


LOCAL AGENCY FORMATION COMMISSION FOR SAN BERNARDINO COUNTY

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DATE: JULY 8, 2020
FROM:  SAMUEL MARTINEZ, Executive Officer
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TO: LOCAL AGENCY FORMATION COMMISSION

SUBJECT: Agenda Item 6: Review and Update the Catalog of Enterprise Systems per Government Code Section 6270.5

RECOMMENDATIONS:

Staff recommends that the Commission take the following actions:

1. Approve the Enterprise Systems Catalog as of July 1, 2020 as identified in this staff report.
2. Direct the Executive Officer to post the Enterprise Systems Catalog as of July 1, 2020 on the LAFCO website.

BACKGROUND:

On October 11, 2015, the State of California enacted Senate Bill 272 (SB 272) which added a section to the California Public Records Act (Government Code Section 6270.5) relating to public records. Section 6270.5 requires local agencies to create a catalog of "Enterprise Systems" and post that catalog on their respective websites with annual updates.

"Enterprise System" is defined as 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 of record where the system serves as an original source of data within an agency.

Systems used for security, public safety, and public utilities are not included in the requirements.

ANNUAL UPDATE:

Below is the catalog of “Enterprise Systems”, as prepared by LAFCO staff, as of July 1, 2020:

ENTERPRISE SYSTEMS PURCHASED DIRECTLY BY LAFCO						
Vendor	Product	Purpose	Data Type	Custodian	Data Collection Frequency	Data Update Frequency
CDWG	Adobe Pro	Fillable forms	Document Management	Agency-wide	As needed	As needed
CDWG	Adobe Creative Suite	Records management, fillable forms, graphic design	Document Management	Agency-wide	As needed	As needed
ECS Imaging	Laserfiche	Records Management	LAFCO Proposal Files	Agency-wide	As needed	As needed
ENTERPRISE SYSTEMS PURCHASED OR ACCESSED VIA THE COUNTY OF SAN BERNARDINO						
Vendor	Product	Purpose	Data Type	Custodian	Data Frequency Collection	Data Update Frequency
Blackberry Company	Enterprise Blackberry Exchange Server	Enterprise Blackberry Exchange Server (BES) Software and Infrastructure	Email	Agency-wide	Daily	Daily
County Information Services	PIMS	Property Valuation for the purpose of accessing tax roll data	Tax Roll	Agency-wide	Daily	Daily
County Information Services	sbclafco.org website	LAFCO website	Communications	Agency-wide	As needed	As needed
County Information Services	www.sbclafco.org/FiscalIndicators.aspx website	Fiscal Indicators of public agencies	Graphic display	Agency-wide	Annually	Annually
ESRI	ArcGIS Suite	Mapping, spatial analysis	Geographic Information Systems	Agency-wide	As needed	As needed
Google	Google Earth	Mapping, spatial analysis	Geographic Information Systems	Agency-wide	As needed	As needed
Microsoft	Exchange	Email	Email system	Agency-wide	Daily	Daily
Microsoft	Office Suite	Statutory obligations, General office work	Vendors' or contractors' information	Agency-wide	As needed	As needed
Microsoft	Enterprise Exchange (email)	Enterprise Microsoft Exchange Email Software and Infrastructure	Email	Agency-wide	Daily	Daily
Microsoft	Enterprise SQL Server	Enterprise SQL Server Software and Infrastructure	Databases	Agency-wide	Daily	Daily
Microsoft	Office 365	E-mail system used to send and receive e-mails	Email	Agency-wide	Daily	Daily
SAP	SAP Core Financials and Procurement	Financial Management System that is the integration of manual procedures and computer software from SAP	Financial	Agency-wide	Daily	Daily
ENTERPRISE SYSTEMS ACCESSED VIA THE INLAND EMPIRE MEDIA GROUP						
Vendor	Product	Purpose	Data Type	Custodian	Data Frequency Collection	Data Update Frequency
Adobe	Adobe Flash Player	Catalog LAFCO hearings	Video recordings	Agency-wide	Monthly	Monthly

Staff recommends that the Commission take the actions identified on page 1.

SM/MT