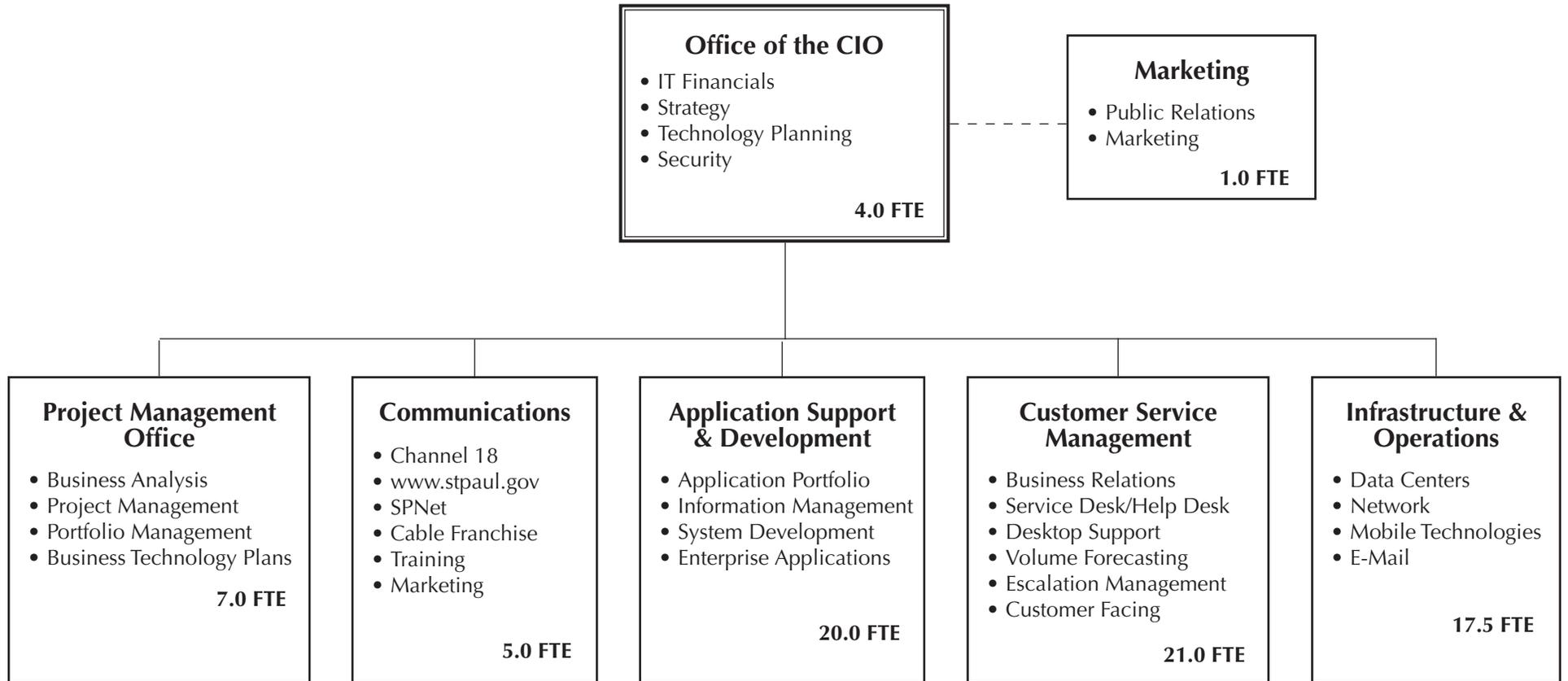


# Office of Technology and Communications

## OTC Mission

*We 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 75.5 FTE)**

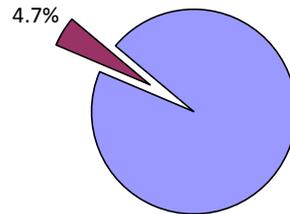
**2015 Adopted Budget**  
**Office of Technology and Communications**

**Department Description:**

The Office of Technology and Communications (OTC) works 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.

- **Office of the CIO:** Tasked with coordination and strategic planning for all sections of the department
- **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.
- **Customer Service Management (CSM):** Responsible for ensuring that OTC meets the needs of its customers. By providing operationally efficient desktop tools and timely response to service requests CSM helps to build cohesive relationships among all technology stakeholders in the City.

