

ADDRESS: **LAFCO of Napa County**

1754 Second Street, Suite C

Napa, CA 94559

PHONE: (707) 259-8645

Enterprise System Catalog:

VENDOR AND PRODUCT: **Microsoft Office Suite, Word, Excel, Outlook, Power Point, etc.**

SYSTEM PURPOSE: Create administrative documents such as letters, memos, agendas, minutes, spreadsheets with data regarding LAFCO of Napa County business matters.

CATEGORIES/TYPES OF DATA: Agency documents, reports, meeting minutes, calendars, contacts, budget data,

DEPT./PRIMARY CUSTODIAN: etc. LAFCO of Napa County

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **PeopleSoft, Inc. (Product of Oracle), PeopleSoft and Tyler Munis Financials**

SYSTEM PURPOSE: Accounts Payable & Receivables, financial recordkeeping and database, human resource info such as employee time entry for payroll, etc.

CATEGORIES/TYPES OF DATA: Financial data collection/storage and Human Resources department data.

DEPT./PRIMARY CUSTODIAN: Napa County Auditor and Human Resources Dept's

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Granicus, Inc., Granicus LiveManager**

SYSTEM PURPOSE: Record and broadcast video & audio of public meetings, and agendas & minutes,

CATEGORIES/TYPES OF DATA: Audio recording, video recording, agendas, minutes, time stamped recordings.

DEPT./PRIMARY CUSTODIAN: County of Napa

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe, Acrobat XI Standard and Reader XI**

SYSTEM PURPOSE: Edit documents to PDF, etc.

CATEGORIES/TYPES OF DATA: Agency documents, reports, etc.

DEPT./PRIMARY CUSTODIAN: LAFCO of Napa County

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Planeteria, Website - Content Management System (CMS)**

SYSTEM PURPOSE: Website maintenance and updates - Content Management System (CMS)

CATEGORIES/TYPES OF DATA: Agency website data - Content Management System (CMS)

DEPT./PRIMARY CUSTODIAN: LAFCO of Napa County

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **ARC GIS Mapping System (Napa County), ARC**

SYSTEM PURPOSE: Geographic mapping, layer database, property info., boundary lines, etc.

CATEGORIES/TYPES OF DATA: Geographic Map Layers Database, District Info, Property Info and Boundary Lines, etc.

DEPT./PRIMARY CUSTODIAN: County of Napa (IT)

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **ECS Imaging, Inc., Laserfiche - ECS is the VAR for LAFCO (Value Added Reseller)**

SYSTEM PURPOSE: Digital storage of paper documents to be scanned, saved and retrieved.

CATEGORIES/TYPES OF DATA: Property info, maps, staff reports, studies, etc.

DEPT./PRIMARY CUSTODIAN: LAFCO of Napa County

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

