

ADDRESS: **Cordova Recreation and Park District**  
11070 White Rock Road Suite 130  
Rancho Cordova, CA 95670

PHONE: 9168423323

## Enterprise System Catalog:

DECEMBER 6, 2023

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VENDOR AND PRODUCT: **Active Network, LLC, ActiveNet**

SYSTEM PURPOSE: Youth and Adult Recreation and Sports Reservation System, Senior Program Reservation System, and Facility Reservation System

CATEGORIES/TYPES OF DATA: Customer contact information, class type, location, and customer billing information (encrypted)

DEPT./PRIMARY CUSTODIAN: Recreation

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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VENDOR AND PRODUCT: **American Reprographics Company, LLC, ARC**

SYSTEM PURPOSE: Archive Storage and Backup of Public Documents

CATEGORIES/TYPES OF DATA: Board approved documents, legal documents, and other record retention required documents

DEPT./PRIMARY CUSTODIAN: Clerk of the Board

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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VENDOR AND PRODUCT: **WordPress.com, WordPress**

SYSTEM PURPOSE: Website software used for District website

CATEGORIES/TYPES OF DATA: Program offering, site locations, special events, and district contact information

DEPT./PRIMARY CUSTODIAN: Recreation

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

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VENDOR AND PRODUCT:	<b>Microsoft, Microsoft Office Suite</b>
SYSTEM PURPOSE:	Word Processing, Spreadsheet, Mail, and Database
CATEGORIES/TYPES OF DATA:	Word documents, budget data, office communication, and inventory management
DEPT./PRIMARY CUSTODIAN:	Administration
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

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VENDOR AND PRODUCT:	<b>Intuit, Quickbooks</b>
SYSTEM PURPOSE:	Payroll and project tracking
CATEGORIES/TYPES OF DATA:	Employee work hours, employee time spent on projects, and employee time off
DEPT./PRIMARY CUSTODIAN:	Human Resources
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

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VENDOR AND PRODUCT:	<b>NeoGov.com, NeoGov</b>
SYSTEM PURPOSE:	Human Resources software for producing job descriptions, job announcements, posting job openings, employment Onboard for the automated onboarding checklists, collection, verification, and storage of required new hire documentation.
CATEGORIES/TYPES OF DATA:	Employee classifications, employee pay range, current employment openings, employees and candidates contact information, employees and candidates work history and education
DEPT./PRIMARY CUSTODIAN:	Human Resources
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

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VENDOR AND PRODUCT:	<b>Xero.com, Xero</b>
SYSTEM PURPOSE:	Tracking budget, tracking vendors payments, tracking project information, and producing audit reports
CATEGORIES/TYPES OF DATA:	Budget expenditures, vendor payments (including vendor contact information) and project data expenditures.
DEPT./PRIMARY CUSTODIAN:	Finance
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

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VENDOR AND PRODUCT:	<b>Google, Google Drive</b>
SYSTEM PURPOSE:	Storing and posting of Board documents
CATEGORIES/TYPES OF DATA:	Board Agendas and Board Minutes
DEPT./PRIMARY CUSTODIAN:	Clerk of the Board
FREQUENCY OF COLLECTION:	As needed
FREQUENCY OF UPDATE:	As needed

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VENDOR AND PRODUCT: **DAC-Disability Access Consultants, LLC, DacTrak Accessibility Management Software**

SYSTEM PURPOSE: Manage accessibility modifications made by the District related to the District's Americans with Disabilities (ADA)-compliant Transition Plan.

CATEGORIES/TYPES OF DATA: Locations in need of accessibility modifications for District's Americans with Disabilities (ADA)-compliant Transition Plan

DEPT./PRIMARY CUSTODIAN: Planning

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: Every year

VENDOR AND PRODUCT: **Constant Contact, Marketing Software**

SYSTEM PURPOSE: Software used for District eNewsletter, Project Updates, Event Notifications

CATEGORIES/TYPES OF DATA: Customer contact information

DEPT./PRIMARY CUSTODIAN: Marketing

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Golf Now, Golf Now Payment and Reservation System**

SYSTEM PURPOSE: Receive payments for goods and services at the Cordova Golf Course; store and track golf course financials; offer tee time sales online.

CATEGORIES/TYPES OF DATA: Customer contact information, billing information, and reservation times.

DEPT./PRIMARY CUSTODIAN: Cordova Golf Course

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed



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