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SB 272 Compliance Deadline Passed with Many Agencies Out of Compliance
Free Resources Available to Make Compliance Easy

The Legislature expanded the California Public Records Act in 2015 by requiring local agencies to create and make available online a catalog of enterprise systems. This catalog must be made public upon request and be posted in a prominent location on the local agency’s website. [SB 272](#) went into effect on July 1 and going forward cities will need to annually update the public data. Over 140 agencies missed the July 1, 2016 compliance date. The good news is that compliance can be simple using free and publicly available tools. *For more, see Page 2.*



Community Based Transitional Housing Grants Application Now Available

The Department of Finance (DOF) this week released the application for the community housing grants. Applications will be accepted on a first come basis over a two-year period that begins Oct. 1, 2016. DOF will stop accepting applications when the \$25 million appropriation is fully awarded even if that occurs prior to Oct. 1, 2018. The [application](#) is available on DOF’s website. *For more, see Page 3.*



NLC Prescription Discount Card Program Webinar Will be Held Sept. 27

In partnership with the League of California Cities® and CVS Caremark, the National League of Cities (NLC) will host a free NLC Prescription Discount Card program webinar on Tuesday, Sept. 27 at 10 a.m. Participate and learn how city residents can save an average of 24 percent off the full retail cost of prescription medication. During this webinar the city of Cathedral City will share its experience with the Prescription Discount Card program and how the program helped save the city’s residents more than \$100,000. *For more, see Page 3.*

Enterprise System Definition

Enterprise system refers to software application or a 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; and
- A system of record.

For example, an enterprise system could be a constituent management system, the city's council meeting management system, or a general financial management system used for budgeting and analytics by the finance department.

The [city of Lancaster](#) and [Town of Apple Valley](#) provide examples of how to be in compliance.

Resources on Enterprise System Catalogs

There are a variety of resources available to help local agencies comply including:

- A [step-by-step guide](#) on how to create an enterprise system catalog;
- A [free tool](#) provided by Streamline, a division of Digital Deployment, Inc.;
- [Information on how to hyperlink](#) the system catalog to your agency's website;
- [SB 272 compliance FAQ](#); and
- [Municipal Information Systems Association of California \(MISAC\) Tool and Instructions](#).
 - (For MISAC members only: please contact MISAC for your personalized log-in credentials).

Information on What to Upload and Link

A list or catalog (PDF document) describing each systems' purpose, product name and vendor, primary users (custodians) and frequency of collection and updates must be posted in a prominent location on a local agency's website, if the agency has a website. This list needs be updated annually.

Please note that the term "prominent location" is not defined in state law, so this is up to the individual city's judgment. That being said, it would be wise to err on the side of caution and place it somewhere very prominent on the agency homepage.

Items Excluded

Enterprise systems do not include cybersecurity systems, infrastructure and mechanical control systems, or information that would reveal vulnerabilities to, or otherwise increase the potential for an attack on, a public agency's IT system. Additionally, SB 272 does not automatically require disclosure of the specific records that the IT systems collect, store, exchange or analyze, however, the Public Records Act's other provisions pertaining to disclosure of such records still apply. If the public interest served by not disclosing the information described clearly outweighs the public interest served by disclosure, the local agency may instead provide a system name, brief title or identifier of the system.

Assistance

Digital Deployment is happy to answer questions on this process or provide other assistance.

If you need help or have additional questions, the [Digital Deployment](#), Inc. team is a good resource.

MISAC has also developed a compliance tool for members. Questions about MISAC's tool can be directed to [Anand Rao](#), IT manager with the city of Garden Grove.

'Grants' Continued from Page 1...

Cities and counties will be eligible for grants under the new Community-Based Transitional-Housing Program. Established by [SB 837](#), a budget trailer bill approved in June, the program provides \$25 million in grants for cities or counties that agree to site transitional housing connected with support services for recently released offenders. Individual grants can be up to \$2 million, depending on the size of the facility, and priorities will be provided for applications with local matching contributions.

Key features include:

- The applying city or county must agree to issue a Conditional Use Permit (CUP) for a facility providing transitional housing and supportive services for ex-offenders released from county jail or state prison. While the measure is primarily directed at ex-offenders there is some additional flexibility on the types of individuals housed. The CUP must be for at least 10 years.
- An experienced facility operator must be identified.
- As part of application process, the local agency must include a list of "all permitted facilities ... that in a residential setting provide transitional housing services, psychological counseling, or cognitive behavioral therapy." This list must include the number of residents residing in each facility in their jurisdiction, including those on probation or parole. Presumably, state agencies must provide a local agency the information necessary to assemble this information.
- Sixty percent of the grant may be retained by the approving jurisdiction, and can be used for public safety enhancements, community outreach efforts, or any other community-based activities that the local agency believes will improve community relations or concerns with the facility.
- Forty percent of the funding must be shared by the local agency with nonprofit facility operators to support start-up costs, service provision, security improvements, rehabilitative services and community outreach.
- Participating local agencies and facility operators must submit annual reports, as specified.

