

## **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 NAPA ENTERPRISE SYSTEMS – GENERATED JUNE 2021**

<b>Name of Software Vendor/Reseller</b>	<b>Software System Product Name</b>	<b>System's Purpose</b>	<b>Types of Data Stored in System</b>	<b>Custodial Department/Division of Software</b>	<b>Frequency of Data Backup (Hourly, Daily, Weekly)</b>
A Check	A Check	DOT/CDL Verification	Employee Drivers License Data	Human Resources	Daily
Actelis	MetaAssist	Equipment programming tool	user data	Public Works	Daily
Adobe	Creative Cloud	Documents, Graphics, Graphic Design/Photo Editing/Marketing Materials	Ads, Flyers, Forms, Brochures	Information Technology	Daily
ALL DATA Diagnostics	ALL DATA Diagnostics	Diagnostics	Diagnostic data, user info, vehicle info	Public Works	Daily
AS400 , IBM	AS400	Utility Billing	Utility Bills	Finance	Daily
Asset Works	Fleet Focus FA	Fleet Tracking	asset descriptions, cost data, work order data, inspections, etc.	Public Works	Daily
Autodesk	AutoCAD	Engineering plans, surveying, architectural, Design and drafting	Plans, plots, renderings, drawings, images, Map design, Construction design	Public Works, Community Development, Information Technology	Daily
Badger	Orion	Meter Reading for Pressure Regulators	Meter Readings	Utilities	Daily
Blue Beam	Blue Beam	Development Review, CAD markup and collaboration, digital plan review	Plans	Public Works, Utilities	Daily
Canva	Canva	Graphic Design	PAFR	Finance	Daily
Central Square	Lucy	Maintenance Management, Asset/Work Order Management, Maintenance Management for City Assets	Service Requests, Work Orders, Asset Management	Parks and Recreation	Daily

<b>Name of Software Vendor/Reseller</b>	<b>Software System Product Name</b>	<b>System's Purpose</b>	<b>Types of Data Stored in System</b>	<b>Custodial Department/Division of Software</b>	<b>Frequency of Data Backup (Hourly, Daily, Weekly)</b>
Central Square	TRAKiT	permit management, project tracking, code enforcement, and business license tracking software system.	project management, parcel information	Community Development	Daily
Central Square	IFAS	Financial System	Budgeting, Accounting, Payroll, Purchasing	Finance	Daily
Cisco Meraki	Cisco Meraki	Mobile software and hardware management and monitoring	Tablet locations, software loaded	Utilities	Daily
Citizen Communications	Recyclist	Solid Waste/Recycling Programs	Outreach info	Utilities	Daily
CivicPlus	Civic Rec	Recreation class tracking, Registration Software	Registrations, Permits, Customer Data	Parks and Recreation	Daily
CivicPlus	CivicPlus	Web site configuration	Web site configuration	Information Technology	Daily
Constant Contact	Constant Contact	Manage email lists	email addresses	City Manager	Daily
Corodata	Corodata	Records Management	Offsite Physical Records Inventory	City Clerk	Daily
CrewSense	CrewSense	Staffing Program	Shift information	Fire	Daily
CSDS	Trimble Business Center (TBC)	GPS data collection and staking	GPS data	Public Works	Daily
Cubic	Gridsmart	Traffic signal video detection client	Databases, count data, history files	Public Works	Monthly
Dataticket	Dataticket	Managing Parking Citations	Parking Citations	Finance	Daily
Datmobile	Datmobile App	digital inspection forms	project information	Public Works	Daily
Department of Justice	Department of Justice Portal	Background Checks	Background Check Results	Human Resources	Daily

<b>Name of Software Vendor/Reseller</b>	<b>Software System Product Name</b>	<b>System's Purpose</b>	<b>Types of Data Stored in System</b>	<b>Custodial Department/Division of Software</b>	<b>Frequency of Data Backup (Hourly, Daily, Weekly)</b>
DocuSign	DocuSign	Document Signature Router	Employee Onboarding	Information Technology	Daily
Dropbox	Dropbox	Cloud storage and sharing with consultants	project files to share between consultants	Information Technology	Daily
ECS	Laserfiche Cloud	Enterprise Content Management	Official City Records	City Clerk	Daily
Employee Screening Resource	Employee Screening Resource	Employee Background Checks	Background Check Results	Human Resources	Daily
Employment Development Department	EDD Portal	Unemployment Claims	Unemployment claims	Human Resources	Daily
ESO	ESO	Emergency Management System	Emergency Operations	Fire	Daily
ESRI	ArcGIS, ARCMAP, ARCGIS Pro	Asset Mapping, Mapping and Planning Software, GIS Mapping and Planning	Geolocations, Assets, Work History, Planning, Geographic Information Systems, Diagnostic data, user info, vehicle info	Information Technology	Daily
Facebook	Facebook	Social Media	Citizen Communications	City Manager	Daily
Fastenal	Fastenal	Sale of General Supplies	Transaction Data/User Management	Finance	Daily
Ford Motor Company	Rotunda	Diagnostics	Diagnostic data, user info, vehicle info	Public Works	Daily
Fracta	Fracta	Water System analysis and planning	Water system data	Utilities	Daily
Gerber Technology	Gerber Omega	Sign Design and Printer Software	Design information	Public Works	Daily
Google	Google Earth Pro	Historical Aerials	aerials	Public Works	Daily
GovDeals	GovDeals	Auction Surplus Items	Selling data	Finance	Daily

