

# TECHNOLOGY & COMMUNICATIONS DEPARTMENT UPDATE MARCH, 2020

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
Business Hub	Creation of position and promotion of Business Hub
Community Response Team	Coordination of volunteer efforts to help those in need
Coronavirus Content	Creation of daily content, web site and social media updates
Cranberry Today Newsletter	April digital edition related to COVID-19 efforts
Donor Snap Database	Building database of all donors/sponsors to track the dollar amounts and asks
E-newsletter	Creation of monthly e-newsletter
Golf Course Marketing	2020 Golf season and non-golf activities
Graham Park Sponsorship	Sending sponsorship pitch to several companies
Library Makerspace Grand Opening	Assisting with grand opening event
Mobile App	Research, selection and implementation of Township mobile app
Parks & Recreation Guide	April 2020 program guide creation and distribution
Parks & Recreation Marketing	2020 Programs and Waterpark season
Project of the Year – 2019 & 2020	Fundraising for CTCC 2019 & 2020 POYs

## Work Orders:

- 119 work orders completed in February
- 108 open work orders as of 3/31/20

**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:**

<b>Project Title</b>	<b>Project Description</b>
Asset Management Project	Working with Public Works on asset management program
Fire Company Software	Software evaluation for records management system
Golf Course Reports	Developing new reports/dashboards for golf management
K2 Software Upgrade	Upgrading K2 to latest version to integrate with Office 365
Munis – Field Sheet Mobile	Mobile application for accessing work orders
Munis – HR Review	Reviewing HR module and implementing new functionality
Munis – Tyler Notify	Munis customer notification module implementation
Munis – Tyler Hub Dashboard	Implementation of new dashboard tools
Office 365 – Intranet	Creation of new intranet site for employees
Office 365 - SharePoint	Migration of files from SharePoint and file shares Office 365
Office 365 – Teams	Rollout of Microsoft Teams for remote work
Online Property Surveys	Publishing of surveys online in PropertyFinder
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 GIS capabilities

**Work Orders:**

- 53 work orders completed in February
- 52 open work orders as of 3/31/20

**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:**

<b>Project Title</b>	<b>Project Description</b>
Collaboration Hardware	Research of collaboration solution for conference rooms
Coronavirus Response	Support of remote workers and devices
Golf Course Software	Configuration/changes for 2020 golf season
Library Project of the Year	Planning and installation of IT related equipment in the library
Network Security Assessment	Third party to perform network security analysis, penetration testing, PCI compliance guidance and general recommendations
Network Security Enhancements	Deployment of security improvements to protect the network and users from malware, ransomware and other malicious activity
Network Upgrades	Planning for 2020 core network upgrades
Office 365	Rollout of new technology such as OneDrive, E-mail encryption, etc.
Phone System Upgrade	Upgrading hardware and voicemail system; rollout of new features including softphone on computers and mobile devices
SCADA Radio Connections	Connecting remote sites via ethernet radios
Secondary Internet Connection	Second fiber Internet connection for redundancy and high availability
Storage Upgrade	Purchase of new storage system for running virtual servers
Treatment Plant Upgrades	Management of new network installation and SCADA device setup
VPN Setup	Setup of NetMotion VPN for remote worker connectivity

**Work Orders:**

- 157 Township work orders completed in February
- 7 Cranberry EMS work orders completed in February
- 23 Cranberry Library work orders completed in February
- 106 total open work orders as of 3/31/20