'Discount Card' Continued from Page 1...

Webinar Details

NLC Prescription Discount Program Webinar
Tuesday, Sept. 27, 10 to 11 a.m.

[Register Here](#)

About the NLC Prescription Discount Program

Co-sponsored by the League of California Cities and NLC, the Prescription Discount Card program, administered by CVS Caremark, helps residents within California cope with the high cost prescription medications. By participating in this no cost program, individuals and families within your city who are without health insurance, a traditional pharmacy benefit plan, or have prescriptions not covered by insurance can receive savings on their prescriptions. There is no enrollment form, no membership fee and no restrictions or limits on the frequency of use. Participating cities receive discount cards with their city name and marketing materials to distribute to residents.

For questions about this webinar, contact [Rasheeda Mitchell](#) at (202) 626-3135.

Preview of Local Revenue Measures on the Ballot in California this November

The Nov. 8, 2016 California gubernatorial election includes some 650 local measures including 427 seeking approval for taxes or bonds. CaliforniaCityFinance.com has prepared a [preview report](#) on these measures for the upcoming election.

School bonds and parcel tax measures make nearly half of the number. K-12 schools districts and community colleges are requesting a total of \$25.314 billion in 184 separate authorizations for bonds to construct facilities, acquire equipment and make repairs and upgrades. Six of these school bonds exceed the limits to qualify for a 55 percent vote and require two-thirds approval. There are 22 measures to increase or extend (renew) school parcel taxes.

Among the 221 non-school local revenue measures are four measures asking for a total of \$7.266 billion in bonds including the \$3.5 billion Bay Area Rapid Transit (BART) Measure RR covering three San Francisco bay area counties, the \$1.2 billion Los Angeles homeless housing and services Measure HHH, and Santa Clara County's \$950 million affordable housing Measure A.

There are 88 measures to increase or extend Transactions and Use Tax (sales tax) rates. Thirty of these are special (earmarked) taxes requiring two-thirds voter approval. These include 13 countywide measures for transportation improvements. There are 58 city and county majority vote general purpose tax proposals ranging from one-quarter percent to 1 percent.

There are 39 city, county and special district parcel taxes requiring two-thirds voter approval, including five street/road improvement measures, eight for parks/recreation/open space, 14 for fire/emergency medical response, four for hospitals, and four for police.

Coinciding with the statewide Proposition 64, which would legalize recreational marijuana in California, there are 37 measures to tax cannabis and three to tax sugary beverages (in Albany, Oakland and San Francisco).

Voters in 19 cities and two counties will consider increasing hotel occupancy taxes.

California City Solutions: Menifee's Mayor's Roundtable Fosters Open Communication

This story is part of an ongoing series featuring Helen Putnam Award entries. The 2015 entries are available on the League's website as a resource for cities in a searchable database called [California City Solutions](#). Menifee's Mayors Business Roundtable Series was submitted in 2015 for the League Partners Award for Excellence in City-Business Relations award category.

The Menifee Mayor's Roundtable started in 2014 as a networking forum for business owners with common interests and the city government. The program was created after business leaders expressed concern that the city was not hearing their issues with communication largely limited to city council meetings.

The mayor and city staff worked to design a more informal communication process so the business community and the city had a way to exchange ideas critical to the city's growth and the service delivery systems. In addition, the city was looking for strategies to boost residential and commercial development to increase sales and property tax revenues and a way to address systemic failures that could be potentially hampering progress. One challenge was the divide between residents who had supported incorporation (urban community) and those against it (rural community).

The Mayor's Roundtable has been highly successful with 15-20 people attending each event. These meetings lead to Menifee's Business Incentive Program that has brought new businesses to the city. Menifee's revised sign ordinance is another example of the program's impact. The new ordinance provides greater signage options for businesses and made the signage permitting process more efficient. These roundtables also helped create the city's Rural Business License Registration Program, which was coined Land-Use and Business Registration Program.

Through the Mayor's Roundtable meetings, city staff started working on a program to assist these businesses and bring them into compliance to the city's regulations based on the health and safety codes requirements. This has proven to be a productive effort and has helped the city bridge the rural and urban communities, which has been difficult thing to do since incorporation until the roundtable program was created.

The Mayor's Roundtable has had a positive effect on the city and its relationship with its business community. The events are an important forum for this newly incorporated city to unify the city, local businesses and residents.
