

# BURBANK SANITARY DISTRICT

## CATALOG OF ENTERPRISE SYSTEMS

(Pursuant to SB 272 and CA Government Code 6270.5)

**An "enterprise system" is 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.

### **SB 272 REQUIRES THAT THE DISTRICT:**

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.

VENDOR	PRODUCT	SYSTEM PURPOSE	DESCRIPTION OF CATEGORIES OR TYPES OF DATA	CUSTODIAN	FREQUENCY COLLECTED	FREQUENCY UPDATED
Microsoft	Microsoft Office Suite	Office Automation	<ul style="list-style-type: none"> <li>• Word Processing</li> <li>• Spreadsheets</li> <li>• Custom Database</li> <li>• E-mail</li> <li>• Creating Documents</li> <li>• Creating Inspection Logs</li> <li>• Expense Records</li> <li>• Records Filing</li> <li>• Work Order</li> </ul>	Varies	Daily	Daily
AutoCAD	AutoCAD	Engineering Design	<ul style="list-style-type: none"> <li>• Engineering plans</li> <li>• Mapping</li> </ul>	Varies	As needed	As needed
EZOT, Inc.	iBuilt.net  www.burbanksanitary.org	Site Builder, Web Hosting	<ul style="list-style-type: none"> <li>• Maps</li> <li>• District Information</li> <li>• District News and Updates</li> <li>• Transparency Compliance</li> </ul>	District Administrator	Weekly	Weekly, or as needed
First American Title Company	Fastweb  https://fwprodweb1.firstam.com/fastweb/home.asp	Property Profiles	<ul style="list-style-type: none"> <li>• Property Characteristics</li> <li>• Comparable Sales</li> <li>• Neighborhood Information</li> <li>• Area Services</li> <li>• School Statistics</li> <li>• Demographics</li> </ul>		As needed	
Santa Clara County Assessor's Office	Real Property Search  https://www.sccassessor.org	Property Profiles	<ul style="list-style-type: none"> <li>• Property Owner's Name and Mailing Address</li> <li>• Demographics</li> <li>• Neighborhood Information</li> <li>• Area Services</li> <li>• School Statistics</li> <li>• Maps</li> </ul>		As needed	
Deltek	Deltek	Financial Accounting/Payroll System	<ul style="list-style-type: none"> <li>• Timesheet</li> <li>• Accounting</li> <li>• Payroll</li> </ul>			
CorelDraw	CorelDraw	Graphics	<ul style="list-style-type: none"> <li>• Maps</li> </ul>		As needed	As needed
Adobe Acrobat	Adobe Acrobat		<ul style="list-style-type: none"> <li>• Create PDF documents</li> </ul>		Daily	Daily
Google Earth	Google	Geographical Information	<ul style="list-style-type: none"> <li>• General information</li> <li>• Maps</li> </ul>		Daily	Daily
GraniteXP	GraniteXP	CCTV - Mainline	<ul style="list-style-type: none"> <li>• Recording of CCTV</li> </ul>	Inspectors	Daily	Daily
Ridgid	Ridgid	CCTV - Lateral	<ul style="list-style-type: none"> <li>• Recording of CCTV</li> </ul>	Inspectors	Daily	Daily