



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: 08/08/2019
To: Jeaneen Witt, Town Manager
From: Aaron Irwin, IT Manager
Subject: IT Monthly Report July 2019

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

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
- New PC security Training modules
- County VPN tunnel
- New equipment implementation planning
- Bluebeam

Projects Completed:

- Laptop and desktop setup
- FLGISA Conference
- New Adobe and NVDA software install
- New Check Scanner installed
- County CAD Tiberon process changes
- New email groups setup
- Outside email alert message rule office 365
- New officer setup Richard Preis
- New BlueBeam software installed for 3 users

Help Desk:

57 new tickets, 50 closed.

System Security:

- Blocked 11,046 Inbound emails
- 1 Virus Blocked
- 200 Quarantined
- 32,968 emails total