



## MEMORANDUM

### Town of Ponce Inlet, IT Manager's Office

*The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

Date: 07/03/2019  
To: Jeaneen Witt, Town Manager  
From: Aaron Irwin, IT Manager  
Subject: IT Monthly Report June 2019

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Below is a summary of the Information Technology Department activities for the month of June.

#### **Projects in Process:**

- Optimize Servers
- Desktop maintenance
- Replace all Win7 machines
- DHCP Scope and Subnet changes
- Cable management for all IT equipment
- Policy and procedure updates
- Label all equipment appropriately
- Documentation on all IT processes
- Upgrade Towns IT Infrastructure
- Visual Fire data migration

#### **Projects Completed:**

- New User training System setup
- Incode User Security Updates and configuration
- Budget Adjustments
- New user setup at PD
- VPN Updates
- OneDrive Guide Created
- Energov Server Migration
- Spectrum Maintenance
- ASA Wildcard Certs updated
- Two laptops setup for offsite sign out
- Fax line fixed with AT&T at PW
- GIS updates for Energov

#### **Help Desk:**

67 new tickets, 66 closed.

#### **System Security:**

- Blocked 11,599 Inbound emails
- 184 Virus Blocked
- 170 Quarantined
- 34,472 emails total