Traffic Collision/Crossroads	Crossroads	Collision Tracking & Reporting	Public Safety	Police	As Needed	As Needed
Utility Billing (Rocket Software; dev., maintained, supported in-house)	Modular Systems-support/license	Used to manage usage & billing for water customers	Utility Billing	Finance (Finance (Revenue Services), Public Works)	As Needed	As Needed
VMWare	VMWare	Virtualization of server infrastructure	Virtual System	All	As Needed	As Needed
Websense	Websense	Web Filtering	Security	All	As Needed	As Needed