

INFORMATION TECHNOLOGY DEPARTMENT UPDATE OCTOBER, 2020

CRANBERRY TOWNSHIP, PENNSYLVANIA

For any questions, please contact:

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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 Project | Working with Public Works on asset management program |
| Fire Company Software | Software evaluation for records management system |
| GIS Enhancements | Securing GIS data, implementing new features |
| GIS – Hydrant Flushing | Creation dashboard and process for tracking hydrant flushing |
| Golf Course Reports | Developing new reports/dashboards for golf management |
| HR Software Evaluation | Managing project to evaluate new HR software solutions |
| 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 Inspection Scheduling | Creating online process for contractors to use for inspection scheduling |
| Online Property Surveys | Publishing of surveys online in PropertyFinder |
| Permitting Software | Software evaluation for permitting, inspections, land development and other functions of Planning & Development Services |
| Sewer & Water GIS Data Update | Updating the GIS system to capture additional asset data |

Work Orders:

- 37 work orders completed in September
- 62 open work orders as of 10/23/20

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:

| Project Title | Project Description |
|-------------------------------|--|
| Collaboration Hardware | Research of collaboration solution for conference rooms |
| Coronavirus Response | Support of remote workers and devices |
| Library Project of the Year | Planning and installation of IT related equipment in the library |
| 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 |
| Win 911 Upgrade | Upgrading SCADA alerting system for redundancy |
| Veeam Upgrade | Upgrading backup system and configuring new functionality |

Work Orders:

- 141 Township work orders completed in September
- 2 Cranberry EMS work orders completed in September
- 7 Cranberry Library work orders completed in September
- 75 total open work orders as of 10/23/20

Personnel:

Open job requisition for Systems Administrator position. Will be starting interviews in early November.