

Electronic Records Software Applications
Inventory Catalog
City of Lakeport
Update February 2, 2021

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	Access	Used in communicating annual financial information to the California State Controller		Finance & IT	Annually	Annually
3 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
4 Parallels	RDP 2X		Personnel login information to access financial management system.	Finance & IT	Daily	Daily
5 Microsoft	Exchange	Email server for the City	Use to facilitate email exchange	Finance & IT	Daily	Daily
6 TylerTech	FundBalance	legacy financial management system housing historical financial data.	All financial transactions of the City back to 1999, including accounts receivable and utility billing information.	Finance & IT	Daily	Daily
7 Branchfire	iAnnotate	iPad app used for document sharing, viewing, and editing. Use primarily in relation to City Council agenda packets and management planning meetings.		Admin and Clerk	Daily	Daily
8 Drop Box	Drop Box	Used to share and collaborate on electronic files.	Various. Used for many types of data.	Admin and Clerk	Daily	Daily
9 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
10 Atlas Business Solutions	Staff Files	Personnel Management	Personnel Information Management	Admin and Clerk	Daily	Monthly
11 Black Bear	Black Bear	Permit tracking software	Building and land use permits	Community Development	Daily	Monthly
12 Tyler Tech	Fund Balance	Business License Issuance and tracking	Business license information	Community Development	Monthly	Monthly
13 Google	Google Earth	Mapping, reference	Used for topographical and ariel imaging	Community Development	Daily	N/A
14 ESRI	ArcGIS	Mapping, reference	City assets, networks, and property/parcel information.	Community Development	Daily	Semi-annually
15 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
16 Nixle	public alert notification system	provide daily/weekly/monthly public alert notifications	provide public with police information	Nixle external server	daily/weekly/monthly	annually
17 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
18 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
19 AT&T	Emergency notification system for public telephone numbers	provides public telephone numbers for emergency alert notifications		AT&T external server	daily	annually

20	CSAR	Sex offender registry	regulate/identify sex offenders	sex offender database 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.	DOJ external server	daily	annually
21	Cartegraph	Cartegraph OMS	Work, asset management for City Public Works Department		Public Works	Daily	Daily
22	CarFax	Car Fax for Police	Vehicle Database to assist PD with Auto Theft/Fraud	VIN Alert, Vehicle History Reports, Accident Reports, Title	Police		
23	Laserfiche Dude Solutions	Laserfiche SmartGov	Electronic Content Management Permitting Software	Electronic Content Management Database of Commercial and Residential	City Clerk Community Development	Daily As Needed	Daily As Needed