

## City of La Puente 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 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
ACTIVE Network	ACTIVE Net	Recreation management and payment processing	Activity registration, facility use, calendar, payment plans	Community Services	Daily	Daily
Data Ticket, Inc.	Data Ticket	Administrative and parking citation processing	Administrative and parking citation processing and collection	Finance	Daily	Daily
GoGov, Inc.	GOREquest	Service requests and animal licensing	Centralized processing of service requests and animal licensing software	Code Enforcement	Daily	Daily
Granicus	Media Manager, Live Manager and Vote Cast	City meeting management	Agenda management and audio streaming of meetings	City Clerk	Daily	Daily
Granicus	Granicus	Website design and hosting	Website content, posting, news, documents, calendar	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	Document creation, word processing, spreadsheets, databases, presentations, email, calendar, notes	Information Technology	Daily	Daily
NEOGOV	NEOGOV	Applicant tracking system	Hiring, onboarding, performance evaluation processing	Human Resources	Daily	Daily
NetFile	NetFile	Campaign disclosure and FPPC Form 700 Statement of Economic Interests	Paperless filing of campaign disclosure and Form 700 statements	City Clerk	Daily	Daily
NextRequest	NextRequest	Records management request system	Processing and tracking of public records requests	City Clerk	Daily	Daily
Tyler Technologies	ExecuTime	Time keeping software	Track employee hours worked	Finance	Daily	Daily
Tyler Technologies	Incode	Financial management	Accounts payable, receivable, budget, cash receipts, general ledger, payroll	Finance	Daily	Daily