

Vendor	Product	Purpose	Data Type	Custodian	Freq Collected	Freq Updated
Intermedia	Email Service	Email services: Exchange, IMAP, OWA	Email	Administrative Services	Daily	Daily
Rx-Tek	Microsoft Office	Office Automation	Docs, spreadsheets, presentations, email, calendars, contacts, notes	Administrative Services	Daily	Daily
Adobe	Acrobat XI Standard	Create agenda packets, edit pdf docs	pdf documents	Administrative Services	Weekly	Weekly
Rx-Tek	Windows Server 2012 R2 Standard	Operating system for shared files	Computer files	Administrative Services	Daily	Daily
Intuit	QuickBooks	Accounting Software	Database	Finance Department	Daily	Daily
iWorQ	iWorQ	Building Permits, Business Licenses, Code Enforcement, Planning	Database	Planning Department	Daily	Daily
ByWater Solutions	Koha	Library Online Catalog, check in & out	Database	Library	Daily	Daily
DataTicket	DataTicket	Citation processing	Database	Administrative Services	Daily	Daily
Revize	Website hosting & CMS	City website & content management	HTML/database	Administrative Services	Daily	Weekly
Munibilling	Utility billing software	Water/sewer billing, accounts & payments	Database	Finance Department	Daily	Daily
ADP	Payroll	Process payroll online	Database	Finance Department	Biweekly	Biweekly
Code Publishing Co.	SJB Municipal Code	Codification & online access	Database	Administrative Services	As needed	As needed
Master Meter	Meter Reading Application	Read water meters & import into Munibilling	Database	Finance Department	Monthly	Monthly
IDrive	IDrive	Wordstation back-up application	Computer files	Administrative Services	Daily	Daily
