



**MEMORANDUM**  
**ADMINISTRATIVE SERVICES**  
County of Placer

TO: Board of Supervisors DATE: July 12, 2016

FROM: Jerry Gamez, Director of Administrative Services

SUBJECT: Adopt Resolution to Designate the Administrative Services Department's Information Technology Division as the Division Responsible to Create, Update Annually and Post Publicly a Catalog of Enterprise Systems.

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**ACTION REQUESTED**

Adopt a Resolution to designate the Administrative Services Department's Information Technology Division as the division responsible for creating, updating annually and posting on the County's public website the catalog of enterprise systems developed in accordance with California Government Code section 6270.5 and to make the catalog publicly available upon request.

**BACKGROUND**

California Government Code Section 6270.5 approved by the Governor on October 11, 2015, states "each local agency, except a local educational agency, shall create a catalog of enterprise systems." Enterprise systems are defined as a software application or computer system that collects, stores, exchanges and analyzes information that an agency utilizes 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.

The Government code requires that the catalog shall be made publicly available upon request in the office of the person or officer designated by the agency's legislative body. If the local agency has a Web site, the catalog shall be posted in a prominent location on the local agency's Internet Web site, by July 1, 2016, and updated annually. The California Constitution requires local agencies to comply with any statutory enactment that amends or enacts laws relating to the California Public Records Act in order to make California government more accessible to the people of the state.

Therefore in order to comply with California Government Code section 6270.5, your Board's approval of a Resolution designating the Administrative Services Department's Information Technology Division as the division responsible for creating, updating annually and posting the County's catalog of enterprise systems is required.

**FISCAL IMPACT**

There is no immediate fiscal impact resulting from the approval of this Resolution.

Attachment

Cc: Andy Heath, Assistant County Executive Officer  
Kathy Buchanan, Deputy Director of Information Technology

# Before the Board of Supervisors County of Placer, State of California

**In the matter of:** A Resolution to Designate the Administrative Services Department's Information Technology Division as the Division Responsible to Post Publicly a Catalog of Enterprise Systems In Accordance with California Government Code Section 6270.5

Resolution No.: \_\_\_\_\_

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

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WHEREAS, California Government Code section 6270.5 was approved by the Governor of the State of California on October 11, 2015 requiring local agencies, except a local educational agency, to create and publish a catalog of enterprise systems; and

WHEREAS, California Government Code section 6270.5 requires that the catalog be made publicly available upon request in the office of the person or officer designated by the agency's legislative body; and

WHEREAS, California Government Code section 6270.5 specifies that the catalog be posted in a prominent location on the County's internet web site by July 1, 2016 and updated annually;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Placer does hereby approve designation of the Administrative Services Department's Information Technology Division to be the Division responsible for creating, updating annually and posting on the County's public website, the catalog of enterprise systems developed in accordance with California Government Code section 6270.5 and to make the catalog publicly available upon request.