

# *Leawood*

## *Information Services*

*Voice, Data & Video*



*Mark Andrasik, Director*



**DATE:            JANUARY 31, 2005**

**TO:                HONORABLE MAYOR PEGGY DUNN, CITY COUNCIL,  
                      SCOTT LAMBERS – CITY ADMINISTRATOR**

**RE:                INFORMATION SERVICES YEARLY UPDATE**

As I've done the past few years, I've prepared a yearly update regarding Information Services.

### **EXECUTIVE SUMMARY:**

Leawood's technology continues to be a backbone of our daily operations. We continue to update, build, and install new technology components that help form a successful technology foundation. A critical building block to this foundation has been the implementation of the Eden System. The Eden System, our integrated Finance & Human Resources software system, has been one of our major projects over the last two years.

Here a "**General Gains**" associated with the Eden Project:

- Integration of Core Financials, Payroll, & Human Resources reducing the duplication of inputting information into three separate systems. True consolidation of islands of information resulting in consistency of data.
- Revised and documented business processes and policies to uphold "best practices". Enhanced internal controls.
- Provides a foundation for our daily operations, a platform for future applications, and is an enterprise wide system that provides "real-time" access to information in many forms for many users.
- True FLSA compliance & tool to become GASB34 compliant.

Furthermore, we continue to improve our technology through our equipment replacement policy, website improvements, wireless "hot spots" for our Police Officers, E-learning for our employees, our Microsoft Open Select licensing, and many others. As a result, our systems are on-line more than 99.9% of the time and our users have modern tools with which to complete their work.

Bottom line, the City of Leawood's technology foundation is solid and improving. These tools allow our employees to be proactive to the various needs presented by the Governing Body, Citizens, and staff. Information Services will remain diligent in our responsibilities and enthusiastic about new opportunities.

### **DETAIL INFORMATION:**

Here is the detail associated with what is described in the Executive Summary.

- **Eden Software**

- ❑ Converted payroll data, trained users, and went live on Payroll and Human Resources April 19<sup>th</sup>. This was the most intensive set of modules to be implemented for the Eden project.
- ❑ Revised our internal Paycard system to detail overtime usage and import directly into the Eden system.
- ❑ Continued to improve system by writing custom Crystal reports, changing the system configuration, and revising business processes to gain efficiencies.
- ❑ Went live on Applicant Tracking August 27<sup>th</sup>, 2004. This integrates with HR & Payroll so that employee information is auto filled directly from the application.
- ❑ Converted Chart of Accounts December 2004. This streamlines our financial reporting and becomes the basis for future GASB34 reports, our project accounting, and fixed assets.

- **Other**

- ❑ **GIS Systems** - Information Services is piloting a new Geographic Information Systems program from Johnson County, which is a model for other communities. Instead of Leawood maintaining data and associated software licenses we now connect directly to the County's secure website ---- saving us considerable time and money. Many more Leawood

employees can use this form of access than could previously and information is up-to-date.

- ❑ **E-Learning / Training** - Implemented Microsoft's E-Learning system which provides employees with electronic training on our basic programs of Word, Excel, PowerPoint, etc via our internal website. Furthermore, it provides extensive technical training for Information Service employees. This capability is bundled with our Microsoft Open Select Licensing.
- ❑ **Website Changes** – Implemented Macromedia Contribute software that allows individual departments the ability to change content on their respective web pages. Enhanced the search capabilities for the Leawood Code & Leawood Development Ordinance. Added the Traffic Code and the Uniform Public Offense Code to those documents that can be searched.
- ❑ **Wireless Network** – We've installed wireless networks at many city facilities to allow Police officers the ability to access, in real-time, police data and to write reports directly into the Police Departments' software (Integraph) from within their cars. This keeps the officers closer to their designated patrol areas.
- ❑ **Police Server** - Installed new server and tape backup unit at Police. Converted users from old server to new server.
- ❑ **Ironhorse Server** - Converted Ironhorse from old Netware server to the new Windows server increasing performance and laying the foundation for the new tee sheet and point of sale software.
- ❑ **Ironwoods Phone & Data** - Installed voice and data systems at Ironwoods. We completed the phone system and VPN connections to city hall. This gives employees at Ironwoods access to RecTrac and other programs at City Hall.
- ❑ **Upgraded Phone System at Park Maintenance** – Installed a new Partner Plus phone system at the park maintenance facility at 2008 W. 104<sup>th</sup>. This is consistent with our other facility phone systems.
- ❑ **DVD Recording** – Installed DVD recorders. DVD's are now available for our City Council and Plan Commission meetings. Transcribing minutes of these meetings from DVD's has been much more efficient for our City Clerk and Planning staff.
- ❑ **New Desktop & Laptop Computers** – Installed 20 new desktop computers and 20 new patrol laptop computers.

- **System Up Time** – Over 99.9% up time for phone and network systems

My hope is that this report sheds some light on the activities of the Information Services department, brings you up to speed on various IS related activities, and that you feel, as we do, that we continue to move in a positive direction. If you have any questions or concerns please contact me.

Sincerely,

Mark Andrasik  
Director of Information Services