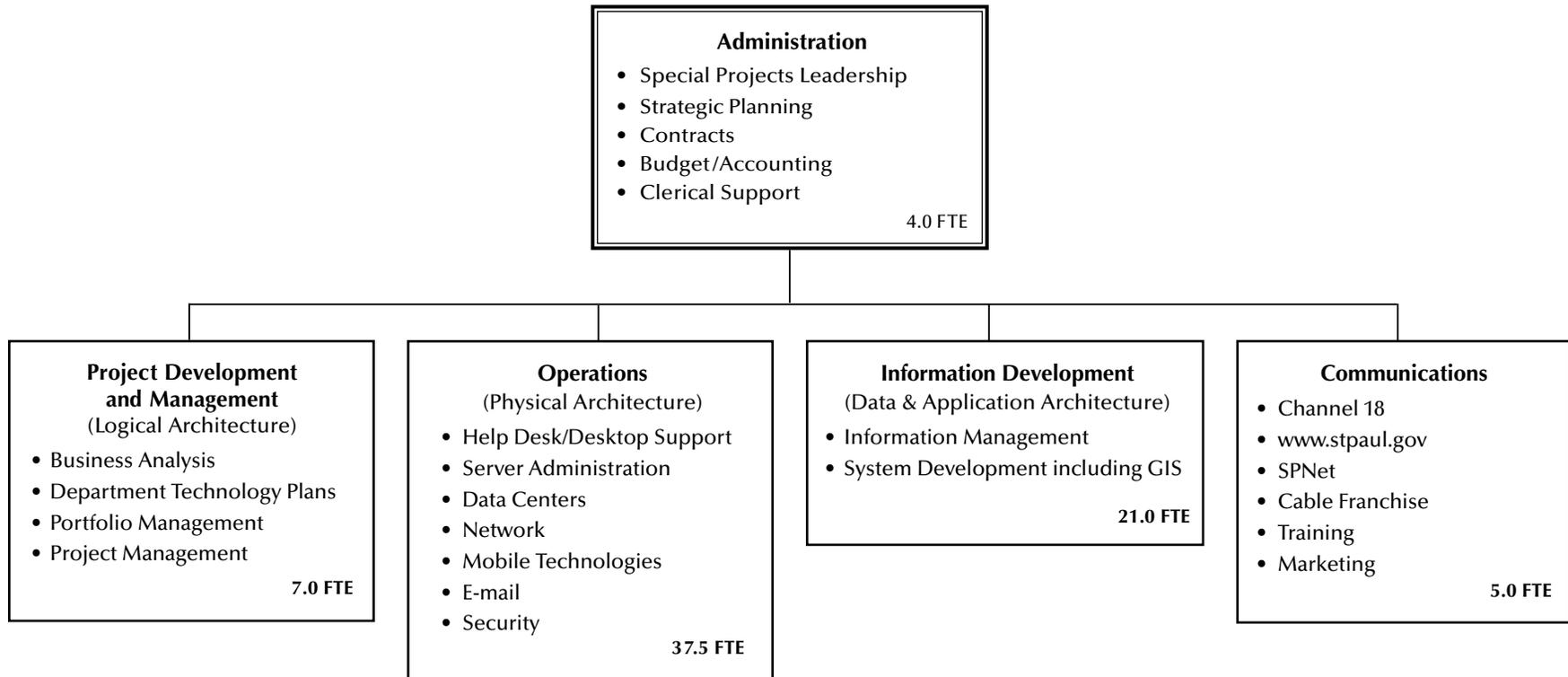


Office of Technology and Communications

The mission of the Office of Technology and Communications is to provide our internal and external partners 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 74.5 FTE)

8/02/13

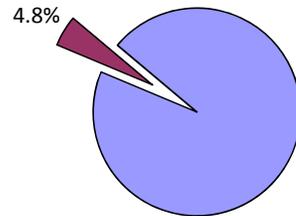
**2014 Adopted Budget
Office of Technology and Communications**

Department Description:

The Office of Technology and Communications (OTC) works in partnership with City departments to identify and implement cost effective technology solutions to support business needs and objectives. OTC provides services in four key areas:

- **Project Development and Management**--develops and manages technology projects to ensure projects deliver desired results and remain on time and within budget.
- **Operations**--ensures that the City's computer infrastructure employs current technology and is secure, reliable, responsive, effective and efficient.
- **Information Development**--creates, maintains, and organizes information and information systems that are key for daily operations and decision-making across the City.
- **Communications**--provides cable franchise and Institutional Network (I-Net) oversight and uses video productions and the City's web site to serve City needs and to promote the City as a destination of choice to live, work, and visit.

