

DATE SUBMITTED 05/27/2016
 SUBMITTED BY City Clerk
 DATE ACTION REQUIRED 06/01/2016

Agenda Item No B-5
 CITY COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: ACTION: APPROVAL OF SB 272 ENTERPRISE SYSTEM CATALOG POLICY

DEPARTMENT INVOLVED: INFORMATION SYSTEMS AND CITY CLERK

BACKGROUND/SUMMARY:

SB 272 (Government Code Section 6270.5—part of the Public Records Act) requires local agencies to create and make available a catalog of “enterprise systems”. The catalog must be publicly available upon request and be posted on the city’s website. The City Council must also designate the person to whom public requests for this information be directed to. Staff is requesting the City Clerk be so designated, as the City Clerk handles all public records act requests.

FISCAL IMPACT:

STAFF RECOMMENDATION: City Council approve the policy and designate the City Clerk as the person designated to receive requests for this information.

MANAGER’S RECOMMENDATION:

MANAGER’S INITIAL JG

MOTION:

SECONDED:
 AYES:
 NAYES:
 ABSENT:

APPROVED () REJECTED ()
 DISAPPROVED () DEFERRED ()
 REFERRED TO:

CITY OF IMPERIAL
Administrative Procedure and Policy Manual

Subject: Public Disclosure of Certain Enterprise System Information		Effective Date: July 1, 2016
Department(s) Affected: Information Systems and City Clerk		Supersedes:
AP&P Assigned to: Information Systems and City Clerk		
Authority: SB 272 (2015)/Government Code 6270.5		Date Approved: June 1, 2016

1.0 BACKGROUND

On October 11, 2015, the California state legislature enacted a new requirement through the passage of SB272 which added the provision of section 6270.5 of the California Government Code. This requirement focuses on providing open access to enterprise level data systems to facilitate the public access to government data.

2.0 SCOPE OF POLICY

This policy applies to enterprise level data systems maintained by the City.

3.0 POLICY

It is the policy of the City to maintain a catalog of enterprise systems that shall be available on the City's website. The catalog will disclose a list of enterprise systems used by the City and will provide the following detail

- Current system vendor;
- Current system product;
- A brief statement of the system's purpose;
- A general description of categories or type of data;
- The department that serves as the system's primary custodian;
- How frequently system data is collected; and
- How frequently system data is updated.

The disclosure or the catalog and above listed detail does not apply to systems related to the following

- Information technology security systems, including firewalls and other cyber security 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 and 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 pursuant to Section 6254.19 of the California Government Code;
- The specific records that the information technology system collects, stores, exchanges, or analyzes; and
- Other records which access is otherwise restricted by statute.

The City will evaluate the information required for disclosure to consider whether the public interest is served by not disclosing the information that clearly outweighs the public interest served by disclosure of the information. If disclosure is not made based on this evaluation, the City may provide a system name, brief title, or identifier of the system.

The City will post the catalog and related information by July 1, 2016, and thereafter shall update the catalog annually.

4.0 DEFINITIONS

- **Enterprise Systems** – means a software application or computer system that collects, stores, exchanges, and analyzes information that the City uses that is both of the following
 - A multidepartmental system or a system that contains information collected about the public, and
 - A system of record.
- **System of Record** – means a system that serves as an original source of data within the City.

5.0 PROCEDURE

The Information Systems division will evaluate all City systems to determine systems that qualify as multidepartmental Enterprise Systems that are deemed Systems of Record.

Information Systems staff will provide an Excel listing with the information required above, and information system staff will coordinate a review of the listing with the appropriate department(s) utilizing the systems to ensure the accuracy of the information.

Information Systems staff will post the listing on the City's website in the location that serves as the central repository for publically available data. The link to this information should be one click off the main webpage with the description of the link being "City Data."

In May/June of every year, Information Systems staff will review the posted listing and identify changes which are necessary to comply with posting the required information. If revisions are

made, the new listing will be posted by July 1 of each year.

