



## BUTTE LOCAL AGENCY FORMATION COMMISSION

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### Enterprise System Catalog:

April 18, 2016

VENDOR AND PRODUCT: **Environmental Systems Research Institute, Inc., ArcMap 10.4**

SYSTEM PURPOSE: Mapping Program, stores parcel information, agency boundaries, tax rate area identification

CATEGORIES/TYPES OF DATA: Parcel information, identifies the tax rate area, identifies agency boundaries, accesses property info.

DEPT./PRIMARY CUSTODIAN: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Access**

SYSTEM PURPOSE: Stores agency contact information, project time tracking & invoicing, project expenses and payments

CATEGORIES/TYPES OF DATA: Agency contact, applicant contact, tracking of project payments, expenses and hours, create invoices.

DEPT./PRIMARY CUSTODIAN: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Excel**

SYSTEM PURPOSE: Budget preparation, landowner & registered voter information, use for creating mailing labels.

CATEGORIES/TYPES OF DATA: Project contact information, parcel specific information, budget line items.

DEPT./PRIMARY CUSTODIAN: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Outlook**

SYSTEM PURPOSE: Stores contact information

CATEGORIES/TYPES OF DATA: Names, telephone numbers, addresses and email addresses

DEPT./PRIMARY CUSTODIAN: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe, Acrobat X Standard**

SYSTEM PURPOSE: Create forms for processing applications, convert MS Word documents, map preparation

CATEGORIES/TYPES OF DATA: Project forms, project maps, converting documents in other formats to PDF

DEPT./PRIMARY CUSTODIAN: Butte Local Agency Formation Commission

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed