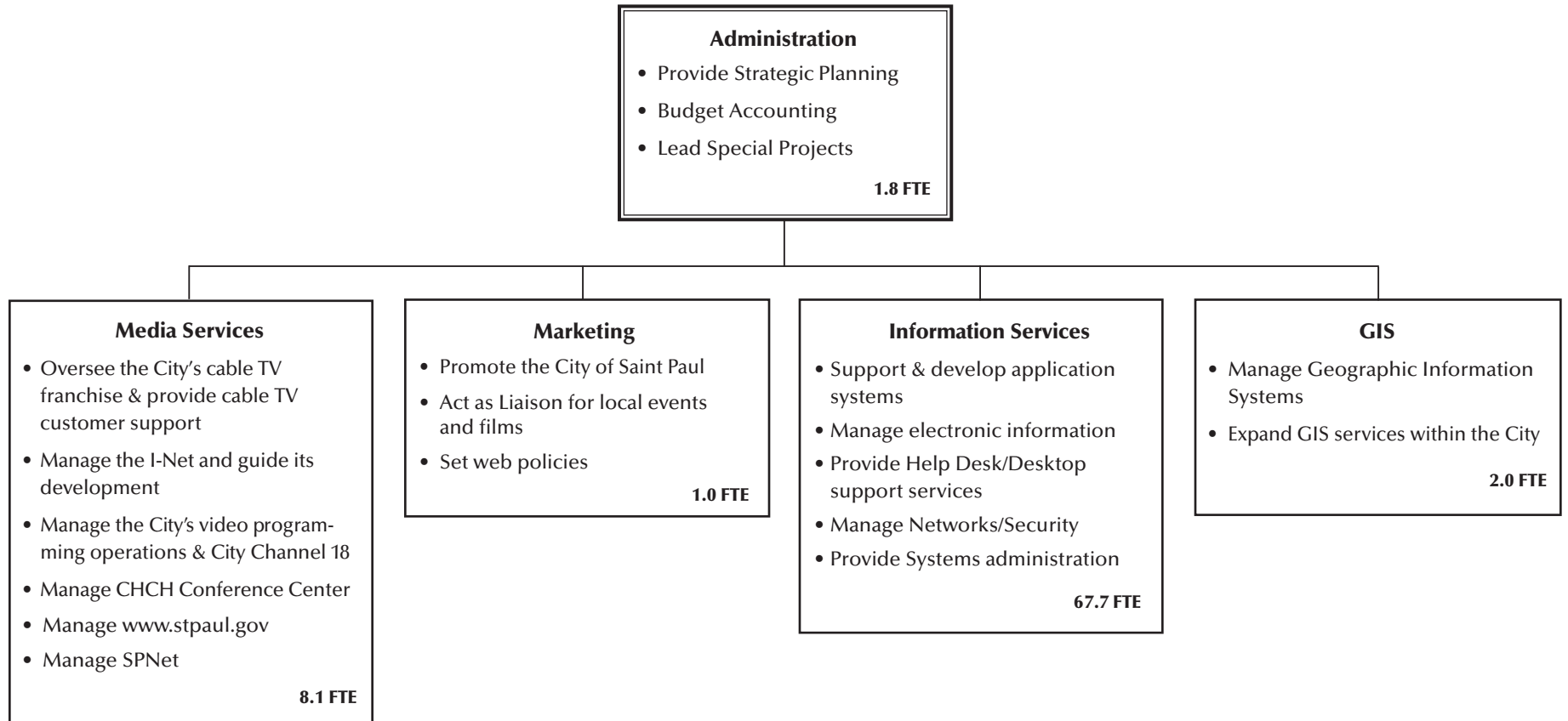


# Office of Technology and Communications

*The mission of the Office of Technology and Communications is to provide our internal and external customers with the right information when and where they need it through:*

- *Multiple information delivery channels*
- *High value content*
- *Effective partnerships*
- *Stable and efficient infrastructure*
- *Business process improvement*



**(Total 80.6 FTE)**

8/08/07

## About the Office of Technology and Communications

### What We Do (Description of Services)

The Office of Technology and Communications (OTC) provides the resources and coordination necessary to:

- Work in partnership with City departments and offices to identify and implement cost effective technology solutions to support business needs and objectives.
- Plan, develop, and maintain a citywide technology infrastructure that is accessible, secure, effective, and reliable.
- Manage the City's internal and external websites.
- Research and monitor technology trends and identify applicability to the City's operations and strategic goals.
- Administer the cable franchise and serve as the City's liaison in resolving customer service issues as appropriate.
- Lead the City in the development of video communications by producing cable programs, public service announcements, and educational videos.
- Provide public access to City and County meetings by broadcasting meetings on Channel 18 and on the City's website.
- Promote the City of St. Paul as a destination of choice to live, work, and play.
- Act as the primary liaison for film crews, movie producers and events for permits, licenses, locations, and promotions.
- Coordinate GIS Activities throughout the City.
- Act as a one-stop access point for City-wide GIS data and services.