OTC Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$11,091,247
- Total Special Fund Budget: \$263,620
- Total FTEs: 74.50
- Support over 200 software applications
- Received 20,472 new service requests and closed 20,275 of them
- Televised 171 meetings resulting in almost 200 hours of live coverage of both City and Ramsey County meetings
- Support and manage 270 miles of Institutional Network with 130 subnets

Department Goals

- Guide City in technology investments.
- Maintain a stable and sustainable infrastructure to ensure internal and external customers are able to access the services they need.
- Support the creation of City operational efficiencies and effectiveness through technology implementation.

Recent Accomplishments

- Transitioned City email from an internally supported GroupWise installation to Microsoft Exchange services provided by the State of Minnesota.
- Researched and pursued options to replace the aging I-Net infrastructure and redesign the City's wide and local area networks.
- Worked with the Police Department to document business needs, research solutions, develop an RFP and select a vendor for a Property and Evidence Manager solution.
- Participated in the selection process for a new Computer Aided Dispatching (CAD) system.
- Oversaw upgrade of Council Chambers technology replacing cameras, monitors, production lighting, and cabling with HD quality, energy efficient equipment.
- Continued negotiations on the City's cable franchise agreement with Comcast.
- Produced 180 videos including four which received awards from the National Association of Telecommunications Officers and Advisors (NATOA).

2014 Adopted Budget

Office of Technology and Communications

Fiscal Summary

| | <u>2012 Actual</u> | <u>2013 Adopted</u> | <u>2014 Adopted</u> | <u>Change</u> | <u>% Change</u> | <u>2013 Adopted FTE</u> | <u>2014 Adopted FTE</u> |
|---------------------------------|------------------------|-------------------------|-------------------------|----------------|-----------------|---------------------------------|---------------------------------|
| Spending | | | | | | | |
| 1000: General Fund | 9,785,119 | 11,248,721 | 11,091,247 | (157,474) | -1.4% | 72.70 | 74.50 |
| 2100: Special Revenue | 282,441 | 103,500 | 263,620 | 160,120 | 154.7% | - | - |
| 2400: Grants | 107,908 | - | - | - | - | - | - |
| 7100: Central Services Internal | 3,077,736 | - | - | - | - | - | - |
| Total | 13,253,204 | 11,352,221 | 11,354,867 | 2,646 | 0.0% | 72.70 | 74.50 |
| Financing | | | | | | | |
| 1000: General Fund | 3,314,368 | 3,187,763 | 3,196,969 | 9,206 | 0.3% | | |
| 2100: Special Revenue | 105,070 | 103,500 | 263,620 | 160,120 | 154.7% | | |
| 2400: Grants | - | - | - | - | - | | |
| 7100: Central Services Internal | 3,329,790 | - | - | - | - | | |
| Total | 6,749,228 | 3,291,263 | 3,460,589 | 169,326 | 5.1% | | |

Budget Changes Summary

In the 2013 adopted budget, OTC allocated one-time resources to the following items: moving costs to vacate City Hall, contingency funding for the Wide Area Network (WAN) and Local Area Network (LAN), and an external study of department processes. Ongoing funding for the Wide Area Network (WAN) and Local Area Network (LAN) have been moved to a General Government Account that contains spending authority for citywide technology projects. The expenses for moving costs and the external study were not carried forward for the 2014 budget. Additionally, OTC made staffing changes within existing resources. To leverage data made newly available through COMET and other systems, OTC is adding a Data Architect position.

In the special fund budget, OTC will upgrade cable studio equipment using PEG grant revenue.

| | Change from 2013 Adopted | | |
|---|--------------------------|---------------|----------|
| | Spending | Financing | FTE |
| <u>Current Service Level Adjustments</u> | 471,169 | 36,206 | - |
| Subtotal: | <u>471,169</u> | <u>36,206</u> | <u>-</u> |

Mayor's Proposed Changes

Removal of 2013 One-Time items

The 2013 adopted budget allocated one-time resources to the items listed below. These expenses were not carried forward for the 2014 budget.

| | | | |
|---|------------------|----------|----------|
| Remove moving and build-out costs for OTC to move to CHA | (113,416) | - | - |
| Shift 2013 LAN/WAN project costs to general government account. | (400,000) | - | - |
| Remove one-time resources for department study | (40,000) | - | - |
| Subtotal: | <u>(553,416)</u> | <u>-</u> | <u>-</u> |

Staff Realignment within Existing Resources

OTC made staffing changes within existing resources. To capitalize on new data sources made available from COMET systems coming online, OTC added a Data Architect. OTC also realized a small FTE change due to other position realignments.

| | | | |
|-----------------------------------|----------|----------|-------------|
| Data Architect | 102,298 | - | 1.00 |
| Other position realignment | (10,601) | - | 0.80 |
| Services and equipment reductions | (91,697) | - | - |
| Subtotal: | <u>-</u> | <u>-</u> | <u>1.80</u> |

Sales Tax Exemption

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. OTC's estimated General Fund savings are shown here.