**OTC Portion of General Fund Spending**



**Department Facts**

- Total General Fund Budget: \$11,071,470
- 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 2013
- Received 22,698 new service requests, and resolved 99.6%
- Produced 184 videos for a variety of agencies
- Supported and managed local and wide area network for more than 100 locations

**Department Goals**

- Establish an effective framework for providing security throughout the enterprise, including security standards, procedures, redundancy, and maintenance of all technical infrastructures.
- Enhance enterprise and critical line of business applications.
- Improve externally facing applications (mobile or web) for information distribution and outreach to the public

**Recent Accomplishments**

- **COMET:** Deployed Finance and Procurement modules of the Infor/Lawson ERP product.
- **TASS:** Implementation of the Time Attendance Scheduling Software.
- **2FA:** Dual authentication to laptops implemented to meet CJIS requirements in SPPD and multiple other supported public safety agencies in the metro area.
- **Server Virtualization:** First steps in creating an internal cloud based server environment.
- **AMANDA Enhancements:** Upgrade to web based version, and new implementation for Parks & Rec Private Property Tree Management.
- **Concourse Matter Room:** Cloud based application allows City Attorneys to access information in the court room.
- **24x7 On Call Support:** Implemented 24/7 infrastructure support.
- **Windows 8 for Tablets:** Key infrastructure upgrades allow for Windows 8 management in the environment.

**2015 Adopted Budget**

**Office of Technology and Communications**

**Fiscal Summary**

	<b>2013 Actual</b>	<b>2014 Adopted</b>	<b>2015 Adopted</b>	<b>Change</b>	<b>% Change</b>	<b>2014 Adopted FTE</b>	<b>2015 Adopted FTE</b>
<b>Spending</b>							
100: General Fund	11,668,669	11,091,247	11,071,470	(19,777)	-0.2%	74.50	75.50
211: General Government Special Projects	25,542	263,620	191,000	(72,620)	-27.5%	-	-
<b>Total</b>	<b>11,694,211</b>	<b>11,354,867</b>	<b>11,262,470</b>	<b>(92,397)</b>	<b>-0.8%</b>	<b>74.50</b>	<b>75.50</b>
<b>Financing</b>							
100: General Fund	3,655,811	3,196,969	3,344,085	147,116	4.6%		
211: General Government Special Projects	106,720	263,620	191,000	(72,620)	-27.5%		
<b>Total</b>	<b>3,762,531</b>	<b>3,460,589</b>	<b>3,535,085</b>	<b>74,496</b>	<b>2.2%</b>		

**Budget Changes Summary**

The Office of Technology and Communications (OTC) will add a Chief Security Officer in the 2015 budget. The position is funded through realignment of existing personnel resources. OTC will also realize savings in the 2015 through the removal of a one-time grant and from the scheduled decrease of an internal loan repayment.

The special fund budget removes one-time funding for a studio upgrade project from the 2014 budget.

**100: General Fund**

**Office of Technology and Communications**

		<u>Change from 2014 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Current Service Level Adjustments</u></b>		108,457	-	-
	Subtotal:	108,457	-	-
<b><u>Mayor's Proposed Changes</u></b>				
<b>Planned Reductions</b>				
<p>The 2014 adopted budget included a one-time grant in the Marketing activity for a publication related to the Central Corridor, which has been removed for 2015. Additionally, the OTC budget includes an internal loan for completed capital projects. Loan payments are scheduled to decrease in 2015.</p>				
	Grant resources	(20,000)	(20,000)	-
	Internal loan scheduled reduction	(108,234)	-	-
	Subtotal:	(128,234)	(20,000)	-
<b>Chief Security Officer</b>				
<p>OTC will add a Chief Security Officer in order to develop a citywide security framework. The department funded this position by realigning existing personnel budgets.</p>				
	Chief Security Officer	113,731	-	1.00
	Other personnel realignment	(113,731)	-	-
	Subtotal:	-	-	1.00
<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 2015 budget incorporates increases to those revenues to reflect recent trends and plans for 2015.</p>				
	Internal service revenues	-	117,116	-
	Cable franchise fee revenue	-	50,000	-
	Subtotal:	-	167,116	-
<b>Fund 100 Budget Changes Total</b>		(19,777)	147,116	1.00

