City of Willows
Response to Senate Bill 272
June 30, 2016

STATEMENT OF COMPLIANCE:

In October, 2015, the California Legislature enacted Senate Bill 272 (SB272) – A Bill requiring local agencies to create a "catalog" of information technology (IT) systems that they use to manage data. The Bill doesn't require disclosure of records or data sets; rather it asks local agencies to make and inventory and based on that inventory, create and post online a catalog of their data management systems, hardware, and software applications. The hope is that this catalog will provide the state with an inventory of systems in use by local agencies, so as to better plan and facilitate the development of more open, accessible, integrated, and modern data management systems."

SB272 CATALOG OF ENTERPRISE SYSTEMS GUIDELINES

In preparing the City of Willows' Catalog of Enterprise Systems, City of Willows Staff used the following definitions and guidelines set for in SB272:

An "enterprise system" is defined as a software application or computer system that collects, stores, exchanges, and analyzes information that the agency uses. The enterprise system must be a multi-departmental system or system with information collected about the public; and, a system of record that serves as an original source of data within the agency.

THE INVENTORY CATALOG OF ENTERPRISE SYSTEMS ARE TO INCLUDE ALL OF THE FOLLOWING:

1. System vendor
2. System product
3. Brief statement of system purpose
4. Description of types of data
5. Department that is system's primary custodian
6. Frequency system data is collected
7. Frequency system data is updated

THE INVENTORY CATALOG SHOULD NOT INCLUDE ANY OF THE FOLLOWING:

1. IT Security Systems, including firewalls and other cybersecurity systems
2. Physical access control systems, employee identification management systems, video monitoring, and other physical control systems

3. Infrastructure and mechanical control system, including those that control or manage street lights, electrical, natural gas, or water and sewer functions

4. Systems related to 911 dispatch and operation or emergency services

5. Systems that would be restricted if disclosure would reveal vulnerabilities or increase potential for attack on an IT system of the public agency (Section 6254.19)

6. The specific records that the IT system collects, stores, exchanges or analyzes

Nothing should be construed to permit public access to records held by an agency to which access is otherwise restricted by statute or to alter the current process for requesting public records. If public interest is better served by not disclosing full details, the agency will provide system name, brief title, or identifier of the system.

The catalog is to be posted on the website by July 1, 2016 and updated annually.

CITY OF WILLOWS IMPLEMENTATION:
Each City Department reviewed the guidelines and determined which of their enterprise systems, if any, met the criteria for inclusion in the City of Willows' inventory catalog. Department personnel compiled the required information, leveraging the assistance of the County's IT Support vendor, Matson & Isom Technology Consulting as needed. Information received from all departments was then consolidated and put into the format currently posted on the City website.

In identifying what enterprise systems should and should not be included in the City's Inventory Catalog, Staff was advised to error on the side of caution in ensuring that information submitted did not compromise the security of systems, data, or the interests of the public.

CITY OF WILLOWS ENTERPRISE SYSTEM CATALOG

System Vendor	System Name	System Purpose	Data Categories	Custodian	Collection-Frequency	Update-Frequency
Microsoft	Exchange	Email System	Electronic Mail	All Departments	Daily	Daily
Microsoft	Microsoft Office	Word, Excel, PowerPoint, Media Player	Data, Images, Videos	All Departments	Daily	Automatic
Avenet	GovOffice	Website Hosting and Maintenance	Public Information	All Departments	Daily	Daily
Vievu	Vievu VeraPatrol	Body Cameras	Video/Audio	Police	Daily	Daily
Drop Box	Dropbox	File Sharing	Image Sharing	Police	Daily	Daily
End2End	ARMS	Automated Records Management	Data, Images, Videos	Police	Daily	Annual
Hitachi	Hitachi	Body Cameras	Video/Audio	Police	Daily	Never
TASER International	SYNC	ECD Information Download	Data	Police	Daily	Automatic
Apple	ITunes	iPad/iPhone Support-App Hosting	Applications	Police	Daily	Automatic
CHP	CARS555	Traffic Collision Reporting	Data, Reports	Police	Daily	When Available
Podbean	Podbean	Audio Recording-City Council and Planning Commission	Audio	City Clerk, Planning	Bi-Weekly	Bi-Weekly
Corbin Willits	Multiple Operations Modules	Full service accounting	General Ledger, Revenue Accounts Payable, Payroll Business License	Finance	Daily	Daily
Parcelquest	Parcelquest	Parcel Information	Property Data	City Clerk, Planning, Fire Building, Pubic Works	Daily	Daily
IWORQ	IwoRQ	**Permit and Project Management**	Building Permits	Building	Daily	Daily
The Library Corporation	Library Solutions	Catalog and Circulation	Patron and Materials	Library	Daily	Daily
Xerox	Firehouse	Records Management	Fire and Rescue Records	Fire	Daily	Daily

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