



City of Monrovia Enterprise System Catalog

Updated March 20, 2023

On October 11, 2015, Governor Brown signed Senate Bill 272 into law as part of the California Public Records Act. This bill requires all local agencies to create a catalog of Enterprise Systems. These are systems that are used across multiple departments or that contain information collected about the public and are systems that serve as original source of data within an agency. This catalog will be reviewed and updated on an annual basis.

What is Senate Bill 272?

Approved on October 11, 2015, SB 272 adds a section to the California Public Records Act requiring local agencies to create a catalog of Enterprise Systems by July 1, 2016 with annual updates.

What is an 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

Senate Bill 272 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 on the agency's website

What is not included?

If the public interest is better served by not disclosing the information described above, the local agency may instead provide a system name, brief title, or identifier of the system.

Additionally, 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 Government Code Section 7929.210
- The specific records that the information technology system collects, stores, exchanges or analyzes



Enterprise System Catalog

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Product	Vendor	Purpose	Data Category	Custodian	Frequency	
					Collected	Updated
Affordable Care Act Compliance Provider	Trusaic	ACA Tracking and Compliance	Affordable Care Act Compliance Provider	Human Resources	As-Needed	As-Needed
Apollo	Biblionix	Integrated Library System	Data Management	Library	Daily	Daily
Applicant Tracking	NeoGov	Online Job Application System	Applicant Tracking	Human Resources	As-Needed	As-Needed
ArcGIS	ESRI	Geographic Information System (GIS)	Citywide Information, Infrastructure, Zoning, General Plans, Mapping	City Manager's Office	As Needed	As Needed
Benefit Administration Platform	Optavise (Formerly Web Benefits Design)	Online Benefit Administration System	Benefit Administration Platform	Human Resources	As-Needed	As-Needed
Candidates and Employees Background System	Biometrics4All	Online fingerprinting and background checks	Candidates and Employees Background System	Human Resources	As-Needed	As-Needed
City Website www.cityofmonrovia.org	Granicus	City Website Hosting and Maintenance	Content Management System for Web Postings, Calendars, Notices	City Manager's Office	Daily	Daily
Consolidated Invoicing	Beneration	Online Consolidated Billing System	Consolidated Invoicing	Human Resources	As-Needed	As-Needed
Employee Training and Tracking	California Joint Powers Association	Provide and Track Employee Training	Employee Training and Tracking	Human Resources	As-Needed	As-Needed
Envisionware	Ventura Business Systems	Print Management	Public Computer Management	Library	Daily	Daily
Exchange	Microsoft	E-mail System	E-mail System	City Manager's Office	Daily	Daily

Product	Vendor	Purpose	Data Category	Custodian	Frequency	
					Collected	Updated
HdL Sales and Property Tax	HdL Companies	Reports and Management Analysis	Property Analysis	Administrative Services	As-Needed	As-Needed
Microsoft Office	Microsoft	Office-related Applications	Software	City Manager's Office	Daily	As-Needed
OnBase	Konica Minolta Business Solutions	Content Management	Content Management	Administrative Services	Daily	Daily
Online Driver's License Monitoring System	DMV Pull Notice	Monitor employee driving records	Online Driver's License Monitoring System	Human Resources	As-Needed	As-Needed
Past Perfect	Past Perfect	Historical Item Preservation and Host Online	Content Management	Library	Weekly	Monthly
Pre-employment Background Screening System	HireRight	Pre-employment background checks and screening solutions	Pre-employment Background System	Human Resources	As-Needed	As-Needed
RecPro	RecPro Software	Recreation System Management	Class Registration, Membership, Facilities	Community Services	Daily	Daily
TRAKIT	SunGard Public Sector, LLC	Permit Software	Permit Software	Community Development	Daily	Daily
Tyler	Tyler Technologies	Financial System	Accounts Payable, Accounts Receivable, Budget, General Ledger, Payroll, Cash Receipts, Utility Billing	Administrative Services	Daily	Daily
Web Work Order	Office View Software, Inc.	Work Order System	Work Order System	Public Works	Daily	Daily