



**MEMORANDUM**  
**TOWN OF PONCE INLET – INFORMATION TECHNOLOGY**

*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: April 4, 2016

To: Chief Dan Scales

From: Angie Hawkins

Re: Information Technology for February 2016

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

**Projects in Process:**

- Worked with the County on GIS data for Energov
- Weekly meetings with Energov Project Manager
- GIS data sent to Energov
- Office 365 Migration
- Office 365 Training quotes
- Preparing the Exchange Server for Migrations
- Tyler Content Management settings for Administrator Assistants to access some Modules in Human Recourses
- Working with Tyler about the Tyler Content Management Java issues.
- IT Policy
- Barracuda Essential for Office 365 Email Security Compliance.
- Moving data off Mail Meter
- Moving Museum cable and phone services off AT&T to Bright House
- VMWare and VMCloud Server
- Budget Worksheet
- Set up New Finance Manger

**Projects Completed:**

- Set up New Finance Manager
- Prepared the Exchange Server for migration

**Help Desk Overview:**

Total: 33 Closed: 32 Open: 1

**System Security:**

Email and spam and virus prevention via Barracuda Spam Filter  
Total inbound E-Mails 37,462; Total Blocked E-Mails 15,462  
Virus Blocked E-Mails 54; Quarantined E-Mails 3,552

**Audio Streaming:**

Live Audio Streams viewed: 0  
Audio Streams Searched: 22