

| System Vendor     | System Product                       | System Purpose  | Data Categories  | Department Custodian | Collection Frequency | System Update          |
|-------------------|--------------------------------------|---|--|----------------------|----------------------|------------------------|
| Adobe             | Creative Suite                       | Creation of .PDF's, and ToY public notices.   | Business Licenses, Public Notices, Web Design.   |                      | Daily                | Monthly                |
| ASAP Registration | Administrative Software Applications | Registration and tracking of recreation programs.   | Customer information registration and sales.   | Parks and Recreation | Daily                | As provided by vendor. |
| BlueBeam          | Studio                               | Permit submission.  | Documents, forms, and contracts.   | Planning/IT          | Daily                | As provided by vendor. |
| CivicPlus         | CivicRec                             | Registration and tracking of recreation programs.   | Customer information, registration, rentals.   | Parks and Rec        | Daily                | As provided by vendor. |
| CivicPlus         | CivicEngage                          | Website Development and Management.   | E-Notifications, Overall Website Management for Town, Board and Commission Applications. | HR/IT                | Daily                | As provided by vendor. |
| CivicPlus         | Monsido                              | ADA Compliance and Website Analytics.   | Website traffic and accessibility.   | Town Clerk           | Daily                | As provided by vendor. |
| CivicPlus         | ArchiveSocial                        | Social Media Archiving.   | Social Media, Records Retention, Compliance, Transparency.                               | Town Clerk           | Daily                | As provided by vendor. |
| Code 42           | Crash Plan                           | Off-site backup for ToY File Server.  | Replication of Office files and Adobe Files.   |                      | Daily                | As provided by vendor. |
| DocuSign          | Secure Document Signature Service    | Generate, Send, Certify Signature and collect contracts and other forms.                            | Documents, forms, and contracts.   | Admin                | Daily                | As provided by vendor. |
| ESRI              | GIS Enterprise License               | Mapping and communication between TOY Citizens and Staff.   | Mapping.   | All                  | Daily                | As provided by vendor. |
| Eventbrite        | Eventbrite                           | Ticket sales and special event promotion.   | Ticket sales.  | Parks and Rec        | Daily                | As provided by vendor. |
| Granicus          | OneRequest                           | Public Records Act Request Tracker.   | Public records requests.   | Town Clerk           | Daily                | As provided by vendor. |
| Granicus          | Swagit                               | Stream Town Council, boards, commission and committees meetings.                                    | Video streaming.   | Town Clerk           | Daily                | As provided by vendor. |
| Granicus          | OneMeeting                           | ToY Council meeting agenda software. Allows for adjustments and digital copies of council meetings. | Council, Board, Committee, and Commission agenda management.                             | Town Clerk           | Daily                | As provided by vendor. |
| CoPilot 365       | CoPilot365                           | Office Suite providing platform for ToY business needs.   | All ToY business files. .doc, .xls, .ppt, .pub, .adb, .pst.                              |                      | Daily                | Monthly                |

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|---------------------------|---------------------|--|--|--------------------|---------|------------------------|
| iWorks                    | iWorks Corporation  | Asset Management System.   | Manages Work orders for Town Public Works.   | PW Admin           | Daily   | As provided by vendor. |
| Laserfiche                | Laserfiche          | Electronic Document Management System.   | Town Council Agenda Packets with Staff Reports, Resolutions, Ordinances, Minutes; Budgets; CAFR; Mapping.  | Town Clerk         | Weekly  | As provided by vendor. |
| Mail Chimp                | Email Service       | Generates, Sends and Tracks Emails to Clients signed up to receive. Also Manages lists.                      | General Yountville Arts and Parks and Recreation Outreach and Email coorespondence.  | Parks and Rec      | Monthly | As provided by vendor. |
| Microsoft                 | Windows Server 2019 | Backup Server/Application server. Provides services for Backup Exec, and licensing for AutoCad Applications. | Backup, Licensing, OS.   |                    | Daily   | Monthly                |
| Microsoft                 | Windows Server 2016 | Appliation Server and Web Server.  | Document Management.   |                    |         |                        |
| Microsoft                 | Windows Server 2019 | Active Directory Services, Exchange, File Server.  | Mail, Files - .doc., .xls, .pdf.   |                    | Daily   | Monthly                |
| Microsoft                 | Windows 10/11       | Desktop Operating System.  | Standard Desktop OS.   |                    | Daily   | Monthly                |
| Mobile MMS                | Websoft Developers  | Asset Management System.   | Manages Utility Assests, Backflow Devices, Work orders, USA requests.  | Utilities          | Daily   | As provided by vendor. |
| N-Able                    | N-Able Backup       | Backup software for all ToY resources.   | Backup files.  |                    | Daily   | As provided by vendor. |
| NetFile                   | Netfile             | Electronic Filing of Statements of Economic Interest and Campaign Expenditures.                              | Electronic Filing of Statements of Economic Interest (Form 700) for Town Council, Staff, and Boards and Commissions and Campaign Filing Contributions. | Town Clerk         | Monthly | As provided by vendor. |
| Ninja One                 | NinjaRMM            | Remote management and monitoring.  | Monitor's health of network systems.   |                    | Daily   | As provided by vendor. |
| OpenGov                   | Citizen Services    | Online permits/forms applications and payments.  | Business Licenses, Building Permits, Rental Registration.  | Finance & Planning | Daily   | As provided by vendor. |
| Resmark                   | WaiverSign          | Liability Waiver online portal and storage.  | Parks & Recreation Participant data and signature of Liability Waiver.   | Parks and Rec      | Daily   | As provided by vendor. |
| Sophos                    | Sophos XDR          | Antivirus.   | Network Security.  |                    | Daily   | Provided by Vendor     |
| Springbrook Software Inc. | Springbrook         | Cloud Financial Platform for Local Government.   | Finance, Payroll, HR, Water and Wastewater Utility Billing, Building Permits.  | Finance            | Daily   | Weekly                 |

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|---------------|---------------------|--|---|---------------|---------|------------------------|
| Survey Monkey | Survey Service      | Survey Service Provider. Collects data of respondents. | Generates, sends and collects surveys.  | Parks and Rec | Monthly | As provided by vendor. |
| Zoom          | Web meeting Service | Web Based Meeting provider.                            | Assists with providing all Town Council, Board and Commission as well as internal and external business meetings. | Admin.        | Daily   | As provided by vendor. |