**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 2014 Adopted</u>		
		<u>Spending</u>	<u>Financing</u>	<u>FTE</u>
<b><u>Mayor's Proposed Changes</u></b>				
<b>Planned Reductions</b>				
In 2014 OTC dedicated one-time resources for upgrades to cable studio equipment. The project costs are removed in the 2015 budget.				
Capital improvements		(72,620)	(72,620)	-
	Subtotal:	<u>(72,620)</u>	<u>(72,620)</u>	<u>-</u>
<b>Fund 211 Budget Changes Total</b>		<u><u>(72,620)</u></u>	<u><u>(72,620)</u></u>	<u><u>-</u></u>

# Spending Reports

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

Department: **TECHNOLOGY AND COMMUNICATIONS**

Budget Year: **2015**

	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Adopted</b>	<b>2015 Adopted</b>	<b>Change From 2014 Adopted</b>
<b><u>Spending by Fund</u></b>					
CITY GENERAL FUND	9,785,119	11,668,669	11,091,247	11,071,470	(19,777)
GENERAL GOVT SPECIAL PROJECTS	390,350	25,542	263,620	191,000	(72,620)
<b>TOTAL SPENDING BY FUND</b>	<b>10,175,468</b>	<b>11,694,211</b>	<b>11,354,867</b>	<b>11,262,470</b>	<b>(92,397)</b>
<b><u>Spending by Major Account</u></b>					
EMPLOYEE EXPENSE	6,725,278	6,965,830	7,740,342	7,893,601	153,259
SERVICES	2,845,556	4,306,552	2,773,675	2,706,090	(67,585)
MATERIALS AND SUPPLIES	328,975	228,915	391,653	321,816	(69,837)
ADDITIONAL EXPENSES			200	200	
CAPITAL OUTLAY	275,659	47,918	304,000	304,000	
DEBT SERVICE			144,997	36,763	(108,234)
OTHER FINANCING USES		144,997			
<b>TOTAL SPENDING BY MAJOR ACCOUNT</b>	<b>10,175,468</b>	<b>11,694,211</b>	<b>11,354,867</b>	<b>11,262,470</b>	<b>(92,397)</b>
<b><u>Financing by Major Account</u></b>					
TAXES	2,406,466	2,449,568	2,400,000	2,450,000	50,000
INTERGOVERNMENTAL REVENUE	20,000				
CHARGES FOR SERVICES	274,198	339,603	241,338	261,442	20,104
MISCELLANEOUS REVENUE	347,197	630,201	135,500	115,500	(20,000)
OTHER FINANCING SOURCES	371,577	343,159	523,631	620,643	97,012
BUDGET ADJUSTMENTS			160,120	87,500	(72,620)
<b>TOTAL FINANCING BY MAJOR ACCOUNT</b>	<b>3,419,438</b>	<b>3,762,531</b>	<b>3,460,589</b>	<b>3,535,085</b>	<b>74,496</b>

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

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

Budget Year: **2015**

	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Adopted</b>	<b>2015 Adopted</b>	<b>Change From 2014 Adopted</b>
<b>Spending by Major Account</b>					
EMPLOYEE EXPENSE	6,725,278	6,965,830	7,740,342	7,893,601	153,259
SERVICES	2,736,586	4,300,677	2,773,675	2,706,090	(67,585)
MATERIALS AND SUPPLIES	300,010	221,477	267,033	269,816	2,783
ADDITIONAL EXPENSES			200	200	
CAPITAL OUTLAY	23,245	35,688	165,000	165,000	
DEBT SERVICE			144,997	36,763	(108,234)
OTHER FINANCING USES		144,997			
<b>Total Spending by Major Account</b>	<b>9,785,119</b>	<b>11,668,669</b>	<b>11,091,247</b>	<b>11,071,470</b>	<b>(19,777)</b>
<b>Spending by Accounting Unit</b>					
10016100 TECHNOLOGY ADMINISTRATION	228,367	544,847	403,151	384,598	(18,553)
10016200 COMMUNICATIONS SECTION	648,049	630,675	524,067	532,323	8,256
10016205 INSTITUTIONAL NETWORK	28,565	5,674	12,082	12,082	
10016300 TECHNOLOGY SECTION	6,183,956	6,524,052	7,036,028	7,292,271	256,243
10016305 TECH INITIATIVES RECURRING	2,365,507	3,494,501	2,662,010	2,508,997	(153,013)
10016315 TECHNOLOGY INITIATIVES		8,199			
10016320 TECHNOLOGY SERVICES NON CITY	208,451	297,699	309,862	216,442	(93,420)
10016400 MARKETING	122,224	163,021	144,047	124,757	(19,290)
<b>Total Spending by Accounting Unit</b>	<b>9,785,119</b>	<b>11,668,669</b>	<b>11,091,247</b>	<b>11,071,470</b>	<b>(19,777)</b>

