# 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

#### Administration

- Special Projects Leadership
- Strategic Planning
- Contracts
- Budget/Accounting
- Clerical Support

4.0 FTE

#### Project Development and Management (Logical Architecture)

- Business Analysis
- Department Technology Plans
- Portfolio Management
- Project Management

7.0 FTE

#### **Operations**

(Physical Architecture)

- Help Desk/Desktop Support
- Server Administration
- Data Centers
- Network
- Mobile Technologies
- E-mail
- Security

37.5 FTE

#### **Information Development**

(Data & Application Architecture)

- Information Management
- System Development including GIS

21.0 FTE

#### **Communications**

- Channel 18
- www.stpaul.gov
- SPNet
- Cable Franchise
- Training
- Marketing

5.0 FTE

#### 2014 Proposed Budget

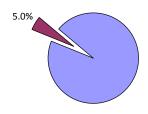
#### Office of Technology and Communications

#### **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: \$11,071,247

• Total Special Fund Budget: \$191,000

• Total FTEs: 74.50

- Manage and support over 2100 PCs in 120 locations
- Support over 200 software applications
- Return and replace 330 PCs and 18 servers
- Receive 20,472 new service requests and closed 20.275 of them
- Televised 171 meetings resulting in almost 200 hours of live coverage of both the City and Ramsey County meetings
- Support and manag 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 RPF and select a vendor for a Property and Evidence Manager solution.
- Worked with Real Estate and an outside vendor to implement Archibus, a software solution to manage City-owned properties and support energy management .
- 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.
- Spearheaded establishment of Enterprise GIS Committee to encourage collaboration and optimize resources.
- Led the Technical Advisory Committee in prioritizing and sequencing technology projects and setting goals in the City's use of technology.
- Continued negotations on the the City's cable franchise agreement with Comcast.
- Produced 180 videos including four which received awards from NATOA.

#### 2014 Proposed Budget

#### Office of Technology and Communications

#### **Fiscal Summary**

	2012 <u>Actual</u>	2013 Adopted	2014 Proposed	Change	% Change	2013 Adopted FTE	2014 Proposed FTE
Spending							
1000: General Fund	9,785,119	11,248,721	11,071,247	(177,474)	-1.6%	72.70	74.50
2100: Special Revenue	282,441	103,500	191,000	87,500	84.5%	-	-
2400: Grants	107,908	-	-	-	-	-	-
7100: Central Services Internal	3,077,736	-	-	-	-	-	-
Total	13,253,204	11,352,221	11,262,247	(89,974)	-0.8%	72.70	74.50
Financing							
1000: General Fund	3,314,368	3,187,763	3,223,969	36,206	1.1%		
2100: Special Revenue	105,070	103,500	191,000	87,500	84.5%		
2400: Grants	-	-	-	-	-		
7100: Central Services Internal	3,329,790	-	-	-	-		
Total	6,749,228	3,291,263	3,414,969	123,706	3.8%		

### **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 proposed 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 Adopte	d		
	-	Spending	Financing	<u>FTE</u>		
Current Service Level Adjustments		471,169	36,206	-		
	Subtotal:	471,169	36,206	-		
Removal of 2013 One-Time items						
The 2013 adopted budget allocated one-time resources to the items listed below. These exproposed budget.	openses were not carried forward for	the 2014				
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:	(553,416)	-	-		
Staff Realignment within Existing Resources						
OTC made staffing changes within existing resources. To capitalize on new data sources made of the other position real staffing changes within existing resources. To capitalize on new data sources made of the other position real staffing changes within existing resources.		oming online,				
Data Architect		102,298	-	1.00		
Other position realignment		(10,601)	-	0.80		
Services and equipment reductions		(91,697)				
	Subtotal:	-	-	1.80		
Sales Tax Exemption						
During the 2013 legislative session, the State of MN Legislature exempted many purchases This is expected to result in savings to many city departments. OTC's estimated General Fu	,	e state sales tax.				
Sales tax exemption savings		(95,227)	-	-		
	Subtotal:	(95,227)	-	-		
Fund 1000 Budget Changes Total		(177,474)	36,206	1.80		

