



# ENCINA WASTEWATER AUTHORITY

A Public Agency

Admin.17-12931 (last updated July 13, 2017)

## Senate Bill 272

Approved on October 11, 2015, 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 systems that collects, stores, exchanges and analyzes information that the agency uses that is both of the following:
- A multi-departmental systems or a system that contains information collected about the public.
- A system that serves 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:
- 2) Current system vendor
- 3) Current system product
- 4) System's purpose
- 5) A description of categories or types of data
- 6) The department that is the prime custodian of the data
- 7) The frequency that system data is collected
- 8) The frequency that system data is updated
- 9) To make a catalog publicly available upon request
- 10) 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 public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

### Encina Enterprise System Catalog Admin.17-12931a

| Vendor             | Product    | System Purpose            | Categories, Layers, or Modules  | Custodian  | Collected   | Frequency Updated   |
|--------------------|------------|---------------------------|---|--|---|---|
| Microsoft          | Exchange   | Email System              | Enterprise Electronic Mail  | General Services   | Daily   | Daily   |
| Tyler Technologies | Munis      | Financial System          | Accounts Receivable<br>Accounts Payable<br>Payroll<br>Purchasing<br>Fixed Assets<br>General Ledger Tracking<br>Cash Management<br>Inventory Management<br>Job/Pay Classification<br>Personnel Maintenance<br>Benefits Administration<br>Position Control<br>Work Orders | Administration<br>Administration<br>Administration<br>Administration<br>Administration<br>Administration<br>Administration<br>Administration<br>Administration<br>General Services | Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily | Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily<br>Daily |
| Lasertec           | Lasertec   | Document Management       | Document Repository   | General Services   | Daily   | Daily   |
| SolarWinds         | Helpdesk   | Helpdesk Ticketing System | HW/SW Inventory<br>Track/Manage/Submit Online requests<br>Knowledgebase<br>Employee Self Service  | General Services<br>General Services<br>General Services<br>General Services   | Daily<br>Daily<br>Daily<br>Daily  | Daily<br>Daily<br>Daily<br>Daily  |
| BrightSign         | BrightSign | Digital Signage           | Digital Signage   | General Services   | As Needed   | As Needed   |
| Joomla             | Joomla     | website                   | Content management for web posting/calendars/documents<br>Web applications  | General Services   | As Needed   | As Needed   |
| Microsoft          | SharePoint | Intranet                  | File sharing module<br>Posting shared information for employees   | General Services<br>General Services   | As Needed<br>As Needed  | As Needed<br>As Needed  |
| Cisco              | Call Log   | Call log and reporting    | Call Log  | General Services   | Daily   | Daily   |
| Cisco              | Unity      | Voicemail Management      | Unity   | General Services   | Daily   | Daily   |