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

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

Budget Year: **2015**

	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Adopted</b>	<b>2015 Adopted</b>	<b>Change From 2014 Adopted</b>
<b>Spending by Major Account</b>					
SERVICES	108,971	5,874			
MATERIALS AND SUPPLIES	28,965	7,438	124,620	52,000	(72,620)
CAPITAL OUTLAY	252,413	12,229	139,000	139,000	
<b>Total Spending by Major Account</b>	<b>390,350</b>	<b>25,542</b>	<b>263,620</b>	<b>191,000</b>	<b>(72,620)</b>
<b>Spending by Accounting Unit</b>					
21116210 CABLE EQUIPMENT REPLACEMENT	277,031	6,963	128,500	69,000	(59,500)
21116215 PEG GRANTS	5,410	18,579	135,120	122,000	(13,120)
21116220 COMMUNITY FIBER NETWORK	107,908				
<b>Total Spending by Accounting Unit</b>	<b>390,350</b>	<b>25,542</b>	<b>263,620</b>	<b>191,000</b>	<b>(72,620)</b>

# 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: 2015

Account	Account Description	2012 Actuals	2013 Actuals	2014 Adopted	2015 Adopted	Change From 2014 Adopted
40870-0	CABLE TV	2,406,466	2,449,568	2,400,000	2,450,000	50,000
<b>TOTAL FOR TAXES</b>		<b>2,406,466</b>	<b>2,449,568</b>	<b>2,400,000</b>	<b>2,450,000</b>	<b>50,000</b>
43999-0	OTHER GRANT HISTORY	20,000				
<b>TOTAL FOR INTERGOVERNMENTAL REVENUE</b>		<b>20,000</b>				
44520-0	INSTITUTIONAL NETWORK USER FEE			32,500	32,500	
44525-0	CABLE TV SERVICES	10,647	10,514	12,500	12,500	
44590-0	MISCELLANEOUS SERVICES	263,551	329,088			
51170-0	TECHNOLOGY SERVICES			196,338	216,442	20,104
<b>TOTAL FOR CHARGES FOR SERVICES</b>		<b>274,198</b>	<b>339,603</b>	<b>241,338</b>	<b>261,442</b>	<b>20,104</b>
55505-0	OUTSIDE CONTRIBUTION DONATIONS	12,010	12,300	12,000	12,000	
55550-0	PRIVATE GRANTS			20,000		(20,000)
55845-0	JURY DUTY PAY	50				
55915-0	OTHER MISC REVENUE	230,067	511,181			
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>		<b>242,127</b>	<b>523,481</b>	<b>32,000</b>	<b>12,000</b>	<b>(20,000)</b>
56220-0	TRANSFER FR GENERAL FUND			142,917	237,264	94,347
56225-0	TRANSFER FR SPECIAL REVENUE FU	56,184	182,642	227,766	220,030	(7,736)
56240-0	TRANSFER FR ENTERPRISE FUND	9,836				
56245-0	TRANSFER FR INTERNAL SERVICE F	305,558	159,331	152,948	163,349	10,401
58101-0	SALE OF CAPITAL ASSET		1,186			
<b>TOTAL FOR OTHER FINANCING SOURCES</b>		<b>371,577</b>	<b>343,159</b>	<b>523,631</b>	<b>620,643</b>	<b>97,012</b>
<b>TOTAL FOR CITY GENERAL FUND</b>		<b>3,314,368</b>	<b>3,655,811</b>	<b>3,196,969</b>	<b>3,344,085</b>	<b>147,116</b>