#### Statistical Profile

- Number of Help Desk Requests for 2006: 19,328
- In 2007, the ratio of IS staff to users was 48.8 to 1
- Over 270 miles of Institutional (I-Net) infrastructure
- In 2006, 15,312 video segments were viewed online
- The number of documents delivered online via GovDelivery reached the 1,000,000 mark
- www.StPaul.gov received 7,277,933 page views in 2006

### 2006-2007 Accomplishments

The Office of Technology and Communications is proud of the following accomplishments:

- Successfully pursued and secured the 2008 Republican National Convention.
- Created a centralized GIS Office to coordinate GIS activities throughout the City and expand the use of GIS technology.
- Upgraded and replaced the City's current email system to a single platform; expanded email access to all City employees; conducted extensive end-user training on the new email system; redesigned and centralized the underlying email hardware configuration with adequate storage.
- Replaced more than 400 PCs.
- Worked with Motorola to implement a new Computer Aided Dispatching (CAD) system and data network for the consolidated 911 center.
- Staffed and chaired the newly formed Broadband Advisory Committee (BAC).
- In 2006, coordinated 636 conference room reservations and 254 video set ups for 23,802 people.
- Covered 233 hours of City Council and Ramsey County meetings.
- Received three national NATOA video awards (two for *Council Matters* and one for *Capital City*) and one state MAVC Award of Excellence for *Council Matters*.
- Worked with the Mayor's Office and Office of Financial services to produce videos and the Budget Cruncher II to educate City staff and the public on the City's budget issues.
- Incorporated a Google Mini search tool to the City's website to increase usability.

## Key Performance Measures

<b>Performance Objective:</b> Provide excellent customer service to internal business customers				
<b>Performance Indicator:</b> Customer Satisfaction with Help Desk Requests				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
Customer service rating response (average) (Rating of 1-5, with 5 being excellent)	4.68	4.7	4.7	4.6

<b>Performance Objective:</b> Provide service and information access to external customers via the City website				
<b>Performance Indicator:</b> Traffic, number of services available and usage of services				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
Number of Self-Help Services	6			
Page Views	6,848,290	7,277,933	8,707,576	9,000,00
GovDocs Unique Subscribers	18,014	23,456	31,000	32,000

<b>Performance Objective:</b> Provide access to government processes and information through video communications				
<b>Performance Indicator:</b> Number of programs produced and hours of public meeting coverage				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
City Council & Ramsey County Meeting Coverage (Hours)	249	233	250	250
Number of City Video Productions	152	169	170	180
Online Video Views	3474	15,312	20,000	22,000

<b>Performance Objective:</b> Provide IS Customers with the right information where and when they need it				
<b>Performance Indicator:</b>				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
Number of remote sites serviced by IS	130	132	154	154
Number of field/wireless units supported	441	441	471	471

<b>Performance Objective:</b> Provide visibility to events held in St. Paul				
<b>Performance Indicator:</b> Number of banners displayed				
<b>MEASURES:</b>	<b>2005 Actual</b>	<b>2006 Actual</b>	<b>2007 Estimated</b>	<b>2008 Projected</b>
Light Pole Banners		900	910	910
Skyway/Building Banners		40	35	35

## 2008 Budget Plan

### 2008 Priorities

- Develop communications strategies for the City to be delivered via the web site and video services.
- Assist with the planning and execution of the Republican National Convention. Plan, research, acquire, and manage technology key to public safety during the RNC.
- Secure and facilitate large, media generating events in St. Paul.
- Continue to examine, implement, and support the use of technology to meet City and department strategic goals.
- Expand the services of the Office of Cable Communications to assist Web Services with web content creation.
- Complete implementation and support of the new CAD system in the consolidated 911 center serving St. Paul, Ramsey County, and other local jurisdictions.
- Plan, develop, and maintain a city-wide infrastructure that is accessible, secure, effective, and reliable.
- Issue an RFP for a City-wide Technology Assessment; use results to create a technology strategic plan.
- Create and maintain the infrastructure to provide a central access point to departmental GIS data and services. This will have a positive impact on the Invest St. Paul initiative and RNC Planning.
- Prepare and present BAC recommendations report to the Mayor and City Council, and provide support and implementation of BAC recommendation as determined by the City.
- Examine and improve City IT governance structures to facilitate the delivery of IT services
- Redesign and restructure [www.StPaul.gov](http://www.StPaul.gov) to make it more user friendly and transfer content to a web content management tool to make the site easier to manage.

### 2008 Budget Explanation

#### Base Adjustments

The 2007 adopted budget was adjusted to set the budget base for 2008. The base includes the anticipated growth in salaries and fringes for 2008 for employees related to the bargaining process. It also includes 2.5% inflation growth on services and 3% on goods and materials.

#### Mayor's Recommendation

The Office of Technology and Communications' proposed general fund budget is \$8,634,989, an increase of \$698,551 over the 2007 Adopted Budget. The spending growth is due to a range of factors, including: \$106,288 in infrastructure repairs and upgrades to the City's network; \$75,000 in salary adjustments to recruit information technology specialists; and \$100,000 to fund the next steps recommended by the Broadband Advisory Committee report.

