

City of Monte Sereno
Catalog of Enterprise Systems
Pursuant to CA Government Code 6270.5

| VENDOR | PRODUCT | PURPOSE | DESCRIPTION OF DATA | DEPT/ CUSTODIAN | FREQUENCY COLLECTED | FREQUENCY UPDATED |
|---------------------|---------------------|---------------------------------------|--|--|---------------------|-------------------|
| Zoom | Zoom | Public Meeting Recordings | Audio Video Meetings | City Clerk/Information Technology | As Needed | As Needed |
| CalOpps | CalOpps | Applicant Tracking | Applications | Human Resources and City Manager | As Needed | As Needed |
| Microsoft | Microsoft 365 | Email, Calendar, Collaboration Tools | Email, calendar, MS Office (Word, Excel, PowerPoint, Access) | Information Technology | Daily | Daily |
| CivicPlus | Website | Hosted Website | City Website | City Manager | As Needed | As Needed |
| CivicPlus | SeeClickFix | Public communications with City staff | Issues for Public Works/Maintenance/Public Records Act Requests | City Clerk, Engineering and City Manager | As Needed | As Needed |
| Diligent Software | iCompass | Agenda Management | City Council, Site and Architectural Commission, Better Streets Commission, and Youth Commission | City Clerk | As Needed | As Needed |
| Municode | Municipal Code | Online Municipal Code Hosting | Monte Sereno Municipal Code | City Clerk | As Needed | As Needed |
| Zoom | Zoom | Webinars Public Meetings | Audio Video Meetings | Information Technology | As Needed | As Needed |
| Sage Software, Inc. | Sage 50 | Finance And Accounting System | Budgets, Financial Statements, Financial Reporting | Financial & Administration Officer | Daily | Daily |
| ClearGov | Digital Budget Book | Create Annual Budget Presentation | Fiscal Year Budget information including Operations Budget, Capital Improvement Projects | Financial & Administration Officer | Annual | Annual |
| Aster Software | Permit tracking | Track permits issued by the City | Permits issued by the City | Building, Planning, Engineering, Finance | As needed | As needed |

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 streetlights, 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