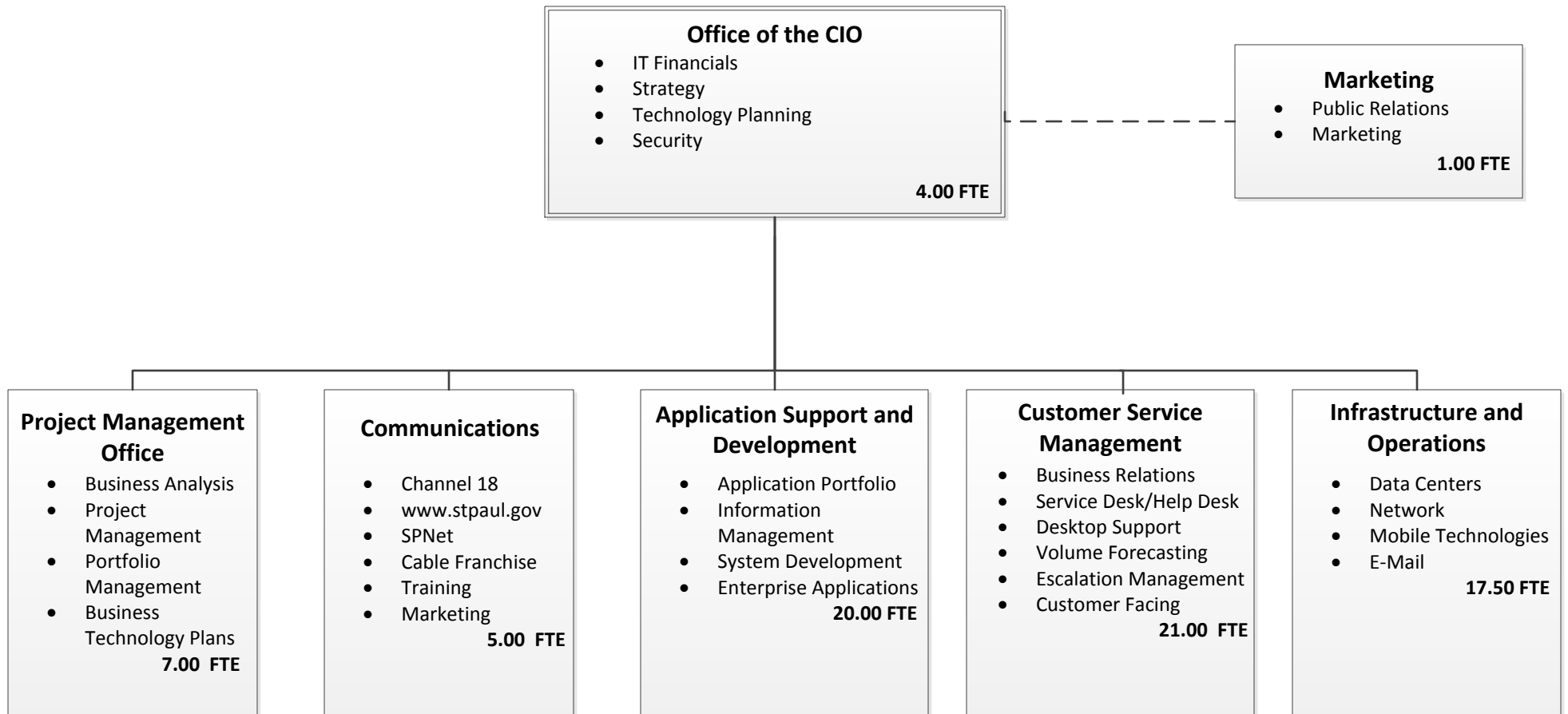


# Office of Technology and Communications

***Mission:** To provide high quality, secure, cost effective information technology that supports the business needs of the City, fosters innovation, and enhances the lives of the residents of Saint Paul, the most livable city in America.*



(Total 75.50 FTE)

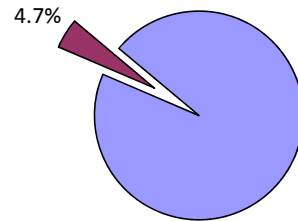
**2016 Proposed Budget  
Office of Technology and Communications**

**Department Description:**

We support the business needs of the City of Saint Paul, foster government innovation, and enhance the lives of the residents of the most livable city in America by delivering high quality, secure, and cost effective information technology solutions.

