

# 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 as of July 1, 2022

Product	Vendor	Purpose	Data Category	Custodian	Collection frequency	Update frequency
AccessBurlingame	SeeClickFix, Inc.	Tool for citizens to document and report their concerns to City Hall	Other	City Manager's Office	As needed	As needed
Acuity Scheduling	Acuity Scheduling Inc.	Online appointment scheduler for passport services and curbside pickup appointments	Other	Library Information Technology	As needed	As needed
ArcGIS	ESRI	All GIS functions related to public and internal GIS	Geographic Information Systems	Public Works/Information Technology	As needed	As needed
Archive Social	Archive Social	Preserves posts to City's Social Media	Social Media	City Manager's Office	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
Barracuda Message Archiver	Barracuda Networks	Email archiving system	Email System	City Attorney/Information Technology	Daily	Daily
Cartegraph	Cartegraph	Management of customer requests and work orders (Public Works)	Asset Management	Public Works Department	Daily	Daily
Cellebrite	Cellebrite	Digital analysis of cell phones	Public Safety	Police Dept Information Technology	As needed	As needed
City Intranet	Revize	Provide internal documents, forms policies, time card schedules, etc	Customer Information System	Information Technology	As needed	As needed
City Web Site	Revize	Internet website	Web Site	City Manager/Information Technology	As needed	As needed
CloudCompli	CloudCompli	Stormwater inspections	Other	Public Works Department	As needed	As needed

<b>Product</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Data Category</b>	<b>Custodian</b>	<b>Collection frequency</b>	<b>Update frequency</b>
Clover	Clover	Point of Sale system	Financial System	Library Information Technology	Daily	As needed
Constant Contact	Constant Contact	City Enews	Other	City Manager's Office	Weekly	Weekly
Digital Reel	Digital Reel	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
Eventide	Goserco	Recording device	Public Safety	Police Dept Information Technology	Daily	As needed
Exchange	Microsoft	Email system	Email System	Information Technology	Daily	Daily
ExecuTime	Tyler Technologies	Time card entry for payroll	Financial System	Finance Department / Information Technology	As needed	As needed
Fleet Tracking	GPS Insight	Tracking of all City owned and operated vehicles	Agenda Management	Public Works Department	Daily	Daily
Forensic Logic	Leap and Coplink	Data sharing	Public Safety	Police Dept Information Technology	Daily	As needed
Granicus	Granicus	Streaming of Council and other Commission meetings	Other	City Clerk/Information Technology	As needed	As needed
Itpipes Web	Infrastructure Technologies	Sewer pipe inspection and condition assessment	Asset Management	Public Works Department	Daily	Daily
Laserfiche	ECS Imaging	City document scanning	Document Management	Information Technology	As needed	As needed
Legistar	Granicus	Workflow and agenda management system	Agenda Management	City Clerk/Information Technology	As needed	As needed
Libcal	Springshare	Event registration and study room booking	Other	Library Information Technology	As needed	As needed
Library Aware	EBSCO	Newsletter software	Customer Information System	Library 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)	Asset Management	Public Works/Information Technology	As needed	As needed

<b>Product</b>	<b>Vendor</b>	<b>Purpose</b>	<b>Data Category</b>	<b>Custodian</b>	<b>Collection frequency</b>	<b>Update frequency</b>
Munis Budgeting	Tyler Technologies	Develop and manage operating budget	Financial System	Finance Department / Information Technology	As needed	As needed
MUNIS Financial	Tyler Technologies	General Ledger, Account Payable, Purchasing, Contract Management, General Billing	Financial System	Finance Department / Information Technology	Daily	Daily
Munis HRM	Tyler Technologies	Human Resources management system	Human Resources	Human Resource Department / Information Technology	As needed	As needed
Munis Payroll	Tyler Technologies	Payroll processing and reporting	Financial System	Finance Department / Information Technology	As needed	As needed
Munis Utility Billing	Tyler Technologies	Manage useage and billing for the City's water customers	Utility Billing	Finance Department / Information Technology	Daily	Daily
Office 365	Microsoft	Cloud-based, subscription model version of Microsoft Office	Document Management	Library Information Technology	Daily	Daily
PB System	PlanetBids	Online bidding and vendor management	Other	Public Works	As needed	As needed
Phoenix	OPW Fuel Management Systems	Fuel management	Other	Public Works	As needed	As needed
Police dept. Intranet	Netsential	Police Dept Intranet web site	Web Site	Police Dept Information Technology	As needed	As needed
Recreation Managment	Vermont Systems	Recreation class management system	Recreation Software	Recreation	Daily	Daily
Shoretel	Shoretel	City-Wide phone system, voicemail and call routing	Other	Information Technology	Daily	As needed

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SQL Server	Microsoft	DBMS for almost all on-premise applications requiring database backend	Data Storage	Information Technology	Daily	Daily
TRACS	Napa	Manage work orders on fleet infrastructure	Asset Management	Public Works/Information Technology	Daily	Daily
Trakit	CentralSquare	Permitting, planning, engineering	Permit System	Building/Information Technology	Daily	As needed
Zoom	Zoom	Virtual meeting software	Virtual System	Library Information Technology	As needed	As needed