Midway City Sanitary District

SB 272 – Enterprise System Disclosure

In 2015, the State of California enacted Senate Bill 272, which requires public agencies to create a catalog of enterprise systems 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 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:

- 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 of the agency's website

Exception

If the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, the District may instead provide a system name, brief title or identifier of the system.

Midway City Sanitary District

Catalog of Enterprise Systems, CA Senate Bill 272 Compliance

Updated May, 14, 2025

System Vendor	Product	Purpose	Data Type	Primary Custodian	Frequency of Data Collection	Frequency of Data Update
Adobe	Acrobat, Acrobat Reader, Creative Cloud	Document Management and Publishing	Public Documents, Internal Content	All departments	Daily	As needed
Amano	TimeGuardian	Employee time tracking	Employee Time Data	HR/Finance	Daily	As needed
Arsenault Associates	Dossier Maintenance Software for Proactive Fleets	Maintenance management system	Maintain records, operations and maintenance of fleet	Fleet Maintenance Dept	Daily	As needed
Autodesk	AutoCad	Mapping, Geographic Information System	Maintain records, operations and maintenance of sanitary collection	Engineering, Planning, Facilities	Daily	As needed
Bluebeam	Revu	Plan review, markup and collaboration	Construction documents	Engineering, Planning, Facilities	Daily	As needed
Canva	Canva	Create material for public information	Informational	Administration	As needed	As needed
CityGreen Connect	CityGreen Connect	SB1383 data for CalRecycle	Audits, SB1383 Compliance	Administration	As needed	As needed
Cummins	INLINE	Vehicle Diagnostics	Vehicle diagnostic data	Fleet	As needed	As needed
Department of Motor Vehicles (DMV)	Employer Pull Notice	Notification of actions taken against driving privilege	Allows the District to monitor drivers license records of employees who drive on the District's behalf	Administration, Director of Operations and Safety	As needed	As needed
Environmental Services Research Institute (Esri)	AcrGIS	Mapping, Geographic Information System	Maintain records, operations and maintenance of District's sanitary collection system	Administration, General Manager	Daily	As needed
Fast Stone	Capture	Screen capture and annotation	Image capture data	Finance and Administration	As needed	As needed

GoGov	GoGov	CRM and data collection	Customer requests/calls, historical data, maintain job tickets	Administration	Daily	As needed
Google	Chrome, Drive, Earth Pro	Web browsing, cloud storage, GIS mapping	Internet history, cloud documents	All Departments	Daily	As needed
INSITE	INSTIE Diagnostic Tools	Fleet vehicle diagnostics	Vehicle diagnostic data	Fleet	As needed	As needed
Intuit	QuickBooks	Accounting, financial management	Financial transaction data	Finance	Daily	As needed
Joomla!	Content Management System	District Web Site	Information system	Administration, Executive/Board Secretary	Daily	As needed
Microsoft	Office, Teams, OneDrive, Edge	Office productivity	Public records, internal documents	All Departments	Daily	As needed
Milestone	Xprotect	Video surveillance management	Surveillance footage	Facilities/IT	Daily	As needed
Mozilla	Firefox	Web browser	Browsing data	All Departments	Daily	As needed
ParcelQuest	ParcelQuest	Parcel inquiries	Parcel information for customers	Administration	As needed	As needed
Paychex	Preview Payroll	Employee time and payroll system	Financial system	Finance/HR department	Daily	As needed
ProWare	Asset Keeper	Fixed asset depreciation software	Financial system	Finance	Daily	As needed
RingCentral	VolP Platform	Phone and communication services	VolP communication data	All Departments	Daily	As needed
Samsara	Samsara	GPS Vechicle Tracking and Fleet Managemnt	Allows District to monitor and track District vehicles	Administration, Director of Operations and Safety	Daily	As needed
ScanSnap	Home	Document scanning	Scanned documents	Finance, Administration	As needed	As needed
Special District Risk Management Authority (SDRMA)	Target Solutions	Educational and safety training	Safety, risk management, workers' compensation etc.	Administration, Director of Operations and Safety	As needed	As needed