- **Office of the CIO:** Tasked with coordination and strategic planning for all sections of the department. The Office of the CIO also includes the city's first Information Security Office function.
- **Project Management Office (PMO)** --Accountable for managing citywide projects and maintaining the project portfolio.
- **Infrastructure & Operations**--Responsible for the maintenance and security of servers, data centers, mobile technologies and networks in the enterprise.
- **Application Support & Development**--Committed to support all software needs through application development, database administration, and information analysis.
- **Communications:** Oversees and administers the cable TV franchise on behalf of the City. Responsible for recording and distributing the Channel 18 network, PSAs, Council meetings, and Ramsey County Commissioner meetings.

**OTC Portion of General Fund Spending**



**Department Goals**

- Enable the business of Government
- Deliver excellent customer service
- Be an employer of choice
- Operate efficiently

**Department Facts**

- Total General Fund Budget: \$11,327,387
- Total Special Fund Budget: \$191,000
- Total FTEs: 75.50
- Manage and support over 3,600 PCs supporting more than 3,500 staff in the City
- Support over 200 software applications
- www.stpaul.gov logged 3,618,612 page views in 2014
- Received 25,148 new service requests, and resolved 97.5%
- Produced 237 videos for a variety of agencies
- Supported and managed local and wide area network for more than 100 locations.

**Recent Accomplishments**

- **COMET:** Deployed Human Resources Employee Self Service (ESS).
- **TASS:** Enhancement of the Time Attendance Scheduling Software.
- **Communication and Collaboration:** Adoption of Office 365 Government Community Cloud.
- **Server Virtualization:** Increased adoption of server virtualization and cloud based infrastructure services.
- **AMANDA Mobile Enablement:** Mobile workforce capability to provide easy access to field inspection application from anywhere live.
- **Chief Information Security Officer:** Established Chief Information Security Officer role to oversee Saint Paul Security Program.
- **Project and Portfolio Management:** Created formal intake process with prioritization and organization transparency for all technology projects.
- **Right Track Application:** Developed an application to facilitate the hiring process for the Right Track youth program.

**2016 Proposed Budget**

**Office of Technology and Communications**

**Fiscal Summary**

	<u>2014 Adopted</u>	<u>2015 Adopted</u>	<u>2016 Proposed</u>	<u>Change</u>	<u>% Change</u>	<u>2015 Adopted FTE</u>	<u>2016 Proposed FTE</u>
<b>Spending</b>							
100: General Fund	11,091,247	11,071,470	11,327,387	255,917	2.3%	75.50	75.50
211: General Government Special Projects	263,620	191,000	191,000	-	0.0%	-	-
<b>Total</b>	<b>11,354,867</b>	<b>11,262,470</b>	<b>11,518,387</b>	<b>255,917</b>	<b>2.3%</b>	<b>75.50</b>	<b>75.50</b>
<b>Financing</b>							
100: General Fund	3,196,969	3,344,085	3,580,332	236,247	7.1%		
211: General Government Special Projects	263,620	191,000	191,000	-	0.0%		
<b>Total</b>	<b>3,460,589</b>	<b>3,535,085</b>	<b>3,771,332</b>	<b>236,247</b>	<b>6.7%</b>		

**Budget Changes Summary**

The Office of Technology and Communications (OTC) will begin a business intelligence initiative in 2016. Through this investment, OTC will provide departments with better access to data generated from the City's disparate computer systems. Better access to interrelated data will allow city leaders to make data-driven policy decisions.

The special fund budget remains unchanged from the 2015 adopted budget.

		Change from 2015 Adopted		
		Spending	Financing	FTE
<b>Current Service Level Adjustments</b>		130,917	-	-
	Subtotal:	130,917	-	-
<b>Business Intelligence Initiative</b>				
<p>The 2016 budget provides funding for OTC to begin a business intelligence initiative through the investment in a data management portal. This will allow departments to more easily access data to create reports and dashboards, and allow for more robust data-driven decision-making throughout the city.</p>				
	Data portal	100,000	-	-
	Subtotal:	100,000	-	-
<b>Franchise Fee Audit</b>				
<p>OTC will conduct an audit of cable franchise fee revenue. An audit will ensure that Comcast has correctly paid franchise fees from 2011 through 2014. It is projected that sufficient revenue to cover the cost of the audit will be recovered.</p>				
	Franchise fee audit	25,000	25,000	-
	Subtotal:	25,000	25,000	-
<b>Revenue Adjustments</b>				
<p>OTC recovers some costs for providing specialized technology services to other departments, including AMANDA support, and the PC lease program. Franchise fee revenue from the Comcast cable franchise is also budgeted within OTC. The 2016 budget incorporates increases to those revenues to reflect recent trends and department plans for 2016.</p>				
	Internal service revenues	-	187,675	-
	Cable franchise fee revenue	-	23,572	-
	Subtotal:	-	211,247	-
<b>Fund 100 Budget Changes Total</b>		255,917	236,247	-

**211: General Government Special Projects**

**Office of Technology and Communications**

This budget reflects OTC's cable equipment replacement and Public, Education and Government (PEG) grants.