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

	_	Change	from 2013 Adopte	d
		<u>Spending</u>	<u>Financing</u>	FTE
Cable Studio Upgrade				
In 2014, OTC will upgrade cable studio equipment using a dedicated Public, Ed	ucation and Government (PEG) grant.			
Studio equipment		87,500	87,500	-
	Subtotal:	87,500	87,500	-
Fund 2100 Budget Changes Total		87,500	87,500	-



# **Spending Reports**

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

Department: TECHNOLOGY

	2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	Change From 2013 Adopted
Spending by Fund					
1000 GENERAL FUND	9,643,998	9,785,119	11,248,721	11,071,247	(177,474)
2100 SPECIAL REVENUE	20,467	282,441	103,500	191,000	87,500
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	11,262,247	(89,975)
Spending by Major Account					
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	2,757,212	(215,817)
MATERIALS AND SUPPLIES	383,583	341,612	332,612	315,496	(17,116)
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	(399,996)
TOTAL SPENDING BY MAJOR ACCOUNT	11,281,774	13,253,205	11,352,221	11,262,247	(89,971)
Financing by Major Account					
GENERAL FUND REVENUES	2,708,503	3,314,368	3,187,763	3,223,969	36,206
SPECIAL FUND REVENUES					
BUDGET ADJUSTMENTS				87,500	87,500
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	3.414.969	123.706

Department: TECHNOLOGY Fund: 1000 GENERAL FUND

Fund: 1000 GENERAL FUND
Division: CABLE COMMUNICATIONS

			Spending			Personnel				
				Change From					hange From	
	2011	2012	2013	2014 Mayor's	2013	2011	2012	2013	2014 Mayor's	2013
	Actuals	Actuals	Adopted	Proposed	Adopted	Actuals	Actuals	Adopted	Proposed	Adopted
Spending by Major Account										
EMPLOYEE EXPENSE	496,322	524,085	416,415	397,505	(18,910)					
SERVICES	99,373	150,262	123,302	123,302	, ,					
MATERIALS AND SUPPLIES	17,861	2,269	15,342	15,342						
CAPITAL OUTLAY	8,524									
TRANSFER OUT AND OTHER SPEND	104,790									
TOTAL FOR DIVISION	726,871	676,616	555,059	536,149	(18,910)					
Spending by Accounting Unit										
1001121 CATV OPER & VIDEO PROD		68								
1031121 CABLE TV IMPLEM ANDANN	585,836	647,983	542,977	524,067	(18,910)	6.00	6.00	5.00	4.50	(0.50)
1031123 INSTITUTIONAL NETWORK	141,035	28,565	12,082	12,082		0.20	0.20			, ,
TOTAL FOR DIVISION	726,871	676,616	555,059	536,149	(18,910)	6.20	6.20	5.00	4.50	(0.50)

Department: TECHNOLOGY Fund: 1000 GENERAL FUND Division: **INFORMATION SERVICES** 