**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: 2015

Account	Account Description	2012 Actuals	2013 Actuals	2014 Adopted	2015 Adopted	Change From 2014 Adopted
55515-0	COUNTY SHARE OF COST	34,500	34,500	34,500	34,500	
55550-0	PRIVATE GRANTS	70,570	72,220	69,000	69,000	
<b>TOTAL FOR MISCELLANEOUS REVENUE</b>		<b>105,070</b>	<b>106,720</b>	<b>103,500</b>	<b>103,500</b>	
59910-0	USE OF FUND EQUITY			160,120	87,500	(72,620)
<b>TOTAL FOR OTHER FINANCING SOURCES</b>				<b>160,120</b>	<b>87,500</b>	<b>(72,620)</b>
<b>TOTAL FOR GENERAL GOVT SPECIAL PROJECTS</b>		<b>105,070</b>	<b>106,720</b>	<b>263,620</b>	<b>191,000</b>	<b>(72,620)</b>
<b>TOTAL FOR TECHNOLOGY AND COMMUNICATIONS</b>		<b>3,419,438</b>	<b>3,762,531</b>	<b>3,460,589</b>	<b>3,535,085</b>	<b>74,496</b>

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

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

Budget Year: **2015**

	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Adopted</b>	<b>2015 Adopted</b>	<b>Change From 2014 Adopted</b>
<b>Financing by Major Account</b>					
TAXES	2,406,466	2,449,568	2,400,000	2,450,000	50,000
INTERGOVERNMENTAL REVENUE	20,000				
CHARGES FOR SERVICES	274,198	339,603	241,338	261,442	20,104
MISCELLANEOUS REVENUE	242,127	523,481	32,000	12,000	(20,000)
OTHER FINANCING SOURCES	371,577	343,159	523,631	620,643	97,012
<b>Total Financing by Major Account</b>	<b>3,314,368</b>	<b>3,655,811</b>	<b>3,196,969</b>	<b>3,344,085</b>	<b>147,116</b>
<b>Financing by Accounting Unit</b>					
10016200 COMMUNICATIONS SECTION	2,432,372	2,472,526	2,424,500	2,474,500	50,000
10016205 INSTITUTIONAL NETWORK	49,863	40,883	32,500	32,500	
10016300 TECHNOLOGY SECTION	175,749	164,190	175,699	181,878	6,179
10016305 TECH INITIATIVES RECURRING	425,945	690,166	347,932	438,765	90,833
10016320 TECHNOLOGY SERVICES NON CITY	210,439	288,045	196,338	216,442	20,104
10016400 MARKETING	20,000		20,000		(20,000)
<b>Total Financing by Accounting Unit</b>	<b>3,314,368</b>	<b>3,655,811</b>	<b>3,196,969</b>	<b>3,344,085</b>	<b>147,116</b>

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

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

Budget Year: **2015**

	<b>2012 Actuals</b>	<b>2013 Actuals</b>	<b>2014 Adopted</b>	<b>2015 Adopted</b>	<b>Change From 2014 Adopted</b>
<b>Financing by Major Account</b>					
MISCELLANEOUS REVENUE	105,070	106,720	103,500	103,500	
OTHER FINANCING SOURCES			160,120	87,500	(72,620)
<b>Total Financing by Major Account</b>	<b>105,070</b>	<b>106,720</b>	<b>263,620</b>	<b>191,000</b>	<b>(72,620)</b>
<b>Financing by Accounting Unit</b>					
21116210 CABLE EQUIPMENT REPLACEMENT	69,000	70,610	128,500	69,000	(59,500)
21116215 PEG GRANTS	36,070	36,110	135,120	122,000	(13,120)
<b>Total Financing by Accounting Unit</b>	<b>105,070</b>	<b>106,720</b>	<b>263,620</b>	<b>191,000</b>	<b>(72,620)</b>