		<u>Change from 2015 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
No Changes from 2015 Adopted Budget		-	-	-
	Subtotal:	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Fund 211 Budget Changes Total</b>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>



# Spending Reports

**CITY OF SAINT PAUL**  
**Department Budget Summary**  
**(Spending and Financing)**

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Department: **TECHNOLOGY AND COMMUNICATIONS**

Budget Year: **2016**

	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Adopted</b>	<b>2016 Mayor's Proposed</b>	<b>Change From 2015 Adopted</b>
<b><u>Spending by Fund</u></b>					
CITY GENERAL FUND	11,668,669	12,889,282	11,071,470	11,327,387	255,916
GENERAL GOVT SPECIAL PROJECTS	25,542	157,190	191,000	191,000	
<b>TOTAL SPENDING BY FUND</b>	<b>11,694,211</b>	<b>13,046,472</b>	<b>11,262,470</b>	<b>11,518,387</b>	<b>255,916</b>
<b><u>Spending by Major Account</u></b>					
EMPLOYEE EXPENSE	6,965,830	8,761,223	7,893,601	8,094,802	201,200
SERVICES	4,306,552	3,369,634	2,706,090	2,797,326	91,236
MATERIALS AND SUPPLIES	228,915	503,422	321,816	322,059	243
ADDITIONAL EXPENSES		200	200	200	
CAPITAL OUTLAY	47,918	122,000	304,000	304,000	
DEBT SERVICE		144,997	36,763		(36,763)
OTHER FINANCING USES	144,997	144,997			
<b>TOTAL SPENDING BY MAJOR ACCOUNT</b>	<b>11,694,211</b>	<b>13,046,472</b>	<b>11,262,470</b>	<b>11,518,387</b>	<b>255,916</b>
<b><u>Financing by Major Account</u></b>					
TAXES	2,449,568	1,879,128	2,450,000	2,498,572	48,572
CHARGES FOR SERVICES	339,603	776,315	261,442	731,343	469,901
MISCELLANEOUS REVENUE	630,201	143,354	115,500	115,500	
OTHER FINANCING SOURCES	343,159	403,569	708,143	425,917	(282,226)
<b>TOTAL FINANCING BY MAJOR ACCOUNT</b>	<b>3,762,531</b>	<b>3,202,367</b>	<b>3,535,085</b>	<b>3,771,332</b>	<b>236,247</b>

As of August 1st, 2015, actual spending and financing amounts for 2014 listed above remain unaudited due to a delay in the 2014 financial audit. Because of this delay, these reports may significantly deviate from final audited numbers.



**CITY OF SAINT PAUL**  
**Spending Plan by Department**

Department: **TECHNOLOGY AND COMMUNICATIONS**  
Fund: **CITY GENERAL FUND**

Budget Year: **2016**

	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Adopted</b>	<b>2016 Mayor's Proposed</b>	<b>Change From 2015 Adopted</b>
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	6,965,830	8,761,223	7,893,601	8,094,802	201,200
SERVICES	4,300,677	3,357,409	2,706,090	2,797,326	91,236
MATERIALS AND SUPPLIES	221,477	480,456	269,816	270,059	243
ADDITIONAL EXPENSES		200	200	200	
CAPITAL OUTLAY	35,688		165,000	165,000	
DEBT SERVICE		144,997	36,763		(36,763)
OTHER FINANCING USES	144,997	144,997			
<b>Total Spending by Major Account</b>	<b>11,668,669</b>	<b>12,889,282</b>	<b>11,071,470</b>	<b>11,327,387</b>	<b>255,916</b>
<b>Spending by Accounting Unit</b>					
10016100 TECHNOLOGY ADMINISTRATION	544,847	383,253	384,598	413,983	29,385
10016200 COMMUNICATIONS SECTION	630,675	577,345	532,323	582,779	50,456
10016205 INSTITUTIONAL NETWORK	5,674	16,042	12,082	12,082	
10016300 TECHNOLOGY SECTION	6,524,052	8,347,072	7,292,271	7,521,563	229,292
10016305 TECH INITIATIVES RECURRING	3,494,501	3,152,892	2,508,997	2,472,234	(36,763)
10016310 TECHNOLOGY LEASES					
10016315 TECHNOLOGY INITIATIVES	8,199	2,848			
10016320 TECHNOLOGY SERVICES NON CITY	297,699	236,824	216,442	202,029	(14,413)
10016400 MARKETING	163,021	173,007	124,757	122,716	(2,041)
<b>Total Spending by Accounting Unit</b>	<b>11,668,669</b>	<b>12,889,282</b>	<b>11,071,470</b>	<b>11,327,387</b>	<b>255,916</b>