The special fund budget is \$2,970,866, which is \$263,702 less than the 2007 adopted budget. The special fund budget includes cable communications, information services and city-wide data processing. Changes to OTC's special fund budget include: eliminating one-time fund balance transfer of \$350,000 to the general fund; cable staff reductions totaling \$148,926; an increase in permanent cable franchise revenue transfer to the general fund of \$313,953; and establishing the new Enterprise Technology Initiative activity, which includes \$303,731 in funding for a new city-wide file and email archive system and \$191,598 for initial work on establishing an integrated finance, payroll and human resources system.

The proposed budget for OTC reflects the office's share of spending for the new Enterprise Technology Initiative (ETI) and includes costs associated with the revised Central Service Cost allocation methodology as described in the Special Fund Highlights.

## 2008 Budget Plan (Continued)

### 2008 Budget Explanation (continued)

#### Council Actions

The City Council adopted the Technology and Communications budget and recommendations as proposed by the Mayor.

The Office of Technology and Communications' 2008 adopted budget is \$8,634,989 for the general fund and \$2,970,866 in special funds. The adopted budget includes 72.5 general fund FTEs and 8.1 special fund FTEs.

# Spending Reports

## Technology And Communications

Department/Office Director: **ANDREA T CASSELTON**

		2005	2006	2007	2008	2008	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2007
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
<b>Spending By Unit</b>								
001	GENERAL FUND	5,521,202	7,158,635	7,936,438	8,634,989	8,634,989		698,551
160	FMS-REAL ESTATE MGMNT FUND	296,530						
164	INFO SERVICES INTERNAL SERVICES FND			170,000	495,329	495,329		325,329
166	CABLE COMMUNICATIONS SPEC REV FUND	2,729,051	2,683,859	2,895,478	2,304,721	2,304,721		-590,757
626	CITY-WIDE DATA PROCESSING	1,597,228	148,406	169,090	170,816	170,816		1,726
930	C.I.B. - PUBLIC WORKS		605,904					
Total Spending by Unit		<b>10,144,011</b>	<b>10,596,804</b>	<b>11,171,006</b>	<b>11,605,855</b>	<b>11,605,855</b>	<b>0</b>	<b>434,849</b>
<b>Spending By Major Object</b>								
	SALARIES	4,202,298	4,392,970	5,058,119	5,331,265	5,331,265		273,146
	SERVICES	1,692,378	1,601,209	1,782,521	2,106,342	2,106,342		323,821
	MATERIALS AND SUPPLIES	657,454	486,994	339,037	356,640	356,640		17,603
	EMPLOYER FRINGE BENEFITS	1,285,643	1,360,479	1,576,553	1,662,064	1,662,064		85,511
	MISC TRANSFER CONTINGENCY ETC	1,907,939	2,583,541	2,251,856	1,656,444	1,656,444		-595,412
	DEBT							
	STREET SEWER BRIDGE ETC IMPROVEMENT							
	EQUIPMENT LAND AND BUILDINGS	398,298	171,613	162,920	493,100	493,100		330,180
Total Spending by Object		<b>10,144,011</b>	<b>10,596,804</b>	<b>11,171,006</b>	<b>11,605,855</b>	<b>11,605,855</b>	<b>0</b>	<b>434,849</b>
Percent Change from Previous Year			<b>4.5%</b>	<b>5.4%</b>	<b>3.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3.9%</b>
<b>Financing By Major Object</b>								
	GENERAL FUND	5,521,202	7,158,635	7,936,438	8,634,989	8,634,989		698,551
	SPECIAL FUND							
	TAXES	1,798,266	1,938,046	1,950,000	2,100,000	2,100,000		150,000
	LICENSES AND PERMITS							
	INTERGOVERNMENTAL REVENUE							
	FEES, SALES AND SERVICES	1,695,267	254,116	283,023	300,537	300,537		17,514
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE	990,047	379,929	438,300	570,329	570,329		132,029
	TRANSFERS							
	FUND BALANCES			563,245				-563,245
Total Financing by Object		<b>10,004,782</b>	<b>9,730,726</b>	<b>11,171,006</b>	<b>11,605,855</b>	<b>11,605,855</b>	<b>0</b>	<b>434,849</b>
Percent Change from Previous Year			<b>-2.7%</b>	<b>14.8%</b>	<b>3.9%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3.9%</b>

## City of Saint Paul 2008 Budget Division Spending Plan Summary Council Adopted Budget

Fund: **001 GENERAL FUND**  
 Department: **06 TECHNOLOGY AND COMMUNICATIONS**  
 Division: **0601 ADMINISTRATION DIVISION**  
 Division Mission:

Fund Manager: MATTHEW G SMITH  
 Division Manager: ANDREA T CASSELTON

TO ENSURE THAT THE DEPARTMENT'S MISSION "TO PROVIDE SUPERIOR SERVICES THAT ARE RESPONSIVE TO OUR CUSTOMERS' CURRENT AND FUTURE NEEDS" IS ACHIEVED.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)								
	2005	2006	2007	2008		2005	2006	2007	2008	Change from				
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Amount	Change/Percent	Authorized FTE	FTE/Amount	Adopted FTE/Amount	Council Adopted FTE/Amount	2007 FTE/Amount				
<b>by Type of Expenditure</b>														
SALARIES	251,672	258,174	306,543	485,592	179,049					58.4%				
SERVICES	104,784	50,254	36,552	191,689	155,137					424.4%				
MATERIALS AND SUPPLIES	10,063	4,995	15,122	29,104	13,982					92.5%				
EMPLOYER FRINGE BENEFITS	78,203	82,379	94,689	153,644	58,955					62.3%				
MISC TRANSFER CONTINGENCY ETC	153	51	26,200	26,200										
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS		16,204												
Division Total	<b>444,875</b>	<b>412,058</b>	<b>479,106</b>	<b>886,229</b>	<b>407,123</b>					<b>85.0%</b>				
<b>by Activity</b>														
01001 DIRECTOR'S OFFICE	444,875	412,058	324,296	291,709	-32,587	-10.0%	4.0	3.8	3.8	227,748	1.8	126,810	-2.0	-100,938
01002 WEB SERVICES				174,352	174,352						2.0	116,096	2.0	116,096
01005 GIS SERVICES				264,460	264,460						2.0	163,589	2.0	163,589
01020 MARKETING & COMMUNICATIONS			154,810	155,708	898	0.6%			1.0	78,795	1.0	79,097		302
Division Total	<b>444,875</b>	<b>412,058</b>	<b>479,106</b>	<b>886,229</b>	<b>407,123</b>	<b>85.0%</b>	<b>4.0</b>	<b>3.8</b>	<b>4.8</b>	<b>306,543</b>	<b>6.8</b>	<b>485,592</b>	<b>2.0</b>	<b>179,049</b>
Percent Change from Previous Year		<b>-7.4%</b>	<b>16.3%</b>					<b>-5.0%</b>	<b>26.3%</b>				<b>41.7%</b>	<b>58.4%</b>



## City of Saint Paul 2008 Budget Division Spending Plan Summary Council Adopted Budget

Fund: **001 GENERAL FUND**

Fund Manager: MATTHEW G SMITH

Department: **06 TECHNOLOGY AND COMMUNICATIONS**

Division: **0610 INFORMATION SERVICES**

Division Manager: CYNTHIA A MULLAN

Division Mission:

TO PROVIDE SUPERIOR INFORMATION TECHNOLOGY SERVICES THAT ARE RESPONSIVE TO OUR CUSTOMERS' CURRENT AND FUTURE NEEDS.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2005	2006	2007	2008		2005	2006	2007	2008		Change from			
	2nd Prior	Last Year	Adopted	Amount	Change/Percent				Authorized	Adopted		Council Adopted	2007	
	Exp. & Enc.	Exp. & Enc.				FTE	FTE/Amount	FTE/Amount	FTE/Amount	FTE/Amount				
<b>by Type of Expenditure</b>														
SALARIES	2,470,798	3,663,544	4,206,646	4,402,597	195,951	4.7%								
SERVICES	1,259,318	1,406,323	1,581,147	1,553,935	-27,212	-1.7%								
MATERIALS AND SUPPLIES	500,492	403,430	246,407	244,543	-1,864	-0.8%								
EMPLOYER FRINGE BENEFITS	754,025	1,129,777	1,310,212	1,365,616	55,404	4.2%								
MISC TRANSFER CONTINGENCY ETC		25,000	25,000	25,000										
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS	87,394	118,503	87,920	157,069	69,149	78.6%								
Division Total	<b>5,072,028</b>	<b>6,746,578</b>	<b>7,457,332</b>	<b>7,748,760</b>	<b>291,428</b>	<b>3.9%</b>								
<b>by Activity</b>														
01115 INFORMATION SERVICES	3,512,384	5,094,537	5,886,428	6,121,133	234,705	4.0%	41.9	60.7	66.5	4,198,446	65.7	4,394,397	-0.8	195,951
01116 E-GOVERNMENT	79,552	83,548	57,780	36,504	-21,276	-36.8%								
01119 TECH INITIATIVE RECURRING COSTS	1,198,436	1,373,271	1,423,272	1,434,054	10,782	0.8%			0.0	8,200	0.0	8,200		
01120 TECHNOLOGY INITIATIVE INVESTMENT	281,657	195,221	89,852	157,069	67,217	74.8%								
Division Total	<b>5,072,028</b>	<b>6,746,578</b>	<b>7,457,332</b>	<b>7,748,760</b>	<b>291,428</b>	<b>3.9%</b>	<b>41.9</b>	<b>60.7</b>	<b>66.5</b>	<b>4,206,646</b>	<b>65.7</b>	<b>4,402,597</b>	<b>-0.8</b>	<b>195,951</b>
Percent Change from Previous Year		<b>33.0%</b>	<b>10.5%</b>				<b>44.9%</b>	<b>9.6%</b>					<b>-1.2%</b>	<b>4.7%</b>

## City of Saint Paul 2008 Budget Fund Spending Plan Summary Council Adopted Budget

Fund: **164 INFO SERVICES INTERNAL SERVICES FND**  
 Department: **06 TECHNOLOGY AND COMMUNICATIONS**  
 Fund Purpose:

Fund Manager: CYNTHIA A MULLAN  
 Department Director: ANDREA T CASSELTON

THIS FUND COLLECTS ENTERPRISE TECHNOLOGY INITIATIVE COSTS, WHICH ARE ALLOCATED TO DEPARTMENTS FOR CITY-WIDE TECHNOLOGY IMPROVEMENTS.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)				
	2005	2006	2007	2008		2005	2006	2007	2008	Change from
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Amount	Change/Percent	Authorized FTE	Adopted FTE/Amount	Council Adopted FTE/Amount	Council Adopted FTE/Amount	2007 FTE/Amount
<b>by Type of Expenditure</b>										
SALARIES										
SERVICES				191,598	191,598					
MATERIALS AND SUPPLIES										
EMPLOYER FRINGE BENEFITS										
MISC TRANSFER CONTINGENCY ETC			170,000	0	-170,000 -100.0%					
DEBT										
STREET SEWER BRIDGE ETC IMPROVEMENT										
EQUIPMENT LAND AND BUILDINGS				303,731	303,731					
Spending Total	<b>0</b>	<b>0</b>	<b>170,000</b>	<b>495,329</b>	<b>325,329 191.4%</b>					
<b>by Activity</b>										
11100 INTEGRATED HR/PR/BA SYSTEM			170,000	0	-170,000 -100.0%					
11105 ENTERPRISE TECHNOLOGY INITIATIVE				495,329	495,329					
Fund Total	<b>0</b>	<b>0</b>	<b>170,000</b>	<b>495,329</b>	<b>325,329 191.4%</b>					<b>0.0 0</b>
Percent Change from Previous Year		<b>0.0%</b>	<b>0.0%</b>							

## City of Saint Paul 2008 Budget Fund Spending Plan Summary Council Adopted Budget

Fund: **166 CABLE COMMUNICATIONS SPEC REV FUND**

Fund Manager: WILLIAM M REARDON

Department: **06 TECHNOLOGY AND COMMUNICATIONS**

Department Director: ANDREA T CASSELTON

Fund Purpose:

PURSUANT TO CHAPTER 430, ARTICLE V, SECTION 430.051 (B), THIS FUND EXISTS PRIMARILY TO SUPPORT THE CITY'S ADMINISTRATION OF THE CABLE FRANCHISE ORDINANCE AND THE PLANNING AND DEVELOPMENT OF CABLE COMMUNICATIONS SERVICES, AND SECONDARILY TO SUPPORT THE CITY'S GENERAL FUND OR OTHER SUCH USES AS SPECIFIED BY THE CITY.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2005	2006	2007	2008		2005	2006	2007	2008	Change from	2007			
	2nd Prior	Last Year	Adopted	Council Adopted								Authorized	Adopted	Council Adopted
Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent	FTE	FTE/Amount	FTE/Amount	FTE/Amount	FTE/Amount					
<b>by Type of Expenditure</b>														
SALARIES	321,135	363,879	422,474	320,901	-101,573	-24.0%								
SERVICES	237,468	135,962	156,093	159,133	3,040	1.9%								
MATERIALS AND SUPPLIES	146,898	78,568	77,508	82,993	5,485	7.1%								
EMPLOYER FRINGE BENEFITS	101,389	115,959	133,747	104,150	-29,597	-22.1%								
MISC TRANSFER CONTINGENCY ETC	1,611,256	1,952,585	2,030,656	1,605,244	-425,412	-20.9%								
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS	310,904	36,906	75,000	32,300	-42,700	-56.9%								
Spending Total	<b>2,729,051</b>	<b>2,683,859</b>	<b>2,895,478</b>	<b>2,304,721</b>	<b>-590,757</b>	<b>-20.4%</b>								
<b>by Activity</b>														
31121 CATV IMPLEMENTATION/ANNUAL OPERATNS	2,015,260	2,572,873	2,591,425	2,065,396	-526,029	-20.3%	7.5	8.0	8.0	405,307	5.9	302,570	-2.1	-102,737
31123 I-NET	107,274	102,712	124,623	126,666	2,043	1.6%		0.2	0.2	17,167	0.2	18,331		1,164
31124 COUNCIL CHAMBERS VID EQ REPLACEMENT	42,358	8,274	10,000	35,000	25,000	250.0%								
31125 PEG GRANTS	564,159		169,430	77,659	-91,771	-54.2%								
Fund Total	<b>2,729,051</b>	<b>2,683,859</b>	<b>2,895,478</b>	<b>2,304,721</b>	<b>-590,757</b>	<b>-20.4%</b>	<b>7.5</b>	<b>8.2</b>	<b>8.2</b>	<b>422,474</b>	<b>6.1</b>	<b>320,901</b>	<b>-2.1</b>	<b>-101,573</b>
Percent Change from Previous Year		<b>-1.7%</b>	<b>7.9%</b>				<b>9.3%</b>	<b>0.0%</b>					<b>-25.6%</b>	<b>-24.0%</b>

## City of Saint Paul 2008 Budget Fund Spending Plan Summary Council Adopted Budget

Fund: **626 CITY-WIDE DATA PROCESSING**  
 Department: **06 TECHNOLOGY AND COMMUNICATIONS**  
 Fund Purpose:

Fund Manager: CYNTHIA A MULLAN  
 Department Director: ANDREA T CASSELTON

WITHIN THE MISSION OF THE INFORMATION SERVICES DIVISION, TO PROVIDE THE STAFF RESOURCES TO UNDERTAKE TECHNOLOGY INITIATIVES OF A CITYWIDE NATURE.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2005	2006	2007	2008		2005	2006	2007	2008	Change from				
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Council Adopted		Authorized FTE		Adopted FTE/Amount	Council Adopted FTE/Amount	2007 FTE/Amount				
<b>by Type of Expenditure</b>														
SALARIES	1,158,693	107,373	122,456	122,175	-281	-0.2%								
SERVICES	86,270	8,669	8,729	9,987	1,258	14.4%								
MATERIALS AND SUPPLIES														
EMPLOYER FRINGE BENEFITS	352,264	32,364	37,905	38,654	749	2.0%								
MISC TRANSFER CONTINGENCY ETC														
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS														
Spending Total	<b>1,597,228</b>	<b>148,406</b>	<b>169,090</b>	<b>170,816</b>	<b>1,726</b>	<b>1.0%</b>								
<b>by Activity</b>														
31115 INFORMATION SERVICES (SPECIAL)	1,597,228	148,406	169,090	170,816	1,726	1.0%	19.5	2.0	2.0	122,456	2.0	122,175	-281	
Fund Total	<b>1,597,228</b>	<b>148,406</b>	<b>169,090</b>	<b>170,816</b>	<b>1,726</b>	<b>1.0%</b>	<b>19.5</b>	<b>2.0</b>	<b>2.0</b>	<b>122,456</b>	<b>2.0</b>	<b>122,175</b>	<b>0.0</b>	<b>-281</b>
Percent Change from Previous Year		<b>-90.7%</b>	<b>13.9%</b>				<b>-89.7%</b>	<b>0.0%</b>				<b>0.0%</b>	<b>-0.2%</b>	

# Financing Reports

## Financing by Major Object Code

Department: **06 TECHNOLOGY AND COMMUNICATIONS**

### GENERAL FUND

		2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007 Adopted
4073	PETITIONS TO VACATE STREETS, ALLEYS	700	2,150			
4299	SALES N.O.C.		10			
4301	NORMAL ACTIVITY SERVICES					
4306	DUPLICATING -XEROX-MULTILIT-ETC.		5			
<b>FEES, SALES AND SERVICES</b>		700	2,165	0	0	0
6914	REFUNDS - JURY DUTY PAY	40				
6923	REWARDS	250,000				
6999	OTHER MISCELLANEOUS REVENUE N.O.C.	282,719	244,406	160,000	196,415	36,415
<b>MISCELLANEOUS REVENUE</b>		532,759	244,406	160,000	196,415	36,415
7302	TRANSFER FROM ENTERPRISE FUND	3,616	3,308			
7303	TRANSFER FROM INTERNAL SERVICE FUND	88,107	1,012,543	864,633	904,443	39,810
7304	TRANSFER FROM DEBT SERVICE FUND	3,081	2,250			
7305	TRANSFER FROM SPECIAL REVENUE FUND	1,148,374	2,626,243	2,768,361	2,623,813	-144,548
7399	TRANSFER FROM SPECIAL FUND			207,225	142,147	-65,078
7499	TRANSFER IN - INTRAFUND - OTHER					
<b>TRANSFERS</b>		1,243,178	3,644,344	3,840,219	3,670,403	-169,816
Fund Total		1,776,637	3,890,915	4,000,219	3,866,818	-133,401

## Financing by Major Object Code

Department: **06 TECHNOLOGY AND COMMUNICATIONS**

### SPECIAL FUNDS

		2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007 Adopted
1395	G. E. F. F. - CABLE T.V.	1,798,266	1,938,046	1,950,000	2,100,000	150,000
	<b>TAXES</b>	1,798,266	1,938,046	1,950,000	2,100,000	150,000
4093	CABLE TV	11,364	11,759	12,000	12,500	500
4301	NORMAL ACTIVITY SERVICES	1,683,205	242,101	271,023	288,037	17,014
4306	DUPLICATING -XEROX-MULTILIT-ETC.	698	256			
	<b>FEES, SALES AND SERVICES</b>	1,695,267	254,116	283,023	300,537	17,514
6499	OTHER FINES AND PENALTIES		22,389			
6602	INTEREST ON INVESTMENTS	23,366	313			
6611	INC(DEC) FMV OF INVESTMENT	-8,744	8,513			
6906	CONTRIBUTIONS FROM OTHER FUNDS	161,959	161,584	170,000	495,329	325,329
6907	COUNTY SHARE OF COST					
6910	DEPOSITS			268,300	75,000	-193,300
6914	REFUNDS - JURY DUTY PAY	40				
6923	REWARDS	148,400	125,000			
6970	PRIVATE GRANTS	665,026	62,130			
	<b>MISCELLANEOUS REVENUE</b>	990,047	379,929	438,300	570,329	132,029
7305	TRANSFER FROM SPECIAL REVENUE FUND					
	<b>TRANSFERS</b>	0	0	0	0	0
9830	USE OF FUND BALANCE			664,870		-664,870
9831	CONTRIBUTION TO FUND BALANCE			-101,625		101,625
	<b>FUND BALANCES</b>	0	0	563,245	0	-563,245
	Fund Total	4,483,580	2,572,091	3,234,568	2,970,866	-263,702
	<b>Department Total</b>	<b>6,260,217</b>	<b>6,463,006</b>	<b>7,234,787</b>	<b>6,837,684</b>	<b>-397,103</b>

