

Electronic Records Software Applications
Inventory Catalog
City of Lakeport
Update June 30, 2016

Include all software application information you and your department uses to conduct City business. Complete each column for each application.

Current System Vendor	Current System Product	Statement of System's Purpose	General description of categories or types of data collected	The Department that administers the system	How frequently the system is used	How frequently the system or its data is updated
1 Microsoft	Outlook	Email application for City	Various. Emails are used to conduct a wide variety of City business, including communicating information to City consultants, contractors, City council, and city staff.	Finance & IT	Daily	Daily
2 Microsoft	Word	Word processing, document preparation, including City budget		Finance & IT	Daily	Daily
3 Microsoft	Excel	Data storage, analysis, accounting		Finance & IT	Daily	Daily
4 Microsoft	PowerPoint	Presenation development and delivery		Finance & IT	Daily	Daily
5 Microsoft	Access	Used in communicating annual financial information to the California State Controller		Finance & IT	Annually	Annually
6 Adobe	Acrobat			Finance & IT	Daily	Daily
7 TylerTech	Incode	Financial management system for City Used as an intermediary gateway to access financial software application, Incode, from remote server, maintained by software vendor, TylerTech.	Used for accounting and financial records management of City business, including accounts receivable and utility billing. Categories include, but may not be limited to, vendor and customer mailing and contact information, transaction descriptions, general ledger coding information, and budget information.	Finance & IT	Daily	Daily
8 Parallels	RDP 2X	Email server for the City	Personnel login information to access financial management system.	Finance & IT	Daily	Daily
9 Microsoft	Exchange		Use to facilitate email exchange	Finance & IT	Daily	Daily
10 TylerTech	FundBalance	legacy financial management system housing historical financial data. iPad app used for document sharing, viewing, and editing. Use primarily in relation to City Council agenda pakets and management planning meetings.	All financial transactions of the City back to 1999, including accounts receivable and utility billing information.	Finance & IT	Daily	Daily
11 Branchfire	iAnnotate	Used to share and collaborate on electronic files.		Admin and Clerk	Daily	Daily
12 Drop Box	Drop Box		Various. Used for many types of data.	Admin and Clerk	Daily	Daily

13 TylerTech	Incode	Personnel and Payroll management system for City	Used for personnel management, benefit administration, ACA compliance and overall tracking of personnel.	Finance & IT	Daily	Daily
14 Microsoft	Exchange	Email server for the City	Use to facilitate email exchange	Finance & IT	Daily	Daily
15 Atlas Business Solutions	Staff Files	Personnel Management	Personnel Information Management	Admin and Clerk	Daily	Monthly
16 Black Bear	Black Bear	Permit tracking software	Building and land use permits	Community Development	Daily	Monthly
17 Tyler Tech	Fund Balance	Business License Issuance and tracking	Business license information	Community Development	Monthly	Monthly
18 Google	Google Earth	Mapping, reference	Used for topographical and ariel imaging	Community Development	Daily	N/A
19 ESRI	ArcGIS	Mapping, reference	City assets, networks, and property/parcel information.	Community Development	Daily	Semi-annually
20 Microsoft	Word	Word processing document preparation including daily police activity	statistics related to police activity.	Police	daily	periodically
21 Microsoft	powerpoint	projects for police activity and funding	Informaiton for town hall meetings	Police	quarterly	periodically
22 Network Solutions	email	standard email system specifically for police department emails. Includes email systems for each employee of the police dept.	daily emails regarding police business	Network solutions external server	daily	annually
23 Tyler Tech	Incode	Financial management system designed specifically for the police dept budget	input/remove budget changes or daily review of budget	City of Lakeport Finance Dept.	quarterly	daily
24 Nixle	public alert notification system	provide daily/weekly/monthly public alert notifications	provide public with police information	Nixle external server	daily/weekly/monthly	annually
25 Crime Reports.com	public crime notification system	provide statistical data regarding criminal activities in Lakeport jurisdiction	public safety statistical data information	Crime reports server	daily	annually
26 RIMS/Sunridge systems	report writing system	provides report writing system and information of individual criminal history and contact information	person search data bases, crime reporting data bases and report data bases	police server	daily	annually
27 AT&T	Emergency notification system for public telephone numbers	provides public telephone numbers for emergency alert notifications		AT&T external server	daily	annually
28 CSAR	Sex offender registry	regulate/identify sex offenders	sex offender database	DOJ external server	daily	annually
29 Cartegraph	Cartegraph OMS	Work, asset management for City Public Works Department	Used to track work flow and asset management for City Public Works Department including Streets; Water; Wastewater and Parks Departments; also tracks and monitors private and City owned backflow systems for annual state mandated testing. Logs complaints; work in progress to rectify said complaints and final resolution of complaint. Tracks vehicle maintenance; work orders; personnel and equipment pay-out rates for billing purposes.	Public Works	Daily	Daily

30 ESRI

ArcGIS 10.XX / Desktop

Geographical Information System

Used to reference locations of property lines, existing improvements and utility infrastructure; prepare related maps

Community Development

Daily

As needed