In identifying information that quality for disclosure, the Information Systems staff will access the public interest in posting the information versus the public information in not disclosing the information. Specifically, staff will evaluate the security exposures resulting by disclosure. Additionally, staff will assess the potential negative consequences with disclosing certain information with a focus on limiting exposures of those negative consequences.

If a decision is made that the public interest of not disclosing the information outweighs the public interest in disclosure, the Information Systems staff will assess the exposure risks with posting the system name, brief title, or identifier of the systems which meet the criteria of an Enterprise System. If the assessment reveals that the disclosure of this more limited information does not increase exposure risks appreciably, the Information System staff will disclose the more limited information.

The City Clerk and City Attorney will review information selected for non-disclosure to verify that the Information Systems staff assessments objectively determine a public interest in non-disclosure outweighing disclosure.

City of Imperial Enterprise System Catalog

Vendor	Product	System Purpose	Categories, Layer or Module	Custodian	Collected	Updated
Harris Computer	In-Hance	Utility Billing Software	Customer Billing	Information Technology	Daily	Daily
Tyler Technologies	Fund Balance	Financial System	General Ledger	Information Technology	Daily	Daily
			Accounts Payable	Information Technology	Daily	Daily
			Cash Receipts	Information Technology	Daily	Daily
			Payroll	Information Technology	Daily	Daily
			Purchase Order	Information Technology	Daily	Daily
e-File Cabinet	e-File Cabinet	Document Management	Document Archive	Information Technology	As needed	As Needed
N/A	Building Permits Code Enforcement	Building Permit Software Code Enforcement Software	Building Permits	Information Technology	Daily	Daily
			Code Enforcement	Information Technology	Daily	Daily
Esri	ArcGIS	Geographic Information System (GIS)	Addresses	Information Technology	As needed	As needed
			Business	Information Technology	As needed	As needed
			Street	Information Technology	As needed	As needed
			Parks Assets	Information Technology	As needed	As needed
			Fire Assets	Information Technology	As needed	As needed
			Land Records	Information Technology	As needed	As needed
			Planning and Engineering Data	Information Technology	As needed	As needed
			Addresses	Information Technology	As needed	As needed
			Business	Information Technology	As needed	As needed
			Street	Information Technology	As needed	As needed
Google	Google Earth Pro	Geographic Information System	Addresses	Information Technology	As needed	As needed
			Business	Information Technology	As needed	As needed
			Street	Information Technology	As needed	As needed
			Parks Assets	Information Technology	As needed	As needed
			Fire Assets	Information Technology	As needed	As needed
			Land Records	Information Technology	As needed	As needed
			Planning and Engineering Data	Information Technology	As needed	As needed
			Addresses	Information Technology	As needed	As needed
			Business	Information Technology	As needed	As needed
			Street	Information Technology	As needed	As needed
AutoDesk	AutoCAD 2016 Civil 3D Autodesk Revit LT 2016		Mapping	Information Technology	As needed	As needed
			Mapping	Information Technology	As needed	As needed
NeoGov	Applicant Tracking	Online Applicant System	Applicant Tracking	Human Resources	As needed	As needed
Microsoft	Exchange Microsoft Office	Email System Document Processing	Enterprise Electronic Mail	Information Technology	Daily	Daily
			Document Processing	Information Technology	Daily	Daily
Adobe	Adobe Acrobat Pro DC Adobe PhotoShop	Document Processing Document Processing	Document Processing	Information Technology	Daily	Daily
			Document Processing	Information Technology	Daily	Daily
RecDesk Software	Reck Desk	Parks Management	Parks tracking	Parks and Recreation	As needed	As needed
Innovative Interfaces Inc.	Polaris Library	Books Management Software	Books	Library	Daily	Daily
Muni Matrix Systems	ImageFlow	Document Indexing System	Document Indexing System	City Clerk	As needed	As needed
OpenGov, Inc.	OpenGov	Financial Transparency Software	Financial Transparency Software	Finance Director	As needed	As needed