<b>Name of Software Vendor/Reseller</b>	<b>Software System Product Name</b>	<b>System's Purpose</b>	<b>Types of Data Stored in System</b>	<b>Custodial Department/Division of Software</b>	<b>Frequency of Data Backup (Hourly, Daily, Weekly)</b>
GovInvest	GovInvest	Pension/OPEB forecasting	Employee and Retiree data from PERS	Finance	Daily
Granicus	Campaign Docs/eCampaign	FPPC Campaign Statement Software	Form 700 Filings	City Clerk	Daily
Granicus	Disclosure Docs/eDisclosure Software	FPPC Filing Software	Campaign related filings	City Clerk	Daily
Granicus	Ethics Training/Tracking Software	Ethics training and tracking Software	Ethics training	City Clerk	Daily
Granicus	Legistar	Agenda and Meeting Management Software System; Host for Boards, Commissions and Committees	Agenda's for City Council and Boards and Commissions; Applications for Boards, Commissions, and Committees	City Clerk	Daily
Granicus	Host Compliance	Vacation rental enforcement tool	Vacation rental data	Community Development	Daily
Happy Software	Happy	Process and print section 8 checks	Housing/tenant info	Community Development	Daily
IBM	Kenexa	Candidate Assessment Center	Candidate Information & Assessment Results	Human Resources	Daily
Information Display	Display Manager	Radar Speed Feedback Signs	databases	Public Works	Daily
Innovyze	Infowater MSX (Suite)	Water System modeling, analysis and planning	Water System hydraulics, assets, planning, simulations	Utilities	Daily
Instagram	Instagram	Social Media	Citizen Communications	City Manager	Daily
Intelight	MaxView	Traffic signal central system	Traffic signal data, timing data, counts and CSV files	Public Works	Daily
Intergraph	ILEADS RMS	Records Management System	Police incidents/offenses, arrests, warrants, property, case management	Police	Daily

<b>Name of Software Vendor/Reseller</b>	<b>Software System Product Name</b>	<b>System's Purpose</b>	<b>Types of Data Stored in System</b>	<b>Custodial Department/Division of Software</b>	<b>Frequency of Data Backup (Hourly, Daily, Weekly)</b>
InTime	In Time	Staffing Program	Shift information	Police	Daily
Iteris	Nextview	Traffic signal detection video client	Databases, count data, history files	Public Works	Monthly
Iteris Inc.	Vantge Next	Signal Video Detection	databases, GPS Mapping, time stamps	Public Works	Daily
ITRON	ITRON	Electronic Meter Reading	Meter Readings	Utilities	Daily
ITRON	mlog	leak detection	water leaks	Utilities	Daily
Lansweeper	Lansweeper	Hardware & Software Inventory Management	Inventory count	Information Technology	Daily
McCain Inc	Miovision	Signal Video Detection	GPS location, Volume counts, Phasing history	Public Works	Hourly
Microsoft	M365 G5	Email, Document Processing	Documents, Email, calendar, tasks etc	Information Technology	Daily
Miovision	Miovision Scout	Vehicle Counting and Reporting	vehicle data count and time	Public Works	Daily
Mitel	3300	Phone System		Information Technology	Daily
Mitel	Nupoint	Voicemail	Voicemail messages	Information Technology	Daily
Navex Global	Ethic's Point Hotline	Reporting Employee Concerns	Confidential reports	Human Resources	Daily
NeoGov	NeoGov	Employee Performance, Training Records	Evaluations, Employee Data, Training	Human Resources	Daily
NextDoor	NextDoor	Social Media	Citizen Communications	City Manager	Daily