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**CITY OF SAINT PAUL**  
**Spending Plan by Department**

Department: **TECHNOLOGY AND COMMUNICATIONS**  
Fund: **GENERAL GOVT SPECIAL PROJECTS**

Budget Year: 2016

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	2013 Actuals	2014 Actuals	2015 Adopted	2016 Mayor's Proposed	Change From 2015 Adopted
<b>Spending by Major Account</b>					
SERVICES	5,874	12,225			
MATERIALS AND SUPPLIES	7,438	22,966	52,000	52,000	
CAPITAL OUTLAY	12,229	122,000	139,000	139,000	
<b>Total Spending by Major Account</b>	<b>25,542</b>	<b>157,190</b>	<b>191,000</b>	<b>191,000</b>	
<b>Spending by Accounting Unit</b>					
21116210 CABLE EQUIPMENT REPLACEMENT	6,963	14,026	69,000	69,000	
21116215 PEG GRANTS	18,579	130,947	122,000	122,000	
21116220 COMMUNITY FIBER NETWORK		12,218			
<b>Total Spending by Accounting Unit</b>	<b>25,542</b>	<b>157,190</b>	<b>191,000</b>	<b>191,000</b>	

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# Financing Reports

**CITY OF SAINT PAUL**  
**Financing by Company and Department**

Company: CITY OF SAINT PAUL  
 Department: TECHNOLOGY AND COMMUNICATIONS  
 Fund: CITY GENERAL FUND

Budget Year: 2016

Account	Account Description	2013 Actuals	2014 Actuals	2015 Adopted	Change From	
					2016 Mayor's Proposed	2015 Adopted
40870-0	CABLE TV	2,449,568	1,879,128	2,450,000	2,498,572	48,572
<b>TOTAL FOR TAXES</b>		<b>2,449,568</b>	<b>1,879,128</b>	<b>2,450,000</b>	<b>2,498,572</b>	<b>48,572</b>
44520-0	INSTITUTIONAL NETWORK USER FEE		32,500	32,500	32,500	
44525-0	CABLE TV SERVICES	10,514	9,941	12,500	12,500	
44590-0	MISCELLANEOUS SERVICES	329,088	119,687			
51170-0	TECHNOLOGY SERVICES		212,072	216,442	202,263	(14,179)
51172-0	PC REPLACEMENT DEPT SHARE		402,116		484,080	484,080
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>339,603</b>	<b>776,315</b>	<b>261,442</b>	<b>731,343</b>	<b>469,901</b>
55505-0	OUTSIDE CONTRIBUTION DONATIONS	12,300	12,000	12,000	12,000	
55515-0	COUNTY SHARE OF COST		3,200			
55550-0	PRIVATE GRANTS		20,000			
55915-0	OTHER MISC REVENUE	511,181	33			
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>		<b>523,481</b>	<b>35,233</b>	<b>12,000</b>	<b>12,000</b>	
56220-0	TRANSFER FR GENERAL FUND		142,917	237,264		(237,264)
56225-0	TRANSFER FR SPECIAL REVENUE FU	182,642	32,508	220,030	147,963	(72,067)
56245-0	TRANSFER FR INTERNAL SERVICE F	159,331	228,144	163,349	190,454	27,105
58101-0	SALE OF CAPITAL ASSET	1,186				
<b>TOTAL FOR OTHER FINANCING SOURCES</b>		<b>343,159</b>	<b>403,569</b>	<b>620,643</b>	<b>338,417</b>	<b>(282,226)</b>
<b>TOTAL FOR CITY GENERAL FUND</b>		<b>3,655,811</b>	<b>3,094,246</b>	<b>3,344,085</b>	<b>3,580,332</b>	<b>236,247</b>

As of August 1st, 2015, actual spending and financing amounts for 2014 listed above remain unaudited due to a delay in the 2014 financial audit. Because of this delay, these reports may significantly deviate from final audited numbers.