		Spending					Personnel				
_				C	Change From				C	hange From	
	2011	2012	2013	2014 Mayor's	2013	2011	2012	2013	2014 Mayor's	2013	
	Actuals	Actuals	Adopted	Proposed	Adopted	Actuals	Actuals	Adopted	Proposed	Adopted	
Spending by Major Account											
EMPLOYEE EXPENSE	6,036,780	5,944,654	6,508,343	7,003,864	495,521						
SERVICES	1,760,815	2,497,689	2,524,677	2,454,309	(70,368)						
MATERIALS AND SUPPLIES	340,655	292,325	256,422	239,731	(16,691)						
CAPITAL OUTLAY	256,971	23,245	195,000	165,000	(30,000)						
DEBT SERVICE			144,997	144,997							
TRANSFER OUT AND OTHER SPEND	144,997		400,000		(400,000)						
TOTAL FOR DIVISION	8,540,218	8,757,914	10,029,439	10,007,901	(21,538)						
Spending by Accounting Unit											
1001115 CITYWIDE INFO SERVICES	6,232,543	6,183,956	6,565,966	7,036,029	470,062	62.20	62.20	61.70	64.00	2.30	
1001119 TECH INITIATIVE RECURN	2,095,287	2,365,507	3,175,171	2,662,010	(513,161)						
1001120 TECHNOLOGY INITIATIVES	17,202				•						
1031115 DATA PROC SERV-NON CIT	195,186	208,451	288,302	309,862	21,560	2.00	2.00	3.00	3.00		
TOTAL FOR DIVISION	8,540,218	8,757,914	10,029,439	10,007,901	(21,538)	64.20	64.20	64.70	67.00	2.30	

Department: TECHNOLOGY Fund: 1000 GENERAL FUND

Division: MARKETING

		Spending						Personnel			
				C	Change From					hange From	
	2011	2012	2013	2014 Mayor's	2013	2011	2012	2013	2014 Mayor's	2013	
	Actuals	Actuals	Adopted	Proposed	Adopted	Actuals	Actuals	Adopted	Proposed	Adopted	
Spending by Major Account											
EMPLOYEE EXPENSE	98,886	89,567	90,954	93,054	2,100						
SERVICES	37,489	29,823	21,848	21,848							
MATERIALS AND SUPPLIES	2,789	2,833	9,568	9,144	(424)						
TOTAL FOR DIVISION	139,164	122,224	122,370	124,046	1,677						
Spending by Accounting Unit											
1001020 MARKETING	139,164	122,224	122,370	124,046	1,676	1.00	1.00	1.00	1.00		
TOTAL FOR DIVISION	139,164	122,224	122,370	124,046	1,676	1.00	1.00	1.00	1.00		

Department: TECHNOLOGY Fund: 1000 GENERAL FUND

Division: **TECHNOLOGY ADMINISTRATION** 

			Spending			Personnel				
				C	Change From				C	hange From
	2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	2013 Adopted	2011 Actuals	2012 Actuals	2013 2 Adopted	2014 Mayor's Proposed	2013 Adopted
Spending by Major Account										
EMPLOYEE EXPENSE	162,166	166,971	239,171	245,919	6,748					
SERVICES	53,174	58,811	299,666	154,216	(145,450)					
MATERIALS AND SUPPLIES	3,824	2,582	2,816	2,816						
CAPITAL OUTLAY	18,582									
TRANSFER OUT AND OTHER SPEND			200	200						
TOTAL FOR DIVISION	237,746	228,365	541,853	403,151	(138,702)					
Spending by Accounting Unit										
1001001 FIN & MGMT SERVICES AD	237,746	228,365	541,853	403,151	(138,702)	1.30	1.30	2.00	2.00	
TOTAL FOR DIVISION	237,746	228,365	541,853	403,151	(138,702)	1.30	1.30	2.00	2.00	

Department: TECHNOLOGY Fund: 2100 SPECIAL REVENUE Division: **CABLE COMMUNICATIONS** 

			Spending			Personnel				
				C	hange From				C	hange From
	2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	2013 Adopted	2011 Actuals	2012 Actuals	2013 2 Adopted	2014 Mayor's Proposed	2013 Adopted
Spending by Major Account										
SERVICES	6,863	1,063	3,536	3,537	1					
MATERIALS AND SUPPLIES	13,604	28,965	48,464	48,463	(1)					
CAPITAL OUTLAY		252,413	51,500	139,000	87,500					
TOTAL FOR DIVISION	20,467	282,441	103,500	191,000	87,500					
Spending by Accounting Unit										
1031124 CABLE EQUIPMENT REPLAC	6,800	277,031	69,000	69,000						
1031125 PEG GRANTS	13,667	5,410	34,500	122,000	87,500					
TOTAL FOR DIVISION	20,467	282,441	103,500	191,000	87,500					

