

**Enterprise System Catalog:
October 26, 2023**

ADDRESS:

Rodeo Sanitary District
800 San Pablo Ave
Rodeo, CA 94572
(510) 799-2970

VENDOR AND PRODUCT:

Intuit Software Inc., QuickBooks Pro Plus 2023

SYSTEM PURPOSE:

District's Accounting Software

CATEGORIES/TYPES OF DATA:

Necessary data needed to complete various aspects of accounting:
Accounts Payable, Accounts Receivable, and Payroll.

DEPT./PRIMARY CUSTODIAN:

Administration

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Adobe, Acrobat, Acrobat Pro

SYSTEM PURPOSE:

Creating, editing and viewing PDF documents

CATEGORIES/TYPES OF DATA:

Documents, forms, contracts

DEPT./PRIMARY CUSTODIAN:

Not Applicable

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Microsoft Inc., Office 365 Suite / email hosting

SYSTEM PURPOSE:

Document creation, Email, Reports, Spread Sheets, and Presentations

CATEGORIES/TYPES OF DATA:

Creating and Reading Documents, Flyers, Newsletters, Exchanging emails internally and externally, Running reports, Sewer Services Charging Processing

DEPT./PRIMARY CUSTODIAN:

Not applicable

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Google, Google Documents, Google Drive, Google Maps

SYSTEM PURPOSE:

Data recording

CATEGORIES/TYPES OF DATA:

Records, locations and document transfer

DEPT./PRIMARY CUSTODIAN:

Not applicab

FREQUENCY OF COLLECTION:

Occasionally

FREQUENCY OF UPDATE:

Not applicable

VENDOR AND PRODUCT:

Google, Maps

SYSTEM PURPOSE:

Locating property addresses

CATEGORIES/TYPES OF DATA:

Street Views to confirm district mapping,

DEPT./PRIMARY CUSTODIAN:

Not applicable

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

COGZ, Computerized Maintenance Management System

SYSTEM PURPOSE:

Maintenance Coordination

CATEGORIES/TYPES OF DATA:

Maintenance scheduling, record keeping and asset management

DEPT./PRIMARY CUSTODIAN:

Operations

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Zoom

SYSTEM PURPOSE:

Video Conferencing

CATEGORIES/TYPES OF DATA:

Virtual Meetings

DEPT./PRIMARY CUSTODIAN:

Administration

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

ESRI

SYSTEM PURPOSE:

Arc GIS Mapping Software

CATEGORIES/TYPES OF DATA:

Sewer line specific data and historical maintenance

Dept./Primary Custodian:

Collections

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

Dropbox Business, Dropbox

SYSTEM PURPOSE:

Large file transfers, synchronization

CATEGORIES/TYPES OF DATA:

Any type

DEPT./PRIMARY CUSTODIAN:

Admin Asst.

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed

VENDOR AND PRODUCT:

iDrive Inc., iDrive.com

SYSTEM PURPOSE:

Cloud backup, Off-site data storage and disaster recovery

CATEGORIES/TYPES OF DATA:

All types

DEPT./PRIMARY CUSTODIAN:

District Systems Administrator

FREQUENCY OF COLLECTION:

Daily

FREQUENCY OF UPDATE:

Daily

VENDOR AND PRODUCT:

Websoft, GIS, Mobile MMS

SYSTEM PURPOSE:

Facility web mapping and asset management system

CATEGORIES/TYPES OF DATA:

Maintenance scheduling and coordination and record keeping

DEPT./PRIMARY CUSTODIAN:

Operations

FREQUENCY OF COLLECTION:

As needed

FREQUENCY OF UPDATE:

As needed