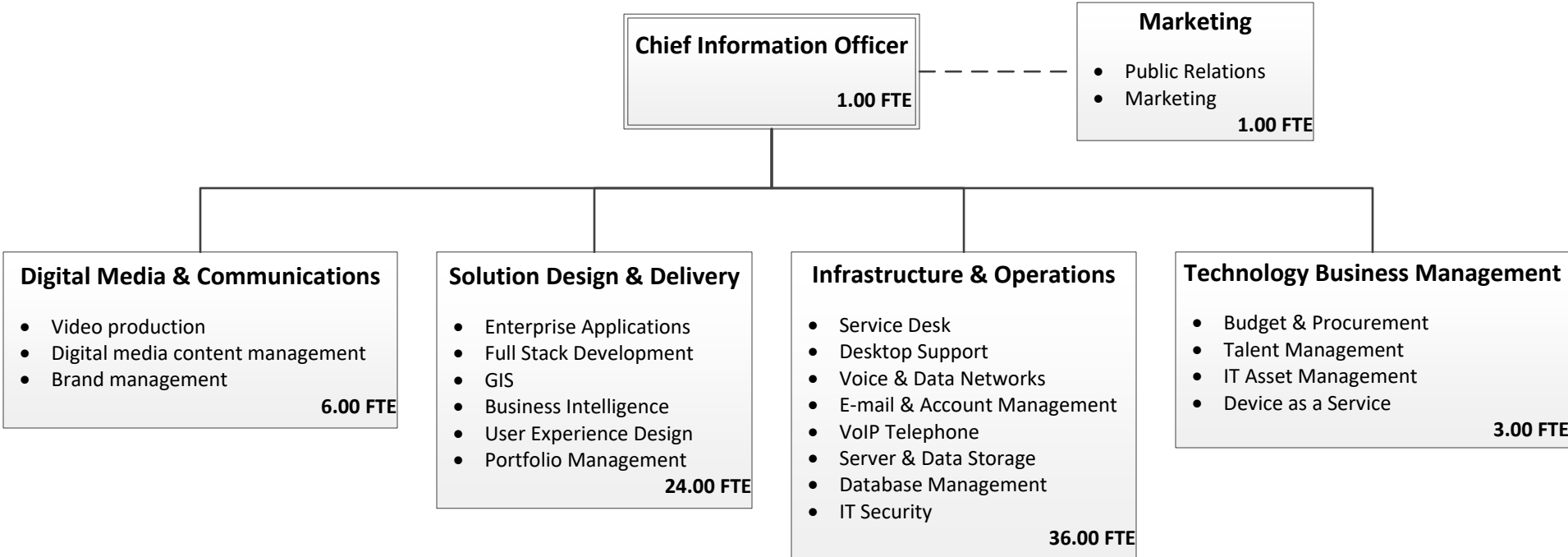


Office of Technology and Communication

***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 71.00 FTE)

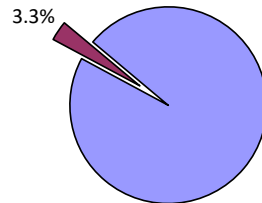
**2022 Adopted Budget
Office of Technology and Communications**

Department Description:

The Office of Technology and Communications partners with city departments to leverage data and technology as a strategic asset to deliver upon Mayor Carter's vision for a more equitable, innovative, resilient, and safe city for all.

- Office of the CIO: Leads strategy development and alignment to ensure the City uses data and technology to strengthen communities, public safety, and the local economy
- Strategy, Measurement & Administration: Accountable for department planning, measurement, HR, finance, and enterprise data strategy.
- Strategic Partnership & Portfolio Management: Accountable for managing strategic partnerships with departments across the City, managing our portfolio of products and process improvement projects, and leading our transformation to Agile methodology for product development.
- Infrastructure & Operations: Responsible for the maintenance and security of servers, data centers, mobile technologies and networks in the enterprise.
- Strategic Product Management: Responsible for developing and supporting user-centered solutions co-created with our business partners.
- Communications: Responsible for creating inclusive and bi-directional communication plans to engage the community; also oversees and administers the cable communications franchise on behalf of the City and for recording and distributing the Channel 18 network, PSAs, Council meetings, and Ramsey County Commissioner meetings.

**Technology & Communication's
Portion of General Fund
Spending**



Department Facts

- Total General Fund Budget: \$ 10,622,041
- Total Special Fund Budget: \$ 4,073,703
- Total FTEs: 71.00
- Manage and support over 3,600 PCs supporting more than 3,500 staff in the City.
- www.stpaul.gov logged 6,106,512 page views in 2016. 95% were new visitors.
- 857,900 views of City Videos in 2018 (240,900 in 2017).
- Supported and managed local and wide area network for more than 100 locations.

