

ADDRESS: **Bodega Bay Public Utility District**
265 Doran Park Road
Bodega Bay, CA 94923

PHONE: 707-875-3332

Enterprise System Catalog:

JULY 11, 2018

VENDOR AND PRODUCT: **RVS, Mosaics Billing Software Program**

SYSTEM PURPOSE: Utility billing, Customer use records

CATEGORIES/TYPES OF DATA: Customer contact information, usage and billing information.

DEPT./PRIMARY CUSTODIAN: Office Administration

FREQUENCY OF COLLECTION: Every month

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Intuit, Quikbooks**

SYSTEM PURPOSE: Accounts receivable and payable, budgeting & records

CATEGORIES/TYPES OF DATA: Financial, customer and employee contact information

DEPT./PRIMARY CUSTODIAN: Office Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Access, Excel & Word**

SYSTEM PURPOSE: To store and analyze information related to District operations.

CATEGORIES/TYPES OF DATA: Customer notices, informational/data graphs, letters to customers or vendors, district policies, programs and plans, ordinances and resolutions, water quality and production reports.

DEPT./PRIMARY CUSTODIAN: Office Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT:

Ashcom, MaintiMizer

SYSTEM PURPOSE: distributing and maintaining records of work orders, maintaining inventory records of district equipment and supplies, ordering necessary supplies via creation of PO's

CATEGORIES/TYPES OF DATA: Inventory of District equipment and supplies, work orders, maintenance records

DEPT./PRIMARY CUSTODIAN: District Operations

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Microsoft, Exchange & Outlook**

SYSTEM PURPOSE: Email

CATEGORIES/TYPES OF DATA: Any information relating to District operations

DEPT./PRIMARY CUSTODIAN: IT

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed

VENDOR AND PRODUCT: **Adobe, Acrobat & Reader**

SYSTEM PURPOSE: To create and archive documents related to District operations

CATEGORIES/TYPES OF DATA: Including but not limited to: forms, data analysis, maps, photos, BBPUD programs and plans

DEPT./PRIMARY CUSTODIAN: Office Administration

FREQUENCY OF COLLECTION: As needed

FREQUENCY OF UPDATE: As needed



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