



# Disclosure of Enterprise System Information

Pursuant to SB 272 (2015) and Government Code §6270.5

Department Custodian	System Vendor	Product Name	Purpose	Data Type	How Often is Data Collected	How Often is System Updated
Finance	Accela / Springbrook	Springbrook Utility Billing	Customer billing and cash receipts payments for water usage	Customer payment information, customer contact information and water usage.	No longer adding data. For historical data only.	No updates. No future software updates.
Administration – Human Resources	City of Foster City	Cal Opps	Recruitment and Application Collection Software	Used to collect, screen, track, process, and manage applicant information via a secure web connection for recruitment purposes.	Daily	Regular software updates.
Administration – Communications	CivicPlus	Archive Social	Website and social media records retention	Takes screenshots of all social media postings, commenting and interactions across Instagram, Facebook, and Twitter. It also keep copies of website pages.	Daily	Daily
Administration – City Clerk/ Communication	CivicPlus	CivicEngage	City website	Public Information	Daily	Daily
Recreation	CivicPlus	CivicRec	Recreational programs for community engagement and government management platform and services	Customer payment information, customer contact information, room rental information, and Recreation programs.	Daily	Daily
Administration – Communications	CivicPlus	SeeClickFix	Non-emergency reporting platform	Customer contact information, and communication records between citizens and government	Daily	Daily
Community Development	CRW Systems	TRAKiT	Permit tracking software for Planning and Building Departments	Permit applications, permits issued, and payments.	No longer adding data. For historical data only.	No updates. No future software updates.



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Administration – City Clerk	ECS	Laserfiche	Electronic document management system	Historical Data/Records Retention Data	Daily	Daily
Finance (IT)	Microsoft	Office 365	Email and document collaboration	Communications	Daily	Regular software updates
Finance	Tyler Technologies	Tyler Cashiering	Utilities service payment	Customer payment information, customer contact information, general ledger, accounts payable, and permits.	Daily	Regular software updates
Finance	Tyler Technologies	Tyler New World	Financial System; Customer billing and cash receipts payments for water usage; Permit tracking software for Planning and Building Departments; and Business Licenses.	Customer payment information, customer contact information, general ledger, accounts payable, and permits.	Daily	Regular software updates
Public Works- Engineering	ProCore Technologies	ProCore	Contract administration and construction management on public works projects	Submittals and transmittals from contractors, project plans and changes, communications and inspection records	Daily	Regular software updates
Public Works – Engineering	EasyCIP by Infinite-Data LLC	EasyCIP	Capital Improvement Program Projects (CIP) track and display	CIP project information including purpose and budget to prepare the CIP budget book	Daily	Regular software updates