<b>Name of Software Vendor/Reseller</b>	<b>Software System Product Name</b>	<b>System's Purpose</b>	<b>Types of Data Stored in System</b>	<b>Custodial Department/Division of Software</b>	<b>Frequency of Data Backup (Hourly, Daily, Weekly)</b>
NextRequest	NextRequest	PRA Software	Public Records Act request	City Clerk	Daily
Nixle	Nixle	Emergency notifications to the public and community updates	Citizen Communications	Police/Fire/City Manager	Daily
OneStep	OneStep	Point of Sale system	All Point of Sale item	Finance	Daily
OpenGov	OpenGov	Transparency portal	general ledger transactions	Finance	Daily
Paymentus	Paymentus	Online Billing	Utility Billing	Finance	Daily
Procore Technologies, Inc.	Procore	project management	plans, RFI, Submittals	Public Works, Community Development	Daily
Public Purchase	Public Purchase	RFP Management	RFP Information	Finance	Daily
PulsePoint	PulsePoint Foundation	Community CPR notification	notifications	Fire	Daily
Radar Sign	Traffic Analyzer	Radar Speed Feedback Signs	databases	Public Works	Daily
RetainPro	RetainPro	Retaining Wall Design	Design information	Public Works	Daily
Ridge Engineering Inc	PC-Travel	Travel Time and Delay Studies	databases, GPS Mapping, time stamps	Public Works	Daily
SAI	Flexi	Sign Design and Printer Software	Design information	Public Works	Daily
Simpson Strong-Tie	Anchor Designer	Concrete anchor design	Design information	Community Development	Daily
Softpak	Softpak	Scalehouse Transactions	Gatehouse Transactions	Utilities	Daily

<b>Name of Software Vendor/Reseller</b>	<b>Software System Product Name</b>	<b>System's Purpose</b>	<b>Types of Data Stored in System</b>	<b>Custodial Department/Division of Software</b>	<b>Frequency of Data Backup (Hourly, Daily, Weekly)</b>
Spiceworks	Spiceworks	Submit/Track/Manage Online Requests for IT support	Helpdesk Ticketing System	Information Technology	Daily
Survey Monkey	Survey Monkey	Survey	Opinions	Human Resources	Daily
Target Solutions	Target Solutions	Fire Training delivery and records	Training Info	Fire	Daily
Textio	Textio	Augmented Writing Tool	Job Postings	Human Resources	Daily
Thomson Reuters	CLEAR	Investigative tool for code enforcement investigations (people and property data)	Code enforcement	Community Development	Daily
TimeMark Inc	VIAS	Vehicle Counting and Reporting	vehicle data count and time	Public Works	Daily
Tokay	TokaySQL	Backflow Program	Backflow Device, Testing history	Utilities	Daily
Trafficware	Streetwise	Traffic signal central system	Traffic signal data	Public Works	Monthly
Trafficware	Synchro	Traffic signal coordination programming tool	Files and user data	Public Works	Yearly
Training Innovations	TMS Millennium	Tracking of Training Records	PD employee training records	Police	Manually
Transoft Solutions	AutoTURN	Swept Path Analysis	vehicle turning path simulations	Public Works	Daily
Trimble	Telog, Unity	Water System pressure monitoring and measuring	Water system pressures	Utilities	Daily
Trimble	Trimble Business Center	Adjust Survey Data	CSV	Public Works	Daily
Twitter	Twitter	Social Media	Citizen Communications	City Manager	Daily



<b>Name of Software Vendor/Reseller</b>	<b>Software System Product Name</b>	<b>System's Purpose</b>	<b>Types of Data Stored in System</b>	<b>Custodial Department/Division of Software</b>	<b>Frequency of Data Backup (Hourly, Daily, Weekly)</b>
Tyler Technologies	Munis	Enterprise Resource Planning	Financial Accounting, Payroll, General Ledger, Purchasing	Information Technology	Daily
Tyler Technologies	Munis Utility Billing™ CIS	Utility Billing and Cash Collection	Accounts Receivable Financial	Information Technology	Daily
US Bank	US Bank	CalCard Management	CalCard Account Information	Finance	Daily
Verizon	Network Fleet Verizon Connect	Telematics	GPS location, vehicle data, driver data, etc.	Public Works	Daily
Vigilant Solutions	Vigilant	Parking citation management	Parking citations	Community Development	Daily
WEX Inc	WEX Online	Fuel Cards	Asset descriptions, driver info, user info	Public Works	Daily
When2Work	When2Work	Part-Time Scheduling	Work Schedules	Parks and Recreation	Daily
Workiva	Workiva	Report creation	CAFR and Budget documents	Finance	Daily
YouTube	YouTube	Social Media	Citizen Communications	City Manager	
Zoll FireRMS	Zoll	Fire Prevention Inspections	reports	Fire	Daily