

**Monterey Bay Air Resources District
Enterprise System Catalog**

Vendor	Product	System Purpose	Categories or Types of Data	Custodian	Frequency Collected	Frequency Updated
SBRK Finance Holdings, Inc.	Springbrook	Financial Accounting System	Accounts Payable	Administrative Services	Daily	Daily
			Accounts Receivable	Administrative Services	Daily	Daily
			Bank Reconciliations	Administrative Services	Monthly	Monthly
			Budgeting	Administrative Services	Daily	Daily
			Cash Receipts	Administrative Services	Daily	Daily
			Fixed Assets	Administrative Services	As Needed	As Needed
			General Ledger	Administrative Services	Daily	Daily
			Grant Management	Administrative Services	Daily	Daily
			Permit Billing	Administrative Services	Daily	Daily
			Purchase Orders	Administrative Services	As Needed	As Needed
Accela	Civic Platform	New Permit Database Management System	Implementation Phase (will replace TRAKIT)	Administrative Services, Engineering, and Compliance	Daily	Daily
Adobe	Photoshop CC	Outreach Materials	Graphics	Executive	As Needed	As Needed
	Illustrator CC	Outreach Materials	Graphics	Executive	As Needed	As Needed
Zoom	Meetings & Webinars	Online Public and Staff Meetings, Workshops	Online webinars, meetings and recordings	Executive	Monthly	Monthly
Eversign	Electronic Signature Gathering	Electronic signatures on contracts, purchase orders, agreements, quotes, etc.	Electronic Signatures	Executive	As Needed	As Needed
Canva	Creation of outreach materials	Outreach Ads & Materials	Graphics	Executive	As Needed	As Needed
			Agenda packets, budget documents, reports, rules, notices	Information Technology	As Needed	As Needed
	Adobe Acrobat	Create/Merge Documents	Reports & forms	Air Monitoring	As Needed	As Needed
	Adobe Acrobat	Communications & data storage				
ADP	Workforce Now	Payroll and timekeeping system	Employee payroll information and hours worked	Administrative Services	Daily	Daily
CentralSquare Technologies	TRAKIT	Permit database management system	Permittee information	Engineering and Compliance	Daily	Daily
			Permit types	Engineering and Compliance	Daily	Daily
			Permit fees	Engineering and Compliance	Daily	Daily
			Permit conditions	Engineering and Compliance	Daily	Daily
			Enforcement information - violations and settlements	Engineering and Compliance	Daily	Daily
			Demolition/Renovation notifications	Compliance	Daily	Daily
			Asbestos removal fees and information	Compliance	Daily	Daily
			Inspections scheduling and inspector reports	Compliance	Daily	Daily
			Complaints	Compliance	As Needed	As Needed
			Accounts Receivable	Administrative Services	Daily	Daily
Constant Contact	Constant Contact	Email information to public	Email information to public such as press releases, flyers, Spare the Air notices	Planning	As Needed	As Needed
Digital Deployment	Streamline	Webpage hosting subscription	Website content	Information Technology	Daily	Daily
DRDAS	ENVISTA	Air Monitoring Database	Air Quality Data	Air Monitoring	Minute	Hourly
			Instrument Metadata	Air Monitoring	Hourly	Hourly

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			Station Parameters	Air Monitoring	As Needed	As Needed
ESRI	ArcGIS	Geographic Information Systems	Burn zones, fire districts and other maps as needed	Planning	As Needed	As Needed
			Integrated Maps with Other Applications	Planning	As Needed	As Needed
Google	Google Earth Pro	Mapping	Maps, satellite images	Air Monitoring	As Needed	As Needed
Hightail	Online Storage	Upload and share large files of materials for Board/Committee Meetings	Board/Committee Meeting Materials & Recordings	Executive	As Needed	As Needed
JCG Technologies	Liberty Meeting Recorder	Digital recording of Board and Committee meetings and minutes	Digital audio and word processing	Executive	As Needed	As Needed
Laserfiche	Laserfiche	Enterprise Content Management	Accounts Payable	Administrative Services	Daily	Daily
			Grant Applications	Planning	Daily	Daily
			Burn Permit Applications	Planning	Daily	Daily
			Document Storage	Administrative Services, Engineering, Compliance, Planning	Daily	Daily
Microsoft	FoxPro	Historical database system	Demolition/Renovation notifications	Compliance	As Needed	As Needed
			Asbestos removal fees and information	Compliance	As Needed	As Needed
Microsoft	Outlook 365	Email system	Enterprise Electronic Email	Information Technology	Daily	Daily
Microsoft	WORD/Excel/Access/Powerpoint/Teams	Office Automation	Word Processing	Information Technology	Daily	Daily
			Spreadsheets	Information Technology	Daily	Daily
			Custom databases	Information Technology	Daily	Daily
			Presentation documents	Information Technology	Daily	Daily
			Public notices & communications	Information Technology	Daily	Daily
			Meetings	Information Technology	Daily	Daily
Monterey Bay Technologies	Backyard Burn Permit System	Burn Permits Tracking System	Permitee information	Compliance	As requested	As needed
			Burn Location	Compliance	As requested	As needed
			Burn Zone	Compliance	As requested	As needed
			Fire District	Compliance	As requested	As needed
			Type and Amount of Waste	Compliance	As requested	As needed
			Permit conditions	Compliance	Permanent	As needed
Monterey Bay Technologies	Agricultural Burn Permit System	Burn Permits Tracking System	Permitee information	Planning	As requested	As needed
			Burn Location	Planning	As requested	As needed
			Burn Zone	Planning	As requested	As needed
			Fire District	Planning	As requested	As needed
			Type and Amount of Waste	Planning	As requested	As needed

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			Permit conditions	Planning	Permanent	As needed
Splashtop	Splashtop	Computer networking	Remote access and file sharing	Air Monitoring	As Needed	As Needed
Symantec	Q&A	Historical Database System	Permittee information	Engineering and Compliance	As Needed	As Needed
			Permit types	Engineering and Compliance	As Needed	As Needed
			Permit conditions	Engineering and Compliance	As Needed	As Needed
			Inspections scheduling and inspector reports	Compliance	As Needed	As Needed
			Complaints	Compliance	As Needed	As Needed
US EPA	Quality Assurance Transaction Generator	Data management	Air quality data submission to national database	Air Monitoring	Monthly	Monthly
WordPress	WordPress	Updates to District Website	Content Management for web posting, calendars, documents, notices	Adminstration or Planning	Daily	Daily