Department: TECHNOLOGY Fund: 2400 CITY GRANTS

Division: CABLE COMMUNICATIONS

			Spending			Personnel				
	2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	Change From 2013 Adopted	2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	Change From s 2013 Adopted
Spending by Major Account										
SERVICES	124,838	107,908								
TOTAL FOR DIVISION	124,838	107,908								
Spending by Accounting Unit										
1031127 COMMUNITY FIBER NETWOR	124,838	107,908								
TOTAL FOR DIVISION	124,838	107,908								

Department: TECHNOLOGY Fund: 7100 CENTRAL SERVICES INTERNAL

Division: **ENTERPRISE TECHNOLOGY** 

_			Spending			Personnel				
				C	Change From					Change From
	2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	2013 Adopted	2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	2013 Adopted
Spending by Major Account										
EMPLOYEE EXPENSE	1,005,921	924,286								
SERVICES	379,833	289,058								
MATERIALS AND SUPPLIES	4,850	12,636								
CAPITAL OUTLAY		1,606								
TRANSFER OUT AND OTHER SPEND	101,868	1,850,151								
TOTAL FOR DIVISION	1,492,472	3,077,736								
Spending by Accounting Unit										
1011110 ENTERPRISE RESOURCE PL	1,492,472	3,077,736				9.00	8.00			
TOTAL FOR DIVISION	1,492,472	3,077,736				9.00	8.00			



# **Financing Reports**

# CITY OF SAINT PAUL Financing by Company and Department

Department: TECHNOLOGY Budget Year: 2014

Company: 1000 GENERAL FUND

						Change From
		2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's	2013 Adopted
Account	Account Description				Proposed	
40570-0	CABLE TV	1,723,324	2,406,466	2,250,000	2,400,000	150,000
43510-0	COPIES	40				
44115-0	INSTITUTIONAL NETWORK USER FEE		49,863	45,125	32,500	(12,625)
44120-0	CABLE TV SERVICES	85,307	10,647	15,000	12,500	(2,500)
44740-0	DATA PROC SERV NON CITY	195,186	210,439	196,338	196,338	
44845-0	MISCELLANEOUS SERVICES		3,250			
49130-0	TRANSFER FR GENERAL FUND			142,917	142,917	
49140-0	TRANSFER FR SPECIAL REVENUE FU	47,906	56,184	326,435	227,766	(98,669)
49170-0	TRANSFER FR ENTERPRISE FUND		9,836			
49180-0	TRANSFER FR INTERNAL SERVICE F	331,824	305,558	152,948	152,948	
49600-0	OUTSIDE CONTRIBUTION DONATIONS	11,590	12,010	12,000	12,000	
49620-0	COUNTY SHARE OF COST	45,432		47,000	47,000	
49680-0	PRIVATE GRANTS	20,000	20,000			
49930-0	JURY DUTY PAY		50			
49970-0	OTHER MISC REVENUE	247,895	230,067			
TOTAL FO	R REVENUE	2,708,503	3,314,368	3,187,763	3,223,969	36,206
1000 GI	ENERAL FUND	2,708,503	3,314,368	3,187,763	3,223,969	36,206

# CITY OF SAINT PAUL Financing by Company and Department

Department: TECHNOLOGY Budget Year: 2014

Company: 2100 SPECIAL REVENUE

	2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	Change From 2013 Adopted						
Account Description											
						49620-0 COUNTY SHARE OF COST	34,500	34,500	34,500	34,500	
						49680-0 PRIVATE GRANTS	68,125	70,570	69,000	69,000	
91010-0 USE OF FUND BALANCE				87,500	87,500						
TOTAL FOR REVENUE	102,625	105,070	103,500	191,000	87,500						
2100 SPECIAL REVENUE	102,625	105,070	103,500	191,000	87,500						

