

## City of Canyon Lake Catalog of Enterprise Systems

### Requirements

Under Senate Bill 272, an 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:

- A multi-departmental system or a system that contains information collected about the public; and
- A system that serves as an original source of data within an agency.

An Enterprise System does not include:

- 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 9-1-1 dispatch and operation or emergency services; and
- Systems that would be restricted from disclosure by Government Code section 6254.19.

The publicly available catalog of enterprise systems must contain the following information:

- 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; and
- The frequency that system data is updated.

Aside from the exempted items listed above, a local agency may determine that additional information should remain private. 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.

| VENDOR                       | PRODUCT                   | PURPOSE   | DESCRIPTION  | DEPARTMENT              | FREQUENCY COLLECTED | FREQUENCY UPDATED |
|------------------------------|---------------------------|---|--|-------------------------|---------------------|-------------------|
| Catalis                      | Catalis                   | Website design and hosting                      | Website content, posting, news, documents, calendar  | Administrative Services | Daily               | Daily             |
| CBIZ                         | Centrally HR              | Time management and payroll software            | Employee time tracking, payroll and tax filing   | Finance                 | Daily               | Daily             |
| Community Brands             | MIP                       | Accounting software                             | Accounts payable, receivable, cash receipts, general ledger  | Finance                 | Daily               | Daily             |
| Data Ticket, Inc.            | Data Ticket               | Administrative and citation processing          | Administrative and citation processing and collection  | Finance                 | Daily               | Daily             |
| Complete Paperless Solutions | Laserfiche                | Content management system                       | Document and records management  | City Clerk              | Daily               | Daily             |
| Gravity Software             | Gravity Software          | Budgeting software                              | Preparation and compilation of budget  | Finance                 | Daily               | Daily             |
| ImageTrend                   | Elite                     | Electronic patient care reporting               | Patient care reporting   | Fire Department         | Daily               | Daily             |
| iWorQ                        | iWorQ                     | Community development and public works software | Permit and code enforcement management and payment processing                                      | Administrative Services | Daily               | Daily             |
| Microsoft Corporation        | Microsoft Exchange Server | Email, calendaring, contacts, tasks, notes      | Email, calendar, contacts, tasks and notes repository  | Information Technology  | Daily               | Daily             |
| Microsoft Corporation        | Microsoft Office          | Outlook, Word, Excel, PowerPoint, SharePoint    | Document creation, word processing, spreadsheets, databases, presentations, email, calendar, notes | Information Technology  | Daily               | Daily             |
| Vector Solutions             | Vector Solutions          | Training management software                    | Safety, compliance and skills training for firefighters  | Fire Department         | Daily               | Daily             |