Department Goals

- Enable digital transformation citywide by using data and technology to increase operational efficiency, share information with the public and improve both the quality of government services and community welfare;
- Build user-centered experiences for services provided by the City by increasing collaboration with internal and external users to more accurately define problems and co-create solutions;
- Mature the City's information security program to ensure we handle information in a manner that engenders trust, promotes transparency, and protects privacy;
- Leverage data as a strategic asset to inform policy and decision-making;
- Create an inclusive culture where all perspectives and ideas are valued and collaboration and creativity are fostered.

Recent Accomplishments

- Enterprise Resource Planning Upgrade (Infor)
- City Attorney and Civil Litigation Records Management Upgrade
- Council Chambers Upgrade
- Voice Over Internet Phone (VOIP) Implementation
- Enterprise Document Management
- Right Track Management System Redesign

2022 Adopted Budget
Office of Technology and Communications

Fiscal Summary

	<u>2020 Actual</u>	<u>2021 Adopted</u>	<u>2022 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2021 Adopted FTE</u>	<u>2022 Adopted FTE</u>
Spending							
100: General Fund	11,868,691	12,516,429	10,622,041	(1,894,388)	-15.1%	71.00	71.00
200: City Grants	20,572	18,628	182,089	163,461	877.5%	-	-
211: General Government Special Projects	940,404	1,034,500	1,034,500	-	0.0%	-	-
710: Central Service Fund	-	-	2,857,114	2,857,114	-	-	-
Total	12,829,667	13,569,557	14,695,744	1,126,187	8.3%	71.00	71.00
Financing							
100: General Fund	3,533,023	2,686,532	2,127,129	(559,403)	-20.8%		
200: City Grants	200,000	18,628	182,089	163,461	877.5%		
211: General Government Special Projects	1,085,985	1,034,500	1,034,500	-	0.0%		
710: Central Service Fund	-	-	2,857,114	2,857,114	-		
Total	4,819,008	3,739,660	6,200,832	2,461,172	65.8%		

Budget Changes Summary

The Office of Technology and Communications (OTC) 2022 General Fund budget removes many citywide technology service expenses and shifts them to a newly-created centralized cost center in a special fund. This change includes expenses for physical assets such as personal computers and phones, as well as enterprise software programs and maintenance of physical technology infrastructure. This approach will allow the City to plan for citywide technology needs centrally, rather than dispersed among various departments. OTC's budget also includes a net increase in other current service level adjustments, including salary and benefit costs.

Revenue adjustments include the removal of personal computer replacement revenue, as well as decreases in internal service and telecast fees.

Special fund changes include the creation of the new centralized cost center for citywide technology services, which contains funding and revenue for personal computer and phones expenses, enterprise software expenses, and maintenance and utility costs. Additionally, unspent Knight Foundation Grant funding was carried forward.

Change from 2021 Adopted

Spending Financing FTE

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, and adjustments of line item budgets to track with recent spending trends.

Current service level adjustments	194,310	-	-
Shift of PC and phone expenses to centralized cost center for workstation technology	(92,652)	-	-
Subtotal:	101,658	-	-

Mayor's Proposed Changes

Enterprise Technology Reorganization

The 2022 budget reorganizes the way we fund technology services citywide through the creation of a centralized cost center for enterprise technology and workstation technology. This includes expenses for physical assets such as computers and phones, as well as software programs and the maintenance of physical technology infrastructure. This approach will allow the City to plan for citywide technology needs in one location, rather than being dispersed among various departments.

Remove PC replacement budget	(501,346)	-	-
Remove PC General Fund subsidy	(197,058)	-	-
Move data center management to enterprise tech account	(1,300)	-	-
Move City internet and guest Wi-Fi to workstation tech account	(35,007)	-	-
Move applications to enterprise and workstation tech account	(1,073,684)	-	-
Move maintenance and electricity expenses to enterprise tech account	(138,126)	-	-
Supplement for PC-phone revenue	(60,000)	-	-
Subtotal:	(2,006,521)	-	-

Revenue Updates

The 2022 budget reduces revenues in internal service fees from City departments as demands for technology products change, as well as external telecast fees.

Remove PC replacement budget		(501,346)	
Internal service revenue	-	(65,532)	-
Telecast fee revenue	-	(3,000)	-
Subtotal:	-	(569,878)	-

100: General Fund

Office of Technology and Communications

Change from 2021 Adopted

Spending Financing FTE

Adopted Changes

Administrative reorganization

The 2022 budget shifted a bill for public internet service previously paid for by the Saint Paul Public Library Agency. OTC will now receive a transfer from Libraries and pay the bill to improve administrative efficiency.