## City of Saint Paul Financing Plan by Department and Activity

Fund: **001 GENERAL FUND**

Fund Manager: MATTHEW G SMITH

**Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:**

THE GENERAL FUND RECEIVES THE VAST MAJORITY OF ITS REVENUE FROM PROPERTY TAXES, STATE AIDS AND FRANCHISE FEES.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>06</b>	<b>TECHNOLOGY AND COMMUNICATIONS</b>					
01001	DIRECTOR'S OFFICE	80,152	754,571	390,000		-390,000
01020	MARKETING & COMMUNICATIONS			110,000	110,000	
01121	CATV OPERATIONS & VIDEO PRODUCTIONS	1,294,442	1,158,442	1,351,742	1,510,695	158,953
01115	INFORMATION SERVICES	60,475	1,598,488	1,686,554	1,785,861	99,307
01119	TECH INITIATIVE RECURRING COSTS	340,868	377,264	461,923	460,262	-1,661
01300	REAL ESTATE	700	2,150			
	<b>Department Total</b>	<b>1,776,637</b>	<b>3,890,915</b>	<b>4,000,219</b>	<b>3,866,818</b>	<b>-133,401</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES	700	2,165			
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	532,759	244,406	160,000	196,415	36,415
	TRANSFERS	1,243,178	3,644,344	3,840,219	3,670,403	-169,816
	FUND BALANCES					
	<b>Total Financing by Object</b>	<b>1,776,637</b>	<b>3,890,915</b>	<b>4,000,219</b>	<b>3,866,818</b>	<b>-133,401</b>



## City of Saint Paul Financing Plan by Department and Activity

Fund: **164 INFO SERVICES INTERNAL SERVICES FND**

Fund Manager: CYNTHIA A MULLAN

**Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:**

IN 1997, THE GENERAL FUND PROVIDED AN ADVANCE OF \$1.7 MILLION FOR THE FINANCING OF THE HUMAN RESOURCES / PAYROLL / BENEFITS ADMINISTRATION PROJECT. A MECHANISM TO RECOVER THE ADVANCE FROM ALL FUNDS OVER TEN YEARS WAS PUT INTO PLACE FOR 1998. THE REPAYMENT WAS COMPLETED IN 2007. FOR 2008 A NEW ACTIVITY HAS BEEN ESTABLISHED TO COLLECT REVENUE FROM DEPARTMENTS FOR ENTERPRISE-WIDE TECHNOLOGY IMPROVEMENTS.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>06</b>	<b>TECHNOLOGY AND COMMUNICATIONS</b>					
	11100 INTEGRATED HR/PR/BA SYSTEM	161,959	161,584	170,000		-170,000
	11105 ENTERPRISE TECHNOLOGY INITIATIVE				495,329	495,329
	<b>Department Total</b>	<b>161,959</b>	<b>161,584</b>	<b>170,000</b>	<b>495,329</b>	<b>325,329</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES					
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	161,959	161,584	170,000	495,329	325,329
	TRANSFERS					
	FUND BALANCES					
	<b>Total Financing by Object</b>	<b>161,959</b>	<b>161,584</b>	<b>170,000</b>	<b>495,329</b>	<b>325,329</b>

## City of Saint Paul Financing Plan by Department and Activity

Fund: 166 CABLE COMMUNICATIONS SPEC REV FUND

Fund Manager: WILLIAM M REARDON

**Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:**

REVENUE ASSUMPTION: FRANCHISE FEES ARE FIVE PERCENT OF THE CABLE COMPANY'S GROSS REVENUES. BUDGET PROJECTIONS ARE BASED ON TRENDS AND EXPERIENCE, WITH INPUT FROM THE CABLE COMPANY. THE COMPANY ALSO PROVIDES CAPITAL GRANTS FOR PEG ACCESS AND I-NET PURPOSES PER THE FRANCHISE AND OTHER AGREEMENTS WITH THE CITY.

REVENUE ASSUMPTION: USERS OF THE INSTITUTIONAL NETWORK PAY A FEE TO USE THE NETWORK; THIS FEE IS SUPPLEMENTED BY FRANCHISE FEES TO COVER THE COSTS OF OPERATING AND DEVELOPING THE NETWORK.