| | | | |
|-----------------------------|-----------------|----------|----------|
| Sales tax exemption savings | (95,227) | - | - |
| Subtotal: | <u>(95,227)</u> | <u>-</u> | <u>-</u> |

| | | <u>Change from 2013 Adopted</u> | | |
|---|-----------|---------------------------------|------------------|------------|
| | | <u>Spending</u> | <u>Financing</u> | <u>FTE</u> |
| <u>Adopted Changes</u> | | | | |
| Grant Changes | | | | |
| The Office of Marketing received a recurring grant from the Central Corridor Funders Collaborative for an online publication covering the Twin Cities area. | | | | |
| Online publication | | 20,000 | 20,000 | - |
| | Subtotal: | 20,000 | 20,000 | - |
| Revenue Changes | | | | |
| Revenue is adjusted to reflect a contract that expired with Ramsey County. | | | | |
| Revenue change | | - | (47,000) | - |
| | Subtotal: | - | (47,000) | - |
| Fund 1000 Budget Changes Total | | (157,474) | 9,206 | 1.80 |

2100: Special Revenue

Office of Technology and Communications

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

| | | <u>Change from 2013 Adopted</u> | | |
|---|-----------|---------------------------------|-----------------------|-----------------|
| | | <u>Spending</u> | <u>Financing</u> | <u>FTE</u> |
| <u>Mayor's Proposed Changes</u> | | | | |
| Cable Studio Upgrade | | | | |
| In 2014, OTC will upgrade cable studio equipment using a dedicated Public, Education and Government (PEG) grant. | | | | |
| Studio equipment | | 87,500 | 87,500 | - |
| | Subtotal: | <u>87,500</u> | <u>87,500</u> | <u>-</u> |
| <u>Adopted Changes</u> | | | | |
| Funds Carrying Forward | | | | |
| In 2014, OTC will upgrade cable studio equipment using a dedicated Public, Education and Government (PEG) grant. The unspent 2013 PEG grant funds will be carried forward to 2014 budget. | | | | |
| Unspent PEG grant funds | | 72,620 | 72,620 | - |
| | Subtotal: | <u>72,620</u> | <u>72,620</u> | <u>-</u> |
| Fund 2100 Budget Changes Total | | <u><u>160,120</u></u> | <u><u>160,120</u></u> | <u><u>-</u></u> |

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

Department: TECHNOLOGY

Budget Year: 2014

| | | 2011 Actuals | 2012 Actuals | 2013 Adopted | 2014 Adopted | Change From 2013 Adopted |
|--|------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------------|
| <u>Spending by Fund</u> | | | | | | |
| 1000 | GENERAL FUND | 9,643,998 | 9,785,119 | 11,248,721 | 11,091,247 | (157,474) |
| 2100 | SPECIAL REVENUE | 20,467 | 282,441 | 103,500 | 263,620 | 160,120 |
| 2400 | CITY GRANTS | 124,838 | 107,908 | | | |
| 7100 | CENTRAL SERVICES INTERNAL | 1,492,472 | 3,077,736 | | | |
| TOTAL SPENDING BY FUND | | 11,281,774 | 13,253,205 | 11,352,221 | 11,354,867 | 2,645 |
| <u>Spending by Major Account</u> | | | | | | |
| | EMPLOYEE EXPENSE | 7,800,076 | 7,649,564 | 7,254,883 | 7,740,342 | 485,458 |
| | SERVICES | 2,462,384 | 3,134,614 | 2,973,029 | 2,773,675 | (199,354) |
| | MATERIALS AND SUPPLIES | 383,583 | 341,612 | 332,612 | 391,653 | 59,041 |
| | CAPITAL OUTLAY | 284,077 | 277,265 | 246,500 | 304,000 | 57,500 |
| | DEBT SERVICE | | | 144,997 | 144,997 | |
| | TRANSFER OUT AND OTHER SPEND | 351,655 | 1,850,151 | 400,200 | 200 | (400,000) |
| TOTAL SPENDING BY MAJOR ACCOUNT | | 11,281,774 | 13,253,205 | 11,352,221 | 11,354,867 | 2,645 |
| <u>Financing by Major Account</u> | | | | | | |
| | GENERAL FUND REVENUES | 2,708,503 | 3,314,368 | 3,187,763 | 3,196,969 | 9,206 |
| | SPECIAL FUND REVENUES | | | | | |
| | BUDGET ADJUSTMENTS | | | | 160,120 | 160,120 |
| | FEES SALES AND SERVICES | 1,063,073 | 1,048,847 | | | |
| | TRANSFERS IN OTHER FINANCING | 627,414 | 2,386,013 | 103,500 | 103,500 | |
| TOTAL FINANCING BY MAJOR ACCOUNT | | 4,398,990 | 6,749,228 | 3,291,263 | 3,460,589 | 169,326 |