Add MNIT public internet spending

10,475 10,475 -

Subtotal: 10,475 10,475 -

Fund 100 Budget Changes Total

(1,894,388) (559,403) -

200: City Grants

Office of Technology and Communications

This fund includes a grant from the Knight Foundation for OTC's Tech For All Initiative

Change from 2021 Adopted

Spending Financing FTE

Adopted Changes

Grant Adjustments

The 2022 budget carries forward remaining balances and spending authority for the Knight Foundation grant.

Knight Foundation Grant

163,461 163,461 -

Subtotal: 163,461 163,461 -

Fund 200 Budget Changes Total

163,461 163,461 -

211: General Government Special Projects

Office of Technology and Communications

This fund includes OTC's cable equipment replacement and Public, Educational, and Government (PEG) grants.

Change from 2021 Adopted

Spending Financing FTE

No Changes from 2021 Adopted Budget

Subtotal: - - -

Fund 211 Budget Changes Total

- - -

710: Central Service Fund**Office of Technology and Communications**

This fund includes all personal computers and phones, as well as enterprise software programs and the maintenance of citywide physical technology infrastructure.

Change from 2021 Adopted

Spending Financing FTE

Mayor's Proposed Changes**Enterprise Technology Reorganization**

The 2022 budget reorganizes the way we fund technology services citywide through the creation of a centralized cost center for enterprise technology and workstation technology. This includes expenses for physical assets such as computers and phones, as well as software programs and the maintenance of physical technology infrastructure. This approach will allow the City to plan for citywide technology needs in one location, rather than being dispersed among all departments.

Enterprise technology software, maintenance, and electricity expenses

473,657 - -

Personal computers

1,168,901 - -

Phones and phone-related expenses

403,809 - -

Other workstation technology expenses (Windows OS, Office 365, internet service)

810,747 - -

General Fund contribution for enterprise technology

- 473,657 -

General Fund contribution for workstation technology

- 2,089,961 -

Special fund charges for personal computers and phones

- 293,496 -

Subtotal:

2,857,114 2,857,114 -

Fund 710 Budget Changes Total

2,857,114 2,857,114 -

Spending Reports

CITY OF SAINT PAUL
Spending Plan by Department

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

Budget Year: **2022**

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
Spending by Major Account					
EMPLOYEE EXPENSE	7,827,539	8,459,630	8,636,113	8,826,073	189,960
SERVICES	3,627,935	1,934,227	1,224,541	1,119,716	(104,825)
MATERIALS AND SUPPLIES	405,873	1,465,799	2,647,455	666,635	(1,980,820)
ADDITIONAL EXPENSES	346		200	200	
OTHER FINANCING USES	8,997	9,035	8,120	9,417	1,297
Total Spending by Major Account	11,870,690	11,868,691	12,516,429	10,622,041	(1,894,388)
Spending by Accounting Unit					
10016100 APPLICATION DEVELOPMENT & SUPPC	480,268	343,345	871,306	734,627	(136,679)
10016200 COMMUNICATIONS SECTION	113,714	62,328	11,757	11,757	
10016300 TECHNOLOGY ADMINISTRATION	8,773,515	8,912,699	9,012,684	9,182,718	170,034
10016305 INFRASTRUCTURE AND OPERATIONS	2,132,122	2,315,136	2,491,108	316,131	(2,174,977)
10016320 TECHNOLOGY SERVICES NON CITY	220,384	100,105	(1)	(1)	
10016325 IT SECURITY				238,813	238,813
10016400 MARKETING	150,686	135,078	129,575	137,996	8,421
Total Spending by Accounting Unit	11,870,690	11,868,691	12,516,429	10,622,041	(1,894,388)

CITY OF SAINT PAUL
Spending Plan by Department

Department: **TECHNOLOGY AND COMMUNICATIONS**
Fund: **CITY GRANTS**

Budget Year: **2022**

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
Spending by Major Account					
SERVICES		20,572	18,628	182,089	163,461
Total Spending by Major Account		20,572	18,628	182,089	163,461
Spending by Accounting Unit					
20016315 TECHNOLOGY INITIATIVES GRANTS		20,572	18,628	182,089	163,461
Total Spending by Accounting Unit		20,572	18,628	182,089	163,461

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

Department: TECHNOLOGY AND COMMUNICATIONS
Fund: GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2022