REVENUE ASSUMPTION: THE CITY PROVIDES VIDEO COVERAGE FOR RAMSEY COUNTY BOARD MEETINGS. THE COUNTY PAYS FOR THIS SERVICE AND CONTRIBUTES TO EQUIPMENT EXPENSES RELATED TO THIS ACTIVITY.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>06</b>	<b>TECHNOLOGY AND COMMUNICATIONS</b>					
31121	CATV IMPLEMENTATION/ANNUAL OPERATNS	1,965,628	2,099,017	2,624,115	2,088,500	-535,615
31123	I-NET	79,117	92,128	101,933	117,221	15,288
31124	COUNCIL CHAMBERS VID EQ REPLACEMENT				35,000	35,000
31125	PEG GRANTS	665,026	62,130	169,430	64,000	-105,430
	<b>Department Total</b>	<b>2,709,771</b>	<b>2,253,275</b>	<b>2,895,478</b>	<b>2,304,721</b>	<b>-590,757</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES	1,798,266	1,938,046	1,950,000	2,100,000	150,000
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES	98,079	105,710	113,933	129,721	15,788
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	813,426	209,519	268,300	75,000	-193,300
	TRANSFERS					
	FUND BALANCES			563,245		-563,245
	<b>Total Financing by Object</b>	<b>2,709,771</b>	<b>2,253,275</b>	<b>2,895,478</b>	<b>2,304,721</b>	<b>-590,757</b>

## City of Saint Paul Financing Plan by Department and Activity

Fund: **626 CITY-WIDE DATA PROCESSING**

Fund Manager: CYNTHIA A MULLAN

**Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:**

CHARGES TO PUBLIC WORKS, LIEP, PED, THE LOCAL LAW ENFORCEMENT BLOCK GRANT, AND FLEET MANAGEMENT WILL BE USED TO SUPPORT SOME OF THE STAFF OF THE INFORMATION SERVICES DIVISION.

Department	Activity	2005 2nd Prior Exp. & Enc.	2006 Last Year Exp. & Enc.	2007 Adopted	2008 Council Adopted	Change from 2007
<b>06</b>	<b>TECHNOLOGY AND COMMUNICATIONS</b>					
31115	INFORMATION SERVICES (SPECIAL)	1,597,228	148,406	169,090	170,816	1,726
	<b>Department Total</b>	<b>1,597,228</b>	<b>148,406</b>	<b>169,090</b>	<b>170,816</b>	<b>1,726</b>
	<b><u>Financing by Major Object</u></b>					
	TAXES					
	LICENSES AND PERMITS					
	INTERGOVERNMENTAL REVENUE					
	FEES, SALES AND SERVICES	1,597,188	148,406	169,090	170,816	1,726
	ENTERPRISE AND UTILITY REVENUES					
	MISCELLANEOUS REVENUE	40				
	TRANSFERS					
	FUND BALANCES					
	<b>Total Financing by Object</b>	<b>1,597,228</b>	<b>148,406</b>	<b>169,090</b>	<b>170,816</b>	<b>1,726</b>

# Personnel Reports

**City of Saint Paul  
 Personnel Summary by Fund, Department, Division and Activity**

**GENERAL FUND**

Department	Activity	2005 Adopted FTE	2006 Adopted FTE	2007 Adopted FTE	2008 Council Adopted FTE	Change from 2007 Adopted
06	TECHNOLOGY AND COMMUNICATIONS					
0601	ADMINISTRATION DIVISION					
	01001 DIRECTOR'S OFFICE	4.0	3.8	3.8	1.8	-2.0
	01002 WEB SERVICES				2.0	2.0
	01005 GIS SERVICES				2.0	2.0
	01020 MARKETING & COMMUNICATIONS			1.0	1.0	0.0
	<b>Division Total</b>	<b>4.0</b>	<b>3.8</b>	<b>4.8</b>	<b>6.8</b>	<b>2.0</b>
0610	INFORMATION SERVICES					
	01115 INFORMATION SERVICES	41.9	60.7	66.5	65.7	-0.8
	<b>Division Total</b>	<b>41.9</b>	<b>60.7</b>	<b>66.5</b>	<b>65.7</b>	<b>-0.8</b>
	<b>Department Total</b>	<b>45.9</b>	<b>64.5</b>	<b>71.3</b>	<b>72.5</b>	<b>1.2</b>

**City of Saint Paul  
 Personnel Summary by Fund, Department, Division and Activity**

**SPECIAL FUNDS**

Department	Activity	2005 Adopted FTE	2006 Adopted FTE	2007 Adopted FTE	2008 Council Adopted FTE	Change from 2007 Adopted
06	TECHNOLOGY AND COMMUNICATIONS					
0602	CABLE TV					
	31121 CATV IMPLEMENTATION/ANNUAL OPERATNS	7.5	8.0	8.0	5.9	-2.1
	31123 I-NET		0.2	0.2	0.2	0.0
	<b>Division Total</b>	<b>7.5</b>	<b>8.2</b>	<b>8.2</b>	<b>6.1</b>	<b>-2.1</b>
0610	INFORMATION SERVICES					
	31115 INFORMATION SERVICES (SPECIAL)	19.5	2.0	2.0	2.0	0.0
	<b>Division Total</b>	<b>19.5</b>	<b>2.0</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
	<b>Department Total</b>	<b>27.0</b>	<b>10.2</b>	<b>10.2</b>	<b>8.1</b>	<b>-2.1</b>