# **CITY OF SAINT PAUL**

# **Financing by Company and Department**

Department: TECHNOLOGY Budget Year: 2014

Company: 7100 CENTRAL SERVICES INTERNAL

					Change From
	2011	2012	2013	2014	2013
	Actuals	Actuals	Adopted	Mayor's	Adopted
Account Description				Proposed	
44715-0 DESIGN SERVICE	1,063,073	1,048,847			
49610-0 CONTRIBUTION FROM OTHER FUNDS	524,789	2,280,943			
TOTAL FOR REVENUE	1,587,862	3,329,790			
7100 CENTRAL SERVICES INTERNAL	1,587,862	3,329,790			
GRAND TOTAL FOR TECHNOLOGY	4,398,990	6,749,228	3,291,263	3,414,969	123,706

# **City of Saint Paul** Financing Plan by Department

**TECHNOLOGY** Department:

Budget Year: 2014 1000 GENERAL FUND Fund:

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	Change From 2013 Adopted
<u>Finar</u>	ncing by Accounting Unit					
1001020	MARKETING	20,000	20,000			
1001115	CITYWIDE INFO SERVICES DIV	178,561	175,749	222,699	222,699	
1001119	TECH INITIATIVE RECURNG COSTS	494,495	425,945	446,601	347,932	(98,669)
1001121	CATV OPER & VIDEO PROD	1,186,989				
1031115	DATA PROC SERV-NON CITY	195,186	210,439	196,338	196,338	
1031121	CABLE TV IMPLEM ANDANNUAL OPER	562,929	2,432,372	2,277,000	2,424,500	147,500
1031123	INSTITUTIONAL NETWORK	70,343	49,863	45,125	32,500	(12,625)
	TOTAL FOR DEPARTMENT	2,708,503	3,314,368	3,187,763	3,223,969	36,206
<u>Finan</u>	cing by Major Account					
TAXES		1,723,324	2,406,466	2,250,000	2,400,000	150,000
FEES SA	LES AND SERVICES	280,533	274,198	256,463	241,338	(15,125)
TRANSF	ERS IN OTHER FINANCING	704,646	633,704	681,300	582,631	(98,669)
	TOTAL BY MAJOR ACCOUNT GROUP	2,708,503	3,314,368	3,187,763	3,223,969	36,206

# **City of Saint Paul** Financing Plan by Department

**TECHNOLOGY** Department:

Budget Year: 2014 2100 SPECIAL REVENUE Fund:

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	Change From 2013 Adopted
<u>Fina</u> ı	ncing by Accounting Unit					
1031124	CABLE EQUIPMENT REPLACEMENT	68,125	69,000	69,000	69,000	
1031125	PEG GRANTS	34,500	36,070	34,500	122,000	87,500
	TOTAL FOR DEPARTMENT	102,625	105,070	103,500	191,000	87,500
<u>Finan</u>	ncing by Major Account					
BUDGET	ADJUSTMENTS				87,500	87,500
TRANSF	ERS IN OTHER FINANCING	102,625	105,070	103,500	103,500	
	TOTAL BY MAJOR ACCOUNT GROUP	102,625	105,070	103,500	191,000	87,500

# **City of Saint Paul** Financing Plan by Department

**TECHNOLOGY** Department:

Budget Year: 2014 7100 CENTRAL SERVICES INTERNAL Fund:

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Mayor's Proposed	Change From 2013 Adopted
<u>Finar</u>	ncing by Accounting Unit					
1011110	ENTERPRISE RESOURCE PLANNING	1,587,862	3,329,790			
	TOTAL FOR DEPARTMENT _	1,587,862	3,329,790			
<u>Finan</u>	cing by Major Account					
FEES SA	LES AND SERVICES	1,063,073	1,048,847			
TRANSF	ERS IN OTHER FINANCING	524,789	2,280,943			
	TOTAL BY MAJOR ACCOUNT GROUP	1,587,862	3,329,790			

