

# Computer Technology



# CPI Legacy

A record of improvements made by the City of  
Salina, Kansas, since November 2012

# CPI Improvements

November 2012 thru March 2016

## **SALINA CITY**

## **8 Improvements**

### **COMPUTER TECHNOLOGY** (E-MEDIATE)

#### Waiting

#### Mistakes/Defects

#### Excess Movement or Motion of Workers

1. Increased capacity by installing shelving, and removing the E-Waste items and desktop systems from the floor and walkways.
2. Increased capacity by placing patch cables into their own individual plastic bags marked with the cable's length, and then organizing them by color and length.
3. Increased capacity by centralizing the location of the PC reload sheets on the network, so that all CT staff can access the most current reload sheet. By centralizing the reload sheet, changes only need to be made in one place, and staff can always have the most current version available to them.

#### Do it right the first time

#### Inefficient Processes

4. Increased capacity by switching from Sophos to Kaspersky as the City's anti-virus software. Updates can now be applied weekly, client devices no longer need to be taken out of service to provide updates, and maintenance time to keep the software running properly has been significantly reduced.
5. Increased capacity by removing a terminal services gateway, active directory, and terminal server in the Police Department that was no longer being used. This also permitted the re-allocation of a switch and a computer.
6. Increased capacity by removing the Knowledge Server, which was nearly 15 years old and housed only small programs not used on a daily basis. The programs were placed on a newer server. This change saved on equipment and update costs required for this server.
7. Reduced costs by switching from Adobe Acrobat Professional software to Fox-it Phantom PDF. Fox-it has the same functionality as Adobe, but at considerably less cost. Fox-it is downloadable and the key can be purchased, emailed and installed on the same day.

#### Always do the right thing

Transporting Work

8. Increased capacity by purchasing a small fire proof safe (\$509) for the storage of AS400 backup tapes. This eliminated taking the AS400 backup tapes to the Police Department 4 out of 5 days per week.

Excess Inventory