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
Spending by Major Account					
SERVICES	966,188	896,517	965,750	965,750	
MATERIALS AND SUPPLIES	127,608	43,887	68,750	68,750	
OTHER FINANCING USES	138,000				
Total Spending by Major Account	1,231,796	940,404	1,034,500	1,034,500	
Spending by Accounting Unit					
21116210 COUNCIL CHAMBER TECHNOLOGY	39,208	23,771	69,000	69,000	
21116215 PEG GRANTS	1,192,588	916,633	965,500	965,500	
Total Spending by Accounting Unit	1,231,796	940,404	1,034,500	1,034,500	

CITY OF SAINT PAUL
Spending Plan by Department

Department: **TECHNOLOGY AND COMMUNICATIONS**
Fund: **CENTRAL SERVICE FUND**

Budget Year: **2022**

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
Spending by Major Account					
SERVICES				2,409,987	2,409,987
MATERIALS AND SUPPLIES				447,127	447,127
Total Spending by Major Account				2,857,114	2,857,114
Spending by Accounting Unit					
71016100 WORKSTATION TECHNOLOGY				2,383,457	2,383,457
71016200 ENTERPRISE TECHNOLOGY				473,657	473,657
Total Spending by Accounting Unit				2,857,114	2,857,114

Financing Reports

CITY OF SAINT PAUL
Financing Plan by Department

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

Budget Year: **2022**

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
Financing by Major Account					
TAXES	2,337,493	2,696,438	2,000,000	2,000,000	
CHARGES FOR SERVICES	527,381	585,373	564,067	9,500	(554,567)
MISCELLANEOUS REVENUE	4,760	8,100	12,000	12,000	
OTHER FINANCING SOURCES	228,355	243,112	110,465	105,629	(4,836)
Total Financing by Major Account	3,097,989	3,533,023	2,686,532	2,127,129	(559,403)
Financing by Accounting Unit					
10016200 COMMUNICATIONS SECTION	2,343,814	2,714,502	2,024,500	2,021,500	(3,000)
10016205 INSTITUTIONAL NETWORK			32,500		(32,500)
10016300 TECHNOLOGY ADMINISTRATION	156,133	170,742	71,597	95,154	23,557
10016305 INFRASTRUCTURE AND OPERATIONS	598,042	647,779	557,935	10,475	(547,460)
Total Financing by Accounting Unit	3,097,989	3,533,023	2,686,532	2,127,129	(559,403)

CITY OF SAINT PAUL
Financing Plan by Department

Department: **TECHNOLOGY AND COMMUNICATIONS**
Fund: **CITY GRANTS**

Budget Year: **2022**

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
Financing by Major Account					
MISCELLANEOUS REVENUE	50,000	200,000			
OTHER FINANCING SOURCES			18,628	182,089	163,461
Total Financing by Major Account	50,000	200,000	18,628	182,089	163,461
Financing by Accounting Unit					
20016315 TECHNOLOGY INITIATIVES GRANTS	50,000	200,000	18,628	182,089	163,461
Total Financing by Accounting Unit	50,000	200,000	18,628	182,089	163,461

CITY OF SAINT PAUL
Financing Plan by Department

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

Budget Year: **2022**

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
Financing by Major Account					
MISCELLANEOUS REVENUE	1,165,754	1,085,985	1,034,500	1,034,500	
OTHER FINANCING SOURCES	138,000				
Total Financing by Major Account	1,303,754	1,085,985	1,034,500	1,034,500	
Financing by Accounting Unit					
21116210 COUNCIL CHAMBER TECHNOLOGY	172,500	34,500	69,000	69,000	
21116215 PEG GRANTS	1,131,254	1,051,485	965,500	965,500	
Total Financing by Accounting Unit	1,303,754	1,085,985	1,034,500	1,034,500	

CITY OF SAINT PAUL
Financing Plan by Department

Department: **TECHNOLOGY AND COMMUNICATIONS**
Fund: **CENTRAL SERVICE FUND**

Budget Year: **2022**

	2019 Actuals	2020 Actuals	2021 Adopted	2022 Adopted	Change From 2021 Adopted
Financing by Major Account					
CHARGES FOR SERVICES				293,496	293,496
OTHER FINANCING SOURCES				2,563,618	2,563,618
Total Financing by Major Account				2,857,115	2,857,115
Financing by Accounting Unit					
71016100 WORKSTATION TECHNOLOGY				2,383,458	2,383,458
71016200 ENTERPRISE TECHNOLOGY				473,657	473,657
Total Financing by Accounting Unit				2,857,115	2,857,115