**CITY OF SAINT PAUL**  
**Financing by Company and Department**

Company: CITY OF SAINT PAUL  
 Department: TECHNOLOGY AND COMMUNICATIONS  
 Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2016

Account	Account Description	2013 Actuals	2014 Actuals	2015 Adopted	2016 Mayor's Proposed	Change From 2015 Adopted
55515-0	COUNTY SHARE OF COST	34,500	34,500	34,500	34,500	
55550-0	PRIVATE GRANTS	72,220	73,621	69,000	69,000	
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>		<b>106,720</b>	<b>108,121</b>	<b>103,500</b>	<b>103,500</b>	
59910-0	USE OF FUND EQUITY			87,500	87,500	
<b>TOTAL FOR OTHER FINANCING SOURCES</b>				<b>87,500</b>	<b>87,500</b>	
<b>TOTAL FOR GENERAL GOVT SPECIAL PROJECTS</b>		<b>106,720</b>	<b>108,121</b>	<b>191,000</b>	<b>191,000</b>	
<b>TOTAL FOR TECHNOLOGY AND COMMUNICATIONS</b>		<b>3,762,531</b>	<b>3,202,367</b>	<b>3,535,085</b>	<b>3,771,332</b>	<b>236,247</b>

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**CITY OF SAINT PAUL**  
**Financing Plan by Department**

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Department: **TECHNOLOGY AND COMMUNICATIONS**  
Fund: **CITY GENERAL FUND**

Budget Year: **2016**

	<b>2013 Actuals</b>	<b>2014 Actuals</b>	<b>2015 Adopted</b>	<b>2016 Mayor's Proposed</b>	<b>Change From 2015 Adopted</b>
<b>Financing by Major Account</b>					
TAXES	2,449,568	1,879,128	2,450,000	2,498,572	48,572
CHARGES FOR SERVICES	339,603	776,315	261,442	731,343	469,901
MISCELLANEOUS REVENUE	523,481	35,233	12,000	12,000	
OTHER FINANCING SOURCES	343,159	403,569	620,643	338,417	(282,226)
<b>Total Financing by Major Account</b>	<b>3,655,811</b>	<b>3,094,246</b>	<b>3,344,085</b>	<b>3,580,332</b>	<b>236,247</b>
<b>Financing by Accounting Unit</b>					
10016200 COMMUNICATIONS SECTION	2,472,526	1,904,269	2,474,500	2,523,072	48,572
10016205 INSTITUTIONAL NETWORK	40,883	94,649	32,500	32,500	
10016300 TECHNOLOGY SECTION	164,190	262,263	181,878	250,099	68,221
10016305 TECH INITIATIVES RECURRING	690,166	616,727	438,765	572,398	133,633
10016320 TECHNOLOGY SERVICES NON CITY	288,045	196,338	216,442	202,263	(14,179)
10016400 MARKETING		20,000			
<b>Total Financing by Accounting Unit</b>	<b>3,655,811</b>	<b>3,094,246</b>	<b>3,344,085</b>	<b>3,580,332</b>	<b>236,247</b>

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**CITY OF SAINT PAUL**  
**Financing Plan by Department**

Department: **TECHNOLOGY AND COMMUNICATIONS**  
Fund: **GENERAL GOVT SPECIAL PROJECTS**

Budget Year: **2016**

	2013 Actuals	2014 Actuals	2015 Adopted	2016 Mayor's Proposed	Change From 2015 Adopted
<b>Financing by Major Account</b>					
MISCELLANEOUS REVENUE	106,720	108,121	103,500	103,500	
OTHER FINANCING SOURCES			87,500	87,500	
<b>Total Financing by Major Account</b>	<b>106,720</b>	<b>108,121</b>	<b>191,000</b>	<b>191,000</b>	
<b>Financing by Accounting Unit</b>					
21116210 CABLE EQUIPMENT REPLACEMENT	70,610	71,311	69,000	69,000	
21116215 PEG GRANTS	36,110	36,811	122,000	122,000	
<b>Total Financing by Accounting Unit</b>	<b>106,720</b>	<b>108,121</b>	<b>191,000</b>	<b>191,000</b>	

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