

TECHNOLOGY & COMMUNICATIONS DEPARTMENT UPDATE FEBRUARY, 2019

CRANBERRY TOWNSHIP, PENNSYLVANIA

For any questions, please contact:

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Communications Team – The Communications Team is responsible for the creation of the Township’s publications including the Cranberry Today newsletter and the Parks & Recreation Program Guides. The Communications Team manages the Township’s web sites, social media accounts and overall online presence as well as marketing programs for the Cranberry Highlands Golf Course and the Parks & Recreation Department. The team also is responsible for video production, brochures, presentations, posters, banners and other content creation needs.

Manager: Tina Fedko

Projects:

Project Title	Project Description
Art Box Project	Creation of program for artwork on traffic boxes
Coffee with Township Manager	Creation and coordination of events
Cranberry Today Newsletter	April Edition
Disc Golf Course Signage	Creating signage for the new disc golf course
Golf Course Marketing	2019 Golf season and non-golf activities
Graham Park Sponsorship	Creation of sponsorship package and meetings with businesses
Parks & Recreation Guide	January 2019 program guide creation and distribution
Parks & Recreation Marketing	2019 Programs and Waterpark season
Project of the Year – 2019	Assisting with the development of the CTCC 2019 POY
Recycling Education Update	Refreshing our recycling material to update customers
Sewer & Water Web Content	Refreshing and reorganizing the Sewer & Water web content
Web Site Refresh	Updating web site content, menus and homepage

Work Orders:

- 154 work orders completed in January
- 38 open work orders as of 2/28/19

Data Team – The Data Team is responsible for the management of the Township’s software applications, databases, reports as well as the GIS system for storing and mapping Township assets and geographical information. The Data Team handles project management, systems implementation and ongoing software maintenance including upgrades, reports, workflows and integration between systems. The GIS system is used to produce maps, data analysis and web applications which provide insight into geographical data including infrastructure, developments, parcels and other layers.

Manager: Chad Julkowski

Projects:

Project Title	Project Description
Asset Management Software	Evaluating software options for tracking assets and work
Deed Data Update	Working with the county on deed data transfers
ESRI Arc Collector	Mobile application for field data collection
Inspection Scheduling	Evaluating online inspection scheduling
Meter Replacement Project	Software implementation for meter communication and billing integration
Munis – Enterprise Asset Management	Testing of new features in Munis version 2018.1
Munis – Field Sheet Mobile	Mobile application for accessing work orders
Munis – Fire Prevention Setup	Setup of business licenses for fire prevention tracking
Munis – Tyler Content Manager	Munis document management system
Munis – Tyler Notify	Munis customer notification module implementation
Munis – Upgrade to version 2018.1	Upgrading Munis to the latest release this summer
Office 365	Migration of files from SharePoint and file shares Office 365
Online Property Surveys	Publishing of surveys online in PropertyFinder
Pond & Swale Inspections	Creation of tracking system for submitting inspections
Stormwater Billing	Integration between GIS system and billing for purposes of implementing a stormwater management fee
Sewer & Water GIS Data Update	Updating the GIS system to capture additional asset data
Sewer & Water Project	Expanding the use of technology by the Sewer & Water staff and consultants to provide additional Munis access and GIS capabilities

Work Orders:

- 41 work orders completed in January
- 32 open work orders as of 2/28/19

Network Team – The Network Team is responsible for the Township’s technology infrastructure including computers, servers, storage, networking equipment, phones, cameras and any other devices connected to the network. The Network Team manages technical projects and assists other departments with their hardware for running their operations such as SCADA, the traffic network and vehicle mobile data terminals. This team provides managed IT services to the Cranberry Library and Cranberry EMS organizations. They also provide helpdesk services to users including Windows, Office and software application support.

Manager: Andrew Clemens

Projects:

Project Title	Project Description
Agenda.Net Upgrade	Software upgrade to latest version with new features
Audio/Video Upgrades	Upgrades to Council Chambers and PW Training Room
Collaboration Hardware	Research of collaboration solution for conference rooms
Computer Imaging	Creation of new image for new hardware
Computer Replacements	Replacing old computer hardware across the Township
Emergency Operations Center	Upgrading Public Works training room for EOC purposes
Genetec Video Upgrade	Upgrading the video center software and expanding the system for additional recording capabilities
Golf Course Payment Processor	Moving golf course software to new payment processor
IT Service Management Software	Evaluation of software options for managing IT service delivery
LPR System Installation	Install of license plate recognition cameras
Office 365	Rollout of new technology such as OneDrive, E-mail encryption, etc.
Secondary Internet Connection	Second fiber Internet connection for redundancy and high availability
Treatment Plant Upgrade	Management of new network installation and SCADA device setup
Virtual Desktop Setup	Setup of Microsoft Remote Desktop Services

Work Orders:

- 194 Township work orders completed in January
- 15 Cranberry EMS work orders completed in January
- 10 Cranberry Library work orders completed in January
- 75 total open work orders as of 2/28/19